

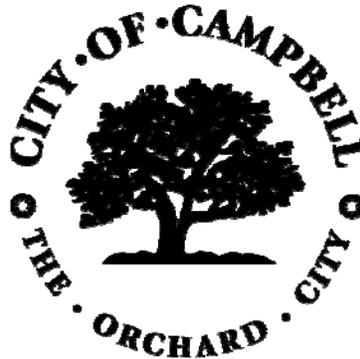


City of Campbell California



*Fiscal Year 2011 - 2012
Operating & Capital Budget
and
2012 - 2016 Five Year
Capital Improvement Plan*

City of Campbell, California



Fiscal Year 2011-2012 Operating / Capital Budget & 2012 - 2016 Five-Year Capital Improvement Plan

*Prepared by the Finance Department
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*Cover - Public Art Located at Orchard City Banquet Hall
Dedicated - June 1, 2011
Alber and Luna de Matteis, Artists*



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June 21, 2011

Honorable Mayor and Members of the City Council:

I am pleased to present the fiscal year 2011-12 (FY 12) operating and capital budget. On the heels of a very difficult budget last year which contained \$3 million in budget correction strategies, which impacted the entire City and many of its services, this year continues the plan laid down last year which is expected to continue replenishing the City's reserves back to their targeted levels. The budget is intended to serve as a policy document, a financial plan, a communications device, and an operations guide. It also reflects the policies, goals, programs and service priorities that the Council and staff are committed to providing to the Campbell community.

With the City navigating through difficult economic times for the past 9 years, and the horizon still fraught with uncertainty, it is clear that the municipal arena is experiencing a new "normal" in which key revenues, that have dropped significantly over the past decade, are taking much longer to recover while expenditure driven service demands continue to grow. Fiscal stability has become ever more challenging to maintain as economic troubles abound. While the economy showed some signs of improvement during the past year, more recent economic indicators continue to be mixed. World economic events, such as the recent financial problems in the European Community, also affect the US and local markets. All of this points to a still unsettled economy that is subject to much unpredictability and volatility. While unemployment has come down in the past couple of years from its peak, it is still high by historical standards and has not seen much improvement of late. Consumer confidence, likewise, is declining and threatens to stall the nation's output.

The City also continues to be threatened by the actions of the State Capitol. The latest threat is the impending closure of redevelopment agencies that do not "voluntarily" provide payment to the State in order to continue operating. The impact to Campbell is that this will put additional burden on the City's General Fund to continue providing the services it does to the community. The legislation has been stayed by the Supreme Court temporarily pending its review of the matter, and it is expected this will be adjudicated sometime during this fiscal year.

The budgeted level of proposed expenditures are considered necessary and proper, taking into consideration the City's Strategic Plan objectives of providing quality services to our residents. Reserve requirements have been maintained consistent with established financial policies. The result is an overall budget that continues most of the program and service levels from the prior year which the residents of Campbell have indicated are important to them.

BUDGET SUMMARY

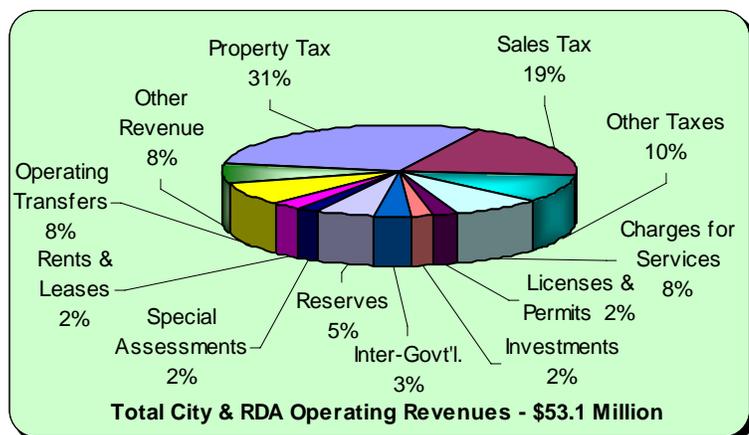
The combined FY 12 operating and capital budget totals \$53.6 million, comprised of \$45.5 million for the City and \$8.1 million for the Redevelopment Agency (RDA). Related revenue sources total \$54.9 million comprised of \$46 million for the City and \$8.9 million for the RDA, indicating a balanced budget in which total revenues, including the use of reserves, meet or exceed total expenditures. Excluding capital transfers, the City's budget would be \$44.7 million and the RDA's budget would be \$8.1 million. The excess of total combined revenue over expenditures is attributable to building a modest annual surplus into the General Fund budget to replenish the Economic Fluctuation Reserve over the next 5 years.

The following table depicts the total operating and capital budget for the City and the RDA at their respective legal levels of appropriation compared to the prior fiscal year:

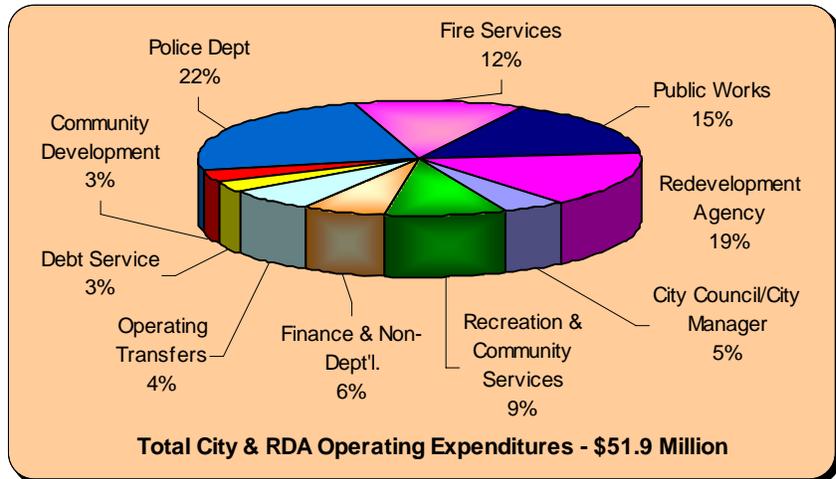
	FY 2011 - 12			FY 2010 - 11			\$ Change Operating Budget	% Change
	Operating Budget	Capital Budget	Total Adopted Budget	Operating Budget	Capital Budget	Total Adopted Budget		
City	\$ 43,790,475	\$ 865,000	\$ 44,655,475	\$ 42,610,006	\$ 3,580,000	\$ 46,190,006	\$ 1,180,469	2.8%
Capital Transfers	-	865,000	865,000	-	3,580,000	3,580,000	-	n/a
Total City	43,790,475	1,730,000	45,520,475	42,610,006	7,160,000	49,770,006	1,180,469	2.8%
RDA	8,128,284	-	8,128,284	10,331,628	-	10,331,628	(2,203,344)	(21.3%)
Capital Transfers	-	-	-	-	-	-	-	n/a
Total RDA	8,128,284	-	8,128,284	10,331,628	-	10,331,628	(2,203,344)	(21.3%)
Total City & RDA	\$ 51,918,759	\$ 1,730,000	\$ 53,648,759	\$ 52,941,634	\$ 7,160,000	\$ 60,101,634	\$ (1,022,875)	-1.9%

Overall, the total operating budget is 1.9% lower than the previous year. **The City's operating budget, by itself, is higher by \$1.2 million (2.8%).** This increase is attributable primarily to increased retirement contributions mandated by the City's retirement trustee (CalPERS) and modest wage increases. The RDA expenditure reduction is attributable to a reduced tax sharing obligation to the County and other taxing jurisdictions due to lower expected tax receipts in addition to a **\$0.5 million State takeaway** from the RDA in FY 11.

Operating Budget: The total operating portion of the budget is \$51.9 million, comprised of \$43.8 million for the City and \$8.1 million for the RDA. Related revenue sources total \$53.1 million comprised of \$44.2 million for the City and \$8.9 million for the RDA. The budget reflects expenditures that are expected to recur annually as well as those that may be non-recurring or one-time in nature. The recurring expenditures are generally funded with annual on-going operating revenues.

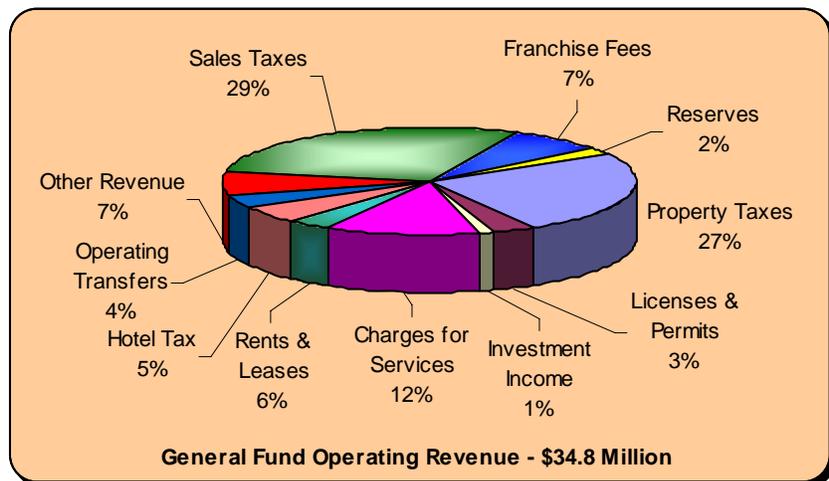


Non-recurring or one-time expenditures are typically funded with a combination of one-time revenues, specific reserves and/or unreserved fund balances, all of which are considered to be revenue sources for purposes of presentation within this document. The FY 12 operating budget relies on a total of \$2.8 million in non-recurring revenues, reserves and fund balances, to fund operating expenditures. The largest component is \$1.6 million from RDA tax increment reserves needed to fund tax sharing obligations. An additional \$0.8 million in General Fund reserves will be used to fund specific expenditures. No funding from the Economic Fluctuations Reserve is contemplated this year.



The largest component is \$1.6 million from RDA tax increment reserves needed to fund tax sharing obligations. An additional \$0.8 million in General Fund reserves will be used to fund specific expenditures. No funding from the Economic Fluctuations Reserve is contemplated this year.

General Fund operating revenues and expenditures are budgeted at \$34.8 million and \$34.5 million, respectively. The \$0.3 million difference represents budgeted surplus intended to replenish the Reserve for Economic Fluctuations back to its targeted level of \$6 million over the next five years.



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

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

The City has historically funded various capital projects with General Fund surpluses. Current projections, however, indicate the City anticipates only modest surpluses that are designated for replenishing the Economic Fluctuations Reserve for the next several years. Therefore, the number and scope of proposed capital projects compared to previous years is reduced significantly.

There are 6 capital projects proposed for funding in FY 12. Project expenditures of \$865,000 plus related inter-fund transfers of an additional \$865,000 total \$1.73 million in capital appropriations for the City and RDA combined. The largest component of the projects is \$630,000 which will be spent for street maintenance. The full CIP, along with details of specific projects, can be found in the Capital Improvement Plan tab of this document.

REVENUES

Estimating revenues is a constant challenge, especially during times of economic instability. In such an environment, past results have not been reliable indicators for predicting future outcomes. Nevertheless, program managers evaluate comparative historical data and factor in necessary adjustments for inflation, changes in assumptions for anticipated volume or activity, and any fee increases. Lastly, the most current economic outlook is taken into consideration to derive the final estimated amounts for the upcoming year. **Total budgeted revenue for FY 12 is \$54.9 million**, including capital funding sources of \$1.8 million. This reflects a decrease of \$5.4 million (9.4%) from the previous year. In looking at only the operating budget component, total revenue is \$53.1 million, down \$0.3 million from the previous year (0.5%).

It is important to note that the capital project budget can fluctuate significantly from year to year depending upon the number and size of projects that are approved. Capital projects are generally one-time and long-term in nature, and they are funded with non-operating revenue so there is no impact on the operating budget funding sources. The operating and capital budgets contain transfers-in totaling \$4.2 million and \$0.9 million, respectively. Although this has a tendency to make the budget appear higher in total than it actually is, the transfers-in on the revenue side are offset by transfers-out on the expenditure side. Including transfers in the City's adopted budget is done to readily demonstrate that budgets are balanced and match the internal budgeting system.

General Fund: Contained within the budget are a variety of funds, each with its own source(s) of revenue. The budget document is organized by operating department, then by program within the department. The General Fund is the City's largest single fund where the majority of services are budgeted. It funds general services such as police, fire, parks, streets and administration. Therefore, the focus of this section of the budget message is on the General Fund. General Fund operating revenue, excluding capital funding sources and use of operating reserves/beginning fund balances, is estimated to be \$34.0 million, **an increase of \$0.7 million (2.1%) from the previous year's adopted budget**. This is primarily attributable to higher estimates of transient occupancy and business license taxes resulting from the rate increases approved by the community last year.

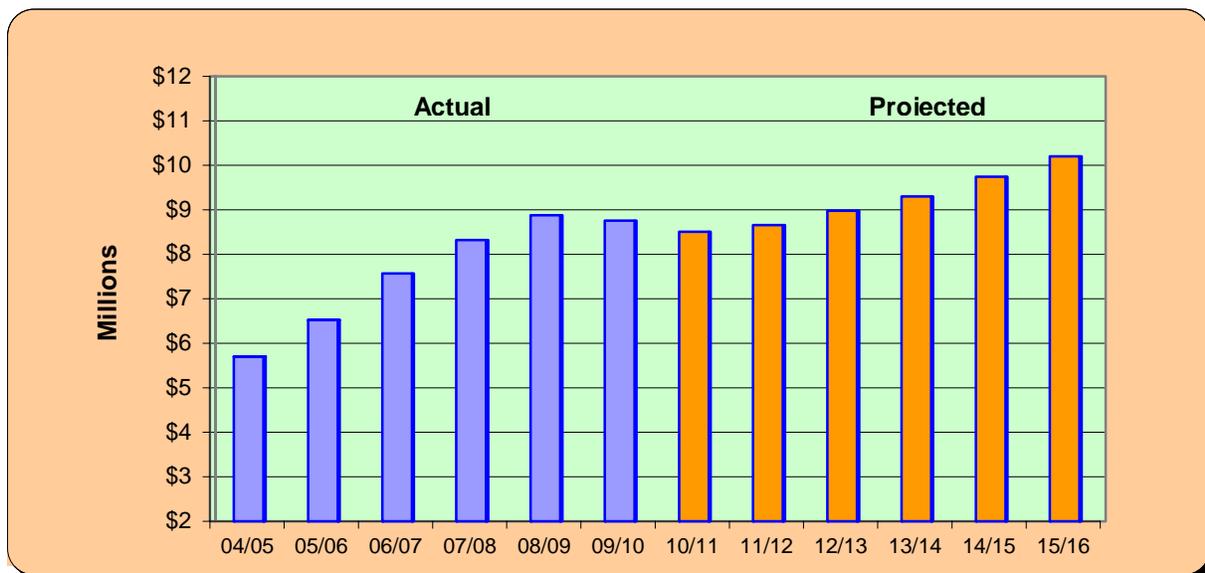
Sales Tax: Sales tax, the single largest revenue source for the General Fund, comprises approximately 29% of its net operating revenue base. Net revenues exclude reserves, which are not considered to be an on-going revenue source. The sales tax base is comprised of over 1,300 diverse businesses throughout the City. While most of the City's largest sales tax

several years ago in parts of Silicon Valley and which has yet to fully recover. Declines in property values have been historically rare with positive growth more typical given the general desirability of the region and the limited housing supply compared to overall demand in the Valley. Despite the ongoing difficulties in the housing market, it is expected that conditions will eventually improve, but this could take a couple of more years. Recent comments by the County Assessor indicate the number of downward revaluations have slowed considerably of late with some home values starting to pick up.

Beginning in fiscal year 1993, and continuing for the past 18 years, the City has cumulatively lost in excess of \$18 million in property tax revenue due to State legislated takeaways. Under the enabling “Education Revenue Augmentation Fund” (ERAF) legislation, the State, as a means to fix a significant budgetary deficit, began diverting local government property tax revenues to the ERAF to help fund its fiscal obligation to schools. The *ongoing* impact to the City is approximately *\$1.5 million in annual lost revenue* for which there is no end in sight.

Primary factors in the projection 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 are based the revenue estimates. The following graph depicts the historical and projected trend for property tax revenues in the General Fund. As discussed, although projected to have only a 1% growth next year, future projections anticipate a return of more modest growth over the next several years.

Property Tax Trend - General Fund

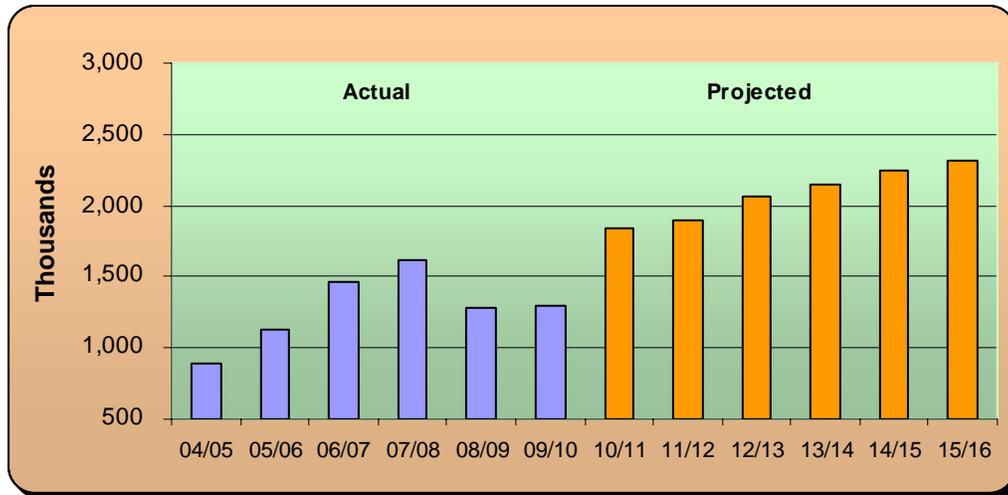


Transient Occupancy Tax: This tax, more commonly referred to as hotel/motel tax, or simply TOT, is derived from a 12% surcharge that is applied to the room rates of the City’s hotels/motels. TOT revenue for FY 12 is budgeted at \$1.85 million, reflecting a \$0.1 million increase from the revised FY 11 projections. This includes the additional revenues from the increase in the tax rate from 10% to 12% that became effective January, 2011 in the wake of the voter approved Measure N in 2010.

Key factors in developing the revenue projections are such things as historical trends, the number of available rooms, the occupancy rate, exemptions, new rooms coming on-line, and the weighted average room rate. Historically, Campbell hotels/motels have averaged occupancy rates of 85%. In recent years, occupancy rates have been in the range of 50-75%, however, recent tax returns show both occupancy and average room rates have begun to increase while generating higher overall revenues.

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

Transient Occupancy Tax (TOT) Trend - General Fund



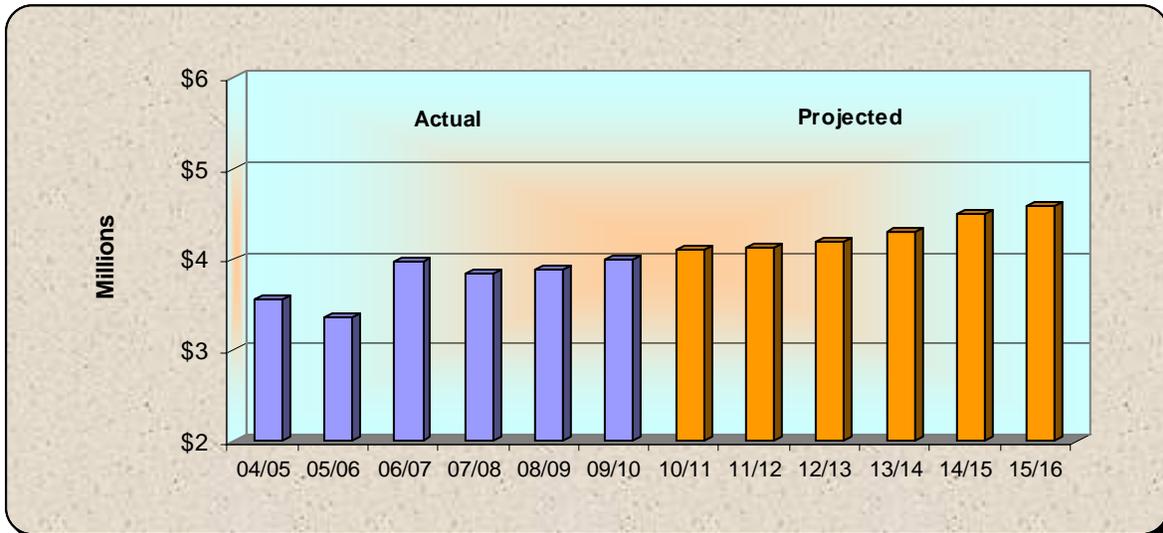
Charges for Services: Charges for services include revenues derived from a variety of sources, the largest being Recreation program fees that consist of classes/lessons, trips/tours, preschool and theater revenues. Other fees are charged for Police and Fire services; engineering services; zoning review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

The City maintains a cost allocation plan and user fee model, which serves as the basis for the Schedule of Fees and Charges. A Council-established User Fee Policy framework for establishing appropriate percentages of recovery is the guideline from which fee modifications are proposed and approved annually in conjunction with the budget process. Fees are increased to maintain recovery levels per the policy.

In addition to the cost of providing the service, other factors such as the allowable percentage of recovery, number of participants or attendees, inflationary factor, comparison to other agencies, and the historical trends are analyzed for nearly all fees and charges. The combined revenue for all user fees and charges is anticipated to generate \$4.1 million for the General Fund during FY 12, almost flat with the previous fiscal year.

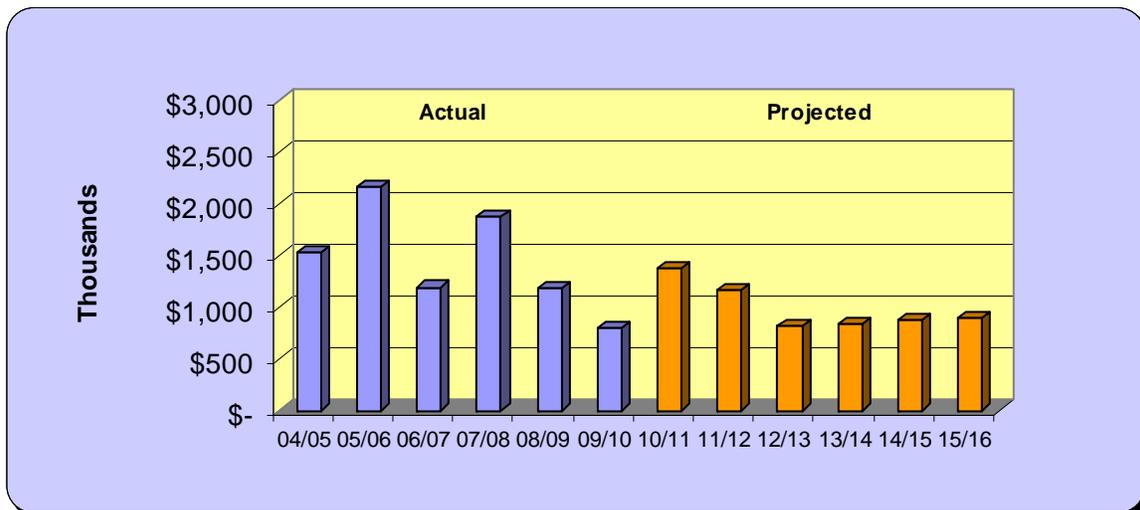
The following chart depicts historical activity and projections for current and future years:

Charges for Services Trend - General Fund



Licenses & Permits: Revenues in this category are comprised primarily of construction permits and advanced plan check fees. Also included are fire permits and other Building Division fee revenues. Total revenues from this category can fluctuate significantly with the level of development activity from year to year and serve as one measure of how the economy is faring. Budgeted FY 12 revenues are \$1.2 million which was the same level budgeted in FY 11. The overall expectation for development and construction activity continues to be soft although the City is expecting to receive permit fees from one significant project during the year. Revenues from this source have been inconsistent, due to the poor economy, and future projections indicate construction activity will continue to lag for the foreseeable future.

Licenses & Permits - General Fund



Lease Rental Income: The City collects rental income by leasing out space to tenants at its Community Center facility. Lease rental income represents approximately 3.7% of net General Fund operating revenues. FY 12 revenue is projected to decline \$0.1 million from FY 11 to \$1.2 million, which is due to the anticipated loss of a major tenant at the Campbell Community Center (Building A) mid-way through the year. The reduction in revenue represents additional time that may be needed to re-lease the space. Rental income from this source is generally consistent from year to year attributable to having a consistent tenant base. Occupancy has been at or near capacity for the past several years. However, the City is always aware that occupancy levels could decline in a struggling economy. The revenue projections are based on actual lease contracts and estimated market rates for available space.

Franchise Tax: Franchise tax revenue is generated from fees charged to various utilities for doing business within the City. The fee is usually computed as a percentage of the gross income of the utility. This revenue source is projected to generate General Fund revenue of approximately \$2.6 million for FY 12. This is on par with the previous year. The projection is generally 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. However, based on recent consumption trends, it is anticipated that revenues will remain stable with the prior year.

Other General Fund Revenues: The remaining significant General Fund revenue sources consist of investment income of \$0.4 million--which has declined dramatically due to a very low interest rate environment--other miscellaneous income of \$0.9 million, operating transfers-in of \$1.4 million, representing reimbursements from other funds for services provided by the General Fund, and reserves of \$0.8 million that are used to fund operating expenditures. Where appropriate, other revenue sources are projected to reflect modest inflationary increases and/or changes in activity levels.

Revenue - Other Funds

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

Special Revenue Funds consist of Gas Tax; Lighting and Landscape District; Housing and Community Development; Environmental Services; Parkland Dedication; Asset Forfeiture; Supplemental Law Enforcement; Other Grants; Other Special Revenues; and, RDA Housing.

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 12 are \$5.3 million, up \$0.1 million from the previous year.

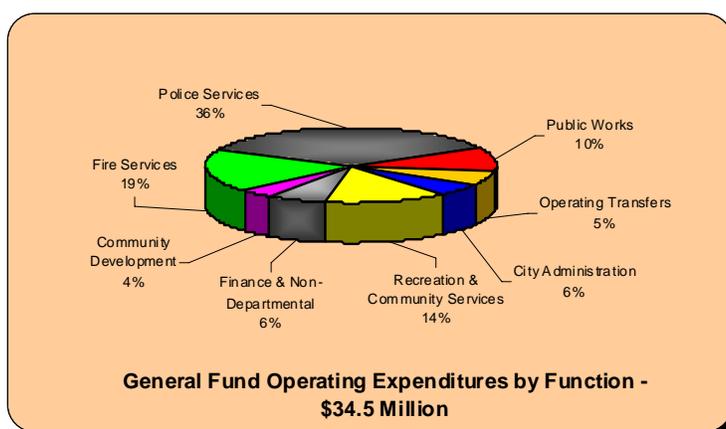
Debt Service Funds are incorporated within the budget due to various bond covenant requirements. Local Improvement District (LID) revenue comes from the County of Santa Clara via property tax levies assessed against the properties that received the specific improvements. Certificates of Participation (COP) debt service are funded by the General Fund with an offset from the RDA. RDA debt service funds are funded with tax increment from properties located within the redevelopment project area in Campbell. Such properties start out in a blighted condition and, as they are redeveloped and improved, the RDA receives the incremental growth in property tax over the established base. For presentation purposes, the RDA debt service fund is grouped along with other RDA funds under the Redevelopment Agency tab in the budget document. Total funding sources for Debt Service funds, excluding the RDA fund, for FY 12 are \$1.7 million. The RDA Debt Service funding sources for FY 12 are \$7.0 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 12 are \$2.3 million, up \$0.1 million from the previous year reflecting slightly higher expenses for the year.

EXPENDITURES

As previously noted, the budget is comprised of operating and capital expenditures for both the City and the Redevelopment Agency totaling \$53.6 million. City operating expenditures total \$43.8 million, and RDA operating expenditures total \$8.1 million for a combined total of \$51.9 million.

The General Fund comprises approximately 66% of total City and Redevelopment Agency operating expenditures. Other City funds comprise 18%, and RDA makes up the balance at 16% of the total. Operating expenditures in the General Fund are budgeted at \$34.5 million which is 3% higher than the prior year adopted budget.



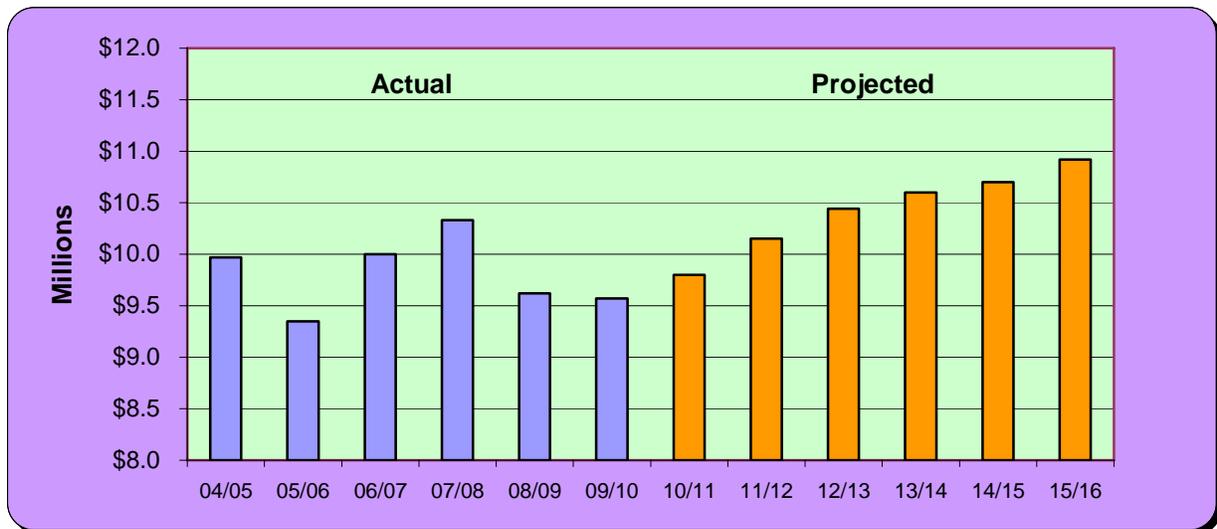
Employee Services: Staffing resources are an integral part of the City's annual budget. Page 13 of this budget ("City and Community Information" tab) captures the currently frozen/unfunded positions for the City which represents almost 15% of the workforce. The current number of budgeted permanent positions proposed in FY 12 is 153, down two positions from FY 11.

producers can be considered stable businesses, they are still subject to fluctuations from regional and national economic conditions which can have a direct impact on the sales tax revenue base. The loss of any one of these top revenue generators would have a significant financial impact to the City.

Growth in the sales tax base is limited because the City is largely “built out” with little room for new retail development and growing reliance on “in-fill” projects of smaller scale and redevelopment of existing parcels. In addition, increased regional competition and the impact of electronic commerce continue to erode the revenues of some of the City’s larger existing sales tax producers. By comparison, other Silicon Valley cities and the State overall have seen higher levels of sales tax growth, on average, due to their capacity to accommodate new retail business when the economy expands. Campbell has also not seen significant growth in its business-to-business segment compared to neighboring cities, making the City’s largest revenue source one of the most challenging to deal with in future years.

Consequently, the FY 12 Sales Tax revenue budget of \$10.1 million is \$0.3 million (3%) higher than FY 11 estimated actual. Most of this increase is due to the new retail grocery store and gas station that just opened during the last part of FY 11. Existing retail activity is again expected to show little growth given the economic weakness that is expected to continue through next year. Beyond that time, the growth assumption is 1.5% based on a slight improvement in the economy plus some modest new retail additions planned to come on line during these years. City projections are based, in part, on current proprietary data provided to it from its sales tax consultant.

Sales Tax Trends - General Fund



The graph above reflects actual sales tax performance for the past six fiscal years and projected revenue through FY 16.

Property Tax: Property tax revenue is the second largest source of revenue to the General Fund, estimated at \$8.6 million or 25% of net operating revenue for FY 12. This is a decrease of \$0.3 million (3.5%) from the previous fiscal year’s adopted budget and a 1% growth from projected FY 11 revenues. This is due to the continued impact of the housing crisis that began

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

The salaries and benefits category represents all personnel-related costs and makes up the largest component of the General Fund expenditures. In fact, personnel costs are approximately 45% of the total budget and 58% of the General Fund. This number is relatively low compared to many other cities because fire personnel are provided by contract with the County, so do not show up as City personnel costs. For FY 12, salaries and benefits in the operating budget total \$23.6 million for all City funds, which is a \$0.9 million (4.0%) increase from the previous fiscal year. The primary reasons for the growth were a significant increase in the City's retirement contribution rate attributable to the FY 09 investment losses and a modest wage increase for some bargaining groups.

MULTI-YEAR COMPARATIVE ANALYSIS

General Fund - Revenues and Expenditures: The comparative analysis that follows reflects the historical trend between General Fund revenues and expenditures covering the past six years as well as projections through FY 16. City revenues have been inconsistent and unstable for much of the recent past. Increased service costs, combined with the lower revenues from a recessionary economy, created several years of budget deficits during this time. To address this situation, the City developed its Budget Correction Strategy that resulted in significant cutbacks and aligned expenditures with lowered revenue levels. New tax measures were also enacted to help bolster revenue. The result was a re-balancing of the budget that also provided for some replenishment of reserves that were drawn upon in previous years to fund the existing deficits. The following chart depicts actual and projected General Fund operating revenues and expenditures, and illustrates the relative alignment of expenditures and revenues as a result of the Budget Corrections Strategy over the next five years:

Comparative Analysis: General Fund - Revenues to Expenditures



Redevelopment Agency (RDA) Funds: Redevelopment is a primary means to eliminate economic and physical blight from a designated area and to achieve desired development and private investment to revitalize the area. The designated area is commonly referred to as a redevelopment project area. Funding for redevelopment activities comes from incremental growth in property tax revenue within the project area as a result of redevelopment efforts. Such revenue can only be used to fund capital improvements and/or debt service after 20% of the revenue is set aside for affordable housing. The redevelopment operating budget is comprised of three funds: the 20% Housing Fund; the RDA Administration Fund; and the RDA Debt Service Fund.

Operating revenue for FY 12 totals \$8.9 million, which is a \$1.5 million (14%) decrease from the previous fiscal year's adopted budget. Operating expenditures are \$8.1 million, a \$2.1 million (21%) decrease from the previous fiscal year's adopted budget. The majority of the decrease is due to reduced tax-sharing obligations to various recipients of property tax pass-through payments resulting from reduced assessed property values. Additionally, the State legislated a "take-away" of \$0.5 million during FY 11 that will not occur in FY 12. Expenditures are projected utilizing a modest inflationary factor.

Due to legislation passed by the State in 2011, the Campbell Redevelopment Agency may dissolve itself and pass its remaining assets to a successor agency, the City of Campbell. However, the recently passed law was challenged as illegal and is currently stayed while the State Supreme Court considers its merits. A decision is anticipated by January, 2012. If the Court rules against the legislature, the Agency will continue on. If the law is upheld, the Agency would continue the process to dissolve. The City would continue to make debt service payments to bondholders on behalf of the Agency and the County would take over obligations to the various taxing jurisdictions. The Agency's Debt Service Fund shows a projected fund deficit for FY 12, due to an inter-agency obligation to repay the City for long-term advances which are scheduled for repayment over the next 16 years. Accordingly, the deficit is expected to be funded from future tax increment over this period of time.

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 and RDA 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 12, revenues and expenditures in these funds total \$2.3 million and \$2.2 million, respectively. Expenditures were essentially on par with the previous year's adopted budget. Annually, any assets scheduled for replacement are funded from reserves within the respective fund. This can and does result in large variances when making year-to-year budgetary comparisons. The various methodologies utilized to determine reserve levels and replacement charges are periodically evaluated and modified. Projections in future years have been estimated using a modest inflationary factor.

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

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

Expenditures in this fund are used for on-going maintenance of the City's street infrastructure. Revenue and expenditure totals for FY 12 are projected to be \$1.4 million, an increase of 7% over the previous year's adopted budget. Projections for future years utilize a modest inflationary factor approximating 2% for revenues and expenditures.

Lighting and Landscape District Fund: The City provides a range of services, which are eligible for funding through the City-wide Lighting and Landscape District (LLD) as allowed under the Lighting and Landscaping Act of 1972. Annual levies are established and assessments are collected via property tax bills. The County of Santa Clara bills, collects, and remits LLD revenue which is deposited in the Campbell Lighting and Landscape District fund. Services that are provided include the installation, operation, and maintenance of public lighting, including traffic signals, landscaping, parks and recreational improvements, including play equipment and public restrooms, and other equipment for maintenance of the above, including curb, gutters, sidewalks, irrigation, and drainage improvements.

In FY 12, operating revenues and expenditures total \$2.7 million. This includes operating transfers-in of \$0.8 million and transfers-out of \$0.1 million. The General Fund accounts for most of the total transfers-in as a subsidy to this fund. In other words, revenues from the assessment are not sufficient to cover the cost of services funded by the LLD. Details related to transfers-out may be found in Exhibit E of Program 775 in the Lighting and Landscape District Fund budget worksheets. Projections for future years are based on inflationary increases approximating 2%.

Environmental Services Fund: This fund budgets and accounts for revenues and costs associated with administration and management of the City's solid waste collection and disposal, storm water management, and other environmental programs as needed or required. The City participates in a Solid Waste Joint Powers Authority (JPA) and utilizes a franchised solid waste and recycling provider who bills, collects, and remits revenues to the City related to services provided to Campbell residents and businesses. Fees remitted to the City include storm water, storm drain, solid waste, hazardous waste, and recycling fees. Operating revenues and expenditures for FY 12 are \$0.8 million, \$0.1 million lower than last fiscal year's adopted budget. Future years' costs are based on inflationary increases approximating 2%.

ECONOMIC AND FISCAL ISSUES FACING THE CITY

As is the situation facing many governmental entities these days, the City is faced with a barrage of challenges that pose a constant threat to its fiscal health and its ability to maintain service levels to the community. After a decade of stock market crashes, housing and mortgage markets nearly collapsing, enduring a “Great Recession” and high unemployment leading to prolonged economic weakness, many have dubbed this the “new normal”, characterized by reduced consumer confidence and spending, lower sales and property tax revenues and reduced development activity. On top of these economic-driven conditions, the City, including its Redevelopment Agency, has had to withstand the fiscal raids of its coffers by the State of California, looking to secure funds to balance its own budget. This has been a continual and harmful attack over many years that has taken away millions of dollars in revenue from the local community in order to plug the State’s ongoing budget deficits. Most notable of these take-aways is the ERAF (Educational Revenue Augmentation Fund) shift of the City’s property tax revenues that has been ongoing since the early 1990s.

Last year, in response to a large projected deficit, the City developed a comprehensive Budget Correction Strategy, comprised of 130 separate items, totaling \$3.2 million, which made significant reductions in expenditures by paring back employee costs while enhancing revenues, primarily through fee increases. The strategy also built in a modest surplus over the next five years to gradually replenish the City’s Economic Fluctuations Reserve back to its targeted policy level of \$6 million. At the end of this first year, the City is on-track toward replenishing this reserve as planned.

The unemployment rate is also an important economic statistic as to the state of the economy in general. As of June 2011, the State seasonally adjusted unemployment rate was 11.8% compared to 12.3% the prior year. For Santa Clara County, the unadjusted rate was 10.3%, 1% lower than last year’s June rate of 11.3%. Campbell has historically trended better than both the County and the State in its unemployment rate. In fact, as of June 2011, Campbell’s unemployment rate was 8.9%, unadjusted, down from 9.7% in the prior year. While unemployment statistics only one measurement of the total economic landscape, they do provide a comparative indicator of how each area is doing relative to a prior period.

Growth and new development within the City pose continuing opportunities and challenges. Campbell is essentially “built out”, meaning there are no significant areas of undeveloped land in the city limits available for improvement. Therefore, the challenge is to focus on “in-fill” projects, consisting of smaller individual parcels of land dispersed throughout the City or redevelopment of existing structures whose current use may be enhanced by new development. Three such projects have been approved but not yet built due to the harsh economy. The City’s goal is to preserve the quality of life for Campbell residents and provide a variety of balanced land uses via established standards for residential, commercial and industrial development. Strategies include developing and retaining a diversified and stable economic base, marketing the community to targeted businesses, and working to retain and grow existing businesses.

Related to the issue of growth and new development, an area of particular concern is limited retail growth. The City’s largest source of revenue is sales tax, which is used to fund a variety of City services such as police patrol and emergency response, fire and paramedic services, road improvements and other amenities such as parks and senior services. The existing sales tax base is expected to see 1-3% growth over the next several years and beyond which includes a limited amount of new development.

FY 12 is anticipated to see slight improvement in the volume of residential and commercial development as construction activity in the region remains sluggish. However, the City continues to address the overall impacts on the community of future development projects so that they remain manageable and environmentally balanced. The City is committed to environmental sustainability and doing what it can to preserve it, including the creation and enforcement of policies that are consistent with environmental standards. The City is a certified "Green" organization, and will continue exploring ways to promote this in the community. The most recent example of this was the renovation of the City's Orchard City Banquet Hall in which the building was certified LEED Silver

The City is also committed to providing reasonable health care coverage to its employees. As the general population ages, more reliance is placed upon the health care system to provide comprehensive coverage for employee and their families. Unfortunately, the cost of providing health care and other post-retirement benefits coverage continues to escalate year after year, typically outpacing the City's revenue growth. Accordingly, the City, like all employers, has to consider how to balance the level of on-going benefits it can offer with the cost of providing them. Based on an actuarial valuation, the City is committed to pre-funding its obligation for providing retired employees health benefits and has budgeted \$351,000 in FY 12 to partially fund this obligation.

Employee retirement costs have also been an ongoing challenge to maintaining a balanced budget. In FY 12, the City's retirement contribution increased 22% due mostly to investment losses sustained by its pension trust fund (CalPERS) in FY 09. As a long-term strategy to combat the rising pension costs, the City was able to enact pension reform, with the help from its labor groups. Campbell was one of the first cities in the region to implement a lower second tier of retirement benefits for new hires of both its safety and non-safety personnel. While this will not result in a large savings in the short term, as the workforce turns over, increasingly larger savings will accumulate over time.

Another significant and ongoing challenge is the need to maintain the City's infrastructure, particularly its streets and sidewalks. More than \$19 million dollars have been invested in the City's street infrastructure over the past 13 fiscal years, and work will continue into FY 12 with additional dollars set aside for this purpose. While the overall condition of streets has been good for the past several years, a significant amount of resources are required to maintain a "good" condition rating on an on-going basis. Consistent funding for maintaining this level will continue to be a challenge for the City. The City received Federal Stimulus funds last year that were utilized for street maintenance. However, these were one time funds and much more is needed to adequately maintain the infrastructure at current levels.

The City also has a significant amount of other unmet capital needs. The capital improvement plan contains a long list of desired but unfunded projects (see capital improvement plan tab). In addition, there is another approximately \$1.7 million of annual lifecycle and maintenance needs that were identified as not being adequately met. Consequently, the City will be unable to initiate or complete these projects until such time as additional funding becomes available.

Deployment of technology remains an important ongoing issue for the City. To maintain the City's current and proposed standards of performance as well as protect systems from outside attacks and viruses, constant attention and resources are required to ensure systems remain stable and reliable for all users. Additionally, the City's technology infrastructure is aging and

many components are reaching end of life. With limited resources available for capital replacements as well as operating budgets, due to the difficult economic environment, equipment is being stretched to maximum life-cycle expectancy and bumping up against capacity issues. The City's Technology Master Plan was recently revised in the context of revisiting technology expectations in light of the limited funding resources.

FISCAL 12 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 5th. Major work plan items, in addition to a list of the ongoing responsibilities of each department, can be found within the department program sections of the budget document.

FY 11 SIGNIFICANT ACCOMPLISHMENTS

Despite the ongoing constraints of the budget and lower number of employees, the City was able to realize numerous significant accomplishments during the past year. The key accomplishments, summarized by department, are shown in Exhibit 1 to this budget message.

STRATEGIC PLAN AND PERFORMANCE REPORTING

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

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

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

FINANCIAL POLICIES

The City of Campbell's Financial Policies were last updated by the City Council in FY 09. Their purpose is to enable 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. The policies are detailed in Exhibit 2 of this budget message.

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 for both the City and the RDA. 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 and Redevelopment Agency (RDA) levels, it is important to note that the administrative level of accountability is at the line-item level within each program and fund. The City's financial policies authorize budget adjustments within the adopted budget up to \$10,000 or requiring transfers from reserves of less than \$5,000 to be approved by the City Manager. These are referred to as administrative budget adjustments. All budget adjustments that increase appropriations or any adjustments to capital projects must be approved by the City Council.

Budget Development: Development of the operating and capital budget is a process that takes place over six months and is summarized by the budget calendar located in the City & Community Information section of this document. The City's financial policies establish a process whereby a budget study session is held with the City Council during the annual budget development process. This meeting is generally held during March/April timeframe. Council is presented with an overview of the City's fiscal condition and proposed work plans for the upcoming year. A study session was held on April 25th to discuss the operating budget and capital improvement plan and the proposed budget was introduced on June 7th.

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

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

BUDGET AND FINANCIAL AWARDS

For the 18th consecutive year, the City's budget received national recognition by earning the Government Finance Officer's Association (GFOA) "Distinguished Budget Award", a copy of which appears in the Budget Reference Materials section of this document. To receive the Distinguished Budget Presentation Award, a city must publish a budget document that serves as a policy document, a financial plan, a communications device, and an operations guide. We believe the FY 12 budget conforms to GFOA program requirements. It should also be noted that the City's Comprehensive Annual Financial Report has been an award-winning document for excellence in financial reporting at both the State and national levels for many years.

CONCLUSION AND ACKNOWLEDGEMENTS

The development of the FY 12 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. Despite putting together a balanced budget this year, the City will continue to face challenging economic times for several more years as the national and regional economies struggle to get back on their feet. This will require the continued collaboration of all City staff, together with clear direction from the City Council and input from our community to determine our priorities and to allocate available resources to those programs and services that are most important to preserve. The success we've had to date in managing 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, from the Executive Team to line employees, the City Council and members of the community. In particular, I would like to express my sincere appreciation to all Campbell employees, who came together and made sacrifices to address the City's budget challenges. Finally, I would like to recognize the Finance Department, under the direction of Jesse Takahashi, and my Executive Assistant, Sherrie Doherty, for their dedication and hard work required in coordinating, developing, and publishing this budget document.

Respectfully submitted,



Alfred I. Bito
Interim City Manager

FY 11 SIGNIFICANT ACCOMPLISHMENTS

City Manager's Department:

- Assisted with preparation of, and associated public information on, ballot measure for converting City Clerk and City Treasurer positions from elected to appointed, as well as revenue measures related to transient occupancy and business license taxes
- Explored roles and responsibilities of Council liaisons and drafted new policy
- Implemented new two-year funding cycle for social service sub-grants and Community Development Block Grant programs
- Identified capital funding for new audio-visual equipment for new Orchard City Banquet Hall
- Explored and presented options for Youth Engagement
- Coordinated County grant for tobacco policy development, outreach and enforcement activities
- Participated in development of paperless agenda process
- Conducted November 2010 General Municipal Election
- Completed review/update of Council protocol (Chapter 2) Administrative Policy
- Completed transition of Council Support to Clerk's Office
- Conducted negotiations with Millmen & Industrial Carpenters
- Implemented a two-tier pension plan for Miscellaneous Employees
- Coordinated the Voluntary Reduction of Hours Program
- Conducted benchmark position total compensation salary surveys for affected bargaining units and unrepresented employees
- Coordinated participation in regional County Internship Program
- Participated in the Santa Clara County Leadership Academy Planning Team
- Completed seven recruitments in accordance with performance measure outcomes
- Conducted sexual harassment training for all supervisory personnel
- Processed and managed ten new Workers' Compensation claims

Recreation & Community Services:

- Assisted the Parks & Recreation Commission in the completion of a parks foundation feasibility study
- Developed programs to support the Let's Move! Cities and Town Initiative
- Continued to build relationships and leverage community partnerships
- Participated in the review of the City/County effort regarding the future direction and sustainability of Senior Nutrition Programs
- Initiated a review of Senior Services Division in light of retirement of long-term program supervisor
- Assisted Department of Public Works to remodel and reopen Orchard City Banquet Hall including the addition of cable-casting capabilities

Recreation & Community Services (continued):

- Assisted in the development and presentation of a Council Study Session regarding policy guidelines for leasing of space at Campbell Community Center
- Facilitated the approval of Council policies to clarify on-going level of general fund support for the Campbell Heritage Theatre
- Worked with the Museum Board and Friends of the Heritage Theatre to identify opportunities for on-going support and the development of strategies to raise funds
- Implemented a variety of outreach and marketing efforts to attract new users to the Ainsley House and Campbell Historical Museum including a new quilt exhibit, a lecture and historic demonstration program and the publication of a weekly article on Campbell Patch.com
- Implemented a variety of process improvement strategies to facilitate customer registration and reduce costs including transferring production of recreation activity guide to in-house staff, enhanced use of electronic newsletter to allow for monthly and as-needed communications to residents, and the City's first on-line registration process for pre-school programs
- Implemented a variety of new partnerships and programming changes that resulted in lower cost to the City while maintaining or expanding levels of service

Finance:

- Completed the transition of the cashiering function from the Clerk's Office to Finance
- Completed required tasks associated with increasing the transient occupancy tax rate approved by voters in November, 2010
- Completed required system modifications associated with changes made to the City's business license ordinance approved by voters in November, 2010
- Completed a required actuarial study valuation update for post-retirement health benefits (OPEB)
- Assisted the Recreation and Community Services Department to automate its receipt process for bank deposits and recording in the City's financial system
- Upgraded internet browsers for all City Computers
- Replaced and implemented new versions of Recreation registration software
- Completed an update to the City's Technology Master Plan
- Implemented a Citizen Request Module to better manage on-line inquiries and reporting of problems/complaints by the public
- Replaced key network switching equipment at the Community Center and the Service Center
- Completed feasibility planning and beta testing of an e-agenda/paperless agenda distribution process and addressed related policy issues

Finance (continued):

- Co-lead a feasibility study of City social media presence including development of related policies for use
- Assisted Police Department with feasibility analysis of an on-line reporting system for certain police reports
- Provided technical support to Police Department in setting up a public inquiry on-line crime mapping service
- Assisted the Police Department with the integration of its Records Management System with the Santa Clara County node of Coplink
- Installed a 3SI Tracking Tool in Police Department Dispatch center which will allow dispatchers to receive real time alerts and tracking data for bank robberies

Community Development / Redevelopment Agency:

- Executed a development agreement with Summerhill Homes for development of 511-555 W. Campbell Avenue for affordable housing
- Evaluated fee structure and focused on areas of potential change
- Facilitated the redevelopment of the Mervyn's site into the Safeway development
- Initiated the Update of the 1984 Historic Inventory List and establishment of incentives for preservation
- Completed a comprehensive review and adoption of new Parking Standards
- Processed a modification to the Merrill Gardens Senior Housing Project on Winchester and execution of an agreement with Merrill Gardens that allowed deferral of fees and an accelerated building permit
- Began creation of 25 new Building Inspection Handouts related to Codes & Construction
- Adopted the 2010 Building Code including Cal-Green Building Standards

Legal Services:

- Provided a successful defense for the BP writ petition
- Received a favorable trial court judgment in *Support Systems v. Campbell*
- Prepared an Ordinance amending Business License Tax for submission to voters
- Prepared a amendments to the Nuisance Abatement Ordinance

Public Safety:

- Implemented new video policy, and issued VieVu cameras to every patrol officer
- Completed an Aerosol Transmittable Disease Policy and training program for the department
- Partnered with CrimeReports.com to launch an online crime mapping service to give members of the public access to a comprehensive map of crime in the community

Public Safety (continued):

- Created an “Event of the Month” program
- Completed the process for Citizen Satisfaction Surveys to ensure we are providing the best possible service to our community
- Installed License Plate Readers in two marked police cars and began collecting data resulting in the recovery of 13 stolen vehicles, 3 arrests, and assistance to criminal investigators in locating wanted persons
- Provided gang enforcement and education training to a variety of audiences including Assistant US Attorneys, District Attorney’s, and gang investigators from federal, state, and local agencies
- Investigated a DUI related fatal traffic collision, as well as another fatal collision regarding a motorcyclist which led to the filing of vehicular manslaughter charges against an involved party
- Completed a major gang investigation and criminal trial leading to the convictions of two ranking gang leaders for multiple felony counts carrying prison sentences in excess of 100 years to life
- Investigated a Hells Angels member for narcotics, weapons, and assault violations as well as a governmental corruption case involving a local member of law enforcement
- Introduced an ordinance change and implemented a new policy and fee schedule to simplify the Block Party application process

Public Works:

- Applied for and received a \$424,000 Valley Transportation Authority (VTA) grant for final design and preparation of construction documents for Campbell Avenue Portals Project
- Applied for and received a \$1.5 million VTA grant for Winchester Boulevard Phase II Improvements
- Completed quinquennial speed survey
- Completed construction of East Campbell Avenue Improvement Project
- Completed Orchard City Banquet Hall Renovation and Winchester Plaza project
- Approved the final design, plans and specifications, and award of construction contract for Stojanovich Family Park
- Approved the final design, plans and specifications for Winchester Boulevard Phase I Improvement Project
- Completed feasibility study, conceptual design, and environmental review for Campbell Avenue Portals Project
- Replaced historic metal halide light fixtures in downtown Campbell with energy-efficient inductive lighting
- Installed a Community Center Energy Management System
- Completed Energy Efficiency and Solar Feasibility Study

FINANCIAL POLICIES

Revenue Policies: The development and maintenance of balanced and reliable revenue streams will be the primary revenue objective of the City. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources. The need to promote a healthy business climate is recognized as one method to maximize existing revenue sources. Revenue estimates will be prepared on an annual basis during the preparation of the budget and major revenue categories will be projected on a five-year basis. Revenues will be estimated conservatively using accepted standards and estimates provided by the State and other governmental agencies. Alternative revenue sources will be periodically evaluated to determine their applicability to meet identified City needs.

Sources of revenue will be evaluated and modified as necessary to assure a diversified and growing revenue base that improves the City's ability to handle fluctuations in individual sources. Revenues from "one-time" or limited duration revenue sources will not be used for ongoing operating expenses. Fees and charges for services will be evaluated and, if necessary, adjusted annually to assure that they generate sufficient revenues to meet service delivery costs. The City will establish user charges at a level generally related to the full cost (operating, direct, indirect, and capital costs) of providing the service, unless Council determines that a subsidy from the General Fund is in the public interest. The City will also consider market rates and charges levied by other municipalities of similar size for like services in establishing rates, fees, and charges. Enterprise and Internal Service Funds will be self-supporting.

Expenditure and Budget Policies: Major expenditure categories will be projected on a five-year basis. The "Proposition 4" expenditure limit will be calculated on an annual basis prior to the adoption of the budget and will be projected for an additional two years. The City will operate on a current funding basis. Expenditures will be budgeted and controlled so as not to exceed current revenues plus the planned use of any accumulated fund balances. The City will take corrective action at mid-year when expenditure and revenue projections are such that an operating deficit is projected at fiscal year end. Corrective action may include the use of contingency reserves. The City will establish a purchasing policy that specifies the thresholds and scope of purchasing authorizations required.

Annual budgeted operating expenditures shall not exceed annual operating revenues, including budgeted use of reserves. At least one budget study session will be held annually prior to the introduction of the budget to the City Council. The City Manager shall prepare and submit to the City Council annually a proposed operating and capital budget by June 1st of each year, and the budget will be adopted by June 30 of each year. A mid-year budget status report will be presented to the City Council no later than February of each year. Budget adjustments within the adopted budget of less than \$10,000, or requiring a transfer from reserves of less than \$5,000, may be approved by the City Manager; otherwise, City Council approval is required.

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

FINANCIAL POLICIES

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

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

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

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

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

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

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

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

FINANCIAL POLICIES

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

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

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

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

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

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

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

FINANCIAL POLICIES

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

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

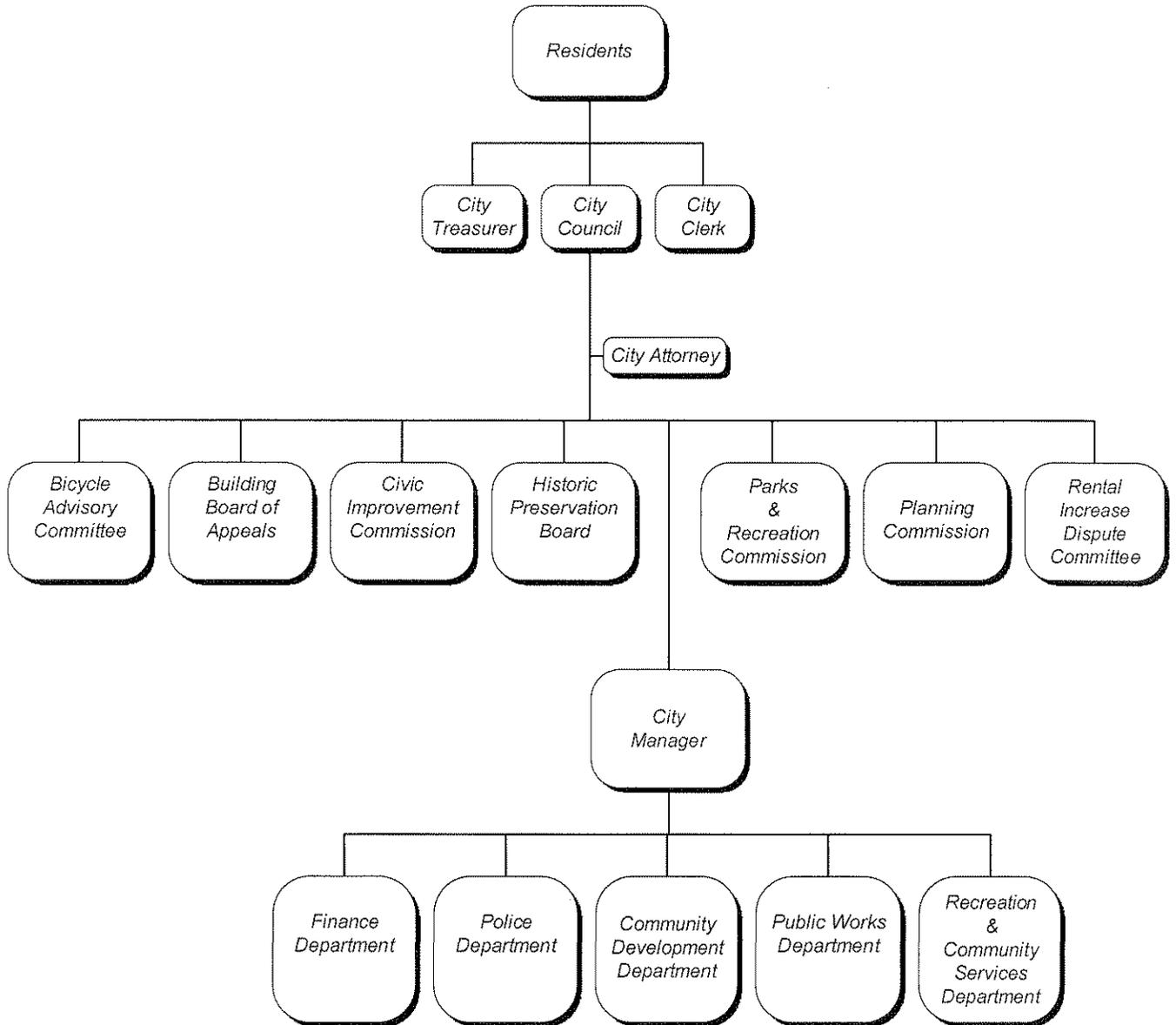
Debt Management Policies: Debt management can be of particular interest to readers of budget documents. A numerical presentation related to the City's debt service obligations consisting of special assessment debt, certificates of participation and tax allocation bonds may be found in the financial summaries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

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

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

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

General Organization 2011 - 2012



CITY OFFICIALS

City Council & Redevelopment Agency Board

Mayor - Jason T. Baker

Vice Mayor - Michael F. Kotowski

Councilmember - Evan D. Low

Councilmember - Jeffrey R. Cristina

Councilmember - Richard M. Waterman

Note: Mayor serves an annual term from December to December. Names and positions are as of July 1, 2011.

City Administrative Staff

Interim City Manager - Alfred Bito

City Clerk - Anne Bybee (Elected)

City Treasurer - Gerald Kennedy (Elected)

City Attorney - William Seligmann

Community Development Director - Kirk Heinrichs

Finance Director - Jesse Takahashi

Human Resources Manager - Jill Lopez

Police Chief - Gregory Finch

Public Works - City Engineer - Michelle Quinney

Public Works - Superintendent - Larry Iaquinto

Recreation & Community Services Director - Cynthia Bojorquez

Community Vision

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

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

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

Community Goals

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

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

To have attractive residential neighborhoods and business districts.

To retain a friendly, small-town atmosphere.

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

Mission Statement

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

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

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

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

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

CAMPBELL STATEMENT OF VALUES

Preamble:

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

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

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

Community

As I serve Campbell:

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

Honesty

As I serve Campbell:

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

Civility

As I serve Campbell:

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

CAMPBELL STATEMENT OF VALUES

Equality

As I serve Campbell:

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

Teamwork

As I serve Campbell:

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

Accountability

As I serve Campbell:

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

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

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

CAMPBELL STRATEGIC PLAN ELEMENTS & OBJECTIVES

1.0 Land Use

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

2.0 Financial Health

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

3.0 Transportation

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

4.0 Public Safety

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

5.0 Community Services / Recreation

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

CAMPBELL STRATEGIC PLAN ELEMENTS & OBJECTIVES

6.0 Open Space/Cultural/Historical

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

7.0 Environmental Programs

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

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

8.0 Community Participation

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



Adopted 11/94
Updated 3/99

COUNCIL COMMITTEE RESPONSIBILITIES

MAYOR BAKER

Advisory Commissioner Appointment Interview Subcommittee
Cities Association of Santa Clara County Board of Directors
Cities Association of Santa Clara County Selection Committee
City Attorney & City Manager Performance/Compensation Committee
County Library District JPA Board of Directors
Downtown Committee
Economic Development Committee
Emergency Preparedness Council
Housing Rehabilitation Loan Committee
League of California Cities - Public Safety Policy Committee*
Legislative Subcommittee
20% Housing Subcommittee (Redevelopment Agency)
West Valley Cities Representative to Silicon Valley Interoperability Authority (SVRIA)*
West Valley Mayors and Managers

VICE-MAYOR KOTOWSKI

Association of Bay Area Governments
Campbell Historical Museum & Ainsley House
Foundation Liaison
City Attorney & City Manager Performance/Compensation
Committee
CDBG Program Committee (County) (Alternate)
County Expressway Policy Advisory Board
Education Liaison Subcommittee
Emergency Preparedness Council (Alternate)
League of California Cities - Community Services Policy
Committee (Chairperson)*
20% Housing Subcommittee (Redevelopment Agency)
Valley Transportation Authority Policy Advisory Committee
(Alternate)
West Valley Sanitation District (Alternate)
West Valley Solid Waste Authority JPA (Alternate)

COUNCILMEMBER CRISTINA

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

COUNCILMEMBER LOW

Advisory Commissioner Appointment Interview
Subcommittee
Education Liaison Subcommittee
Legislative Subcommittee
Recycling Waste Reduction Commission *
West Valley Sanitation District
West Valley Solid Waste Authority JPA

COUNCILMEMBER WATERMAN

Association of Bay Area Governments (Alternate)
CDBG Program Committee
Cities Association of Santa Clara County Board of
Directors (Alternate)
County Library District JPA Board of Directors
Alternate
Downtown Subcommittee
Economic Development Subcommittee
Finance Subcommittee
Housing Rehab Loan Committee (Alternate)
Santa Clara Valley Water District:
County Water Commission (Alternate)
Flood Control Advisory Committee (Alternate)
Silicon Valley Animal Control Authority Board

Council Responsibilities Effective 5/18/11

*Appointed by other agencies

COMMISSIONS, COMMITTEES AND ADVISORY BOARDS

Planning Commission

Robert A. Roseberry, Chairperson
Theresa Alster, Vice Chairperson
Brian Brennan
Mark A. Ebner
Elizabeth Gibbons
Philip Reynolds, Jr.
Paul Resnikoff

Parks & Recreation Commission

Scott Hughes, Chairperson
Charles Gibson, Vice Chairperson
Bruce Baker
Aaron Bueno
Jann Harbor
Jacquie Davidson
Rich Ptaszynski

Civic Improvement Commission

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

Building Board of Appeals

Bruno Marcelic
Jim Morelan
Jay Perrine
Kevin Salazar
Todd Zeman

Historical Preservation Board

JoElle Hernandez, Chairperson
Susan Blake, Vice Chairperson
Julie Heinzler
Laura Taylor Moore
Masel Sheehan

Rental Increase Dispute Fact Finding Committee

Matthew Minic, Chairperson
Eric Bracher
Phil Doetsch
John W. Figueroa
Karla Prince

Bicycle Committee

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

Note: Names and positions as of 07/1/11

**PERMANENT AUTHORIZED BUDGETED PERSONNEL POSITIONS
FISCAL YEAR 2011 - 2012**

Job Classification	Number of Positions	Dept.	Monthly Pay Ranges
City Manager	1	CM	N/A
Police Chief	1	PD	\$10,703 - \$15,500
Public Works Director	1	PW	10,703 - 15,500
Finance Director	1	FIN	10,703 - 14,000
Community Development Director	1	CD	10,703 - 14,000
Recreation & Community Services Director	1	R&CS	10,703 - 14,000
Police Captain	2	PD	10,822 - 13,157
City Engineer	1	PW	10,407 - 12,651
Human Resources Manager	1	CM	10,167 - 12,358
Planning Manager	1	CD	9,221 - 11,210
Public Works Superintendent	1	PW	9,221 - 11,210
Senior Civil Engineer (1 FTE until 12/31/10 then will be frozen.) #	2	PW	9,221 - 11,210
Traffic Engineer	1	PW	9,221 - 11,210
Building Division Manager/Building Official	1	CD	9,221 - 11,210
Information Technology Manager	1	FIN	9,118 - 11,083
Recreation Manager	1	R&CS	8,860 - 10,768
Assistant to the City Manager	1	CM	8,860 - 10,768
Finance Manager	1	FIN	8,860 - 10,768
Police Sergeant	7	PD	8,566 - 10,414
City Clerk	1	CM	7,933 - 9,641
Support Services Manager	1	PD	7,906 - 9,611
Associate Civil Engineer	1	PW	7,819 - 9,506
Police Agent	6	PD	7,702 - 9,361
Facilities Maintenance Manager	1	PW	7,540 - 9,165
Information Technology Administrator	1	FIN	7,459 - 9,067
Senior Public Works Inspector	1	PW	7,273 - 8,845
Redevelopment Coordinator	1	CM	7,208 - 8,761
Police Officer	24	PD	7,176 - 8,716
Communications Supervisor	1	PD	7,023 - 8,544
Park Maintenance Supervisor	1	PW	6,982 - 8,487
Assistant Engineer (1 FTE reduced to .9) #	2	PW	6,927 - 8,424
Public Works Inspector	1	PW	6,810 - 8,281
Building Inspector	2	CD	6,810 - 8,281
Assistant/Associate Planner	2	CD	5,816 - 8,259
Code Enforcement Officer/Inspector	1	CD	6,371 - 7,745
Equipment Maintenance Supervisor	1	PW	6,356 - 7,725
Lighting & Traffic Signal Supervisor	1	PW	6,356 - 7,725
Street Maintenance Field Supervisor	1	PW	6,292 - 7,649
Information Technology Technician (1 FTE reduced to .8) #	2	FIN	6,278 - 7,630
Accountant	2	FIN	6,263 - 7,612
Recreation Program Supervisor	4	R&CS	6,204 - 7,549
Senior Services Supervisor	1	R&CS	6,204 - 7,549
Public Safety Dispatcher	8	PD	6,077 - 7,386
Police Records Supervisor	1	PD	5,914 - 7,186
Executive Assistant to the City Manager (Reduced to .9) #	1	*** CM	5,742 - 6,978
Senior Museum Specialist	1	R&CS	5,384 - 6,548
Accounting Technician	1	*** FIN	5,332 - 6,481
Lighting & Traffic Signal Technician	1	PW	5,315 - 6,460

**PERMANENT AUTHORIZED BUDGETED PERSONNEL POSITIONS
FISCAL YEAR 2011 - 2012**

<u>Job Classification</u>	<u>Number of Positions</u>	<u>Dept.</u>	<u>Monthly Pay Ranges</u>
Mechanic I/II	1	PW	\$ 4,420 - \$ 6,287
Building Maintenance Lead Worker	1	PW	5,165 - 6,283
Executive Assistant (1 FTE reduced to .9 & 1 FTE reduced to .8) #	4	*	5,084 - 6,184
Deputy City Clerk	1	CM	5,084 - 6,184
Property/Evidence Specialist	1	PD	4,903 - 5,959
Community Services Officer (2 FTE's reduced .20 ea = 4.6 FTE's)	5	PD	4,885 - 5,937
Recreation Program Coordinator	1	R&CS	4,849 - 5,895
Park Maintenance Lead Worker	2	PW	4,813 - 5,852
Street Maintenance Lead Worker	1	PW	4,813 - 5,852
Accounting Clerk II	2	FIN	4,741 - 5,758
Permit Technician	1	CD	4,718 - 5,738
Building Maintenance Worker	2	PW	4,698 - 5,715
Police Records Specialist (1 FTE reduced .5 = 4.5) #	5	PD	4,648 - 5,649
Museum Education Coordinator (FTE = .75) #	1	R&CS	4,618 - 5,610
Office Specialist (1 FTE reduced to .9) #	2	PW	4,609 - 5,601
Senior Office Assistant	1	R&CS	4,389 - 5,334
Street Maintenance Worker II	3	PW	4,377 - 5,323
Park Maintenance Worker II	8	PW	4,377 - 5,323
Utility Worker	1	R&CS	4,254 - 5,176
Office Assistant	3	**	3,971 - 4,833
Park Maintenance Worker I	1	PW	3,964 - 4,820
Street Maintenance Worker I	2	PW	3,964 - 4,820
Total Permanent Full-Time Positions	<u>148</u>		

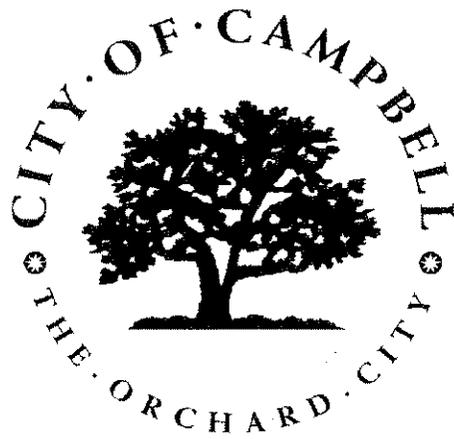
<u>Permanent Part-Time</u>	<u>Number of Positions</u>	<u>Dept.</u>	<u>Hourly Pay Ranges</u>
Housing & Community Development Coordinator	0.75	CD	\$ 39.93 - \$ 48.55
Public Safety Dispatcher	0.50	PD	35.06 - 42.61
Human Resources Technician (2 @ .75)	1.50 ***	CM	30.64 - 37.24
Mechanic I/II	0.50	PW	25.50 - 36.26
Office Assistant	0.80	PW	22.91 - 27.87
Nutrition Site Manager	0.50	R&CS	15.97 - 19.43
Food Server	0.50	R&CS	11.10 - 13.50
Total Permanent Part-Time Positions	<u>5.05</u>		

* CD, PD, PW, R&CS

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

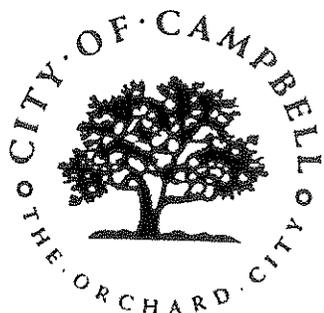
*** Confidential

FTE Reduced due to Budget Correction Strategy

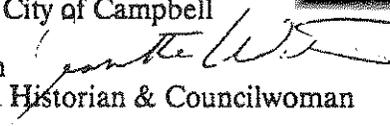


**FROZEN / UNFUNDED POSITIONS
FISCAL YEAR 2011 - 2012**

<u>Permanent Full or Part-Time Positions</u>	<u>Number of Positions (FTE's)</u>	<u>Dept.</u>
Administrative Analyst I	1.00	PW
Administrative Services Director	1.00	CM
Assistant Engineer	1.10	PW
Associate Civil Engineer	1.00	PW
Community Center Manager	1.00	R&CS
Community Services Officer	3.00	PD
Executive Assistant	1.30	CD/FIN/PD
Executive Assistant to the City Manager	0.10	CM
Information Technologies Technician	0.20	FIN
Lighting & Traffic Signal Assistant	1.00	PW
Museum Education Coordinator	0.25	R&CS
Office Assistant	1.10	CD/PW
Office Specialist	0.20	PW/R&CS
Police Sergeant	1.00	PD
Police Officer	4.00	PD
Police Records Specialist	1.50	PD
Public Safety Dispatcher	0.75	PD
Public Works Director	1.00	PW
Recreation Coordinator	2.00	R&CS
Recreation Manager (Replaces Community Center Manager)	(1.00)	R&CS
Senior Building Inspector	1.00	CD
Senior Civil Engineer	1.60	PW
Utility Worker	1.00	R&CS
Total Frozen / Unfunded Permanent Full-Time Positions	<u>25.1</u>	



TO: Benjamin and Mary Campbell
Founders of the City of Campbell

FROM: Jeanette Watson 
Unofficial Town Historian & Councilwoman

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



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

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

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

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

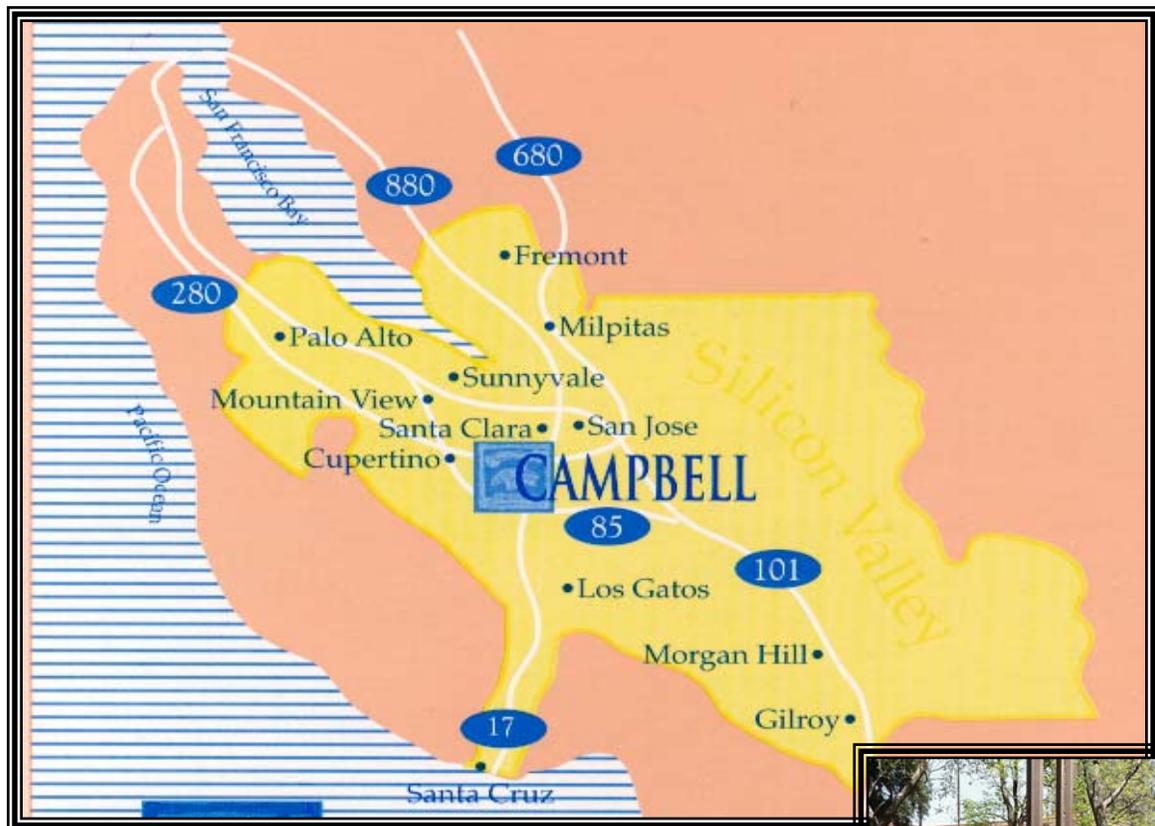
You'd be happy to know that we've had women on our City Council since 1985. It took thirty-three years to accomplish that feat. I'm sure that surprises you because there were three women on the first "town-council" which was established in 1892 at an Old Settler's Day celebration. However, the town wasn't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

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

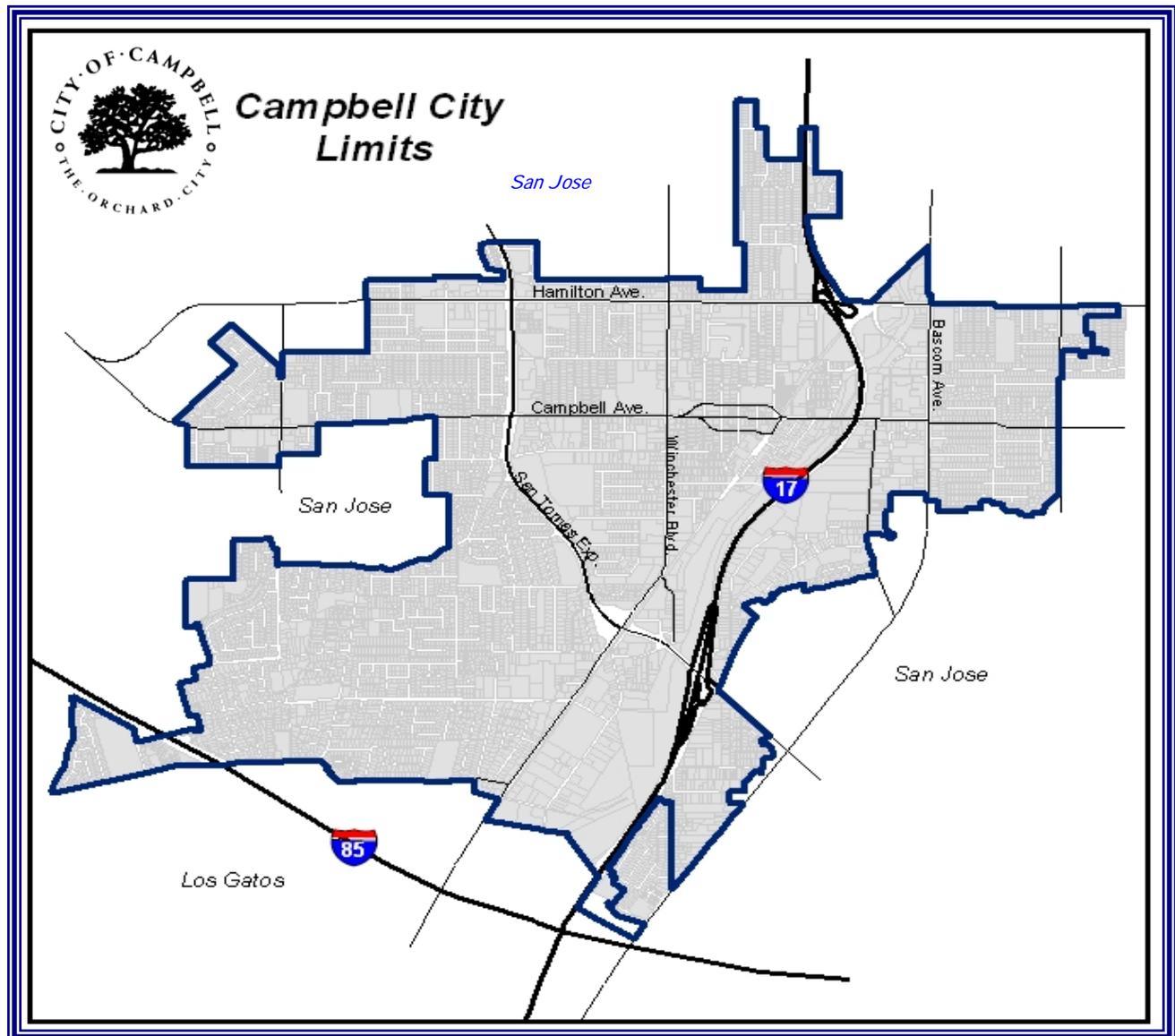
Your faithful servant, JMW

Note:

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



Campbell Community Profile - Demographic Statistics (General)



- 50 Miles South of San Francisco
- Surrounded on Three Sides by San Jose
- 6.7 Square Miles
- Incorporated - March, 1952
- General Law City
- Council/Manager Form of Government
- Population - 39,664
(As of 1/1/11 - CA Department of Finance)
- 20,100 Registered Voters
- 13,753 (68.4%) Votes Cast in Last General Election
- Public Safety - 67 Police Employees (41.5 Sworn)
- Public Safety - Two Fire Stations
- Public Safety - Fire Services Contracted with the County of Santa Clara
- Total Permanent Positions - 179 *

* As of 7/1/11 – 25.1 Positions are Frozen or Unfunded

Campbell Community Profile - Demographic Statistics (Infrastructure)



John D. Morgan Park



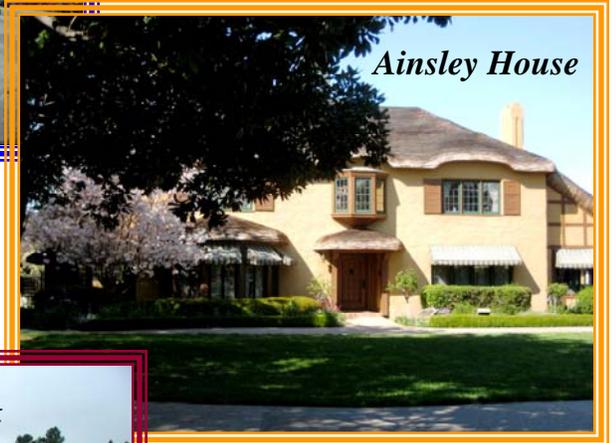
Community Center



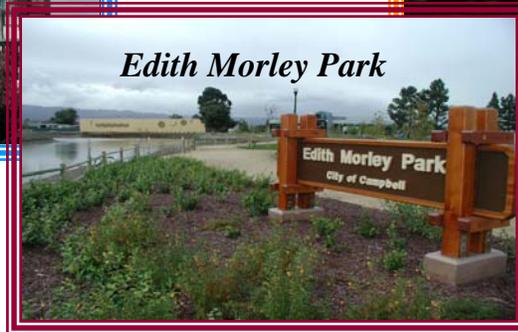
City Hall



Campbell Library



Ainsley House



Edith Morley Park

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

⁽¹⁾ West Valley Sanitation District

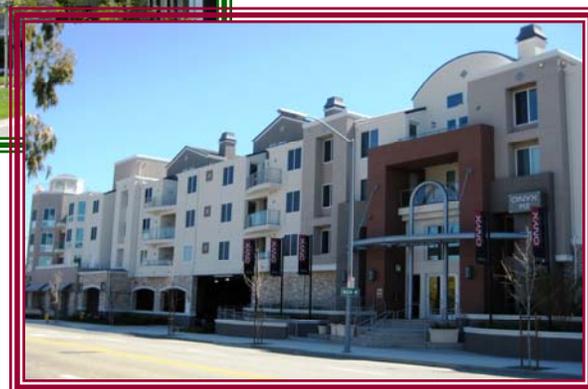
Campbell Community Profile - Demographic Statistics (Housing)



Apartments



Single Family Homes



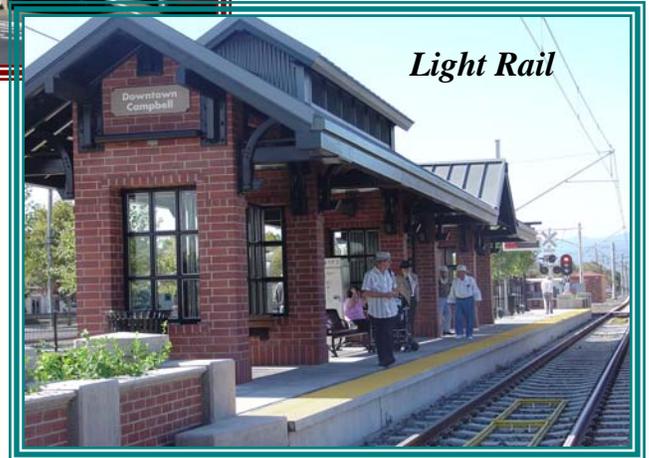
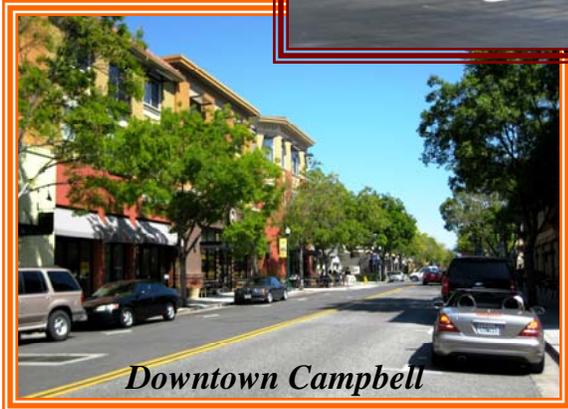
Condominiums

<u>Category</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Average Household Size ⁽¹⁾	2.33	2.37	2.4	2.4
Number of Households ⁽¹⁾	17,035	16,852	16,465	16,855
Median Age ⁽¹⁾	37.4	39.4	35.2 / 39.1	35.2
Average Single Family Home ⁽²⁾	\$643,600	\$790,611	\$611,014	\$881,882
% of Households with Income of \$75,000 or Greater ⁽¹⁾	51.30%	49.6%	47.27%	45.40%

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

⁽²⁾ SCC Association of Realtors 12/09

Campbell Community Profile - Demographic Statistics (Employment & Education)



<u>Category</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Jobs per Household ⁽¹⁾	1.6	1.61	1.66	1.40
Employed Residents ⁽¹⁾	31,246	30,794	29,873	30,858
Mean Family Income ⁽¹⁾	\$97,295	\$96,548	\$89,285	\$94,249
% of Adults over 25 with Bachelor's Degree or Higher ⁽¹⁾	44.0%	44.1%	44.80%	40.00%

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

Major Employers

(100 or More Employees - Listed Alphabetically)

Barracuda Networks Inc ~ Manufacturing (300)
Children's Recovery Center ~ Hospital (111)
City of Campbell ~ Government (155)
Durham School Services LP ~ Service (144)
Fry's Electronics, Inc. ~ Retail (287)
Home Depot ~ Retail (209)
Hunter Laboratories ~ Manufacturing (200)
Kaiser Permanente Medical Group ~ Outpatient (110)
Kohl's ~ Retail (112)
Larskspur Landing Hotel ~ Hotel (117)
Mohler, Nixon & Willaims Accountancy ~ Service (162)
Pacific Netsoft, Inc. ~ Service (138)
Saama Technologies ~ Manufacturing (121)
Safeway ~ Retail / Grocery (142)
Senior Living Solutions, LLC ~ Service (150)
Signature Building Maintenance Inc ~ Service (120)
Whole Foods ~ Retail / Grocery (200)

Principal Property Taxpayers

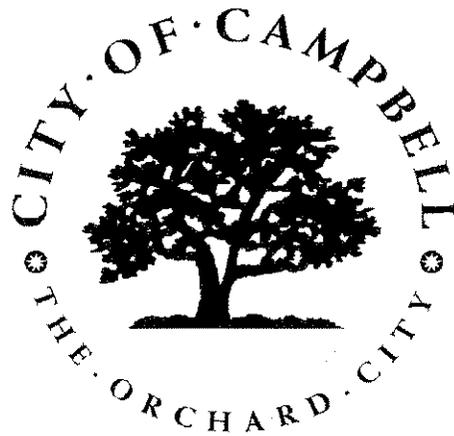
(Listed Alphabetically)

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

Top 40 Sales Tax Producers

(Listed Alphabetically)

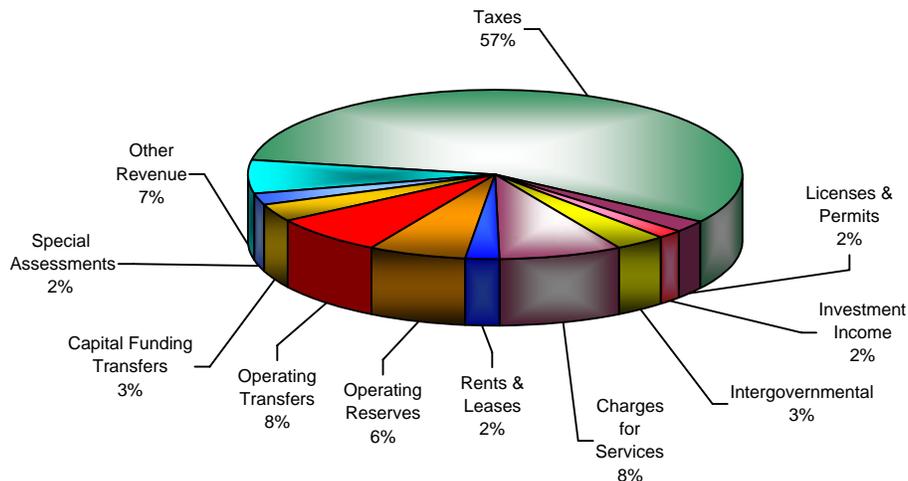
America's Tire ~ Retail Auto Supply
Arco AM/PM Mini-Mart ~ Service Station
Barnes & Noble Bookstore ~ Stationery/Books
Bed Bath & Beyond ~ Retail Store
Chevron Station ~ Service Station
Clement Support Services ~ Plumbing & Electrical
CVS / Pharmacy ~ Retail Drug Store
Dasher Technologies ~ Retail Office Equipment
Economy Lumber ~ Retail Building Materials
El Burro Restaurants ~ Restaurant
Elephant Bar ~ Restaurant
Fry's Electronics ~ Retail Appliance Store
Gardneland ~ Garden Equipment
Groupware Technology Company ~ Services
Home Depot ~ Retail Building Materials
Joe Escobar Diamonds ~ Retail Jewelry Store
Kohl's Department Store ~ Retail Department Store
Marshall's Department Store ~ Department Store
Nob Hill General Stores ~ Grocery Store
Officemax ~ Retail Office Equipment Store
Outback Steakhouse ~ Restaurant
Petsmart ~ Retail Pet Supplies
Railway Distributing ~ Retail Building Materials
Roadsport ~ Used Car Sales
Rock Bottom Brewery ~ Restaurant
Ross Dress for Less ~ Department Store
Rotten Robbie ~ Service Station
RV Cloud Company ~ Retail Building Materials
Safeway Stores ~ Retail Grocery Store
San Jose Camera Shop ~ Retail Camera Store
Shell Service Stations ~ Service Station
Sierra Pacific Turf Supply ~ Retail Nursery
Sonoma Chicken Coop ~ Restaurant
Tactx Medical ~ Medical Device Design & Development
Telecom Management Solutions ~ Business Services
Tesoro Service Stations ~ Service Station
Trudy's ~ Retail Women's Apparel
Valero Service Stations ~ Service Station
Walgreens Drug Store ~ Retail Drug Store
Whole Foods Market ~ Grocery Store



Total City & RDA Revenue Summary

Revenue Source	09/10 Actual	10/11 Adopted	% Change	11/12 Adopted	% Change
Taxes:					
Property	\$ 16,631,706	\$ 16,907,338	1.66%	\$ 15,782,675	-6.65%
Sales	9,538,242	9,330,000	-2.18%	10,098,000	8.23%
Franchise	2,337,022	2,588,000	10.74%	2,586,000	-0.08%
Transient Occupancy Taxes	1,297,573	1,476,000	13.75%	1,839,000	24.59%
Other Taxes	386,647	395,000	2.16%	797,000	101.77%
Total Taxes	<u>30,191,190</u>	<u>30,696,338</u>	1.67%	<u>31,102,675</u>	1.32%
Licenses & Permits	797,480	1,166,500	46.27%	1,166,500	0.00%
Fines & Forfeitures	346,129	319,500	-7.69%	300,500	-5.95%
Investment Income	1,146,425	1,394,652	21.65%	1,017,755	-27.02%
Intergovernmental Revenues:					
In-Lieu Tax	155,074	130,000	-16.17%	140,000	7.69%
Gasoline Tax	689,818	731,000	5.97%	1,105,000	51.16%
Community Development Block Grant	134,411	136,452	1.52%	106,808	-21.72%
Other	469,839	655,553	39.53%	363,487	-44.55%
Total Intergovernmental Revenue	<u>1,449,142</u>	<u>1,653,005</u>	14.07%	<u>1,715,295</u>	3.77%
Charges for Services	4,317,342	4,702,716	8.93%	4,480,648	-4.72%
Other Revenue	1,395,991	1,629,425	16.72%	1,739,945	6.78%
Rentals/Leases	1,332,385	1,409,840	5.81%	1,262,176	-10.47%
Special Assessments	1,185,381	1,186,740	0.11%	1,189,059	0.20%
Charges to Operating Departments	2,416,990	2,038,642	-15.65%	2,011,683	-1.32%
Operating Fund Reserves (Beg. Fund Bal.)	-	3,080,666	100.00%	2,850,187	-7.48%
Interfund Operating Transfers	3,820,776	4,126,791	8.01%	4,229,984	2.50%
Total Operating Revenue	<u>48,399,231</u>	<u>53,404,815</u>	10.34%	<u>53,066,407</u>	-0.63%
Capital Project Funding (Beg. Fund Bal.)	-	1,677,000	100.00%	510,000	-69.59%
Capital Project Funding (Rev./Grants/Debt)	3,145,430	1,903,000	-39.50%	433,600	-77.21%
Interfund Capital Transfers	4,840,796	3,580,000	-26.05%	865,000	-75.84%
Total Revenue	<u>\$ 56,385,457</u>	<u>\$ 60,564,815</u>	7.41%	<u>\$ 54,875,007</u>	-9.39%

Total City & RDA Revenue Summary - \$54,875,007



Total City & RDA Revenue by Fund

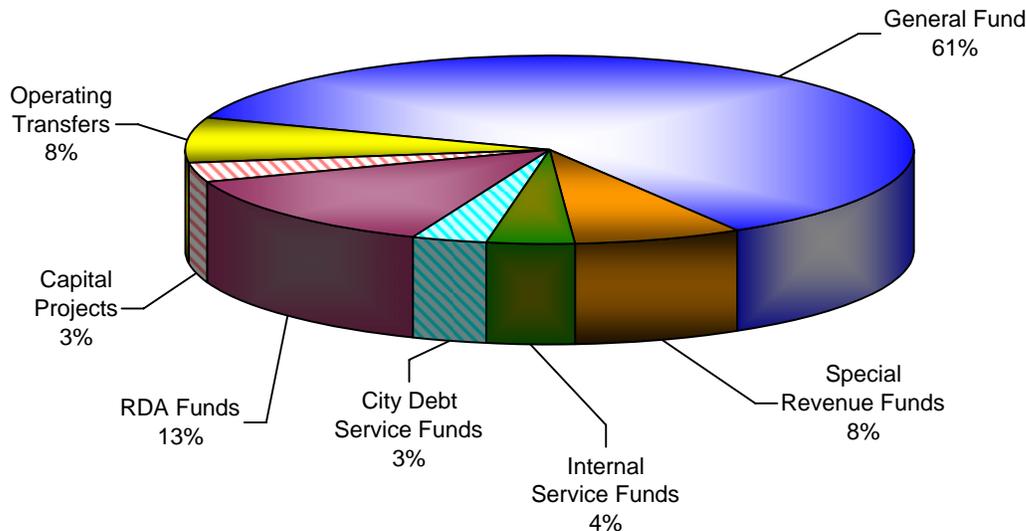
(Includes Capital Project Revenue & Transfers-In)

Fund	Fund Description	09/10 Actual	10/11 Adopted	11/12 Adopted	\$ Change	% Change
101	General Fund	\$ 31,644,645	\$ 35,445,220	\$ 35,394,966	\$ (50,254)	-0.14%
202	Vehicle Impact Fees	122,756	200,000	330,000	130,000	65.00%
204	Gas Tax	1,437,163	1,347,100	1,412,800	65,700	4.88%
205	Asset Forfeiture (Drug Enforcement)	1,267	3,500	3,500	-	0.00%
207	Lighting District	2,701,715	2,612,562	2,668,515	55,953	2.14%
208	Housing & Community Develop.	237,540	400,255	397,111	(3,144)	-0.79%
209	Environmental Services	816,220	915,300	817,300	(98,000)	-10.71%
210	Supplemental Law Enforcement	100,960	-	-	-	0.00%
211	Federal Urban Aid Fund	626	30,000	-	(30,000)	-100.00%
212	State/County Grants	1,145,121	80,000	16,200	(63,800)	-79.75%
216	TDA Grant (Federal)	22,815	18,000	25,000	7,000	38.89%
218	Other Federal Grants	1,496,402	1,641,600	29,892	(1,611,708)	-98.18%
223	Low & Moderate Income Housing	1,653,412	1,567,000	1,363,735	(203,265)	-12.97%
295	Parkland Dedication	122,370	-	3,000	3,000	n/a
364	Debt Service - RDA	6,088,892	8,264,383	7,024,623	(1,239,760)	-15.00%
366	Debt Service - 1993/2002 COP	604,501	874,368	870,836	(3,532)	-0.40%
367	Debt Service - LID 30	50,074	46,740	49,059	2,319	4.96%
368	Debt Service - 1997 COP	725,730	732,636	734,845	2,209	0.30%
431	City COP Projects	-	-	-	-	0.00%
434	RDA Administration/Projects	8,662	537,029	498,566	(38,463)	-7.16%
435	Capital Projects	4,874,102	3,580,000	865,000	(2,715,000)	-75.84%
437	RDA Bond Proceeds	38,770	-	15,000	15,000	n/a
641	Motor Vehicle Pool	970,686	1,023,400	1,034,178	10,778	1.05%
647	Information Technology Pool	1,052,224	812,000	914,896	102,896	12.67%
690	Worker's Compensation	416,990	381,242	353,505	(27,737)	-7.28%
693	Heritage Theatre Fund	-	-	-	-	0.00%
794	Museum Trust	51,324	47,000	47,000	-	0.00%
797	Senior Center Trust	490	5,480	5,480	-	0.00%
Total Revenue & Transfers-In		\$ 56,385,457	\$ 60,564,815	\$ 54,875,007	\$ (5,689,808)	-9.39%

Total City & RDA Expenditure Summary

Fund	Fund Description	09/10 Actual	10/11 Adopted	% Change	11/12 Adopted	% Change
101	General Fund	\$ 31,942,426	\$ 31,652,781	-0.91%	\$ 32,608,664	3.02%
	Special Revenue Funds:					
204	Gas Tax	1,114,028	1,041,587	-6.50%	1,077,695	3.47%
207	Lighting District	2,601,717	2,512,562	-3.43%	2,562,215	1.98%
208	Housing & Community Develop.	245,414	396,056	61.38%	397,111	0.27%
Misc.	Grants & Other Special Revenue	100,289	-	-100.00%	-	0.00%
	Total City Special Revenue	4,061,448	3,950,205	-2.74%	4,037,021	2.20%
Misc.	City Debt Service Funds	1,658,073	1,652,644	-0.33%	1,653,640	0.06%
	Redevelopment Agency Funds:					
223	Low & Moderate Income Housing	464,701	1,426,015	206.87%	500,494	-64.90%
364	RDA Debt Service	7,406,135	7,692,782	3.87%	6,429,485	-16.42%
434	RDA Administration/Projects	358,463	326,607	-8.89%	288,144	-11.78%
	Total RDA Funds	8,229,299	9,445,404	14.78%	7,218,123	-23.58%
	Internal Service Funds:					
641	Motor Vehicle Pool	1,134,693	946,953	-16.55%	928,521	-1.95%
647	Information Technology Pool	992,403	785,789	-20.82%	889,996	13.26%
690	Worker's Compensation	116,228	381,067	227.86%	352,810	-7.42%
	Total Internal Service Funds	2,243,324	2,113,809	-5.77%	2,171,327	2.72%
Misc.	Interfund Operating Transfers	3,860,496	4,126,791	6.90%	4,229,984	2.50%
	Total Operating Expenditures	51,995,066	52,941,634	1.82%	51,918,759	-1.93%
Misc.	Capital Projects & Capital Transfers	9,714,898	7,160,000	-26.30%	1,730,000	-75.84%
	Total Expenditures	\$ 61,709,964	\$ 60,101,634	-2.61%	\$ 53,648,759	-10.74%

Total City & RDA Expenditure Summary - \$53,648,759



Total City & RDA Expenditures by Fund

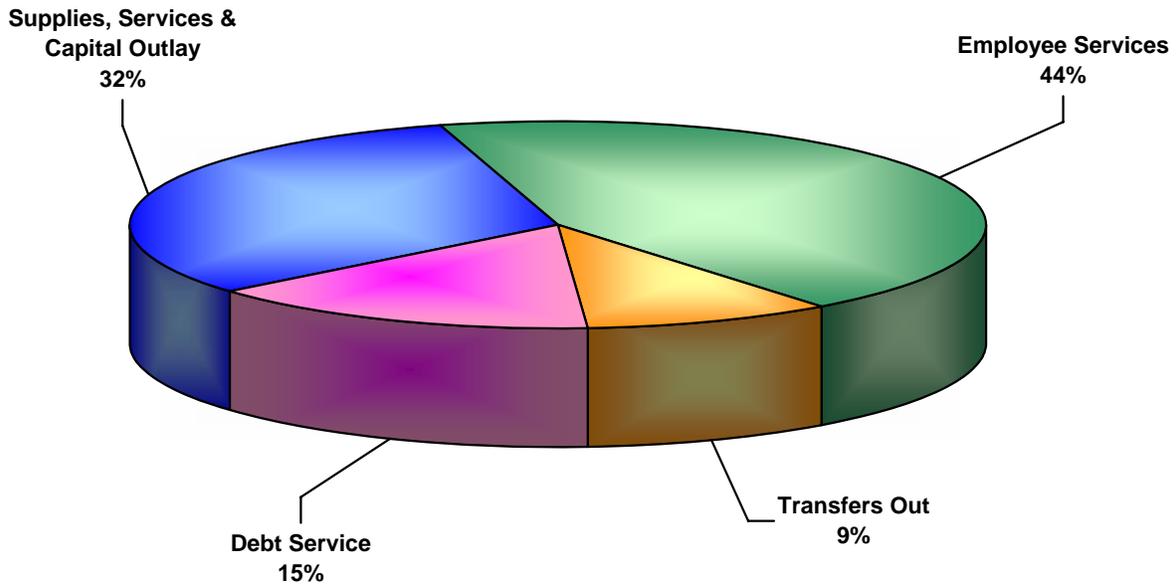
(Includes Capital Project Expenditures & Transfers-Out)

Fund	Fund Description	09/10 Actual	10/11 Adopted	11/12 Adopted	\$ Change	% Change
101	General Fund	\$ 34,622,559	\$ 35,050,955	\$ 35,008,710	\$ (42,245)	-0.12%
202	Vehicle Impact Fees	-	200,000	330,000	130,000	65.00%
204	Gas Tax	1,426,426	1,347,100	1,412,800	65,700	4.88%
205	Asset Forfeiture (Drug Enforcement)	5,000	3,500	3,500	-	0.00%
207	Lighting District	2,701,717	2,612,562	2,668,515	55,953	2.14%
208	Housing & Community Develop.	245,414	396,056	397,111	1,055	0.27%
209	Environmental Services	868,300	915,300	815,300	(100,000)	-10.93%
210	Supplemental Law Enforcement	100,289	-	-	-	0.00%
211	Federal Urban Aid Fund	50,000	30,000	-	(30,000)	-100.00%
212	State/County Grants	1,144,553	80,000	16,200	(63,800)	-79.75%
216	TDA Grant (Federal)	60,888	18,000	25,000	7,000	38.89%
218	Other Federal Grants	1,194,630	1,641,600	29,892	(1,611,708)	-98.18%
223	Low & Moderate Income Housing	559,233	1,530,216	605,095	(925,121)	-60.46%
295	Parkland Dedication	754,593	-	-	-	0.00%
364	Debt Service - RDA	7,468,769	8,264,383	7,024,623	(1,239,760)	-15.00%
366	Debt Service - 1993/2002 COP	874,641	874,368	870,836	(3,532)	-0.40%
367	Debt Service - LID 30	54,317	46,740	49,059	2,319	4.96%
368	Debt Service - 1997 COP	730,215	732,636	734,845	2,209	0.30%
431	City COP Projects	-	-	-	-	0.00%
432	RDA 1999 TAB Projects	-	-	-	-	0.00%
433	RDA COP Projects	-	-	-	-	0.00%
434	RDA Administration/Projects	1,121,171	537,029	498,566	(38,463)	-7.16%
435	Capital Projects	4,874,102	3,580,000	865,000	(2,715,000)	-75.84%
437	RDA Bond Proceeds	487,267	-	-	-	100.00%
641	Motor Vehicle Pool	1,184,693	996,953	973,521	(23,432)	-2.35%
647	Information Technology Pool	1,014,979	810,689	914,896	104,207	12.85%
687	Long-Term Disability Insurance *	-	-	-	-	0.00%
690	Worker's Compensation	116,228	381,067	352,810	(28,257)	-7.42%
692	Federal Unemployment *	-	-	-	-	0.00%
693	Heritage Theatre Fund	-	-	-	-	0.00%
794	Museum Trust	44,500	47,000	47,000	-	0.00%
797	Senior Center Trust	5,480	5,480	5,480	-	0.00%
Total Expenditures & Transfers-Out		\$ 61,709,964	\$ 60,101,634	\$ 53,648,759	\$ (6,452,875)	-10.74%

Total City & RDA Expenditures by Type

Description	09/10 Actual	10/11 Adopted	% Change	11/12 Adopted	% Change
Employee Services	\$ 23,286,383	\$ 22,731,162	-2.38%	\$ 23,595,341	3.80%
Supplies, Services & Capital Outlay	20,594,347	20,388,255	-1.00%	16,945,309	-16.89%
Debt Service	9,127,942	9,275,426	1.62%	8,013,125	-13.61%
Transfers Out (Operating & Capital)	8,701,292	7,706,791	-11.43%	5,094,984	-33.89%
Total Expenditures	\$ 61,709,964	\$ 60,101,634	-2.61%	\$ 53,648,759	-10.74%

Total City & RDA Expenditures by Type - \$53,648,759



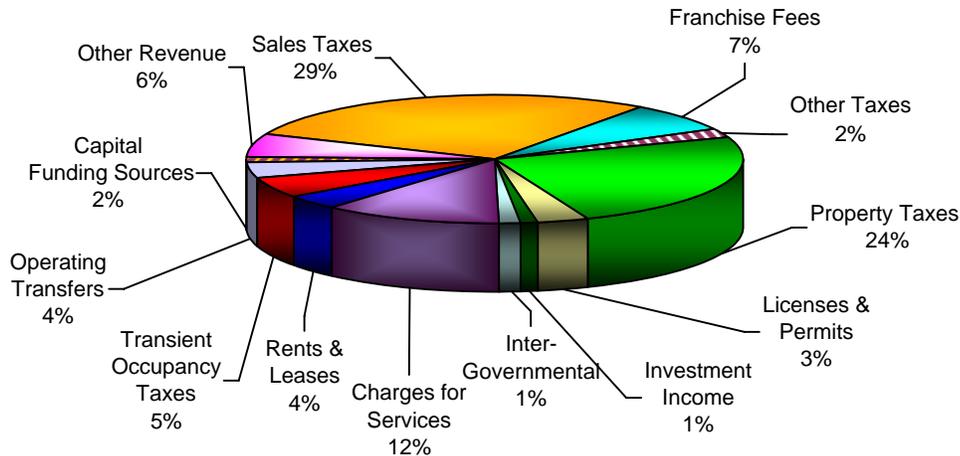
Schedule of Interfund Transfers (Operating & Capital)
Fiscal Year 2011-2012

Fund	Fund Description	Adopted		Adopted	
		10/11 Transfers-In	10/11 Transfers-Out	11/12 Transfers-In	11/12 Transfers-Out
101	General Fund	\$ 1,374,988	\$ 3,398,174	\$ 1,379,072	\$ 2,400,046
Special Revenue Funds:					
204	Gas Tax	299,000	305,513	305,300	335,105
202	Vehicle Impact Fees	-	200,000	-	330,000
205	Drug Enforcement/Asset Forfeiture	-	3,500	-	3,500
207	Lighting District	718,062	100,000	818,015	106,300
208	Housing & Community Development	42,600	-	60,695	-
209	Environmental Services	438,000	915,300	452,000	815,300
210	Supplemental Law Enforcement	-	-	-	-
211	Federal Urban Aid	-	30,000	-	-
212	State/Other Grants	-	80,000	-	16,200
216	TDA Grant (Federal)	-	18,000	-	25,000
218	Other Federal Grants	-	1,641,600	-	29,892
223	RDA Housing	-	104,201	-	104,601
295	Parkland Dedication Trust	-	-	-	-
Debt Service Funds:					
364	Debt Service - RDA	200,000	571,601	200,000	595,138
366	Debt Service - 1993/2002 COP	113,042	-	110,972	-
367	Debt Service - LID #30	-	1,100	-	1,100
368	Debt Service - 1997 COP	430,070	-	431,364	-
Capital Project Funds:					
431	City Bond Proceeds	-	-	-	-
434	RDA Administration/Projects	511,029	210,422	472,566	210,422
435	Capital Projects Fund	3,580,000	-	865,000	-
437	RDA Bond Proceeds	-	-	-	-
Internal Service Funds:					
641	Motor Vehicle Pool	-	50,000	-	45,000
647	Information Technology Pool	-	24,900	-	24,900
690	Workers Compensation Pool	-	-	-	-
Fiduciary Funds:					
794	Parks & Museum Trust	-	47,000	-	47,000
797	Senior Center Trust	-	5,480	-	5,480
Total Transfers		\$ 7,706,791	\$ 7,706,791	\$ 5,094,984	\$ 5,094,984

General Fund Revenue Summary

Revenue Source	09/10 Actual	10/11 Adopted	% Change	11/12 Adopted	% Change
Taxes:					
Property	\$ 8,761,391	\$ 8,977,000	2.46%	\$ 8,664,000	-3.49%
Sales	9,538,242	9,330,000	-2.18%	10,098,000	8.23%
Franchise	2,337,022	2,588,000	10.74%	2,586,000	-0.08%
Transient Occupancy Taxes	1,297,573	1,476,000	13.75%	1,839,000	24.59%
Other Taxes	386,647	395,000	2.16%	797,000	101.77%
Total Taxes	22,320,875	22,766,000	1.99%	23,984,000	5.35%
Licenses & Permits	797,480	1,166,500	46.27%	1,166,500	0.00%
Investment Income	420,985	729,000	73.17%	438,000	-39.92%
Intergovernmental Revenues:					
In-Lieu Tax	155,074	130,000	-16.17%	140,000	7.69%
Other	225,518	296,853	31.63%	309,895	4.39%
Total Intergovernmental Revenue	380,592	426,853	12.16%	449,895	5.40%
Charges for Services	4,031,354	4,346,834	7.83%	4,134,848	-4.88%
Other Revenue:					
Rentals/Leases	1,332,385	1,409,840	5.81%	1,262,176	-10.47%
Fines & Forfeitures	346,129	319,500	-7.69%	300,500	-5.95%
Other Miscellaneous Revenue	694,994	807,705	16.22%	921,875	14.14%
Reserves (Beg. Fund Balance)	-	521,000	100.00%	789,500	51.54%
Interfund Operating Transfers	1,259,569	1,374,988	9.16%	1,379,072	0.30%
Total Other Revenue	3,633,077	4,433,033	22.02%	4,653,123	4.96%
Total Operating Revenue	31,584,363	33,868,220	7.23%	34,826,366	2.83%
Capital Project Funding	60,282	1,577,000	100.00%	568,600	-63.94%
Total General Fund Revenue	\$ 31,644,645	\$ 35,445,220	12.01%	\$ 35,394,966	-0.14%

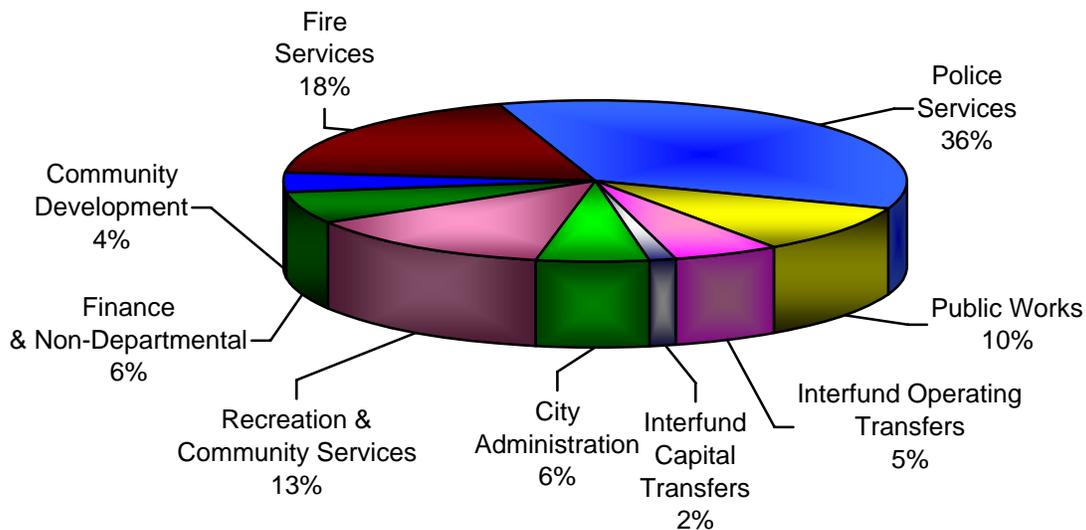
General Fund Revenue Summary - \$35,394,966



General Fund Expenditure Summary

Description	09/10 Actual	10/11 Adopted	% Change	11/12 Adopted	% Change
City Council	\$ 228,892	\$ 251,421	9.84%	\$ 259,801	3.33%
City Manager	1,174,758	1,149,775	-2.13%	1,201,681	4.51%
City Clerk	360,933	414,843	14.94%	329,642	-20.54%
City Attorney	219,374	226,568	3.28%	235,859	4.10%
City Treasurer	12,792	16,397	28.18%	17,247	5.18%
Recreation & Community Services	4,668,286	4,716,121	1.02%	4,699,530	-0.35%
Finance	1,230,847	1,137,540	-7.58%	1,195,494	5.09%
Non-Departmental	690,140	859,092	24.48%	1,044,700	21.61%
Community Development	1,593,906	1,232,443	-22.68%	1,288,718	4.57%
Police	12,065,449	11,880,145	-1.54%	12,417,540	4.52%
Fire	6,016,043	6,256,685	4.00%	6,459,727	3.25%
Public Works	3,681,006	3,511,751	-4.60%	3,458,725	-1.51%
Interfund Operating Transfers	2,035,791	1,821,174	-10.54%	1,890,046	3.78%
Total Operating Expenditures	33,978,217	33,473,955	-1.48%	34,498,710	3.06%
Interfund Capital Transfers	644,342	1,577,000	144.75%	510,000	-67.66%
Total Expenditures	\$ 34,622,559	\$ 35,050,955	1.24%	\$ 35,008,710	-0.12%

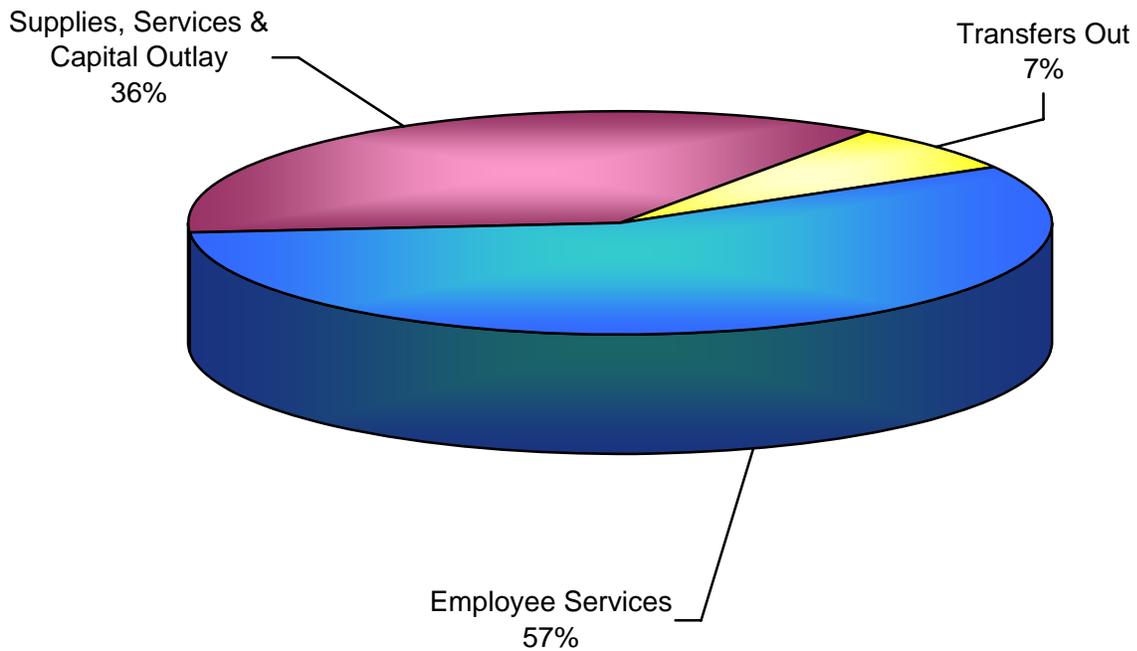
General Fund Expenditure Summary - \$35,008,710



General Fund Expenditures by Type

Description	09/10 Actual	10/11 Adopted	% Change	11/12 Adopted	% Change
Employee Services	\$ 19,641,152	\$ 19,207,608	-2.21%	\$ 19,972,167	3.98%
Supplies, Services & Capital Outlay	12,301,274	12,445,173	1.17%	12,636,497	1.54%
Transfers Out (Operating & Capital)	2,680,133	3,398,174	26.79%	2,400,046	-29.37%
Total Expenditures	\$ 34,622,559	\$ 35,050,955	1.24%	\$ 35,008,710	-0.12%

General Fund Expenditures by Type - \$35,008,710



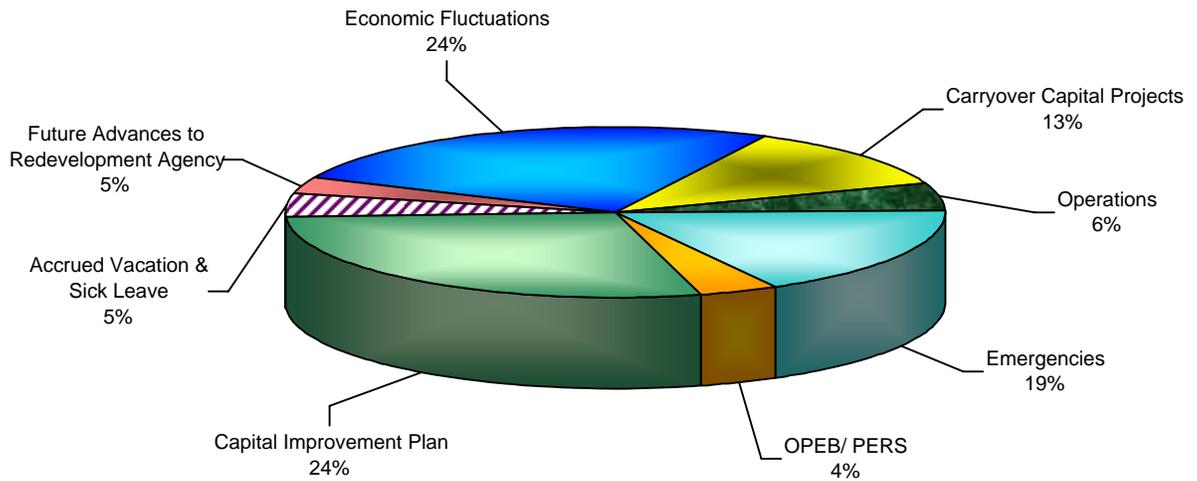
Major General Fund Reserves / Designations - Comparative Statistics

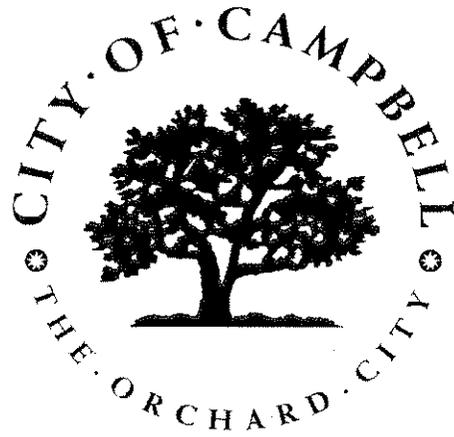
(Fiscal Years 07/08 thru 11/12)

<u>Reserves & Designations</u>	<u>Actual</u> <u>6/30/2008</u>	<u>Actual</u> <u>06/30/09</u>	<u>Actual</u> <u>06/30/10</u>	<u>Estimated</u> <u>06/30/11</u>
Operations	\$ 1,000,000	\$ 974,600	\$ 1,000,000	\$ 1,000,000
Emergencies	3,446,093	3,320,058	3,160,100	3,334,722
OPEB/PERS Retirement	1,350,000	1,232,000	1,082,000	773,000
Capital Improvement Plan	4,889,766	4,378,645	4,551,033	5,625,438
Long Term Vacation & Sick Leave	844,000	878,970	867,261	867,261
Future Advances to Redevelopment Agency	1,400,000	1,200,000	1,000,000	800,000
Economic Fluctuations	7,000,000	6,271,000	4,500,000	5,000,000
Carryover Capital Projects	3,860,597	3,750,339	3,172,000	2,678,570

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

Major General Fund Reserves & Designations - 6/30/12 (Estimated)





City of Campbell - Operating/Capital Budget
Fiscal Year 2011 - 2012
All Funds Estimated Revenues

A/C #	Description	Actual 2006-2007	Actual 2007-2008	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Adopted 2011-2012
Property Taxes:							
4001	Current Year: Secured - General Fund	\$ 7,172,379	\$ 7,908,811	\$ 8,411,235	\$ 8,277,144	\$ 8,977,000	\$ 8,664,000
4001	Secured - Lighting District Fund	549,115	610,678	650,566	606,995	720,000	675,000
4001	Secured - 20% Housing Fund	1,169,930	1,337,353	1,486,937	1,440,971	1,442,000	1,288,735
4001	Secured - Debt Service Fund - RDA	4,679,722	5,349,414	5,947,747	5,763,885	5,768,338	5,154,940
4002	Unsecured - General Fund	396,371	463,446	470,956	494,247	-	-
4002	Unsecured - Lighting District Fund	47,897	-	56,546	58,464	-	-
4011	Property Tax - ERAF	-	-	-	-	-	-
5001	Street Lighting Assessments	1,102,798	1,136,457	1,135,051	1,135,464	1,140,000	1,140,000
5002	Special Assessments	56,399	58,742	58,266	49,917	46,740	49,059
		15,174,611	16,864,901	18,217,304	17,817,087	18,094,078	16,971,734
Taxes Other Than Property Taxes:							
4110	Sales and Use Tax - General Fund	7,679,557	7,684,885	6,676,690	6,308,977	6,230,000	6,318,000
4112	Transactions & Use Tax - General Fund	-	-	403,130	1,571,050	1,400,000	1,780,000
4115	Sales Tax Backfill	2,370,272	2,649,946	2,545,578	1,658,215	1,700,000	2,000,000
4120	Franchises: P G & E - Electric	342,228	350,901	365,522	356,928	365,000	365,000
4121	P G & E - Gas	109,183	104,260	121,783	84,623	100,000	100,000
4122	Cable TV	356,392	389,592	396,917	378,820	380,000	383,000
4123	Garbage	753,489	1,345,905	1,314,346	1,317,995	1,545,000	1,515,000
4124	San Jose Water	124,164	130,533	134,940	131,377	140,000	135,000
4125	AT&T	-	1,872	34,770	67,279	58,000	88,000
4150	Motel Tax (Transient Lodging)	1,463,140	1,619,111	1,287,184	1,297,573	1,476,000	1,839,000
4151	Construction Tax	20,415	129,027	10,639	1,469	-	-
4152	Business Licenses	203,145	233,162	232,424	214,198	215,000	605,000
4153	Property Transfer Tax	344,991	290,036	192,369	172,449	180,000	180,000
4155	Farmers Market in Lieu (Business License)	-	-	-	-	-	12,000
		13,766,976	14,929,230	13,716,292	13,560,953	13,789,000	15,320,000
Licenses and Permits - General Fund							
4210	Construction Permits	818,163	1,396,014	825,817	455,803	750,000	750,000
4211	Advanced Plan Check Fee	268,282	331,277	252,636	245,007	300,000	300,000
4212	Building Dept General Revenue	4,014	6,479	2,506	90	5,000	5,000
4213	Plan Check Fee - Title 24 Energy	28,625	54,342	15,153	10,000	36,000	36,000
4241	Fire Permits	73,349	86,463	87,918	86,164	75,000	75,000
4243	Animal License Fees	-	-	-	-	-	-
4271	Truck Permits	960	976	384	416	500	500
		1,193,393	1,874,551	1,184,414	797,480	1,166,500	1,166,500
Fines, Forfeitures and Penalties - General Fund							
4310	Vehicle Code Fines-City	78,057	64,114	101,408	79,704	-	-
4320	Vehicle Code Fines-County	187,092	191,586	176,098	215,252	319,000	300,000
4330	Vehicle Code Fines-State	48,761	43,929	34,646	49,964	-	-
4371	Code Enforcement Fines	-	-	3,000	700	-	-
4390	Misc Fines	522	999	549	509	500	500
		314,432	300,628	315,701	346,129	319,500	300,500
Revenue From Use of Money & Property:							
4410	Investment Earnings - General Fund	1,377,218	1,308,612	883,274	375,086	714,000	423,000
4410	Investment Earnings - Gas Tax Fund	-	59,884	5,096	10,564	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	13,114	-	8,155	10,499	-	-
4410	Investment Earnings - Environmental Services	8,485	-	6,954	3,662	-	2,000
4410	Investment Earnings - Supplemental Law Enforcement	4,166	-	1,720	871	-	-
4410	Investment Earnings - Federal Aid Urban Fund	6,227	-	2,657	704	-	-
4410	Investment Earnings - 20% Housing Fund	248,157	618,526	186,880	86,167	125,000	75,000
4410	Investment Earnings - Parkland Dedication Fund	89,282	86,258	37,367	10,379	-	3,000
4410	Investment Earnings - Debt Service Funds (COP & RDA)	330,439	-	241,939	104,551	125,000	100,000
4410	Investment Earnings - City COP Capital Projects	64,967	-	1,107	185	-	-
4410	Investment Earnings - RDA Tax Allocation Bonds	148,827	139,588	84,000	35,925	-	15,000
4410	Investment Earnings - RDA COP Capital Projects	-	-	-	-	-	-
4410	Investment Earnings - RDA Admin. / Capital Project Fund	77,004	69,439	36,496	9,002	25,000	25,000
4410	Investment Earnings - Heritage Theater	3,399	-	-	-	-	-
4410	Investment Earnings - Parks & Museum Fund	5,416	-	2,773	1,447	-	-
4410	Investment Earnings - Senior Center Fund	1,206	-	726	301	-	-
4410	Investment Earnings - West Valley JPA	-	-	3,055	1,885	-	-
4431	GASB 31 Market Value Adjustment - General Fund	122,287	24,191	210,245	30,667	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	74,637	-	141,257	23,098	-	-
4450	Other Interest - General Fund	20,606	139,601	25,941	15,231	15,000	15,000
4450	Other Interest - All Funds except General Fund	516,412	418,341	444,039	466,853	390,652	379,755
5101	User Fees - Motor Pool	868,820	952,980	950,000	950,000	855,400	856,178
5104	User Fees - IT Pool	944,900	1,050,000	1,050,000	1,050,000	802,000	802,000
		4,925,569	4,867,420	4,323,581	3,187,077	3,052,052	2,895,933

**City of Campbell - Operating/Capital Budget
Fiscal Year 2011 - 2012
All Funds Estimated Revenues**

A/C #	Description	Adopted Fiscal Year Budget 2011 - 2012					
		General	Special Revenue	Debt Service	Internal Service	RDA	Other
Property Taxes:							
4001	Current Year, Secured - General Fund	\$ 8,664,000	\$ -	\$ -	\$ -	\$ -	\$ -
4001	Secured - Lighting District Fund	-	675,000	-	-	-	-
4001	Secured - 20% Housing Fund	-	-	-	-	1,288,735	-
4001	Secured - Debt Service Fund - RDA	-	-	-	-	5,154,940	-
4002	Unsecured - General Fund	-	-	-	-	-	-
4002	Unsecured - Lighting District Fund	-	-	-	-	-	-
4011	Property Tax - ERAF	-	-	-	-	-	-
5001	Street Lighting Assessments	-	1,140,000	-	-	-	-
5002	Special Assessments	-	-	49,059	-	-	-
		8,664,000	1,815,000	49,059	-	6,443,675	-
Taxes Other Than Property Taxes:							
4110	Sales and Use Tax - General Fund	6,318,000	-	-	-	-	-
4112	Transactions & Use Tax - General Fund	1,780,000	-	-	-	-	-
4115	Sales Tax Backfill	2,000,000	-	-	-	-	-
4120	Franchises: P G & E - Electric	365,000	-	-	-	-	-
4121	P G & E - Gas	100,000	-	-	-	-	-
4122	Cable TV	383,000	-	-	-	-	-
4123	Garbage	1,515,000	-	-	-	-	-
4124	San Jose Water	135,000	-	-	-	-	-
4125	AT&T	88,000	-	-	-	-	-
4150	Motel Tax (Transient Lodging)	1,839,000	-	-	-	-	-
4151	Construction Tax	-	-	-	-	-	-
4152	Business Licenses	605,000	-	-	-	-	-
4153	Property Transfer Tax	180,000	-	-	-	-	-
4155	Farmers Market In Lieu (Business License)	12,000	-	-	-	-	-
		15,320,000	-	-	-	-	-
Licenses and Permits - General Fund							
4210	Construction Permits	750,000	-	-	-	-	-
4211	Advanced Plan Check Fee	300,000	-	-	-	-	-
4212	Building Dept General Revenue	5,000	-	-	-	-	-
4213	Plan Check Fee - Title 24 Energy	36,000	-	-	-	-	-
4241	Fire Permits	75,000	-	-	-	-	-
4243	Animal License Fees	-	-	-	-	-	-
4271	Truck Permits	500	-	-	-	-	-
		1,166,500	-	-	-	-	-
Fines, Forfeitures and Penalties - General Fund							
4310	Vehicle Code Fines-City	-	-	-	-	-	-
4320	Vehicle Code Fines-County	300,000	-	-	-	-	-
4330	Vehicle Code Fines-State	-	-	-	-	-	-
4371	Code Enforcement Fines	-	-	-	-	-	-
4390	Misc Fines	500	-	-	-	-	-
		300,500	-	-	-	-	-
Revenue From Use of Money & Property:							
4410	Investment Earnings - General Fund	423,000	-	-	-	-	-
4410	Investment Earnings - Gas Tax Fund	-	-	-	-	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	-	-	-	-	-	-
4410	Investment Earnings - Environmental Services	-	2,000	-	-	-	-
4410	Investment Earnings - Supplemental Law Enforcement	-	-	-	-	-	-
4410	Investment Earnings - Federal Aid Urban Fund	-	-	-	-	-	-
4410	Investment Earnings - 20% Housing Fund	-	-	-	-	75,000	-
4410	Investment Earnings - Parkland Dedication Fund	-	3,000	-	-	-	-
4410	Investment Earnings - Debt Service Funds (COP & RDA)	-	-	-	-	100,000	-
4410	Investment Earnings - City COP Capital Projects	-	-	-	-	-	-
4410	Investment Earnings - RDA Tax Allocation Bonds	-	-	-	-	15,000	-
4410	Investment Earnings - RDA COP Capital Projects	-	-	-	-	-	-
4410	Investment Earnings - RDA Admin. / Capital Project Fund	-	-	-	-	25,000	-
4410	Investment Earnings - Heritage Theater	-	-	-	-	-	-
4410	Investment Earnings - Parks & Museum Fund	-	-	-	-	-	-
4410	Investment Earnings - Senior Center Fund	-	-	-	-	-	-
4410	Investment Earnings - West Valley JPA	-	-	-	-	-	-
4431	GASB 31 Market Value Adjustment - General Fund	-	-	-	-	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	-	-	-	-	-	-
4450	Other Interest - General Fund	15,000	-	-	-	-	-
4450	Other Interest - All Funds except General Fund	-	-	379,755	-	-	-
5101	User Fees - Motor Pool	-	-	-	856,178	-	-
5104	User Fees - IT Pool	-	-	-	802,000	-	-
		438,000	5,000	379,755	1,658,178	215,000	-

City of Campbell - Operating/Capital Budget
Fiscal Year 2011 - 2012
All Funds Estimated Revenues

A/C #	Description	Actual 2006-2007	Actual 2007-2008	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Adopted 2011-2012
Revenues From Other Agencies:							
4510	Gasoline Tax 2105	235,141	234,956	199,175	226,033	240,000	215,000
4511	Gasoline Tax 2106	156,547	154,599	132,090	150,839	165,000	144,000
4512	Gasoline Tax 2107	314,338	314,412	285,200	300,946	320,000	287,000
4513	Gasoline Tax 2107.5	6,000	6,000	-	12,000	6,000	6,000
4515	Traffic Congestion AB2928	286,236	-	-	-	-	-
4516	Revenue & Tax Code - 7360 - Gas Excise Tax	-	-	-	-	314,600	453,000
4520	Community Development Block Grant	145,072	142,757	133,214	134,411	136,452	106,808
4523	Other Grants	2,160	139,297	488,775	75,452	18,000	18,000
4524	Federal Crime Bill Grant - All Funds except General Fund	-	-	-	-	-	-
4525	TDA Grants	24,308	-	26,971	22,815	18,000	25,000
4526	Supplemental Law Enforcement	100,000	100,000	100,000	100,000	100,000	100,000
4527	Office of Traffic Safety	-	-	-	-	-	-
4528	Valley Transportation Authority Grant	11,900	-	-	-	-	-
4529	HES Grant	-	-	-	-	-	-
4530	TEA Grant	-	-	-	-	1,120,000	-
4531	DOJ Grant	-	-	4,806	5,269	3,600	5,000
4532	Local Law Enforcement Grant	-	-	-	-	-	-
4533	Beverage Container Grant	10,308	-	10,427	5,000	5,000	5,000
4534	Safe Route 2 School Grant	-	-	-	798	-	-
4535	Surface Transportation Program	-	-	-	-	500,000	-
4536	Proposition 42 Gas Sales Tax	-	-	340,333	362,362	-	-
4537	Homeland Security Grant	-	-	-	-	-	-
4540	State Prop 1B	-	-	632,158	577,870	-	-
4542	Signal Maint Cost Sharing	2,222	7,404	2,342	4,624	2,500	2,500
4543	Other State Grants	(1,590)	-	135,972	144,398	-	-
4544	Transit Shelter Advertising	5,021	5,691	5,088	4,949	5,000	5,000
4546	Highway Safety Improvement (HSIP)	-	-	33,363	222,045	-	-
4547	ARRA - American Recovery & Reinvestment Act	-	-	-	1,227,136	-	-
4549	ARRA - Tobacco Prevention Grant	-	-	-	-	-	6,892
4550	ABAG Grant	-	-	-	8,978	15,000	16,200
4561	Senior Nutrition Program	36,306	40,871	44,736	47,076	45,853	44,895
4562	Ainsley House Grant	-	25,000	-	-	-	-
4563	Water District Grant	1,723,564	428,854	2,258,030	372,612	-	-
4564	SCC Open Space Authority	-	-	-	-	65,000	-
4580	Motor Vehicle In Lieu Fees - General Fund	268,973	219,538	176,389	155,074	130,000	140,000
4581	Homeowners' Property Tax Relief - General Fund	42,078	43,716	44,051	43,875	45,000	45,000
4581	Homeowners' Property Tax Relief - Except Gen. Fund	5,021	5,224	5,274	5,278	-	-
4582	Abandoned Vehicle Fees - General Fund	63,343	82,276	83,283	79,370	55,000	70,000
4583	State Trailer Coach In Lieu Tax	-	-	-	-	-	-
4584	Mandated Costs - General Fund	83,875	47,279	10,566	18,052	25,000	25,000
4586	Off-Highway Vehicle Fees - General Fund	-	-	-	-	1,000	-
4588	Post Reimbursements - General Fund	49,763	35,951	16,243	32,196	20,000	20,000
		3,570,486	2,033,625	5,148,486	4,339,458	3,356,005	1,740,295
Charges for Current Services:							
4609	Program Fees - General Fund	12,043	14,246	21,336	25,515	26,890	29,210
4610	Comm. Services - Ainsley House Rental - General Fund	18,531	30,475	30,558	34,303	43,025	44,150
4611	Comm Services - Museum Admission Fee - General Fund	5,297	6,612	7,662	7,402	6,850	7,260
4612	Comm Services - Sr Citizen Program - General Fund	180,861	187,883	196,444	114,548	154,306	180,273
4613	Program Fees: Sports - General Fund	335,332	341,524	330,579	324,292	366,174	349,766
4614	Program Fees: Aquatics - General Fund	230,422	232,124	246,486	253,073	279,947	256,537
4616	Program Fees: Picnic Fees - General Fund	20,730	20,206	20,411	20,785	20,000	20,000
4617	Program Fees: Day Camps - General Fund	308,606	342,732	345,452	362,382	356,699	377,267
4618	Program Fees: Trips & Tours - General Fund	2,425	1,980	2,133	1,339	-	-
4619	Program Fees: Classes - General Fund	498,892	551,290	560,782	530,004	521,359	469,881
4620	Program Fees: Preschool - General Fund	294,371	271,406	287,525	309,991	338,998	341,788
4621	Program Fees: Special Events - General Fund	26,055	6,789	9,551	6,934	-	-
4622	Program Fees: Fitness - General Fund	244,910	309,557	307,361	329,289	436,266	463,556
4625	Fund Raising - General Fund	-	-	-	3,092	3,075	3,500
4626	Program Fees: Classes - Adult Services - General Fund	-	-	-	102,250	125,570	108,710
4627	Vending Machine Sales - General Fund	8,410	6,674	9,452	4,981	8,200	8,200
4630	Comm Group - Special Events - General Fund	16,854	17,663	30,888	29,406	38,800	38,800
4631	Comm Group - Theatre Revenue	3,250	5,492	3,334	25,075	29,500	30,000
4632	Comm Group - Theatre Preservation Charge	79,312	43,758	59,737	58,813	-	-
4633	Comm Serves - Facility Fee	-	-	-	-	14,250	58,600
4643	Comm. Services - Concession & Merchandise	11,519	3,225	3,554	5,302	2,875	3,375
4644	Comm. Services - Theater Ticket Sales	179,865	187,142	245,709	287,856	232,550	187,975
4645	Sponsor/Program Advertising	67,518	60,637	69,432	52,145	67,500	76,600
4646	Theatre Program Ads	-	1,300	5,725	6,200	7,000	7,000
4652	Business License Application Fee - General Fund	77,072	78,716	81,274	78,472	140,000	-
4660	Zoning Application Fees Planning - General Fund	352,002	249,206	184,536	206,032	175,000	190,000
4661	Microfilming Fee - General Fund	8,143	11,140	7,451	6,592	10,000	10,000
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	59,515	59,140	65,831	59,613	60,082	54,000
4668	Architectural Advisor Fee	-	1,500	-	-	-	-
4669	Storm Water Impact Fee	-	3,905	-	-	-	-
4670	General Plan Maintenance Fee	36,014	68,914	41,117	17,617	-	-
4671	Code Enforcement Fee - General Fund	3,459	3,037	348	1,042	2,000	2,000
4690	Other Filing Fees - General Fund	6,178	8,486	14,286	14,489	5,000	10,000
4691	Special Police Department Services - General Fund	20,106	23,076	19,671	19,153	23,000	23,000

**City of Campbell - Operating/Capital Budget
Fiscal Year 2011 - 2012
All Funds Estimated Revenues**

A/C #	Description	Adopted Fiscal Year Budget 2011 - 2012					
		General	Special Revenue	Debt Service	Internal Service	RDA	Other
Revenues From Other Agencies:							
4510	Gasoline Tax 2105	-	215,000	-	-	-	-
4511	Gasoline Tax 2106	-	144,000	-	-	-	-
4512	Gasoline Tax 2107	-	287,000	-	-	-	-
4513	Gasoline Tax 2107.5	-	6,000	-	-	-	-
4515	Traffic Congestion AB2928	-	-	-	-	-	-
4516	Revenue & Tax Code - 7360 - Gas Excise Tax	-	453,000	-	-	-	-
4520	Community Development Block Grant	-	106,808	-	-	-	-
4523	Other Grants	-	18,000	-	-	-	-
4524	Federal Crime Bill Grant - All Funds except General Fund	-	-	-	-	-	-
4525	TDA Grants	-	25,000	-	-	-	-
4526	Supplemental Law Enforcement	100,000	-	-	-	-	-
4527	Office of Traffic Safety	-	-	-	-	-	-
4528	Valley Transportation Authority Grant	-	-	-	-	-	-
4529	HES Grant	-	-	-	-	-	-
4530	TEA Grant	-	-	-	-	-	-
4531	DOJ Grant	-	5,000	-	-	-	-
4532	Local Law Enforcement Grant	-	-	-	-	-	-
4533	Beverage Container Grant	-	5,000	-	-	-	-
4534	Safe Route 2 School Grant	-	-	-	-	-	-
4535	Surface Transportation Program	-	-	-	-	-	-
4536	Proposition 42 Gas Sales Tax	-	-	-	-	-	-
4537	Homeland Security Grant	-	-	-	-	-	-
4540	State Prop 1B	-	-	-	-	-	-
4542	Signal Maint Cost Sharing	-	2,500	-	-	-	-
4543	Other State Grants	-	-	-	-	-	-
4544	Transit Shelter Advertising	5,000	-	-	-	-	-
4546	Highway Safety Improvement (HSIP)	-	-	-	-	-	-
4547	ARRA - American Recovery & Reinvestment Act	-	-	-	-	-	-
4549	ARRA - Tobacco Prevention Grant	-	6,892	-	-	-	-
4550	ABAG Grant	-	16,200	-	-	-	-
4561	Senior Nutrition Program	44,895	-	-	-	-	-
4562	Ainsley House Grant	-	-	-	-	-	-
4563	Water District Grant	-	-	-	-	-	-
4564	SCC Open Space Authority	-	-	-	-	-	-
4580	Motor Vehicle In Lieu Fees - General Fund	140,000	-	-	-	-	-
4581	Homeowners' Property Tax Relief - General Fund	45,000	-	-	-	-	-
4581	Homeowners' Property Tax Relief - Except Gen. Fund	-	-	-	-	-	-
4582	Abandoned Vehicle Fees - General Fund	70,000	-	-	-	-	-
4583	State Trailer Coach In Lieu Tax	-	-	-	-	-	-
4584	Mandated Costs - General Fund	25,000	-	-	-	-	-
4586	Off-Highway Vehicle Fees - General Fund	-	-	-	-	-	-
4588	Post Reimbursements - General Fund	20,000	-	-	-	-	-
		449,895	1,290,400	-	-	-	-
Charges for Current Services:							
4609	Program Fees - General Fund	29,210	-	-	-	-	-
4610	Comm. Services - Ainsley House Rental - General Fund	44,150	-	-	-	-	-
4611	Comm Services - Museum Admission Fee - General Fund	7,260	-	-	-	-	-
4612	Comm Services - Sr Citizen Program - General Fund	180,273	-	-	-	-	-
4613	Program Fees: Sports - General Fund	349,766	-	-	-	-	-
4614	Program Fees: Aquatics - General Fund	256,537	-	-	-	-	-
4616	Program Fees: Picnic Fees - General Fund	20,000	-	-	-	-	-
4617	Program Fees: Day Camps - General Fund	377,267	-	-	-	-	-
4618	Program Fees: Trips & Tours - General Fund	-	-	-	-	-	-
4619	Program Fees: Classes - General Fund	469,881	-	-	-	-	-
4620	Program Fees: Preschool - General Fund	341,788	-	-	-	-	-
4621	Program Fees: Special Events - General Fund	-	-	-	-	-	-
4622	Program Fees: Fitness - General Fund	463,556	-	-	-	-	-
4625	Fund Raising - General Fund	3,500	-	-	-	-	-
4626	Program Fees: Classes - Adult Services - General Fund	108,710	-	-	-	-	-
4627	Vending Machine Sales - General Fund	8,200	-	-	-	-	-
4630	Comm Group - Special Events - General Fund	38,800	-	-	-	-	-
4631	Comm Group - Theatre Revenue	30,000	-	-	-	-	-
4632	Comm Group - Theatre Preservation Charge	-	-	-	-	-	-
4633	Comm Serves - Facility Fee	58,600	-	-	-	-	-
4643	Comm. Services - Concession & Merchandise	3,375	-	-	-	-	-
4644	Comm. Services - Theater Ticket Sales	187,975	-	-	-	-	-
4645	Sponsor/Program Advertising	76,600	-	-	-	-	-
4646	Theatre Program Ads	7,000	-	-	-	-	-
4652	Business License Application Fee - General Fund	-	-	-	-	-	-
4660	Zoning Application Fees Planning - General Fund	190,000	-	-	-	-	-
4661	Microfilming Fee - General Fund	10,000	-	-	-	-	-
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	-	54,000	-	-	-	-
4668	Architectural Advisor Fee	-	-	-	-	-	-
4669	Storm Water Impact Fee	-	-	-	-	-	-
4670	General Plan Maintenance Fee	-	-	-	-	-	-
4671	Code Enforcement Fee - General Fund	2,000	-	-	-	-	-
4690	Other Filing Fees - General Fund	10,000	-	-	-	-	-
4691	Special Police Department Services - General Fund	23,000	-	-	-	-	-

City of Campbell - Operating/Capital Budget
Fiscal Year 2011 - 2012
All Funds Estimated Revenues

A/C #	Description	Actual 2006-2007	Actual 2007-2008	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Adopted 2011-2012
4692	Hazardous Materials Response Charges	144,109	142,273	150,323	121,547	130,000	130,000
4693	False Alarm Fees-PD - General Fund	19,578	18,543	22,971	31,109	38,000	38,000
4694	Other Current Service Charges - General Fund	750	250	200	-	-	-
4698	Cost Recovery - DUI - General Fund	5,828	25,673	15,687	22,314	18,000	18,000
4700	Cost Recovery - Booking Fees - General Fund	52,476	-	18,257	-	-	-
4701	Cost Recovery - General Fund	-	-	-	12,294	-	-
4701	Cost Recovery-Public Works	12,347	16,046	21,081	15,975	17,000	18,000
4704	Cost Recovery - Police Department	-	-	-	37,827	40,000	54,000
4705	Contract Revenue	-	-	-	2,224	10,000	5,000
4706	SCCSET Data Queries - Police Department	-	-	-	-	-	2,000
4707	CAL NENA Reimbursement - Police Department	-	-	-	-	-	3,000
4720	Storm Water Fee	198,800	198,800	198,800	198,800	258,800	258,800
4721	Storm Drain Fees	28,048	26,513	10,013	9,376	10,000	10,000
4722	Eng & Subdivision Filing Fees - General Fund	266,064	306,214	232,299	206,730	185,000	225,000
4724	Solid Waste Rate Fees	333,638	2,427	-	-	-	-
4725	Project Salaries Revenue - General Fund	226,035	298,168	361,639	419,675	500,000	425,000
4728	Traffic Engineering Fees - General Fund	65	2,561	4	(2,468)	-	-
4731	Vehicle Impact Fees (Garbage)	-	-	109,726	49,194	50,000	105,000
4732	Vehicle Impact Fees (Construction)	-	-	-	73,562	150,000	225,000
4750	94 Housing Bond Admin Fee	294,616	-	-	-	-	-
4760	Sale of Maps & Publications - General Fund	1,232	4,577	2,234	2,762	1,000	1,000
		4,671,278	4,191,860	4,350,859	4,498,908	4,902,716	4,869,248
	Other Revenues:						
4810	Rents & Leases	1,350,023	1,357,176	1,381,239	1,332,385	1,409,840	1,262,176
4811	Donations - Heritage Theater	-	-	-	-	-	-
4812	Donations - Historical Museum	30,314	32,428	31,193	49,690	47,000	47,000
4813	Donations - Senior Citizens Center	582	808	53	170	5,480	5,480
4815	Donations - Ainsley Capital	80,000	-	-	-	-	-
4816	Donations - Meal	10,171	12,860	12,853	12,505	10,200	12,000
4817	Donations - Misc. - General Fund	100	-	55	-	-	-
4817	Donations - Vehicle/Equipment Maintenance	-	-	1,000	-	-	-
4818	Donations - Parks	804	650	111	-	-	-
4819	Other Rental Income	701,172	673,281	762,874	585,004	715,505	827,975
4821	Donations - Youth Scholar - General Fund	2,122	1,658	3,142	(133)	-	-
4892	Asset Seizures	21,091	-	2,973	1,267	3,500	3,500
4920	Park Dedication Fees	301,602	413,130	39,648	112,904	-	-
4921	Project Revenue - General Fund	-	-	41,500	33,306	-	-
4921	Project Revenue - Capital Project Fund	27,090	91,268	144,000	-	-	-
4922	AB 939 Recycling - SCC	63,117	63,714	47,597	43,901	57,000	41,500
4924	Notice/Improvement/Obligation	36,049	-	17,684	-	5,000	5,000
4951	COP Debt Service Abatement	400,000	400,000	400,000	400,000	400,000	400,000
4960	Sale of Real or Personal Property - General Fund	4,037	4,477	3,222	2,195	3,000	3,000
4960	Sale of Real or Personal Property - All Funds except Gen. Fund	-	-	300	-	7,000	8,500
4961	Gain on Sale	15,800	(1,060)	-	-	-	-
4962	Insurance Recovery - General Fund	53,630	14,257	12,160	2,053	10,000	10,000
4962	Insurance Recovery - Lighting District Fund	10,653	5,043	2,032	22,285	15,000	15,000
4962	Insurance Recovery - Motor Vehicle Pool Fund	9,589	6,476	1,502	2,192	10,000	10,000
4962	Insurance Recovery - Workers' Compensation Fund	135,315	-	-	-	-	-
4965	Other Revenue - General Fund	73,398	208,579	286,010	85,028	64,000	63,900
4965	Other Revenue - All Funds except General Fund	246,531	249,372	101,543	68,609	3,500	3,500
4966	Principal Repayment	-	-	(1,792)	-	273,240	283,590
4967	Expense Abatement - Bus Passes - General Fund	783	201	(4,770)	44	-	-
4970	West Valley - JPA	-	-	160,803	108,848	-	-
4971	Tree in Lieu Fee - General Fund	-	-	2,748	7,850	-	-
4972	Use Fees-Campbell Union School District	188	5,318	4,985	448	-	-
4990	Capital Contributions Revenue-IT Pool	9,018	-	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	722,445	910,417	721,992	416,990	381,242	353,505
6070	Cash Over/Short - General Fund	1	(22)	(1)	2	-	-
		4,305,625	4,450,029	4,176,656	3,287,543	3,420,507	3,355,626
	Total Revenues - All Funds (Exhibit A)	47,922,370	49,512,244	51,433,293	47,834,635	48,109,358	46,419,836
	Transfers-In - General Fund	1,063,259	1,041,033	1,128,479	1,259,589	1,374,988	1,379,072
	Transfers-In - All Funds except General Fund	5,401,881	5,618,576	7,941,251	7,402,004	6,331,803	3,715,912
6090	Beginning Fund Balance - Operating - General Fund	-	-	-	-	521,000	789,500
6090	Beginning Fund Balance - Operating - All Funds except Gen. Fund	-	-	-	-	2,559,666	2,060,687
6091	Beginning Fund Balance - Capital - General Fund	-	-	-	-	1,577,000	510,000
6091	Beginning Fund Balance - Capital - All Funds except Gen. Fund	-	-	-	-	100,000	-
	Total Sources of Revenues	\$ 54,387,510	\$ 56,171,853	\$ 60,503,023	\$ 56,496,208	\$ 69,564,815	\$ 54,875,007

**City of Campbell - Operating/Capital Budget
Fiscal Year 2011 - 2012
All Funds Estimated Revenues**

A/C #	Description	Adopted Fiscal Year Budget 2011 - 2012					
		General	Special Revenue	Debt Service	Internal Service	RDA	Other
4692	Hazardous Materials Response Charges	130,000	-	-	-	-	-
4693	False Alarm Fees-PD - General Fund	38,000	-	-	-	-	-
4694	Other Current Service Charges - General Fund	-	-	-	-	-	-
4698	Cost Recovery - DUI - General Fund	18,000	-	-	-	-	-
4700	Cost Recovery - Booking Fees - General Fund	-	-	-	-	-	-
4701	Cost Recovery - General Fund	-	-	-	-	-	-
4701	Cost Recovery-Public Works	-	18,000	-	-	-	-
4704	Cost Recovery - Police Department	54,000	-	-	-	-	-
4705	Contract Revenue	-	-	-	5,000	-	-
4706	SCCSET Data Queries - Police Department	2,000	-	-	-	-	-
4707	CAL NENA Reimbursement - Police Department	3,000	-	-	-	-	-
4720	Storm Water Fee	-	258,800	-	-	-	-
4721	Storm Drain Fees	-	10,000	-	-	-	-
4722	Eng & Subdivision Filing Fees - General Fund	225,000	-	-	-	-	-
4724	Solid Waste Rate Fees	-	-	-	-	-	-
4725	Project Salaries Revenue - General Fund	425,000	-	-	-	-	-
4728	Traffic Engineering Fees - General Fund	-	-	-	-	-	-
4731	Vehicle Impact Fees (Garbage)	-	105,000	-	-	-	-
4732	Vehicle Impact Fees (Construction)	-	225,000	-	-	-	-
4750	94 Housing Bond Admin Fee	-	-	-	-	-	-
4760	Sale of Maps & Publications - General Fund	1,000	-	-	-	-	-
		4,193,448	670,800	-	5,000	-	-
	Other Revenues:						
4810	Rents & Leases	1,262,176	-	-	-	-	-
4811	Donations - Heritage Theater	-	-	-	-	-	-
4812	Donations - Historical Museum	-	-	-	-	-	47,000
4813	Donations - Senior Citizens Center	-	-	-	-	-	5,480
4815	Donations - Ainsley Capital	-	-	-	-	-	-
4816	Donations - Meal	12,000	-	-	-	-	-
4817	Donations - Misc. - General Fund	-	-	-	-	-	-
4817	Donations - Vehicle/Equipment Maintenance	-	-	-	-	-	-
4818	Donations - Parks	-	-	-	-	-	-
4819	Other Rental Income	827,975	-	-	-	-	-
4821	Donations - Youth Scholar - General Fund	-	-	-	-	-	-
4892	Asset Seizures	-	3,500	-	-	-	-
4920	Park Dedication Fees	-	-	-	-	-	-
4921	Project Revenue - General Fund	-	-	-	-	-	-
4921	Project Revenue - Capital Project. Fund	-	-	-	-	-	-
4922	AB 939 Recycling - SCC	-	41,500	-	-	-	-
4924	Notice/Improvement/Obligation	5,000	-	-	-	-	-
4951	COP Debt Service Abatement	-	-	400,000	-	-	-
4960	Sale of Real or Personal Property - General Fund	3,000	-	-	-	-	-
4960	Sale of Real or Personal Property. - All Funds except Gen. Fund	-	-	-	8,500	-	-
4961	Gain on Sale	-	-	-	-	-	-
4962	Insurance Recovery - General Fund	10,000	-	-	-	-	-
4962	Insurance Recovery - Lighting District Fund	-	15,000	-	-	-	-
4962	Insurance Recovery - Motor Vehicle Pool Fund	-	-	-	10,000	-	-
4962	Insurance Recovery - Workers' Compensation Fund	-	-	-	-	-	-
4965	Other Revenue - General Fund	63,900	-	-	-	-	-
4965	Other Revenue - All Funds except General Fund	-	2,500	-	-	1,000	-
4966	Principal Repayment	-	-	283,590	-	-	-
4967	Expense Abatement - Bus Passes - General Fund	-	-	-	-	-	-
4970	West Valley - JPA	-	-	-	-	-	-
4971	Tree In Lieu Fee - General Fund	-	-	-	-	-	-
4972	Use Fees-Campbell Union School District	-	-	-	-	-	-
4990	Capital Contributions Revenue-IT Pool	-	-	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	-	-	-	353,505	-	-
6070	Cash Over/Short - General Fund	-	-	-	-	-	-
		2,184,051	62,500	683,590	372,005	1,000	52,480
	Total Revenues - All Funds (Exhibit A)	32,716,394	3,843,700	1,112,404	2,035,183	6,659,675	52,480
	Transfers-In - General Fund	1,379,072	-	-	-	-	-
	Transfers-In - All Funds except General Fund	-	1,636,010	542,336	-	672,566	865,000
6090	Beginning Fund Balance - Operating - General Fund	789,500	-	-	-	-	-
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	223,608	1,569,683	267,396	-	-
6091	Beginning Fund Balance - Capital - General Fund	510,000	-	-	-	-	-
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	-	-	-	-	-
	Total Sources of Revenues	\$ 35,394,966	\$ 5,703,318	\$ 3,224,423	\$ 2,302,579	\$ 7,332,241	\$ 917,480

**City of Campbell - Operating/Capital Budget
Fiscal Year 2011 - 2012
Summary of Expenditures by Government Function and Fund**

	Employee Services	Supplies, Services & Capital Outlay	Capital Improvements	Debt Service	Transfers Out	Adopted 2011-2012
General Government Administration:						
501 City Council	\$ 128,559	\$ 131,242	\$ -	\$ -	\$ -	259,801
510 CM - Administration	498,951	100,790	-	-	-	599,741
511 CM - City Clerk	240,569	89,073	-	-	-	329,642
515 CM - Human Resources	313,075	288,865	-	-	-	601,940
516 CM - W.C. & Self Insurance	37,060	315,750	-	-	-	352,810
535 Finance - Accounting	955,789	239,705	-	-	-	1,195,494
540 Finance - Non-Departmental	200,000	844,700	-	-	-	1,044,700
541 Finance - LID Debt Service	-	-	-	47,959	1,100	49,059
543 Finance - City COP Debt Svc.	-	-	-	870,836	-	870,836
544 Finance - 1997 COP Debt Svc.	-	-	-	734,845	-	734,845
545 Finance - City Treasurer	15,362	1,885	-	-	-	17,247
547 Finance - IT Services	531,376	358,620	-	-	24,900	914,896
560 City Attorney	231,586	4,273	-	-	-	235,859
Sub-total	3,152,327	2,374,903	-	1,653,640	26,000	7,206,870
Recreation & Community Services:						
524 Administration	224,813	70,560	-	-	-	295,373
525 Senior Nutrition	100,633	62,577	-	-	-	163,210
526 Adult Services	411,602	95,168	-	-	-	506,770
527 Community Center	372,956	350,205	-	-	-	723,161
528 Museum	211,024	69,520	-	-	-	280,544
529 Theater	20,717	724,256	-	-	-	744,973
531 Sports & Aquatics	723,605	151,590	-	-	-	875,195
532 Special Interest Classes	790,805	319,499	-	-	-	1,110,304
Sub-total	2,856,155	1,843,375	-	-	-	4,699,530
Public Safety:						
601 PD - Administration	410,682	294,869	-	-	-	705,551
602 PD - Communications	1,325,073	204,745	-	-	-	1,529,818
603 PD - Records	857,597	111,732	-	-	-	969,329
604 PD - Special Enforcement Svcs.	2,546,360	133,839	-	-	-	2,680,199
605 PD - Field Services	5,766,692	765,951	-	-	-	6,532,643
610 Fire Administration	-	6,459,727	-	-	-	6,459,727
Sub-total	10,906,404	7,970,863	-	-	-	18,877,267
Community Development:						
550 CD - Planning	189,453	34,070	-	-	-	223,523
551 CD - Current Planning	191,024	14,498	-	-	-	205,522
552 CD - Policy Development	167,458	8,258	-	-	-	175,716
553 CD - Housing	83,250	164,358	-	-	-	247,608
554 CD - Bldg. Codes Regulations	582,400	101,557	-	-	-	683,957
555 CD - CDBG	17,695	131,808	-	-	-	149,503
Sub-total	1,231,280	454,549	-	-	-	1,685,829

**City of Campbell - Operating/Capital Budget
Fiscal Year 2011 - 2012
Summary of Expenditures by Government Function and Fund**

	General	Special Revenue / Trust	Debt Service	Capital Projects	Internal Service	RDA
General Government Administration						
501 City Council	\$ 259,801	\$ -	\$ -	\$ -	\$ -	\$ -
510 CM - Administration	599,741	-	-	-	-	-
511 CM - City Clerk	329,642	-	-	-	-	-
515 CM - Human Resources	601,940	-	-	-	-	-
516 CM - W.C. & Self Insurance	-	-	-	-	352,810	-
535 Finance - Accounting	1,195,494	-	-	-	-	-
540 Finance - Non-Departmental	1,044,700	-	-	-	-	-
541 Finance - LID Debt Service	-	-	49,059	-	-	-
543 Finance - City COP Debt Svc.	-	-	870,836	-	-	-
544 Finance - 1997 COP Debt Svc.	-	-	734,845	-	-	-
545 Finance - City Treasurer	17,247	-	-	-	-	-
547 Finance - IT Services	-	-	-	-	914,896	-
560 City Attorney	235,859	-	-	-	-	-
Sub-total	4,284,424	-	1,654,740	-	1,267,706	-
Recreation & Community Services:						
524 Administration	295,373	-	-	-	-	-
525 Senior Nutrition	163,210	-	-	-	-	-
526 Adult Services	506,770	-	-	-	-	-
527 Community Center	723,161	-	-	-	-	-
528 Museum	280,544	-	-	-	-	-
529 Theater	744,973	-	-	-	-	-
531 Sports & Aquatics	875,195	-	-	-	-	-
532 Special Interest Classes	1,110,304	-	-	-	-	-
Sub-total	4,699,530	-	-	-	-	-
Public Safety:						
601 PD - Administration	705,551	-	-	-	-	-
602 PD - Communications	1,529,818	-	-	-	-	-
603 PD - Records	969,329	-	-	-	-	-
604 PD - Special Enforcement Svcs.	2,680,199	-	-	-	-	-
605 PD - Field Services	6,532,643	-	-	-	-	-
610 Fire Administration	6,459,727	-	-	-	-	-
Sub-total	18,877,267	-	-	-	-	-
Community Development:						
550 CD - Planning	223,523	-	-	-	-	-
551 CD - Current Planning	205,522	-	-	-	-	-
552 CD - Policy Development	175,716	-	-	-	-	-
553 CD - Housing	-	247,608	-	-	-	-
554 CD - Bldg. Codes Regulations	683,957	-	-	-	-	-
555 CD - CDBG	-	149,503	-	-	-	-
Sub-total	1,288,718	397,111	-	-	-	-

**City of Campbell - Operating/Capital Budget
Fiscal Year 2011 - 2012
Summary of Expenditures by Government Function and Fund**

	Employee Services	Supplies, Services & Capital Outlay	Capital Improvements	Debt Service	Transfers Out	Adopted 2011-2012
<i>Public Works:</i>						
701 PW - Administration	245,323	60,326	-	-	-	305,649
715 PW - Environmental Services	-	-	-	-	815,300	815,300
720 PW - Transportation Eng.	236,959	19,380	-	-	-	256,339
730 PW - Engineering	1,010,578	57,227	-	-	-	1,067,805
740 PW - Land Development	211,646	99,066	-	-	-	310,712
745 PW - Maint. Administration	347,782	43,848	-	-	-	391,630
750 PW - Vehicle & Equip. Maint..	264,650	663,871	-	-	45,000	973,521
760 PW - Street Maintenance	709,277	368,418	-	-	335,105	1,412,800
770 PW - Signals & Lighting Maint.	278,739	378,526	-	-	-	657,265
775 PW - Park Maintenance	1,303,972	600,978	-	-	106,300	2,011,250
780 PW - Building Maintenance	443,094	683,496	-	-	-	1,126,590
Sub-total	5,952,020	2,975,136	-	-	1,301,705	9,328,861
980 Operating Transfers Out	-	-	-	-	1,890,046	1,890,046
980 Transfers Out (Misc. Funds)	-	-	-	-	102,072	102,072
950 Capital Projects	117,000	-	748,000	-	-	865,000
990 Capital Transfers Out	-	-	-	-	865,000	865,000
Sub-total	117,000	-	748,000	-	2,857,118	3,722,118
Total - City (except RDA)	23,315,186	15,618,826	748,000	1,653,640	4,184,823	45,520,475

Redevelopment Agency:

815 RDA - Administration	239,761	48,383	-	-	210,422	498,566
816 RDA - Debt Service	-	70,000	-	6,359,485	595,138	7,024,623
817 RDA - 20% Housing	157,394	343,100	-	-	104,601	605,095
Total - RDA	397,155	461,483	-	6,359,485	910,161	8,128,284
Total - City & RDA	\$ 23,712,341	\$ 16,080,309	\$ 748,000	\$ 8,013,125	\$ 5,094,984	\$ 53,648,759

**City of Campbell - Operating/Capital Budget
Fiscal Year 2011 - 2012
Summary of Expenditures by Government Function and Fund**

	General	Special Revenue / Trust	Debt Service	Capital Projects	Internal Service	RDA
<i>Public Works:</i>						
701 PW - Administration	305,649	-	-	-	-	-
715 PW - Environmental Services	-	815,300	-	-	-	-
720 PW - Transportation Eng.	256,339	-	-	-	-	-
730 PW - Engineering	1,067,805	-	-	-	-	-
740 PW - Land Development	310,712	-	-	-	-	-
745 PW - Maint. Administration	391,630	-	-	-	-	-
750 PW - Vehicle & Equip. Maint..	-	-	-	-	973,521	-
760 PW - Street Maintenance	-	1,412,800	-	-	-	-
770 PW - Signals & Lighting Maint.	-	657,265	-	-	-	-
775 PW - Park Maintenance	-	2,011,250	-	-	-	-
780 PW - Building Maintenance	1,126,590	-	-	-	-	-
Sub-total	3,458,725	4,896,615	-	-	973,521	-
980 Operating Transfers Out	1,890,046	-	-	-	-	-
980 Transfers Out (Misc. Funds)	-	102,072	-	-	-	-
950 Capital Projects	-	-	-	865,000	-	-
990 Capital Transfers Out	510,000	355,000	-	-	-	-
Sub-total	2,400,046	457,072	-	865,000	-	-
Total - City (except RDA)	35,008,710	5,750,798	1,654,740	865,000	2,241,227	-

Redevelopment Agency:

815 RDA - Administration	-	-	-	-	-	498,566
816 RDA - Debt Service	-	-	-	-	-	7,024,623
817 RDA - 20% Housing	-	-	-	-	-	605,095
Total - RDA	-	-	-	-	-	8,128,284
Total - City & RDA	\$ 35,008,710	\$ 5,750,798	\$ 1,654,740	\$ 865,000	\$ 2,241,227	\$ 8,128,284

DEBT MANAGEMENT

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

Debt Service Summary: The following is a summary of the City and Redevelopment Agency's long term debt obligations and outstanding balances as of July 1, 2011 (excluding special assessment debt):

Issue	Annual Debt Service	Outstanding Principal	Outstanding Interest	Total
City:				
Certificates of Participation	\$ 1,602,281	\$ 20,650,488	\$ 15,131,767	\$ 35,782,255
Redevelopment Agency:				
Tax Allocation Bonds	<u>2,167,924</u>	<u>21,715,000</u>	<u>17,757,843</u>	<u>39,472,843</u>
Total City & RDA Debt	<u>\$ 3,770,205</u>	<u>\$ 42,365,488</u>	<u>\$ 32,889,610</u>	<u>\$ 75,255,098</u>

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

Certificates of Participation: The City has two outstanding debt issues totaling \$20.6 million. The certificates, which mature in 2028 and 2032, respectively, are payable from tax increment revenue generated by the Redevelopment Agency and operating revenues of the City.

The proceeds of the debt were used to fund various capital improvements to City facilities and provide for deferred street maintenance projects. The City is obligated under the terms of the issuance to appropriate 100% of the annual debt service maturities. In July, 2002 the City received ratings of A+ from Standard and Poors (S&P) and A1 from Moody's Investors Service. Both rating agencies noted the City's impressive program of financial risk management and the well-reasoned allocation of reserve levels. In June 2009, S&P upgraded the City's rating to AAA.

Certificates of Participation FY 12 to Maturity

Description	Final Maturity Date	Amount of Original Issue	Outstanding Principal	Outstanding Interest	Total
1997 Certificates of Participation	2028	\$ 13,480,000	\$ 12,890,000	\$ 8,796,903	\$ 21,686,903
2002 Certificates of Participation	<u>2032</u>	<u>11,930,843</u>	<u>7,760,488</u>	<u>6,334,864</u>	<u>14,095,352</u>
Total		<u>\$ 25,410,843</u>	<u>\$ 20,650,488</u>	<u>\$ 15,131,767</u>	<u>\$ 35,782,255</u>

DEBT MANAGEMENT

Tax Allocation Bonds: The Redevelopment Agency (RDA) has two outstanding debt issues totaling \$21.7 million. The bonds, which mature in 2032 and 2033, respectively, are limited obligations of the RDA and are payable exclusively from tax increment revenues generated in the project area and from reserve accounts set up with proceeds of the bond issues.

The proceeds of these bonds were used to finance a variety of projects in the redevelopment project area including renovation of Campbell's historic performing arts theater and construction of a parking garage in the City's downtown. The combined issues have annual aggregate debt service payments averaging \$1.8 million. In March 2010, Standard and Poors upgraded the RDA's credit rating to A-.

Redevelopment Agency Tax Allocation Bonds - FY 12 to Maturity

Description	Final Maturity Date	Amount of Original Issue	Outstanding Principal	Outstanding Interest	Total
2002 Tax Allocation Bonds	2033	\$ 15,300,000	\$ 10,155,000	\$ 8,891,790	\$ 19,046,790
2005 Tax Allocation Bonds	2032	12,300,000	11,560,000	8,866,053	20,426,053
Total City & RDA Debt		<u>\$ 27,600,000</u>	<u>\$ 21,715,000</u>	<u>\$ 17,757,843</u>	<u>\$ 39,472,843</u>

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

Annual Debt Service Payments to Maturity

Fiscal Year	Total Principal	Total Interest	Total
2012	\$ 1,745,000	\$ 2,025,205	\$ 3,770,205
2013	1,015,000	1,966,809	2,981,809
2014	1,050,000	1,923,588	2,973,588
2015	1,100,000	1,877,044	2,977,044
2016	1,150,000	1,825,924	2,975,924
Thereafter	<u>36,305,488</u>	<u>23,271,040</u>	<u>59,576,528</u>
Total	<u>\$ 42,365,488</u>	<u>\$ 32,889,610</u>	<u>\$ 75,255,098</u>

DEBT MANAGEMENT

Special Assessment Debt: The City acts as agent for the property owners of parcels upon which assessments were made for local improvements. Assessments are levied by the County on the property tax bill. Remaining debt service requirements for special assessment bonds will be paid from future assessments. The City is not liable for the repayment of special assessment district bonds as such bonds are secured by fixed lien assessments on real property. The budgeted FY 12 debt service is \$55,000.

Special Assessment Debt - FY 12 to Maturity

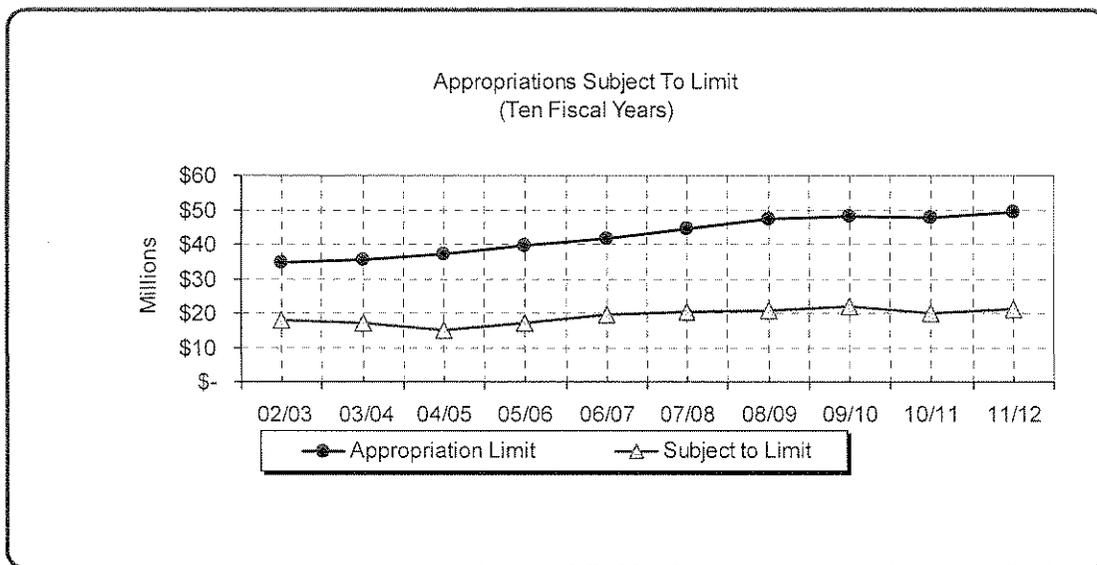
Description	Final Maturity Date	Amount of Original Issue	Outstanding Principal	Outstanding Interest	Total
L.I.D. No. 30 - Series 30	2012	\$ 666,471	\$ 115,000	\$ 6,256	\$ 121,256

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.

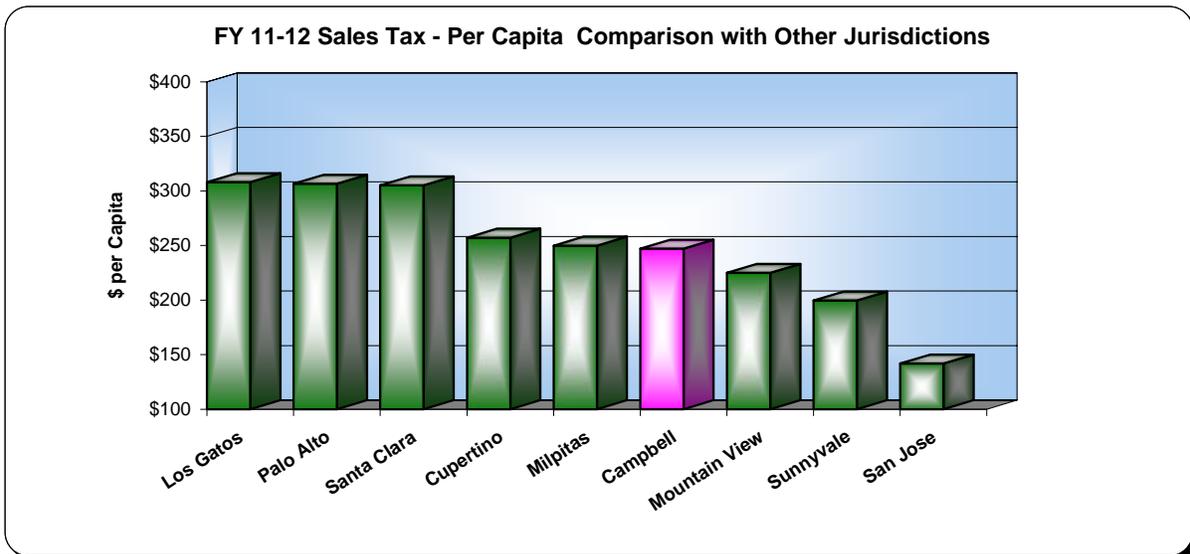
The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. Proposition 111 has modified 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 2011-12 of \$49.3 million was adopted by Council via Resolution #11296, on June 21, 2011.

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 2011-12 calculations indicate the City of Campbell will again be significantly below the appropriations or spending limit. The City's appropriations limit of \$49.3 million for fiscal 2011-12 is approximately \$1.6 million higher than the fiscal 2010-11 limit of \$47.7 million. For fiscal 2011-12, the City's proceeds of taxes are projected to be \$21.3 million. This is \$28.1 million or 43.0% under the legal appropriations limit. Any future amendments to the adopted appropriations from "proceeds of taxes" will be subject to the limit and will be calculated accordingly. As a result of the City's Gann calculations being so far under the legal limit, restraints on current or future budget deliberations are not contemplated.



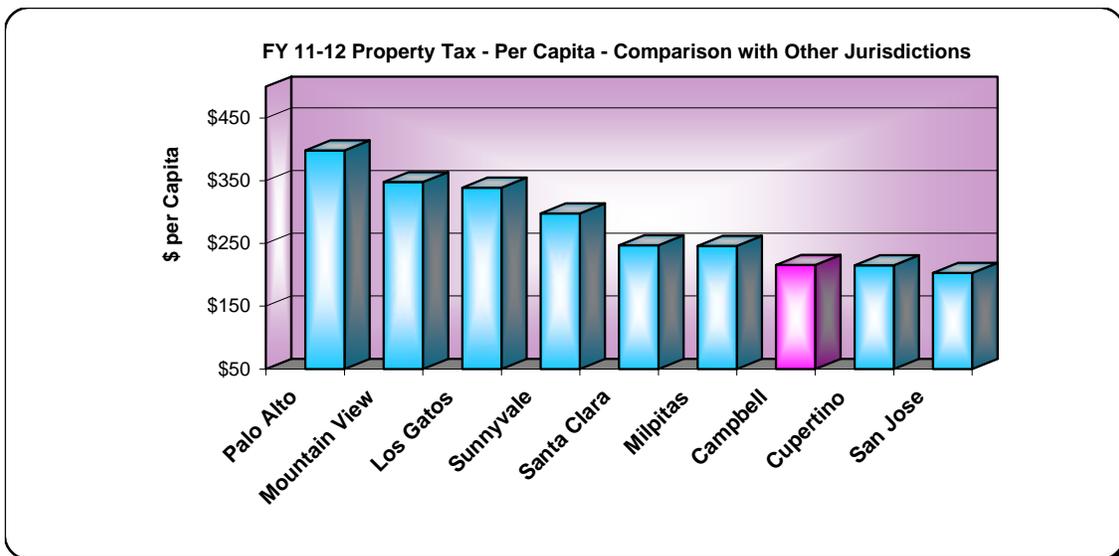
**Sales Tax
Comparison With Other Jurisdictions
FY 07-08 through FY 11-12**

City	Actual 2007-08	Actual 2008-09	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12
Campbell	\$10,334,830	\$9,625,398	\$9,538,242	\$9,830,000	\$10,098,000
% of General Fund	30%	29%	30%	29%	29%
Per Capita	260.01	239.67	235.98	247.31	247.14
Cupertino	\$9,650,000	\$9,150,000	\$13,154,749	\$13,390,000	\$14,283,000
% of General Fund	32%	30%	31%	32%	33%
Per Capita	180.54	171.18	238.84	241.04	257.12
Los Gatos	\$8,655,566	\$7,646,000	\$9,064,100	\$9,349,790	\$9,333,020
% of General Fund	27%	27%	29%	29%	26%
Per Capita	298.72	263.87	308.23	317.94	308.06
Milpitas	\$16,173,366	\$16,250,920	\$15,267,613	\$15,366,000	\$16,860,000
% of General Fund	24%	24%	24%	24%	26%
Per Capita	243.31	234.10	215.59	214.75	249.87
Mountain View	\$17,273,548	\$16,263,633	\$15,241,857	\$15,663,910	\$16,802,480
% of General Fund	20%	18%	18%	18%	19%
Per Capita	235.78	219.98	203.87	211.49	224.86
Palo Alto	\$22,600,000	\$20,089,000	\$17,991,000	\$18,218,000	\$20,052,000
% of General Fund	18%	14%	14%	13%	14%
Per Capita	356.65	317.03	275.06	278.53	306.57
San Jose	\$157,814,015	\$132,005,205	\$127,237,778	\$134,679,000	\$140,906,000
% of General Fund	23%	20%	20%	17%	21%
Per Capita	160.17	131.09	134.50	138.92	141.90
Santa Clara	\$41,691,543	\$35,780,564	\$30,102,296	\$32,232,000	\$36,625,000
% of General Fund	28%	25%	22%	23%	25%
Per Capita	364.95	305.19	258.82	272.76	305.21
Sunnyvale	\$29,705,343	\$25,071,916	\$25,431,711	\$27,286,190	\$28,144,466
% of General Fund	22%	22%	22%	23%	24%
Per Capita	218.87	183.88	183.19	194.28	199.47



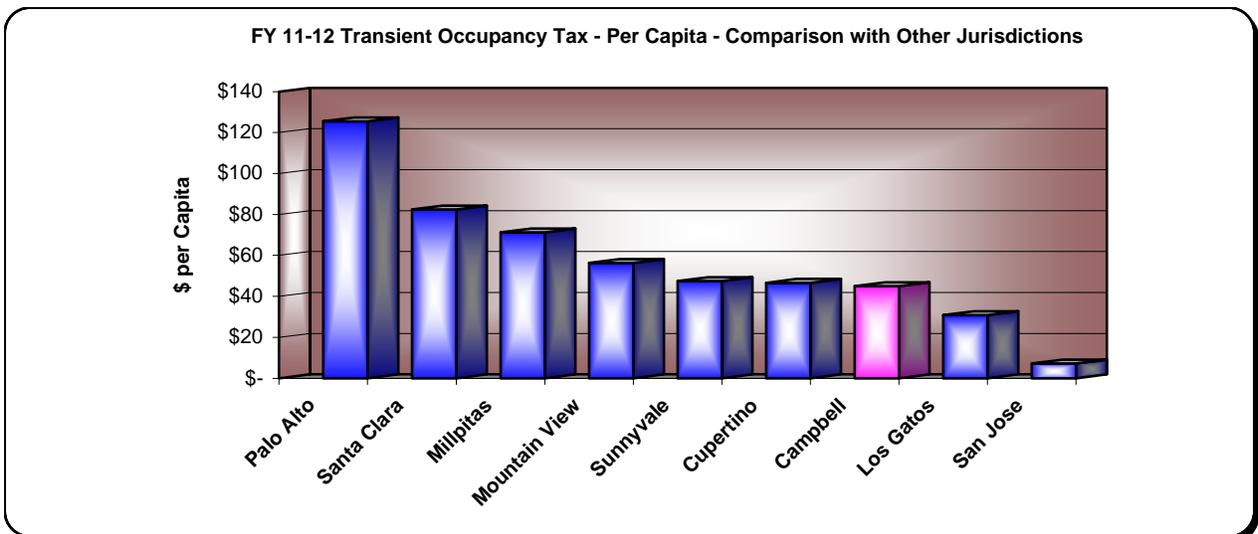
Property Tax Revenue Comparison With Other Jurisdictions FY 07-08 through FY 11-12

City	Actual 2007-08	Actual 2008-09	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12
Campbell	\$8,322,288	\$8,882,191	\$8,761,391	\$8,537,000	\$8,664,000
% of General Fund	29%	30%	27%	25%	24%
Per Capita	217.29	231.91	228.11	214.78	215.73
Cupertino	\$6,480,283	\$10,385,000	\$11,272,000	\$11,190,000	\$11,951,000
% of General Fund	21%	34%	26%	27%	28%
Per Capita	121.24	194.29	204.66	201.44	215.14
Los Gatos	\$8,635,991	\$9,178,819	\$9,225,106	\$9,248,120	\$10,262,425
% of General Fund	27%	33%	30%	28%	28%
Per Capita	298.04	316.77	313.70	314.49	338.74
Milpitas	\$16,800,792	\$17,749,152	\$17,146,081	\$17,225,000	\$16,605,000
% of General Fund	25%	27%	27%	27%	26%
Per Capita	252.75	255.68	242.12	240.73	246.09
Mountain View	\$23,681,223	\$25,647,300	\$26,017,182	\$26,418,230	\$25,987,162
% of General Fund	27%	29%	30%	30%	29%
Per Capita	323.24	346.90	348.00	356.68	347.78
Palo Alto	\$23,100,000	\$25,445,000	\$25,981,000	\$25,907,000	\$26,052,000
% of General Fund	18%	18%	20%	19%	18%
Per Capita	364.54	401.55	397.21	396.08	398.30
San Jose	\$208,878,360	\$210,843,575	\$202,186,036	\$194,909,000	\$201,454,000
% of General Fund	30%	32%	31%	25%	30%
Per Capita	211.99	209.38	213.73	201.04	202.87
Santa Clara	\$27,591,808	\$29,918,830	\$29,432,789	\$29,110,000	\$29,637,000
% of General Fund	19%	21%	22%	21%	20%
Per Capita	241.53	255.19	253.06	246.34	246.98
Sunnyvale	\$38,948,749	\$42,259,090	\$43,699,859	\$41,937,637	\$42,033,969
% of General Fund	29%	37%	37%	36%	35%
Per Capita	286.98	309.93	314.78	298.59	297.90



Transient Occupancy Tax Comparison With Other Jurisdictions FY 07-08 through FY 11-12

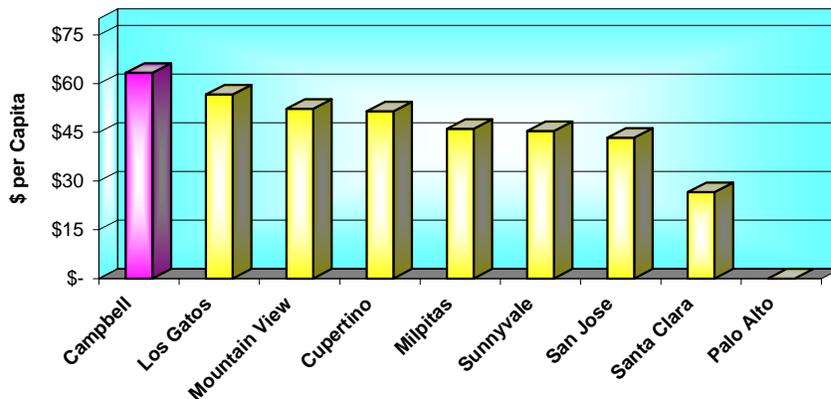
City	Actual 2007-08	Actual 2008-09	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12
Campbell	\$1,617,111	\$1,287,184	\$1,297,573	\$1,476,000	\$1,839,000
% of General Fund	5%	4%	4%	4%	5%
Per Capita	40.68	32.05	32.10	36.12	45.01
Cupertino	\$1,791,000	\$2,100,000	\$2,511,184	\$2,711,590	\$2,590,000
% of General Fund	6%	5%	6%	6%	6%
Per Capita	33.51	38.07	45.59	48.81	46.62
Los Gatos	\$1,028,664	\$1,108,257	\$1,100,000	\$1,210,000	\$933,020
% of General Fund	3%	4%	4%	4%	3%
Per Capita	35.50	38.23	37.41	41.15	30.80
Milpitas	\$5,755,842	\$4,437,872	\$4,234,489	\$4,059,000	\$4,812,000
% of General Fund	9%	7%	7%	6%	8%
Per Capita	86.59	63.93	59.79	56.73	71.31
Mountain View	\$4,298,983	\$3,154,885	\$3,266,982	\$3,333,490	\$4,208,892
% of General Fund	5%	4%	4%	4%	5%
Per Capita	58.68	42.67	43.70	45.01	56.33
Palo Alto	\$8,000,000	\$7,111,000	\$6,858,000	\$7,021,000	\$8,204,000
% of General Fund	6%	5%	5%	5%	6%
Per Capita	126.25	112.22	104.85	107.34	125.43
San Jose	\$9,560,000	\$7,795,177	\$6,900,000	\$6,684,000	\$7,202,000
% of General Fund	1%	1%	1%	1%	1%
Per Capita	9.70	7.74	7.29	6.89	7.25
Santa Clara	\$11,278,026	\$9,762,655	\$8,106,319	\$8,514,000	\$9,900,000
% of General Fund	8%	7%	6%	6%	7%
Per Capita	98.72	83.27	69.70	72.05	82.50
Sunnyvale	\$7,350,255	\$5,686,217	\$5,578,196	\$6,430,805	\$6,689,607
% of General Fund	5%	5%	5%	5%	6%
Per Capita	54.16	41.70	40.18	45.79	47.41



Franchise Fee Revenue Comparison With Other Jurisdictions FY 07-08 through FY 11-12

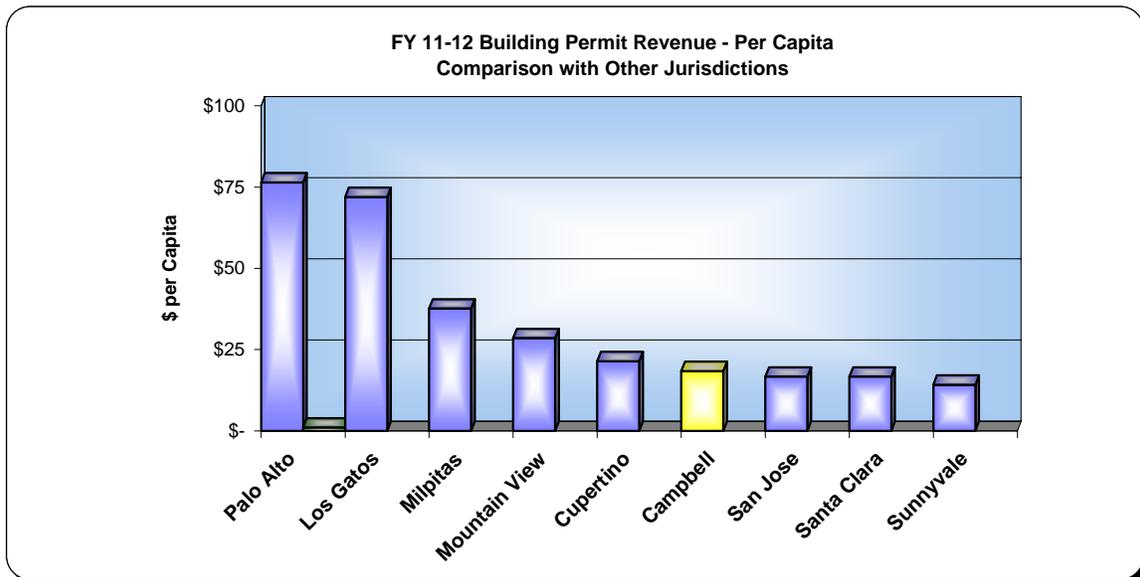
City	Actual 2007-08	Actual 2008-09	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12
Campbell	\$2,323,062	\$2,368,278	\$2,337,022	\$2,516,000	\$2,586,000
% of General Fund	7%	7%	7%	7%	7%
Per Capita	58.44	58.97	57.82	61.58	63.04
Cupertino	\$2,200,000	\$2,537,018	\$2,547,439	\$2,630,000	\$2,860,000
% of General Fund	7%	6%	6%	6%	7%
Per Capita	41.16	45.99	46.25	47.34	51.48
Los Gatos	\$1,130,190	\$1,162,038	\$1,703,180	\$1,756,100	\$1,716,830
% of General Fund	3%	4%	5%	5%	5%
Per Capita	39.00	40.09	57.92	59.72	56.67
Milpitas	\$2,967,817	\$3,151,420	\$2,993,512	\$3,138,000	\$3,107,000
% of General Fund	4%	5%	5%	5%	5%
Per Capita	44.65	45.40	42.27	43.86	46.05
Mountain View	\$2,955,434	\$2,940,485	\$2,833,880	\$3,086,292	\$3,903,894
% of General Fund	3%	3%	3%	4%	4%
Per Capita	40.34	39.77	37.91	41.67	52.24
Palo Alto	N/A	N/A	N/A	N/A	N/A
San Jose	\$41,063,799	\$41,067,393	\$38,410,068	\$42,271,000	\$43,025,000
% of General Fund	6%	6%	6%	5%	6%
Per Capita	41.68	40.78	40.60	43.60	43.33
Santa Clara	\$3,281,082	\$3,369,990	\$3,000,696	\$3,215,000	\$3,185,900
% of General Fund	2%	2%	2%	2%	2%
Per Capita	28.72	28.74	25.80	27.21	26.55
Sunnyvale	\$5,855,124	\$6,127,049	\$5,979,301	\$6,309,686	\$6,398,220
% of General Fund	4%	5%	5%	5%	5%
Per Capita	43.14	44.94	43.07	44.92	45.35

FY 11-12 Franchise Fee Revenue - Per Capita - Comparison with Other Jurisdictions



Building Permit Revenue Comparison With Other Jurisdictions FY 07-08 through FY 11-12

City	Actual 2007-08	Actual 2008-09	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12
Campbell	\$1,395,014	\$825,817	\$455,803	\$960,000	\$750,000
% of General Fund	4%	2%	1%	3%	2%
Per Capita	35.10	20.56	11.28	23.49	18.36
Cupertino	\$3,370,000	\$3,322,226	\$2,620,033	\$2,980,000	\$1,190,000
% of General Fund	11%	8%	6%	7%	3%
Per Capita	63.05	60.23	47.57	53.64	21.42
Los Gatos	\$1,552,466	\$1,206,055	\$1,277,288	\$1,380,150	\$2,176,355
% of General Fund	5%	4%	4%	4%	6%
Per Capita	53.58	41.60	43.43	46.93	71.96
Milpitas	\$4,096,505	\$2,803,026	\$1,903,070	\$1,863,000	\$2,537,000
% of General Fund	6%	4%	3%	3%	4%
Per Capita	61.63	40.38	26.87	26.04	37.60
Mountain View	\$3,177,783	\$1,561,174	\$1,852,634	\$1,514,144	\$2,131,011
% of General Fund	3%	2%	2%	2%	2%
Per Capita	43.38	21.12	24.78	20.44	28.52
Palo Alto	\$3,400,000	\$2,777,300	\$4,036,139	\$3,843,131	\$4,998,556
% of General Fund	3%	2%	3%	3%	3%
Per Capita	53.66	43.83	61.71	58.76	76.42
San Jose	\$19,700,000	\$17,505,815	\$16,303,336	\$16,191,986	\$16,551,000
% of General Fund	3%	3%	3%	2%	2%
Per Capita	19.99	17.38	17.23	16.70	16.67
Santa Clara	\$1,785,221	\$1,727,802	\$1,150,852	\$1,200,000	\$2,000,000
% of General Fund	1%	1%	1%	1%	1%
Per Capita	15.63	14.74	9.89	10.15	16.67
Sunnyvale	\$3,587,657	\$1,924,519	\$1,537,860	\$1,963,426	\$1,997,126
% of General Fund	3%	2%	1%	2%	2%
Per Capita	26.43	14.11	11.08	13.98	14.15



Fund Balance Analysis Fiscal Year 2011 - 2012

Fund Description	Fund #	Beginning Fund Balance Estimated	Total Revenues & Transfers Adopted*	Total Expenditures & Transfers Adopted	Ending Fund Balance Estimated
General Fund	101	\$ 21,707,519	\$ 34,095,466	\$ 35,008,710	\$ 20,794,275
Gas Tax	202, 203, 204	943,404	1,742,800	1,742,800	943,404
Drug Enforcement	205	9,342	3,500	3,500	9,342
Lighting and Landscaping District	207	-	2,668,515	2,668,515	-
Community Development Block Grant	208	1,467,218	221,503	397,111	1,291,610
Environmental Services	209	690,856	769,300	815,300	644,856
Supplemental Law Enforcement	210	339	-	-	339
Federal Aid Urban	211	344	-	-	344
State/Other Grants	212	183,534	16,200	16,200	183,534
T.D.A.	216	1,025	25,000	25,000	1,025
Other Federal Grants	218	177,277	29,892	29,892	177,277
RDA - Low and Moderate Housing	223	11,054,279	1,363,735	605,095	11,812,919
Parkland Dedication Trust	295	867,186	3,000	-	870,186
L.I.D. Debt Service	360, 367	121,646	49,059	49,059	121,646
RDA Debt Service	364	(681,613)	5,454,940	7,024,623	(2,251,296)
2002 C.O.P. Debt Service	366	7,745,941	870,836	870,836	7,745,941
1997 C.O.P. Debt Service	368	-	734,845	734,845	-
City C.O.P. Projects	431	140,412	-	-	140,412
RDA - Administration/Projects	434	(623,407)	498,566	498,566	(623,407)
Capital Projects	435	93,600	865,000	865,000	93,600
RDA - 2002 T.A.B. Projects	437	193,001	15,000	-	208,001
Motor Vehicle Pool	641	1,264,937	874,678	973,521	1,166,094
Information Technologies Pool	647	1,746,662	807,000	914,896	1,638,766
Workers' Compensation Trust	690	1,624,761	353,505	352,810	1,625,456
Parks and Museum Trust	794	128,037	47,000	47,000	128,037
Senior Citizen Trust	797	15,075	5,480	5,480	15,075
Total		<u>\$ 48,871,375</u>	<u>\$ 51,514,820</u>	<u>\$ 53,648,759</u>	<u>\$ 46,737,436</u>

* Total revenues exclude beginning fund balance amounts.

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

Fund Balance Analysis Fiscal Year 2010 - 2011

Fund Description	Fund #	Beginning Fund Balance Actual	Total Revenues & Transfers Estimated*	Total Expenditures & Transfers Estimated	Ending Fund Balance Estimated
General Fund	101	\$ 20,969,559	\$ 34,466,980	\$ 33,729,020	\$ 21,707,519
Gas Tax	202, 203, 204	544,606	1,666,362	1,267,564	943,404
Drug Enforcement	205	5,832	7,010	3,500	9,342
Lighting and Landscaping District	207	-	2,572,509	2,572,509	-
Community Development Block Grant	208	1,450,020	247,957	230,759	1,467,218
Environmental Services	209	750,144	771,244	830,532	690,856
Supplemental Law Enforcement	210	1,199	100,575	101,435	339
Federal Aid Urban	211	29,572	(93)	29,135	344
State/Other Grants	212	587,780	451,633	855,879	183,534
T.D.A.	216	(37,048)	349,764	311,691	1,025
Other Federal Grants	218	81,115	1,354,543	1,258,381	177,277
RDA - Low and Moderate Housing	223	11,886,995	1,367,417	2,200,133	11,054,279
Parkland Dedication Trust	295	480,269	544,476	157,559	867,186
L.I.D. Debt Service	360, 367	118,640	49,652	46,646	121,646
RDA Debt Service	364	536,220	5,540,139	6,757,972	(681,613)
2002 C.O.P. Debt Service	366	8,019,181	601,052	874,292	7,745,941
1997 C.O.P. Debt Service	368	-	732,681	732,681	-
City C.O.P. Projects	431	140,412	-	-	140,412
RDA - Administration/Projects	434	12,686	(2,310)	633,783	(623,407)
Capital Projects	435	33,600	5,553,620	5,493,620	93,600
RDA - 2002 T.A.B. Projects	437	2,574,143	2,258	2,383,400	193,001
Motor Vehicle Pool	641	1,397,685	886,669	1,019,417	1,264,937
Information Technologies Pool	647	1,842,563	806,150	902,051	1,746,662
Workers' Compensation Trust	690	1,793,069	393,051	561,359	1,624,761
Parks and Museum Trust	794	114,595	60,612	47,170	128,037
Senior Citizen Trust	797	20,660	(105)	5,480	15,075
Total		\$ 53,353,496	\$ 58,523,846	\$ 63,005,968	\$ 48,871,375

* 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**

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Fund balance, July 1	\$ 26,132,103	\$23,950,028	\$ 20,969,559	\$ 21,707,519
Prior year adjustment	-	(2,551)	-	-
Total beginning fund balances	<u>26,132,103</u>	<u>23,947,477</u>	<u>20,969,559</u>	<u>21,707,519</u>
 REVENUES:				
Property Taxes	9,074,560	8,805,266	8,697,189	8,844,000
Sales and Use Taxes	9,222,268	9,538,242	10,524,344	10,098,000
Franchise and other taxes	4,058,592	4,022,711	5,003,734	4,425,000
Licenses and permits	1,427,477	1,288,664	1,383,894	1,783,500
Fines and forfeitures	315,701	436,679	293,184	300,500
Investment income	1,119,360	420,984	265,185	438,000
Intergovernmental revenues	382,698	336,717	417,334	449,895
Charges for services	3,948,564	3,425,308	4,370,363	4,193,448
Other revenues	2,523,884	2,110,500	2,130,018	2,184,051
Operating transfers-in	1,128,479	1,258,469	1,381,735	1,379,072
Total operating revenues	<u>33,201,583</u>	<u>31,643,540</u>	<u>34,466,980</u>	<u>34,095,466</u>
Residual equity transfers-in	-	-	-	-
Total revenues	<u>33,201,583</u>	<u>31,643,540</u>	<u>34,466,980</u>	<u>34,095,466</u>
 EXPENDITURES:				
General Government	11,684,678	10,179,299 *	9,954,613	10,272,672
Public Safety	18,280,783	18,081,477	18,203,864	18,877,267
Public Works	2,563,361	3,680,549 *	3,421,347	3,458,725
Operating transfers-out	2,140,165	2,035,791	1,747,956	1,890,046
Total operating expenditures	<u>34,668,987</u>	<u>33,977,116</u>	<u>33,327,780</u>	<u>34,498,710</u>
Capital transfers-out	714,671	644,342	401,240	510,000
Total expenditures	<u>35,383,658</u>	<u>34,621,458</u>	<u>33,729,020</u>	<u>35,008,710</u>

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

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

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
FUND BALANCES:				
Reserved for encumbrances	99,505	96,576	75,000	75,000
Reserved for LT vacations and sick leave	878,970	867,261	867,261	867,261
Reserved for investment premium	-	-	120,606	37,194
Reserved for LID street maintenance	112,756	72,756	32,756	-
Unreserved designated:				
Designated for capital improvements	4,380,952	4,551,033	5,625,438	5,461,932
Designated for carryover capital projects	3,750,339	3,172,000	2,678,570	2,285,000
Designated for economic fluctuations	6,271,000	4,500,000	5,000,000	5,000,000
Designated for emergencies	3,320,058	3,160,100	3,334,722	3,334,722
Designated for future advances RDA	1,200,000	1,000,000	800,000	600,000
Designated for liability insurance	238,052	238,052	198,052	158,052
Designated for construction tax	434,369	310,838	310,838	310,838
Designated for operations	974,600	1,000,000	1,000,000	1,000,000
Designated for change in fair value of investments	210,245	30,667	-	-
Designated for Heritage Theater	281,352	328,276	328,276	328,276
Designated for unemployment insurance	65,830	60,000	63,000	63,000
Designated for OPEB/PERS	1,232,000	1,082,000	773,000	773,000
Designated for worker's compensation	500,000	500,000	500,000	500,000
Total reserves or designations:	<u>23,950,028</u>	<u>20,969,559</u>	<u>21,707,519</u>	<u>20,794,275</u>
 Fund balance - June 30	 <u><u>\$ 23,950,028</u></u>	 <u><u>\$20,969,559</u></u>	 <u><u>\$ 21,707,519</u></u>	 <u><u>\$ 20,794,275</u></u>

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

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Fund balance, July 1	\$ 259,580	\$ 411,113	\$ 544,606	\$ 943,404
REVENUES:				
Special Gas Tax 2105	199,175	226,033	220,767	215,000
Special Gas Tax 2106	132,090	150,839	147,102	144,000
Special Gas Tax 2107	265,200	300,946	294,866	287,000
Special Gas Tax 2107.5	-	12,000	6,000	6,000
Proposition 42 Gas Tax	340,333	362,362	391,118	453,000
Vehicle Impact Fees	112,350	122,756	292,967	330,000
Investment earnings	-	13,885	9,071	-
Other revenues	6,296	1,550	2,419	2,500
Operating transfers-in	366,000	369,548	302,052	305,300
Total revenues	<u>1,421,444</u>	<u>1,559,919</u>	<u>1,666,362</u>	<u>1,742,800</u>
EXPENDITURES:				
PW-Street Maintenance	1,102,018	1,114,028	966,426	1,077,695
Operating transfers-out	135,362	190,058	278,818	335,105
Total operating expenditures	<u>1,237,380</u>	<u>1,304,086</u>	<u>1,245,244</u>	<u>1,412,800</u>
Capital transfers-out	32,531	122,340	22,320	330,000
Total expenditures	<u>1,269,911</u>	<u>1,426,426</u>	<u>1,267,564</u>	<u>1,742,800</u>
FUND BALANCES:				
Reserved	301,388	529,927	529,927	529,927
Unreserved, undesignated	109,725	14,679	413,477	413,477
Total reserves or designations	<u>411,113</u>	<u>544,606</u>	<u>943,404</u>	<u>943,404</u>
Fund balance - June 30	<u>\$ 411,113</u>	<u>\$ 544,606</u>	<u>\$ 943,404</u>	<u>\$ 943,404</u>

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

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Fund balance, July 1	\$ 513	\$ 3	\$ -	\$ -
REVENUES:				
Lighting & Landscaping Assessments	1,135,051	1,135,464	1,140,728	1,140,000
Property tax	707,112	670,737	676,510	675,000
Insurance claims refund	2,032	22,285	1,604	15,000
Other revenues	29,010	23,956	16,147	20,500
Operating transfers-in	944,030	849,272	737,520	818,015
Total revenues	<u>2,817,235</u>	<u>2,701,714</u>	<u>2,572,509</u>	<u>2,668,515</u>
EXPENDITURES:				
PW-signals & lighting maintenance	735,155	711,270	617,999	657,265
PW-Park Maintenance	1,982,590	1,890,447	1,854,510	1,904,950
Operating transfers-out	100,000	100,000	100,000	106,300
Capital transfers-out	-	-	-	-
Total expenditures	<u>2,817,745</u>	<u>2,701,717</u>	<u>2,572,509</u>	<u>2,668,515</u>
FUND BALANCES:				
Reserved for vacation and sick leave	72,689	29,019	67,458	-
Unreserved	(72,686)	(29,019)	(67,458)	-
Total reserves or designations:	<u>3</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - June 30	<u>\$ 3</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

<u>Description</u>	<u>08/09</u> <u>Actual</u>	<u>09/10</u> <u>Actual</u>	<u>10/11</u> <u>Estimated</u>	<u>11/12</u> <u>Adopted</u>
Fund balance, July 1	\$1,445,450	\$1,457,894	\$ 1,450,020	\$ 1,467,218
REVENUES:				
Investment income	8,155	10,499	10,573	-
CDBG Grants	133,214	134,411	135,462	106,808
Other revenues	66,073	59,699	65,495	54,000
Operating transfers-in	39,476	32,931	36,427	60,695
Total revenues	<u>246,918</u>	<u>237,540</u>	<u>247,957</u>	<u>221,503</u>
EXPENDITURES:				
Housing	78,977	96,504	80,841	247,608
Rehabilitation	155,497	148,910	149,918	149,503
Total expenditures	<u>234,474</u>	<u>245,414</u>	<u>230,759</u>	<u>397,111</u>
FUND BALANCES:				
Reserved for loans receivable	1,335,105	1,449,887	1,479,680	1,281,610
Reserved for vacation and sick leave	24,197	10,084	9,082	10,000
Unreserved, designated	98,592	(9,951)	(21,544)	-
Total reserves or designations:	<u>1,457,894</u>	<u>1,450,020</u>	<u>1,467,218</u>	<u>1,291,610</u>
Fund balance - June 30	<u><u>\$1,457,894</u></u>	<u><u>\$1,450,020</u></u>	<u><u>\$ 1,467,218</u></u>	<u><u>\$ 1,291,610</u></u>

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

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Fund balance, July 1	\$ 849,484	\$ 802,224	\$ 750,144	\$ 690,856
REVENUES:				
AB939 recycling	47,597	43,901	44,146	41,500
Storm water fees	198,800	198,800	258,800	258,800
Storm drain fees	10,013	9,376	17,308	10,000
Beverage container grant	10,427	5,000	10,965	5,000
Investment income	8,595	4,143	2,025	2,000
Other revenue	4,692	-	-	-
Operating transfers-in	555,000	555,000	438,000	452,000
Total revenues	<u>835,124</u>	<u>816,220</u>	<u>771,244</u>	<u>769,300</u>
EXPENDITURES:				
Operating transfers-out	870,300	868,300	815,300	815,300
Total operating expenditures	<u>870,300</u>	<u>868,300</u>	<u>815,300</u>	<u>815,300</u>
Capital transfers-out	12,084	-	15,232	-
Total expenditures	<u>882,384</u>	<u>868,300</u>	<u>830,532</u>	<u>815,300</u>
FUND BALANCES:				
Reserved	802,224	750,144	690,856	557,644
Subtotal reserves or designations:	<u>802,224</u>	<u>750,144</u>	<u>690,856</u>	<u>557,644</u>
Fund balance - June 30	<u><u>\$ 802,224</u></u>	<u><u>\$ 750,144</u></u>	<u><u>\$ 690,856</u></u>	<u><u>\$ 644,856</u></u>

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

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Fund balance, July 1	\$ 9,518,087	\$10,792,816	\$ 11,886,995	\$ 11,054,279
REVENUES:				
Property tax	1,486,937	1,440,971	1,320,800	1,288,735
Investment income	239,071	146,774	30,007	75,000
Other revenues	11,921	65,668	16,610	-
Total revenues	<u>1,737,929</u>	<u>1,653,413</u>	<u>1,367,417</u>	<u>1,363,735</u>
EXPENDITURES:				
RDA Housing	147,869	175,034	145,129	175,494
Housing grant & loans	222,558	289,668	1,956,977	325,000
Operating transfers-out	92,773	94,532	98,027	104,601
Total operating expenditures	<u>463,200</u>	<u>559,234</u>	<u>2,200,133</u>	<u>605,095</u>
Capital transfers-out	-	-	-	-
Total expenditures	<u>463,200</u>	<u>559,234</u>	<u>2,200,133</u>	<u>605,095</u>
FUND BALANCES:				
Reserved for loans receivable	2,962,219	3,098,625	3,137,102	3,137,102
Reserved, other	43,565	34,776	100,000	100,000
Unreserved, undesignated	7,787,032	8,753,594	7,817,177	8,575,817
Subtotal reserves or designations:	<u>10,792,816</u>	<u>11,886,995</u>	<u>11,054,279</u>	<u>11,812,919</u>
Fund balance - June 30	<u><u>\$10,792,816</u></u>	<u><u>\$11,886,995</u></u>	<u><u>\$ 11,054,279</u></u>	<u><u>\$ 11,812,919</u></u>

CITY OF CAMPBELL
1915 ACT BOND FUNDS (360 & 367)
REVENUES - EXPENDITURES - FUND BALANCES

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Fund balance, July 1	\$ 116,776	\$ 122,883	\$ 118,640	\$ 121,646
REVENUES:				
Special assessments	58,266	49,917	49,588	49,059
Investment income	284	157	64	-
Total revenues	<u>58,550</u>	<u>50,074</u>	<u>49,652</u>	<u>49,059</u>
EXPENDITURES:				
Principal retirement	35,000	40,000	35,000	40,000
Interest and fiscal charges	12,662	10,000	7,329	4,648
Other charges	3,781	3,217	3,217	3,311
Operating transfers-out	1,000	1,100	1,100	1,100
Total expenditures	<u>52,443</u>	<u>54,317</u>	<u>46,646</u>	<u>49,059</u>
FUND BALANCES:				
Designated for debt service	122,883	118,640	121,646	121,646
Total reserves or designations:	<u>122,883</u>	<u>118,640</u>	<u>121,646</u>	<u>121,646</u>
Fund balance - June 30	<u>\$ 122,883</u>	<u>\$ 118,640</u>	<u>\$ 121,646</u>	<u>\$ 121,646</u>

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

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Fund balance, July 1	\$ 995,272	\$ 2,506,048	\$ 536,220	\$ (681,613)
Adjustment - prior year	-	(589,950)	-	-
Fund balance - adjusted	<u>995,272</u>	<u>1,916,098</u>	<u>536,220</u>	<u>(681,613)</u>
REVENUES:				
Property tax	5,947,747	5,763,885	5,283,202	5,154,940
Investment income	311,154	125,007	56,937	100,000
Operating transfers-in	200,000	200,000	200,000	200,000
Total revenues	<u>6,458,901</u>	<u>6,088,892</u>	<u>5,540,139</u>	<u>5,454,940</u>
EXPENDITURES:				
Inter-governmental	2,299,453	4,828,206	4,066,282	3,589,915
Debt service-principal retirement	935,000	970,000	1,015,000	1,343,590
Debt service-interest and fiscal charges	1,645,943	1,597,715	1,544,888	1,487,680
Debt service-other charges	10,280	10,215	9,230	8,300
Operating transfers-out	57,449	62,634	122,572	595,138
Total expenditures	<u>4,948,125</u>	<u>7,468,770</u>	<u>6,757,972</u>	<u>7,024,623</u>
FUND BALANCES:				
Designated for debt service	<u>2,506,048</u>	<u>536,220</u>	-	-
Total reserves or designations:	<u>2,506,048</u>	<u>536,220</u>	<u>-</u>	<u>-</u>
Fund balance - June 30	<u>\$ 2,506,048</u>	<u>\$ 536,220</u>	<u>\$ (681,613)</u>	<u>\$ (2,251,296)</u>

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

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Fund balance, July 1	\$7,951,860	\$ 7,699,371	\$ 8,019,181	\$ 7,745,941
Adjustment - prior year	-	589,950	-	-
Fund balance - adjusted	<u>7,951,860</u>	<u>8,289,321</u>	<u>8,019,181</u>	<u>7,745,941</u>
REVENUES:				
Interest payments	128,247	119,911	110,856	101,114
Debt service reimbursement from RDA	400,000	400,000	400,000	400,000
Principal repayment	(20,700)	(20,700)	(22,770)	258,750
Other revenue	521	-	-	-
Operating transfers-in	114,219	105,290	112,966	110,972
Total revenues	<u>622,287</u>	<u>604,501</u>	<u>601,052</u>	<u>870,836</u>
EXPENDITURES:				
Principal repayments	565,000	585,000	605,000	625,000
Interest and fiscal charges	309,776	289,641	267,768	244,236
Bond issuance costs and agent fees	-	-	1,524	1,600
Total expenditures	<u>874,776</u>	<u>874,641</u>	<u>874,292</u>	<u>870,836</u>
FUND BALANCES:				
Reserved	7,699,371	8,019,181	7,745,865	8,019,181
Total reserves or designations:	<u>7,699,371</u>	<u>8,019,181</u>	<u>7,745,865</u>	<u>8,019,181</u>
Fund balance - June 30	<u>\$7,699,371</u>	<u>\$ 8,019,181</u>	<u>\$ 7,745,941</u>	<u>\$ 7,745,941</u>

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

<u>Description</u>	<u>08/09</u> <u>Actual</u>	<u>09/10</u> <u>Actual</u>	<u>10/11</u> <u>Estimated</u>	<u>11/12</u> <u>Adopted</u>
Fund balance, July 1	\$ 4,138	\$ 4,485	\$ -	\$ -
REVENUES:				
Investment income	281,703	281,015	279,796	278,641
Other revenue	20,700	20,700	22,770	24,840
Operating transfers-in	429,964	424,015	430,115	431,364
Total revenues	<u>732,367</u>	<u>725,730</u>	<u>732,681</u>	<u>734,845</u>
EXPENDITURES:				
Principal retirement	50,000	50,000	55,000	60,000
Interest and fiscal charges	682,020	680,215	677,681	674,845
Total expenditures	<u>732,020</u>	<u>730,215</u>	<u>732,681</u>	<u>734,845</u>
FUND BALANCES:				
Unreserved, designated	<u>4,485</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total reserves or designations:	<u>4,485</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - June 30	<u>\$ 4,485</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF CAMPBELL
CAPITAL PROJECTS - RDA FUND (434)
REVENUES - EXPENDITURES - FUND BALANCES**

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Fund balance, July 1	\$1,605,337	\$ 1,125,195	\$ 12,686	\$ (623,407)
REVENUES:				
Investment income	46,425	7,682	(3,290)	25,000
Other Revenue	64,442	980	980	1,000
Operating transfers-in	-	-	-	472,566
Total revenues	<u>110,867</u>	<u>8,662</u>	<u>(2,310)</u>	<u>498,566</u>
EXPENDITURES:				
RDA Administration	376,850	358,463	275,709	288,144
Operating transfers-out	180,448	233,860	210,422	210,422
Total operating expenditures	<u>557,298</u>	<u>592,323</u>	<u>486,131</u>	<u>498,566</u>
Capital transfers-out	33,711	528,848	147,652	-
Total expenditures	<u>591,009</u>	<u>1,121,171</u>	<u>633,783</u>	<u>498,566</u>
FUND BALANCES:				
Unreserved, designated for projects	1,125,195	12,686	(623,407)	(623,407)
Total reserves or designations:	<u>1,125,195</u>	<u>12,686</u>	<u>(623,407)</u>	<u>(623,407)</u>
Fund balance - June 30	<u>\$1,125,195</u>	<u>\$ 12,686</u>	<u>\$ (623,407)</u>	<u>\$ (623,407)</u>

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

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Fund balance, July 1	\$ 356,993	\$ 33,600	\$ 33,600	\$ 93,600
REVENUES:				
Project revenues	144,000	33,306	106,779	-
Capital transfers-in	5,277,920	4,840,796	5,446,841	865,000
Total revenues	<u>5,421,920</u>	<u>4,874,102</u>	<u>5,553,620</u>	<u>865,000</u>
EXPENDITURES:				
Capital outlay	5,745,313	4,874,102	5,493,620	865,000
Total expenditures	<u>5,745,313</u>	<u>4,874,102</u>	<u>5,493,620</u>	<u>865,000</u>
FUND BALANCES:				
Reserved	33,600	33,600	93,600	93,600
Unreserved, undesignated	-	-	-	-
Total reserves or designations:	<u>33,600</u>	<u>33,600</u>	<u>93,600</u>	<u>93,600</u>
Fund balance - June 30	<u>\$ 33,600</u>	<u>\$ 33,600</u>	<u>\$ 93,600</u>	<u>\$ 93,600</u>

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

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Retained earnings at beginning of year	\$1,367,440	\$1,156,925	\$ 942,919	\$ 810,171
REVENUES:				
Users fees and charges	950,000	950,000	856,183	856,178
Other revenue	2,502	2,192	-	10,000
Gain (loss) from sale of assets	-	-	30,486	8,500
Operating transfers - in	13,830	18,495	-	-
Total revenues	<u>966,332</u>	<u>970,687</u>	<u>886,669</u>	<u>874,678</u>
EXPENSES:				
Personnel services	280,717	274,958	245,431	264,650
Services and supplies	581,106	583,464	492,748	413,871
Depreciation	264,212	276,271	231,238	250,000
Operating transfers-out	50,812	50,000	50,000	45,000
Total operating expenses	<u>1,176,847</u>	<u>1,184,693</u>	<u>1,019,417</u>	<u>973,521</u>
Total expenses	<u>1,176,847</u>	<u>1,184,693</u>	<u>1,019,417</u>	<u>973,521</u>
Net income (loss)	<u>(210,515)</u>	<u>(214,006)</u>	<u>(132,748)</u>	<u>(98,843)</u>
EQUITY:				
Retained earnings at end of the year	1,156,925	942,919	810,171	711,328
Contributed capital	<u>454,766</u>	<u>454,766</u>	<u>454,766</u>	<u>454,766</u>
Total equity	<u><u>\$1,611,691</u></u>	<u><u>\$1,397,685</u></u>	<u><u>\$ 1,264,937</u></u>	<u><u>\$ 1,166,094</u></u>

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

<u>Description</u>	<u>08/09</u> <u>Actual</u>	<u>09/10</u> <u>Actual</u>	<u>10/11</u> <u>Estimated</u>	<u>11/12</u> <u>Adopted</u>
Retained earnings at beginning of year	\$ 500,998	\$ 419,076	\$ 456,321	\$ 360,420
REVENUES:				
Users fees and charges	1,050,000	1,050,000	802,000	802,000
Other income	449	2,224	2,070	5,000
Operating transfers-in	812	-	2,080	-
Total revenues	<u>1,051,261</u>	<u>1,052,224</u>	<u>806,150</u>	<u>807,000</u>
EXPENSES:				
Personnel Services	481,686	503,205	494,469	531,376
Services and supplies	409,425	323,315	265,787	358,620
Depreciation	220,364	165,883	116,895	-
Operating transfers-out	21,708	22,576	24,900	24,900
Total expenses	<u>1,133,183</u>	<u>1,014,979</u>	<u>902,051</u>	<u>914,896</u>
Net income (loss)	<u>(81,922)</u>	<u>37,245</u>	<u>(95,901)</u>	<u>(107,896)</u>
EQUITY:				
Retained earnings at end of the year -				
Reserved for capital replacement	419,076	456,321	360,420	252,524
Contributed capital	<u>1,386,242</u>	<u>1,386,242</u>	<u>1,386,242</u>	<u>1,386,242</u>
Total equity	<u><u>\$1,805,318</u></u>	<u><u>\$ 1,842,563</u></u>	<u><u>\$ 1,746,662</u></u>	<u><u>\$ 1,638,766</u></u>

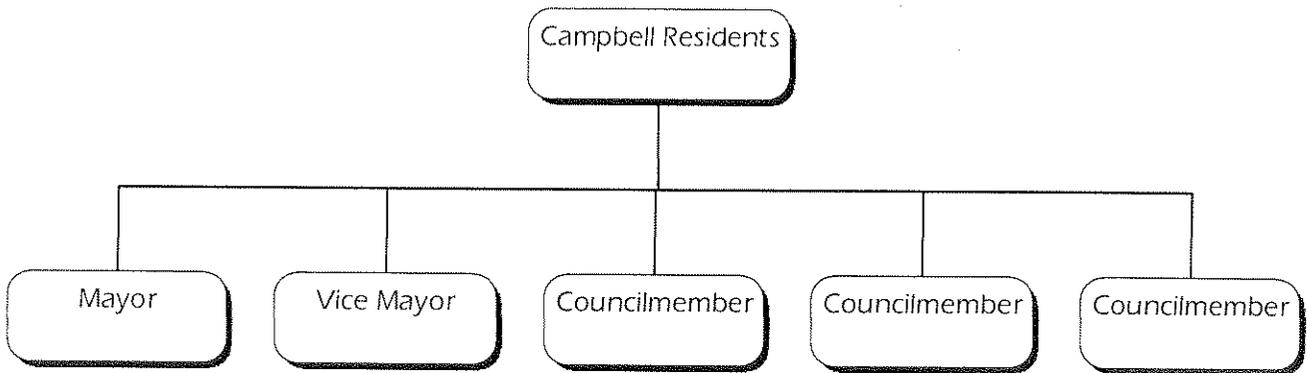
**CITY OF CAMPBELL
WORKERS' COMPENSATION FUND (690)
REVENUES - EXPENSES - RETAINED EARNINGS**

<u>Description</u>	<u>08/09 Actual</u>	<u>09/10 Actual</u>	<u>10/11 Estimated</u>	<u>11/12 Adopted</u>
Retained earnings at beginning of year	\$ 646,744	\$ 1,492,307	\$ 1,793,069	\$ 1,624,761
REVENUES:				
Charges to operating departments	721,992	416,990	393,051	353,505
Total revenues	<u>721,992</u>	<u>416,990</u>	<u>393,051</u>	<u>353,505</u>
EXPENSES:				
Personnel services	35,600	36,003	35,159	37,060
Services and supplies	251,528	348,163	390,925	315,750
Change in accrual	(410,699)	(267,938)	135,275	-
Total expenses	<u>(123,571)</u>	<u>116,228</u>	<u>561,359</u>	<u>352,810</u>
Net income (loss)	<u>845,563</u>	<u>300,762</u>	<u>(168,308)</u>	<u>695</u>
EQUITY:				
Retained earnings at end of year - Reserved for future claims	<u>\$1,492,307</u>	<u>\$ 1,793,069</u>	<u>\$ 1,624,761</u>	<u>\$ 1,625,456</u>

City Council



Campbell City Council
2011 - 2012



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

CITY COUNCIL SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Council Members	5.00	5.00	5.00	5.00
Total Budgeted Positions	5.00	5.00	5.00	5.00

Expenditure Summary

<u>Description</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Employee Services	\$ 111,117	\$ 103,932	\$ 122,726	\$ 128,559
Supplies & Other Services & Capital Outlay	143,291	124,961	128,695	131,242
Debt Service	-	-	-	-
Total Before Transfers	254,408	228,893	251,421	259,801
Transfers-Out	-	-	-	-
Appropriation Total	254,408	228,893	251,421	259,801
Less Transfers-In	55,662	56,112	54,235	54,122
Net Cost	\$ 198,746	\$ 172,781	\$ 197,186	\$ 205,679

Revenue Summary

Total Revenue Monitored by Department	\$ -	\$ -	\$ -	\$ -
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**GENERAL FUND - (101)
City Council Program - (501)**

MISSION STATEMENT

Provide overall policy direction for the City of Campbell.

ONGOING RESPONSIBILITIES

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

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

EXHIBIT A
 101.501

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 111,117	\$ 103,932	\$ 122,726	\$ 128,559
Supplies, Services & Capital Outlay (Exhibit C)	143,291	124,961	128,695	131,242
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	254,408	228,893	251,421	259,801
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 254,408	\$ 228,893	\$ 251,421	\$ 259,801

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 198,746	\$ 172,781	\$ 197,186	\$ 205,679
Gas Tax	204	9899	52,362	52,362	52,375	52,262
RDA - Administration	434	9899	3,300	3,750	1,860	1,860
TOTAL			\$ 254,408	\$ 228,893	\$ 251,421	\$ 259,801

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Gas Tax - Transfers In	101	6899	\$ 52,362	\$ 52,362	\$ 52,375	\$ 52,262
RDA - Administration - Transfers In	101	6899	3,300	3,750	1,860	1,860
TOTAL			\$ 55,662	\$ 56,112	\$ 54,235	\$ 54,122

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

EXHIBIT B
 101.501

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.501.7001 Personnel - Regular	\$ 37,777	\$ 38,392	\$ 37,075	\$ 37,075
101.501.7002 Personnel - Temporary	-	-	-	-
101.501.7003 Personnel - Overtime	750	-	-	-
101.501.7005 Personnel - POST	-	-	-	-
101.501.7103 Personnel - Holiday Pay	-	-	-	-
101.501.7104 Meal Allowance	-	-	-	-
101.501.7105 Uniform Allowance	-	-	-	-
101.501.7106 Retirement	3,187	3,800	4,045	5,365
101.501.7107 Dental Insurance	8,059	7,819	8,040	8,220
101.501.7108 Group Health Insurance	49,458	42,517	62,100	66,447
101.501.7109 Group Life Insurance	961	930	1,200	1,200
101.501.7110 Workers' Compensation Insurance	288	177	128	114
101.501.7111 Unemployment Insurance	-	-	-	-
101.501.7112 Group Disability Insurance	-	-	-	-
101.501.7113 Medicare	711	696	538	538
101.501.7114 Auto Allowance	9,748	9,601	9,600	9,600
101.501.7115 Cell Phone Allowance	-	-	-	-
101.501.7118 Other Benefit Pay	-	-	-	-
101.501.7119 Social Security	-	-	-	-
101.501.7122 Deferred Compensation Contribution	178	-	-	-
101.501.7126 PARS 457 Retirement	-	-	-	-
101.501.7121 Leave Balance Payout	-	-	-	-
101.501.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 111,117	\$ 103,932	\$ 122,726	\$ 128,559

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

EXHIBIT B-1
 101.501

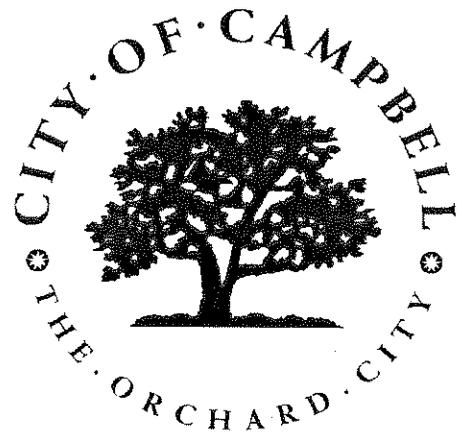
Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Council Member * Redevelopment Agency Board **	5.00	5.00	5.00	5.00	\$ 35,425 1,650
* City Council also serves as RDA Board Members. Council / RDA is not a full-time position. ** Operating Transfer from RDA for Salary & Benefits.					
TOTAL	5.00	5.00	5.00	5.00	\$ 37,075

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 101.501

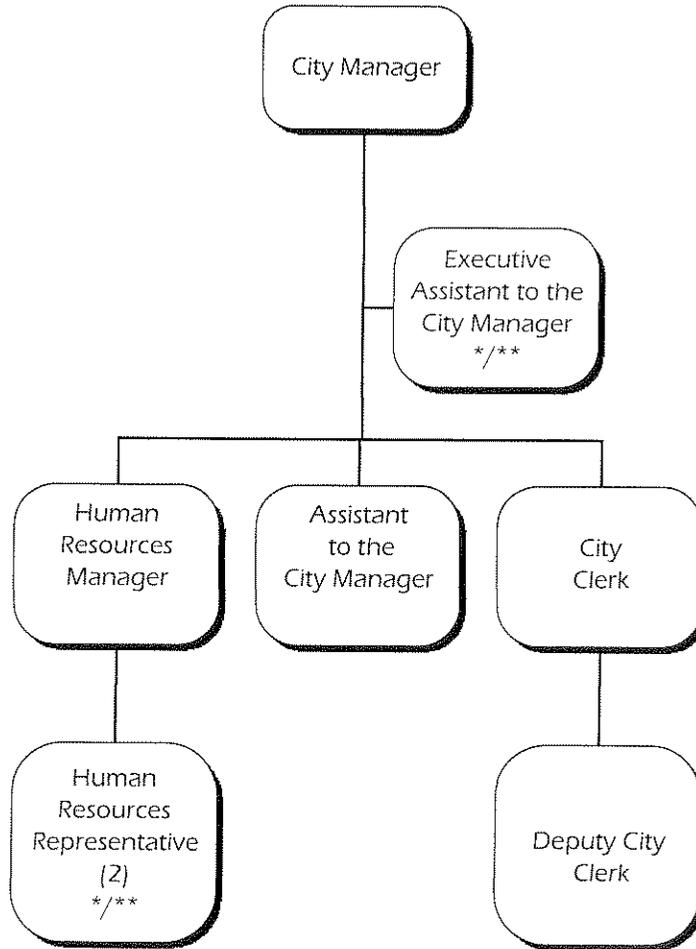
Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.501.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.501.7421 Communications - Phones	1,959	957	1,000	250
101.501.7422 Advertising	-	-	-	-
101.501.7423 Clothing and Personal Expense	-	-	-	-
101.501.7424 Office Expense	490	402	500	500
101.501.7425 Minor Tools & Equipment	-	-	-	-
101.501.7427 Special Departmental Expense	5,179	6,338	7,000	9,000
101.501.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.501.7429 Maintenance & Operation of Equipment	665	95	-	-
101.501.7430 Professional & Specialized Services	17,808	15,338	17,600	17,600
101.501.7431 Promotional Expense*	-	-	-	-
101.501.7432 Other Contractual Services	-	-	-	-
101.501.7433 Insurance and Surety Bonds	-	-	-	-
101.501.7434 Memberships, Dues, Books	84,615	84,779	82,595	83,892
101.501.7435 Professional Development & Meetings	32,575	17,052	20,000	20,000
101.501.7437 Staff Development	-	-	-	-
101.501.7438 Other Charges	-	-	-	-
101.501.7441 Special Community Services	-	-	-	-
101.501.7442 Insurance Claims Expense	-	-	-	-
101.501.7548 User Charges - Photocopy/Fax	-	-	-	-
101.501.7549 User Charges - Communications Pool	-	-	-	-
101.501.7550 User Charges - Motor Pool	-	-	-	-
101.501.7551 User Charges - IT Pool	-	-	-	-
101.501.7884 Machinery & Equipment	-	-	-	-
* Moved to 101.601 in FY 02/03				
TOTAL	\$ 143,291	\$ 124,961	\$ 128,695	\$ 131,242



City Manager



City Manager's Office 2011 - 2012



* Confidential
** Permanent Part-Time

CITY MANAGER DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

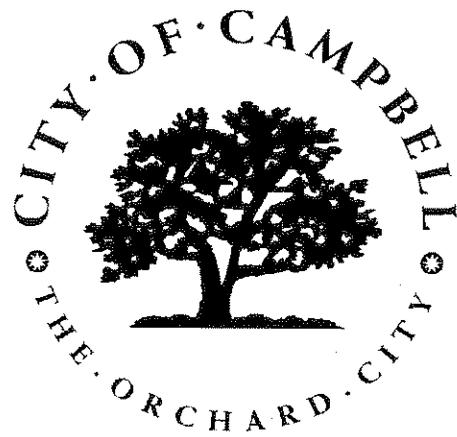
<u>Budgeted Positions</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Assistant to the City Manager	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Assistant to the City Manager	1.00	1.00	0.90	0.90
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Representative	0.75	0.75	1.50	1.50
Office Assistant	1.00	1.00	-	-
Office Specialist	1.00	1.00	-	-
Total Budgeted Positions	8.75	8.75	7.40	7.40
<u>Temporary Positions</u>				
Temporary Clerical Assistance	-	-	-	-
Summer Intern	-	0.08	-	-
Total Temporary Positions	-	0.08	-	-
Total Staffing	8.75	8.83	7.40	7.40

Expenditure Summary

<u>Description</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Employee Services	\$ 1,136,723	\$ 1,124,643	\$ 1,038,607	\$ 1,089,655
Supplies & Other Services & Capital Outlay	486,905	527,374	907,078	794,478
Debt Service	-	-	-	-
Total Before Transfers	1,623,628	1,652,017	1,945,685	1,884,133
Transfers-Out	-	-	-	-
Appropriation Total	1,623,628	1,652,017	1,945,685	1,884,133
Less Transfers-In	66,638	93,944	93,944	93,944
Net Cost	<u>\$ 1,556,990</u>	<u>\$ 1,558,073</u>	<u>\$ 1,851,741</u>	<u>\$ 1,790,189</u>

Revenue Summary

Total Revenue Monitored by Department	<u>\$ 1,462,606</u>	<u>\$ 1,155,805</u>	<u>\$ 819,242</u>	<u>\$ 824,505</u>
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GENERAL FUND - (101)
City Manager - Administration Program (510)
Program Manager - City Manager

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- As directed by the City Council, implement selected youth survey recommendation(s) in collaboration with the Civic Improvement Commission *
- Evaluate design options for Phase II of II of the cablecasting equipment upgrade
- Provide update to the City Council on the status of Comcast and AT&T franchises
- Explore feasibility of establishing a community promotional video
- Review the Purchasing Ordinance for possible updates
- Explore opportunities for fostering neighborhood associations

* Projects suggested by Boards & Commissions or Council.

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Quarterly Council Agenda items presented as scheduled 90% of time.	88%	93%	93%
2	City Manager's Office will respond to citizen concerns within 2 business days 85% of time. #	100%	96%	96%
3	Review and process Purchase Orders within 2 business days 90% of time.	100%	100%	100%
4	Civic Improvement Commission agenda packets will be completed and transmitted 4 business days prior to meeting 95% of time.	100%	100%	100%
5	Civic Improvement Commission annual Workplan Items will meet timelines 90% of time.	100%	100%	100%
6	Public Information Workplan Items will meet timelines 90% of time.	100%	100%	100%

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

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

EXHIBIT A
 101.510

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 506,852	\$ 511,029	\$ 479,704	\$ 498,951
Supplies, Services & Capital Outlay (Exhibit C)	123,935	122,303	100,790	100,790
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	630,787	633,332	580,494	599,741
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 630,787	\$ 633,332	\$ 580,494	\$ 599,741

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 564,149	\$ 561,088	\$ 508,250	\$ 527,497
Environmental Services	209	9899	17,500	17,500	17,500	17,500
RDA - 20% Housing	223	9899	18,272	19,185	19,185	19,185
RDA - Administration	434	9899	30,866	35,559	35,559	35,559
TOTAL			\$ 630,787	\$ 633,332	\$ 580,494	\$ 599,741

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Cable TV Franchise Fee	101	4122	\$ 396,917	\$ 378,820	\$ 380,000	\$ 383,000
Environmental Services - Transfers In	101	6899	17,500	17,500	17,500	17,500
RDA - 20% Housing - Transfers In	101	6899	18,272	19,185	19,185	19,185
RDA - Administration - Transfers In	101	6899	30,866	35,559	35,559	35,559
AT&T Franchise Fee	101	4125	34,770	67,279	58,000	88,000
TOTAL			\$ 498,325	\$ 518,343	\$ 510,244	\$ 543,244

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

EXHIBIT B
 101.510

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.510.7001 Personnel - Regular	\$ 391,003	\$ 393,039	\$ 380,830	\$ 384,774
101.510.7002 Personnel - Temporary	-	-	-	-
101.510.7003 Personnel - Overtime	5	-	-	-
101.510.7005 Personnel - POST	-	-	-	-
101.510.7103 Personnel - Holiday Pay	-	-	-	-
101.510.7104 Meal Allowance	-	-	-	-
101.510.7105 Uniform Allowance	-	-	-	-
101.510.7106 Retirement	44,547	43,176	41,552	55,684
101.510.7107 Dental Insurance	4,836	4,848	4,776	4,932
101.510.7108 Group Health Insurance	36,914	38,361	35,505	36,586
101.510.7109 Group Life Insurance	577	577	480	480
101.510.7110 Workers' Compensation Insurance	2,443	1,562	1,310	1,187
101.510.7111 Unemployment Insurance	-	-	-	-
101.510.7112 Group Disability Insurance	2,237	2,237	2,902	2,902
101.510.7113 Medicare	5,846	6,018	5,522	5,579
101.510.7114 Auto Allowance	7,320	7,320	3,660	3,660
101.510.7115 Cell Phone Allowance	-	752	840	840
101.510.7118 Other Benefit Pay	7,484	9,499	-	-
101.510.7119 Social Security	-	-	-	-
101.510.7122 Deferred Compensation Contribution	3,640	3,640	2,327	2,327
101.510.7126 PARS 457 Retirement	-	-	-	-
101.510.7121 Leave Balance Payout	-	-	-	-
101.510.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 506,852	\$ 511,029	\$ 479,704	\$ 498,951

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

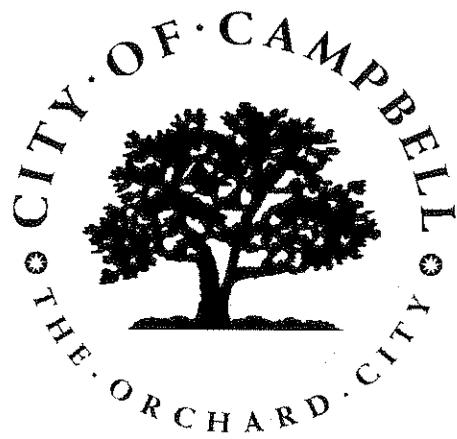
EXHIBIT C
 101.510

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.510.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.510.7421 Communications - Phones	1,050	243	-	-
101.510.7422 Advertising	-	-	-	-
101.510.7423 Clothing and Personal Expense	-	-	-	-
101.510.7424 Office Expense	869	1,150	1,300	1,300
101.510.7425 Minor Tools & Equipment	-	-	-	-
101.510.7427 Special Departmental Expense	3,840	3,619	3,500	4,000
101.510.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.510.7429 Maintenance & Operation of Equipment	201	-	-	-
101.510.7430 Professional & Specialized Services	15,753	14,870	-	-
101.510.7431 Promotional Expense	12,500	12,500	12,000	-
101.510.7432 Other Contractual Services	45,285	43,000	43,000	55,000
101.510.7433 Insurance and Surety Bonds	-	-	-	-
101.510.7434 Memberships, Dues, Books	2,561	4,287	3,500	3,000
101.510.7435 Professional Development & Meetings	3,793	4,479	3,500	3,500
101.510.7437 Staff Development	-	72	-	-
101.510.7438 Other Charges	-	-	-	-
101.510.7441 Special Community Services	-	-	-	-
101.510.7442 Insurance Claims Expense	-	-	-	-
101.510.7548 User Charges - Photocopy/Fax	-	-	-	-
101.510.7549 User Charges - Communications Pool	-	-	-	-
101.510.7550 User Charges - Motor Pool	-	-	-	-
101.510.7551 User Charges - IT Pool	38,083	38,083	33,990	33,990
101.510.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 123,935	\$ 122,303	\$ 100,790	\$ 100,790

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

**EXHIBIT C-1
 101.510**

Description	11/12 Adopted
<u>7424 OFFICE EXPENSE</u>	
Office Supplies - Printed Forms	\$ 1,300
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Citywide Employee Recognition	750
Civic Improvement Commission Project	250
Departmental Employee Recognition	200
Employees' Holiday Event/Annual Picnic Potluck	2,500
Special Supplies, Film Processing & Awards	300
	4,000
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Countywide 2-1-1 Initiative (United Way Silicon Valley)	2,000
Chamber of Commerce Information & Referral Contract	10,000
Social Service Grants: *	
Catholic Charities / Ombudsman Program	5,800
Center for Healthy Development	6,750
Family Health Foundation	6,750
Live Oak Adult Day Services	5,250
Outreach & Escort - Case Management Services	7,500
Saratoga Adult Care Center	4,000
The Health Trust / Meals on Wheels	6,950
	55,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues:	
California Association of Public Information Officers (CAPIO)	3,000
Campbell Chamber of Commerce	
Capital Inquiry	
International City Management Association (ICMA)	
National Notary Association	
Santa Clara County City Manager's Association	
States of California & Nevada Chapter of the National Association of Telecommunications Officers & Advisors (SCAN NATOA)	
	3,000
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	3,500
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	33,990
* As Approved by City Council on May 3, 2011.	
TOTAL	\$ 100,790



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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Participate in implementation of E-agenda
- Assist with code review regarding permits

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	100% of legal notification requirements for Council Meetings are met.	100%	100%	100%
2	90% of the Minutes, Resolutions and Ordinances will be scanned into document imaging within two weeks of City Council approval.	100%	75%	75%
3	90% of the Minutes of City Council Meetings will be accurately prepared for approval at the next regular Council Meeting.	100%	100%	100%
4	90% of the City Council meeting follow-up (correspondence, confirming documents, signatures, copy distribution, document filing) will be completed within two weeks of Council meeting date.	100%	100%	100%

*6 months only

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

EXHIBIT B
 101.511

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.511.7001 Personnel - Regular	\$ 220,346	\$ 203,498	\$ 171,496	\$ 178,042
101.511.7002 Personnel - Temporary	383	650	-	-
101.511.7003 Personnel - Overtime	47	132	-	-
101.511.7005 Personnel - POST	-	-	-	-
101.511.7103 Personnel - Holiday Pay	-	-	-	-
101.511.7104 Meal Allowance	-	-	-	-
101.511.7105 Uniform Allowance	-	-	-	-
101.511.7106 Retirement	24,834	21,686	18,712	25,766
101.511.7107 Dental Insurance	4,394	4,023	3,216	3,288
101.511.7108 Group Health Insurance	30,642	29,205	23,617	24,390
101.511.7109 Group Life Insurance	524	462	432	432
101.511.7110 Workers' Compensation Insurance	1,417	831	590	549
101.511.7111 Unemployment Insurance	-	-	-	-
101.511.7112 Group Disability Insurance	1,731	1,726	1,860	1,860
101.511.7113 Medicare	3,533	3,245	2,487	2,582
101.511.7114 Auto Allowance	1,920	1,920	960	960
101.511.7115 Cell Phone Allowance	-	374	360	360
101.511.7118 Other Benefit Pay	2,486	3,054	-	-
101.511.7119 Social Security	-	-	-	-
101.511.7122 Deferred Compensation Contribution	3,410	3,042	2,340	2,340
101.511.7126 PARS 457 Retirement	-	8	-	-
101.511.7121 Leave Balance Payout	-	-	-	-
101.511.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 295,667	\$ 273,856	\$ 226,070	\$ 240,569

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

EXHIBIT B-1
 101.511

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
City Clerk	1.00	1.00	1.00	1.00	\$ 112,596
Deputy City Clerk	1.00	1.00	1.00	1.00	65,446
Office Assistant *	0.90	0.90	-	-	-
* Moved to Program #535 in FY 11					
TOTAL	2.90	2.90	2.00	2.00	\$ 178,042

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.511**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.511.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.511.7421 Communications - Phones	382	(38)	-	-
101.511.7422 Advertising	16,567	18,186	16,700	16,000
101.511.7423 Clothing and Personal Expense	-	-	-	-
101.511.7424 Office Expense	34,734	27,468	43,500	43,500
101.511.7425 Minor Tools & Equipment	-	-	-	-
101.511.7427 Special Departmental Expense	543	476	900	900
101.511.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.511.7429 Maintenance & Operation of Equipment	6,359	5,530	7,000	6,000
101.511.7430 Professional & Specialized Services	5,053	5,583	8,000	8,000
101.511.7431 Promotional Expense	-	-	-	-
101.511.7432 Other Contractual Services	-	-	-	-
101.511.7433 Insurance and Surety Bonds	-	-	-	-
101.511.7434 Memberships, Dues, Books	544	928	1,015	1,015
101.511.7435 Professional Development & Meetings	1,241	1,740	2,500	3,000
101.511.7436 Election Expense	71,706	-	98,500	-
101.511.7437 Staff Development	-	-	-	-
101.511.7441 Special Community Services	-	-	-	-
101.511.7442 Insurance Claims Expense	-	-	-	-
101.511.7548 User Charges - Photocopy/Fax	-	-	-	-
101.511.7549 User Charges - Communications Pool	-	-	-	-
101.511.7550 User Charges - Motor Pool	-	-	200	200
101.511.7551 User Charges - IT Pool	27,202	27,202	10,458	10,458
101.511.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 164,331	\$ 87,075	\$ 188,773	\$ 89,073

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

EXHIBIT C-1
 101.511

Description	11/12 Adopted
<u>7422 ADVERTISING</u>	
Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc.	\$ 16,000
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	2,500
Postage for All Departments	41,000
	43,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Frames for City Council Proclamations/Resolutions	400
Minute, Ordinance & Resolution Books	200
Office Equipment	300
	900
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Mailing Machine (Year One of Five-Year Lease)	4,000
Supplies for Postage Machine	1,500
U.S. Audio (Sony Recorder Maintenance & Supplies)	500
	6,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Codification of Ordinances Amending Campbell Municipal Code	8,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	100
Dues	465
Notary Renewal	300
Subscriptions	150
	1,015
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	3,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Pool Vehicle Rental	200
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	10,458
TOTAL	\$ 89,073

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 – 2012

- Meet and confer with Campbell Police Officers Association (CPOA), and possibly the Campbell Municipal Employees Association (CMEA), Campbell Police Civilian Employees Association (CPCEA) and Carpenters
- Review employee recognition program
- Explore process improvements ideas/contest *

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Complete 90% of recruitments in 2.5 months or less (time measured from date filing opens to date Eligibility List is established).	100%	100%	100%
2	90% of recruitments begin within two (2) weeks of approval to fill the position.	100%	100%	100%
3	Provide 22,000 volunteer hours to City programs annually.	21,354	22,400	21,618
4	Employee inquiries regarding benefits and compensation are addressed within 3 working days 90% of the time	100%	100%	100%

* Projects suggested by Boards & Commissions or Council.

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

EXHIBIT B
 101.515

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.515.7001 Personnel - Regular	\$ 224,574	\$ 230,375	\$ 224,039	\$ 228,520
101.515.7002 Personnel - Temporary	625	1,705	-	-
101.515.7003 Personnel - Overtime	-	-	-	-
101.515.7005 Personnel - POST	-	-	-	-
101.515.7103 Personnel - Holiday Pay	-	-	-	-
101.515.7104 Meal Allowance	-	-	-	-
101.515.7105 Uniform Allowance	-	-	-	-
101.515.7106 Retirement	25,570	24,823	28,477	38,526
101.515.7107 Dental Insurance	4,545	4,648	4,406	4,603
101.515.7108 Group Health Insurance	26,759	29,016	29,860	30,693
101.515.7109 Group Life Insurance	542	553	672	672
101.515.7110 Workers' Compensation Insurance	1,755	1,159	771	705
101.515.7111 Unemployment Insurance	-	-	-	-
101.515.7112 Group Disability Insurance	1,877	1,860	2,009	2,009
101.515.7113 Medicare	3,546	3,674	3,249	3,314
101.515.7114 Auto Allowance	1,536	1,536	768	768
101.515.7115 Cell Phone Allowance	-	299	288	288
101.515.7118 Other Benefit Pay	4,165	1,007	-	-
101.515.7119 Social Security	-	-	-	-
101.515.7122 Deferred Compensation Contribution	3,102	3,078	2,977	2,977
101.515.7126 PARS 457 Retirement	8	22	-	-
101.515.7121 Leave Balance Payout			-	-
101.515.7130 Project Overhead Cost				
TOTAL	\$ 298,604	\$ 303,755	\$ 297,516	\$ 313,075

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

EXHIBIT C
 101.515

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.515.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.515.7421 Communications - Phones	547	(30)	-	-
101.515.7422 Advertising	1,104	947	500	500
101.515.7423 Clothing and Personal Expense	-	-	-	-
101.515.7424 Office Expense	1,428	662	750	750
101.515.7425 Minor Tools & Equipment	-	-	-	-
101.515.7427 Special Departmental Expense	3,239	2,040	5,400	4,500
101.515.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.515.7429 Maintenance & Operation of Equipment	-	-	-	-
101.515.7430 Professional & Specialized Services	91,974	78,382	69,650	79,650
101.515.7431 Promotional Expense	-	-	-	-
101.515.7432 Other Contractual Services	-	-	-	-
101.515.7433 Insurance and Surety Bonds	-	-	-	-
101.515.7434 Memberships, Dues, Books	1,747	1,615	750	750
101.515.7435 Professional Development & Meetings	4,471	4,351	3,500	3,500
101.515.7437 Staff Development	20,082	18,978	27,400	25,400
101.515.7438 Other Charges	-	-	-	-
101.515.7441 Special Community Services	4,865	5,025	5,000	5,000
101.515.7442 Insurance Claims Expense	26,612	21,599	25,000	25,000
101.515.7548 User Charges - Photocopy/Fax	-	-	-	-
101.515.7549 User Charges - Communications Pool	-	-	-	-
101.515.7550 User Charges - Motor Pool	-	100	100	100
101.515.7551 User Charges - IT Pool	10,881	10,881	8,715	8,715
101.515.7625 Retiree Health Rebate	72,859	93,220	125,000	135,000
101.515.7626 Retiree Health Prefunding (OPEB)	118,000	-	-	-
101.515.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 357,809	\$ 237,770	\$ 271,765	\$ 288,865

Description	11/12 Adopted
<u>7422 ADVERTISING</u>	\$ 500
<u>7424 OFFICE EXPENSE</u> Office Supplies & Forms	750
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u> City-wide Safety Supplies	300
Fingerprinting - All New Permanent Employees and Temporary Recreation Employees as Required by Law	2,500
Oral Board Expenses	1,000
Negotiations Lunches	400
Travel Reimbursement - Out of Area Job Candidates	300
	4,500
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u> Attorney Fees - Labor Relations	15,000
Bilingual Testing	300
Cal Opps	1,500
CalPERS Health Administration Fee - Employee Benefit Specialists (EBS)	4,500
CalPERS Retired Members Health - EBS	1,500
City-Wide Safety Program / Injury & Illness Prevention Program (IIPP) Contract	17,500
Employee Relations Service (Includes Dues & Special Projects)	8,850
Hearing Conservation Program	700
Hepatitis B Vaccinations	1,100
Pre-employment Physicals (Not Clerical/Administrative)	3,000
Psychological Services (Critical Incident Debriefing/Fitness for Duty Evaluation)	1,100
Public Agency Retirement Systems (PARS) - Alternative to Social Security	12,000
Section 125 Administration Fee - EBS	11,100
Test Rental and Administration Fees	1,500
	79,650
<u>7434 MEMBERSHIPS, DUES & BOOKS</u> Books, Dues & Subscriptions	750
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	3,500
SUB-TOTAL	\$ 89,650

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

EXHIBIT C-1
 101.515
 Page 2

Description	11/12 Adopted
<u>7437 STAFF DEVELOPMENT</u>	
Annual Management Group/Department Head Training	\$ 2,500
Central Tuition Reimbursement	10,000
Employee Relations Consortium	3,000
Healthy Lifestyle	1,500
Human Resources Training (Sexual Harassment - AB-1825)	2,400
Management Talent Exchange Program (MTEP) - Leadership Academy	2,000
Service & Retirement Awards Program	4,000
	25,400
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Volunteer Recognition	5,000
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
Payment of Unemployment Claims (Extended Payment of Claims) *	25,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Pool Vehicle Rental	100
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	8,715
<u>7625 RETIREE HEALTH REBATE</u>	
Upon retirement from the City of Campbell, employees who have completed at least seventeen years of service are eligible for health insurance reimbursement for self only up to \$325 per month	135,000
* Funded from Unemployment Reserve	
TOTAL	\$ 288,865

WORKERS' COMPENSATION TRUST FUND - (690)
City Manager - Workers' Compensation Self-Insurance Program (516)
Program Manager - Human Resources Manager

MISSION STATEMENT

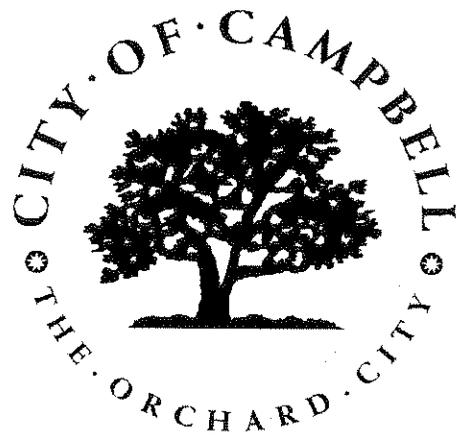
Effectively provide required Workers' Compensation coverage to City employees through a financially sound self-insured program.

ONGOING RESPONSIBILITIES

- Act as liaison with the City's Workers' Compensation contract administrative firm
- Serve as chairperson of the City's Safety/Risk Management Committee and manage City-wide Safety Contract
- Promote safe work practices and employee wellness
- Work with line departments to assure the effective and timely processing of employee injury reports
- Assure the prompt and effective delivery of services to injured or ill City employees
- Minimize the City's exposure to losses as a result of employee accidents or illnesses
- Provide employees information regarding Workers' Compensation reporting and give employees an opportunity to pre-designate a physician for work related injuries or illnesses
- Communicate Workers' Compensation Procedures to all employees

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	90% of claims are responded to within 5 working days.	100%	100%	100%
2	Number of recordable industrial injuries.	14	7	7
3	Percent of annual increase (decrease) in the number of recordable work related injuries.	16%	(50%)	(50%)



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

EXHIBIT A
 690.516

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 35,600	\$ 36,003	\$ 35,317	\$ 37,060
Supplies, Services & Capital Outlay (Exhibit C)	(159,170)	80,226	345,750	315,750
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	(123,570)	116,229	381,067	352,810
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ (123,570)	\$ 116,229	\$ 381,067	\$ 352,810

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Workers' Comp. Trust	690	5142	\$ 721,992	\$ 416,990	\$ 381,242	\$ 353,505
Workers' Comp. Ins. - Beg. Fund Bal.	690	6090	(845,562)	(300,761)	-	-
Insurance Claims Reimbursements	690	4962	-	-	-	-
TOTAL			(123,570)	\$ 116,229	\$ 381,242	\$ 353,505

REVENUES MONITORED BY THIS PROGRAM

Workers' Compensation:						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Charges to Operating Departments	690	5142	\$ 721,992	\$ 416,990	\$ 381,242	\$ 353,505
Insurance Claims Reimbursements	690	4962	-	-	-	-
TOTAL			\$ 721,992	\$ 416,990	\$ 381,242	\$ 353,505

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

EXHIBIT B
 690.516

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
690.516.7001 Personnel - Regular	\$ 27,741	\$ 28,687	\$ 28,296	\$ 28,862
690.516.7002 Personnel - Temporary	-	-	-	-
690.516.7003 Personnel - Overtime	-	-	-	-
690.516.7005 Personnel - POST	-	-	-	-
690.516.7103 Personnel - Holiday Pay	-	-	-	-
690.516.7104 Meal Allowance	-	-	-	-
690.516.7105 Uniform Allowance	-	-	-	-
690.516.7106 Retirement	3,187	3,099	3,087	4,177
690.516.7107 Dental Insurance	312	313	322	329
690.516.7108 Group Health Insurance	2,243	2,268	2,362	2,442
690.516.7109 Group Life Insurance	37	37	48	48
690.516.7110 Workers' Compensation Insurance	170	110	97	89
690.516.7111 Unemployment Insurance	-	-	-	-
690.516.7112 Group Disability Insurance	158	158	223	223
690.516.7113 Medicare	392	412	410	418
690.516.7114 Auto Allowance	384	384	192	192
690.516.7115 Cell Phone Allowance	-	75	72	72
690.516.7118 Other Benefit Pay	768	252	-	-
690.516.7119 Social Security	-	-	-	-
690.516.7122 Deferred Compensation Contribution	208	208	208	208
690.516.7126 PARS 457 Retirement	-	-	-	-
690.516.7121 Leave Balance Payout	-	-	-	-
690.516.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 35,600	\$ 36,003	\$ 35,317	\$ 37,060

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)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Human Resources Manager *	0.20	0.20	0.20	0.20	\$ 28,862
* Balance of Position in #515					
TOTAL	0.20	0.20	0.20	0.20	\$ 28,862

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 690.516

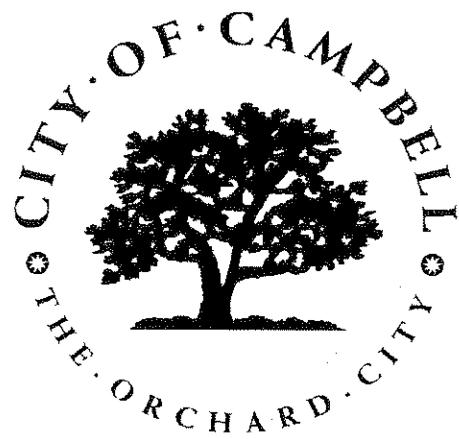
Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
690.516.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
690.516.7421 Communications - Phones	-	-	-	-
690.516.7422 Advertising	-	-	-	-
690.516.7423 Clothing and Personal Expense	-	-	-	-
690.516.7424 Office Expense	-	-	50	50
690.516.7425 Minor Tools & Equipment	-	-	-	-
690.516.7427 Special Departmental Expense	-	-	-	-
690.516.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
690.516.7429 Maintenance & Operation of Equipment	-	-	-	-
690.516.7430 Professional & Specialized Services	59,263	55,374	53,700	53,700
690.516.7431 Promotional Expense	-	-	-	-
690.516.7432 Other Contractual Services	-	-	-	-
690.516.7433 Insurance and Surety Bonds	44,736	38,816	42,000	42,000
690.516.7434 Memberships, Dues, Books	-	-	-	-
690.516.7435 Professional Development & Meetings	-	-	-	-
690.516.7437 Staff Development	-	-	-	-
690.516.7438 Other Charges	-	-	-	-
690.516.7441 Special Community Services	-	-	-	-
690.516.7442 Insurance Claims Expense	147,530	253,974	250,000	220,000
690.516.7548 User Charges - Photocopy/Fax	-	-	-	-
690.516.7549 User Charges - Communications Pool	-	-	-	-
690.516.7668 Change in Accrual W/C Losses	(410,699)	(267,938)	-	-
690.516.7669 Reimbursable W/C Claims Expense	-	-	-	-
690.516.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ (159,170)	\$ 80,226	\$ 345,750	\$ 315,750

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

EXHIBIT C-1
 690.516

Description	11/12 Adopted
<u>7424 OFFICE EXPENSE</u>	
Supplies, Forms, Etc.	\$ 50
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Actuarial Review	2,900
Department of Industrial Relations (DOIR) Self-Insurance Fee	8,800
Third-Party Administrator Fees (Tri-Star)	42,000
	53,700
<u>7433 INSURANCE & SURETY BONDS</u>	
Excess Workers' Compensation Insurance over \$1,000,000 Self-Insured Retention (SIR)	42,000
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
Disability Payments to Employees, Medical Fees, Legal Fees, Etc.	220,000
<u>7668 CHANGE IN ACCRUAL</u>	
Workers' Compensation Losses *	-
TOTAL	\$ 315,750

* Funded with One-Time Revenue - Beginning Fund Balance

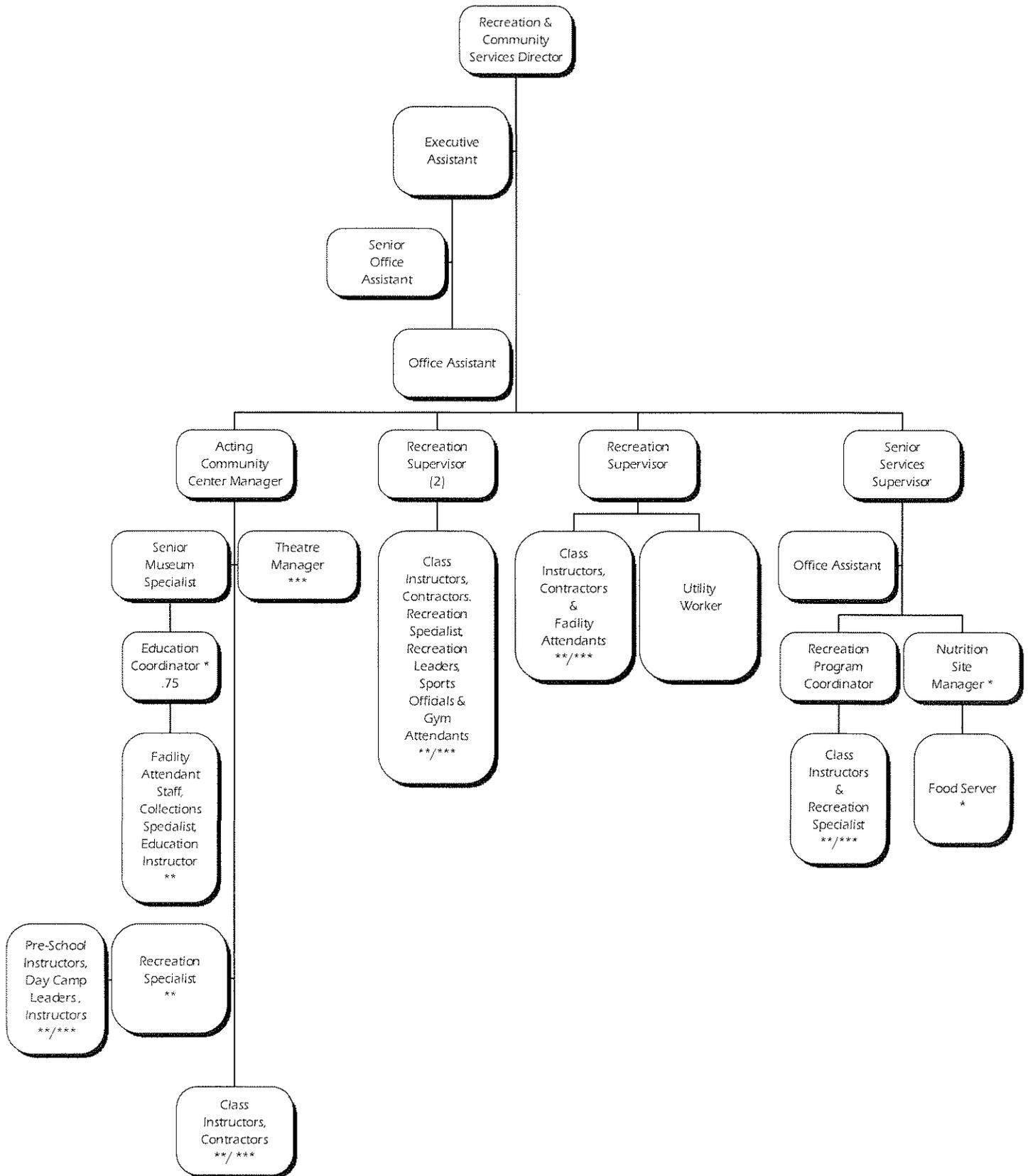


Recreation &

Community Services



Recreation and Community Services Department 2011 - 2012



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

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Building Maintenance Lead Worker	1.00	-	-	-
Facilities Maintenance Manager	1.00	-	-	-
Building Maintenance Worker	2.00	-	-	-
Community Center Coordinator	-	-	-	-
Community Center Manager	1.00	1.00	-	-
Executive Assistant	1.00	1.00	1.00	1.00
Food Server	0.50	0.50	0.50	0.50
Historic Resources Supervisor	-	-	-	-
Museum Education Coordinator	1.00	1.00	0.75	0.75
Museum Specialist	1.00	1.00	1.00	1.00
Nutrition Site Manager	0.50	0.50	0.50	0.50
Office Assistant	3.25	2.00	2.00	2.00
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00	1.00
Recreation Program Supervisor	4.00	4.00	3.00	3.00
Recreation Services Manager	-	-	1.00	1.00
Senior Office Assistant	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00
Utility Worker	1.00	-	1.00	1.00
Total Budgeted Positions	21.25	15.00	14.75	14.75

Temporary Positions

Aquatic Instructor / Lifeguard	4.39	4.65	1.75	1.61
Bldg. Attendants - Building Attendants - Wknight	1.40	1.40	1.39	1.39
Bldg. Attendants - Building Attendants - Wkend	1.60	1.60	1.49	1.49
Bldg. Attendants - Concert Series	0.07	0.07	-	-
Bldg. Attendants - Musuem Support	0.02	0.02	0.02	0.02
Bldg. Attendants - Enhanced Skate Park Supvr.	-	-	-	-
Bldg. Attendants - Special Events	0.05	0.05	-	-
Class Instructors	5.36	5.41	4.22	4.22
Clerical Relief	0.34	0.29	0.14	0.14
Collections Specialist	-	0.31	0.23	0.23
Day Camp Recreation Leaders	5.38	5.38	5.99	6.74
Day Camp Recreation Specialist	-	0.17	0.19	0.19
Day Camp Senior Recreation Specialist	0.62	0.56	0.25	0.25
Drama Camp Instructor	0.04	-	-	-
Education Specialist	-	-	-	-
Facility Attendance Staff	0.56	0.56	0.51	0.51
Facility Attendants / Scorers	1.47	1.49	2.34	1.51

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Temporary Positions</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Fitness Program Staff	3.41	4.13	5.39	5.26
Food Server - Relief	0.02	0.02	0.02	0.02
Lifeguard/Instructor	0.12	0.12	0.11	0.11
Maintenance Staff Vacation Relief	0.15	0.04	-	-
Museum Aide	-	-	-	-
Museum Education Instructor	-	-	0.13	0.13
Park/Field Attendant	0.67	0.50	-	-
Pre-School Aides	1.54	1.54	2.03	2.03
Pre-School Instructors	1.88	1.94	2.30	2.30
Recreation Coordinator	-	-	-	-
Parks & Recreation Commission Assistant	0.02	-	-	-
Recreation Intern	-	-	-	0.13
Recreation Specialist	0.23	0.23	0.84	0.84
Site Manager - Relief	0.03	0.03	0.03	0.03
Skate Park Attendant	0.92	0.92	0.91	0.91
Special Event Leaders	0.16	0.09	-	-
Special Event Specialist/Instructor	0.10	0.19	-	-
Sports League Officials	1.33	1.15	1.03	0.99
Sports Specialist	0.38	0.38	-	-
Summer Concert Event Staff	-	-	0.09	0.13
Swim Team Coaches	-	-	3.04	3.11
Weekend Work Furlough Supervisor	0.19	-	-	-
Total Temporary Positions	32.45	33.24	34.44	34.29
Total Staffing	53.70	48.24	49.19	49.04

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Expenditure Summary

Description	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Adopted 2011-2012
Employee Services	\$ 3,244,086	\$ 3,254,922	\$ 2,812,793	\$ 2,856,155
Supplies & Other Services & Capital Outlay	2,843,573	2,785,543	1,909,631	1,843,375
Debt Service	-	-	-	-
Total Before Transfers	6,087,659	6,040,465	4,722,424	4,699,530
Transfers-Out	-	-	-	-
Appropriation Total	6,087,659	6,040,465	4,722,424	4,699,530
Less Transfers-In	52,680	64,980	52,480	53,680
Net Cost	<u>\$ 6,034,979</u>	<u>\$ 5,975,485</u>	<u>\$ 4,669,944</u>	<u>\$ 4,645,850</u>

Revenue Summary

Total Revenue Monitored by Department	<u>\$ 4,941,326</u>	<u>\$ 4,797,181</u>	<u>\$ 5,213,842</u>	<u>\$ 5,113,901</u>
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GENERAL FUND - (101)
Recreation & Community Services - Administrative Services Program (524)
Program Manager - Recreation & Community Services Director

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Provide direction to staff to produce high quality, cost effective recreation, senior citizen and cultural services for the citizens of Campbell
- Maintain cooperative relationships with the Campbell Union School District and the Campbell Union High School District to coordinate programs and issues concerning Campbell residents
- Set revenue and expenditure targets with staff
- Monitor departmental performance relating to financial and productivity measures
- Assist in the development of program work plans and monitor progress
- Serve as staff to the Parks and Recreation Commission
- Complete the departmental budget preparation process for fiscal year 2011-2012
- 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 2012
- Facilitate ongoing emergency preparedness training for staff

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Enhance and promote opportunities for volunteer support (including community service as well as internships)
- Maintain and increase opportunities for staff engagement, development and recognition
- Improve productivity and effectiveness of Departmental programs with an emphasis on evaluating customer satisfaction and increasing program participation rates
- Work with Parks and Recreation Commission, as well as Museum and Theatre Boards, to develop strategies to advance Departmental goals and enhance visibility of programs
- Pursue opportunities for additional partnerships with outside stakeholders such as schools, business groups and neighborhood associations
- Work with the HR Department to promote wellness programs and activities for City employees

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Percent actual to budgeted revenue for overall department.	100.4%	95%	100%
2	Percent actual to budgeted expenditures for overall department.	94%	94%	97%

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

EXHIBIT A
 101.524

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 278,376	\$ 280,985	\$ 248,345	\$ 224,813
Supplies, Services & Capital Outlay (Exhibit C)	72,441	72,626	69,560	70,560
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	350,817	353,611	317,905	295,373
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 350,817	\$ 353,611	\$ 317,905	\$ 295,373

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 350,817	\$ 353,611	\$ 317,905	\$ 295,373
TOTAL			\$ 350,817	\$ 353,611	\$ 317,905	\$ 295,373

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Donations - Youth Scholarships	101	4821	\$ 3,142	\$ (133)	\$ -	\$ -
TOTAL			\$ 3,142	\$ (133)	\$ -	\$ -

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

EXHIBIT B
 101.524

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.524.7001 Personnel - Regular	\$ 211,913	\$ 206,839	\$ 170,230	\$ 166,568
101.524.7002 Personnel - Temporary	9,159	10,016	3,000	7,000
101.524.7003 Personnel - Overtime	-	-	-	-
101.524.7005 Personnel - POST	-	-	-	-
101.524.7103 Personnel - Holiday Pay	-	-	-	-
101.524.7104 Meal Allowance	-	-	-	-
101.524.7105 Uniform Allowance	-	-	-	-
101.524.7106 Retirement	21,727	22,573	18,574	24,106
101.524.7107 Dental Insurance	3,055	3,454	2,251	2,302
101.524.7108 Group Health Insurance	21,629	25,454	16,532	17,082
101.524.7109 Group Life Insurance	348	411	317	317
101.524.7110 Workers' Compensation Insurance	1,389	865	596	536
101.524.7111 Unemployment Insurance	-	-	-	-
101.524.7112 Group Disability Insurance	1,255	1,487	1,414	1,414
101.524.7113 Medicare	1,132	1,183	2,512	2,517
101.524.7114 Auto Allowance	2,160	2,474	1,320	1,320
101.524.7115 Cell Phone Allowance	-	-	-	-
101.524.7118 Other Benefit Pay	2,115	3,522	-	-
101.524.7119 Social Security	-	-	-	-
101.524.7121 Leave Balance Payout			30,000	-
101.524.7122 Deferred Compensation Contribution	2,436	2,625	1,560	1,560
101.524.7126 PARS 457 Retirement	58	82	39	91
101.524.7130 Project Overhead Cost				
TOTAL	\$ 278,376	\$ 280,985	\$ 248,345	\$ 224,813

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

**EXHIBIT C
101.524**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.524.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.524.7421 Communications - Phones	841	897	960	960
101.524.7422 Advertising	-	-	-	-
101.524.7423 Clothing and Personal Expense	-	-	-	-
101.524.7424 Office Expense	6,983	4,236	7,000	7,000
101.524.7425 Minor Tools & Equipment	-	-	-	-
101.524.7427 Special Departmental Expense	35,506	33,030	35,170	36,170
101.524.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.524.7429 Maintenance & Operation of Equipment	-	-	-	-
101.524.7430 Professional & Specialized Services	208	10,710	1,200	1,200
101.524.7431 Promotional Expense	-	-	-	1,000
101.524.7432 Other Contractual Services	-	-	-	-
101.524.7433 Insurance and Surety Bonds	-	-	-	-
101.524.7434 Memberships, Dues, Books	484	513	800	800
101.524.7435 Professional Development & Meetings	6,545	1,478	7,000	6,000
101.524.7437 Staff Development	102	-	-	-
101.524.7438 Other Charges	-	-	-	-
101.524.7441 Special Community Services	-	-	-	-
101.524.7442 Insurance Claims Expense	-	-	-	-
101.524.7548 User Charges - Photocopy/Fax	-	-	-	-
101.524.7549 User Charges - Communications Pool	-	-	-	-
101.524.7550 User Charges - Motor Pool	10	-	-	-
101.524.7551 User Charges - IT Pool	21,762	21,762	17,430	17,430
101.524.7621 Youth Scholarship Program	-	-	-	-
101.524.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 72,441	\$ 72,626	\$ 69,560	\$ 70,560

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

EXHIBIT C-1
 101.524

Description	11/12 Adopted
<u>7421 COMMUNICATIONS</u>	
E-Mail Newsletter Fees	\$ 360
FAX Line	600
	960
<u>7424 OFFICE EXPENSE</u>	
Office Supplies & Printing Expenses	7,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
American Society of Composers, Authors & Performers (ASCAP) BMI Licensing Fee	620
Department Meetings	300
Departmental Employee Recognition	450
Lettering Machine Supplies	300
Motion Picture License	500
Recreation Activities Brochure (3 Per Year)	33,000
Special Event Supplies (Day of Play, Neighborhood Outreach)	1,000
	36,170
<u>7430 PROFESSIONAL & SPECIAL SERVICES</u>	
Hepatitis B Vaccines (Lifeguards/Building Attendants)	200
TB Testing - Lifeguards, Day Camp Leaders, Instructors, Etc.	1,000
	1,200
<u>7431 PROMOTIONAL EXPENSE</u>	
Marketing Materials (1 year)	1,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	100
Dues (Includes Parks & Recreation Commission)	500
Subscriptions	200
	800
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
	6,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	17,430
TOTAL	\$ 70,560

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Operate the Campbell Lunch Program for older adults
- Share funding of program costs with Santa Clara County
- Provide administration for the program with Santa Clara County
- Coordinate services provided by the caterer, vendors and social service agencies
- Provide health and welfare counseling, and assistance with information and referral
- Coordinate VTA ParaTransit services with Outreach, Inc. for those individuals who cannot access the Nutrition Program by using public or private transportation
- Coordinate monthly volunteer opportunities for approximately 10 volunteers
- Provide on-going training to staff and volunteers on health and safety standards for food handling and operations
- Provide on-going training for staff and volunteers in Universal Precautions and emergency procedures
- Seek donations from individuals and service groups
- Maintain attendance levels consistent with the City and County budget support

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Total number of meals served as a percent of meals budgeted.	97%	93%	90.5%
2	Average number of meals served per day as percent of meals budgeted.	44 105%	39 93%	38 90%

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

EXHIBIT A
 101.525

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 59,788	\$ 99,475	\$ 99,201	\$ 100,633
Supplies, Services & Capital Outlay (Exhibit C)	56,943	56,000	62,577	62,577
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	116,731	155,475	161,778	163,210
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 116,731	\$ 155,475	\$ 161,778	\$ 163,210

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenue	101	Misc.	\$ 57,150	\$ 99,422	\$ 103,925	\$ 106,315
Program Revenue	101	Misc.	59,581	56,053	57,853	56,895
TOTAL			\$ 116,731	\$ 155,475	\$ 161,778	\$ 163,210

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
County's Share of Nutrition Program	101	4561	\$ 47,076	\$ 28,698	\$ 23,875	\$ 23,147
County's Share of Room Usage	101	4561	-	-	4,823	4,593
County's Share of Personnel Costs	101	4561	-	17,155	17,155	17,155
Meal Donations	101	4816	12,505	10,200	12,000	12,000
TOTAL			\$ 59,581	\$ 56,053	\$ 57,853	\$ 56,895

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

EXHIBIT B
 101.525

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.525.7001 Personnel - Regular	\$ 33,198	\$ 58,791	\$ 58,791	\$ 59,967
101.525.7002 Personnel - Temporary	3,945	1,150	1,150	1,150
101.525.7003 Personnel - Overtime	-	-	-	-
101.525.7005 Personnel - POST	-	-	-	-
101.525.7103 Personnel - Holiday Pay	-	-	-	-
101.525.7104 Meal Allowance	-	-	-	-
101.525.7105 Uniform Allowance	-	75	75	75
101.525.7106 Retirement	3,602	9,977	13,233	13,498
101.525.7107 Dental Insurance	2,944	3,779	3,863	3,863
101.525.7108 Group Health Insurance	11,097	15,941	16,493	16,443
101.525.7109 Group Life Insurance	350	451	451	451
101.525.7110 Workers Compensation Insurance	744	1,668	1,502	1,526
101.525.7111 Unemployment Insurance	-	-	-	-
101.525.7112 Group Disability Insurance	353	1,004	1,004	1,004
101.525.7113 Medicare	543	869	869	886
101.525.7114 Auto Allowance	-	-	-	-
101.525.7115 Cell Phone Allowance	-	-	-	-
101.525.7118 Other Benefit Pay	381	-	-	-
101.525.7119 Social Security	-	-	-	-
101.525.7121 Leave Balance Payout	1,332	4,000	-	-
101.525.7122 Deferred Compensation Contribution	1,248	1,755	1,755	1,755
101.525.7126 PARS 457 Retirement	51	15	15	15
101.525.7130 Project Overhead Cost				
TOTAL	\$ 59,788	\$ 99,475	\$ 99,201	\$ 100,633

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

EXHIBIT C
 101.525

Description	09/10 Actual	10/11 Adopted	11/12 Requested	11/12 Adopted
101.525.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.525.7421 Communications - Phones	-	-	-	-
101.525.7422 Advertising	-	-	-	-
101.525.7423 Clothing and Personal Expense	-	-	-	-
101.525.7424 Office Expense	-	-	-	-
101.525.7425 Minor Tools & Equipment	-	-	-	-
101.525.7427 Special Departmental Expense	7,597	5,872	10,695	10,695
101.525.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.525.7429 Maintenance & Operation of Equipment	-	-	-	-
101.525.7430 Professional & Specialized Services	-	-	-	-
101.525.7431 Promotional Expense	-	-	-	-
101.525.7432 Other Contractual Services	49,346	50,128	51,882	51,882
101.525.7433 Insurance and Surety Bonds	-	-	-	-
101.525.7434 Memberships, Dues, Books	-	-	-	-
101.525.7435 Professional Development & Meetings	-	-	-	-
101.525.7437 Staff Development	-	-	-	-
101.525.7438 Other Charges	-	-	-	-
101.525.7441 Special Community Services	-	-	-	-
101.525.7442 Insurance Claims Expense	-	-	-	-
101.525.7548 User Charges - Photocopy/Fax	-	-	-	-
101.525.7549 User Charges - Communications Pool	-	-	-	-
101.525.7550 User Charges - Motor Pool	-	-	-	-
101.525.7883 Improvements Other than Buildings	-	-	-	-
101.525.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 56,943	\$ 56,000	\$ 62,577	\$ 62,577

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

EXHIBIT C-1
 101.525

Description	11/12 Adopted
7427 SPECIAL DEPARTMENTAL EXPENSE	
Operations Costs (Serving Dishes/Flatware; Paper Products; Laundry Srvc, Office Supplies)	\$ 2,722
Plastic ware	3,000
Pre-Packaged Meals	150
Room Usage Fee *	4,823
	10,695
7432 OTHER CONTRACTUAL SERVICES	
Food Costs (10,416 Meals @ \$4.405 Each)	45,882
Payment to Santa Clara County:	
1/2 of Daily Contributions for FY 11/12	6,000
	51,882
TOTAL	\$ 62,577

* Rental Value of City's Room M-50

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

MISSION STATEMENT

Provide programs and services that will maintain the fitness, independence and dignity of adults 50+, to enhance the quality of their lives and encourage their involvement within the community.

ONGOING RESPONSIBILITIES

- Operate the Campbell Adult Center
- Maintain a diverse program to target the needs of the “younger” senior adult
- Develop and provide leisure, cultural, wellness and educational programs
- Publish a bi-monthly newsletter to advertise Adult Center programs and services
- Serve as the primary community resource for information and referral for Senior Adult Services
- Supervise the Nutrition Program, and coordinate with Santa Clara County
- Serve as Adult Services Division representative to the Civic Improvement Commission
- Monitor senior oriented programs/services provided by Social Service sub-grant recipients
- Maintain existing and develop new partnerships with community-based organizations to enhance programs and services to senior adults
- Facilitate monthly volunteer opportunities for approximately 50 volunteers
- Provide supervision for delivery of Case Management Services
- Continue marketing efforts to sustain participation levels
- Produce camera-ready Senior Adult pages for Recreation Activities brochure
- Facilitate training for staff in CPR, Universal Precautions and Emergency Procedures
- Provide consistent, exceptional customer service in all program offerings
- Generate revenue from classes to achieve 125% cost recovery factor to help support non-fee based programs and services

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011-2012

- Increase membership/participation rate of adults age 50 and over, with an emphasis on increasing the participation of adults in the 50-65 age group
- Improve cost recovery of trips and classes by exploring new partnerships with neighboring agencies to provide additional 50+ classes
- Conduct an analysis on the various opportunities for integrating Adult and General Recreation Services to improve customer service and reduce costs
- Develop strategies to increase the utilization of on-line services by older adults

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Attain 90% or better of desired membership base of 1,200.	92%	86%	85%
2	Number of classes offered.	206	226	268
3	Attain 80% or better enrollment in all classes. *	80%	80%	84%
4	Percent of resident enrollees in classes is 50% or greater.	40%	46%	42%
5	Ratio of gross revenues to division direct expenses is 40% or greater.	42%	45%	57%
6	1% of overall division budget is funded by donations & other external sources.	1%	1.7%	1.0%

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

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

EXHIBIT A
 101.526

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 353,682	\$ 369,867	\$ 400,114	\$ 411,602
Supplies, Services & Capital Outlay (Exhibit C)	120,168	115,845	118,441	95,168
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	473,850	485,712	518,555	506,770
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 473,850	\$ 485,712	\$ 518,555	\$ 506,770

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 271,726	\$ 260,342	\$ 230,124	\$ 208,807
Senior Trust - Transfers In	797	9899	5,680	5,480	5,480	5,480
Program Revenues	101	*	196,444	219,890	282,951	292,483
* Account #4612, #4625, and #4626						
TOTAL			\$ 473,850	\$ 485,712	\$ 518,555	\$ 506,770

REVENUES MONITORED BY THIS PROGRAM

Classes	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Classes	101	4612	\$ 196,444	\$ 114,548	\$ 154,306	\$ 180,273
Fund Raiser	101	4625	-	3,092	3,075	3,500
Program Fees	101	4626	-	102,250	125,570	108,710
Senior Trust	101	6899	5,680	5,480	5,480	5,480
TOTAL			\$ 202,124	\$ 225,370	\$ 288,431	\$ 297,963

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

EXHIBIT B
 101.526

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.526.7001 Personnel - Regular	\$ 211,915	\$ 212,373	\$ 200,672	\$ 204,685
101.526.7002 Personnel - Temporary	67,856	82,175	106,360	120,605
101.526.7003 Personnel - Overtime	-	-	-	-
101.526.7005 Personnel - POST	-	-	-	-
101.526.7103 Personnel - Holiday Pay	-	-	-	-
101.526.7104 Meal Allowance	-	-	-	-
101.526.7105 Uniform Allowance	-	-	75	75
101.526.7106 Retirement	23,576	22,963	21,895	29,622
101.526.7107 Dental Insurance	4,678	4,691	4,744	4,850
101.526.7108 Group Health Insurance	33,349	34,164	34,834	35,931
101.526.7109 Group Life Insurance	558	558	566	566
101.526.7110 Workers' Compensation Insurance	3,311	2,213	3,103	2,953
101.526.7111 Unemployment Insurance	-	-	-	-
101.526.7112 Group Disability Insurance	1,782	1,782	2,195	2,195
101.526.7113 Medicare	1,875	2,098	4,452	4,717
101.526.7114 Auto Allowance	-	-	-	-
101.526.7115 Cell Phone Allowance	-	-	-	-
101.526.7118 Other Benefit Pay	-	1,708	-	-
101.526.7119 Social Security	-	-	-	-
101.526.7121 Leave Balance Payout	-	174	16,000	-
101.526.7122 Deferred Compensation Contribution	3,900	3,900	3,835	3,835
101.526.7126 PARS 457 Retirement	882	1,068	1,383	1,568
101.526.7130 Project Overhead Cost				
TOTAL	\$ 353,682	\$ 369,867	\$ 400,114	\$ 411,602

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)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Senior Services Supervisor *	1.00	1.00	0.80	0.80	\$ 70,439
Recreation Program Coordinator	1.00	1.00	1.00	1.00	68,827
Office Assistant	1.00	1.00	1.00	1.00	56,362
Utility Worker **	-	-	0.15	0.15	9,057
* Balance in Program 525 Beginning in FY 11					
** Balance in Programs 525, 531 & 532 in FY 11					
TOTAL	3.00	3.00	2.95	2.95	\$ 204,685

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Lifeguard/Instructor	0.12	0.12	0.11	0.11	\$ 2,760
Class Instructors	1.16	1.16	1.58	1.58	108,445
Clerical Relief	0.06	0.06	0.07	0.07	2,400
Recreation Specialist (Trips)	0.23	0.23	0.24	0.24	7,000
TOTAL	1.57	1.57	2.00	2.00	\$ 120,605

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

**EXHIBIT C
101.526**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.526.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.526.7421 Communications - Phones	-	-	-	-
101.526.7422 Advertising	-	-	-	-
101.526.7423 Clothing and Personal Expense	-	-	-	-
101.526.7424 Office Expense	7,905	9,167	8,286	8,036
101.526.7425 Minor Tools & Equipment	-	-	-	-
101.526.7427 Special Departmental Expense	15,558	5,451	6,690	6,490
101.526.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.526.7429 Maintenance & Operations of Equipment	90	185	300	300
101.526.7430 Professional & Specialized Services	-	-	-	-
101.526.7431 Promotional Expense	-	-	-	-
101.526.7432 Other Contractual Services	6,894	7,500	7,500	9,012
101.526.7433 Insurance and Surety Bonds	-	-	-	-
101.526.7434 Memberships, Dues, Books	690	320	160	185
101.526.7435 Professional Development & Meetings	-	-	-	-
101.526.7437 Staff Development	-	195	-	-
101.526.7438 Other Charges	1,995	1,565	1,900	1,900
101.526.7441 Special Community Services	54,394	58,820	67,410	43,050
101.526.7442 Insurance Claims Expense	-	-	-	-
101.526.7548 User Charges - Photocopy/Fax	-	-	-	-
101.526.7549 User Charges - Communications Pool	-	-	-	-
101.526.7550 User Charges - Motor Pool	-	-	50	50
101.526.7551 User Charges - IT Pool	32,642	32,642	26,145	26,145
101.526.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 120,168	\$ 115,845	\$ 118,441	\$ 95,168

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

EXHIBIT C-1
 101.526

Description	11/12 Adopted
<u>7424 OFFICE EXPENSE</u>	
Newsletter Mailing & Permit	\$ 890
Office Supplies	200
Printing of Monthly Newsletter	6,946
	8,036
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Flash Passes	3,600
Information & Referral Books (Trust Fund)	500
Recreation Program Supplies	2,390
	6,490
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Piano Tuning, TV, VCR, Pool Table Repair, Keyboard, Etc. (Trust Fund)	300
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Case Management Augmentation	7,500
Social Dance for Exercise (NEW Contract Class - Revenue Offset)	1,512
	9,012
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues - Supervisor & Coordinator	185
<u>7438 OTHER CHARGES</u>	
Credit Card Fees - Mastercard & VISA	1,900
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Program Expenses for Special Events/Fund Raisers	1,250
Program Expenses for Trips	41,800
	43,050
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Pool Vehicles	50
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	26,145
TOTAL	\$ 95,168

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

MISSION STATEMENT

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

ON-GOING RESPONSIBILITIES

- Promote and facilitate public use of the Community Center
- Provide efficient and courteous service to all customers
- Maximize lease and rental revenues to support operating expenses and increase the contribution to the General Fund to offset program overhead costs
- Conduct annual surveys of comparable rental facilities and recommend modifications to the fee schedule accordingly to maintain fees at the mid-range of like facilities
- Manage property and tenant needs at the Community Center (with support from RDA)
- Negotiate tenant leases and rental rates to achieve a minimum of a 3% increase in revenue over the previous year (RDA)
- Identify Capital Improvement and building maintenance projects at the Community Center
- Provide facility needs support to Recreation and Adult Services division programs
- Supervise youth basketball, tennis and sports camps programs
- Staff, program and supervise the Skate Park
- Oversee the application review and planning process for community sponsored special events held on public property
- Schedule, monitor and supervise public use of City park facilities and the Creek Trail
- Coordinate emergency preparedness issues and readiness for the department
- Manage the City's vending machine contract

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Work with Community Development & Public Works to ensure efficient and maximum utilization of Community Center space
- Develop & implement a marketing plan to promote utilization of facility rental space under the purview of R & C S
- Develop strategies to improve financial sustainability of skate park operations
- Lead the development of sponsorship programs for the Department

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	80% of available short-term rental space is scheduled.	56%	52%	44%
2	Tenant lease rates are 90% or better of market rates for comparable office space in the Campbell/West Valley area..	135%	129%	118%
3	90 % of available square footage of identified lease space is leased.	95%	96%	99%
4	50% of available athletic field time is reserved.	48%	51%	55%

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

**EXHIBIT B
101.527**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.527.7001 Personnel - Regular	\$ 219,314	\$ 156,556	\$ 174,262	\$ 177,747
101.527.7002 Personnel - Temporary	115,453	111,688	118,480	117,304
101.527.7003 Personnel - Overtime	90	104	1,000	1,000
101.527.7005 Personnel - POST	-	-	-	-
101.527.7103 Personnel - Holiday Pay	-	-	-	-
101.527.7104 Meal Allowance	-	-	-	-
101.527.7105 Uniform Allowance	-	-	300	300
101.527.7106 Retirement	24,583	16,932	19,014	25,724
101.527.7107 Dental Insurance	4,368	3,193	4,020	4,110
101.527.7108 Group Health Insurance	30,415	23,451	29,521	30,450
101.527.7109 Group Life Insurance	505	380	480	480
101.527.7110 Workers' Compensation Insurance	6,800	3,532	5,384	4,913
101.527.7111 Unemployment Insurance	-	-	-	-
101.527.7112 Group Disability Insurance	1,615	1,221	1,860	1,860
101.527.7113 Medicare	4,392	4,077	4,259	4,293
101.527.7114 Auto Allowance	797	74	-	-
101.527.7115 Cell Phone Allowance	-	-	-	-
101.527.7118 Other Benefit Pay	1,323	1,420	-	-
101.527.7119 Social Security	-	-	-	-
101.527.7121 Leave Balance Payout		2,450	-	-
101.527.7122 Deferred Compensation Contribution	3,445	2,665	3,250	3,250
101.527.7126 PARS 457 Retirement	1,499	1,452	1,540	1,525
101.527.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 414,599	\$ 329,195	\$ 363,370	\$ 372,956

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

EXHIBIT B-1
 101.527

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Community Center Manager *	0.60	0.60	-	-	\$ -
Community Center Supervisor **	0.90	0.90	0.90	0.90	79,244
Senior Office Assistant	1.00	1.00	1.00	1.00	62,274
Utility Worker ***	-	-	0.60	0.60	36,229
* Position Eliminated FY 11 ** Balance of Position in Program 531 *** Transferred from Program 530 in FY 11 Balance in Programs 525, 526, 531 & 532					
TOTAL	2.50	2.50	2.50	2.50	\$ 177,747

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Support Staff	0.25	0.25	0.25	0.25	\$ 9,400
Building Attendants	3.00	3.00	2.88	2.88	80,184
Skate Park Attendants	0.92	0.92	0.91	0.91	17,616
Park/Field Attendant	0.67	0.50	-	-	-
Class Instructor (Skate Park)	0.25	0.25	0.27	0.27	10,104
Building Attendant (Special Event Support)	0.05	0.05	-	-	-
TOTAL	5.14	4.97	4.31	4.31	\$ 117,304

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

EXHIBIT C
 101.527

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.527.7420 Utilities - Electricity/Gas	\$ 366,660	\$ 295,606	\$ 297,240	\$ 309,000
101.527.7421 Communications - Phones	1,228	725	325	300
101.527.7422 Advertising	1,195	-	-	-
101.527.7423 Clothing and Personal Expense	411	526	500	500
101.527.7424 Office Expense	-	-	-	-
101.527.7425 Minor Tools & Equipment	7,546	3,013	7,400	10,000
101.527.7427 Special Departmental Expense	6,191	2,569	3,450	3,050
101.527.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.527.7429 Maintenance & Operation of Equipment	1,094	127	1,450	1,450
101.527.7430 Professional & Specialized Services	-	-	-	-
101.527.7431 Promotional Expense	-	-	5,000	4,000
101.527.7432 Other Contractual Services	-	-	-	-
101.527.7433 Insurance and Surety Bonds	-	-	-	-
101.527.7434 Memberships, Dues, Books	155	160	175	175
101.527.7435 Professional Development & Training	-	-	-	-
101.527.7437 Staff Development	-	-	-	-
101.527.7438 Other Charges	16,629	5,218	4,300	4,300
101.527.7441 Special Community Services	44	-	-	-
101.527.7548 User Charges - Photocopy/Fax	-	-	-	-
101.527.7549 User Charges - Communications Pool	-	-	-	-
101.527.7550 User Charges - Motor Pool	-	-	-	-
101.527.7551 User Charges - IT Pool	16,321	16,321	17,430	17,430
101.527.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 417,474	\$ 324,265	\$ 337,270	\$ 350,205

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

**EXHIBIT C-1
 101.527**

Description	11/12 Adopted
<u>7420 UTILITIES</u>	
PG&E (Community Center) *	\$ 234,000
Sewer (Community Center)	12,000
Water (Community Center)	63,000
	309,000
<u>7421 COMMUNICATIONS</u>	
Cell Phones for Field Attendants & Building Attendants	300
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Shirts & Sweatshirts for Part-Time Staff	500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
A E Defibrillator for Room Q80 **	1,200
Meeting Room Equipment (Portable Whiteboard, Mic Cords, Surge Protectors, Ext. Cords, etc.)	1,200
Replacement Signs (New Tenants, Vandalism Replacement)	5,000
Rolling Mirrors for OCBH (NEW - One Time)	2,600
	10,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Meeting Supplies	150
Miscellaneous Batteries, Flashlights, Emergency Preparedness, Etc.	500
Miscellaneous OCBH equipment	600
Safety, First Aid, Personal Protective Equipment (PPE)	1,800
	3,050
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Repairs to Microphones, TV's, PA's, AV Equipment, Piano Tuning, etc.	250
Skate Park Equipment Parts for Repairs, Replacement & Services, Etc.	1,200
	1,450
<u>7431 PROMOTIONAL EXPENSE</u>	
CCC "Day of Play"	2,000
OCBH /CCC Updated Marketing Materials (design & printing)	2,000
	4,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
California Park & Recreation Society (CPRS)	175
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	4,300
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	17,430
* Portion attributable to Heritage Theatre - Transferred to Program #529	
** Funded by ABAG Grant	
TOTAL	\$ 350,205

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Collect, preserve, document, protect, exhibit and interpret objects of cultural and historical significance to the Campbell area
- Maintain the collection to American Association of Museums standards, as is practical
- Develop, provide and promote educational programs and services for school aged children
- Secure supplemental funding sources to support museum programs
- Supervise and provide guidance and direction to museum staff and volunteers
- Manage and maintain the exhibit space in the Historical (firehouse) Museum and Ainsley House and change exhibits in each at least once annually
- Promote individual and group visits to both the Ainsley House and Historical (firehouse) Museum
- Recruit and train docents on an annual basis
- Support and facilitate the Museum Foundation in their fundraising efforts to support the Museum collections, programs and facilities
- Provide bi-monthly reports to the Civic Improvement Commission
- Provide support, as needed, to the Historic Preservation Board
- Work with non-profit and private sources to generate funds to support 35% of cost of Museum's operational costs

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Work with Museum Board to identify mutually-beneficial partnership opportunities
- Continue development of on-line presence
- Develop marketing strategy to increase utilization of Ainsley House Education Program
- Enhance the utilization of volunteers and interns to support on-going operations
- Pursue at least three opportunities for outside funding

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Ainsley Gardens are rented 70% of the available time.	67%	67%	50%
2	80% of available school program dates are booked. *	82%	87%	87%
3	Total number of Museum attendance.	6,664	7,406	7,216
4	Education programs recover 80% or better of direct costs.	116%	140%	124%
5	11% of overall division budget if funded through donations & other external sources.	11%	15%	44%
6	The ratio of gross revenues to division expenses is 35% or better.	30%	39%	28%

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

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

EXHIBIT A
 101.528

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 212,630	\$ 201,343	\$ 203,652	\$ 211,024
Supplies, Services & Capital Outlay (Exhibit C)	86,289	75,204	74,935	69,520
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	298,919	276,547	278,587	280,544
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 298,919	\$ 276,547	\$ 278,587	\$ 280,544

FUNDING SOURCE(s)						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 207,363	\$ 164,827	\$ 154,822	\$ 152,924
Museum Program Revenues	101	Misc.	59,556	67,220	76,765	80,620
Museum Trust	794	9899	32,000	44,500	47,000	47,000
TOTAL			\$ 298,919	\$ 276,547	\$ 278,587	\$ 280,544

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Program Fees	101	4609	\$ 21,336	\$ 25,515	\$ 26,890	\$ 29,210
Rental Fees	101	4610	30,558	34,302	43,025	44,150
Admission Fees	101	4611	7,662	7,403	6,850	7,260
Museum Trust - Transfers In	101	6899	32,000	34,500	32,000	32,000
Museum Trust - Donated Funding	101	6899	-	10,000	15,000	15,000
for Collections Specialist by Museum Foundation (Reimbursable basis)						
TOTAL			\$ 91,556	\$ 111,720	\$ 123,765	\$ 127,620

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

EXHIBIT B
 101.528

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.528.7001 Personnel - Regular	\$ 133,554	\$ 131,201	\$ 133,917	\$ 137,298
101.528.7002 Personnel - Temporary	29,809	24,361	21,516	19,661
101.528.7003 Personnel - Overtime	394	-	-	-
101.528.7005 Personnel - POST	-	-	-	-
101.528.7103 Personnel - Holiday Pay	-	-	-	-
101.528.7104 Meal Allowance	-	-	-	-
101.528.7105 Uniform Allowance	-	-	-	-
101.528.7106 Retirement	14,959	14,072	14,612	19,870
101.528.7107 Dental Insurance	3,263	3,284	3,377	3,452
101.528.7108 Group Health Insurance	22,462	21,164	21,845	22,536
101.528.7109 Group Life Insurance	389	391	408	408
101.528.7110 Workers' Compensation Insurance	1,346	846	1,554	1,378
101.528.7111 Unemployment Insurance	-	-	-	-
101.528.7112 Group Disability Insurance	1,222	1,173	1,414	1,414
101.528.7113 Medicare	2,223	2,129	2,254	2,276
101.528.7114 Auto Allowance	96	-	96	96
101.528.7115 Cell Phone Allowance	-	-	-	-
101.528.7118 Other Benefit Pay	(70)	-	-	-
101.528.7119 Social Security	-	-	-	-
101.528.7121 Leave Balance Payout			-	-
101.528.7122 Deferred Compensation Contribution	2,595	2,405	2,379	2,379
101.528.7126 PARS 457 Retirement	388	317	280	256
101.528.7130 Project Overhead Cost				
TOTAL	\$ 212,630	\$ 201,343	\$ 203,652	\$ 211,024

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)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Senior Museum Specialist	1.00	1.00	1.00	1.00	\$ 76,429
Community Center Manager *	0.10	0.10	-	-	-
Education Coordinator **	1.00	1.00	0.75	0.75	50,523
Acting Community Center Manager ***	-	-	0.10	0.10	10,346
* Position Eliminated & Replaced by Acting Community Center Manager in FY 11 ** Voluntary Reduction of Hours in FY 11 *** Balance in Program 529 & 532 Beginning in FY 11					
TOTAL	2.10	2.10	1.85	1.85	\$ 137,298

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Facility Attendant Staff	0.29	0.31	0.26	0.26	\$ 4,745
Building Attendant (Museum Support)	0.02	0.02	0.02	0.02	576
Maternity Leave	-	0.21	-	-	-
Class Instructor	-	0.15	0.10	-	-
Collections Specialist **	-	-	0.23	0.23	7,129
Program Assistant	-	-	0.13	0.17	7,211
** Funded by Museum Foundation					
TOTAL	0.31	0.69	0.74	0.68	\$ 19,661

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

**EXHIBIT C
101.528**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.528.7420 Utilities - Electricity/Gas	\$ 15,621	\$ 13,393	\$ 15,000	\$ 14,925
101.528.7421 Communications - Phones	982	1,177	1,030	1,030
101.528.7422 Advertising	6,148	4,115	5,000	4,000
101.528.7423 Clothing and Personal Expense	-	-	-	-
101.528.7424 Office Expense	347	589	400	400
101.528.7425 Minor Tools & Equipment	-	-	-	-
101.528.7427 Special Departmental Expense	10,367	13,519	12,700	13,185
101.528.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.528.7429 Maintenance & Operation of Equipment	895	873	1,500	1,000
101.528.7430 Professional & Specialized Services	-	-	-	-
101.528.7431 Promotional Expense	11,127	3,322	3,000	2,950
101.528.7432 Other Contractual Services	18,540	16,004	18,275	14,000
101.528.7433 Insurance and Surety Bonds	-	-	-	-
101.528.7434 Memberships, Dues, Books	500	450	500	500
101.528.7435 Professional Development & Meetings	-	-	-	-
101.528.7437 Staff Development	-	-	-	-
101.528.7438 Other Charges	-	-	100	100
101.528.7441 Special Community Services	-	-	-	-
101.528.7442 Insurance Claims Expense	-	-	-	-
101.528.7548 User Charges - Photocopy/Fax	-	-	-	-
101.528.7549 User Charges - Communications Pool	-	-	-	-
101.528.7550 User Charges - Motor Pool	-	-	-	-
101.528.7551 User Charges - IT Pool	21,762	21,762	17,430	17,430
101.528.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 86,289	\$ 75,204	\$ 74,935	\$ 69,520

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

EXHIBIT C-1
101.528
Page 1

Description	11/12 Adopted
<u>7420 UTILITIES - ELEC/GAS</u>	
PG&E (Museum & Ainsley House)	\$ 13,000
Sewer (Museum & Ainsley House)	400
Water (Museum & Ainsley House)	1,525
	14,925
<u>7421 COMMUNICATIONS - PHONES</u>	
Telephone Line for Alarm System, Computer Network, FAX Machine (Visa/ MC)	1,030
<u>7422 ADVERTISING</u>	
Yellow Pages, Wedding Guide & Individual Exhibit Brochures	4,000
<u>7424 OFFICE EXPENSE</u>	
Museum Operations	400
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Ainsley House School Program Supplies	1,050
Collections Supplies	500
Conservation of Artifacts	1,000
Educational Programs	4,650
Exhibit Expenses	2,500
Garden Supplies	500
Other Program Supplies (Family Fun Spooky Night, Open House)	1,765
Tea Program Supplies	820
Volunteer Training Supplies	400
	13,185
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>	
Ainsley House Alarm Monitoring & Repairs	500
Historical Museum Alarm Monitoring & Repairs	500
	1,000
<u>7431 PROMOTIONAL EXPENSE</u>	
Marketing Expenses - School-Program Brochure	2,950
SUB - TOTAL	\$ 37,490

Description	11/12 Adopted
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Awning Cleaning	\$ 1,000
Museum Custodial Services	13,000
	14,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books / Dues	500
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	100
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	17,430
TOTAL	\$ 69,520

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Provide a quality venue, for production of a variety of entertainment and cultural activities
- Monitor performance of contract Theatre management staff relating to financial and productivity measures
- Operate the facility within a fiscally responsible framework that carefully balances creative and financial goals
- Bring major entertainment to the Campbell community through a series of in-house productions
- Market the shows and rental facility to maintain a strong presence in the West Valley area
- Monitor use of the Theatre and facilitate maintenance and repairs in a timely fashion
- Manage the Theatre's volunteer recruitment, retention and training program
- Maintain a database of Theatre patrons
- Work with the Friends of the Heritage Theatre to implement a continuous fund development plan, including systematic grant solicitation, underwriting/sponsorship programs, and community fund-raising activities
- Achieve rental, marketing and fund-raising goals to generate revenue to limit impact on the City's General Fund to a maximum of \$100,000 in support per year.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Work with the Friends of the Theatre to implement strategies that will increase visibility of programs and member participation rates
- Pursue opportunities to enhance marketing and outreach activities through the use of technology including social media, electronic newsletters and mobile devices
- Implement strategy to increase utilization of the Theatre during non-peak hours (Monday through Wednesday)
- Review models of operation in advance of the expiration of agreement with current operator

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	70% of all prime dates are booked.	68%	61%	55%
2	Sponsorship revenue is 7% of overall Theatre expenses.	8.4%	6%	8.2%
3	Ratio of gross revenues (net of P&E) to expenses is 70% or greater.	88%	81%	79.6%
4	80% of available tickets for City sponsored events will be sold..	78%	69%	67%
5	General Fund subsidy of Theatre Program to be \$100,000/year or less.	\$141,491*	\$204,564	\$138,940

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

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

EXHIBIT A
 101.529

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 31,684	\$ 18,278	\$ 18,599	\$ 20,717
Supplies, Services & Capital Outlay (Exhibit C)	801,357	831,647	751,425	724,256
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	833,041	849,925	770,024	744,973
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 833,041	\$ 849,925	\$ 770,024	\$ 744,973

FUNDING SOURCE(s)						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Theatre Revenues	101	Misc.	\$ 691,550	\$ 645,358	\$ 638,430	\$ 617,325
Transfer from Facility Fee	101	6090	-	-	15,000	28,000
General Fund Beginning Fund Bal. *	101	6090	141,491	204,567	-	-
General Fund Miscellaneous	101	Misc.	-	-	116,594	99,648
* Theatre Operations Reserve						
TOTAL			\$ 833,041	\$ 849,925	\$ 770,024	\$ 744,973

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Theatre Revenue Donations	101	4631	\$ 3,334	\$ 25,075	\$ 3,500	\$ 4,000
FOHT Operation Support	101	4631	-	-	26,000	26,000
Theatre Preservation & Facility Surcharge *	101	4632	59,737	58,813	-	-
Facility Fee **	101	4633	-	-	60,900	58,600
Concession & Merchandise	101	4643	3,554	5,302	2,875	3,375
Ticket Sales	101	4644	245,709	287,856	232,550	187,975
Sponsorships	101	4645	69,812	50,989	55,000	55,000
Program Advertising	101	4646	5,725	6,200	7,000	7,000
Theatre Rental Income	101	4819	363,445	268,939	311,505	333,975
Other Revenue	101	4965	(29)	997	-	-
* Restricted for Capital Improvements or Enhancements.						
** Includes both Capital & Operating Uses.						
TOTAL			\$ 751,287	\$ 704,171	\$ 699,330	\$ 675,925

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

EXHIBIT B
 101.529

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.529.7001 Personnel - Regular	\$ 24,506	\$ 14,124	\$ 14,182	\$ 15,518
101.529.7002 Personnel - Temporary	-	-	-	-
101.529.7003 Personnel - Overtime	-	-	-	-
101.529.7005 Personnel - POST	-	-	-	-
101.529.7103 Personnel - Holiday Pay	-	-	-	-
101.529.7104 Meal Allowance	-	-	-	-
101.529.7105 Uniform Allowance	-	-	-	-
101.529.7106 Retirement	2,813	1,513	1,547	2,246
101.529.7107 Dental Insurance	332	235	241	247
101.529.7108 Group Health Insurance	2,352	1,708	1,771	1,832
101.529.7109 Group Life Insurance	40	28	36	36
101.529.7110 Workers' Compensation Insurance	245	173	149	146
101.529.7111 Unemployment Insurance	-	-	-	-
101.529.7112 Group Disability Insurance	156	74	167	167
101.529.7113 Medicare	105	228	206	225
101.529.7114 Auto Allowance	288	-	144	144
101.529.7115 Cell Phone Allowance	-	-	-	-
101.529.7118 Other Benefit Pay	609	-	-	-
101.529.7119 Social Security	-	-	-	-
101.529.7121 Leave Balance Payout	-	-	-	-
101.529.7122 Deferred Compensation Contribution	238	195	156	156
101.529.7126 PARS 457 Retirement	-	-	-	-
101.529.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 31,684	\$ 18,278	\$ 18,599	\$ 20,717

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

**EXHIBIT C
101.529**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.529.7420 Utilities - Electricity/Gas	\$ 41,271	\$ 32,642	\$ 40,200	\$ 40,200
101.529.7421 Communications - Phones	589	941	840	1,200
101.529.7422 Advertising	57,173	47,184	52,600	52,600
101.529.7423 Clothing and Personal Expense	-	-	-	-
101.529.7424 Office Expense	7,817	7,609	9,000	9,000
101.529.7425 Minor Tools & Equipment	7	213	100	100
101.529.7427 Special Departmental Expense	35,224	45,888	42,320	36,020
101.529.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	1,500	1,500
101.529.7429 Maintenance & Operation of Equipment	7,215	5,277	8,100	6,600
101.529.7430 Professional & Specialized Services	562,874	562,399	495,100	478,371
101.529.7431 Promotional Expense	-	-	-	-
101.529.7432 Other Contractual Services	29,093	26,476	29,720	29,720
101.529.7433 Insurance and Surety Bonds	8,323	7,447	7,500	10,500
101.529.7434 Memberships, Dues, Books	-	-	-	-
101.529.7435 Professional Development & Meetings	-	-	-	-
101.529.7437 Staff Development	-	-	-	-
101.529.7438 Other Charges	19,129	39,160	38,300	32,300
101.529.7441 Special Community Services	-	-	-	-
101.529.7442 Insurance Claims Expense	-	-	-	-
101.529.7548 User Charges - Photocopy/Fax	-	-	-	-
101.529.7549 User Charges - Communications Pool	-	-	-	-
101.529.7550 User Charges - Motor Pool	-	-	-	-
101.529.7551 User Charges - IT Pool	32,642	32,642	26,145	26,145
101.529.7884 Machinery & Equipment	-	23,769	-	-
TOTAL	\$ 801,357	\$ 831,647	\$ 751,425	\$ 724,256

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

EXHIBIT C-1
 101.529
 Page 1

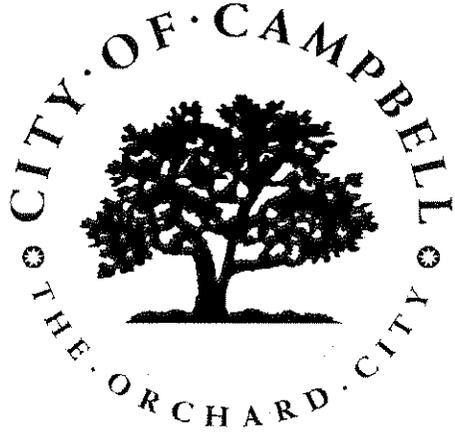
Description	11/12 Adopted
<u>7420 UTILITIES</u>	
Gas & Electricity	\$ 36,000
Sewer	1,200
Water	3,000
	40,200
<u>7421 COMMUNICATIONS</u>	
Cell Phone for Theatre Staff	1,200
<u>7422 ADVERTISING</u>	
Marketing for Co-produced & Season Shows	52,000
Theatre Marketing & Advertising	600
	52,600
<u>7424 OFFICE EXPENSE</u>	
Box Office Supplies	1,500
Office Supplies	1,500
Postage	6,000
	9,000
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Tool Box & Miscellaneous Tools	100
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
First Aid Kits, Supplies & Equipment	100
Maintenance & Janitorial Supplies	200
Photo Framing	220
Piano Tuning	500
Production Equipment & Supplies	2,500
Special Program Expenses based on 1 Season (6 Shows):	
Catering for Performers (Shows)	7,000
Performer Lodging	2,000
Performer Transportation	2,000
Program Printing (Moved from 7422 in FY 07/08 & Added Programs for Co-Promotes)	6,500
Special Equipment Rental	15,000
	36,020
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
General Repairs for Customer Use-Related Damages (Reimbursable)	1,500
SUB - TOTAL	\$ 140,620

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

EXHIBIT C-1
 101.529
 Page 2

Description	11/12 Adopted
7429 MAINTENANCE & OPERATION OF EQUIPMENT	
Preventative Maintenance Agreements:	
HVAC System	\$ 1,500
Repairs to Walkie Talkies, Elevators, etc.	500
Routine Service & Repairs:	
Lighting Equipment	250
Microphone & Public Address System Repairs	250
Service Agreements:	
D&V Sound Annual Maintenance Contract	1,500
Elevator Maintenance	2,000
Fire / Intrusion / Burglar Alarm Monitoring	600
	6,600
7430 PROFESSIONAL & SPECIALIZED SERVICES	
Contract for Theatre Management & Theatre Manager	153,379
Fund Development & Volunteer Expenses	1,000
In-House Production Talent (Based on One Season)	90,000
Other Reimbursable Expenses	700
Part-Time Labor (Technicians, Box Office Staff, Production Manager)	209,292
<u>On-going Operations:</u>	
Box Office & House Manager	\$ 48,719
Marketing/Media Relations	37,500
Production Manager	4,375
Technical Staff	17,800
	108,394
<u>Reimbursable Labor:</u>	
Box Office @ Events	11,355
House Manager @ Events	10,688
Technical Staff	78,855
	100,898
	\$ 209,292
Co-promote Producer Split	24,000
	478,371
SUB - TOTAL	\$ 625,591

Description	11/12 Adopted
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Box Office Ticketing Software Support	\$ 2,400
Carpet Cleaning	4,320
Custodial Services & Upholstery Cleaning	19,200
Security Services for In-House Productions	3,800
	29,720
<u>7433 INSURANCE & SURETY BONDS</u>	
Show Insurance (Annual Policy Based on Attendance or Square Feet & Number of Shows)	10,500
<u>7438 OTHER CHARGES</u>	
American Society of Composers, Authors & Producers (ASCAP) / Broadcast Music, Inc. License Fee (Based on 5 Shows & Rentals)	2,500
Credit Card Transaction & Bank Fees	16,600
Internet Ticketing Fees	10,200
Net Adjusted Gross Box Office Receipts Fees (NAGBOR)	3,000
	32,300
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/FAX	26,145
TOTAL	\$ 724,256



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 CUSD & CUHSD to facilitate joint use of facilities for City programs
- Reduce overhead operational costs wherever possible without reducing program quality
- Generate revenues equal to at least 125% of the program costs to contribute toward covering departmental and city-wide overhead
- Offer a variety of fitness classes to meet changing interests and trends and maintain class enrollment at 90% of capacity or better
- Provide a mixture of adult men's, women's and co-recreational athletic leagues to meet the changing fitness and recreational interests, trends and demands and maintain participation at 90% of league capacity or better
 - ◆ Maintain a minimum of 700 active players in the adult women's basketball league
 - ◆ Maintain a minimum of 44 teams per season in the adult volleyball leagues
- Encourage community health, fitness and competition by providing two annual fun runs for all ages that bring visitors to Campbell and create community excitement
- Coordinate entertainment and obtain sponsors for the Summer Concert series

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Implement strategies to enhance the summer concert series
- Identify opportunities to expand programming and increase earned revenue potential through partnerships with other outside agencies
- Conduct an assessment of drop-in programs and develop recommendations to increase participation rates
- Evaluate utilization of the various components of the aquatics program to ensure community needs are met

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Attain 90% of capacity or better in all programs.	85%	66%	68%
2	Percent of resident enrollees in programs is 55% or greater.	49%	45%	49%
3	Ratio of gross revenues to division expenses is 107% or greater.	109%	107%	107%
4	Sponsorship funds are 120% of overall Summer Concert direct expenses.	0%	10%	131%
5	Revenue for Drop-In Programs to exceed direct expenses by 50%.	N/A	TBD*	1%

* New FY 11

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

EXHIBIT B
 101.531

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.531.7001 Personnel - Regular	\$ 120,481	\$ 114,057	\$ 146,760	\$ 150,743
101.531.7002 Personnel - Temporary	454,712	489,360	494,581	493,428
101.531.7003 Personnel - Overtime	6,073	6,897	2,000	2,000
101.531.7005 Personnel - POST	-	-	-	-
101.531.7103 Personnel - Holiday Pay	-	-	-	-
101.531.7104 Meal Allowance	-	-	-	-
101.531.7105 Uniform Allowance	-	-	25	25
101.531.7106 Retirement	12,683	12,334	16,013	21,816
101.531.7107 Dental Insurance	2,137	2,142	3,136	3,206
101.531.7108 Group Health Insurance	15,234	15,603	23,026	23,751
101.531.7109 Group Life Insurance	255	255	374	374
101.531.7110 Workers' Compensation Insurance	19,693	13,518	9,321	8,492
101.531.7111 Unemployment Insurance	-	-	-	-
101.531.7112 Group Disability Insurance	814	814	1,451	1,451
101.531.7113 Medicare	7,205	7,708	9,328	9,369
101.531.7114 Auto Allowance	-	-	-	-
101.531.7115 Cell Phone Allowance	-	-	-	-
101.531.7118 Other Benefit Pay	-	1,115	-	-
101.531.7119 Social Security	-	-	-	-
101.531.7121 Leave Balance Payout	-	5,378	-	-
101.531.7122 Deferred Compensation Contribution	1,781	1,781	2,535	2,535
101.531.7126 PARS 457 Retirement	5,955	6,447	6,430	6,415
101.531.7130 Project Overhead Cost				
TOTAL	\$ 647,023	\$ 677,409	\$ 714,980	\$ 723,605

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

EXHIBIT B-1
101.531

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Recreation Supervisor	1.00	1.00	1.00	1.00	\$ 88,049
Executive Assistant *	0.38	0.38	0.40	0.40	28,862
Community Center Supervisor **	0.10	0.10	0.10	0.10	8,805
Office Assistant ***	-	-	0.40	0.40	22,008
Utility Worker ****	-	-	0.05	0.05	3,019
TOTAL	1.48	1.48	1.95	1.95	\$ 150,743

* Balance in Programs 524 & 532
 ** Balance in Program 527
 *** Balance in Programs 524 & 532 in FY 11
 **** Balance in Programs 525, 526, 527 & 532 in FY 11 (From Program 530)

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
SPORTS:					
Sports Specialist *	0.38	-	-	-	-
Sports League Officials	1.33	1.15	1.03	0.99	39,891
Facility Attendants / Scorers	1.47	1.49	2.34	1.51	31,415
Sports Class Instructors	0.51	0.47	0.42	0.50	31,410
AQUATICS:					
Swim Team Coaches (5)	-	-	3.04	3.11	116,370
Aquatic Instructor/Lifeguard	4.39	4.65	1.75	1.61	40,307
FITNESS:					
Fitness Program Specialist	0.42	0.48	0.48	0.48	20,000
Fitness Program Staff	2.99	3.65	3.68	3.32	103,938
Fitness Program Class Instructors	1.39	1.55	1.23	1.46	106,308
SUMMER CONCERTS					
Event Staff (was Building Attendant)	0.07	0.07	0.09	0.13	3,789
TOTAL	12.95	13.51	14.06	13.11	\$ 493,428

* Sports Specialist Absorbed into Other Programs / Positions

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

EXHIBIT C
 101.531

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.531.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.531.7421 Communications - Phones	-	-	-	-
101.531.7422 Advertising	-	-	-	-
101.531.7423 Clothing and Personal Expense	-	-	-	-
101.531.7424 Office Expense	-	-	-	-
101.531.7425 Minor Tools & Equipment	-	-	-	-
101.531.7427 Special Departmental Expense	31,231	13,937	14,385	14,905
101.531.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.531.7429 Maintenance & Operation of Equipment	4,816	3,800	5,060	5,300
101.531.7430 Professional & Specialized Services	-	-	-	-
101.531.7431 Promotional Expense	-	-	-	-
101.531.7432 Other Contractual Services	89,412	85,205	79,869	61,076
101.531.7433 Insurance and Surety Bonds	-	-	-	-
101.531.7434 Memberships, Dues, Books	415	138	300	400
101.531.7435 Professional Development & Meetings	-	-	-	-
101.531.7437 Staff Development	-	-	-	-
101.531.7438 Other Charges	8,302	11,480	10,500	11,025
101.531.7441 Special Community Services	25,422	44,982	28,834	45,811
101.531.7548 User Charges - Photocopy/Fax	-	-	-	-
101.531.7549 User Charges - Communications Pool	-	-	-	-
101.531.7550 User Charges - Motor Pool	-	-	-	-
101.531.7551 User Charges - IT Pool	16,321	16,321	13,073	13,073
101.531.7882 Buildings	-	-	-	-
101.531.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 175,919	\$ 175,863	\$ 152,021	\$ 151,590

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

EXHIBIT C-1
 101.531

Description	11/12 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Aquatics & Swim Team Supplies (Lane Line, Kickboards, Lifeguard & First Aid Supplies)	\$ 2,200
Fitness / Lap Swim Supplies / Weight Room Supplies / Tables & Chairs	4,300
Fitness Room Equipment Replacement (3 Spin Bikes)	4,000
Sports Program Supplies	4,405
	14,905
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Maintenance and Parts for Fitness Center Equipment	5,300
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Payment for Sport Camp (Soccer Camps) and Contract Class Instructors	61,076
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues, Subscriptions	400
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	11,025
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Aquatics Supplies	1,000
Fitness Supplies (Includes Fun Run Supplies)	16,650
Sports Supplies	13,077
Summer Concert Band Fees	9,084
Westmont Pool Rental (Swim Team Summer 2012)	6,000
	45,811
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,073
TOTAL	\$ 151,590

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Provide a wide variety of high quality fee-based special interest classes and programs that will recover 125% of their direct expenses
- Consistently provide an exceptional customer experience in all programs
- Hire qualified staff for classes, pre-school, camps and provide additional training for specific skills desired to provide a safe and well-supervised program
- Use volunteer staff whenever possible to reduce staff cost
- Provide a quality pre-school program that operates at 95% of enrollment capacity
- Maintain cooperative relationships with the CUSD and the CUHSD to coordinate programs and issues concerning Campbell residents and youth
- Offer a children's dance and cheerleading recital to supplement the traditional classroom experience and provide kids with the opportunity to build confidence and self-esteem
- Market activities through the Recreation Activity Guide, email newsletters, Community Center reader board, local newspaper, City website, City cable channel, kiosks and bulletin boards at City facilities and the Campbell Library to increase enrollment, maximize revenue and achieve enrollment at a minimum of 80% of capacity and with 55% resident participation
- Generate revenues of at least 125% of the direct costs for pre-school, camps and classes to contribute to department and city-wide overhead
- Partner with Santa Clara County Fire to make our community more safe and prepared for emergencies by offering safety training workshops to the public
- Offer life-skills (sewing, cooking, driver's education, babysitting classes, and leader-in-training program) to foster independence, confidence and self-esteem

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Lead development of a departmental marketing/outreach plan including production of written collateral, electronic newsletters, social media and calendar of special events
- Develop system to measure and evaluate customer satisfaction and utilization rates of fee classes and programs
- Continue to implement programs and services that support the "Let's Move" campaign to fight childhood obesity
- Explore opportunities to partner with local schools and day care centers to promote positive activities for children and youth

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Attain 90% of capacity or better in all programs.	71%	75.5%	71%
2	50% or better of special interest class enrollees shall be residents.	55%	52%	52%
3	Ratio of gross revenues to division expenses is 115% or greater.	114%	113%	120%

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

EXHIBIT A
 101.532

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 689,385	\$ 704,630	\$ 764,532	\$ 790,805
Supplies, Services & Capital Outlay (Exhibit C)	382,546	374,406	343,402	319,499
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,071,931	1,079,036	1,107,934	1,110,304
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,071,931	\$ 1,079,036	\$ 1,107,934	\$ 1,110,304

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 1,071,931	\$ 1,079,036	\$ 1,107,934	\$ 1,110,304
TOTAL			\$ 1,071,931	\$ 1,079,036	\$ 1,107,934	\$ 1,110,304

REVENUES MONITORED BY THIS PROGRAM

Program Fees:	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Day Camp	101	4617	\$ 345,452	\$ 362,382	\$ 356,699	\$ 377,267
Trips & Tours	101	4618	2,133	1,339	-	-
Classes	101	4619	560,782	530,004	521,359	469,881
Pre-School	101	4620	287,525	309,991	338,998	341,788
Special Events	101	4621	9,551	693	-	-
TOTAL			\$ 1,205,443	\$ 1,204,409	\$ 1,217,056	\$ 1,188,936

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

**EXHIBIT B
101.532**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.532.7001 Personnel - Regular	\$ 170,817	\$ 183,981	\$ 209,036	\$ 219,531
101.532.7002 Personnel - Temporary	443,881	442,852	465,474	471,546
101.532.7003 Personnel - Overtime	1,183	360	2,000	2,000
101.532.7005 Personnel - POST	-	-	-	-
101.532.7103 Personnel - Holiday Pay	-	-	-	-
101.532.7104 Meal Allowance	-	-	-	-
101.532.7105 Uniform Allowance	-	-	25	25
101.532.7106 Retirement	18,967	19,792	22,808	31,770
101.532.7107 Dental Insurance	3,095	3,331	4,181	4,274
101.532.7108 Group Health Insurance	21,945	24,057	30,702	31,691
101.532.7109 Group Life Insurance	369	396	535	535
101.532.7110 Workers' Compensation Insurance	10,471	6,781	7,793	7,135
101.532.7111 Unemployment Insurance	-	-	-	-
101.532.7112 Group Disability Insurance	1,179	1,240	2,213	2,213
101.532.7113 Medicare	9,231	9,462	9,809	10,050
101.532.7114 Auto Allowance	-	-	720	720
101.532.7115 Cell Phone Allowance	-	-	-	-
101.532.7118 Other Benefit Pay	-	532	-	-
101.532.7119 Social Security	-	-	-	-
101.532.7121 Leave Balance Payout	-	3,340	-	-
101.532.7122 Deferred Compensation Contribution	2,593	2,744	3,185	3,185
101.532.7126 PARS 457 Retirement	5,654	5,762	6,051	6,130
101.532.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 689,385	\$ 704,630	\$ 764,532	\$ 790,805

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

EXHIBIT B-1
 101.532

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Recreation Program Supervisor *	2.00	2.00	1.00	1.00	\$ 88,049
Executive Assistant **	0.37	0.37	0.40	0.40	28,862
Acting Community Center Manager ***	-	-	0.75	0.75	77,593
Utility Worker ****	-	-	0.05	0.05	3,019
Office Assistant **	-	-	0.40	0.40	22,008
* Reduced FTE by 1.0 in FY 11					
** Balance in Programs 524 & 531					
*** Balance in Programs 528 & 529					
**** Balance in Programs 525, 526, & 531 in FY 11					
TOTAL	2.37	2.37	2.60	2.60	\$ 219,531

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Day Camp Senior Recreation Specialist	0.62	0.56	0.25	0.25	\$ 11,440
Day Camp Recreation Specialist	-	0.17	0.19	0.19	6,400
Day Camp Recreation Leader I, II, III	5.38	5.38	5.99	6.74	139,499
Special Events Recreation Specialist	0.10	0.10	-	-	-
Special Events Recreation Leader II	0.16	0.09	-	-	-
Class Instructors	1.90	1.88	1.85	1.83	95,019
Preschool Teacher	1.88	1.94	2.30	2.30	115,284
Preschool Aides	1.54	1.54	2.03	2.03	64,896
Drama Camp Instructor	0.04	-	-	-	-
Recreation Specialist	-	-	0.60	0.60	39,008
TOTAL	11.62	11.66	13.21	13.94	\$ 471,546

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

**EXHIBIT C
101.532**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.532.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.532.7421 Communications - Phones	-	-	50	50
101.532.7422 Advertising	-	-	-	-
101.532.7423 Clothing and Personal Expense	-	-	-	-
101.532.7424 Office Expense	-	-	-	-
101.532.7425 Minor Tools & Equipment	-	-	-	-
101.532.7427 Special Departmental Expense	4,143	4,603	5,600	5,850
101.532.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.532.7429 Maintenance & Operation of Equipment	-	-	-	-
101.532.7430 Professional & Specialized Services	-	-	-	-
101.532.7431 Promotional Expense	-	-	-	-
101.532.7432 Other Contractual Services	214,072	219,471	199,749	176,446
101.532.7433 Insurance and Surety Bonds	-	-	-	-
101.532.7434 Memberships, Dues, Books	365	500	540	540
101.532.7435 Professional Development & Meetings	-	-	-	-
101.532.7437 Staff Development	28	100	-	-
101.532.7438 Other Charges	30,330	18,786	17,500	17,500
101.532.7441 Special Community Services	111,846	109,184	106,890	106,040
101.532.7442 Insurance Claims Expense	-	-	-	-
101.532.7548 User Charges - Photocopy/Fax	-	-	-	-
101.532.7549 User Charges - Communications Pool	-	-	-	-
101.532.7550 User Charges - Motor Pool	-	-	-	-
101.532.7551 User Charges - IT Pool	21,762	21,762	13,073	13,073
101.532.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 382,546	\$ 374,406	\$ 343,402	\$ 319,499

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

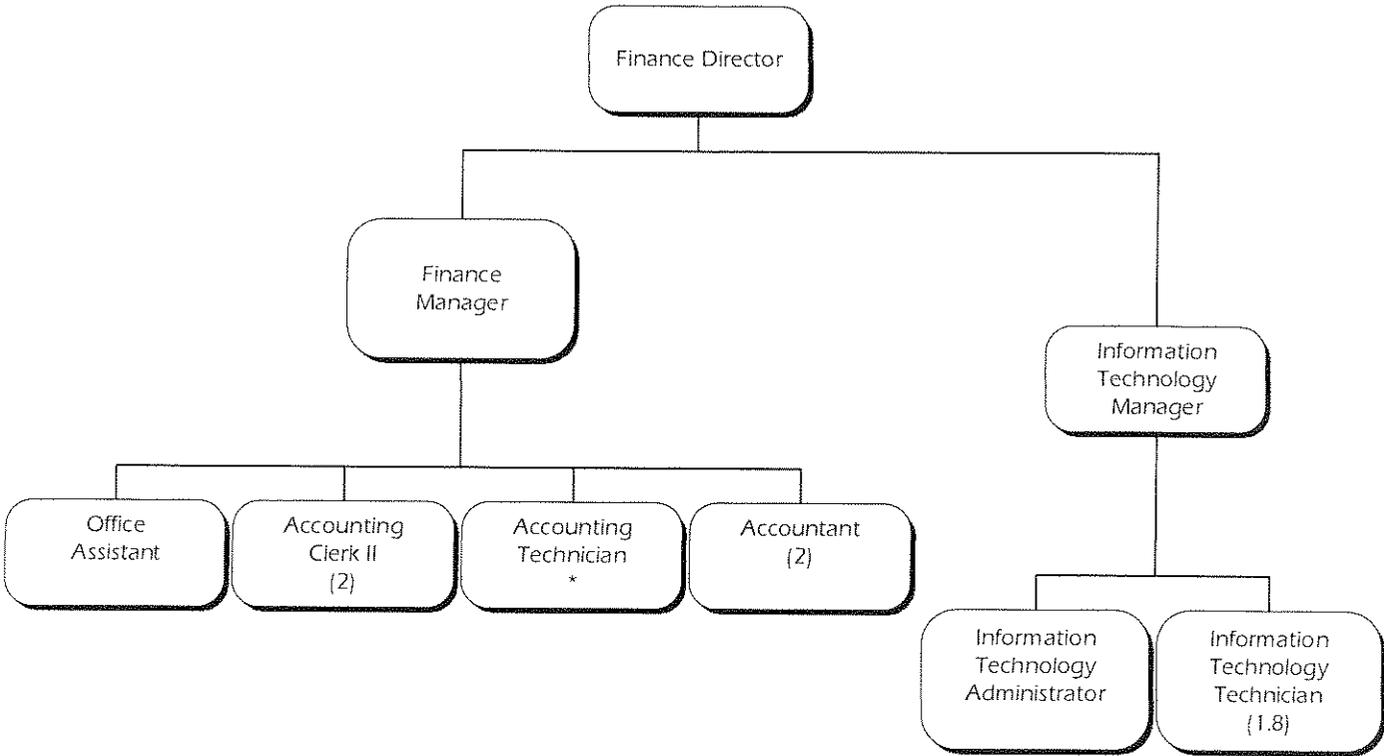
EXHIBIT C-1
 101.532

Description	11/12 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Reimbursement for Personal Cell Phone Usage During Day Camp	\$ 50
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Expendable Supplies - Classes	2,150
Expendable Supplies - Day Camp	1,200
Expendable Supplies - Pre-School	2,400
Laminating Machine Supplies	100
	5,850
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Payment for Contract Class Instructors (Art Classes; Boating; Gardening; Pruneridge Golf, EZ Computers, Music Together, Gymnastics, Planet Granite, Economic Driving School)	176,446
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues	480
Subscriptions	60
	540
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	17,500
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Classes	7,155
Day Camps (Trip Buses; Day camp T-Shirts, Etc.)	86,600
Pre-School	12,285
	106,040
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,073
TOTAL	\$ 319,499

Finance Department



Finance Department 2011 - 2012



* Confidential

FINANCE DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

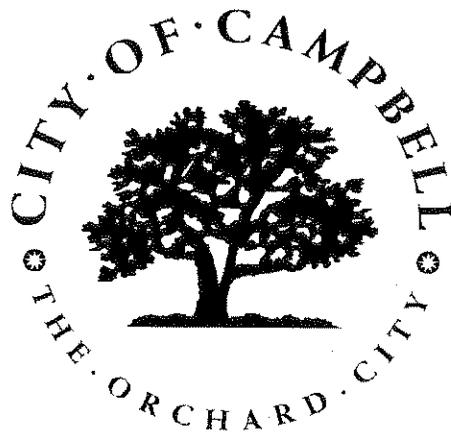
<u>Budgeted Positions</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Accountant	1.87	1.87	1.87	1.87
Accounting Clerk II	2.00	2.00	2.00	2.00
Finance Manager	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
City Treasurer (Elected)	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	-	-
Finance Director	1.00	1.00	1.00	1.00
Office Assistant	-	-	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
Information Technology Administrator	1.00	1.00	1.00	1.00
Information Technology Technician	2.00	2.00	1.80	1.80
Total Budgeted Positions	12.87	12.87	12.67	12.67
Temporary Positions				
Finance Intern / IT Support	-	-	-	-
Total Temporary Positions	-	-	-	-
Total Staffing	12.87	12.87	12.67	12.67

Expenditure Summary

<u>Description</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Employee Services	\$ 1,430,036	\$ 1,513,453	\$ 1,540,125	\$ 1,702,527
Supplies & Other Services & Capital Outlay	1,567,537	1,412,088	1,258,693	1,444,910
Debt Service	1,658,239	1,658,073	1,652,644	1,653,640
Total Before Transfers	4,655,812	4,583,614	4,451,462	4,801,077
Transfers-Out	22,708	23,676	26,000	26,000
Appropriation Total	4,678,520	4,607,290	4,477,462	4,827,077
Less Transfers-In	763,375	760,114	772,621	771,845
Net Cost	\$ 3,915,145	\$ 3,847,176	\$ 3,704,841	\$ 4,055,232

Revenue Summary

Total Revenue Monitored by Department	<u>\$ 24,150,931</u>	<u>\$ 22,914,785</u>	<u>\$ 23,831,332</u>	<u>\$ 24,614,104</u>
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GENERAL FUND - (101)
Finance Department - Accounting Services Program (535)
Program Manager - Finance Manager

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Maintain an effective accounting system providing for management information of all assets, liabilities, revenues, expenditures, projects, transfers, and fund balances
- Pursue recognition from state and national organizations for outstanding budgeting and financial reporting
- Administer the City's Business License Program
- Receive and reconcile daily accounts receivable revenues
- Effectively administer accounts receivable, accounts payable, payroll, fixed assets, business licensing, and general ledger systems
- Prepare the City's Comprehensive Annual Financial Report
- Prepare State compliance reports within required time frames
- Coordinate an annual audit of the City's financial statements
- Prepare annual Proposition 4 (Gann) Spending Limitation calculation and resolution.
- Prepare semi-annual reserve balance estimates
- Assist departments in the procurement of office supplies
- Conduct an annual analysis of the Motor Pool and Information Technologies (IT) Pool funds to ensure adequate funds are available to replace equipment as needed
- Coordinate an annual update of the City's User Fee and Cost Allocation models
- Assist with development of the City's annual budget
- Serve as member of Capital Improvement Plan (CIP) Committee and assist with development of the seven-year plan
- Maintain a comprehensive revenue monitoring, collection and projection method as a basis for long-range projections and forecasts
- Provide assistance in developing and maintaining alternative General Fund revenue to supplement intergovernmental funding sources
- Assist the Redevelopment Agency in maintaining an active economic development business retention program
- Monitor service levels and performance reporting standards for this program
- Update and reconcile capital assets quarterly
- Provide assistance and training to users of the Pentamation Financial System
- Assist departments in the monitoring and reporting of performances measures

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Implement new CalPERS employee reporting system (IT, Human Resources)
- Complete required roll-forward actuarial study for post-retirement health benefits required by GASB 57
- Assist with evaluating the feasibility of implementing an online payment function for renewal of business licenses (IT)
- Implement payroll system modifications required by the 2010 Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	90% of invoices are processed within 45 days.	100%	100%	100%
2	Number of A/P checks generated annually.	5,861	5,424	4,860
3	Number of invoices processed annually.	11,727	10,850	9,772
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	83%	70%	83%
5	100% of the time, file all mandatory State and Federal reports within required timelines.	100%	100%	100%
6	Percent of time an unqualified audit opinion is received.	100%	100%	100%
7	80% of audit management letter comments implemented.	100%	100%	100%
8	95% of budget calendar milestones are met.	100%	100%	100%
9	90% of time miscellaneous accounts receivable billings are generated within 30 days.	98%	98%	98%
10	100% of bi-weekly payroll will be processed accurately and on schedule.	100%	100%	100%
11	100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.	100%	100%	100%
12	Number of payroll checks generated annually.	8,308	8,257	8,092
13	90% of business license billings will be generated within 30 days of scheduled expiration date.	100%	100%	100%

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

EXHIBIT A
 101.535

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 936,007	\$ 998,574	\$ 909,595	\$ 955,789
Supplies, Services & Capital Outlay (Exhibit C)	210,672	232,273	227,945	239,705
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,146,679	1,230,847	1,137,540	1,195,494
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,146,679	\$ 1,230,847	\$ 1,137,540	\$ 1,195,494

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 997,166	\$ 1,075,471	\$ 979,840	\$ 1,037,794
RDA - 20 % Housing Program	223	9899	11,390	11,959	11,959	11,959
LID #30 Fund	367	9899	1,000	1,100	1,100	1,100
RDA - Administration	434	9899	48,733	51,169	51,169	51,169
Motor Vehicle Pool	641	9899	10,000	10,000	10,000	10,000
Information Technologies Pool	647	9899	21,708	22,576	24,900	24,900
Environmental Services	209	9899	31,000	31,000	31,000	31,000
RDA Debt Service (2% Property Tax)	364	9899	25,682	27,572	27,572	27,572
TOTAL			\$ 1,146,679	\$ 1,230,847	\$ 1,137,540	\$ 1,195,494

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Property Tax	101	4001-06	\$ 8,882,191	\$ 8,761,391	\$ 8,977,000	\$ 8,664,000
Sales and Use Tax	101	4110	6,676,690	6,308,977	6,230,000	6,318,000
Sales Tax Backfill	101	4115	2,545,578	1,658,215	1,700,000	2,000,000
Transactions & Use Tax	101	4112	403,130	1,527,210	1,400,000	1,780,000
Franchise - Electric	101	4120	365,522	356,928	365,000	365,000
Franchise - Gas	101	4121	121,783	84,623	100,000	100,000
Transient Occupancy Tax	101	4150	1,287,184	1,297,573	1,476,000	1,839,000
Real Property Transfer Tax	101	4153	192,369	172,449	180,000	180,000
Investment Earnings	101	4410	883,274	375,086	714,000	423,000
GASB 31 Market Value Adjustment	101	4431	210,245	30,667	-	-
Other Interest	101	4450	25,841	15,231	15,000	15,000
State M.V.I.L. Tax	101	4580	176,389	155,074	130,000	140,000
H.O.P.T.R. Tax	101	4581	44,051	43,875	45,000	45,000
Reimbursement - Mandated Cost	101	4584	10,566	18,052	25,000	25,000
Off-Hwy. MV License Tax	101	4586	-	-	1,000	-
Sale of Real/Personal Property	101	4960	3,222	2,194	3,000	3,000
Insurance Claims Refund	101	4962	12,160	2,053	10,000	10,000
Other Revenue	101	4965	243,230	26,414	25,000	25,000
Business License Tax	101	4152	-	-	215,000	605,000
Business License Processing Fee	101	4652	-	-	140,000	-
Misc. Fund Transfers-In	101	6899	149,513	155,376	157,700	157,700
Economic Fluctuations Reserve	101	6090	729,000	1,783,000	-	-
Construction Tax Reserve	101	6090	-	125,000	-	-
TOTAL			\$ 22,961,938	\$ 22,899,388	\$ 21,908,700	\$ 22,694,700

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

**EXHIBIT B
101.535**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.535.7001 Personnel - Regular	\$ 707,627	\$ 711,035	\$ 690,738	\$ 704,951
101.535.7002 Personnel - Temporary	-	-	-	-
101.535.7003 Personnel - Overtime	5,114	2,058	4,000	6,000
101.535.7005 Personnel - POST	-	-	-	-
101.535.7103 Personnel - Holiday Pay	-	-	-	-
101.535.7104 Meal Allowance	-	-	-	-
101.535.7105 Uniform Allowance	-	-	-	-
101.535.7106 Retirement	79,463	77,092	75,366	102,021
101.535.7107 Dental Insurance	12,298	12,326	12,607	12,938
101.535.7108 Group Health Insurance	87,533	91,007	94,732	97,687
101.535.7109 Group Life Insurance	1,466	1,466	1,655	1,655
101.535.7110 Workers' Compensation Insurance	4,497	2,897	2,389	2,194
101.535.7111 Unemployment Insurance	-	-	-	-
101.535.7112 Group Disability Insurance	5,021	5,078	6,599	6,599
101.535.7113 Medicare	9,899	10,267	10,074	10,309
101.535.7114 Auto Allowance	4,560	4,560	2,280	2,280
101.535.7115 Cell Phone Allowance	-	-	-	-
101.535.7118 Other Benefit Pay	8,678	38,236	-	-
101.535.7120 Sick Leave Payout	-	11,701	-	-
101.535.7121 Leave Balance Payout	-	20,996	-	-
101.535.7122 Deferred Compensation Contribution	9,851	9,855	9,155	9,155
101.535.7126 PARS 457 Retirement	-	-	-	-
101.535.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 936,007	\$ 998,574	\$ 909,595	\$ 955,789

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

EXHIBIT C
 101.535

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.535.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.535.7421 Communications - Phones	529	-	1,250	-
101.535.7423 Clothing and Personal Expense	-	-	-	-
101.535.7424 Office Expense	8,074	6,425	6,000	6,000
101.535.7425 Minor Tools & Equipment	2,421	-	-	-
101.535.7427 Special Departmental Expense	73	77	800	800
101.535.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.535.7429 Maintenance & Operation of Equipment	790	340	800	800
101.535.7430 Professional & Specialized Services	31,656	63,124	39,490	52,500
101.535.7431 Promotional Expense	-	-	-	-
101.535.7432 Other Contractual Services	-	-	-	-
101.535.7433 Insurance and Surety Bonds	-	-	-	-
101.535.7434 Memberships, Dues, Books	1,670	2,247	1,650	1,650
101.535.7435 Professional Development & Meetings	2,622	1,447	3,000	3,000
101.535.7437 Staff Development	-	-	-	-
101.535.7438 Other Charges	113,870	109,646	120,000	120,000
101.535.7439 Bad Debts	-	-	-	-
101.535.7440 Fees Paid to State	-	-	-	-
101.535.7442 Insurance Claims Expense	-	-	-	-
101.535.7548 User Charges - Photocopy/Fax	-	-	-	-
101.535.7549 User Charges - Communications Pool	-	-	-	-
101.535.7550 User Charges - Motor Pool	-	-	50	50
101.535.7551 User Charges - IT Pool	48,967	48,967	54,905	54,905
101.535.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 210,672	\$ 232,273	\$ 227,945	\$ 239,705

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

EXHIBIT C-1
 101.535

Description	11/12 Adopted
<u>7424 OFFICE EXPENSE</u>	
Check & Other Forms Printing	\$ 3,250
Specialized Printing of Tabs for Budget, Capital Improvement Plan and Annual Financial Report	1,500
Office Supplies	1,250
	6,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Departmental Employee Recognition	300
Meeting Expenses	500
	800
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>	
Filing System + Folder Sealer	800
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Actuarial Report - OPEB (Due to Date of Roll Forward Requirement)	10,000
Annual Audit - \$41,510 (\$5,800 Budgeted in RDA)	35,700
Budget and CAFR Review Program	850
Collection Services Fees (A/R & DUI)	900
Direct & Overlapping Bonded Debt Statement	500
Mandated Cost Reimbursement (Per Contract)	3,200
Off-Site Storage	1,350
	52,500
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues: Government Finance Officer's Association (GFOA); California Society of Municipal Finance Officers (CSMFO); Notary; & American Payroll Association (APA)	950
Subscriptions / Publications: Payroll Newsletters; American Payroll Association (APA) Guide; Gov't. Report Newsletter; Gov't. Accounting/Audit Update Financial Reporting;	
Miscellaneous Governmental Publications	700
	1,650
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
	3,000
<u>7438 OTHER CHARGES</u>	
Property Tax Administration Fees - County	120,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Pool Cars	50
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	54,905
TOTAL	\$ 239,705

GENERAL FUND - (101)
Finance Department - Non-Departmental Program (540)
Program Manager - Finance Director

MISSION STATEMENT

Effectively manage the City's general liability and property risk programs and provide for City-wide services not specifically provided for within individual departments.

ONGOING RESPONSIBILITIES

- Administer General Liability and Property insurance programs
- Serve as member on the City's Safety Committee
- Maintain a framework from which policy decisions are made regarding user's fees and charges
- Assist Safety Committee chairperson in updating Safety and Risk Management Policies and Procedures
- Provide proof of insurance relating to debt issues in October of each year

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Number of liability claims filed.	19	19	26
2	Total annual liability and property claims expense.	\$61,300	\$38,245	\$157,490
3	Liability and property claims premium no more than 3% of total annual payroll.	1.45%	1.35%	1.52%

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

EXHIBIT A
 101.540

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ 117,392	\$ 200,000
Supplies, Services & Capital Outlay (Exhibit C)	725,277	689,498	741,700	844,700
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	725,277	689,498	859,092	1,044,700
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 725,277	\$ 689,498	\$ 859,092	\$ 1,044,700

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 595,374	\$ 617,689	\$ 521,283	\$ 506,891
Lighting & Landscaping District	207	9899	10,000	10,000	10,000	10,000
RDA - 20% Housing	223	9899	11,773	12,361	12,361	12,361
RDA - Administration	434	9899	47,094	49,448	49,448	49,448
General Fund - Beginning Fund Bal. (General Liability Reserve)	101	6090	61,036	-	40,000	50,000
General Fund - OPEB Reserve	101	6090	-	-	126,000	216,000
General Fund - CIPR	101	6090	-	-	100,000	100,000
General Fund - PERS Reserve	101	6090	-	-	-	100,000
TOTAL			\$ 725,277	\$ 689,498	\$ 859,092	\$ 1,044,700

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Rental / Leases	101	4810	\$ (1,566)	\$ 1,159	\$ -	\$ -
Other Revenue	101	4965	-	19,015	-	-
Lighting & Landscaping District - Trsfs.	101	6899	10,000	10,000	10,000	10,000
RDA - 20% Housing - Transfers In	101	6899	11,773	12,361	12,361	12,361
RDA - Administration - Transfers In	101	6899	47,094	49,448	49,448	49,448
TOTAL			\$ 67,301	\$ 91,983	\$ 71,809	\$ 71,809

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

EXHIBIT B
 101.540

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.540.7001 Personnel - Regular	\$ -	\$ -	\$ -	\$ -
101.540.7002 Personnel - Temporary	-	-	-	-
101.540.7003 Personnel - Overtime	-	-	-	-
101.540.7005 Personnel - POST	-	-	-	-
101.540.7103 Personnel - Holiday Pay	-	-	-	-
101.540.7104 Meal Allowance	-	-	-	-
101.540.7105 Uniform Allowance	-	-	-	-
101.540.7106 Retirement	-	-	-	-
101.540.7107 Dental Insurance	-	-	-	-
101.540.7108 Group Health Insurance	-	-	-	-
101.540.7109 Group Life Insurance	-	-	-	-
101.540.7110 Workers' Compensation Insurance	-	-	-	-
101.540.7111 Unemployment Insurance	-	-	-	-
101.540.7112 Group Disability Insurance	-	-	-	-
101.540.7113 Medicare	-	-	392	-
101.540.7114 Auto Allowance	-	-	-	-
101.540.7115 Cell Phone Allowance	-	-	-	-
101.540.7118 Other Benefit Pay	-	-	-	-
101.540.7119 Social Security	-	-	-	-
101.540.7121 Leave Balance Payout	-	-	-	200,000
101.540.7126 PARS 457 Retirement	-	-	-	-
101.540.7123 Voluntary Separation Incentive Payout	-	-	117,000	-
101.540.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ -	\$ -	\$ 117,392	\$ 200,000

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

EXHIBIT C
 101.540

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.540.7420 Utilities - Electricity/Gas	\$ 214,017	\$ 163,006	\$ 195,000	\$ 195,000
101.540.7421 Communications - Phones	57,162	51,711	55,000	55,000
101.540.7422 Advertising	-	-	-	-
101.540.7424 Office Expense	3,414	4,555	4,900	4,900
101.540.7425 Minor Tools & Equipment	-	-	-	-
101.540.7427 Special Departmental Expense	1,473	510	400	400
101.540.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.540.7429 Maintenance & Operation of Equipment	-	-	-	-
101.540.7430 Professional & Specialized Services	84,089	42,536	10,000	10,000
101.540.7431 Promotional Expense	-	-	-	-
101.540.7432 Other Contractual Services	-	-	-	-
101.540.7433 Insurance and Surety Bonds	265,354	242,375	268,800	281,800
101.540.7434 Memberships, Dues, Books	-	-	-	-
101.540.7435 Professional Development & Meetings	-	-	-	-
101.540.7437 Staff Development	-	-	-	-
101.540.7438 Other Charges	25,793	28,752	25,800	25,800
101.540.7439 Bad Debt Expense	-	-	-	-
101.540.7440 Fees Paid to State	707	753	800	800
101.540.7442 Insurance Claims Expense	61,036	38,246	50,000	50,000
101.540.7445 Cobra Insurance	-	-	-	-
101.540.7448 Other Interest Expense	12,232	4,054	5,000	5,000
101.540.7452 Expense for Future Claims	-	-	-	-
101.540.7549 User Charges - Communications Pool	-	-	-	-
101.540.7626 Retiree Health Prefunding	-	113,000	126,000	216,000
101.540.7884 Machinery & Equipment	-	-	-	-
101.540.7900 Supplies Inventory	-	-	-	-
TOTAL	\$ 725,277	\$ 689,498	\$ 741,700	\$ 844,700

Description	11/12 Adopted
<u>7420 UTILITIES</u>	
PG&E (City Hall, Service Center)	
Second Street Parking Garage	
Water (City Hall, Service Center, Library)	
West Valley Sanitation (Annual Service Charge for City Hall)	\$ 195,000
<u>7421 COMMUNICATIONS - PHONES</u>	
Telephone - City Hall Local/Long Distance Calls	
- City Hall Modem Connection for Financial System	
- Emergency Lines	
- Fax Lines (City Hall)	
- Switchboard	55,000
<u>7424 OFFICE EXPENSE</u>	
Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	4,900
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Annual "Clean-Out Your Files" Day, Promotion Materials & Refreshments	400
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
STARS - Quarterly Sales Tax Report	6,000
Sales Tax Audit - MuniServices Revenue Share Estimate (Offset w/ New Revenue)	4,000
	10,000
<u>7433 INSURANCE AND SURETY BONDS</u>	
Comprehensive Insurance Premiums:	
Fidelity Bonds (Estimated)	800
Liability Insurance Pool (Estimated)	253,000
Property (Estimated)	28,000
	281,800
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees (Cashiering City Hall)	21,000
Loomis Armored Car Service	4,800
	25,800
<u>7440 FEES PAID TO STATE</u>	
Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	800
SUB - TOTAL	\$ 573,700

Description	11/12 Adopted
7442 INSURANCE CLAIMS EXPENSE	
General Liability Self- Insured Retention (SIR) *	\$ 50,000
7448 OTHER INTEREST EXPENSE	
Estimated Interest on Refundable Faithful Performance Deposits (Estimate)	5,000
7626 RETIREE HEALTH PREFUNDING	
GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB) **	216,000
TOTAL	\$ 844,700

* Funded from Liability Reserve

** Funded from OPEB Reserve

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Annually evaluate and update the City's Investment Strategy and Policy
- Prepare a monthly investment report for review by City Council
- Review disbursement of City funds for propriety
- Maintain appropriate number of investment brokers with whom to transact business
- Monitor cash flow requirements to ensure sufficient liquidity
- Perform periodic review of petty cash accounts
- Serve on the City's Finance Committee and make recommendations related to banking and investment practices
- Update signature cards and wire transfer authority as necessary

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	99% of idle funds placed in interest bearing investments.	98%	99%	95%
2	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	42%	75%	78%

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

EXHIBIT A
 101.545

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 12,343	\$ 11,674	\$ 14,512	\$ 15,362
Supplies, Services & Capital Outlay (Exhibit C)	1,801	1,118	1,885	1,885
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	14,144	12,792	16,397	17,247
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 14,144	\$ 12,792	\$ 16,397	\$ 17,247

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 14,144	\$ 12,792	\$ 16,397	\$ 17,247
TOTAL			\$ 14,144	\$ 12,792	\$ 16,397	\$ 17,247

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
TOTAL			\$ -	\$ -	\$ -	\$ -

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

EXHIBIT B
 101.545

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.545.7001 Personnel - Regular	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
101.545.7002 Personnel - Temporary	-	-	-	-
101.545.7003 Personnel - Overtime	-	-	-	-
101.545.7005 Personnel - POST	-	-	-	-
101.545.7103 Personnel - Holiday Pay	-	-	-	-
101.545.7104 Meal Allowance	-	-	-	-
101.545.7105 Uniform Allowance	-	-	-	-
101.545.7106 Retirement	-	-	131	174
101.545.7107 Dental Insurance	1,560	1,564	1,608	1,644
101.545.7108 Group Health Insurance	9,356	8,686	11,312	12,083
101.545.7109 Group Life Insurance	186	186	240	240
101.545.7110 Workers' Compensation Insurance	7	4	4	4
101.545.7111 Unemployment Insurance	-	-	-	-
101.545.7112 Group Disability Insurance	-	-	-	-
101.545.7113 Medicare	18	18	17	17
101.545.7114 Auto Allowance	-	-	-	-
101.545.7115 Cell Phone Allowance	-	-	-	-
101.545.7118 Other Benefit Pay	-	-	-	-
101.545.7119 Social Security	-	-	-	-
101.545.7121 Leave Balance Payout	-	-	-	-
101.545.7122 Deferred Compensation Contribution	-	-	-	-
101.545.7126 PARS 457 Retirement	16	16	-	-
TOTAL	\$ 12,343	\$ 11,674	\$ 14,512	\$ 15,362

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

EXHIBIT B-1
 101.545

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
City Treasurer *	1.00	1.00	1.00	1.00	\$ 1,200
* Elected Position; not a full time position.					
TOTAL	1.00	1.00	1.00	1.00	\$ 1,200

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
TOTAL	-	-	-	-	\$ -

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

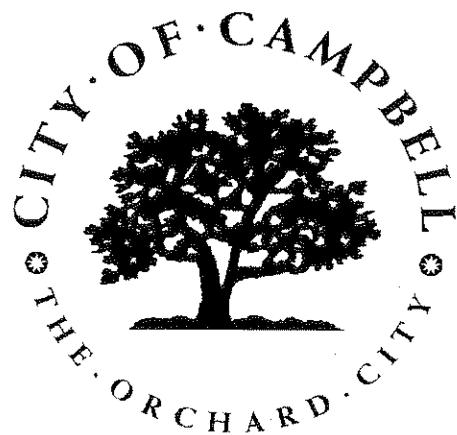
EXHIBIT C
 101.545

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.545.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.545.7421 Communications - Phones	-	-	-	-
101.545.7422 Advertising	-	-	-	-
101.545.7423 Clothing and Personal Expense	-	-	-	-
101.545.7424 Office Expense	-	-	-	-
101.545.7425 Minor Tools & Equipment	-	-	-	-
101.545.7427 Special Departmental Expense	-	-	-	-
101.545.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.545.7429 Maintenance & Operation of Equipment	-	-	-	-
101.545.7430 Professional & Specialized Services	155	-	-	-
101.545.7431 Promotional Expense	-	-	-	-
101.545.7432 Other Contractual Services	1,538	963	1,500	1,500
101.545.7433 Insurance and Surety Bonds	-	-	-	-
101.545.7434 Memberships, Dues, Books	108	155	385	385
101.545.7435 Professional Development & Meetings	-	-	-	-
101.545.7437 Staff Development	-	-	-	-
101.545.7438 Other Charges	-	-	-	-
101.545.7441 Special Community Services	-	-	-	-
101.545.7442 Insurance Claims Expense	-	-	-	-
101.545.7548 User Charges - Photocopy/Fax	-	-	-	-
101.545.7549 User Charges - Communications Pool	-	-	-	-
101.545.7550 User Charges - Motor Pool	-	-	-	-
101.545.7883 Improvements other than Buildings	-	-	-	-
101.545.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 1,801	\$ 1,118	\$ 1,885	\$ 1,885

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

EXHIBIT C-1
 101.545

Description	11/12 Adopted
7432 OTHER CONTRACTUAL SERVICES	
Third Party Safekeeping	\$ 1,500
7434 MEMBERSHIPS, DUES & BOOKS	
Dues - California Municipal Treasurers Association (CMTA) (Finance Director & Accounting Manager)	185
Subscriptions - Wall Street Journal	200
	385
TOTAL	\$ 1,885



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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Implement an e-agenda/paperless agenda process
- Replace the City's Storage Area Network
- Set up a secondary data site at the Community Center
- Begin replacement of desktop personal computers
- Replace/reallocate departmental copiers
- Evaluate feasibility of implementing an online payment function for renewal of Business Licenses
- Replace network switching equipment at Community Center and Service Center
- Work with Departments on Social Media implementation
- Replace eSafe network security appliance

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Core Business Applications will be available 98% of scheduled up-time.	99%	99%	99%
2	Network servers will be maintained to provide for reliability consistent with the Core Business Applications availability goal.	100%	100%	100%
3	An accurate and current inventory of City assets (workstations, servers & mobile) will be maintained.	100%	100%	100%
4	98% of all Network back-ups are completed as scheduled.	100%	100%	100%
5	The City's total per copy cost for black and white photocopies does not exceed \$.05.	≤.02¢	≤.01¢	≤.01¢
6	The City's total per copy cost for color photocopies does not exceed \$.30.	≤.12¢	≤.08¢	≤.09¢
7	Photocopying equipment will be available 95% of normal business hours.	98%	96%	90%
8	Information Technology Requests for Service will be acknowledged within (4) hours during normal business hours, and completed within the timeframe agreed by the requestor and Information Technology for 95% of all requests.	99%	99%	99%
9	90% of time Emergency Requests for Service will be acknowledged within (1) hour during normal business hours, and within (2) hours during nights and weekends.	100%	100%	100%

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

EXHIBIT A
 647.547

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 481,686	\$ 503,205	\$ 498,626	\$ 531,376
Supplies, Services & Capital Outlay (Exhibit C)	629,787	489,199	287,163	358,620
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,111,473	992,404	785,789	889,996
Transfers Out (Exhibit E)	21,708	22,576	24,900	24,900
APPROPRIATION TOTAL	\$ 1,133,181	\$ 1,014,980	\$ 810,689	\$ 914,896

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Information Technologies (IT) Pool	647	Misc.	\$ 958,969	\$ 934,318	\$ 800,689	\$ 802,000
IT - Beginning Fund Balance - IT	647	6090	173,400	80,662	-	107,896
IT - Beginning Fund Balance - Communications	647	6090	-	-	-	-
General Fund (Equipment)	101	9899	812	-	-	-
Contract Revenue	647	4705	-	-	10,000	5,000
TOTAL			\$ 1,133,181	\$ 1,014,980	\$ 810,689	\$ 914,896

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Sales of Real/Personal Property	647	4960	\$ 300	\$ -	\$ -	\$ -
Other Revenue	647	4965	149	-	-	-
IT Pool Fees	647	5104	1,050,000	1,050,000	802,000	802,000
General Fund - Transfers In	647	6899	812	-	-	-
Contract Revenue	647	4705	-	2,224	10,000	5,000
TOTAL			\$ 1,051,261	\$ 1,052,224	\$ 812,000	\$ 807,000

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

**EXHIBIT C
647.547**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
647.547.7420 Utilities - Electricity/Gas	\$ -		\$ -	\$ -
647.547.7421 Communications - Phones	8,426	8,807	7,800	7,800
647.547.7423 Clothing and Personal Expense	-	-	-	-
647.547.7424 Office Expense	18,833	19,295	18,500	18,500
647.547.7425 Minor Tools & Equipment	57,146	4,204	1,500	10,800
647.547.7427 Special Departmental Expense	2,687	1,039	-	-
647.547.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
647.547.7429 Maintenance & Operation of Equipment	271,133	257,070	230,363	253,520
647.547.7430 Professional & Specialized Services	225	150	-	-
647.547.7431 Promotional Expense	-	-	-	-
647.547.7432 Other Contractual Services	-	-	-	-
647.547.7433 Insurance and Surety Bonds	-	-	-	-
647.547.7434 Memberships, Dues, Books	-	-	-	-
647.547.7435 Professional Development & Training	6,026	1,171	3,000	4,000
647.547.7437 Staff Development	1,747	249	3,000	3,000
647.547.7438 Other Charges	35,604	16,129	23,000	23,000
647.547.7441 Special Community Services	-	-	-	-
647.547.7442 Insurance Claims Expense	-	-	-	-
647.547.7444 Depreciation	220,364	165,883	-	-
647.547.7451 Loss on Sale of Equipment	-	-	-	-
647.547.7549 User Charges - Communications Pool	-	-	-	-
647.547.7550 User Charges - Motor Pool	-	-	-	-
647.547.7551 User Charges - IT Pool	-	-	-	-
647.547.7884 Machinery & Equipment	7,596	15,202	-	38,000
TOTAL	\$ 629,787	\$ 489,199	\$ 287,163	\$ 358,620

Description	11/12 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Internet Connection	\$ 7,800
<u>7424 OFFICE EXPENSE</u>	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	17,000
Magnetic Media, IT Consumables	1,500
	18,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
eSafe Appliance	3,800
Tablet Computers & Software	5,500
New Uninterruptable Power Supplies (5)	1,500
	10,800
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
<u>Hardware:</u>	
Cisco Router Support for CLETS	750
Cisco Smartnet Support Router & Firewall	5,000
Dispatch Automated Map System	5,500
D L I Annual Maintenance	3,000
Foundry Networks - Foundry Core Switch Maintenance	2,350
Meridian Phone Switch Maintenance	15,000
Motorola Mobile Data Terminal Support Contract (Police Department)	11,500
Past Perfect Museum Management System	500
Small Parts & Supplies	5,000
Spectracom Annual Maintenance	250
	48,850
SUB - TOTAL	\$ 85,950

Description	11/12 Adopted
7429 MAINTENANCE & OPERATION OF EQUIPMENT (Continued)	
Software:	
ArcIms & ArcView Support (ESRI)	\$ 1,500
CAD/RMS FRS Map Source Code Escrow	1,750
CopLogic On-Line Crime Reporting Maintenance	5,000
Critical Reach Support	400
E-Safe Spam/Web Filtering	5,700
FTK Software Maintenance	840
Gasboy Communications & Reporting Maintenance	550
Go Daddy SSL Certificates	500
GIS Application	8,000
Graffiti Tracking Software Maintenance	600
Granicus Webcasting	3,480
IWorQ (Work Orders, Citizen Request Management, Code Enforcement)	4,000
LaserFiche - Document Management Maintenance	7,250
Miscellaneous Software Upgrades	3,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	18,300
Munimetrix	700
Online Municipal Code - Book Publishing Corp.	825
Palladium CAD/RMS Support	72,000
Recware Safari - Active.Com (Recreation)	5,500
Servlet Exec Annual Maintenance	1,000
Square Rigger - Vehicle Maintenance System	2,750
StreetSaver / Asset Management Maintenance	1,250
Sungard Public Sector (Pentamation) Software Maintenance	31,500
Symantec Anti-Virus Subscription	7,500
T model - Traffic Counts	750
Tidemark - Permit*Plan (Permitting)	14,000
Veritas Back-up Executive	3,500
Visual Statement FX3 Software Annual Maintenance	1,325
VMware ESX Maintenance & Support	1,200
	204,670
	253,520
7435 PROFESSIONAL DEVELOPMENT & MEETINGS	4,000
7437 STAFF DEVELOPMENT	
City-Wide Specialized Technical Trainings	3,000
7438 OTHER CHARGES	
Maintenance - Photocopiers / Fax Machines	10,000
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	13,000
	23,000
SUB - TOTAL	\$ 320,620

Description	11/12 Adopted
7884 MACHINERY & EQUIPMENT	
Copiers (Lease Year One of Four)	\$ 4,000
Desktop Computers (Lease Year One of Four)	20,000
Storage Area Hardware (Lease Year One of Four)	14,000
	38,000
TOTAL	\$ 358,620

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

EXHIBIT E
 647.547

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

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

EXHIBIT A
 Misc. 980

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	104,793	161,926	122,580	102,072
APPROPRIATION TOTAL	\$ 104,793	\$ 161,926	\$ 122,580	\$ 102,072

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Beg. Fund Bal. - Asset Seizure	205	6090	\$ 2,027	\$ 3,733	\$ -	\$ -
Asset Seizure	205	4892	2,973	1,267	3,500	3,500
Federal Aid Urban	211	4410	-	-	-	-
Federal Aid Urban (Beg. Fund Bal.)	211	6090	50,000	50,000	30,000	-
State Grants (ABAG)	212	4523	7,196	49,444	15,000	16,200
Federal Grants (BVP)	218	4531	4,806	5,269	3,600	5,000
Federal Grants (Other Grants)	218	4523	-	2,233	-	-
Federal Grants (Justice Assistance)	218	4523	-	-	18,000	18,000
Federal Grants (Tobacco Prevention)	218	4549	-	-	-	6,892
Parkland Dedication (Beg. Fund Bal.)	295	6090	-	-	-	-
Parks & Museum Trust Revenue	794	4410	2,773	1,447	-	-
Donations-Historic Museum	794	4812	31,193	49,690	47,000	47,000
Donations-Parks	794	4818	111	-	-	-
Museum Trust (Beg. Fund Bal.)	794	6090	-	-	-	-
Senior Citizen Trust Revenue	797	4410	726	301	-	-
Senior Citizen Trust-Donations	797	4813	53	170	5,480	5,480
Beg. Fund Bal. - Senior Citizen Trust	797	6090	4,901	5,009	-	-
TOTAL			\$ 106,759	\$ 168,563	\$ 122,580	\$ 102,072

REVENUES MONITORED BY THIS PROGRAM

Asset Seizure (205.604)	205	4892	\$ 2,973	\$ 1,267	\$ 3,500	\$ 3,500
State/Local Grants	212	4523	-	7,247	-	-
Association of Bay Area Governments	212	4550	7,196	42,197	15,000	16,200
Federal Grants	218	4523	3,000	2,233	18,000	18,000
Federal Grants	218	4531	4,806	5,269	3,600	5,000
Federal Grants	218	4527	-	-	-	-
Federal Grants	218	4549	-	-	-	6,892
Investment Earnings	794	4410	2,773	1,447	-	-
Donations-Historic Museum (794.775)	794	4812	31,193	49,690	47,000	47,000
Donations-Ainsley Capital	794	4815	-	-	-	-
Donations-Parks (794.775)	794	4818	111	-	-	-
Investment Earnings	797	4410	726	301	-	-
Senior Trust - Donations (797.526)	797	4813	53	170	5,480	5,480
TOTAL			\$ 52,831	\$ 109,821	\$ 92,580	\$ 102,072

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

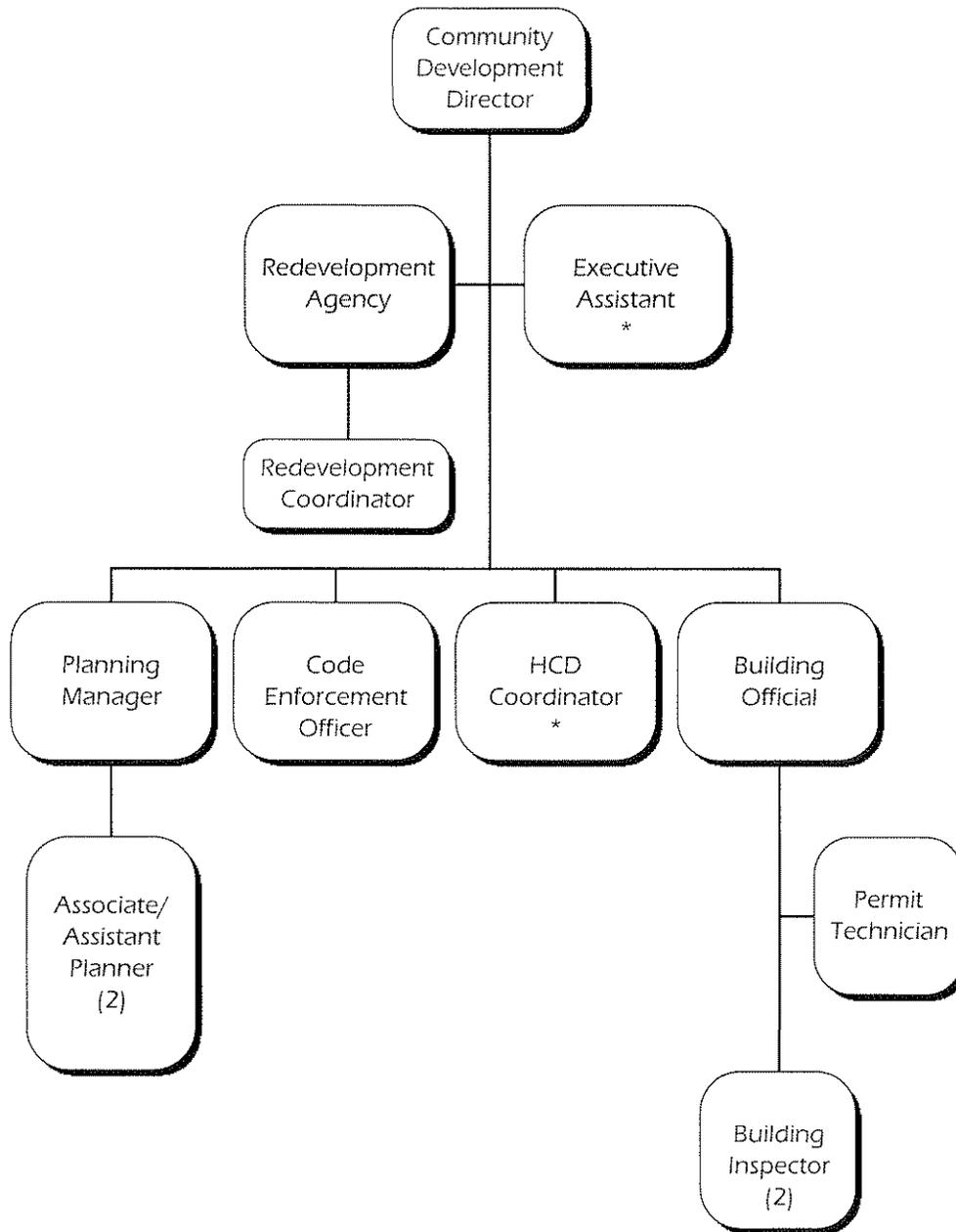
EXHIBIT E
 Misc. 980

Account Description	11/12 Adopted
9899 OPERATING TRANSFERS OUT	
Museum Trust - (794)	
Museum Services - # 101.528	\$ 47,000
Senior Citizens Trust - (797)	
Senior Citizens Services - # 101.526	5,480
Asset Forfeiture Fund - (205)	
Police - Field Services - # 101.605 (In-Car Cameras - WMD Supplies)	3,500
Association of Bay Area Governments Grant) - (212)	
Police - Field Services - # 101.605 (Risk Mitigation Grant)	15,000
Federal Grant (Bulletproof Vest Grant) - (218)	
Police - Field Services - # 101.605	5,000
Federal Urban Aid - (211)	
Public Works - Transportation Engineering - # 101.720 (Subsidy)	-
Federal Justice Assistance Grant (JAG) - (218)	
Police - Special Enforcement - # 101.604 (JAG Overtime Grant)	18,000
Association of Bay Area Governments Grant) - (212)	
Community Center - # 101.527 (Risk Mitigation Grant)	1,200
Federal Grant (Tobacco Prevention Grant) - (218)	
Police - Special Enforcement Services - # 101.604	6,892
TOTAL TRANSFERS OUT	\$ 102,072

Community Development



Community Development Department 2011 - 2012



* Permanent Part-Time

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Adopted 2011-2012
Accountant	0.13	0.13	0.13	0.13
Bldg Division Manager / Bldg Official	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00
Code Enforcement Officer / Inspector	1.00	1.00	1.00	1.00
Community Development Director	1.00	0.50	0.50	0.50
HCD Coordinator	0.10	0.10	0.10	0.10
Assistant/Associate Planner	2.00	1.80	1.80	1.80
Planning Manager	1.00	0.90	0.90	0.90
Permit Technician	1.00	1.00	1.00	1.00
Executive Assistant	1.00	0.85	0.65	0.75
Senior Building Inspector	1.00	1.00	-	-
Senior Planner	1.00	0.90	-	-
Total Budgeted Positions	12.23	11.18	9.08	9.18
<u>Temporary Positions</u>				
Temporary Planner	-	-	-	-
Planning Intern	0.28	0.28	0.28	0.13
Total Temporary Positions	0.28	0.28	0.28	0.13
Total Staffing	12.51	11.46	9.36	9.31

Expenditure Summary

Description	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Adopted 2011-2012
Employee Services	\$ 1,485,523	\$ 1,496,709	\$ 1,166,438	\$ 1,231,280
Supplies & Other Services & Capital Outlay	352,778	342,612	462,061	454,549
Debt Service	-	-	-	-
Total Before Transfers	1,838,301	1,839,321	1,628,499	1,685,829
Transfers-Out	-	-	-	-
Appropriation Total	1,838,301	1,839,321	1,628,499	1,685,829
Less Transfers-In	63,690	58,355	68,024	86,119
Net Cost	\$ 1,774,611	\$ 1,780,966	\$ 1,560,475	\$ 1,599,710

Revenue Summary

Total Revenue Monitored by Department	\$ 1,630,100	\$ 1,242,021	\$ 1,570,374	\$ 1,563,301
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**GENERAL FUND - (101)
Community Development - Administration Program (550)
Program Manager - Community Development Director**

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Oversee the day to day operations of Planning, Building, Code Enforcement, Housing and Redevelopment
- Oversee the implementation of the City's General Plan
- Provide training opportunities for the Planning Commission, Historic Preservation Board and staff
- Ensure staff training and education to keep abreast of new trends and latest changes in the law
- Monitor monthly expenditures and revenues
- Provide support functions for City Council, Planning Commission and Historic Preservation Board
- Establish administrative procedures for effective review and processing of permits
- Prepare the department's annual budget
- Implement Performance Measurement Program
- Maintain proper public records
- Ensure quality customer service
- Expand computer proficiency of department employees
- Monitor new legislation and case law affecting land use

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	90% of call backs made within one business day.	95%	90%	90%
2	100% of public notices are filed accurately.	100%	100%	100%

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

EXHIBIT B
 101.550

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.550.7001 Personnel - Regular	\$ 169,975	\$ 197,742	\$ 134,488	\$ 143,682
101.550.7002 Personnel - Temporary	50,830	8,890	-	-
101.550.7003 Personnel - Overtime	139	-	-	-
101.550.7005 Personnel - POST	-	-	-	-
101.550.7103 Personnel - Holiday Pay	-	-	-	-
101.550.7104 Meal Allowance	-	-	-	-
101.550.7105 Uniform Allowance	-	-	-	-
101.550.7106 Retirement	17,836	20,935	14,674	20,794
101.550.7107 Dental Insurance	3,755	3,762	2,010	2,055
101.550.7108 Group Health Insurance	25,408	27,559	14,760	16,461
101.550.7109 Group Life Insurance	432	447	269	269
101.550.7110 Workers' Compensation Insurance	1,452	811	553	526
101.550.7111 Unemployment Insurance	-	-	-	-
101.550.7112 Group Disability Insurance	1,421	1,509	1,153	1,228
101.550.7113 Medicare	3,388	3,229	1,950	2,083
101.550.7114 Auto Allowance	568	1,021	756	756
101.550.7115 Cell Phone Allowance	-	-	-	-
101.550.7118 Other Benefit Pay	55	1,663	-	-
101.550.7119 Social Security	-	-	-	-
101.550.7122 Deferred Compensation Contribution	2,858	3,022	1,469	1,599
101.550.7126 PARS 457 Retirement	-	-	-	-
101.550.7121 Leave Balance Payout	-	-	-	-
101.550.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 278,117	\$ 270,590	\$ 172,082	\$ 189,453

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

EXHIBIT C
 101.550

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.550.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.550.7421 Communications - Phones	-	-	-	-
101.550.7422 Advertising	3,096	4,318	3,500	3,500
101.550.7423 Clothing and Personal Expense	-	-	-	-
101.550.7424 Office Expense	3,462	2,949	4,000	3,500
101.550.7425 Minor Tools & Equipment	-	-	-	-
101.550.7427 Special Departmental Expense	247	-	325	325
101.550.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.550.7429 Maintenance & Operation of Equipment	-	515	515	515
101.550.7430 Professional & Specialized Services	-	-	-	-
101.550.7431 Promotional Expense	-	-	-	-
101.550.7432 Other Contractual Services	-	-	-	-
101.550.7433 Insurance and Surety Bonds	-	-	-	-
101.550.7434 Memberships, Dues, Books	359	40	400	400
101.550.7435 Professional Development & Meetings	2,300	5,295	9,000	8,400
101.550.7437 Staff Development	-	-	-	-
101.550.7438 Other Charges	-	-	-	-
101.550.7441 Special Community Services	-	-	-	-
101.550.7442 Insurance Claims Expense	-	-	-	-
101.550.7548 User Charges - Photocopy/Fax	-	-	-	-
101.550.7549 User Charges - Communications Pool	-	-	-	-
101.550.7550 User Charges - Motor Pool	-	-	-	-
101.550.7551 User Charges - IT Pool	27,202	27,202	17,430	17,430
101.550.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 36,666	\$ 40,319	\$ 35,170	\$ 34,070

Description	11/12 Adopted
<u>7422 ADVERTISING</u>	
Publication of Legal Notices, EIR's, Etc.	\$ 3,500
<u>7424 OFFICE EXPENSE</u>	
Miscellaneous Printings, Maps, Publications, Office Supplies, Etc. Reproduction for General Plan & Public Meetings	3,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Employee Recognition	325
<u>7429 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
Microfiche Service Contract	515
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Temporary Staffing	-
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books; CDD & SCCAPO Dues & Subscriptions	400
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
All Staff (13 Employees)	8,400
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	17,430
TOTAL	\$ 34,070

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

MISSION STATEMENT

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

ONGOING PROGRAM RESPONSIBILITIES

- Maintain an effective and efficient development review process to facilitate application review and customer service
- Coordinate the review and processing of development and use applications
- Implement adopted design and development policies
- Provide technical assistance and analysis to assist decision makers
- Provide staff support through the preparation and presentation of the reports and the maintenance of records to the following: City Council, Planning Commission, Historic Preservation Board, site and Architectural Review Committee (SARC), Development Review Committee (DRC) and Council Committees
- Implement the General Plan
- Provide land use, design and environmental review support for the Redevelopment Agency
- Provide accurate and timely public information to customers
- Provide environmental review support for the CIP and Public Works projects

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	80% of inquiry phone calls and emails are returned within one (1) business day.**	95%	90%	98%
2	90% of minor building permits receive a response within five (5) business days.	90%	90%	98%
3	85% of major building permits receive a response within ten (10) business days.	90%	85%	98%
4	100% of completeness letters are sent out within 30 days.	100%	100%	99%
5	100% permit-streamlining to applicable projects are completed within six months.	100%	100%	99%
6	90% of hearings are held within 60 days of application completeness.	100%	90%	100%

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

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

EXHIBIT A
 101.551

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 327,331	\$ 278,643	\$ 181,582	\$ 191,024
Supplies, Services & Capital Outlay (Exhibit C)	18,323	18,375	16,998	14,498
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	345,654	297,018	198,580	205,522
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 345,654	\$ 297,018	\$ 198,580	\$ 205,522

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 345,654	\$ 297,018	\$ 198,580	\$ 205,522
TOTAL			\$ 345,654	\$ 297,018	\$ 198,580	\$ 205,522

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Zoning Fees	101	4660	\$ 184,916	\$ 206,708	\$ 175,000	\$ 190,000
TOTAL			\$ 184,916	\$ 206,708	\$ 175,000	\$ 190,000

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

**EXHIBIT B
101.551**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.551.7001 Personnel - Regular	\$ 242,267	\$ 212,008	\$ 135,266	\$ 139,740
101.551.7002 Personnel - Temporary	13,990	3,930	5,000	4,000
101.551.7003 Personnel - Overtime	305	-	500	500
101.551.7005 Personnel - POST	-	-	-	-
101.551.7103 Personnel - Holiday Pay	-	-	-	-
101.551.7104 Meal Allowance	-	-	-	-
101.551.7105 Uniform Allowance	-	-	-	-
101.551.7106 Retirement	25,765	21,608	14,759	20,223
101.551.7107 Dental Insurance	3,743	3,412	2,251	2,302
101.551.7108 Group Health Insurance	27,823	23,932	16,532	17,067
101.551.7109 Group Life Insurance	439	391	293	293
101.551.7110 Workers' Compensation Insurance	4,543	2,000	1,477	1,358
101.551.7111 Unemployment Insurance	-	-	-	-
101.551.7112 Group Disability Insurance	1,472	1,366	1,228	1,228
101.551.7113 Medicare	2,069	2,234	2,041	2,091
101.551.7114 Auto Allowance	1,540	1,460	480	480
101.551.7115 Cell Phone Allowance	-	-	-	-
101.551.7118 Other Benefit Pay	187	3,711	-	-
101.551.7119 Social Security	-	-	-	-
101.551.7122 Deferred Compensation Contribution	3,006	2,540	1,690	1,690
101.551.7126 PARS 457 Retirement	182	51	65	52
101.551.7121 Leave Balance Payout	-	-	-	-
101.551.7130 Project Overhead Cost				
TOTAL	\$ 327,331	\$ 278,643	\$ 181,582	\$ 191,024

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

EXHIBIT B-1
 101.551

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Community Development Director *	0.30	-	-	-	\$ -
Planning Manager **	0.50	0.50	0.50	0.50	65,448
Senior Planner ***	1.00	0.90	-	-	-
Assistant/Associate Planner ****	1.00	0.90	0.90	0.90	74,292
* Moved to Programs 550, 815, 817 in FY 10 ** Title Change in FY 09 Balance Funded in 550, 552 & 815 *** Position Eliminated in FY 11 **** Changed to Flexible Staffing & Title Changed in FY 09. Balance in Program 815					
TOTAL	2.80	2.30	1.40	1.40	\$ 139,740

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Planning Intern	0.28	0.28	0.28	0.13	\$ 4,000
TOTAL	0.28	0.28	0.28	0.13	\$ 4,000

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

**EXHIBIT C
101.551**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.551.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.551.7421 Communications - Phones	-	-	-	-
101.551.7422 Advertising	-	-	-	-
101.551.7423 Clothing and Personal Expense	-	-	-	-
101.551.7424 Office Expense	-	-	-	-
101.551.7425 Minor Tools & Equipment	-	-	-	-
101.551.7427 Special Departmental Expense	543	380	500	500
101.551.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.551.7429 Maintenance & Operation of Equipment	-	-	-	-
101.551.7430 Professional & Specialized Services	800	-	2,500	-
101.551.7431 Promotional Expense	-	-	-	-
101.551.7432 Other Contractual Services	-	-	-	-
101.551.7433 Insurance and Surety Bonds	-	-	-	-
101.551.7434 Memberships, Dues, Books	684	454	925	925
101.551.7435 Professional Development & Meetings	-	1,220	-	-
101.551.7437 Staff Development	(25)	-	-	-
101.551.7438 Other Charges	-	-	-	-
101.551.7441 Special Community Services	-	-	-	-
101.551.7442 Insurance Claims Expense	-	-	-	-
101.551.7548 User Charges - Photocopy/Fax	-	-	-	-
101.551.7549 User Charges - Communications Pool	-	-	-	-
101.551.7550 User Charges - Motor Pool	-	-	-	-
101.551.7551 User Charges - IT Pool	16,321	16,321	13,073	13,073
101.551.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 18,323	\$ 18,375	\$ 16,998	\$ 14,498

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

EXHIBIT C-1
 101.551

Description	11/12 Adopted
7427 SPECIAL DEPARTMENTAL EXPENSE Historic Preservation Board Projects	\$ 500
7434 MEMBERSHIPS, DUES & BOOKS Books; Dues & Subscriptions Associate Planner & Planner II APA	925
7551 USER CHARGES - IT POOL Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,073
TOTAL	\$ 14,498

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Review and update the City's Sign Ordinance as deemed appropriate
- Amend Underground Utility Ordinance to clarify when undergrounding would be required related to single family homes
- Review and update the City's Wireless Telecommunications Ordinance
- Modify the Inclusionary Housing Ordinance to eliminate rental units pursuant to recent case law
Carry-forward from 2010/11
- Update the City's Parking Standards per City Council direction
- Review the Tree Preservation Ordinance for urban forest adequacy and possible modifications

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	85% of policy development milestones and projects are completed according to the approved Work Plan.	85%	90%	90%

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

EXHIBIT B
 101.552

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.552.7001 Personnel - Regular	\$ 128,846	\$ 133,769	\$ 123,597	\$ 126,069
101.552.7002 Personnel - Temporary	-	-	-	-
101.552.7003 Personnel - Overtime	1,207	397	500	500
101.552.7005 Personnel - POST	-	-	-	-
101.552.7103 Personnel - Holiday Pay	-	-	-	-
101.552.7104 Meal Allowance	-	-	-	-
101.552.7105 Uniform Allowance	-	-	-	-
101.552.7106 Retirement	13,925	14,495	13,486	18,245
101.552.7107 Dental Insurance	2,023	2,085	1,930	1,973
101.552.7108 Group Health Insurance	14,568	15,291	14,170	14,625
101.552.7109 Group Life Insurance	235	248	245	245
101.552.7110 Workers' Compensation Insurance	2,191	1,199	1,303	1,192
101.552.7111 Unemployment Insurance	-	-	-	-
101.552.7112 Group Disability Insurance	808	858	1,004	1,004
101.552.7113 Medicare	1,848	1,976	1,799	1,835
101.552.7114 Auto Allowance	669	705	288	288
101.552.7115 Cell Phone Allowance	-	-	-	-
101.552.7118 Other Benefit Pay	161	1,444	-	-
101.552.7119 Social Security	-	-	-	-
101.552.7122 Deferred Compensation Contribution	1,609	1,648	1,482	1,482
101.552.7126 PARS 457 Retirement	-	-	-	-
101.552.7121 Leave Balance Payout	-	-	-	-
101.552.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 168,090	\$ 174,115	\$ 159,804	\$ 167,458

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

**EXHIBIT C
101.552**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.552.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.552.7421 Communications - Phones	-	-	-	-
101.552.7422 Advertising	-	-	-	-
101.552.7423 Clothing and Personal Expense	-	-	-	-
101.552.7424 Office Expense	-	-	-	-
101.552.7425 Minor Tools & Equipment	-	-	-	-
101.552.7427 Special Departmental Expense	3,123	2,966	3,500	3,500
101.552.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.552.7429 Maintenance & Operation of Equipment	-	-	-	-
101.552.7430 Professional & Specialized Services	25,000	-	-	-
101.552.7431 Promotional Expense	-	-	-	-
101.552.7432 Other Contractual Services	-	-	-	-
101.552.7433 Insurance and Surety Bonds	-	-	-	-
101.552.7434 Memberships, Dues, Books	-	-	400	400
101.552.7435 Professional Development & Meetings	-	-	-	-
101.552.7437 Staff Development	-	-	-	-
101.552.7438 Other Charges	-	-	-	-
101.552.7442 Insurance Claims Expense	-	-	-	-
101.552.7548 User Charges - Photocopy/Fax	-	-	-	-
101.552.7549 User Charges - Communications Pool	-	-	-	-
101.552.7550 User Charges - Motor Pool	-	-	-	-
101.552.7551 User Charges - IT Pool	5,440	5,440	4,358	4,358
101.552.7882 Buildings	-	-	-	-
101.552.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 33,563	\$ 8,406	\$ 8,258	\$ 8,258

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

EXHIBIT C-1
 101.552

Description	11/12 Adopted
7427 SPECIAL DEPARTMENTAL EXPENSE	
Local Area Formation Commission (LAFCO) Fee - Mandate	\$ 3,500
7434 MEMBERSHIPS, DUES & BOOKS	
Planning Manager Membership - AICP / APA	400
7551 USER CHARGES - IT POOL	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	4,358
TOTAL	\$ 8,258

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

MISSION STATEMENT

Administer the City's Housing Programs.

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Rehabilitate 8 – 10 houses per year.	7	7	7
2	Number of minor home repairs / home access grants to very low income households.	11	5	5
3	Resolve 75% of investigated code cases.	75%	75%	75%

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

EXHIBIT A
 208.553

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 73,301	\$ 76,095	\$ 79,595	\$ 83,250
Supplies, Services & Capital Outlay (Exhibit C)	5,676	20,409	164,358	164,358
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	78,977	96,504	243,953	247,608
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 78,977	\$ 96,504	\$ 243,953	\$ 247,608

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Housing & Comm. Development	208	Misc.	\$ 78,929	\$ 96,173	\$ 72,832	\$ 62,000
Beginning Fund Balance *	208	6090	-	-	161,121	175,608
RDA Housing Rehab Grant	223	9899	48	331	10,000	10,000
* HCD program expenses paid from existing HCD cash balance.						
TOTAL			\$ 78,977	\$ 96,504	\$ 243,953	\$ 247,608

REVENUES MONITORED BY THIS PROGRAM

Loan & Grants (Rehab. Program):						
Program Interest	208	4410	\$ -	\$ 10,499	\$ -	\$ -
Principal Repayment *	208	4966	-	-	-	-
Principal (Early) Repayment *	208	4966	-	-	-	-
Support Services:						
CDBG County Rehab.	208	4520	118,214	119,411	28,372	24,000
CDBG County Code Enforcement	208	4520	-	-	44,460	38,000
Other Revenue	208	4965	2,034	86	-	-
Principal Repayment	208	4966	(1,792)	-	-	-
RDA Housing Rehab Grant	208	6899	48	331	10,000	10,000
* Low Interest Housing Loans Total Portfolio \$1.3 - \$1.7M						
TOTAL			\$ 118,504	\$ 130,327	\$ 82,832	\$ 72,000

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

**EXHIBIT B
208.553**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
208.553.7001 Personnel - Regular	\$ 53,967	\$ 58,128	\$ 60,042	\$ 61,243
208.553.7002 Personnel - Temporary	1,600	-	-	-
208.553.7003 Personnel - Overtime	-	-	-	-
208.553.7005 Personnel - POST	-	-	-	-
208.553.7103 Personnel - Holiday Pay	-	-	-	-
208.553.7104 Meal Allowance	-	-	-	-
208.553.7105 Uniform Allowance	53	53	24	24
208.553.7106 Retirement	6,045	6,997	6,551	8,863
208.553.7107 Dental Insurance	953	1,075	1,222	1,249
208.553.7108 Group Health Insurance	7,766	8,549	7,675	7,917
208.553.7109 Group Life Insurance	114	128	146	146
208.553.7110 Workers' Compensation Insurance	829	621	1,696	1,552
208.553.7111 Unemployment Insurance	-	-	-	-
208.553.7112 Group Disability Insurance	365	415	484	484
208.553.7113 Medicare	779	932	852	869
208.553.7114 Auto Allowance	30	78	-	-
208.553.7115 Cell Phone Allowance	-	-	58	58
208.553.7118 Other Benefit Pay	25	(1,777)	-	-
208.553.7119 Social Security	-	-	-	-
208.553.7122 Deferred Compensation Contribution	775	896	845	845
208.553.7126 PARS 457 Retirement	-	-	-	-
208.553.7121 Leave Balance Payout	-	-	-	-
208.553.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 73,301	\$ 76,095	\$ 79,595	\$ 83,250

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

EXHIBIT C
 208.553

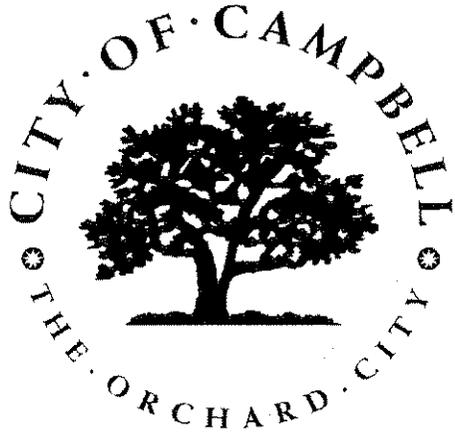
Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
208.553.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
208.553.7421 Communications - Phones	-	-	-	-
208.553.7422 Advertising	-	-	-	-
208.553.7423 Clothing and Personal Expense	-	-	-	-
208.553.7424 Office Expense	-	-	-	-
208.553.7425 Minor Tools & Equipment	-	-	-	-
208.553.7427 Special Departmental Expense	-	-	-	-
208.553.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
208.553.7429 Maintenance & Operation of Equipment	-	-	-	-
208.553.7430 Professional & Specialized Services	-	-	-	-
208.553.7431 Promotional Expense	-	-	-	-
208.553.7432 Other Contractual Services	-	-	-	-
208.553.7433 Insurance and Surety Bonds	-	-	-	-
208.553.7434 Memberships, Dues, Books	-	-	-	-
208.553.7435 Professional Development & Training	-	-	-	-
208.553.7437 Staff Development	-	-	-	-
208.553.7438 Other Charges	188	227	-	-
208.553.7439 Bad Debts	-	14,239	-	-
208.553.7447 Rehab Grants	48	331	10,000	10,000
208.553.7449 Rehab Loans	-	172	150,000	150,000
208.553.7548 User Charges - Photocopy/Fax	-	-	-	-
208.553.7549 User Charges - Communications Pool	-	-	-	-
208.553.7551 User Charges - IT Pool	5,440	5,440	4,358	4,358
208.553.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 5,676	\$ 20,409	\$ 164,358	\$ 164,358

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

EXHIBIT C-1
 208.553

Description	11/12 Adopted
7447 REHABILITATION GRANTS	
Rehabilitation Emergency Grants	\$ 10,000
7449 REHABILITATION LOANS	
Housing Rehabilitation Loans - Amortized *	100,000
Housing Rehabilitation Loans - Deferred	50,000
	150,000
7551 USER CHARGES - IT POOL	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	4,358
TOTAL	\$ 164,358

* Portion of Loans Funded from Existing CDBG Cash on Hand - Beginning Fund Balance



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

MISSION STATEMENT

The Building Inspection Division contributes to the health and safety of the public and the unique character of the City of Campbell through the enforcement of municipal building codes and state law by incorporating principles of: 1) Customer Service, 2) Employee Development, 3) Legal Compliance and, 4) Resource Management.

ONGOING RESPONSIBILITIES

- Enforce and manage building codes regulations program
- Provide plan review services for applicants
- Maintain public records for permits and plans
- Provide building inspection services
- Prepare, administer and monitor the Building Division budget
- Assist other departments with building code information
- Staff the Building Code Board of Appeals and schedule meetings as needed
- Conduct nuisance abatement actions as required
- Monitor State Code changes and maintain current adoption matrix
- Perform Housing Code inspections and abatement of violations
- Oversee the City Graffiti Abatement Program
- Revise and update all Building Division handout offerings to create professional, standardized forms for public use

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Update sections of Titles 17 and 18 to update language and correct inaccuracies (State mandate)
- Create comprehensive Building Division handouts for permit application process, inspection requirements for simple permits, and new Green Building Code requirements
- Review code related to secondary electrical panels for electric vehicles

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	85% of all plan check submittals are given first review for compliance with codes within 10 days of submittal.	100%	100%	100%
2	85% of time all inspections are made the day following the request. **	100%	100%	100%
3	80% of simple tenant improvements and minor permits are issued over-the-counter. **	95%	95%	95%
4	90% of permit application for plan review are checked for completeness, compiled and proper routing within 2-hours of submittal.	80%	75%	75%
5	90% of plan review applications are given preliminary review for completeness, valuation and proper routing within 3 days of submittal. **	100%	100%	100%
6	80% of "Final" permits having plans are pulled from active storage and formatted for digital imaging within 5 days of final inspection.	100%	100%	100%
7	90% of all minor nuisance complaints resolved within 30 days.	95%	95%	95%
8	90% of code enforcement inquiries are responded to within 3 business days.	90%	90%	95%

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

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

EXHIBIT A
 101.554

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 623,179	\$ 682,716	\$ 556,492	\$ 582,400
Supplies, Services & Capital Outlay (Exhibit C)	118,560	120,744	102,057	101,557
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	741,739	803,460	658,549	683,957
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 741,739	\$ 803,460	\$ 658,549	\$ 683,957

FUNDING SOURCE(s)						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 741,739	\$ 803,460	\$ 658,549	\$ 683,957
TOTAL			\$ 741,739	\$ 803,460	\$ 658,549	\$ 683,957

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Construction Tax *	101	4151	\$ 10,639	\$ 1,469	\$ -	\$ -
Construction Permits	101	4210	825,817	455,803	750,000	750,000
Advance Plan Check Fees	101	4211	252,636	245,007	300,000	300,000
Building Division General Revenue	101	4212	2,506	90	5,000	5,000
Plan Check Fee - Title 24 Energy	101	4213	15,153	10,000	36,000	36,000
Document Imaging Fees	101	4661	7,451	6,592	10,000	10,000
Code Enforcement Fees	101	4671	348	1,042	2,000	2,000
Code Enforcement Fines	101	4371	2,600	-	-	-
Other Revenue	101	4965	182	143	-	-
* Non-operating revenue						
TOTAL			\$ 1,117,332	\$ 720,146	\$ 1,103,000	\$ 1,103,000

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

EXHIBIT B
 101.554

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.554.7001 Personnel - Regular	\$ 476,832	\$ 513,433	\$ 423,325	\$ 431,792
101.554.7002 Personnel - Temporary	-	-	-	-
101.554.7003 Personnel - Overtime	4,707	-	-	-
101.554.7005 Personnel - POST	-	-	-	-
101.554.7103 Personnel - Holiday Pay	-	-	-	-
101.554.7104 Meal Allowance	-	-	-	-
101.554.7105 Uniform Allowance	548	(1,253)	276	276
101.554.7106 Retirement	53,786	50,927	46,189	62,489
101.554.7107 Dental Insurance	7,214	7,071	7,156	7,316
101.554.7108 Group Health Insurance	47,481	51,860	52,547	54,231
101.554.7109 Group Life Insurance	860	841	902	902
101.554.7110 Workers' Compensation Insurance	8,834	5,509	9,728	8,902
101.554.7111 Unemployment Insurance	-	-	-	-
101.554.7112 Group Disability Insurance	2,957	2,889	3,683	3,683
101.554.7113 Medicare	7,319	7,297	6,138	6,261
101.554.7114 Auto Allowance	2,067	1,998	-	-
101.554.7115 Cell Phone Allowance	-	1,122	1,023	1,023
101.554.7118 Other Benefit Pay	4,833	35,438	-	-
101.554.7119 Social Security	-	-	-	-
101.554.7122 Deferred Compensation Contribution	5,741	5,584	5,525	5,525
101.554.7126 PARS 457 Retirement	-	-	-	-
101.554.7121 Leave Balance Payout	-	-	-	-
101.554.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 623,179	\$ 682,716	\$ 556,492	\$ 582,400

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

**EXHIBIT C
101.554**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.554.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.554.7421 Communications - Phones	2,451	305	500	500
101.554.7422 Advertising	-	-	-	-
101.554.7423 Clothing and Personal Expense	-	-	150	150
101.554.7424 Office Expense	3,186	6,134	3,500	3,500
101.554.7425 Minor Tools & Equipment	-	97	150	150
101.554.7427 Special Departmental Expense	-	-	-	-
101.554.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.554.7429 Maintenance & Operation of Equipment	-	-	-	-
101.554.7430 Professional & Specialized Services	35,366	34,706	35,000	35,000
101.554.7431 Promotional Expense	-	-	-	-
101.554.7432 Other Contractual Services	-	-	-	-
101.554.7433 Insurance and Surety Bonds	-	-	-	-
101.554.7434 Memberships, Dues, Books	902	1,513	3,700	3,200
101.554.7435 Professional Development & Meetings	806	300	-	-
101.554.7437 Staff Development	-	-	-	-
101.554.7438 Other Charges	-	1,800	-	-
101.554.7440 Fees Paid to State	-	-	-	-
101.554.7442 Insurance Claims Expense	-	-	-	-
101.554.7548 User Charges - Photocopy/Fax	-	-	-	-
101.554.7549 User Charges - Communications Pool	-	-	-	-
101.554.7550 User Charges - Motor Pool	26,885	26,925	24,196	24,196
101.554.7551 User Charges - IT Pool	48,964	48,964	34,861	34,861
101.554.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 118,560	\$ 120,744	\$ 102,057	\$ 101,557

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

EXHIBIT C-1
 101.554

Description	11/12 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Cellular Phones & Service	\$ 500
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Replacement for Damaged Clothing	150
<u>7424 OFFICE EXPENSE</u>	
Printing, Maps, Etc.	3,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous Equipment & Supplies	150
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Contract Plan Checking - Structural Engineer Fees	25,000
Graffiti Abatement	10,000
	35,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	1,500
California Association of Building Officials (CABO) Dues	600
International Code Council (ICC) Dues	1,100
	3,200
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	24,196
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	34,861
TOTAL	\$ 101,557

HOUSING & COMMUNITY DEVELOPMENT ACT FUND - (208)
Community Development - CDBG (555)
Program Manager - Housing & Community Development Coordinator

MISSION STATEMENT

Administer the City's Community Development Block Grant (CDBG) Program in compliance with Federal requirements and Council policy and assist in other City and Redevelopment affordable housing programs by incorporating the following:

ONGOING RESPONSIBILITIES

- Recommend appropriate uses for the City's allocation of CDBG funds
- Administer contracts and monitor the use of CDBG funds by non-profit agencies and City programs receiving CDBG funds
- Staff the Rental Increase Dispute Fact Finding Committee and administer the City's Tenant/Landlord Mediation Program

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 10*
1	95% of cost/unit goals in non-profits contracts are met.	100%	95%	95%
2	90% of cases going to mediation are resolved.	90%	90%	90%
3	50% of the cases going to conciliation are resolved.	80%	80%	80%
4	85% of tenant/landlord mediation program calls are returned within two (2) business days.	85%*	85%	85%
5	Process 5 - 10 first time homebuyer loans at a cost of \$25,000 per loan.	2	7	2
6	Provide inclusionary/density bonus developer agreements within four (4) weeks of request.	No Requests	No Requests	1

* Due to high volume of calls related to mortgage foreclosures and rent increases. Since December, Project Sentinel has hired additional staff and should be able to meet goal.

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

**EXHIBIT B
208.555**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
208.555.7001 Personnel - Regular	\$ 11,752	\$ 11,553	\$ 12,945	\$ 13,204
208.555.7002 Personnel - Temporary	800	-	-	-
208.555.7003 Personnel - Overtime	-	-	-	-
208.555.7005 Personnel - POST	-	-	-	-
208.555.7103 Personnel - Holiday Pay	-	-	-	-
208.555.7104 Meal Allowance	-	-	-	-
208.555.7105 Uniform Allowance	-	-	-	-
208.555.7106 Retirement	1,313	1,254	1,412	1,911
208.555.7107 Dental Insurance	242	224	434	444
208.555.7108 Group Health Insurance	902	925	1,535	1,583
208.555.7109 Group Life Insurance	29	27	52	52
208.555.7110 Workers' Compensation Insurance	96	44	79	72
208.555.7111 Unemployment Insurance	-	-	-	-
208.555.7112 Group Disability Insurance	93	87	97	97
208.555.7113 Medicare	93	97	160	163
208.555.7114 Auto Allowance	12	31	-	-
208.555.7115 Cell Phone Allowance	-	-	-	-
208.555.7118 Other Benefit Pay	10	154	-	-
208.555.7119 Social Security	-	-	-	-
208.555.7122 Deferred Compensation Contribution	163	154	169	169
208.555.7126 PARS 457 Retirement	-	-	-	-
208.555.7121 Leave Balance Payout	-	-	-	-
208.555.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 15,505	\$ 14,550	\$ 16,883	\$ 17,695

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

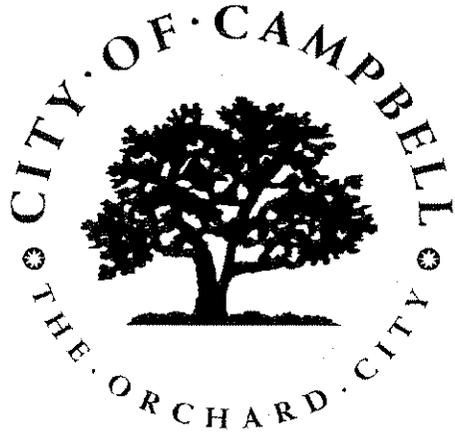
EXHIBIT C
 208.555

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
208.555.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
208.555.7421 Communications - Phones	-	-	-	-
208.555.7422 Advertising	-	-	-	-
208.555.7423 Clothing and Personal Expense	-	-	-	-
208.555.7424 Office Expense	-	-	-	-
208.555.7425 Minor Tools & Equipment	-	-	-	-
208.555.7427 Special Departmental Expense	-	-	-	-
208.555.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
208.555.7429 Maintenance & Operation of Equipment	-	-	-	-
208.555.7430 Professional & Specialized Services	-	-	-	-
208.555.7431 Promotional Expense	-	-	-	-
208.555.7432 Other Contractual Services	139,990	134,359	135,220	131,808
208.555.7433 Insurance and Surety Bonds	-	-	-	-
208.555.7434 Memberships, Dues, Books	-	-	-	-
208.555.7435 Professional Development & Training	-	-	-	-
208.555.7437 Staff Development	-	-	-	-
208.555.7438 Other Charges	-	-	-	-
208.555.7441 Special Community Services	-	-	-	-
208.555.7442 Insurance Claims Expense	-	-	-	-
208.555.7548 User Charges - Photocopy/Fax	-	-	-	-
208.555.7549 User Charges - Communications Pool	-	-	-	-
208.555.7550 User Charges - Motor Pool	-	-	-	-
208.555.7883 Improvements Other than Buildings	-	-	-	-
208.555.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 139,990	\$ 134,359	\$ 135,220	\$ 131,808

CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Detail
 PROGRAM: COMMUNITY DEVELOPMENT - HOUSING/CDBG

EXHIBIT C-1
 208.555

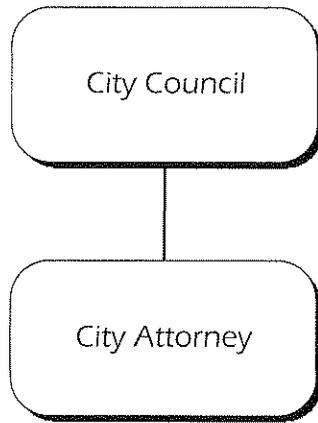
Description	11/12 Adopted
7432 OTHER CONTRACTUAL SERVICES	
Catholic Charities - Rental Assistance *	\$ 20,000
Catholic Charities - Shared Housing for Single Heads of Household *	6,000
Emergency Housing Consortium (Homeless Housing Contribution) **	5,300
Invision (Emergency Housing) **	5,300
Next Door **	5,300
Project Sentinel (Offset with Rental Dispute Fees) ***	54,000
Rebuilding Together **	18,458
Sacred Heart - Community Services *	7,000
Santa Clara Family Health Foundation **	-
Senior Adult Legal Service **	5,150
YWCA Silicon Valley Domestic Violence **	5,300
	131,808
<p>* Funded with RDA 20% Housing Funds ** County CDBG Contract Funds *** Rental Dispute Fee Revenue</p> <p>Footnote: Adopted by City Council 5/03/11</p>	
TOTAL	\$ 131,808



Legal Services



Legal Services
2011 - 2012



LEGAL SERVICES PROGRAM SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
City Attorney	1.00	1.00	1.00	1.00
Total Budgeted Positions	1.00	1.00	1.00	1.00

Expenditure Summary

<u>Description</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Employee Services	\$ 232,874	\$ 200,645	\$ 223,295	\$ 231,586
Supplies & Other Services & Capital Outlay	18,610	18,728	3,273	4,273
Debt Service	-	-	-	-
Total Before Transfers	251,484	219,373	226,568	235,859
Transfers-Out	-	-	-	-
Appropriation Total	251,484	219,373	226,568	235,859
Less Transfers-In	-	-	-	-
Net Cost	\$ 251,484	\$ 219,373	\$ 226,568	\$ 235,859

Revenue Summary

Total Revenue Monitored by Department	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
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GENERAL FUND - (101)
Legal Services Program - (560)

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Prepare updates to at least four chapters of the Municipal Code, including smoking, tree preservation, permit processes and purchasing ordinances

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Complete review of 85% of all contract and other documents submitted for review within two (2) weeks of submission.	91%	96%	96%
2	Provide a response to 70% of all requests for a written opinion within four (4) weeks of submission.	98%	94%	98%
3	Provide a response to 85% of all requests for oral advice within two (2) working days of submission.	100%	100%	100%
4	Obtain a favorable outcome in at least 60% of all cases adjudicated to a final conclusion.	100%	100%	80%
5	Personally attend at least 85% of all regular City Council Meetings.	100%	100%	100%
6	Personally attend at least 85% of all regular Planning Commission Meetings.	100%	100%	100%
7	Provide approximately 1,128 hours of non-litigation legal assistance annually.	1,208 hrs	1,009 hrs	1,130 hrs
8	Complete major workplan items within one (1) fiscal year.	3	1	1
9	Provide at least 250 office hours at City Hall each year.	313 hrs	338 hrs	337 hrs

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

EXHIBIT A
 101.560

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 232,874	\$ 200,645	\$ 223,295	\$ 231,586
Supplies, Services & Capital Outlay (Exhibit C)	18,610	18,728	3,273	4,273
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	251,484	219,373	226,568	235,859
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 251,484	\$ 219,373	\$ 226,568	\$ 235,859

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 251,484	\$ 219,373	\$ 226,568	\$ 235,859
TOTAL			\$ 251,484	\$ 219,373	\$ 226,568	\$ 235,859

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
TOTAL			\$ -	\$ -	\$ -	\$ -

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

EXHIBIT B
 101.560

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.560.7001 Personnel - Regular	\$ 176,316	\$ 165,835	\$ 178,000	\$ 178,000
101.560.7002 Personnel - Temporary	-	-	-	-
101.560.7003 Personnel - Overtime	-	-	-	-
101.560.7005 Personnel - POST	-	-	-	-
101.560.7103 Personnel - Holiday Pay	-	-	-	-
101.560.7104 Meal Allowance	-	-	-	-
101.560.7105 Uniform Allowance	-	-	-	-
101.560.7106 Retirement	33,726	11,855	19,422	25,760
101.560.7107 Dental Insurance	1,560	1,564	1,608	1,644
101.560.7108 Group Health Insurance	17,489	18,154	19,716	21,696
101.560.7109 Group Life Insurance	186	186	240	240
101.560.7110 Workers' Compensation Insurance	1,040	620	612	549
101.560.7111 Unemployment Insurance	-	-	-	-
101.560.7112 Group Disability Insurance	-	-	1,116	1,116
101.560.7113 Medicare	2,557	2,431	2,581	2,581
101.560.7114 Auto Allowance	-	-	-	-
101.560.7115 Cell Phone Allowance	-	-	-	-
101.560.7118 Other Benefit Pay	-	-	-	-
101.560.7119 Social Security	-	-	-	-
101.560.7122 Deferred Compensation Contribution	-	-	-	-
101.560.7121 Leave Balance Payout	-	-	-	-
101.560.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 232,874	\$ 200,645	\$ 223,295	\$ 231,586

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

EXHIBIT B-1
 101.560

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
City Attorney *	1.00	1.00	1.00	1.00	\$ 178,000
* Retainer and additional hourly charges per contract. Not a full-time position.					
TOTAL	1.00	1.00	1.00	1.00	\$ 178,000

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 101.560

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.560.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.560.7421 Communications - Phones	-	-	-	-
101.560.7422 Advertising	-	-	-	-
101.560.7423 Clothing and Personal Expense	-	-	-	-
101.560.7424 Office Expense	-	(362)	-	-
101.560.7425 Minor Tools & Equipment	-	-	-	-
101.560.7427 Special Departmental Expense	-	38	100	100
101.560.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.560.7429 Maintenance & Operation of Equipment	-	-	-	-
101.560.7430 Professional & Specialized Services	-	-	-	-
101.560.7431 Promotional Expense	-	-	-	-
101.560.7432 Other Contractual Services	-	-	-	-
101.560.7433 Insurance and Surety Bonds	-	-	-	-
101.560.7434 Memberships, Dues, Books	16,876	17,408	2,100	2,100
101.560.7435 Professional Development & Meetings	1,734	1,644	-	1,000
101.560.7437 Staff Development	-	-	-	-
101.560.7438 Other Charges	-	-	-	-
101.560.7441 Special Community Services	-	-	-	-
101.560.7442 Insurance Claims Expense	-	-	-	-
101.560.7548 User Charges - Photocopy/Fax	-	-	-	-
101.560.7549 User Charges - Communications Pool	-	-	-	-
101.560.7550 User Charges - Motor Pool	-	-	-	-
101.560.7551 User Charges - IT Pool	-	-	1,073	1,073
101.560.7883 Improvements other than Buildings	-	-	-	-
101.560.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 18,610	\$ 18,728	\$ 3,273	\$ 4,273

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

EXHIBIT C-1
 101.560

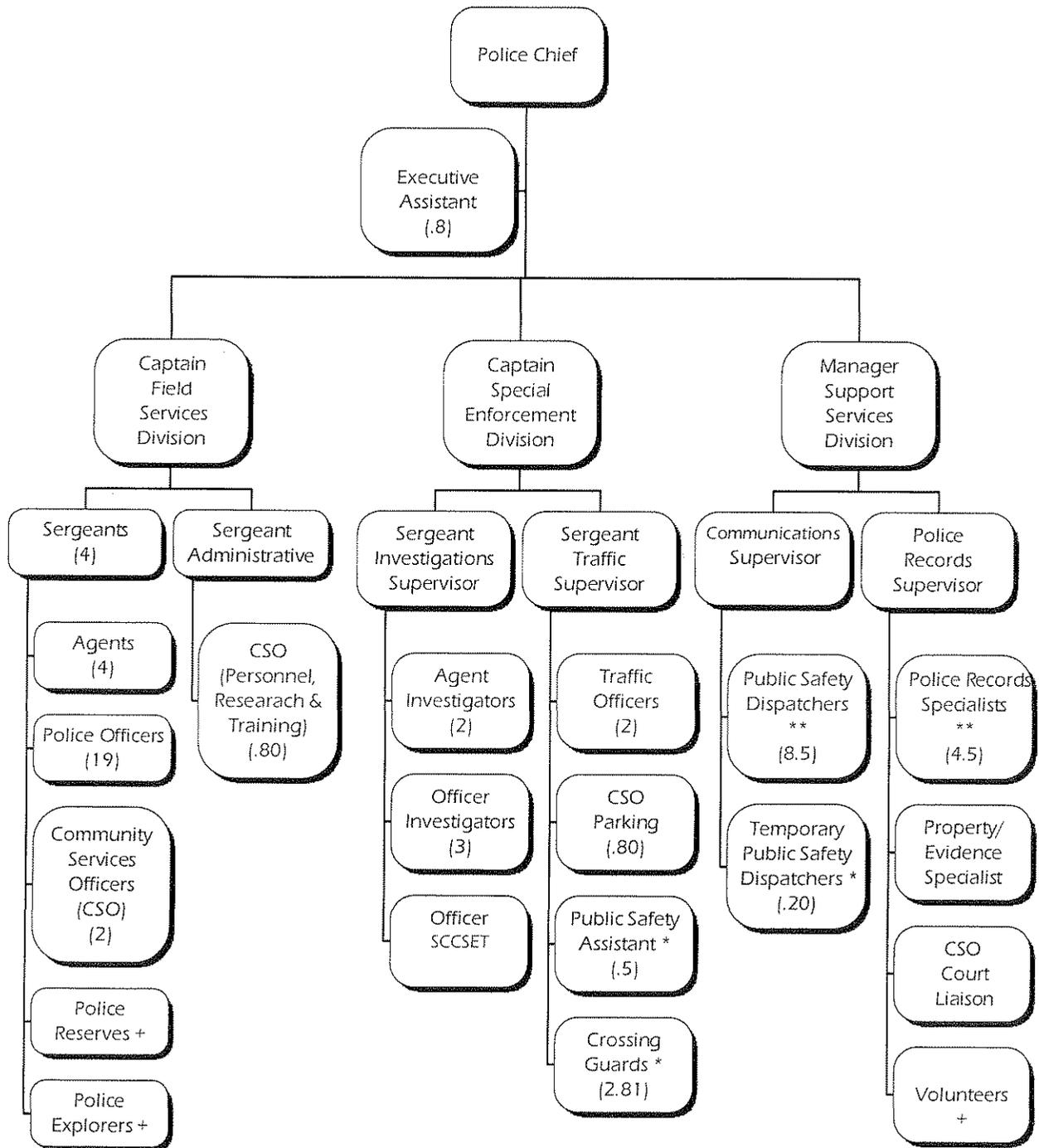
Description	11/12 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Federal Express / Printing / Photocopying	\$ 100
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Matthew-Bender On-line Publications:	
California Litigation	2,100
California Real Estate Law	
Case Reporters	
Statutes	
	2,100
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	1,000
<u>7551 USER CHARGES - IT POOL</u>	1,073
TOTAL	\$ 4,273



Public Safety



Police Department 2011 - 2012



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

PUBLIC SAFETY PROGRAM SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Adopted 2011-2012
Communications Supervisor	1.00	1.00	1.00	1.00
Community Services Officer	5.00	5.00	4.55	4.55
Executive Assistant	1.00	1.00	0.80	0.80
Police Agent	6.00	6.00	6.00	6.00
Police Captain	3.00	3.00	2.00	2.00
Police Chief	1.00	1.00	1.00	1.00
Police Officer	27.00	27.00	25.50	25.00
Police Records Specialist	5.00	5.00	4.50	4.50
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Sergeant	7.00	7.00	7.00	7.00
Property/Evidence Specialist	1.00	1.00	1.00	1.00
Public Safety Dispatcher	8.50	8.50	8.50	8.50
Support Services Manager	-	-	1.00	1.00
Systems Specialist	1.00	1.00	-	-
Total Budgeted Positions	67.50	67.50	63.85	63.35
Temporary Positions				
Public Safety Assistant	2.00	1.00	0.50	0.50
Crossing Guard	3.48	3.48	2.81	2.81
Part-Time Dispatcher	0.30	0.08	0.20	0.15
Part-Time Police Clerk	0.25	0.25	-	-
Total Temporary Positions	6.03	4.81	3.51	3.46
Total Staffing	73.53	72.31	67.36	66.81

Expenditure Summary

Description	Actual 2008-2009	Actual 2009-2010	Adopted 2010-2011	Adopted 2011-2012
Employee Services	\$ 11,064,176	\$ 10,382,376	\$ 10,358,228	\$ 10,906,404
Supplies & Other Services & Capital Outlay	7,216,607	7,699,113	7,773,638	7,970,863
Debt Service	-	-	-	-
Total Before Transfers	18,280,783	18,081,489	18,131,866	18,877,267
Transfers-Out	-	-	-	-
Appropriation Total	18,280,783	18,081,489	18,131,866	18,877,267
Less Transfers-In	17,002	61,480	40,100	48,392
Net Cost	\$ 18,263,781	\$ 18,020,009	\$ 18,091,766	\$ 18,828,875

Revenue Summary

Total Revenue Monitored by Department	\$ 861,951	\$ 899,856	\$ 862,000	\$ 880,000
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GENERAL FUND - (101)
Police - Administration Program (601)
Program Manager - Police Chief

MISSION STATEMENT

Ensure optimal service delivery and provide for the overall management of the Police Department within the available resources.

ONGOING RESPONSIBILITIES

- Ensure that all personnel meet minimum required training standards and provide safety, liability, and service delivery training whenever possible
- Continually develop departmental direction
- Manage Emergency Preparedness
- Manage Animal Services
- Investigate and issue permits as required by law
- Routinely evaluate customer satisfaction and service delivery

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Review the Downtown Alcohol Policy

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Percent of regular and reserve officers who are in compliance with P.O.S.T. approved in-service training requirements.	100%	100%	100%

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

EXHIBIT A
 101.601

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 517,631	\$ 410,426	\$ 400,149	\$ 410,682
Supplies, Services & Capital Outlay (Exhibit C)	323,349	336,183	300,081	294,869
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	840,980	746,609	700,230	705,551
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 840,980	\$ 746,609	\$ 700,230	\$ 705,551

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 840,980	\$ 746,609	\$ 700,230	\$ 705,551
TOTAL			\$ 840,980	\$ 746,609	\$ 700,230	\$ 705,551

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
POST Reimbursement	101	4588	\$ 16,243	\$ 32,196	\$ 20,000	\$ 20,000
DUI Cost Recovery	101	4698	15,687	22,314	18,000	18,000
Other Revenue	101	4965	5,550	100	-	-
TOTAL			\$ 37,480	\$ 54,610	\$ 38,000	\$ 38,000

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

EXHIBIT B
 101.601

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.601.7001 Personnel - Regular	\$ 295,915	\$ 194,375	\$ 215,848	216,451
101.601.7002 Personnel - Temporary	7,925	37,781	-	-
101.601.7003 Personnel - Overtime	71,356	65,070	75,425	75,000
101.601.7005 Personnel - POST	-	-	-	-
101.601.7103 Personnel - Holiday Pay	-	-	-	-
101.601.7104 Meal Allowance	-	-	-	-
101.601.7105 Uniform Allowance	762	1,100	1,100	1,100
101.601.7106 Retirement	70,859	63,391	66,316	76,791
101.601.7107 Dental Insurance	4,366	2,782	3,216	3,288
101.601.7108 Group Health Insurance	30,863	19,515	21,255	21,954
101.601.7109 Group Life Insurance	495	338	432	432
101.601.7110 Workers' Compensation Insurance	21,734	12,706	8,543	7,649
101.601.7111 Unemployment Insurance	-	-	-	-
101.601.7112 Group Disability Insurance	1,486	891	1,711	1,711
101.601.7113 Medicare	2,155	4,255	4,223	4,226
101.601.7114 Auto Allowance	-	-	-	-
101.601.7115 Cell Phone Allowance	-	60	-	-
101.601.7118 Other Benefit Pay	6,619	6,139	-	-
101.601.7119 Social Security	-	-	-	-
101.601.7122 Deferred Compensation Contribution	2,991	1,530	2,080	2,080
101.601.7126 PARS 457 Retirement	105	493	-	-
101.601.7121 Leave Balance Payout	-	-	-	-
101.601.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 517,631	\$ 410,426	\$ 400,149	\$ 410,682

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

EXHIBIT B-1
 101.601

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Police Chief	1.00	1.00	1.00	1.00	\$ 167,648
Executive Assistant *	1.00	1.00	0.80	0.80	48,803
System Specialist **	1.00	1.00	-	-	-
TOTAL	3.00	3.00	1.80	1.80	\$ 216,451

* .20 FTE Reduced in FY 11

** 1.0 FTE Unfunded in FY 11

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 101.601

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.601.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.601.7421 Communications - Phones	-	-	-	-
101.601.7422 Advertising	-	-	-	-
101.601.7423 Clothing and Personal Expense	177	-	-	-
101.601.7424 Office Expense	383	454	400	1,000
101.601.7425 Minor Tools & Equipment	-	-	-	-
101.601.7427 Special Departmental Expense	7,678	2,034	2,000	2,000
101.601.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.601.7429 Maintenance & Operation of Equipment	95	-	-	-
101.601.7430 Professional & Specialized Services	118,613	130,896	150,059	144,247
101.601.7431 Promotional Expense	9,750	10,611	-	-
101.601.7432 Other Contractual Services	-	-	-	-
101.601.7433 Insurance and Surety Bonds	-	-	-	-
101.601.7434 Memberships, Dues, Books	3,534	5,158	4,755	4,755
101.601.7435 Professional Development & Meetings	10,592	10,807	8,000	8,000
101.601.7437 Staff Development	53,985	57,681	50,950	50,950
101.601.7438 Other Charges	-	-	-	-
101.601.7442 Insurance Claims Expense	-	-	-	-
101.601.7450 Booking Fees	-	-	-	-
101.601.7548 User Charges - Photocopy/Fax	-	-	-	-
101.601.7549 User Charges - Communications Pool	-	-	-	-
101.601.7550 User Charges - Motor Pool	20,615	20,615	18,553	18,553
101.601.7551 User Charges - IT Pool	97,927	97,927	65,364	65,364
101.601.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 323,349	\$ 336,183	\$ 300,081	\$ 294,869

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

EXHIBIT C-1
 101.601

Description	11/12 Adopted
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	\$ 1,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Department Employee Recognition	800
Department Meeting	500
Miscellaneous Equipment/Training	700
	2,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Annual Update & Reprint of General Order Manual - Lexipol	5,550
Cal-ID Santa Clara Automated Fingerprint System (Fee Calculated by Usage)	43,619
Contracted Background Checks	10,000
Contracted Legal Service	3,000
Crime Lab Fees	82,078
	144,247
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	1,200
Dues	3,555
	4,755
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
Professional Development	8,000
<u>7437 STAFF DEVELOPMENT</u>	
Training Costs (Includes POST Training)	50,950
<u>7450 BOOKING FEES</u>	
Contractual Fee with Santa Clara County	-
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	18,553
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	65,364
TOTAL	\$ 294,869

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Continue to explore consolidated dispatch services with Los Gatos/Monte Sereno Police Department

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	90% of incoming 9-1-1 calls are answered within ten seconds.	98.2%	97%	98%
2	90% of emergency calls for service are dispatched in less than two minutes.	94%	93%	99%

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

EXHIBIT A
 101.602

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 1,224,548	\$ 1,252,939	\$ 1,261,163	\$ 1,325,073
Supplies, Services & Capital Outlay (Exhibit C)	219,948	190,057	215,590	204,745
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,444,496	1,442,996	1,476,753	1,529,818
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,444,496	\$ 1,442,996	\$ 1,476,753	\$ 1,529,818

FUNDING SOURCE(S)						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenue	101	Misc.	\$ 1,444,496	\$ 1,442,996	\$ 1,476,753	\$ 1,529,818
TOTAL			\$ 1,444,496	\$ 1,442,996	\$ 1,476,753	\$ 1,529,818

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
CAL NENA Reimbursement (NEW)	101	4707	\$ -	\$ -	\$ -	\$ 3,000
False Alarm Fees	101	4693	22,971	31,109	38,000	38,000
TOTAL			\$ 22,971	\$ 31,109	\$ 38,000	\$ 41,000

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

EXHIBIT B
 101.602

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.602.7001 Personnel - Regular	\$ 851,316	\$ 882,709	\$ 866,036	\$ 888,926
101.602.7002 Personnel - Temporary	2,048	2,264	13,312	10,000
101.602.7003 Personnel - Overtime	30,541	36,289	40,000	40,000
101.602.7005 Personnel - POST	-	-	-	-
101.602.7103 Personnel - Holiday Pay	36,887	37,233	38,808	39,975
101.602.7104 Meal Allowance	509	848	200	200
101.602.7105 Uniform Allowance	550	212	6,223	6,223
101.602.7106 Retirement	116,623	102,740	99,084	134,886
101.602.7107 Dental Insurance	16,379	16,615	15,624	16,440
101.602.7108 Group Health Insurance	121,166	130,539	136,662	143,760
101.602.7109 Group Life Insurance	2,883	2,899	2,970	2,970
101.602.7110 Workers' Compensation Insurance	11,111	5,930	9,650	8,841
101.602.7111 Unemployment Insurance	-	-	-	-
101.602.7112 Group Disability Insurance	6,189	6,124	5,859	5,859
101.602.7113 Medicare	12,502	12,881	13,893	14,194
101.602.7114 Auto Allowance	-	-	-	-
101.602.7115 Cell Phone Allowance	-	531	540	540
101.602.7118 Other Benefit Pay	3,712	2,750	-	-
101.602.7119 Social Security	-	-	-	-
101.602.7122 Deferred Compensation Contribution	12,105	12,353	12,129	12,129
101.602.7126 PARS 457 Retirement	27	22	173	130
101.602.7121 Leave Balance Payout			-	-
101.602.7130 Project Overhead Cost				
TOTAL	\$ 1,224,548	\$ 1,252,939	\$ 1,261,163	\$ 1,325,073

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

EXHIBIT B-1
 101.602

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Police Captain *	0.50	0.50	-	-	\$ -
Support Services Manager **	-	-	0.50	0.50	56,110
Communications Supervisor	1.00	1.00	1.00	1.00	99,705
Public Safety Dispatcher	8.50	8.50	8.50	8.50	733,111
TOTAL	10.00	10.00	10.00	10.00	\$ 888,926

* Position Reclassified in FY 11

** New Position in FY 11 - Balance in
 Program 603

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Part-Time Dispatcher Per Diem Basis	0.30	0.08	0.20	0.15	\$ 10,000
TOTAL	0.30	0.08	0.20	0.15	\$ 10,000

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

EXHIBIT C
 101.602

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.602.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.602.7421 Communications - Phones	59,532	48,851	51,500	51,500
101.602.7422 Advertising	-	-	-	-
101.602.7423 Clothing and Personal Expense	33	53	-	-
101.602.7424 Office Expense	1,606	271	900	900
101.602.7425 Minor Tools & Equipment	-	-	-	-
101.602.7427 Special Departmental Expense	11,497	6,582	3,300	3,300
101.602.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.602.7429 Maintenance & Operation of Equipment	40,455	18,955	28,500	28,500
101.602.7430 Professional & Specialized Services	34,331	42,988	68,783	54,938
101.602.7431 Promotional Expense	-	-	-	-
101.602.7432 Other Contractual Services	-	-	-	-
101.602.7433 Insurance and Surety Bonds	-	-	-	-
101.602.7434 Memberships, Dues, Books	1,769	1,621	1,600	1,600
101.602.7435 Professional Development & Meetings	-	-	-	3,000
101.602.7437 Staff Development	-	11	-	-
101.602.7438 Other Charges	-	-	-	-
101.602.7444 Depreciation	-	-	-	-
101.602.7451 Loss on Sale of Equipment	-	-	-	-
101.602.7548 User Charges - Photocopy/Fax	-	-	-	-
101.602.7549 User Charges - Communications Pool	-	-	-	-
101.602.7550 User Charges - Motor Pool	-	-	-	-
101.602.7551 User Charges - IT Pool	70,725	70,725	61,007	61,007
101.602.7884 Machinery & Equipment	-	-	-	-
101.602.7886 Communications Equipment Reserve	-	-	-	-
TOTAL	\$ 219,948	\$ 190,057	\$ 215,590	\$ 204,745

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

EXHIBIT C-1
 101.602
 Page 1

Description	11/12 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Automated Warrant System Phone Line	\$ 300
California Law Enforcement Telecommunication System (CLETS) Dedicated Phone Line	4,200
Cell Phones Service and Use Charges	11,000
Telephone Lines and Service (Modems, Radios, Call Boxes, Automated Warrant System (AWS) & Phone Lines, Etc.)	36,000
	51,500
<u>7424 OFFICE EXPENSE</u>	
Dispatch Office Supplies	900
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Cell Phones (Replacement)	1,500
Communications Supplies	750
Headsets	1,050
	3,300
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>	
Base Station / Remote Sites	10,000
Mobiles, Portables	6,500
Other Repairs & Parts (Not Covered by Maintenance Contracts; Installation of Assets)	3,000
Radio Control System	5,000
Replacement Batteries	3,000
Security System Repairs	1,000
	28,500
<u>7430 PROFESSIONAL AND SPECIALIZED SERVICES</u>	
Automated Warrant System User Fee - Direct Connect & Not Direct Connect	8,000
California Law Enforcement Telecommunications System Access Fee (Direct Connect)	7,500
Hearing Tests	300
Sheriff's Law Enforcement Telecommunication System (includes CJIC Not Direct)	7,402
SVRIA Assessment & E-Comm Maintenance	31,736
	54,938
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	900
Dues	700
	1,600
SUB - TOTAL	\$ 140,738

Description	11/12 Adopted
7435 PROFESSIONAL DEVELOPMENT & MEETINGS	
CAL NENA Conference & Quarterly Meetings (NEW) *	\$ 3,000
7551 USER CHARGES - IT POOL	
Use of Computer Hardware/Software; Phones & Photocopier/Fax (Includes CAD/RMS) *	61,007
TOTAL	\$ 204,745

* Funded by State 9-1-1 Program

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	85% of report requests submitted to the Records Division will be processed within 7 business days of receipt. **	95%	95%	98%

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

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

EXHIBIT A
 101.603

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 892,880	\$ 902,752	\$ 822,337	\$ 857,597
Supplies, Services & Capital Outlay (Exhibit C)	110,253	102,965	101,032	111,732
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,003,133	1,005,717	923,369	969,329
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,003,133	\$ 1,005,717	\$ 923,369	\$ 969,329

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 1,003,133	\$ 1,005,717	\$ 923,369	\$ 969,329
TOTAL			\$ 1,003,133	\$ 1,005,717	\$ 923,369	\$ 969,329

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Other Filing Fees	101	4690	\$ 14,286	\$ 14,489	\$ 5,000	\$ 10,000
Cost Recovery (Court Liaison)	101	4704	18,257	37,827	40,000	40,000
Special Police Services:	101	4691	19,671	19,153	23,000	23,000
Reports						
Photos						
Fingerprints						
Impounds, Etc.						
TOTAL			\$ 52,214	\$ 71,469	\$ 68,000	\$ 73,000

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

**EXHIBIT B
101.603**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.603.7001 Personnel - Regular	\$ 600,735	\$ 620,945	\$ 568,796	\$ 576,621
101.603.7002 Personnel - Temporary	12,070	10,920	-	-
101.603.7003 Personnel - Overtime	1,740	3,374	4,000	4,000
101.603.7005 Personnel - POST	-	-	-	-
101.603.7103 Personnel - Holiday Pay	25,148	25,240	24,540	24,985
101.603.7104 Meal Allowance	-	-	-	-
101.603.7105 Uniform Allowance	5,850	5,512	4,973	4,973
101.603.7106 Retirement	88,379	74,722	62,061	83,449
101.603.7107 Dental Insurance	13,255	13,487	13,284	13,974
101.603.7108 Group Health Insurance	102,721	110,875	109,134	114,780
101.603.7109 Group Life Insurance	2,324	2,341	2,520	2,520
101.603.7110 Workers' Compensation Insurance	13,950	7,616	9,400	8,546
101.603.7111 Unemployment Insurance	-	-	-	-
101.603.7112 Group Disability Insurance	5,148	5,132	4,743	4,743
101.603.7113 Medicare	7,788	7,937	8,661	8,781
101.603.7114 Auto Allowance	-	-	-	-
101.601.7115 Cell Phone Allowance	-	531	540	540
101.603.7118 Other Benefit Pay	3,320	3,454	-	-
101.603.7119 Social Security	-	-	-	-
101.603.7122 Deferred Compensation Contribution	10,295	10,524	9,685	9,685
101.603.7126 PARS 457 Retirement	157	142	-	-
101.601.7121 Leave Balance Payout			-	-
101.601.7130 Project Overhead Cost				
TOTAL	\$ 892,880	\$ 902,752	\$ 822,337	\$ 857,597

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

EXHIBIT B-1
 101.603

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Police Captain *	0.50	0.50	-	-	\$ -
Support Services Manager **	-	-	0.50	0.50	56,110
Police Records Supervisor	1.00	1.00	1.00	1.00	83,938
Police Records Specialist ***	5.00	5.00	4.50	4.50	297,647
Property/Evidence Specialist	1.00	1.00	1.00	1.00	69,589
Community Services Officer	1.00	1.00	1.00	1.00	69,337
TOTAL	8.50	8.50	8.00	8.00	\$ 576,621

* Position Reclassified FY 11
 ** New position FY 11 Balance in Program 602
 *** .50 FTE Reduced in FY 11

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Part-Time Police Clerk *	0.25	0.25	-	-	\$ -
TOTAL	0.25	0.25	-	-	\$ -

* Eliminated FY 11

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

**EXHIBIT C
101.603**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.603.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.603.7421 Communications - Phones	-	-	-	-
101.603.7422 Advertising	-	-	-	-
101.603.7423 Clothing and Personal Expense	22	-	-	-
101.603.7424 Office Expense	15,430	13,583	14,900	14,900
101.603.7425 Minor Tools & Equipment	-	-	-	-
101.603.7427 Special Departmental Expense	22,178	15,662	15,400	15,400
101.603.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.603.7429 Maintenance & Operation of Equipment	1,030	1,030	1,000	1,000
101.603.7430 Professional & Specialized Services	1,240	766	2,000	12,700
101.603.7431 Promotional Expense	-	-	-	-
101.603.7432 Other Contractual Services	-	-	-	-
101.603.7433 Insurance and Surety Bonds	-	-	-	-
101.603.7434 Memberships, Dues, Books	280	95	300	300
101.603.7435 Professional Development & Meetings	36	-	-	-
101.603.7437 Staff Development	-	11	-	-
101.603.7438 Other Charges	4,752	6,533	6,425	6,425
101.603.7441 Special Community Services	-	-	-	-
101.603.7442 Insurance Claims Expense	-	-	-	-
101.603.7548 User Charges - Photocopy/Fax	-	-	-	-
101.603.7549 User Charges - Communications Pool	-	-	-	-
101.603.7550 User Charges - Motor Pool	-	-	-	-
101.603.7551 User Charges - IT Pool	65,285	65,285	61,007	61,007
101.603.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 110,253	\$ 102,965	\$ 101,032	\$ 111,732

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

EXHIBIT C-1
 101.603

Description	11/12 Adopted
<u>7424 OFFICE EXPENSE</u>	
Business Cards	\$ 2,100
CD's, Jewel Cases	500
Laminating Supplies	300
Other Office Supplies	2,500
Paper, Envelopes, Etc.	7,000
Printer Cartridges	2,000
Rubber Stamps	500
	14,900
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Auto Cite Paper & Ribbons (Parking Citation Hand Held Citation Writer)	1,000
Automated Fingerprint Identification System (AFIS) Supplies	500
Evidence Equipment & Supplies	2,000
Gun/Drug Disposal	500
Miscellaneous Equipment/Supplies (Film, Forms, Etc. Re: Informal Bookings)	2,000
Moving / Warning Citations	3,500
Mug Shot Supplies (Ink & Paper)	1,000
Parking Enforcement Citations	1,100
Postage, Post Office Box Rental, Notices & Miscellaneous Supplies	800
Special Forms/Materials	3,000
	15,400
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Auto Cite Lease & Maintenance	1,000
	1,000
<u>7430 PROFESSIONAL & SPECIAL SERVICES</u>	
Crime Reports.Com (NEW)	1,200
Fingerprint Checks (Department of Justice & County Fee)	900
Livescan Applicant Fingerprinting	500
On-Line Crime Reporting Software (One Time)	9,500
Parking Ticket Hearing Official	600
	12,700
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues	300
<u>7438 OTHER CHARGES</u>	
Annex Water Service	625
Hazardous Material Pickup	1,400
Linen Service - Men's & Women's Locker Rooms	1,800
Shredding Service	2,600
	6,425
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	61,007
TOTAL	\$ 111,732

GENERAL FUND - (101)
Police - Special Enforcement Program (604)
Program Manager - Special Enforcement Division Commander

MISSION STATEMENT

Resolve cases quickly and reduce crime by providing proactive and follow-up investigative services utilizing traditional and innovative methods.

Reduce traffic accidents, create safer roadways, and decrease blight conditions in neighborhoods by providing essential traffic services.

ONGOING RESPONSIBILITIES

- Investigate, record, and document all major crime scenes, collect and preserve evidence, prepare investigative reports, and present testimony in trial for the prosecution of offenders
- Use modern surveillance and undercover techniques to deter crime and arrest offenders
- Identify and target criminal activity for selective enforcement
- Work closely with the schools to deal with student and juvenile issues
- Provide crime prevention service to residents and businesses within the City
- Assign resources to designated areas of concern, i.e., Neighborhood Traffic Management Program (NTMP) areas or traffic complaint areas
- Promote traffic safety and efficiency through public education, traffic law enforcement, and cooperative efforts with other City departments

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	95% of victims contacted within 24 hours of case assignment.	100%	100%	100%
2	95% of cases assigned for investigation that are closed and/or inactivated.	100%	100%	100%
3	Traffic enforcement index of at least 21. *	58.33	48.81	26.37
4	80% of abandoned vehicle complaints responded to within 48 hours of receipt of inspecting the vehicle and where appropriate, marking and placing a notice on the vehicle. **	100%	100%	100%
5	Percentage of traffic concerns received where resources are assigned.	100%	100%	100%

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

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

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

EXHIBIT A
 101.604

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 2,330,479	\$ 2,272,953	\$ 2,329,438	\$ 2,546,360
Supplies, Services & Capital Outlay (Exhibit C)	165,868	163,671	133,899	133,839
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,496,347	2,436,624	2,463,337	2,680,199
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 2,496,347	\$ 2,436,624	\$ 2,463,337	\$ 2,680,199

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 2,496,347	\$ 2,436,624	\$ 2,445,337	\$ 2,655,307
Federal Grant (JAG)	218	9899	-	-	18,000	18,000
Federal Tobacco Prevention Grant	218	9899	-	-	-	6,892
TOTAL			\$ 2,496,347	\$ 2,436,624	\$ 2,463,337	\$ 2,680,199

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Traffic Fines	101	Misc.	\$ 312,152	\$ 344,920	\$ 319,000	\$ 300,000
Abandoned Vehicle Fees	101	4582	83,283	79,370	55,000	70,000
SCCSET Data Queries	101	4706	2,333	1,105	2,000	2,000
Other Service Charges	101	4694	200	-	-	-
JAG Overtime Grant	101	6899	-	-	18,000	18,000
Special Events-Community Group Sponsored	101	4630	-	-	37,000	37,000
PD Cost Recovery - Non City Sponsored Special Details	101	4704	-	-	-	7,000
Federal Tobacco Prevention Grant	101	6899	-	-	-	6,892
TOTAL			\$ 397,968	\$ 425,395	\$ 431,000	\$ 440,892

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

EXHIBIT B
 101.604

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.604.7001 Personnel - Regular	\$ 1,273,649	\$ 1,171,075	\$ 1,243,948	\$ 1,370,776
101.604.7002 Personnel - Temporary	115,147	129,390	114,715	114,715
101.604.7003 Personnel - Overtime	89,015	71,858	74,000	88,000
101.604.7005 Personnel - POST	63,835	63,052	77,779	81,492
101.604.7103 Personnel - Holiday Pay	57,810	55,596	58,551	64,568
101.604.7104 Meal Allowance	-	-	-	-
101.604.7105 Uniform Allowance	11,197	10,606	12,636	13,351
101.604.7106 Retirement	408,377	427,442	435,263	510,259
101.604.7107 Dental Insurance	17,333	17,870	19,248	21,372
101.604.7108 Group Health Insurance	137,551	150,061	156,981	172,778
101.604.7109 Group Life Insurance	2,322	2,399	2,940	3,240
101.604.7110 Workers' Compensation Insurance	114,024	69,267	63,147	61,622
101.604.7111 Unemployment Insurance	-	-	-	-
101.604.7112 Group Disability Insurance	1,736	1,937	8,975	9,533
101.604.7113 Medicare	16,669	21,183	22,607	24,784
101.604.7114 Auto Allowance	-	-	-	-
101.604.7115 Cell Phone Allowance	-	374	-	-
101.604.7118 Other Benefit Pay	13,007	15,139	-	-
101.604.7119 Social Security	-	-	-	-
101.604.7121 Leave Balance Payout	-	56,468	30,000	-
101.604.7122 Deferred Compensation Contribution	7,581	7,807	7,157	8,379
101.604.7126 PARS 457 Retirement	1,226	1,429	1,491	1,491
101.604.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 2,330,479	\$ 2,272,953	\$ 2,329,438	\$ 2,546,360

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

EXHIBIT C
 101.604

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.604.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.604.7421 Communications - Phones	-	-	-	-
101.604.7422 Advertising	-	-	-	-
101.604.7423 Clothing and Personal Expense	9,821	4,147	4,900	4,900
101.604.7424 Office Expense	2,403	2,391	3,550	2,950
101.604.7425 Minor Tools & Equipment	-	-	-	-
101.604.7427 Special Departmental Expense	15,066	14,274	10,000	10,000
101.604.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.604.7429 Maintenance & Operation of Equipment	2,950	4,674	2,750	2,750
101.604.7430 Professional & Specialized Services	22,699	25,306	29,000	29,540
101.604.7431 Promotional Expense	-	-	-	-
101.604.7432 Other Contractual Services	-	-	-	-
101.604.7433 Insurance and Surety Bonds	-	-	-	-
101.604.7434 Memberships, Dues, Books	1,113	933	1,750	1,750
101.604.7435 Professional Development & Training	-	-	-	-
101.604.7437 Staff Development	15	-	-	-
101.604.7438 Other Charges	3,481	3,626	4,000	4,000
101.604.7441 Special Community Services	-	-	-	-
101.604.7442 Insurance Claims Expense	-	-	-	-
101.604.7548 User Charges - Photocopy/Fax	-	-	-	-
101.604.7549 User Charges - Communications Pool	-	-	-	-
101.604.7550 User Charges - Motor Pool	43,035	43,035	38,731	38,731
101.604.7551 User Charges - IT Pool	65,285	65,285	39,218	39,218
101.604.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 165,868	\$ 163,671	\$ 133,899	\$ 133,839

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

EXHIBIT C-1
 101.604
 Page 1

Description	11/12 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Clothing & Badges - Explorer / PSA Uniforms	\$ 400
Crime Scene Response Team (CSRT) Uniforms	200
Crossing Guard Uniforms	1,000
ISU Shirts & Jackets	300
Miscellaneous Equipment	500
Motorcycle Officer Uniforms	1,500
SWAT Uniforms	1,000
	4,900
<u>7424 OFFICE EXPENSE</u>	
Office & Desk Supplies	400
Other - Batteries, Charts, Presentation Media	1,500
Printing Expenses - Flyers, Handouts, Etc.	750
Priority Mailing Expenses	300
	2,950
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Crime Scene Response Team (CSRT) Supplies -- Evidence Collection, Chemicals / MAIT	750
Crisis Negotiation Team (CNT) Supplies & Equipment (Moved from 605)	450
Critical Reach Computer Transmission Charges (Formerly TRAK)	400
Crossing Guard Supplies - Signs, Vests, Cones	200
Investigation Fund Resupply	1,000
Investigations Unit Anonymous Calling Cards/Cell Phone	200
Investigative Equipment - Flashlights, Recorders, Binoculars, Cameras	1,000
Safety Equipment - Holsters, Handcuffs, Pepper Spray	500
SWAT Replacement Equipment	5,000
Witness & Victim Expenses	500
	10,000
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Maintenance of Special Weapons & Tactics (SWAT) Equipment	300
Passive Alcohol Sensor (PAS) Device Calibration & Repair	1,000
Radar Trailer Repair	500
Radar Unit Calibration	700
Recorders, Camera & Video Equipment	250
	2,750
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Audio/Video Tape Transcription (Contracted)	1,500
Cell Phone Download Reader - Annual Subscription Fee	1,000
Child Molestation Exams (Valley Medical Center)	1,000
Comcast Cable	1,150
Computer Crime Investigations Internet Service Provider	1,150
Private Database Searches (CLEAR)	9,540
San Tomas Expressway - California Highway Patrol Contract	8,000
Sexual Assault Exams (Valley Medical Center)	5,200
Sketch Artist Fees	1,000
	29,540
SUB - TOTAL	\$ 50,140

Description	11/12 Adopted
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	\$ 250
Dues	1,500
	1,750
<u>7438 OTHER CHARGES</u>	
Transportation (Prisoner Transport Fees)	2,500
Vehicle Abatement (Towing Fees)	1,500
	4,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	38,731
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	39,218
TOTAL	\$ 133,839

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

	Measure	FY 09	FY 10	FY 11
1	Respond to 90% of emergency calls for service within five minutes.	88%	90%	87%
2	Respond to 90% of non-emergency calls for service within twenty minutes.	96%	97%	97%

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

EXHIBIT A
 101.605

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 6,098,638	\$ 5,543,306	\$ 5,545,141	\$ 5,766,692
Supplies, Services & Capital Outlay (Exhibit C)	857,159	890,201	766,351	765,951
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,955,797	6,433,507	6,311,492	6,532,643
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 6,955,797	\$ 6,433,507	\$ 6,311,492	\$ 6,532,643

FUNDING SOURCE(s)						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 6,838,795	\$ 6,272,027	\$ 6,189,392	\$ 6,409,143
Supplemental Law Enforce. Grant *	101	4526	100,000	100,000	100,000	100,000
Asset Forfeiture	205	9899	5,000	5,000	3,500	3,500
Federal Grant - Vests/EMPG/LLEBG	218	9899	4,806	40,255	3,600	5,000
State/Local Grant	212	9899	7,196	16,225	15,000	15,000
TOTAL			\$ 6,955,797	\$ 6,433,507	\$ 6,311,492	\$ 6,532,643

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Supplemental Law Enforce. Grant	101	4526	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Asset Forfeiture - Transfers In	101	6899	5,000	5,000	3,500	3,500
Federal Grant - Vest Reimbursement	101	6899	4,806	5,269	3,600	5,000
Emergency Management Performance Grant (EMPG)	101	6899	-	2,233	-	-
Assoc of Bay Area Governments	101	6899	7,196	8,978	15,000	15,000
License Plate Reader - SCCSET	101	6899	-	7,247	-	-
License Plate Reader - Federal JAG	101	6899	-	32,753	-	-
Other Revenue	101	4965	13,077	9,462	-	-
Code Enforcement Fines	101	4371	-	100	-	-
Cost Recovery - PD	101	4704	-	-	-	7,000
TOTAL			\$ 130,079	\$ 171,042	\$ 122,100	\$ 130,500

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

EXHIBIT B
 101.605

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.605.7001 Personnel - Regular	\$ 3,397,354	\$ 2,995,394	\$ 3,176,172	\$ 3,237,196
101.605.7002 Personnel - Temporary	62,850	19,830	-	-
101.605.7003 Personnel - Overtime	174,114	191,303	150,000	175,000
101.605.7005 Personnel - POST	179,579	170,112	163,965	172,194
101.605.7103 Personnel - Holiday Pay	166,617	156,151	162,187	165,694
101.605.7104 Meal Allowance	20	-	-	-
101.605.7105 Uniform Allowance	37,199	34,893	34,452	33,187
101.605.7106 Retirement	1,235,966	1,169,896	1,118,806	1,275,496
101.605.7107 Dental Insurance	48,135	44,104	52,116	50,964
101.605.7108 Group Health Insurance	409,104	388,941	434,670	416,880
101.605.7109 Group Life Insurance	6,118	5,625	8,100	7,560
101.605.7110 Workers' Compensation Insurance	305,474	174,934	148,262	137,105
101.605.7111 Unemployment Insurance	-	-	-	-
101.605.7112 Group Disability Insurance	1,530	1,400	23,882	22,952
101.605.7113 Medicare	51,027	45,237	52,959	54,376
101.605.7114 Auto Allowance	-	-	-	-
101.605.7115 Cell Phone Allowance	-	-	288	288
101.605.7118 Other Benefit Pay	4,456	84,203	-	-
101.605.7119 Social Security	-	-	-	-
101.605.7121 Leave Balance Payout	-	44,171	-	-
101.605.7122 Deferred Compensation Contribution	18,325	16,875	19,282	17,800
101.605.7126 PARS 457 Retirement	770	237	-	-
101.605.7130 Project Overhead Cost				
TOTAL	\$ 6,098,638	\$ 5,543,306	\$ 5,545,141	\$ 5,766,692

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

EXHIBIT B-1
 101.605

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 154,752
Police Sergeant	5.00	5.00	5.00	5.00	613,930
Police Agent *	5.00	5.00	4.00	4.00	441,604
Police Officer	19.00	19.00	19.00	19.00	1,900,569
Community Services Officer ** / ***	2.00	2.00	2.80	1.80	126,341
Police Officer Trainee	1.00	0.50	0.50	-	-
TOTAL	33.00	32.50	32.30	30.80	\$ 3,237,196

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

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Public Safety Assistant *	1.00	-	-	-	-
TOTAL	1.00	-	-	-	\$ -

* Moved to Program 604 in FY10

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

**EXHIBIT C
101.605**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.605.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.605.7421 Communications - Phones	-	-	-	-
101.605.7422 Advertising	-	-	-	-
101.605.7423 Clothing and Personal Expense	16,082	4,760	13,450	10,450
101.605.7424 Office Expense	747	859	1,200	1,200
101.605.7425 Minor Tools & Equipment	-	-	-	-
101.605.7427 Special Departmental Expense	79,965	116,505	84,000	84,600
101.605.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.605.7429 Maintenance & Operation of Equipment	3,854	1,880	3,000	3,000
101.605.7430 Professional & Specialized Services	370,596	381,262	338,289	19,400
101.605.7431 Promotional Expense	-	-	-	-
101.605.7432 Other Contractual Services	-	-	-	320,889
101.605.7433 Insurance and Surety Bonds	-	-	-	-
101.605.7434 Memberships, Dues, Books	1,025	634	800	800
101.605.7435 Professional Development & Meetings	21	-	-	-
101.605.7437 Staff Development	-	-	-	-
101.605.7438 Other Charges	688	120	1,000	1,000
101.605.7441 Special Community Services	-	-	-	-
101.605.7450 Prisoner Booking Fees	-	-	-	-
101.605.7548 User Charges - Photocopy/Fax	-	-	-	-
101.605.7549 User Charges - Communications Pool	-	-	-	-
101.605.7550 User Charges - Motor Pool	302,575	302,575	272,320	272,320
101.605.7551 User Charges - IT Pool	81,606	81,606	52,292	52,292
101.605.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 857,159	\$ 890,201	\$ 766,351	\$ 765,951

Description	11/12 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Badge Replacement	\$ 800
Baseball Caps	400
Cleaning (Reserves, PSA's, and Explorer Uniforms)	2,250
Name Tags and Cap Pieces	500
Officer Rain Gear	1,200
Public Safety Assistant (PSA) Uniforms	500
Reserve Uniforms & Safety Equipment	3,000
Special Duty Uniforms	1,000
Uniform Repair/Replacement	800
	10,450
<u>7424 OFFICE EXPENSE</u>	
Forms / Notebooks	500
Maps	200
Miscellaneous Office Supplies	300
Printing	200
	1,200
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Patrol Supplies:	
Batteries	1,800
Bio-Hazard Supplies	1,000
Cones / Flares	2,000
First Aid Supplies	1,500
Flashlights	1,000
Safety & Leather Gear	900
Vehicle Beat Pack Supplies	1,350
Evidence Supplies:	
Barrier Tape	450
Digital Cameras	600
Digital Voice Recorders	1,000
Photo Storage Medium	1,000
Fingerprint Supplies	450
Narcotic Kits	1,000
Video & Audio Tapes	500
Firearms Supplies:	
Ammunition	38,000
Range Supplies (Cleaning Solution/Targets/Ear & Eye Protection)	3,000
	55,550
SUB - TOTAL	\$ 67,200

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

**EXHIBIT C-1
101.605
Page 2**

Description	11/12 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE (Cont.)</u>	
Other Supplies:	
Bulletproof Vests (50% Reimbursed by Federal Government)	\$ 10,000
Chemical Agents	900
Division Meetings	750
Emergency Preparedness Equipment & Supplies	1,500
Gun Storage Lockers *	4,000
Memory Flash Cards for In-Car Video Recorders (State Law AB-820, Chapter 264)	800
Mobile EOC Costs (Satellite Phone / TV / Internet)	3,300
Mobile Video Remote Microphone Replacements	800
Taser Cartridges *	1,000
Taser Weapons *	4,000
Vehicle Stripes	1,000
Weapons of Mass Destruction (WMD) Equipment & Supplies	1,000
	84,600
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Fire Extinguisher Service	500
In-Car Video Repair (Preventive & Repair)	500
Miscellaneous Repairs	500
Repairs for Damages to Citizen Property	1,000
Weapons Repair	500
	3,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Alcohol Blood, Breath and Urine Tests	12,000
Emergency Clean-Up / Call Outs	1,000
Pistol Range Use	5,400
Range Storage - Alarm & Electricity Fees	1,000
	19,400
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Silicon Valley Animal Control Authority Services (Shelter & Field Services)	320,889
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	800
<u>7438 OTHER CHARGES</u>	
Towing, PD Vehicle Malfunctions / Mobile Emergency Response Group & Equipment (MERGE) Course Rental	1,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of Vehicles	272,320
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	52,292
* Partially Funded with ABAG Funds	
TOTAL	\$ 765,951

GENERAL FUND - (101)
Fire Protection Services Program (610)
Program Manager - Police Chief

MISSION STATEMENT

Protect lives and property in the community by providing the most effective fire protection services available, including fire prevention, public education, medical response and fire suppression services.

ONGOING RESPONSIBILITIES

- Maintain and monitor fire prevention and protection and emergency medical response performance standards and service levels as specified in the Santa Clara County Fire Department Services Contract
- Review City medical responses to ensure that guidelines are being met

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Respond to 90% of all fire related calls for service within seven minutes or less.	100%	100%	100%
2	Respond to 90% of all medical related calls for service within eight minutes or less.	100%	100%	100%

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

EXHIBIT A
 101.610

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	5,540,030	6,016,036	6,256,685	6,459,727
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	5,540,030	6,016,036	6,256,685	6,459,727
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 5,540,030	\$ 6,016,036	\$ 6,256,685	\$ 6,459,727

FUNDING SOURCE(s)						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 5,540,030	\$ 6,016,036	\$ 6,256,685	\$ 6,459,727
TOTAL			\$ 5,540,030	\$ 6,016,036	\$ 6,256,685	\$ 6,459,727

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Fire Permits	101	4241	\$ 87,918	\$ 86,164	\$ 75,000	\$ 75,000
Hazardous Waste Cleanup	101	4692	150,323	121,547	130,000	130,000
TOTAL			\$ 238,241	\$ 207,711	\$ 205,000	\$ 205,000

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

**EXHIBIT C
101.610**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.610.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.610.7421 Communications - Phones	-	-	-	-
101.610.7422 Advertising	-	-	-	-
101.610.7423 Clothing and Personal Expense	-	-	-	-
101.610.7424 Office Expense	-	-	-	-
101.610.7425 Minor Tools & Equipment	-	-	-	-
101.610.7427 Special Departmental Expense	-	-	-	-
101.610.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.610.7429 Maintenance & Operation of Equipment	-	-	-	-
101.610.7430 Professional & Specialized Services	-	-	-	-
101.610.7431 Promotional Expense	-	-	-	-
101.610.7432 Other Contractual Services	5,540,030	6,016,036	6,256,685	6,459,727
101.610.7433 Insurance and Surety Bonds	-	-	-	-
101.610.7434 Memberships, Dues, Books	-	-	-	-
101.610.7435 Professional Development & Meetings	-	-	-	-
101.610.7437 Staff Development	-	-	-	-
101.610.7438 Other Charges	-	-	-	-
101.610.7441 Special Community Services	-	-	-	-
101.610.7442 Insurance Claims Expense	-	-	-	-
101.610.7548 User Charges - Photocopy/Fax	-	-	-	-
101.610.7549 User Charges - Communications Pool	-	-	-	-
101.610.7550 User Charges - Motor Pool	-	-	-	-
101.610.7883 Improvements other than Buildings	-	-	-	-
101.610.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 5,540,030	\$ 6,016,036	\$ 6,256,685	\$ 6,459,727

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

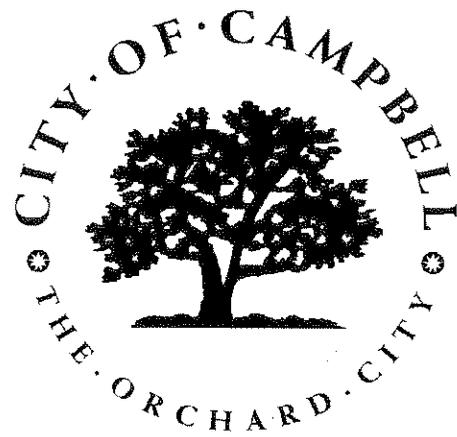
EXHIBIT C-1
 101.610

Description	11/12 Adopted
7432 OTHER CONTRACTUAL SERVICES	
Santa Clara County Fire Department (SCCFD) Service Contract *	
FY 10/11 Base	\$ 6,256,685
FY 11/12 Increase	203,042
	6,459,727
* Includes Paramedic Services	
TOTAL	\$ 6,459,727

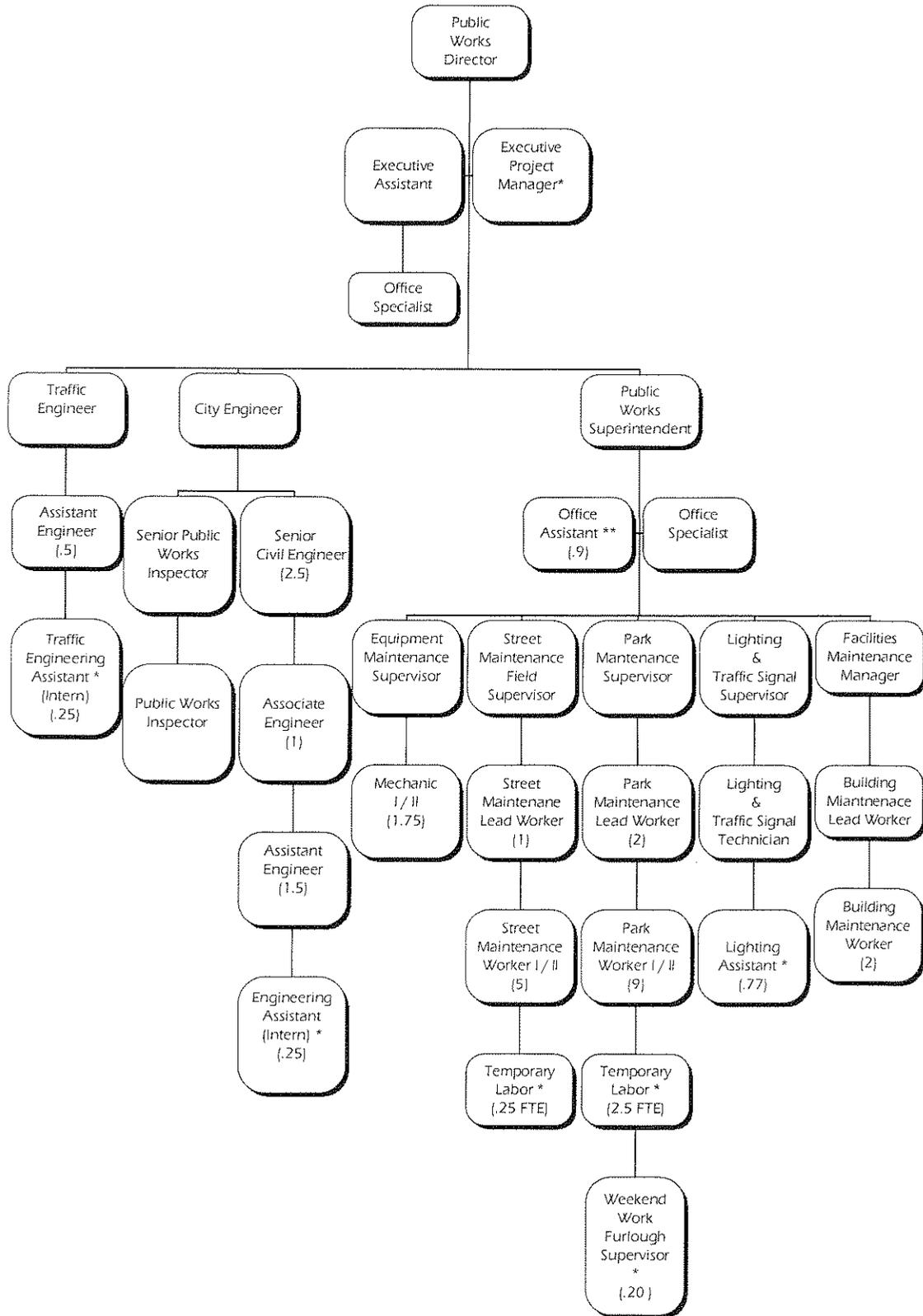


Public Works





Public Works Department 2011 - 2012



* Temporary

** Permanent Part-Time

PUBLIC WORKS DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Assistant Engineer	2.00	2.00	1.90	1.90
Associate Civil Engineer	2.00	1.00	1.00	1.00
Building Maintenance Lead Worker	-	1.00	1.00	1.00
Building Maintenance Worker	-	2.00	2.00	2.00
City Engineer	0.75	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Facility Maintenance Manager	-	1.00	1.00	1.00
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00
Maintenance Worker I/II	5.00	5.00	5.00	5.00
Mechanic I/II	2.00	2.00	1.50	1.50
Office Assistant	0.50	1.00	0.80	0.90
Office Specialist	2.00	2.00	1.90	2.00
Park Maintenance Lead Worker	2.00	2.00	2.00	2.00
Park Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Worker I/II	9.00	9.00	9.00	9.00
Public Works Director	1.00	1.00	1.00	-
Public Works Inspector	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Senior Civil Engineer	3.00	3.00	2.50	2.00
Senior Public Works Inspector	1.00	1.00	0.90	1.00
Street Maintenance Field Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Lead Worker	1.00	1.00	1.00	1.00
Traffic Engineer	1.00	1.00	1.00	1.00
Utility Worker	-	1.00	-	-
Total Budgeted Positions	40.25	45.00	42.50	41.30

PUBLIC WORKS DEPARTMENT SUMMARY

<u>Temporary Positions</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Engineering Intern	0.58	0.45	0.25	0.25
Engineering Assistant	-	-	-	0.25
Project Engineer (Traffic)	-	-	-	-
Project Engineer	-	-	-	0.50
Project Manager	0.36	0.36	0.25	0.40
Temporary Labor	3.60	3.60	2.75	2.75
Temporary Lighting Assistant	0.96	0.96	0.77	0.77
Traffic Engineering Assistant	0.58	0.58	0.25	0.25
Weekend Work Furlough Supervisor	-	0.19	0.20	0.20
Vacation Relief for Maint. Staff	-	0.11	-	-
Total Temporary Positions	6.08	6.25	4.47	5.37
Total Staffing	46.33	51.25	46.97	46.67

Expenditure Summary

<u>Description</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Employee Services	\$ 4,780,374	\$ 4,791,774	\$ 4,628,375	\$ 5,052,020
Supplies & Other Services & Capital Outlay	2,728,795	2,634,619	2,264,640	2,975,136
Debt Service	-	-	-	-
Total Before Transfers	7,509,169	7,426,393	6,893,015	8,027,156
Transfers-Out	1,156,474	1,208,358	1,270,813	1,301,705
Appropriation Total	8,665,643	8,634,751	8,163,828	9,328,861
Less Transfers-In	2,571,852	2,543,621	2,319,358	2,449,316
Net Cost	\$ 6,093,791	\$ 6,091,130	\$ 5,844,470	\$ 6,879,545

Revenue Summary

Total Revenue Monitored by Department	<u>\$ 6,273,976</u>	<u>\$ 6,340,722</u>	<u>\$ 6,727,800</u>	<u>\$ 6,789,978</u>
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GENERAL FUND - (101)
Public Works - Department Administration Program (701)
Program Manager - Public Works Director

MISSION STATEMENT

Provide effective administrative direction and management of Public Works Department programs including the design and construction of public facilities; land development review; Lighting and Landscape District administration; traffic engineering; environmental programs; and parks, streets, vehicle and traffic signal and lighting maintenance.

ONGOING RESPONSIBILITIES

- Provide administrative and clerical support services to the Engineering, Traffic and Environmental Divisions
- Manage the development of the department's annual budget and Capital Improvement Program submittals
- Schedule and coordinate items requiring City Council action
- Monitor monthly financial reports
- Monitor performance measures
- Ensure timely completion of Employee Performance Reviews
- Prepare quarterly work program status reports
- Assist with major redevelopment project implementation
- Assist with capital project implementation
- Continue document imaging implementation

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

EXHIBIT B
 101.701

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.701.7001 Personnel - Regular	\$ 296,656	\$ 302,642	\$ 299,728	\$ 139,387
101.701.7002 Personnel - Temporary	60,517	51,389	30,550	48,880
101.701.7003 Personnel - Overtime	-	470	500	500
101.701.7005 Personnel - POST	-	-	-	-
101.701.7103 Personnel - Holiday Pay	-	-	-	-
101.701.7104 Meal Allowance	-	-	-	-
101.701.7105 Uniform Allowance	-	-	-	-
101.701.7106 Retirement	33,547	33,005	32,703	20,172
101.701.7107 Dental Insurance	4,680	4,704	4,824	3,288
101.701.7108 Group Health Insurance	33,684	33,924	34,244	24,360
101.701.7109 Group Life Insurance	558	560	624	384
101.701.7110 Workers' Compensation Insurance	2,159	1,396	1,353	892
101.701.7111 Unemployment Insurance	-	-	-	-
101.701.7112 Group Disability Insurance	1,980	1,980	2,530	1,488
101.701.7113 Medicare	5,250	5,346	4,796	2,737
101.701.7114 Auto Allowance	2,640	2,640	1,320	-
101.701.7115 Cell Phone Allowance	-	359	-	-
101.701.7118 Other Benefit Pay	3,426	5,057	-	-
101.701.7119 Social Security	-	-	-	-
101.701.7122 Deferred Compensation Contribution	3,640	3,642	3,510	2,600
101.701.7126 PARS 457 Retirement	98	32	397	635
101.701.7121 Leave Balance Payout			-	-
101.701.7130 Project Overhead Cost				
TOTAL	\$ 448,835	\$ 447,146	\$ 417,079	\$ 245,323

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

EXHIBIT C
 101.701

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.701.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.701.7421 Communications - Phones	5,880	1,834	1,500	1,100
101.701.7422 Advertising	-	-	-	-
101.701.7423 Clothing and Personal Expense	-	-	-	-
101.701.7424 Office Expense	2,503	3,443	4,000	4,000
101.701.7425 Minor Tools & Equipment	-	-	-	-
101.701.7427 Special Departmental Expense	3,304	1,299	3,600	3,600
101.701.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.701.7429 Maintenance & Operation of Equipment	173	-	1,300	1,300
101.701.7430 Professional & Specialized Services	11,500	-	-	-
101.701.7431 Promotional Expense	-	-	-	-
101.701.7432 Other Contractual Services	-	-	-	-
101.701.7433 Insurance and Surety Bonds	-	-	-	-
101.701.7434 Memberships, Dues, Books	310	485	750	750
101.701.7435 Professional Development & Meetings	2,719	2,573	7,000	6,000
101.701.7437 Staff Development	-	-	-	-
101.701.7438 Other Charges	-	(91)	-	-
101.701.7441 Special Community Services	-	-	-	-
101.701.7442 Insurance Claims Expense	-	-	-	-
101.701.7548 User Charges - Photocopy/Fax	-	-	-	-
101.701.7549 User Charges - Communications Pool	-	-	-	-
101.701.7550 User Charges - Motor Pool	-	-	-	-
101.701.7551 User Charges - IT Pool	43,523	43,523	43,576	43,576
101.701.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 69,912	\$ 53,066	\$ 61,726	\$ 60,326

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

EXHIBIT C-1
 101.701

Description	11/12 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Monthly Fees - Cellular Telephones	\$ 1,100
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	4,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Departmental Employee Recognition	1,100
Drafting Materials, Special Events, Special Equipment, Etc.	2,500
	3,600
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Engineering Copier	1,300
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	750
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	6,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	43,576
TOTAL	\$ 60,326

ENVIRONMENTAL SERVICES FUND - (209)
Public Works - Environmental Services Program (715)
Program Manager - City Engineer

MISSION STATEMENT

Monitor environmental program revenues for solid waste, storm water, and other miscellaneous sources of funds.

ONGOING RESPONSIBILITIES

- Transfer out of solid waste and storm water revenues to other City programs

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	City of Campbell Solid Waste Maximum Disposal (pounds/person/day)	4.7	4.4	3.8

In 2007 the State of California Integrated Waste Management Division established a target maximum solid waste disposal for each local agency. The City of Campbell's target is to dispose of less than 5.2 lbs/person/day.

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

EXHIBIT A
 209.715

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	870,300	868,300	815,300	815,300
APPROPRIATION TOTAL	\$ 870,300	\$ 868,300	\$ 815,300	\$ 815,300

FUNDING SOURCE(s)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Solid Waste Revenues	209	Misc.	\$ 52,289	\$ 48,901	\$ 62,000	\$ 46,500
Storm Water Revenues *	209	4720	198,800	198,800	258,800	258,800
Storm Drain Fees	209	4721	18,609	13,519	10,000	10,000
Solid Waste - Beginning Fund Bal.	209	6090	45,602	52,080	46,500	48,000
General Fund - Transfers-In	101	9899	555,000	555,000	438,000	452,000
Storm Water - Fund Balance	209	6090	-	-	-	-
* Includes \$108,019 Surplus from WVS						
TOTAL			\$ 870,300	\$ 868,300	\$ 815,300	\$ 815,300

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Storm Water Fees - WV Sanitation	209	4720	\$ 198,800	\$ 198,800	\$ 258,800	\$ 258,800
Storm Drain Fees	209	4721	10,013	9,376	10,000	10,000
Solid Waste Fees	209	4724	-	-	-	-
AB939 Recycling - Santa Clara County	209	4922	47,597	43,901	57,000	41,500
Solid Waste - Beverage Container Grant	209	4533	10,427	5,000	5,000	5,000
Storm Drain Fee Interest	209	4410	6,954	3,662	-	-
General Fund - Transfers-In	209	6899	555,000	555,000	438,000	452,000
Other Revenue	209	4965	4,692	-	-	-
GASB 31 Market Value Adjust	209	4431	1,642	481	-	-
TOTAL			\$ 835,125	\$ 816,220	\$ 768,800	\$ 767,300

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

MISSION STATEMENT

Manage, including monitoring and planning improvements to, the City's surface transportation system to achieve safe and efficient movement of pedestrians, bicyclists, and vehicles within and through the community in the most cost-effective and equitable manner possible.

ONGOING RESPONSIBILITIES

- Collect and analyze traffic volume, accident, speed, and related data
- Manage traffic signal timing and coordination
- Determine the need for traffic regulation and control, and direct the placement and operation of traffic controls according to Council policy and traffic engineering standards
- Respond to citizen requests for changes in traffic controls and for evaluation of other traffic engineering issues
- Work with neighborhood groups, as appropriate, to evaluate traffic issues, identify appropriate alternatives, and develop recommendations
- Support the Engineering Division's design and construction of capital improvement projects
- Represent the City in regional and interagency transportation programs and projects, including congestion management, arterial and freeway operations, public transit planning and development, project funding, and bikeway planning
- Prepare and submit mandated reports to the Santa Clara Valley Transportation Agency and Caltrans
- Staff the City's Bicycle Advisory Committee
- Support the Redevelopment Agency, Community Development Department, and the Engineering Division in the review of development projects and General Plan changes
- Identify and apply for outside funding sources suitable for transportation-related projects in the City
- Prepare an annual traffic-vehicle-pedestrian accident report
- Manage annual bicycle and pedestrian safety improvement projects
- Review, in conjunction with the Police Department, current list of Neighborhood Traffic Management Program (NTMP) special enforcement zone streets and revise as necessary
- Participate, as appropriate, in implementation and operation of Silicon Valley-Intelligent Transportation Systems (SV-ITS) Projects

GENERAL FUND - (101)
Public Works - Transportation Engineering Program (720)

WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Pollard Road Bicycle Lane Project (construction)
- East Campbell Avenue Portals Project (design)
- Review of Neighborhood Traffic Management Program *
- Hacienda Avenue – continue evaluation of rehabilitation options and pursuit of grant funds

* Project suggested by Boards & Commissions or Council

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	95% of Congestion Management Program (CMP) roadways meet CMP Level Of Service standards.	100%	100%	100%
2	Number of pedestrian accidents and percent of total of all accidents.	19/3.5%	11/2.2%	17/3.4%
3	Number of bicycle accidents and percent of total of all accidents.	22/4.1%	19/3.9%	28/5.6%
4	Number of injury accidents and percent of total of all accidents.	88/16.3%	72/14.6%	99/20.0%
5	80% of Traffic Service Requests responded to within 30 days. *	97%	95%	93%

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

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

EXHIBIT B
 101.720

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.720.7001 Personnel - Regular	\$ 209,258	\$ 200,781	\$ 168,760	\$ 174,197
101.720.7002 Personnel - Temporary	14,828	12,705	7,540	7,540
101.720.7003 Personnel - Overtime	-	-	500	500
101.720.7005 Personnel - POST	-	-	-	-
101.720.7103 Personnel - Holiday Pay	-	-	-	-
101.720.7104 Meal Allowance	-	-	-	-
101.720.7105 Uniform Allowance	150	-	-	-
101.720.7106 Retirement	23,611	21,898	18,413	25,210
101.720.7107 Dental Insurance	3,084	2,866	2,412	2,466
101.720.7108 Group Health Insurance	22,033	20,959	17,122	17,691
101.720.7109 Group Life Insurance	383	341	336	336
101.720.7110 Workers' Compensation Insurance	4,245	2,569	2,042	1,883
101.720.7111 Unemployment Insurance	-	-	-	-
101.720.7112 Group Disability Insurance	1,422	1,287	1,451	1,451
101.720.7113 Medicare	3,455	3,403	2,564	2,642
101.720.7114 Auto Allowance	1,920	1,920	960	960
101.720.7115 Cell Phone Allowance	-	374	360	360
101.720.7118 Other Benefit Pay	3,792	3,360	-	-
101.720.7119 Social Security	-	-	-	-
101.720.7121 Leave Balance Payout	-	4,888	-	-
101.720.7122 Deferred Compensation Contribution	2,311	2,140	1,625	1,625
101.720.7126 PARS 457 Retirement	193	165	98	98
101.720.7130 Project Overhead Cost				
TOTAL	\$ 290,685	\$ 279,656	\$ 224,183	\$ 236,959

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

EXHIBIT B-1
 101.720

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Traffic Engineer	1.00	1.00	1.00	1.00	\$ 130,897
Assistant Engineer *	0.50	0.50	0.45	0.45	43,300
* Additional .45 FTE in Program 730 & Voluntary Reduction for FY 11 & FY 12					
TOTAL	1.50	1.50	1.45	1.45	\$ 174,197

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Traffic Engineering Assistant (Intern)	0.58	0.58	0.25	0.25	\$ 7,540
-					
TOTAL	0.58	0.58	0.25	0.25	\$ 7,540

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

EXHIBIT C
 101.720

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.720.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.720.7421 Communications - Phones	-	-	-	-
101.720.7422 Advertising	-	-	-	-
101.720.7423 Clothing and Personal Expense	-	-	-	-
101.720.7424 Office Expense	-	-	-	-
101.720.7425 Minor Tools & Equipment	-	-	-	-
101.720.7427 Special Departmental Expense	-	-	500	500
101.720.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.720.7429 Maintenance & Operation of Equipment	42	-	400	400
101.720.7430 Professional & Specialized Services	-	28,930	-	-
101.720.7431 Promotional Expense	-	-	-	-
101.720.7432 Other Contractual Services	-	-	-	-
101.720.7433 Insurance and Surety Bonds	-	-	-	-
101.720.7434 Memberships, Dues, Books	936	310	1,050	1,050
101.720.7435 Professional Development & Meetings	-	-	-	-
101.720.7437 Staff Development	-	150	-	-
101.720.7441 Special Community Services	-	-	-	-
101.720.7442 Insurance Claims Expense	-	-	-	-
101.720.7548 User Charges - Photocopy/Fax	-	-	-	-
101.720.7549 User Charges - Communications Pool	-	-	-	-
101.720.7550 User Charges - Motor Pool	-	-	-	-
101.720.7551 User Charges - IT Pool	27,202	27,202	17,430	17,430
101.720.7883 Improvements Other Than Buildings	-	-	-	-
101.720.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 28,180	\$ 56,592	\$ 19,380	\$ 19,380

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

EXHIBIT C-1
 101.720

Description	11/12 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Marking Paint, Measuring Wheels, Hoses, Etc.	\$ 250
Technical Software Updates (Non-Information Technology Supported)	250
	500
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Pool Bicycle Maintenance	150
Traffic Counter & Tube Maintenance	250
	400
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	260
Dues - Institute of Transportation Engineering (ITE); Transportation Resources Board (TRB)	640
Subscriptions	150
	1,050
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	17,430
TOTAL	\$ 19,380

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

MISSION STATEMENT

Design and construct Public Works maintenance and Capital Improvement Program (CIP) projects in a timely and cost-effective manner; administer special engineering programs; regulate and inspect construction operations within the public right-of-way.

ONGOING RESPONSIBILITIES

- Perform project planning, engineering design, cost estimating, bid advertisement, and construction management services for Public Works Engineering projects
- Manage schedules and budgets for Public Works Engineering projects
- Conduct periodic street assessment surveys and evaluate and recommend pavement maintenance treatments using the computerized Pavement Management Program
- Participate in MTC's Pavement Maintenance Program
- Issue permits for construction within the public right-of-way
- Perform field inspections of construction within the public right-of-way
- Coordinate one-year maintenance inspections, accept work and release permits/bonds
- Coordinate effectively with other agencies regarding public works construction
- Provide engineering support for Capital Improvement Program development
- Provide engineering support to Traffic Engineering and other departments as needed

WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Winchester Boulevard Underground Utility District – coordinate with PG&E
- Stojanovich Family Park - construction 2011 Street Maintenance and Accessibility Ramp Projects (construction)
- Winchester Boulevard Improvement Project – Phase I (construction)
- Winchester Boulevard Improvement Project – Phase II (design and construction)
- 2012 Street Maintenance Project (design and construction)
- Develop by January 2012, or as otherwise required by California MUTCD, compliance plans for street name signage modifications and sign retro reflectivity standards

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Average cost of design and construction engineering is 18%. *	16.3%	18%	22%
2	75% of City's pavement network is at a PCI of 70 or greater. **	74.5%	74.5%	74.5%
3	Mean PCI of City's pavement network. **	75%	75%	75%

* As a percentage of total project cost.

** Based on April 2007 arterial and collector pavement condition survey update. Entire street network will be surveyed in FY 09.

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

EXHIBIT A
 101.730

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 902,251	\$ 929,962	\$ 941,077	\$ 1,010,578
Supplies, Services & Capital Outlay (Exhibit C)	86,163	85,989	58,227	57,227
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	988,414	1,015,951	999,304	1,067,805
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 988,414	\$ 1,015,951	\$ 999,304	\$ 1,067,805

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 858,414	\$ 890,951	\$ 784,729	\$ 836,301
Lighting & Landscaping District	207	9899	30,000	30,000	30,000	30,000
Environmental Programs	209	9899	100,000	95,000	95,000	95,000
Gas Tax Fund	204	9899	-	-	89,575	106,504
TOTAL			\$ 988,414	\$ 1,015,951	\$ 999,304	\$ 1,067,805

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Project Overhead Offset	101	4725	\$ 361,639	\$ 419,639	\$ 500,000	\$ 425,000
Sale of Maps / Publications	101	4760	2,234	2,762	1,000	1,000
Notice of Improvement Obligation	101	4924	17,684	-	5,000	5,000
Lighting & Landscaping District - Trsfs. In	101	6899	30,000	30,000	30,000	30,000
Environmental Programs - Transfers In	101	6899	100,000	95,000	95,000	95,000
Cost Recovery (Other Agency)	101	4701	3,156	12,294	-	-
Gas Tax Fund	101	6899	-	-	89,575	106,504
TOTAL			\$ 514,713	\$ 559,695	\$ 720,575	\$ 662,504

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

**EXHIBIT B
101.730**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.730.7001 Personnel - Regular	\$ 681,888	\$ 712,518	\$ 726,650	\$ 720,893
101.730.7002 Personnel - Temporary	13,290	10,868	7,540	59,540
101.730.7003 Personnel - Overtime	-	-	5,000	5,000
101.730.7005 Personnel - POST	-	-	-	-
101.730.7103 Personnel - Holiday Pay	-	-	-	-
101.730.7104 Meal Allowance	-	-	-	-
101.730.7105 Uniform Allowance	450	(1,043)	285	300
101.730.7106 Retirement	77,420	77,538	79,285	104,328
101.730.7107 Dental Insurance	9,351	9,645	10,452	10,686
101.730.7108 Group Health Insurance	67,097	69,375	74,983	73,170
101.730.7109 Group Life Insurance	1,115	1,147	1,392	1,392
101.730.7110 Workers' Compensation Insurance	13,585	8,764	7,759	6,906
101.730.7111 Unemployment Insurance	-	-	-	-
101.730.7112 Group Disability Insurance	4,154	4,257	5,840	5,580
101.730.7113 Medicare	10,804	11,277	10,718	11,389
101.730.7114 Auto Allowance	5,668	5,760	2,880	2,880
101.730.7115 Cell Phone Allowance	-	748	720	720
101.730.7118 Other Benefit Pay	10,290	11,439	-	-
101.730.7119 Social Security	-	-	-	-
101.730.7121 Leave Balance Payout	-	308	-	-
101.730.7122 Deferred Compensation Contribution	6,966	7,220	7,475	7,020
101.730.7126 PARS 457 Retirement	173	141	98	774
101.730.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 902,251	\$ 929,962	\$ 941,077	\$ 1,010,578

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

EXHIBIT B-1
 101.730

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
City Engineer	1.00	1.00	1.00	1.00	\$ 158,053
Senior Civil Engineer	2.00	2.00	2.00	2.00	261,794
Assistant Engineer * / ***	1.50	1.50	1.45	1.00	98,313
Senior Public Works Inspector **	1.00	1.00	0.90	1.00	106,083
Public Works Inspector	1.00	1.00	1.00	1.00	96,650
* Additional .45 FTE in Program 720. Voluntary Reduction FY 11 ** Voluntary Reduction FY 11 *** Moved .45 FTE to Program 740 in FY 12					
TOTAL	6.50	6.50	6.35	6.00	\$ 720,893

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Engineering Assistant (Intern)	0.58	0.45	0.25	0.25	\$ 7,540
Project Engineer	-	-	-	0.50	52,000
TOTAL	0.58	0.45	0.25	0.75	\$ 59,540

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

EXHIBIT C
 101.730

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.730.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.730.7421 Communications - Phones	-	-	-	-
101.730.7422 Advertising	-	-	-	-
101.730.7423 Clothing and Personal Expense	-	-	250	250
101.730.7424 Office Expense	-	-	-	-
101.730.7425 Minor Tools & Equipment	-	-	-	-
101.730.7427 Special Departmental Expense	-	-	-	-
101.730.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.730.7429 Maintenance & Operation of Equipment	-	-	-	-
101.730.7430 Professional & Specialized Services	660	-	5,000	4,000
101.730.7431 Promotional Expense	-	-	-	-
101.730.7432 Other Contractual Services	-	-	-	-
101.730.7433 Insurance and Surety Bonds	-	-	-	-
101.730.7434 Memberships, Dues, Books	1,978	964	1,700	1,700
101.730.7435 Professional Development & Meetings	-	-	-	-
101.730.7437 Staff Development	-	1,500	-	-
101.730.7438 Other Charges	-	-	-	-
101.730.7548 User Charges - Photocopy/Fax	-	-	-	-
101.730.7549 User Charges - Communications Pool	-	-	-	-
101.730.7550 User Charges - Motor Pool	18,240	18,240	16,416	16,416
101.730.7551 User Charges - IT Pool	65,285	65,285	34,861	34,861
101.730.7883 Improvements Other Than Buildings	-	-	-	-
101.730.7884 Machinery & Equipment	-	-	-	-
101.730.7885 Street Maintenance Reserve	-	-	-	-
TOTAL	\$ 86,163	\$ 85,989	\$ 58,227	\$ 57,227

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

EXHIBIT C-1
 101.730

Description	11/12 Adopted
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Safety Clothing and Damaged Clothing Repair	\$ 250
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Supplemental Engineering & Storm Water Consultant Services (As Needed)	4,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	500
Dues	1,100
Subscriptions	100
	1,700
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	16,416
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	34,861
TOTAL	\$ 57,227

**GENERAL FUND - (101)
Public Works - Land Development / Environmental Programs (740)
Program Manager - City Engineer**

MISSION STATEMENT

Provide review of land development and subdivision projects ensuring compliance with appropriate laws, City ordinances, and mitigation of project impacts. Administer, plan and manage the City's solid waste collection and disposal, storm water management, and other environmental programs as needed.

ONGOING RESPONSIBILITIES

- Provide Engineering staff support to the City's Development Review process
- Provide Engineering staff support to the Building Permit process as required
- Plan check maps, street improvement plans, and grading and drainage plans
- Tend public counter and issue land development permits for construction within the public right-of-way
- Evaluate and recommend updates of Land Development Engineering fees, permit forms and handouts
- Prepare budget and monitor expenditures and revenues, including cost recovery
- Coordinate and implement solid waste programs to comply with legislative mandates regarding solid waste reduction, monitor annual diversion rates and assist with preparation of annual report
- Manage the City's solid waste franchised refuse collection contract, landfill contract, recycling contract, yard waste contract, and household hazardous waste contract
- Coordinate and facilitate implementation of programs to comply with the City's National Pollutant Discharge Elimination System permit
- Provide staff liaison to West Valley Solid Waste Joint Powers Authority
- Provide storm water management liaison to Santa Clara Valley Water District, County Fire, West Valley Sanitation District, and West Valley Clean Water Program, including budget submittal for program funding and required annual reports
- Administer the City's Lighting and Landscape Assessment District (LLD)

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	80% of development application reviews completed within 10 working days.*	94%	92%	89%

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

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

EXHIBIT A
 101.740

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 307,467	\$ 310,684	\$ 252,520	\$ 211,646
Supplies, Services & Capital Outlay (Exhibit C)	100,490	83,924	83,966	99,066
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	407,957	394,608	336,486	310,712
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 407,957	\$ 394,608	\$ 336,486	\$ 310,712

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund	101	Misc.	\$ 225,457	\$ 206,108	\$ 143,986	\$ 118,212
Environmental Services - Storm Water	209	9899	75,000	75,000	75,000	75,000
Environmental Programs - Solid Waste	209	9899	107,500	113,500	117,500	117,500
TOTAL			\$ 407,957	\$ 394,608	\$ 336,486	\$ 310,712

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Franchise - Garbage	101	4123	\$ 1,314,346	\$ 1,317,995	\$ 1,545,000	\$ 1,515,000
Engineering & Subdivision Filing Fees	101	4722	232,299	206,730	185,000	225,000
Environmental Programs - Transfers-In	101	6899	182,500	188,500	192,500	192,500
TOTAL			\$ 1,729,145	\$ 1,713,225	\$ 1,922,500	\$ 1,932,500

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

EXHIBIT B
 101.740

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.740.7001 Personnel - Regular	\$ 237,710	\$ 243,995	\$ 174,747	\$ 154,283
101.740.7002 Personnel - Temporary	-	-	-	7,540
101.740.7003 Personnel - Overtime	912	2,346	-	-
101.740.7005 Personnel - POST	-	-	-	-
101.740.7103 Personnel - Holiday Pay	-	-	-	-
101.740.7104 Meal Allowance	-	-	-	-
101.740.7105 Uniform Allowance	150	(300)	-	-
101.740.7106 Retirement	26,946	26,190	19,067	22,328
101.740.7107 Dental Insurance	3,114	3,128	2,412	2,384
101.740.7108 Group Health Insurance	22,290	22,725	17,712	17,661
101.740.7109 Group Life Insurance	371	375	432	518
101.740.7110 Workers' Compensation Insurance	3,241	2,048	1,834	1,524
101.740.7111 Unemployment Insurance	-	-	-	-
101.740.7112 Group Disability Insurance	1,384	1,386	1,302	1,079
101.740.7113 Medicare	3,619	3,681	2,534	2,346
101.740.7114 Auto Allowance	1,920	1,920	480	-
101.740.7115 Cell Phone Allowance	-	374	180	-
101.740.7118 Other Benefit Pay	3,472	476	-	-
101.740.7119 Social Security	-	-	-	-
101.740.7121 Leave Balance Payout	-	-	30,000	-
101.740.7122 Deferred Compensation Contribution	2,338	2,340	1,820	1,885
101.740.7126 PARS 457 Retirement	-	-	-	98
101.740.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 307,467	\$ 310,684	\$ 252,520	\$ 211,646

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

EXHIBIT C
 101.740

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.740.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.740.7421 Communications - Phones	-	-	-	-
101.740.7422 Advertising	-	-	-	-
101.740.7423 Clothing and Personal Expense	-	-	200	200
101.740.7424 Office Expense	-	-	-	-
101.740.7425 Minor Tools & Equipment	-	-	-	-
101.740.7427 Special Departmental Expense	578	707	2,250	1,350
101.740.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.740.7429 Maintenance & Operation of Equipment	-	-	-	-
101.740.7430 Professional & Specialized Services	76,662	49,550	47,000	63,000
101.740.7431 Promotional Expense	-	-	-	-
101.740.7432 Other Contractual Services	6,374	15,988	20,000	20,000
101.740.7433 Insurance and Surety Bonds	-	-	-	-
101.740.7434 Memberships, Dues, Books	-	357	500	500
101.740.7435 Professional Development & Meetings	-	-	-	-
101.740.7437 Staff Development	105	551	-	-
101.740.7438 Other Charges	-	-	-	-
101.740.7441 Special Community Services	-	-	-	-
101.740.7442 Insurance Claims Expense	-	-	-	-
101.740.7548 User Charges - Photocopy/Fax	-	-	-	-
101.740.7549 User Charges - Communications Pool	-	-	-	-
101.740.7550 User Charges - Motor Pool	5,890	5,890	5,301	5,301
101.740.7551 User Charges - IT Pool	10,881	10,881	8,715	8,715
101.740.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 100,490	\$ 83,924	\$ 83,966	\$ 99,066

GENERAL FUND - (101)
Public Works - Maintenance Administration Program (745)
Program Manager - Public Works Superintendent

MISSION STATEMENT

Provide cost-effective management oversight for the maintenance of the City's infrastructure, including public right-of-way facilities, parks, grounds, traffic signals, and streetlights, as well as the City's vehicles and equipment.

ONGOING RESPONSIBILITIES

- Provide personnel and budget administration for the Maintenance Division
- Manage citizen requests for Maintenance Division service
- Provide public information concerning maintenance activities
- Coordinate the annual Arbor Day observance
- Serve as Safety Coordinator for the Maintenance Division
- Assure Maintenance Division adherence to the Injury and Illness Prevention Program
- Administer the City's motor pool, shopping cart collection, integrated pest management program, and the underground storage tank designated operator contract
- Support the Parks and Recreation Commission
- Optimize the use of community volunteers
- Track adherence to performance standards
- Coordinate Maintenance Division Review, as needed, for Capital Improvement Program and private development projects
- Keep the Hazardous Materials Management Plan and Storm Water Pollution Prevention Plans up-to-date
- Oversee and coordinate maintenance personnel for special events
- Participate in Emergency Operation Center (EOC) drills
- Oversee the operation of the Community Garden at Edith Morley Park
- Develop annual sidewalk repair and street tree planting location lists
- Develop and implement cost savings in all Sections
- Coordinate City-wide garage sale, residential clean-up and West Valley Clean Water Program litter pick-up events
- Coordinate home composting classes in the City with the Santa Clara County Home Composting Education Program
- Continue sidewalk inspection program

WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Research future regulation changes and their potential affect on the City budget
- Assist with the design of Winchester Boulevard Phase II Improvements (medians and street trees)
- Explore the implementation of sustainable energy solutions resulting from the Energy Efficiency and Solar Study that was completed in FY11

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

EXHIBIT A
 101.745

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 271,821	\$ 275,415	\$ 289,907	\$ 347,782
Supplies, Services & Capital Outlay (Exhibit C)	57,562	53,519	43,848	43,848
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	329,383	328,934	333,755	391,630
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 329,383	\$ 328,934	\$ 333,755	\$ 391,630

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 186,883	\$ 186,434	\$ 191,255	\$ 256,130
Lighting & Landscaping District (LLA-1)	207	9899	10,000	10,000	10,000	10,000
Environmental Programs	209	9899	57,500	57,500	57,500	57,500
Motor Vehicle Pool	641	9899	35,000	35,000	35,000	35,000
LID Reserve	101	6090	40,000	40,000	40,000	33,000
TOTAL			\$ 329,383	\$ 328,934	\$ 333,755	\$ 391,630

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Lighting & Landscaping District - Trsfs.	101	6899	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Motor Vehicle Pool - Transfers In	101	6899	35,000	35,000	35,000	35,000
Environmental Programs Trsfs. In	101	6899	57,500	57,500	57,500	57,500
Shopping Cart Retrieval Fees	101	4390	522	509	500	500
TOTAL			\$ 103,022	\$ 103,009	\$ 103,000	\$ 103,000

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

EXHIBIT B
 101.745

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.745.7001 Personnel - Regular	\$ 191,898	\$ 192,020	\$ 220,863	\$ 257,611
101.745.7002 Personnel - Temporary	20,369	21,950	-	-
101.745.7003 Personnel - Overtime	49	202	750	750
101.745.7005 Personnel - POST	-	-	-	-
101.745.7103 Personnel - Holiday Pay	-	-	-	-
101.745.7104 Meal Allowance	-	-	-	-
101.745.7105 Uniform Allowance	-	-	-	-
101.745.7106 Retirement	21,679	21,120	24,098	37,282
101.745.7107 Dental Insurance	3,120	3,128	4,020	4,768
101.745.7108 Group Health Insurance	22,333	22,734	29,521	35,352
101.745.7109 Group Life Insurance	372	372	528	528
101.745.7110 Workers' Compensation Insurance	2,866	1,810	1,692	1,705
101.745.7111 Unemployment Insurance	-	-	-	-
101.745.7112 Group Disability Insurance	1,386	1,386	2,232	2,530
101.745.7113 Medicare	3,124	3,186	3,213	3,746
101.745.7114 Auto Allowance	-	-	-	-
101.745.7115 Cell Phone Allowance	-	-	-	-
101.745.7118 Other Benefit Pay	2,020	4,882	-	-
101.745.7119 Social Security	-	-	-	-
101.745.7121 Leave Balance Payout	-	-	-	-
101.745.7122 Deferred Compensation Contribution	2,340	2,340	2,990	3,510
101.745.7126 PARS 457 Retirement	265	285	-	-
101.745.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 271,821	\$ 275,415	\$ 289,907	\$ 347,782

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

EXHIBIT C
 101.745

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.745.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.745.7421 Communications - Phones	8,226	6,587	7,000	7,000
101.745.7422 Advertising	-	-	-	-
101.745.7423 Clothing and Personal Expense	-	-	-	-
101.745.7424 Office Expense	3,849	3,595	3,500	3,500
101.745.7425 Minor Tools & Equipment	-	-	-	-
101.745.7427 Special Departmental Expense	9,844	7,933	7,000	7,000
101.745.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.745.7429 Maintenance & Operation of Equipment	-	-	-	-
101.745.7430 Professional & Specialized Services	155	-	-	-
101.745.7431 Promotional Expense	-	-	-	-
101.745.7432 Other Contractual Services	-	-	-	-
101.745.7433 Insurance and Surety Bonds	-	-	-	-
101.745.7434 Memberships, Dues, Books	260	705	650	650
101.745.7435 Professional Development & Meetings	5,771	5,242	5,700	5,700
101.745.7437 Staff Development	-	-	-	-
101.745.7438 Other Charges	-	-	-	-
101.745.7441 Special Community Services	-	-	-	-
101.745.7442 Insurance Claims Expense	-	-	-	-
101.745.7548 User Charges - Photocopy/Fax	-	-	-	-
101.745.7549 User Charges - Communications Pool	-	-	-	-
101.745.7550 User Charges - Motor Pool	7,695	7,695	6,925	6,925
101.745.7551 User Charges - IT Pool	21,762	21,762	13,073	13,073
101.745.7883 Improvements Other Than Buildings	-	-	-	-
101.745.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 57,562	\$ 53,519	\$ 43,848	\$ 43,848

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

EXHIBIT C-1
 101.745

Description	11/12 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Cellular Phones & Pager Rentals	\$ 7,000
<u>7424 OFFICE EXPENSE</u>	
Office Supplies, Forms, Diskettes, Etc.	3,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Alarm System, Furniture, Miscellaneous, Etc.	4,000
Community Garage Sale Advertising, Publicity, Etc. *	3,000
	7,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	165
Dues - Maintenance Superintendents Association; California Parks & Recreation Society; Arbor Day Foundation, Etc.	485
	650
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	5,700
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	6,925
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,073
TOTAL	\$ 43,848

* Funded from Environmental Services Fund

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

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	80% of preventative maintenance is completed on schedule. *	95%	90%	90%
2	Public Safety vehicle availability is 85%. *	95%	95%	95%

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

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

EXHIBIT A
 641.750

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 280,719	\$ 274,959	\$ 291,582	\$ 264,650
Supplies, Services & Capital Outlay (Exhibit C)	845,318	859,735	655,371	663,871
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,126,037	1,134,694	946,953	928,521
Transfers Out (Exhibit E)	50,812	50,000	50,000	45,000
APPROPRIATION TOTAL	\$ 1,176,849	\$ 1,184,694	\$ 996,953	\$ 973,521

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Motor Pool Rev.	641	Misc.	\$ 952,502	\$ 976,199	\$ 845,953	\$ 814,021
Motor Pool - Beg. Fund Balance *	641	6090	171,000	190,000	151,000	159,500
Motor Pool - Beg. Fund Balance	641	6090	39,517	-	-	-
General Fund - Construction Tax Res.	101	9899	-	-	-	-
General Fund - CIPR	101	9899	13,830	18,495	-	-
* Replacement Equipment						
TOTAL			\$ 1,176,849	\$ 1,184,694	\$ 996,953	\$ 973,521

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Sale of Property	641	4960	\$ -	\$ -	\$ 7,000	\$ 8,500
Gain on Sale of Property	641	4961	-	-	-	-
Insurance Claims Refunds	641	4962	1,502	2,192	10,000	10,000
Motor Pool	641	5101	950,000	950,000	855,400	856,178
General Fund - Construction Tax Res.	101	6899	-	-	-	-
General Fund-Beg Fund Balance-CIPR	101	6899	13,830	18,495	-	-
Donations	641	4817	1,000	-	-	-
TOTAL			\$ 966,332	\$ 970,687	\$ 872,400	\$ 874,678

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

EXHIBIT B
 641.750

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
641.750.7001 Personnel - Regular	\$ 159,918	\$ 155,227	\$ 176,360	\$ 178,845
641.750.7002 Personnel - Temporary	46,089	51,813	-	-
641.750.7003 Personnel - Overtime	747	586	500	500
641.750.7005 Personnel - POST	-	-	-	-
641.750.7103 Personnel - Holiday Pay	-	-	-	-
641.750.7104 Meal Allowance	-	-	-	-
641.750.7105 Uniform Allowance	762	720	900	900
641.750.7106 Retirement	18,336	16,711	19,243	25,882
641.750.7107 Dental Insurance	3,284	3,039	4,020	4,110
641.750.7108 Group Health Insurance	32,717	31,891	42,313	41,910
641.750.7109 Group Life Insurance	388	372	720	720
641.750.7110 Workers' Compensation Insurance	13,816	8,411	6,224	5,663
641.750.7111 Unemployment Insurance	-	-	-	-
641.750.7112 Group Disability Insurance	1,238	1,188	1,860	1,860
641.750.7113 Medicare	2,806	3,312	2,782	2,600
641.750.7114 Auto Allowance	-	-	-	-
641.750.7115 Cell Phone Allowance	-	374	360	360
641.750.7118 Other Benefit Pay	(1,082)	(399)	-	-
641.750.7119 Social Security	-	-	-	-
641.750.7121 Leave Balance Payout	-	-	20,000	-
641.750.7122 Deferred Compensation Contribution	1,100	1,040	1,300	1,300
641.750.7126 PARS 457 Retirement	600	674	-	-
641.750.7123 Voluntary Separation Payout	-	-	15,000	-
TOTAL	\$ 280,719	\$ 274,959	\$ 291,582	\$ 264,650

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

EXHIBIT B-1
 641.750

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 85,916
Mechanic I / II	2.00	2.00	1.50	1.50	92,929
TOTAL	3.00	3.00	2.50	2.50	\$ 178,845

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 641.750

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
641.750.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
641.750.7421 Communications - Phones	-	-	-	-
641.750.7422 Advertising	-	-	-	-
641.750.7423 Clothing and Personal Expense	3,100	3,111	2,500	2,500
641.750.7424 Office Expense	2,313	-	-	-
641.750.7425 Minor Tools & Equipment	1,387	1,427	1,500	1,500
641.750.7426 Gasoline & Diesel	-	-	-	170,000
641.750.7427 Special Departmental Expense	499	889	1,500	1,500
641.750.7428 Maintenance of Bidgs. Struct. & Grounds	198	98	500	500
641.750.7429 Maintenance & Operation of Equipment	311,406	288,480	316,000	146,000
641.750.7430 Professional & Specialized Services	5,938	8,758	8,500	8,500
641.750.7431 Promotional Expense	-	-	-	-
641.750.7432 Other Contractual Services	-	-	-	-
641.750.7434 Memberships, Dues, Books	129	110	400	400
641.750.7435 Professional Development & Meetings	-	115	-	-
641.750.7437 Staff Development	-	-	-	-
641.750.7442 Insurance Claims Expense	-	-	-	-
641.750.7444 Depreciation	264,212	276,271	-	-
641.750.7451 Loss on Sale of Equipment	-	-	-	-
641.750.7548 User Charges - Photocopy/Fax	-	-	-	-
641.750.7549 User Charges - Communications Pool	-	-	-	-
641.750.7550 User Charges - Motor Pool	178,220	178,220	160,398	160,398
641.750.7551 User Charges - IT Pool	16,321	16,321	13,073	13,073
641.750.7665 Donation Expenditure	-	-	-	-
641.750.7884 Machinery & Equipment	61,595	85,935	151,000	159,500
TOTAL	\$ 845,318	\$ 859,735	\$ 655,371	\$ 663,871

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

EXHIBIT C-1
 641.750
 Page 1

Description	11/12 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damage to Clothing & Personal Property	
Uniform/Laundry Service	\$ 2,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Special Automotive Hand Tools	1,500
<u>7426 GASOLINE & DIESEL FUEL</u>	
Fuel, Oil, Etc.	170,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Shop Alarm System Charges, Rental of Back-up Equipment, Etc.	1,500
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
Shop Equipment Repair & Fuel Island Repair	500
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Mandated Modifications to On and Off-Road Equipment	18,000
Commercial Repairs, Painting, Bodywork, Ect. (Including Reimbursable Repairs to Damaged Property)	91,000
Parts	37,000
	146,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Certified Underground Storage Tank and Liner Inspections	3,500
Fuel Storage Tank Testing, Emergency Repairs, BAAQMD Testing	5,000
	8,500
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books - Shop Manuals	370
Dues - Public Fleet Supervisors Association	30
	400
<u>7444 DEPRECIATION</u>	
Depreciation of Equipment	
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment	160,398
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,073
SUB - TOTAL	\$ 504,371

Description	11/12 Adopted
7884 MACHINERY AND EQUIPMENT	
<u>Replacement *</u>	
1000 Series (1 Unit) #1035 Pool Car Hybrid	\$ 32,000
1200 Series (1 Unit) #1245 Unmarked Police Vehicle	37,000
1000 Series (1 Unit) #1424 Motorized Wheelchair (Police)	17,000
2000 Series (1 Unit) #2053 Passenger Van	32,000
5000 Series (3 Units):	
#5041 Spray Rig	18,000
#5051 Small Sprayer	6,000
#5042 Walk Behind Paint Striper	7,500
<u>Small Equipment</u>	
Unit #167 - 25 Gallon Small Sprayer	3,500
Unit #248 - Compaction Unit for Signs (Punjar)	6,500
	159,500
TOTAL	\$ 663,871

* Funded from Motor Pool Beginning Fund Balance

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

EXHIBIT E
 641.750

Account Description	11/12 Adopted
9899 TRANSFERS OUT	
Public Works Maintenance Administration - # 101.745	\$ 35,000
Public Works Administration - # 101.701	-
Finance Department - # 101.535	10,000
TOTAL TRANSFERS OUT	\$ 45,000

**GAS TAX FUND - (204)
Public Works - Street Maintenance Program (760)
Program Manager - Street Maintenance Supervisor**

MISSION STATEMENT

Preserve the City's capital assets and minimize hazards by performing timely and effective right-of-way maintenance by providing preventive maintenance and repair of roadways, pedestrian facilities, storm drains, signs, parking and other City facilities.

ONGOING RESPONSIBILITIES

- Effectively manage the procurement and use of contractors, staff, materials and equipment
- Monitor the condition of facilities within the public rights-of-way for maintenance needs
- Oversee street sweeping, litter pickup, shopping cart removals, and illegal sign and graffiti removal
- Provide clean-up and other support for hazardous materials spills and other accidents
- Assist with the preparation of plans, specifications and estimates for right-of-way maintenance contracts
- Receive, interpret and accomplish work orders for new signing and markings on a timely basis
- Support special events
- Administer street and parking lot sweeping contracts
- Complete repainting of all school crosswalks and legends by the September 2008 opening of school
- Administer the annual centerline striping contract
- Proactively identify and repair sidewalk hazards in high pedestrian traffic areas of the City
- Continue sidewalk inspection and repair program for high use areas
- Coordinate and oversee emergency street repairs

WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Assist Engineering with the 2011 and 2012 Annual Street Maintenance project
- Research and coordinate mandated NPS storm water capture device installations

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	95% of emergency call-outs responded to within two (2) hours.	100%	100%	100%
2	90% of sidewalk repair requests are inspected and marked within 5 working days.	99%	93%	94%
3	80% of traffic work orders completed within 20 days.	100%	89%	96%

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

EXHIBIT A
 204.760

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 678,832	\$ 690,964	\$ 679,469	\$ 709,277
Supplies, Services & Capital Outlay (Exhibit C)	423,187	423,065	362,118	368,418
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,102,019	1,114,029	1,041,587	1,077,695
Transfers Out (Exhibit E)	135,362	190,058	305,513	335,105
APPROPRIATION TOTAL	\$ 1,237,381	\$ 1,304,087	\$ 1,347,100	\$ 1,412,800

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Gas Tax Revenues	204	Misc.	\$ 745,443	\$ 938,087	\$ 1,048,100	\$ 1,107,500
Prop 42 Gas Tax	204	6090	125,938	-	-	-
General Fund - Subsidy	101	9899	-	-	-	-
Lighting & Landscaping Dist.	207	9899	40,000	40,000	40,000	46,300
Environmental Programs	209	9899	316,000	316,000	259,000	259,000
Federal Aid Urban	211	9899	10,000	10,000	-	-
TOTAL			\$ 1,237,381	\$ 1,304,087	\$ 1,347,100	\$ 1,412,800

REVENUES MONITORED BY THIS PROGRAM

Gas Tax - 2105	204	4510	\$ 199,175	\$ 226,033	\$ 240,000	\$ 215,000
Gas Tax - 2106	204	4511	132,090	150,839	165,000	144,000
Gas Tax - 2107	204	4512	265,200	300,946	320,000	287,000
Gas Tax - 2107.5	204	4513	-	12,000	6,000	6,000
Prop. 42 - Gas Tax	204	4536	340,333	362,362	-	-
Rev & Tax Code 7360-Gas Excise Tax	204	4516	-	-	314,600	453,000
Metal Recycling Revenue	204	4965	-	1,550	2,500	2,500
Other Revenue	204	4965	2,624	-	-	-
Lighting & Landscaping Dist. - Tsfrs.	204	6899	40,000	40,000	40,000	46,300
Environmental Services - Transfers In	204	6899	316,000	316,000	259,000	259,000
Federal Aid Urban - Transfers In	204	6899	10,000	10,000	-	-
Street Impact Fee-Solid Waste*	204	4732	-	73,562	150,000	225,000
Street Impact Fee-Construction Permits*	204	4731	109,725	49,194	50,000	105,000
* Funds Street Maint. Capital Projects						
TOTAL			\$ 1,415,147	\$ 1,542,486	\$ 1,547,100	\$ 1,742,800

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

EXHIBIT B
 204.760

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
204.760.7001 Personnel - Regular	\$ 422,294	\$ 439,719	\$ 439,757	\$ 453,782
204.760.7002 Personnel - Temporary	26,261	28,028	9,100	9,100
204.760.7003 Personnel - Overtime	11,925	12,831	14,000	14,000
204.760.7005 Personnel - POST	-	-	-	-
204.760.7103 Personnel - Holiday Pay	-	-	-	-
204.760.7104 Meal Allowance	-	-	-	-
204.760.7105 Uniform Allowance	5,250	5,250	5,250	5,250
204.760.7106 Retirement	47,772	47,731	47,982	65,671
204.760.7107 Dental Insurance	10,735	10,635	11,256	11,508
204.760.7108 Group Health Insurance	107,771	111,712	118,477	117,348
204.760.7109 Group Life Insurance	1,302	1,302	1,680	1,680
204.760.7110 Workers' Compensation Insurance	29,412	18,993	16,290	15,057
204.760.7111 Unemployment Insurance	-	-	-	-
204.760.7112 Group Disability Insurance	4,040	4,079	5,208	5,208
204.760.7113 Medicare	5,926	6,151	6,711	6,915
204.760.7114 Auto Allowance	-	-	-	-
204.760.7115 Cell Phone Allowance	-	-	-	-
204.760.7118 Other Benefit Pay	2,135	512	-	-
204.760.7119 Social Security	-	-	-	-
204.760.7121 Leave Balance Payout	-	-	-	-
204.760.7122 Deferred Compensation Contribution	3,660	3,640	3,640	3,640
204.760.7126 PARS 457 Retirement	349	381	118	118
204.760.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 678,832	\$ 690,964	\$ 679,469	\$ 709,277

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

EXHIBIT B-1
 204.760

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Street Maintenance Field Supervisor	1.00	1.00	1.00	1.00	\$ 89,318
Street Maintenance Lead Worker	1.00	1.00	1.00	1.00	68,333
Maintenance Worker I / II *	5.00	5.00	5.00	5.00	296,131
* Flexible Staffing - Three Positions Maintenance Worker II Two Positions - Maintenance Worker I					
TOTAL	7.00	7.00	7.00	7.00	\$ 453,782

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Temporary Labor	0.48	0.48	0.25	0.25	\$ 9,100
TOTAL	0.48	0.48	0.25	0.25	\$ 9,100

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

**EXHIBIT C
204.760**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
204.760.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
204.760.7421 Communications - Phones	-	-	-	-
204.760.7422 Advertising	-	-	-	-
204.760.7423 Clothing and Personal Expense	-	636	810	810
204.760.7424 Office Expense	-	-	-	-
204.760.7425 Minor Tools & Equipment	1,077	1,002	1,000	1,000
204.760.7427 Special Departmental Expense	-	445	-	-
204.760.7428 Maintenance of Bldgs. Struct. & Grounds	82,273	73,816	81,500	87,800
204.760.7429 Maintenance & Operation of Equipment	-	-	500	500
204.760.7430 Professional & Specialized Services	2,000	2,000	2,000	2,000
204.760.7431 Promotional Expense	-	-	-	-
204.760.7432 Other Contractual Services	186,992	194,256	140,750	140,750
204.760.7433 Insurance and Surety Bonds	-	-	-	-
204.760.7434 Memberships, Dues, Books	55	120	385	385
204.760.7435 Professional Development & Meetings	-	-	-	-
204.760.7437 Staff Development	-	-	-	-
204.760.7438 Other Charges	-	-	-	-
204.760.7441 Special Community Services	-	-	-	-
204.760.7442 Insurance Claims Expense	-	-	-	-
204.760.7548 User Charges - Photocopy/Fax	-	-	-	-
204.760.7549 User Charges - Communications Pool	-	-	-	-
204.760.7550 User Charges - Motor Pool	145,350	145,350	130,815	130,815
204.760.7551 User Charges - IT Pool	5,440	5,440	4,358	4,358
204.760.7883 Improvements Other Than Building	-	-	-	-
204.760.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 423,187	\$ 423,065	\$ 362,118	\$ 368,418

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

EXHIBIT C-1
 204.760

Description	11/12 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damage to Clothing, Rain Gear Replacement, Temporary Labor Uniforms, Etc.	\$ 810
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous Small Tools & Equipment	1,000
<u>7428 MAINTENANCE OF BLDGS., STRUCTURES & GROUNDS</u>	
Asphalt, Crack Sealant, Traffic Paint, Signs, Metal/Wood Posts, Barricades, Etc.	79,500
Non-Point Source DI (No Dumping to Bay) Signage (Mandated by 2012)	6,300
Rental of Equipment	2,000
	87,800
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Miscellaneous Equipment Repair: Sign Applicator, Drill Breaker, Paint Shaker, Compressors, Etc.	500
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Annual Street Report Preparation	2,000
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Centerline Striping and Thermoplastic	22,000
Emergency and/or Specialized Street Repairs / Traffic Work Orders	10,000
Miscellaneous Storm Drain Repairs *	20,000
Parking Lot & Garage Sweeping & Cleaning *	9,000
Storm Drain Filter & Interceptor Cleaning *	6,000
Street Sweeping *	72,000
Waste Oil / Paint Hauling	1,750
	140,750
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Training Videos & Dues	385
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment	130,815
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	4,358
* Funding from Environmental Programs	
TOTAL	\$ 368,418

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

EXHIBIT E
 204.760

Account Description	11/12 Adopted
9899 TRANSFERS OUT - OPERATING	
City Council for Congestion Management Association (CMA) Dues - # 101.501	\$ 52,262
Transportation Engineering Program - #101.720	176,339
Engineering Program - #101.730	106,504
TOTAL TRANSFERS OUT	\$ 335,105

LIGHTING AND LANDSCAPE ACT FUND - (207)
Public Works - Signals and Lighting Maintenance Program (770)
Program Manager - Lighting & Traffic Signal Supervisor

MISSION STATEMENT

Provide high quality, cost-effective lighting services for all public streets, City parks, City parking facilities and grounds for City-owned facilities. Maintain and adjust traffic signals to optimize safety, cost-effectiveness and traffic flow.

ONGOING RESPONSIBILITIES

- Operate and maintain over 2000 City-owned street lights and 42 intersections with traffic signal systems
- Remove unauthorized signing and graffiti from lighting and traffic signal standards
- Install new light standards as requested, which meet established criteria
- Test and inspect all new traffic and existing signal cabinets
- Assist with the preparation of plans, specifications and estimates for signal and lighting projects and provide inspection assistance
- Mark City-owned underground lighting and traffic signal facilities at the request of Underground Service Alert
- Assist in implementation of traffic signal upgrades and modifications
- Maintain Special Event lighting and other specialty electrical requirements
- Coordinate traffic signal modifications with multiple agencies

WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Assist with the coordination, installation, and inspection of the Stojanovich Family Park pedestrian crossing signal light and controller

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	95% of emergency call-outs responded to within two (2) hours.	98%	99%	99%
2	85% of streetlight outages repaired within ten (10) working days. *	99%	100%	90%
3	100% of Underground Service Alert utility location requests responded to within seven (7) working days.	100%	100%	100%

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

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

EXHIBIT A
 207.770

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 278,915	\$ 287,497	\$ 270,065	\$ 278,739
Supplies, Services & Capital Outlay (Exhibit C)	456,240	423,772	379,026	378,526
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	735,155	711,269	649,091	657,265
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 735,155	\$ 711,269	\$ 649,091	\$ 657,265

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Lighting & Landscape District (LLA-1)	207	Misc.	\$ (61,955)	\$ (39,760)	\$ -	\$ -
Campbell Municipal Lighting Dist. - Prop. Tax	207	4001-4582	712,386	670,083	581,591	526,765
USA Marking Fees	207	4701	17,925	15,975	17,000	18,000
Insurance Claims Refund	207	4962	2,032	22,285	15,000	15,000
RDA Property Tax Share to CMLD	434	9899	34,767	38,062	33,000	95,000
GF Construction Tax Reserve	101	9899	30,000	-	-	-
Signal Maintenance Cost Sharing	207	4542	-	4,624	2,500	2,500
TOTAL			\$ 735,155	\$ 711,269	\$ 649,091	\$ 657,265

REVENUES MONITORED BY THIS PROGRAM

Campbell Municipal Lighting Dist. - Prop. Tax	207	4001-4582	\$ 712,386	\$ 670,083	\$ 720,000	\$ 675,000
USA Marking Fees	207	4701	17,925	15,975	17,000	18,000
Insurance Claims Refund	207	4962	2,032	22,285	15,000	15,000
CMLD Tax Share (RDA)	207	6899	31,767	35,062	33,000	95,000
GF - Construction Tax Reserve	207	6899	30,000	-	-	-
Other Revenue	207	4965	-	304	-	-
Signal Maintenance Cost Sharing (Moved from 101.720 Prog)	207	4542	-	4,624	2,500	2,500
Other Interest	207	4450	5,811	-	-	-
RDA - Downtown Streetlight Repair	207	6899	3,000	3,000	-	-
TOTAL			\$ 802,921	\$ 751,333	\$ 787,500	\$ 805,500

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

EXHIBIT B
 207.770

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
207.770.7001 Personnel - Regular	\$ 171,173	\$ 164,833	\$ 162,396	\$ 165,644
207.770.7002 Personnel - Temporary	28,264	39,024	32,000	32,000
207.770.7003 Personnel - Overtime	6,570	5,741	6,000	6,000
207.770.7005 Personnel - POST	-	-	-	-
207.770.7103 Personnel - Holiday Pay	-	-	-	-
207.770.7104 Meal Allowance	-	-	-	-
207.770.7105 Uniform Allowance	1,500	1,500	1,500	1,500
207.770.7106 Retirement	19,300	18,343	17,719	23,972
207.770.7107 Dental Insurance	3,031	3,039	3,216	3,288
207.770.7108 Group Health Insurance	30,066	31,883	33,851	33,528
207.770.7109 Group Life Insurance	372	372	480	480
207.770.7110 Workers' Compensation Insurance	12,682	8,093	7,053	6,430
207.770.7111 Unemployment Insurance	-	-	-	-
207.770.7112 Group Disability Insurance	1,188	1,188	1,488	1,488
207.770.7113 Medicare	3,361	3,502	2,906	2,953
207.770.7114 Auto Allowance	-	-	-	-
207.770.7115 Cell Phone Allowance	-	-	-	-
207.770.7118 Other Benefit Pay	-	4,677	-	-
207.770.7119 Social Security	-	-	-	-
207.770.7121 Leave Balance Payout	-	3,760	-	-
207.770.7122 Deferred Compensation Contribution	1,040	1,040	1,040	1,040
207.770.7126 PARS 457 Retirement	368	502	416	416
207.770.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 278,915	\$ 287,497	\$ 270,065	\$ 278,739

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

EXHIBIT B-1
 207.770

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00	\$ 90,212
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00	75,432
TOTAL	2.00	2.00	2.00	2.00	\$ 165,644

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Temporary Lighting Assistant	0.96	0.96	0.77	0.77	\$ 32,000
TOTAL	0.96	0.96	0.77	0.77	\$ 32,000

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

**EXHIBIT C
207.770**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
207.770.7420 Utilities - Electricity/Gas	\$ 203,663	\$ 197,500	\$ 210,000	\$ 210,000
207.770.7421 Communications - Phones	4,861	4,730	5,000	5,000
207.770.7422 Advertising	-	-	-	-
207.770.7423 Clothing and Personal Expense	128	460	350	350
207.770.7424 Office Expense	-	153	-	-
207.770.7425 Minor Tools & Equipment	1,138	472	1,000	1,000
207.770.7427 Special Departmental Expense	360	703	800	800
207.770.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
207.770.7429 Maintenance & Operation of Equipment	153,902	136,299	93,500	93,000
207.770.7430 Professional & Specialized Services	-	-	-	-
207.770.7431 Promotional Expense	-	-	-	-
207.770.7432 Other Contractual Services	-	-	-	-
207.770.7433 Insurance and Surety Bonds	-	-	-	-
207.770.7434 Memberships, Dues, Books	1,953	1,957	2,125	2,125
207.770.7435 Professional Development & Meetings	-	-	-	-
207.770.7437 Staff Development	-	-	-	-
207.770.7438 Other Charges	7,019	7,341	7,100	7,100
207.770.7441 Special Community Services	-	-	-	-
207.770.7442 Insurance Claims Expense	-	-	-	-
207.770.7548 User Charges - Photocopy/Fax	-	-	-	-
207.770.7549 User Charges - Communications Pool	-	-	-	-
207.770.7550 User Charges - Motor Pool	41,515	41,515	37,363	37,363
207.770.7551 User Charges - IT Pool	32,642	32,642	21,788	21,788
207.770.7883 Improvements Other Than Buildings	-	-	-	-
207.770.7884 Machinery & Equipment	9,059	-	-	-
TOTAL	\$ 456,240	\$ 423,772	\$ 379,026	\$ 378,526

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

EXHIBIT C-1
 207.770
 Page 1

Description	11/12 Adopted
<u>7420 UTILITIES - ELECTRICITY/GAS</u>	
Parks & Other Lighting	\$ 4,000
Street Lighting	165,000
Traffic Signals	41,000
	210,000
<u>7421 COMMUNICATIONS - PHONES</u>	
Controllers, Modem, Phone Lines, Etc.	5,000
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Repair of Damaged Clothing; Staff Rain Gear; Safety Gear & Vests for Three	350
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous New Tools	1,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Trailer & Storage Unit Alarms	200
Underground Service Alert One Call System Fee (Required by Law)	600
	800
<u>7429 MAINTENANCE & OPERATIONS OF EQUIPMENT</u>	
Cost Share Agreement with the City of San Jose for Operation of Shared Signals	8,000
Cost Share Agreement with Santa Clara County for San Tomas Expressway Shared Signals	1,500
Street Lighting Pole Replacement	4,500
Street Light & Traffic Signal Upgrades, Preventive Maintenance, Scheduled & Emergency Repairs; Video Detection Modifications, Knock-downs, Miscellaneous Repairs of Damaged Equipment (\$15,000 Offset with Insurance Reimbursements)	79,000
	93,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books - National Electrical Manufacturers Association (NEMA) Manual; Elect. Code Updates	400
Dues - California Street Light Association;	1,500
International Municipal Signal Association (IMSA); Traffic Signal Association	225
	2,125
SUB - TOTAL	\$ 312,275

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

EXHIBIT C-1
 207.770
 Page 2

Description	11/12 Adopted
7438 OTHER CHARGES	
Property Tax Administration Fees	\$ 7,100
7550 USER CHARGES - MOTOR POOL	
Use of City Vehicles & Other Non-Highway Equipment	37,363
7551 USER CHARGES - IT POOL	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	21,788
TOTAL	\$ 378,526

**LIGHTING AND LANDSCAPE ACT FUND - (207)
Public Works - Parks Maintenance Program (775)
Program Manager - Park Maintenance Supervisor**

MISSION STATEMENT

Preserve the City's investment through quality, cost effective maintenance of all parks, street trees, public facility grounds, and the creek trail in an aesthetic, usable and safe condition.

ONGOING RESPONSIBILITIES

- Effectively manage the procurement and use of staff, contractors, consultants, materials and equipment
- Administer landscape maintenance and parking lot sweeping contracts
- Monitor public parks and grounds for maintenance and repair needs
- Provide horticultural advice for the general public and other City departments
- Serve as the City's Pest Control Advisor
- Support special events
- Assist with the preparation of plans, specifications and estimates for park-related projects and provide inspection assistance
- Coordinate maintenance activities with the Recreation & Community Services Department
- Coordinate the Neighborhood Street Tree Planting Program
- Assist with the Edith Morley Park Community Garden
- Continue to celebrate Arbor Day and maintain Tree City USA status
- Assist Engineering with park related projects

WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Develop and implement a revised park trash receptacle design that allows for a more ergonomic collection procedure
- Assist with the construction and maintenance contract for Stojanovich Family Park
- Assist with the construction, training and coordination of the Winchester Boulevard Phase I Improvements

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	95% of emergency tree work is mitigated within one day.	100%	100%	100%
2	90% of landscaped medians, parks and civic grounds maintained at a rating of 3 (4 point scale/bi-annual survey). *	100%	95%	100%

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

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

EXHIBIT A
 207.775

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 1,320,849	\$ 1,295,491	\$ 1,262,493	\$ 1,303,972
Supplies, Services & Capital Outlay (Exhibit C)	661,743	594,957	600,978	600,978
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,982,592	1,890,448	1,863,471	1,904,950
Transfers Out (Exhibit E)	100,000	100,000	100,000	106,300
APPROPRIATION TOTAL	\$ 2,082,592	\$ 1,990,448	\$ 1,963,471	\$ 2,011,250

FUNDING SOURCE(S)						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Lighting & Landscaping Dist.	207	Misc.	\$ 1,203,440	\$ 1,179,238	\$ 1,140,000	\$ 1,140,000
General Fund	101	9899	792,152	732,991	640,062	670,515
Environmental Program	209	9899	45,000	45,000	45,000	45,000
Park Dedication Fees - Fund Balance	295	9899	37,000	-	-	-
General Fund (Tree In Lieu 101.701)	101	9899	5,000	-	-	7,500
Campbell Municipal Lighting District	207	4001-4582	-	-	138,409	148,235
ABAG Playground Equipment Grant	212	9899	-	33,219	-	-
TOTAL			\$ 2,082,592	\$ 1,990,448	\$ 1,963,471	\$ 2,011,250

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Lighting & Landscaping Assessment	207	5001	\$ 1,135,051	\$ 1,135,464	\$ 1,140,000	\$ 1,140,000
Donations - Parks	794	4818	111	-	-	-
Environmental Services - Transfers In	207	6899	45,000	45,000	45,000	45,000
General Fund - Transfers In	207	6899	792,152	732,991	640,062	670,515
Parkland Dedication Fees-Transfers In	207	6899	37,000	-	-	-
Tree In-Lieu Fees	207	6899	5,000	-	-	7,500
ABAG Playground Equipment Grant	207	6899	-	33,219	-	-
TOTAL			\$ 2,014,314	\$ 1,946,674	\$ 1,825,062	\$ 1,863,015

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

EXHIBIT B
 207.775

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
207.775.7001				
Personnel - Regular	\$ 785,086	\$ 769,731	\$ 767,627	\$ 782,980
207.775.7002				
Personnel - Temporary	125,757	121,094	90,735	90,735
207.775.7003				
Personnel - Overtime	19,234	15,963	30,000	30,000
207.775.7005				
Personnel - POST	-	-	-	-
207.775.7103				
Personnel - Holiday Pay	-	-	-	-
207.775.7104				
Meal Allowance	18	81	-	-
207.775.7105				
Uniform Allowance	8,250	8,250	9,000	9,000
207.775.7106				
Retirement	88,200	84,705	83,756	113,313
207.775.7107				
Dental Insurance	18,191	18,241	19,296	19,728
207.775.7108				
Group Health Insurance	177,898	186,049	197,987	196,614
207.775.7109				
Group Life Insurance	2,227	2,228	2,880	2,880
207.775.7110				
Workers' Compensation Insurance	61,195	38,188	31,091	28,378
207.775.7111				
Unemployment Insurance	-	-	-	-
207.775.7112				
Group Disability Insurance	7,298	7,312	9,300	9,300
207.775.7113				
Medicare	14,822	15,021	12,881	13,104
207.775.7114				
Auto Allowance	-	-	-	-
207.775.7118				
Other Benefit Pay	4,262	12,526	-	-
207.775.7115				
Cell Phone Allowance	-	-	-	-
207.775.7119				
Social Security	-	-	-	-
207.775.7121				
Leave Balance Payout		7,747	-	-
207.775.7122				
Deferred Compensation Contribution	6,754	6,754	6,760	6,760
207.775.7126				
PARS 457 Retirement	1,657	1,601	1,180	1,180
207.775.7130				
Project Overhead Cost				
TOTAL	\$ 1,320,849	\$ 1,295,491	\$ 1,262,493	\$ 1,303,972

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

EXHIBIT B-1
 207.775

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 99,107
Park Maintenance Lead Worker	2.00	2.00	2.00	2.00	136,666
Park Maintenance Worker I / II *	9.00	9.00	9.00	9.00	547,207
* Flexible Staffing: Two - Park Maintenance Worker I Seven - Park Maintenance Worker II					
TOTAL	12.00	12.00	12.00	12.00	\$ 782,980

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Temporary Labor	3.12	3.12	2.50	2.50	\$ 83,680
Weekend Work Furlough Supervisor *	-	-	0.20	0.20	\$ 7,055
* Moved from Program 530 in FY 11					
TOTAL	3.12	3.12	2.70	2.70	\$ 90,735

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

EXHIBIT C
 207.775

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
207.775.7420 Utilities - Electricity/Gas/Water	\$ 171,292	\$ 157,706	\$ 168,000	\$ 168,000
207.775.7421 Communications - Phones	1,759	1,980	2,000	2,000
207.775.7423 Clothing and Personal Expense	821	451	1,300	1,300
207.775.7424 Office Expense	-	-	-	-
207.775.7425 Minor Tools & Equipment	4,378	4,056	4,500	4,500
207.775.7427 Special Departmental Expense	4,380	2,273	5,000	5,000
207.775.7428 Maintenance of Bldgs. Struct. & Grounds	199,625	162,195	159,000	159,000
207.775.7429 Maintenance & Operation of Equipment	1,870	474	2,000	2,000
207.775.7430 Professional & Specialized Services	817	510	2,000	2,000
207.775.7431 Promotional Expense	-	-	-	-
207.775.7432 Other Contractual Services	112,230	100,066	110,000	110,000
207.775.7433 Insurance and Surety Bonds	-	-	-	-
207.775.7434 Memberships, Dues, Books	50	495	725	725
207.775.7435 Professional Development & Meetings	-	230	-	-
207.775.7437 Staff Development	-	-	-	-
207.775.7438 Other Charges	-	-	-	-
207.775.7442 Insurance Claims Expense	-	-	-	-
207.775.7548 User Charges - Photocopy/Fax	-	-	-	-
207.775.7549 User Charges - Communications Pool	-	-	-	-
207.775.7550 User Charges - Motor Pool	148,200	148,200	133,380	133,380
207.775.7551 User Charges - IT Pool	16,321	16,321	13,073	13,073
207.775.7883 Improvements Other than Buildings	-	-	-	-
207.775.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 661,743	\$ 594,957	\$ 600,978	\$ 600,978

Description	11/12 Adopted
<u>7420 UTILITIES</u>	
San Jose Water; Pacific Gas & Electric; West Valley Sanitation District	\$ 168,000
<u>7421 COMMUNICATIONS</u>	
Irrigation Controller Phone Charges	2,000
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damage to Personal Clothing; Rain Gear & Glove Replacement; Temporary Labor Uniforms	1,300
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Shovels, Rakes, Small Hand Tools (Pliers, Screwdrivers, Etc.)	4,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
City-Wide - Special Projects / Volunteer Support	5,000
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
Backflow Maintenance	7,500
Chemicals, Fertilizer, Seed, Ground Cover, Sod, Shrubs, Trees, Fibar Sand, Compost and Granite Gold Fines, Etc.	78,000
Equipment Rental	3,000
John D Morgan - Playground Structure Safety Upgrade (Budd Avenue Side)	3,500
Maintenance of Park Furniture, Playground Equip., Irrigation, Fences, Pumps, Electrical, Plumbing, Etc.	55,000
Pest Control	10,000
Small Power Equipment	2,000
	159,000
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Alarms	1,500
Landscaping Equipment Maintenance & Repairs	500
	2,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Arborist Consulting and Other Park Consultant Services	2,000
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Downtown Tree Maintenance	3,500
San Tomas Expressway Landscape Maintenance	6,500
Tree Pruning and Street Tree Maintenance (Including Tree Grates)	90,000
Tree Replacement Program	10,000
	110,000
SUB - TOTAL	\$ 453,800

Description	11/12 Adopted
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	\$ 175
Dues - National Park & Recreation Association; International Arborist Association;	
Park & Recreation Society; Landscape Supervisors Forum	550
	725
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment & Tools	133,380
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,073
TOTAL	\$ 600,978

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

EXHIBIT E
 207.775

Account Description	11/12 Adopted
9899 TRANSFERS OUT - OPERATING	
Administrative Cost Allocation - Non-Departmental # 101.540	\$ 10,000
General Departmental Administration # 101.701	10,000
Engineering - Administration # 101.730	30,000
Maintenance Administration # 101.745	10,000
Street Maintenance - Sidewalk Repair # 204.760	46,300
TOTAL TRANSFERS OUT	\$ 106,300

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

MISSION STATEMENT

Effectively and efficiently maintain all City buildings for maximum operation, safety, comfort and a pleasing visual appearance.

ON-GOING PROGRAM RESPONSIBILITIES

- Provide effective custodial maintenance and repair services to City buildings
- Plan, manage and oversee all improvements, maintenance and repairs to buildings
- Provide efficient, professional and courteous service to all customers
- Coordinate and supervise tenant improvements at the Community Center
- Improve energy efficiency in all City buildings when and wherever possible
- Propose, plan, manage and administer all Capital Improvement Projects related to building preservation, remodeling, safety and operations
- Carryout specified IIPP training and inspection requirements
- Provide set-ups and take-downs for Community Center facility uses, supervise uses; and insure the security of the facility
- Provide support, expertise and equipment to/for community special events, City activities and departmental programs and operations
- Maintain the Community Center swimming pool to required health and safety codes
- Provide support and expertise to other departments on maintenance and repair issues
- Initiate all Building Maintenance Special Projects
- Serve as departmental Safety Coordinator

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Remodel/renovate Building A at the Campbell Community Center to support new tenants
- Continue high priority ADA Transition Plan Improvements
- Assist Recreation and Community Services with Senior Services Facilities Alternatives Analysis

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Cost per square foot to maintain City buildings	\$3.52	\$3.32	\$3.43
2	50 % of work orders are completed within three (3) working days.	84%	82%	87%

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

EXHIBIT A
 101.780
 (Formerly 101.530)

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 564,189	\$ 564,897	\$ 445,813	\$ 443,094
Supplies, Services & Capital Outlay (Exhibit C)	707,240	540,160	674,025	683,496
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,271,429	1,105,057	1,119,838	1,126,590
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,271,429	\$ 1,105,057	\$ 1,119,838	\$ 1,126,590

FUNDING SOURCE(S)						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
General Fund Revenues	101	Misc.	\$ 1,256,429	\$ 1,075,057	\$ 1,104,838	\$ 1,111,590
Environmental Services	209	9899	15,000	15,000	15,000	15,000
Redevelopment Agency *	437	9899	-	15,000	-	-
* RDA Tax Allocation Bond Proceeds						
TOTAL			\$ 1,271,429	\$ 1,105,057	\$ 1,119,838	\$ 1,126,590

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Environmental Services - Transfers In	101	6899	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Redevelopment Agency	101	6899	-	15,000	-	-
TOTAL			\$ 15,000	\$ 30,000	\$ 15,000	\$ 15,000

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

**EXHIBIT B
101.780**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.780.7001 Personnel - Regular	\$ 389,779	\$ 397,135	\$ 323,030	\$ 313,702
101.780.7002 Personnel - Temporary	15,469	7,569	-	-
101.780.7003 Personnel - Overtime	1,743	1,512	2,500	2,500
101.780.7005 Personnel - POST	-	-	-	-
101.780.7103 Personnel - Holiday Pay	-	-	-	-
101.780.7104 Meal Allowance	-	-	-	-
101.780.7105 Uniform Allowance	2,000	2,000	1,500	1,500
101.780.7106 Retirement	44,381	43,194	35,246	45,399
101.780.7107 Dental Insurance	8,551	8,560	7,236	7,398
101.780.7108 Group Health Insurance	60,735	62,507	50,776	48,750
101.780.7109 Group Life Insurance	1,020	1,018	912	912
101.780.7110 Workers' Compensation Insurance	19,130	11,917	10,916	9,984
101.780.7111 Unemployment Insurance	-	-	-	-
101.780.7112 Group Disability Insurance	3,454	3,449	3,571	3,348
101.780.7113 Medicare	4,937	5,003	4,720	4,585
101.780.7114 Auto Allowance	-	-	-	-
101.780.7115 Cell Phone Allowance	-	-	-	-
101.780.7118 Other Benefit Pay	5,921	3,603	-	-
101.780.7119 Social Security	-	-	-	-
101.780.7121 Leave Balance Payout	-	10,463	-	-
101.780.7122 Deferred Compensation Contribution	6,868	6,863	5,406	5,016
101.780.7126 PARS 457 Retirement	201	104	-	-
101.780.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 564,189	\$ 564,897	\$ 445,813	\$ 443,094

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

EXHIBIT C
 101.780

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
101.780.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.780.7421 Communications - Phones	3,480	3,446	4,500	4,500
101.780.7422 Advertising	-	-	-	-
101.780.7423 Clothing and Personal Expense	24	288	900	900
101.780.7424 Office Expense	-	179	1,000	1,000
101.780.7425 Minor Tools & Equipment	1,349	1,150	1,250	1,250
101.780.7427 Special Departmental Expense	81,441	89,033	84,950	84,450
101.780.7428 Maintenance of Bldgs. Struct. & Grounds	244,251	117,667	196,000	196,000
101.780.7429 Maintenance & Operation of Equipment	47,051	49,443	80,000	80,000
101.780.7430 Professional & Specialized Services	-	-	500	500
101.780.7431 Promotional Expense	-	-	-	-
101.780.7432 Other Contractual Services	295,837	245,040	266,800	276,771
101.780.7433 Insurance and Surety Bonds	-	-	-	-
101.780.7434 Memberships, Dues, Books	215	372	200	200
101.780.7435 Professional Development & Meetings	-	-	-	-
101.780.7437 Staff Development	50	-	-	-
101.780.7442 Insurance Claims Expense	-	-	-	-
101.780.7444 Depreciation	-	-	-	-
101.780.7548 User Charges - Photocopy/Fax	-	-	-	-
101.780.7549 User Charges - Communications Pool	-	-	-	-
101.780.7550 User Charges - Motor Pool	11,780	11,780	11,780	11,780
101.780.7551 User Charges - IT Pool	21,762	21,762	26,145	26,145
101.780.7883 Improvements Other Than Building	-	-	-	-
101.780.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 707,240	\$ 540,160	\$ 674,025	\$ 683,496

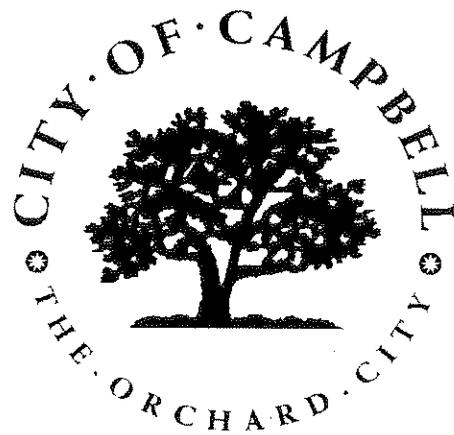
CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - BUILDING MAINTENANCE

EXHIBIT C-1
101.780
Page 1

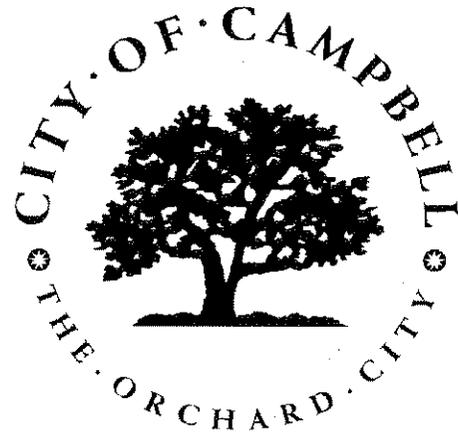
Description	11/12 Adopted
<u>7421 COMMUNICATIONS - PHONE</u>	
Cell Phone for Building Maintenance Staff	\$ 2,400
Alarms & Telephone Lines	2,100
	4,500
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damaged Clothing; Replace Rain Gear; City T-Shirts & Uniforms for Part-Time Employees	900
<u>7424 OFFICE EXPENSE</u>	
	1,000
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous Tools For Shop & Replacement Hammers, Drills, Saws, Shovels, Etc.	1,250
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Batteries for Drills, Flashlights, Pagers, Etc.	525
Custodial & Lightbulb Supplies for Downtown Parking Garage	1,100
Custodial Supplies & Lights (All Buildings)	67,500
Miscellaneous Unanticipated Equipment & Supplies	1,000
Pool Supplies (Salt, Sodium Hypo-Chlorite, & CO2 Test Kits)	12,000
Rental of Special Maintenance Equipment	1,800
Signs	525
	84,450
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
General Maintenance:	
Ainsley House, Carriage House & Museum	3,000
City Hall	20,000
Community Center	72,000
Downtown Parking Garage	1,000
Firehouse Museum & Offices	6,000
Park Buildings - JDM, Campbell, Fischer, & Morley	12,000
Service Center	5,000
Special Projects:	
City Hall	15,000
Community Center	20,000
Parking Garage	3,500
Parks	8,500
Service Center	10,000
Tenant Improvements	20,000
	196,000
SUB - TOTAL	\$ 288,100

Description	11/12 Adopted
<u>7429 MAINTENANCE & OPERATIONS OF EQUIPMENT</u>	
Miscellaneous:	
Radios, Overhead Doors, Elevators, High Lift, Ponds (Light Repair, Chlorine Tabs, Cleaning Equip.), Etc.	\$ 6,000
Routine Service & Repairs:	
Boilers & HVAC Units	20,000
Fire Alarm Equipment (Heat Detectors, Wiring, Horns, Etc.)	2,000
Fire Extinguisher Re-Charge Program (All City Buildings)	4,500
Microphone & General P.A. System Repairs (Council Chambers & Portable Units)	1,000
Pool Equipment (Aqua King Portable Vacuum)	2,500
Service Agreements:	
Annual Check of Fire Alarm System	4,500
Burglar Alarm (Community Center)	1,500
Elevator Maintenance (City Hall, Community Center & Parking Garage)	3,500
Emergency Generators (City Hall, EOC, Service Center, Community Center & Portable)	5,000
Emergency Lighting Systems (Theatre & Parking Garage)	1,200
Fire Alarm Monitoring (City Hall)	500
Fire Alarm Monitoring (Community Center)	1,700
Fire Alarm Monitoring (Parking Garage)	550
Heating, Ventilation, Air Conditioning (HVAC) Units	25,000
Panic Alarm Monitoring (City Hall)	550
	80,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Blueprints, Drafting Services, Testing Services, Etc.	500
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Custodial Services:	
Citizen Callouts for Janitorial Services	500
City Hall, Police Department, Service Center & Downtown Parking Garage	37,080
Community Center	190,550
Orchard City Banquet Hall	1,731
Parks Buildings	38,110
Upholstery Cleaning	1,000
Battery & Light Recycling	900
Emergency Pool Service	1,000
Furniture Moving	2,500
Pest Control/Abatement (All Buildings)	2,000
Removal of Bio-Hazardous Waste	400
Window Washing - Semi-Annual (Ainsley House & Museum)	1,000
	276,771
SUB - TOTAL	\$ 645,371

Description	11/12 Adopted
<u>7434 MEMBERSHIPS, DUES & BOOKS</u> Books, Reference & Training Manuals	\$ 200
<u>7550 USER CHARGES - MOTOR POOL</u> Use of City Vehicles	11,780
<u>7551 USER CHARGES - IT POOL</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	26,145
TOTAL	\$ 683,496



Redevelopment Agency



REDEVELOPMENT AGENCY DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
HCD Coordinator	0.65	0.65	0.65	0.65
Redevelopment Coordinator	1.00	1.00	1.00	1.00
Redevelopment Manager	1.00	-	-	-
Office Assistant	0.50	0.50	-	-
Community Development Director	-	0.50	0.50	0.50
Associate Planner	-	0.10	0.10	0.10
Assistant Planner	-	0.10	0.10	0.10
Principal Planner	-	0.10	0.10	0.10
Senior Planner	-	0.10	-	-
CD Executive Assistant	-	0.15	0.25	0.15
Total Budgeted Positions	3.15	3.20	2.70	2.60
<u>Temporary Positions</u>				
Marketing Intern	-	0.07	-	-
Office Assistant	-	-	-	-
Total Temporary Positions	-	0.07	-	-
Total Staffing	3.15	3.27	2.70	2.60

Expenditure Summary

<u>Description</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Adopted 2010-2011</u>	<u>Adopted 2011-2012</u>
Employee Services	\$ 397,388	\$ 360,338	\$ 389,024	\$ 397,155
Supplies & Other Services & Capital Outlay	349,893	3,964,132	1,433,598	461,483
Debt Service	4,890,676	7,406,135	7,622,782	6,359,485
Total Before Transfers	5,637,957	11,730,605	9,445,404	7,218,123
Transfers-Out	864,252	391,026	886,224	910,161
Appropriation Total	6,502,209	12,121,631	10,331,628	8,128,284
Less Transfers-In	200,000	200,000	711,029	672,566
Net Cost	\$ 6,302,209	\$ 11,921,631	\$ 9,620,599	\$ 7,455,718

Revenue Summary

Total Revenue Monitored by Department	\$ 8,107,697	\$ 7,533,819	\$ 7,486,338	\$ 6,644,675
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**RDA ADMINISTRATION FUND - (434)
Redevelopment Agency - Administrative Program (815)
Program Manager - Community Development Director**

MISSION STATEMENT

Administer, plan and manage the activities, revenues and expenditures of the Redevelopment Agency in accordance with Agency Board and City Council policies, California Redevelopment Law, and the goals and objectives of the Central Campbell Redevelopment Plan.

ONGOING RESPONSIBILITIES

- Implement the Central Campbell Redevelopment Plan and AB-1290 Implementation Plan
- Carryout the policies of the Redevelopment Agency Board
- Assist the Finance Department with required financial reporting, including the Annual Statement of Indebtedness and State Controller's Report
- Prepare the Agency's annual budget
- Prepare the Agency's Capital Program
- Prepare tax increment revenue projections
- Monitor State legislation affecting redevelopment agencies
- Facilitate public and private development activity within the Redevelopment Project Area
- Market and promote Campbell as an attractive business environment
- Provide information to the public on redevelopment activities and opportunities
- Implement the City's Economic Development Strategy

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Evaluate the costs associated with servicing private leasing at the Community Center with staff resources

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Number of business contacts leading to successful leases made in an effort to recruit and retain a proper mix of retail and restaurant uses in the downtown.	10	4	5
2	Number of Store Front Improvement grants made.	4	1	0
3	90% of annual workplan items goals are achieved according to established timelines.	90%	90%	90%

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

EXHIBIT A
 434.815

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 279,194	\$ 240,634	\$ 238,499	\$ 239,761
Supplies, Services & Capital Outlay (Exhibit C)	97,658	111,984	88,108	48,383
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	376,852	352,618	326,607	288,144
Transfers Out (Exhibit E)	180,448	233,860	210,422	210,422
APPROPRIATION TOTAL	\$ 557,300	\$ 586,478	\$ 537,029	\$ 498,566

FUNDING SOURCE(s)						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
RDA Administration	434	Misc.	\$ 557,300	\$ 586,478	\$ 26,000	\$ 26,000
RDA Debt Service	364	9899	-	-	511,029	472,566
TOTAL			\$ 557,300	\$ 586,478	\$ 537,029	\$ 498,566

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Investment Earnings	434	4410	\$ 46,425	\$ 9,002	\$ 25,000	\$ 25,000
RDA Debt Service	434	6899	-	-	511,029	472,566
Other Revenue	434	4965	64,442	980	1,000	1,000
* Interest Payment						
TOTAL			\$ 110,867	\$ 9,982	\$ 537,029	\$ 498,566

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services Summary
 PROGRAM: REDEVELOPMENT AGENCY - ADMINISTRATION

EXHIBIT B
 434.815

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
434.815.7001 Personnel - Regular	\$ 214,646	\$ 185,027	\$ 185,839	\$ 181,882
434.815.7002 Personnel - Temporary	270	515	-	-
434.815.7003 Personnel - Overtime	-	-	-	-
434.815.7005 Personnel - POST	-	-	-	-
434.815.7103 Personnel - Holiday Pay	-	-	-	-
434.815.7104 Meal Allowance	-	-	-	-
434.815.7105 Uniform Allowance	-	-	-	-
434.815.7106 Retirement	23,806	20,062	20,277	26,322
434.815.7107 Dental Insurance	3,306	2,936	3,055	3,124
434.815.7108 Group Health Insurance	23,844	21,597	21,255	20,717
434.815.7109 Group Life Insurance	394	349	382	382
434.815.7110 Workers' Compensation Insurance	2,867	770	852	757
434.815.7111 Unemployment Insurance	-	-	-	-
434.815.7112 Group Disability Insurance	1,385	1,193	1,469	1,395
434.815.7113 Medicare	3,391	3,043	2,695	2,637
434.815.7114 Auto Allowance	1,295	984	426	426
434.815.7115 Cell Phone Allowance	-	-	-	-
434.815.7118 Other Benefit Pay	1,386	1,813	-	-
434.815.7119 Social Security	-	-	-	-
434.815.7121 Leave Balance Payout	-	-	-	-
434.815.7122 Deferred Compensation Contribution	2,600	2,338	2,249	2,119
434.815.7126 PARS 457 Retirement	4	7	-	-
434.815.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 279,194	\$ 240,634	\$ 238,499	\$ 239,761

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

**EXHIBIT B-1
 434.815**

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Community Development Director (1)	-	0.30	0.25	0.25	\$ 37,490
Redevelopment Manager (2)	0.75	-	-	-	-
Redevelopment Coordinator	1.00	1.00	1.00	1.00	102,280
Office Assistant (PPT) (3)	0.50	0.50	-	-	-
Planning Manager (4)	-	0.10	0.10	0.10	13,090
Senior Planner (5)	-	0.10	-	-	-
Assistant/Associate Planner (6)	-	0.10	0.10	0.10	8,255
Assistant/Associate Planner (7)	-	0.10	0.10	0.10	9,644
Executive Assistant (8)	-	0.15	0.25	0.15	11,123
TOTAL	2.25	2.35	1.80	1.70	\$ 181,882

- (1) Balance funded in Programs 817 & 550
- (2) FY 10 Community Development Director
- (3) Position Eliminated FY 11
- (4) Balance funded in Programs 550, 551, & 552
- (5) Eliminated in FY 11
- (6) Balance funded in Program 551
- (7) Balance funded in Program 552
- (8) Balance funded in Program 550

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Marketing Intern	-	0.07	-	-	\$ -
TOTAL	-	0.07	-	-	\$ -

CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Summary
 PROGRAM: REDEVELOPMENT AGENCY - ADMINISTRATION

EXHIBIT C
 434.815

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
434.815.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
434.815.7421 Communications - Phones	-	-	-	-
434.815.7422 Advertising	-	-	200	200
434.815.7423 Clothing and Personal Expense	-	-	-	-
434.815.7424 Office Expense	330	154	250	250
434.815.7425 Minor Tools & Equipment	-	-	-	-
434.815.7427 Special Departmental Expense	183	-	-	-
434.815.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
434.815.7429 Maintenance & Operation of Equipment	-	-	-	-
434.815.7430 Professional & Specialized Services	31,094	21,216	24,110	24,385
434.815.7431 Promotional Expense	14,776	24,015	12,000	6,000
434.815.7432 Other Contractual Services	-	-	-	-
434.815.7433 Insurance and Surety Bonds	-	-	-	-
434.815.7434 Memberships, Dues, Books	9,532	8,761	9,475	3,975
434.815.7435 Professional Development & Meetings	2,784	4,767	2,000	500
434.815.7437 Staff Development	138	-	-	-
434.815.7438 Other Charges	22,500	36,750	27,000	-
434.815.7451 Loss on Sale of Equipment	-	-	-	-
434.815.7549 User Charges - Communications Pool	-	-	-	-
434.815.7550 User Charges - Motor Pool	-	-	-	-
434.815.7551 User Charges - IT Pool	16,321	16,321	13,073	13,073
434.815.7880 Land	-	-	-	-
434.815.7882 Buildings	-	-	-	-
434.815.7883 Improvements Other Than Buildings	-	-	-	-
434.815.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 97,658	\$ 111,984	\$ 88,108	\$ 48,383

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

**EXHIBIT C-1
 434.815**

Description	11/12 Adopted
<u>7422 ADVERTISING</u>	
Public Notices for Meetings	\$ 200
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	250
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Annual Audit (RDA Share - Balance in 101.535)	5,775
Downtown Sidewalk Cleaning & Trash Container	8,610
General Consulting & Legal Services	10,000
	24,385
<u>7431 PROMOTIONAL EXPENSE</u>	
Downtown Campbell Business Association Partnership	5,000
Downtown Tree Lighting Maintenance	1,000
	6,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books:	
Dues:	
American Institute of Certified Planners	400
California Redevelopment Association (CRA)	3,500
Downtown Campbell Business Association (DCBA)	75
	3,975
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	500
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,073
TOTAL	\$ 48,383

DEBT SERVICE FUND - (364)
Redevelopment Agency - Debt Service Program (816)
Program Manager - Community Development Manager

MISSION STATEMENT

To manage the ongoing revenues and expenditures of the Redevelopment Agency that ensures it meets its debt service and tax sharing obligations in a responsible manner, and manages cash flow to maximize the best use of redevelopment funds in meeting the goals and objectives of the Central Campbell Redevelopment Plan and Five Year Implementation Plan.

ONGOING RESPONSIBILITIES

- Manage and monitor redevelopment revenues and expenditures
- Monitor and track tax increment revenue to identify fluctuation trends in cash flow that may affect the Agency positively or negatively in the out years
- Ensure Agency is meeting its tax sharing obligations
- Prepare the Redevelopment Agency budget
- Ensure timely principal and interest payments are made on Agency debt
- Monitor state actions regarding RDA takeaways
- Evaluate periodically debt obligations to determine whether refinancing opportunities are available to reduce interest payments

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Annual percentage increase tax increment.	11%	-8%	1%

CITY OF CAMPBELL
 OPERATING BUDGET - Debt Service
 PROGRAM: FINANCE - REDEVELOPMENT AGENCY - DEBT SERVICE

EXHIBIT D
 364.816

DESCRIPTION	DUE DATE	PRINCIPAL 7775	INTEREST 7776	FEEs 7777	OTHER 7438	TOTAL
Indebtedness Agreement Payment (1997 COP's)	10/1/11	\$ 24,840	\$ 139,625	\$ 1,300	\$ -	\$ 165,765
	4/1/12	-	139,016	-	-	139,016
Indebtedness Agreement Payment (2002 COP's)	10/1/11	258,750	53,080	1,100	-	312,930
	4/1/12	-	48,034	-	-	48,034
2002 Tax Allocation Bonds	10/1/11	930,000	289,799	2,700	-	1,222,499
	4/1/12	-	267,945	-	-	267,945
2005 Tax Allocation Bonds	10/1/11	130,000	276,146	3,200	-	409,346
	4/1/12	-	274,035	-	-	274,035
Reimbursement Agreement Payment - Community Center	10/1/10	-	-	-	250,000	250,000
	4/1/11	-	-	-	150,000	150,000
Home Depot Payment per Disposition and Redevelopment Agreement	6/30/12	-	-	-	200,000	200,000
Property Tax Sharing with County & School/College/Water Districts.	6/30/12	-	-	-	2,919,915	2,919,915
State of California mandatory payment of the Supplemental Education Revenue Augmentation Fund (SERAF Take-Away).	6/30/12	-	-	-	-	-
*State imposed takeaway to balance its budget.						
TOTALS		\$ 1,343,590	\$ 1,487,680	\$ 8,300	\$ 3,519,915	\$ 6,359,485

**RDA HOUSING FUND - (223)
Redevelopment Agency - 20% Housing Program (817)
Program Manager - Community Development Manager**

MISSION STATEMENT

Administer, plan and manage the activities, revenues and expenditures of the Agency's low and moderate income (20% set-aside) housing program in compliance with California Community Redevelopment Law, Agency Board and City Council policies, the Central Campbell Redevelopment Plan and the adopted AB1290 Implementation Plan.

ONGOING RESPONSIBILITIES

- Recommend appropriate uses for low and moderate income housing funds
- Monitor recipients of low and moderate income housing funds
- Monitor housing developers within the Redevelopment Project Area to ensure they are meeting their below market rate housing requirements consistent with redevelopment law
- Monitor Housing Fund revenues and expenditures related to "Excess Surplus" status
- Monitor Rental Assistance Program
- Implement First Time Homebuyer Program
- Complete five to ten First Time Homebuyer Loans

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2011 - 2012

- Identify deteriorating multi-family properties and contact non-profit affordable housing groups to discuss partnership acquisition opportunities

PERFORMANCE OUTCOMES

	Measure	FY 09	FY 10	FY 11
1	Number of affordability applications reviewed for new BMR units	0	4	0
2	Total number of affordable units constructed.	0	4	0

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM: REDEVELOPMENT AGENCY - 20% HOUSING

EXHIBIT A
 223.817

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 118,194	\$ 119,704	\$ 150,525	\$ 157,394
Supplies, Services & Capital Outlay (Exhibit C)	252,235	3,852,148	1,275,490	343,100
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	370,429	3,971,852	1,426,015	500,494
Transfers Out (Exhibit E)	92,773	94,532	104,201	104,601
APPROPRIATION TOTAL	\$ 463,202	\$ 4,066,384	\$ 1,530,216	\$ 605,095

FUNDING SOURCE(S)						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
RDA 20% Housing Fund	223	Misc.	\$ 463,202	\$ 4,066,384	\$ 1,530,216	\$ 605,095
Beginning Fund Balance	223	6090	-	-	-	-
TOTAL			\$ 463,202	\$ 4,066,384	\$ 1,530,216	\$ 605,095

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Tax Increment Rev. (20% Set Aside)	223	4001-05	\$ 1,486,937	\$ 1,440,971	\$ 1,442,000	\$ 1,288,735
Interest Income	223	4410	230,445	86,167	125,000	75,000
Other Interest	223	4450	8,626	52,277	-	-
Other Revenue	223	4965	11,921	65,668	-	-
TOTAL			\$ 1,737,929	\$ 1,645,083	\$ 1,567,000	\$ 1,363,735

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services Summary
 PROGRAM: REDEVELOPMENT AGENCY - 20% HOUSING

EXHIBIT B
 223.817

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
223.817.7001 Personnel - Regular	\$ 94,006	\$ 92,763	\$ 120,670	\$ 122,628
223.817.7002 Personnel - Temporary	-	-	-	-
223.817.7003 Personnel - Overtime	-	-	-	-
223.817.7005 Personnel - POST	-	-	-	-
223.817.7103 Personnel - Holiday Pay	-	-	-	-
223.817.7104 Meal Allowance	-	-	-	-
223.817.7105 Uniform Allowance	-	-	-	-
223.817.7106 Retirement	10,558	10,159	13,166	17,747
223.817.7107 Dental Insurance	1,671	1,656	1,447	1,480
223.817.7108 Group Health Insurance	7,932	8,066	10,627	10,970
223.817.7109 Group Life Insurance	199	197	185	185
223.817.7110 Workers' Compensation Insurance	573	366	785	717
223.817.7111 Unemployment Insurance	-	-	-	-
223.817.7112 Group Disability Insurance	684	669	763	763
223.817.7113 Medicare	501	494	1,447	1,469
223.817.7114 Auto Allowance	494	534	330	330
223.817.7115 Cell Phone Allowance	-	-	-	-
223.817.7118 Other Benefit Pay	512	2,101	-	-
223.817.7119 Social Security	-	-	-	-
223.817.7121 Leave Balance Payout	-	1,653	-	-
223.817.7122 Deferred Compensation Contribution	1,064	1,046	1,105	1,105
223.817.7126 PARS 457 Retirement	-	-	-	-
223.817.7130 Project Overhead Cost				
TOTAL	\$ 118,194	\$ 119,704	\$ 150,525	\$ 157,394

CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM: REDEVELOPMENT AGENCY - 20% HOUSING

EXHIBIT B-1
 223.817

Permanent Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
Community Development Director*	-	0.20	0.25	0.25	\$ 37,490
Redevelopment Manager **	0.25	-	-	-	-
HCD Coordinator ***	0.65	0.65	0.65	0.65	85,138
* Balance of Position Budgeted 0.30% in 434.815 0.50% in 101.550 ** FY 10 Community Development Director *** Balance of Position Budgeted 0.04 FTE in 208.553 0.06 FTE in 208.555					
TOTAL	0.90	0.85	0.90	0.90	\$ 122,628

Temporary Personnel	Full-Time Equivalents (FTE's)				11/12 Adopted
	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted	
TOTAL	-	-	-	-	\$ -

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: REDEVELOPMENT AGENCY - 20% HOUSING**

**EXHIBIT C
223.817**

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
223.817.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
223.817.7421 Communications - Phones	-	-	-	-
223.817.7422 Advertising	-	-	200	200
223.817.7423 Clothing and Personal Expense	-	-	-	-
223.817.7424 Office Expense	10	39	100	100
223.817.7425 Minor Tools & Equipment	-	-	-	-
223.817.7427 Special Departmental Expense	-	2	-	-
223.817.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	7,500	-
223.817.7429 Maintenance & Operation of Equipment	-	-	-	-
223.817.7430 Professional & Specialized Services	29,667	33,264	17,390	17,500
223.817.7431 Promotional Expense	-	-	-	-
223.817.7432 Other Contractual Services	-	-	-	-
223.817.7433 Insurance and Surety Bonds	-	-	-	-
223.817.7434 Memberships, Dues, Books	-	-	-	-
223.817.7435 Professional Development & Meetings	-	25	300	300
223.817.7437 Staff Development	-	-	-	-
223.817.7438 Other Charges	-	-	-	-
223.817.7439 Bad Debts	-	22,000	-	-
223.817.7449 Rehab Loans	-	-	-	-
223.817.7454 First Time Homebuyer Loans	-	-	250,000	250,000
223.817.7456 RDA Housing Grant	222,558	289,668	1,000,000	75,000
223.817.7548 User Charges - Photocopy/Fax	-	-	-	-
223.817.7550 User Charges - Motor Pool	-	-	-	-
223.817.7551 User Charges - IT Pool	-	-	-	-
223.817.7880 Land		3,507,150		
TOTAL	\$ 252,235	\$ 3,852,148	\$ 1,275,490	\$ 343,100

CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Detail
 PROGRAM: REDEVELOPMENT AGENCY - 20% HOUSING

EXHIBIT C-1
 223,817

Description	11/12 Adopted
<u>7422 ADVERTISING</u> Advertising	\$ 200
<u>7424 OFFICE EXPENSE</u> Office Supplies	100
<u>7430 PROFESSIONAL AND SPECIALIZED SERVICES</u> General Consulting & Legal Services Santa Clara County Homeless Study	15,000 2,500 17,500
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	300
<u>7454 FIRST TIME HOMEBUYER LOANS</u> First Time Homebuyer Loans	250,000
<u>7456 RDA HOUSING GRANTS</u> Housing Trust of Santa Clara County	75,000
* Shared Cost With Program #101.552	
TOTAL	\$ 343,100

CITY OF CAMPBELL
 OPERATING BUDGET - Transfers Detail
 PROGRAM: REDEVELOPMENT AGENCY - 20% HOUSING

EXHIBIT E
 223.817

Account Description	11/12 Adopted
9899 TRANSFERS OUT	
Finance # 101.535 (Finance Director & Accountant) (Charged @ 20%) *	\$ 11,959
Public Works # 101.701 (Engineering Division Administration (Charged @ 20%) *	8,672
City Clerk #101.511 (City Clerk) (Charged @ 20%)*	4,340
City Manager # 101.510 (City Manager) (Charged @ 20%) *	19,185
Administrative Cost Allocation # 101.540 (Non-Departmental) (Charged @ 20%) *	12,361
Community Development # 101.552 (Policy Development) (Charged @20%) *	5,084
Community Development - CDBG # 208.555 (Shared Housing)	7,000
Community Development - CDBG # 208.555 (Rental Assistance) **	26,000
Community Development - HCD # 208.553 (Emergency Housing Rehab)	10,000
TOTAL TRANSFERS OUT	\$ 104,601

* Remaining 80% of Total Transfers in Program 434.815

** Distribute \$20,000 to Charities Housing & \$6,600 to Sacred Heart

DEBT SERVICE FUNDS - (366-368)
Finance Department - Debt Service Programs (541 - 544)
Program Manager - Finance Manager

MISSION STATEMENT

Effectively administer debt service related to the City's Special Assessment District Bonds, Certificates of Participation, and the Redevelopment Agency's Tax Allocation Bonds.

ONGOING RESPONSIBILITIES

- Account for all transactions related to bond principal and interest on Special Assessment District Bonds, Certificates of Participation, and Tax Allocation Bonds
- 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
- Advance the call of Local Improvement District bonds when appropriate
- Coordinate accounting of bond proceeds subject to arbitrage and related Federal reporting
- Restructure outstanding debt when economically feasible
- Monitor service levels and performance reporting standards for this program
- Submit Continuing Disclosure Statement by February 1st

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

EXHIBIT A
 367.541

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	51,443	53,217	45,640	47,959
Total Before Transfers	51,443	53,217	45,640	47,959
Transfers Out (Exhibit E)	1,000	1,100	1,100	1,100
APPROPRIATION TOTAL	\$ 52,443	\$ 54,317	\$ 46,740	\$ 49,059

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
LID #30 Debt Service	367	Misc.	\$ 58,466	\$ 50,074	\$ 46,740	\$ 49,059
TOTAL			\$ 58,466	\$ 50,074	\$ 46,740	\$ 49,059

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Other Interest	367	4450	\$ 284	\$ 157	\$ -	\$ -
Special Assessments	367	5002	58,266	49,917	46,740	49,059
TOTAL			\$ 58,550	\$ 50,074	\$ 46,740	\$ 49,059

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

EXHIBIT D
 367.541

DESCRIPTION	DUE DATE	PRINCIPAL 7775	INTEREST 7776	FEEES 7777	TOTAL
L.I.D. Series 30 (Fund 367) Dillon/Gilman	09/02/2011 03/02/2012	\$ 40,000 -	\$ 3,039 1,609	\$ 3,311	\$ 43,039 4,920
TOTALS		\$ 40,000	\$ 4,648	\$ 3,311	\$ 47,959

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

EXHIBIT E
 367.541

Account Description	11/12 Adopted
9899 TRANSFERS OUT	
L.I.D. Series 30 (Fund 367) - # 101.535 - Accountant	\$ 1,100
TOTAL TRANSFERS OUT	\$ 1,100

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

EXHIBIT A
 366.543

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	874,776	874,641	874,368	870,836
Total Before Transfers	874,776	874,641	874,368	870,836
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 874,776	\$ 874,641	\$ 874,368	\$ 870,836

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
City COP Debt Svc. Rev.	366	Misc.	\$ 761,663	\$ 769,351	\$ 761,326	\$ 759,864
General Fund	101	9899	114,219	105,290	113,042	110,972
TOTAL			\$ 875,882	\$ 874,641	\$ 874,368	\$ 870,836

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Other Interest - RDA Advance	366	4450	\$ 128,247	\$ 119,911	\$ 110,856	\$ 101,114
Debt Svc. Abatement from RDA	366	4951	400,000	400,000	400,000	400,000
Principal Repayments - RDA Advance	366	4966	(20,700)	(20,700)	250,470	258,750
General Fund - Transfers In	366	6899	114,219	105,290	113,042	110,972
Investment Earnings	366	4410	521	-	-	-
TOTAL			\$ 622,287	\$ 604,501	\$ 874,368	\$ 870,836

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

EXHIBIT D
 366.543

DESCRIPTION	DUE DATE	PRINCIPAL 7775	INTEREST 7776	FEEs 7777	TOTAL
2002 Certificates of Participation	10/01/11 04/01/12	\$ 625,000	\$ 128,212 116,024	\$ 1,600	\$ 753,212 117,624
TOTALS		\$ 625,000	\$ 244,236	\$ 1,600	\$ 870,836

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM: FINANCE - 1997 C.O.P. DEBT SERVICE

EXHIBIT A
 368.544

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	732,020	730,215	732,636	734,845
Total Before Transfers	732,020	730,215	732,636	734,845
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 732,020	\$ 730,215	\$ 732,636	\$ 734,845

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
RDA Debt Service	368	Misc.	\$ 302,056	\$ 302,576	\$ 302,566	\$ 303,481
General Fund	101	9899	429,964	427,639	430,070	431,364
TOTAL			\$ 732,020	\$ 730,215	\$ 732,636	\$ 734,845

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Investment Earnings	368	4410	\$ -	\$ 185	\$ -	\$ -
Other Interest - RDA Advance	368	4450	281,792	280,829	279,796	278,641
Principal Repayments - RDA Advance	368	4966	20,700	20,700	22,770	24,840
General Fund - Transfers In	368	6899	429,964	427,639	430,070	431,364
TOTAL			\$ 732,456	\$ 729,353	\$ 732,636	\$ 734,845

CITY OF CAMPBELL
 OPERATING BUDGET - Debt Service
 PROGRAM: FINANCE - 1997 C.O.P. DEBT SERVICE

EXHIBIT D
 368.544

DESCRIPTION	DUE DATE	PRINCIPAL 7775	INTEREST 7776	FEES 7777	TOTAL
1997 Certificates of Participation	10/01/11 04/01/12	\$ 60,000	337,258 335,787	\$ 1,800	\$ 397,258 337,587
TOTALS		\$ 60,000	\$ 673,045	\$ 1,800	\$ 734,845

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 12 budget approval process.

Summary

As shown below, the proposed FY 2012-16 CIP contains 15 projects of which four are new and eleven which have been previously included in the City's adopted CIP. The four new projects that are funded from the CIPR are Accessibility Ramps, Building A Tenant Improvements, Building M Nutrition Program Improvements and an Older Adults Facilities Master Plan. The largest change compared to last year's CIP is the addition of \$3.5 million for the East Campbell Avenue Improvement project which would be funded primarily from grant funds.

New Capital Projects	Total Budget	Timing	Source of Funds
Accessibility Ramps	\$ 150,000	Years 1, 3 and 5	CIPR / Grants / VIF
Building A Tenant Improvements	75,000	Year 1	CIPR
Building M Nutrition Program Improvements	35,000	Year 1	CIPR
Older Adults Facilities Master Plan	50,000	Year 1	CIPR

Pre-existing Projects	Total Budget	Timing	Source of Funds
ADA Transition Plan Improvements	\$ 100,000	Years 2 and 4	CIPR
Annual Street Maintenance	4,010,000	Annual	CIPR / Grants / VIF
Bike/Ped. Traffic Safety Improvements	125,000	Years 1 through 5	Grants / Private
East Campbell Avenue Portal Project	3,500,000	Year 2	Grants / Private
Hamilton/Hwy 17. SB Off-Ramp	1,200,000	Year 3	Private / Grants
L.G. Creek W. Trail Expansion	2,500,000	Year 2	Grants
Misc. Storm Drainage Improvements.	100,000	Years 2 and 4	Envtl. Services
Park Improvement Master Plan	60,000	Year 3	Park Dedication Fees
Park System Improvements	1,867,666	Years 4 and 5	Park Dedication Fees
Replacement of Police Dept. Handguns	125,000	Year 3	CIPR
Silicon Valley Radio Communication System Subscriber Units	600,000	Years 3 and 4	CIPR

Year 1 projects recommended for budget appropriations for FY 2012 are:

Year 1 Projects	Year 1 Budget	Source of Funds
Accessibility Ramps	\$ 50,000	Construction Tax
Annual Street Maintenance	630,000	CIPR
Bike/Pedestrian and Traffic Safety Improvements	25,000	Grants / Private
Building "A" Tenant Improvements	75,000	CIPR/Grants/MIF
Building "M" Renovation	35,000	CIPR
Older Adults Facilities Master Plan	50,000	CIPR
TOTAL	\$ 865,000	

Project Funding Sources

Revenue for project expenditures comes from a number of funding sources, both restricted and discretionary. For projects appropriated in FY 12, the primary sources of funding for projects are the City's Capital Improvement Plan Reserve (CIPR) at \$460,000 and Vehicle Impact Fees at \$330,000. Other funding sources include Construction Tax and Grant Funds.

The CIPR, which is part of the General Fund, is the City's most flexible funding source and has historically been used for a wide range of project expenditures. By established Council Policy, the CIPR receives a portion of any available General Fund surplus at fiscal year-end. The availability of any funds for the CIPR is dependent on actual expenditures and revenues in a given fiscal year. In years where revenues are strong or expenditures are lower than anticipated, the CIPR increases. In years where revenues are lean and reserves are needed to balance the City's budget, the CIPR does not increase and proposed projects are required to be deferred or placed on the City's Unfunded Projects list.

Due to the continued weak economy and the City's ongoing budget challenges, no operating surplus is anticipated to be realized for the foreseeable future leaving a funding gap for projects requiring funding from the General Fund. Accordingly, only those projects deemed most critical to the City, or projects that have other funding sources, such as grants or other restricted funds, are able to be recommended for the CIP. This is the primary reason for the small number of projects being proposed as well as their timing over the ensuing 5-year period. Until such time as the General Fund begins to realize operating surpluses once again, the ability to fund needed capital projects will be severely constrained. Most significantly, there is not currently projected to be *any* available funding for projects from the CIPR Fund (i.e., annual operating surpluses in the City's General Fund) beyond FY 2015/16.

Environmental Review

On May 10, 2011, 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 2012-16 CIP is prepared in accordance with certain assumptions about funding constraints, operating budget implications, City priorities, and work plans as summarized below:

- Project and equipment costs, where applicable, are based on departmental estimates. Cost estimates are based on current market and contract experience on similar projects, where available, or order of magnitude cost estimates for larger projects in the early phases of design. Projects managed by Public Works include "soft costs" such as staff costs for project management, design, inspection and administration, and consultant services as necessary.
- Ongoing operating costs for annual maintenance and technical support are projected for each capital project and as appropriate, are reflected in the operating budget. Only one project is projected to have any significant operating budget impact. The Winchester Blvd Improvements—Phase II will include installation of new medians and landscaping which will require an additional \$7,000 per year in maintenance costs. These costs have been incorporated into the City's multi-year financial projections.
- Existing work plans, ongoing programs and service level requirements were taken into consideration in project scheduling.

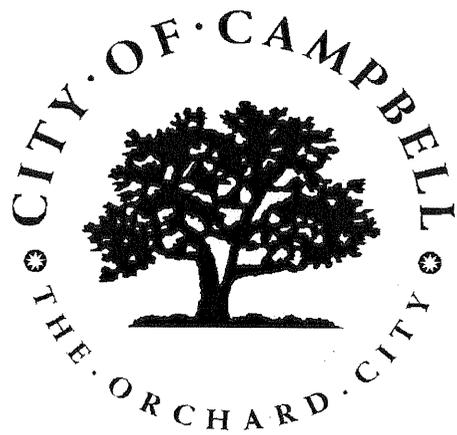
Project Selection Criteria

Criteria used in evaluating project requests include:

- The project's relationship to the City's strategic goals and objectives.
- The project's impact on the operating budget (if any).
- The nature of the project in terms of preservation of City assets versus new construction or acquisition.
- Available financing.
- Consequences of not completing the project (e.g., employee and/or public safety, etc.)

Exhibits:

- 1 CIP Summaries
- 2 CIP 5-Year Cash Flow Analysis
- 3 Capital Project Descriptions



Capital Improvement Plan Summaries

By Responsible Department

Police Department	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Project						
Replacement of Police Department Handguns	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Silicon Valley Radio Communication System (SVRCS) - Subscriber Units	-	-	300,000	300,000	-	600,000
Sub-total	\$ -	\$ -	\$ 425,000	\$ 300,000	\$ -	\$ 725,000

Public Works						
Project						
Accessibility Ramps	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
ADA Transition Plan Improvements	-	50,000	-	50,000	-	100,000
Annual Street Maintenance	630,000	845,000	845,000	845,000	845,000	4,010,000
Bike/Pedestrian & Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
Building "A" Tenant Improvements	75,000	-	-	-	-	75,000
Building "M" Renovation	35,000	-	-	-	-	35,000
East Campbell Avenue Portal Project	-	3,500,000	-	-	-	3,500,000
Hamilton/Hwy 17 SB Off-ramp Widening	-	-	1,200,000	-	-	1,200,000
Los Gatos Creek Trail Extension	-	2,500,000	-	-	-	2,500,000
Miscellaneous Storm Drainage Improvements	-	50,000	-	50,000	-	100,000
Park Improvement Master Plan	-	-	60,000	-	-	60,000
Park System Improvements	-	-	-	1,200,000	667,666	1,867,666
Winchester Blvd. Improvements - Phase II	-	-	-	-	-	-
Sub-total	\$ 815,000	\$ 6,970,000	\$ 2,180,000	\$ 2,170,000	\$ 1,587,666	\$ 13,722,666

City Manager's Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Community Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Finance Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Recreation & Community Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Project						
Older Adults Facilities Master Plan	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Sub-total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
GRAND TOTAL	\$ 865,000	\$ 6,970,000	\$ 2,605,000	\$ 2,470,000	\$ 1,587,666	\$ 14,497,666

Capital Improvement Plan Summaries

By Funding Source

Capital Improvement Reserve	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Project						
ADA Transition Plan Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Annual Street Maintenance	300,000	300,000	300,000	300,000	300,000	1,500,000
Building "A" Tenant Improvements	75,000	-	-	-	-	75,000
Building "M" Renovation	35,000	-	-	-	-	35,000
Older Adults Facilities Master Plan	50,000	-	-	-	-	50,000
Replacement of Police Department Handguns	-	-	125,000	-	-	125,000
Silicon Valley Radio Communication System (SVRCS) - Subscriber Units	-	-	300,000	300,000	-	600,000
Sub-total	\$ 460,000	\$ 350,000	\$ 725,000	\$ 650,000	\$ 300,000	\$ 2,485,000

Construction Tax						
Project						
Accessibility Ramps	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Sub-total	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000

Environmental Services Funds						
Project						
Miscellaneous Storm Drainage Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Sub-total	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000

Grants / Private						
Project						
Annual Street Maintenance	\$ -	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 860,000
Bike/Pedestrian & Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
East Campbell Avenue Portal Project	-	3,500,000	-	-	-	3,500,000
Hamilton/Hwy 17 SB Off-ramp Widening	-	-	1,200,000	-	-	1,200,000
Los Gatos Creek Trail Extension	-	2,500,000	-	-	-	2,500,000
Winchester Blvd. Improvements - Phase II	-	-	-	-	-	-
Sub-total	\$ 25,000	\$ 6,240,000	\$ 1,440,000	\$ 240,000	\$ 240,000	\$ 8,185,000

Capital Improvement Plan Summaries

By Funding Source

Park Dedication	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Project						
Park Improvement Master Plan	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
Park System Improvements	-	-	-	1,200,000	667,666	1,867,666
Sub-total	\$ -	\$ -	\$ 60,000	\$ 1,200,000	\$ 667,666	\$ 1,927,666

Vehicle Impact Fees - Garbage						
Project						
Annual Street Maintenance	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 1,125,000
Sub-total	\$ 225,000	\$ 1,125,000				

Vehicle Impact Fees - Building Permits						
Project						
Annual Street Maintenance	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 525,000
Sub-total	\$ 105,000	\$ 525,000				

GRAND TOTAL	\$ 865,000	\$ 6,970,000	\$ 2,605,000	\$ 2,470,000	\$ 1,587,666	\$ 14,497,666
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Capital Improvement Plan Summaries

By Category

Community Center Projects	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Project						
Building "A" Tenant Improvements	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Building "M" Nutrition Program Improvements	35,000	-	-	-	-	35,000
Older Adults Facilities Master Plan	50,000	-	-	-	-	50,000
Sub-total	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000

Parks & Open Space						
Project						
Los Gatos Creek Trail Extension	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 2,500,000
Park Improvement Master Plan	-	-	60,000	-	-	60,000
Park System Improvements	-	-	-	1,200,000	667,666	1,867,666
Sub-total	\$ -	\$ 2,500,000	\$ 60,000	\$ 1,200,000	\$ 667,666	\$ 4,427,666

Public Facility (Buildings)						
Project						
ADA Transition Plan Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Sub-total	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000

Public Facility (Equipment)						
Project						
Replacement of Police Department Handguns	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Silicon Valley Radio Communication System (SVRCS) - Subscriber Units	-	-	300,000	300,000	-	600,000
Sub-total	\$ -	\$ -	\$ 425,000	\$ 300,000	\$ -	\$ 725,000

Streets & Signals						
Project						
Accessibility Ramps	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Annual Street Maintenance	630,000	845,000	845,000	845,000	845,000	4,010,000
Bike/Pedestrian & Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
East Campbell Avenue Portal Project	-	3,500,000	-	-	-	3,500,000
Hamilton/Hwy 17 SB Off-ramp Widening	-	-	1,200,000	-	-	1,200,000
Miscellaneous Storm Drainage Improvements	-	50,000	-	50,000	-	100,000
Winchester Blvd. Improvements - Phase II	-	-	-	-	-	-
Sub-total	\$ 705,000	\$ 4,420,000	\$ 2,120,000	\$ 920,000	\$ 920,000	\$ 9,085,000

GRAND TOTAL	\$ 865,000	\$ 6,970,000	\$ 2,605,000	\$ 2,470,000	\$ 1,587,666	\$ 14,497,666
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**CIP Five Year Cash Flow Analysis
FY 11-12 Through FY 15-16**

CIPR - Designated Fund Balance - Fund 101

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY11 to 16</u>
Designated CIP Fund Balance-- July 1	\$ 2,820,582	\$ 2,260,582	\$ 1,910,582	\$ 1,185,582	\$ 535,582	\$ 2,820,582
Add Projected Revenues:						
Project Surplus Estimated at FYE	-	-	-	-	-	-
Total Projected Resources	-	-	-	-	-	-
Less Projected Expenditures:						
Five Year CIP Proposed	460,000	350,000	725,000	650,000	300,000	2,485,000
Operating & Capital Budget Adj.	100,000	-	-	-	-	100,000
Sub-Total Expenditures	560,000	350,000	725,000	650,000	300,000	2,585,000
Projected Available Fund Balance	\$ 2,260,582	\$ 1,910,582	\$ 1,185,582	\$ 535,582	\$ 235,582	\$ 235,582



Construction Tax - Designated Fund Balance - Fund 101

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY11 to 16</u>
Designated Fund Balance--July 1	\$ 172,312	\$ 182,312	\$ 242,312	\$ 257,312	\$ 322,312	\$ 172,312
Add Projected Revenues:						
Construction Tax	60,000	60,000	65,000	65,000	65,000	315,000
Total Projected Revenues	60,000	60,000	65,000	65,000	65,000	315,000
Less Projected Expenditures:						
Five Year CIP Proposed	50,000	-	50,000	-	50,000	150,000
Operating budget expenditures	-	-	-	-	-	-
Sub-Total Expenditures	50,000	-	50,000	-	50,000	150,000
Projected Fund Balance Designation	\$ 182,312	\$ 242,312	\$ 257,312	\$ 322,312	\$ 337,312	\$ 337,312

**CIP Five Year Cash Flow Analysis
FY 11-12 Through FY 15-16**

Environmental Services Storm Drain Reserve - Fund Balance - Fund 209

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY11 to 16</u>
Available Reserve--July 1	\$ 2,766	\$ 22,849	\$ (6,237)	\$ 13,763	\$ (15,696)	\$ 2,766
Add Projected Revenues:						
Storm Drain Fees	20,000	20,000	20,000	20,000	20,000	100,000
Investment income	83	914	-	541		1,538
Total Projected Revenues	20,083	20,914	20,000	20,541	20,000	101,538
Less Projected Expenditures:						
Five Year CIP Proposed	-	50,000	-	50,000		100,000
Sub-Total Expenditures	-	50,000	-	50,000	-	100,000
Projected Available Reserve	\$ 22,849	\$ (6,237)	\$ 13,763	\$ (15,696)	\$ 4,304	\$ 4,304



Other Grants - Fund Balance - Funds 212, 216 & 281

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY11 to 16</u>
Fund Balance--July 1	\$ 428,266	\$ 618,266	\$ 308,266	\$ 283,266	258,266	428,266
Add Projected Revenues:						
Grant Receipts(SCVWD, SCC, MTC, HSIP)		3,500,000	1,200,000	-		4,700,000
TDA Grants (Fund 216)	25,000	25,000	25,000	25,000	25,000	125,000
Prop 42 Replacement (Sec. 2103)	190,000	190,000	190,000	190,000		760,000
Gas Tax Revenue/Other Grants/STP/CMAQ	-	2,215,000				2,215,000
Total Projected Revenues	215,000	5,930,000	1,415,000	215,000	25,000	7,800,000
Less Projected Expenditures:						
Five Year CIP Proposed	25,000	6,240,000	1,440,000	240,000	240,000	8,185,000
Sub-Total Expenditures	25,000	6,240,000	1,440,000	240,000	240,000	8,185,000
Projected Fund Balance	\$ 618,266	\$ 308,266	\$ 283,266	\$ 258,266	\$ 43,266	\$ 43,266

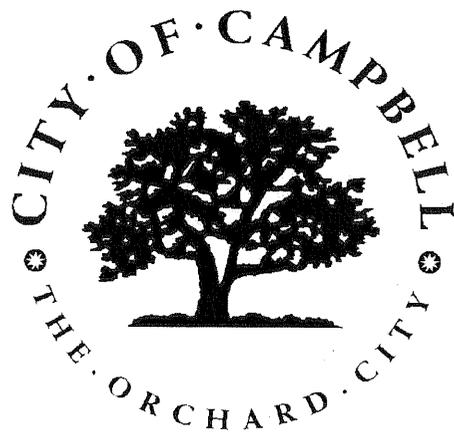
**CIP Five Year Cash Flow Analysis
FY 11-12 Through FY 15-16**

Vehicle Impact - Fund Balance - Fund 202

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY11 to 16
Available Reserve--July 1,2009	\$ 13,083	\$ 13,345	\$ 13,612	\$ 13,884	\$ 14,162	\$ 13,083
Add Projected Revenues:						
Vehicle Impact Fees	105,000	105,000	105,000	105,000	105,000	525,000
Solid Waste Vehicle Impact Fees	225,000	225,000	225,000	225,000	225,000	1,125,000
Investment income	262	267	272	278	283	1,362
Total Projected Revenues	330,262	330,267	330,272	330,278	330,283	1,651,362
Less Projected Expenditures:						
Five Yr. CIP Proposed	330,000	330,000	330,000	330,000	330,000	1,650,000
Sub-Total Expenditures	330,000	330,000	330,000	330,000	330,000	1,650,000
Projected Fund Balance	\$ 13,345	\$ 13,612	\$ 13,884	\$ 14,162	\$ 14,445	\$ 14,445

Parkland Dedication - Undesignated Fund Balance - Fund 295

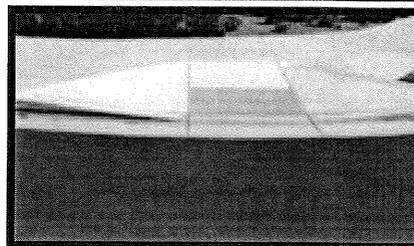
	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY11 to 16
Cash - Liabilities Balance--July 1	\$ (304,237)	\$ 640,634	\$ 1,284,582	\$ 1,584,217	\$ 641,358	\$ (304,237)
Add: Projected Revenues:						
Investment Income		25,625	51,383	79,211	32,068	188,287
Parkland Ded. Fees	944,871	618,323	308,252	177,930	-	2,049,376
Total Projected Revenues	944,871	643,948	359,635	257,141	32,068	2,237,663
Less Projected Expenditures:						
Five Yr. CIP Proposed		-	60,000	1,200,000	667,666	1,927,666
Sub-Total Expenditures	-	-	60,000	1,200,000	667,666	1,927,666
Projected Fund Balance	\$ 640,634	\$ 1,284,582	\$ 1,584,217	\$ 641,358	\$ 5,760	\$ 5,760



CAPITAL PROJECT

PROJECT #: 12-AA
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Accessibility Ramps

PROJECT DESCRIPTION

Installation of American's with Disability Act (ADA) compliant curb ramps is consistent with the City's ADA Transition Plan.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Reduce or increase the number of ramps for installation each year.

SOURCE OF FUNDING

	Const. Tax						TOTAL
2011/12	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2012/13							-
2013/14	50,000						50,000
2014/15							-
2015/16	50,000						50,000
TOTAL	\$ 150,000	\$ -	\$ 150,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 12-AA
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Accessibility Ramps

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction	43,000		43,000		43,000	129,000
City Staff	7,000		7,000		7,000	21,000
Equipment						-
TOTAL	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Staff Hours	100		100		100	300

OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design			X								X		
Bids Received	X			X					X			X	
Bid Award	X			X					X			X	
Construction		X			X	X				X			X

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Public Facility

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: ADA Transition Plan Improvements

PROJECT DESCRIPTION

Consistent with the City's American's with Disability Act (ADA) Transition Plan this project would continue to implement identified improvements at the Community Center, Service Center, City Hall and other City facilities such as doors, bathroom fixtures and public counters.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Phase improvements and revise funding level.

SOURCE OF FUNDING

	CIPR						TOTAL
2011/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012/13	50,000						50,000
2013/14							-
2014/15	50,000						50,000
2015/16							-
TOTAL	\$ 100,000	\$ -	\$ 100,000				

PROJECT MANAGER: Brett Stollenwerk, Facilities Maintenance Manager

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Public Facility

PROJECT TITLE: ADA Transition Plan Improvements

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction		43,000		43,000		86,000
City Staff		7,000		7,000		14,000
Equipment						-
TOTAL	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Staff Hours		100		100		200

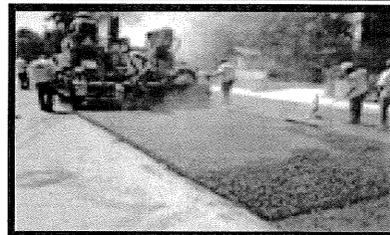
OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design					X								X
Bids Received						X							
Bid Award						X							
Construction							X	X					

CAPITAL PROJECT

PROJECT #: 12-BB
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

NEW PROJECT:
 ADD'L APPROP: X
 USEFUL LIFE: 20 Years



PROJECT TITLE: Annual Street Maintenance

PROJECT DESCRIPTION

Annual Street Maintenance per the City's Pavement Management Program. Includes funding from City's Vehicle Impact Fee on construction vehicles and anticipated revenue from Vehicle Impact Fees on solid waste collection vehicles.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objective 3.4 - Streets that are safe, clean and well maintained.

ALTERNATIVES

1. Only pursue stop-gap maintenance.
2. Fund the City's pavement maintenance program at an alternate level.

SOURCE OF FUNDING

	CIPR	Veh. Impact - Bldg. Permits	Veh. Impact - Garbage	VTA - Measure B			TOTAL
2011/12	\$ 300,000	\$ 105,000	\$ 225,000	\$ -	\$ -	\$ -	\$ 630,000
2012/13	300,000	105,000	225,000	215,000			845,000
2013/14	300,000	105,000	225,000	215,000			845,000
2014/15	300,000	105,000	225,000	215,000			845,000
2015/16	300,000	105,000	225,000	215,000			845,000
TOTAL	\$ 1,500,000	\$ 525,000	\$ 1,125,000	\$ 860,000	\$ -	\$ -	\$ 4,010,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 12-BB
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Annual Street Maintenance

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	-
Professional Services	25,000	25,000	25,000	25,000	25,000	125,000
Construction	520,000	735,000	735,000	735,000	735,000	3,460,000
City Staff	85,000	85,000	85,000	85,000	85,000	425,000
Equipment						-
TOTAL	\$ 630,000	\$ 845,000	\$ 845,000	\$ 845,000	\$ 845,000	\$ 4,010,000
Staff Hours	900	900	900	900	900	4,500

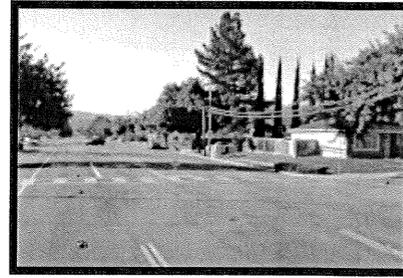
OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW (3-1/2 FISCAL YEARS ONLY)													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design		X	X				X				X		
Bids Received			X					X				X	
Bid Award			X					X				X	
Construction				X	X	X		X	X	X		X	X

CAPITAL PROJECT

PROJECT #: 12-CC
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Bike/Pedestrian and Traffic Safety Improvements

PROJECT DESCRIPTION

This annual project provides minor improvements to streets and signals to increase safety as deemed necessary by the City's Traffic Engineer and City Engineer. This project also constructs Class II bike lanes, sidewalks, paths, and other improvements to enhance pedestrian and bicyclist safety on City streets. The sidewalk In-Fill Program is funded by this project.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 3.1 - Safe residential neighborhoods; and Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Allow the current conditions to remain.
2. Submit each minor project/improvement to the City Council for approval.

SOURCE OF FUNDING

	Grant						TOTAL
2011/12	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
2012/13	25,000						25,000
2013/14	25,000						25,000
2014/15	25,000						25,000
2015/16	25,000						25,000
TOTAL	\$ 125,000	\$ -	\$ 125,000				

PROJECT MANAGER: Matthew Jue, Traffic Engineer

CAPITAL PROJECT

PROJECT #: 12-CC
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Bike/Pedestrian and Traffic Safety Improvements

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction	20,000	20,000	20,000	20,000	20,000	100,000
City Staff	5,000	5,000	5,000	5,000	5,000	25,000
Equipment						-
TOTAL	\$ 25,000	\$ 125,000				
Staff Hours	60	60	60	60	60	300

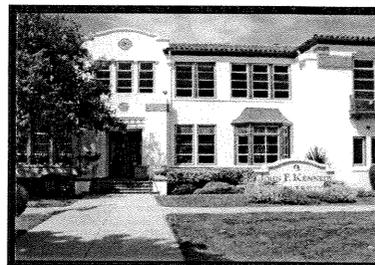
OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design	X				X				X				X
Bids Received		X				X				X			
Bid Award			X				X				X		
Construction			X	X			X	X			X	X	

CAPITAL PROJECT

PROJECT #: 12-DD
 PROGRAM #: 780
 DEPARTMENT: Public Works
 CATEGORY: Community Center

NEW PROJECT: X
 ADD'L APPROP:
 USEFUL LIFE: 20 Years



PROJECT TITLE: Building "A" Tenant Improvements

PROJECT DESCRIPTION

Complete maintenance and minor improvements upon the departure of JFK University in preparation for future tenants.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objectives: 5.3 residents; 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Do nothing; leave building as is.

SOURCE OF FUNDING

	CIPR						TOTAL
2011/12	\$ 75,000						\$ 75,000
2012/13							-
2013/14							-
2014/15							-
2015/16							-
TOTAL	\$ 75,000	\$ -	\$ 75,000				

PROJECT MANAGER: Brett Stollenwerk, Facilities Maintenance Manager

CAPITAL PROJECT

PROJECT #: 12-DD
 PROGRAM #: 780
 DEPARTMENT: Public Works
 CATEGORY: Community Center

PROJECT TITLE: Building "A" Tenant Improvements

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction	72,000					72,000
City Staff	3,000					3,000
Equipment						-
TOTAL	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Staff Hours	40					40

OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design	X												
Bids Received	X												
Bid Award	X												
Construction	X	X											

CAPITAL PROJECT

PROJECT #: 12-EE
PROGRAM #: 780
DEPARTMENT: Public Works
CATEGORY: Community Center

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Building "M" Nutrition Program Improvements

PROJECT DESCRIPTION

Complete upgrades and improvements required to comply with health code requirements in order to house nutrition programs in Building M.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objectives: 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
2011/12	\$ 35,000						\$ 35,000
2012/13							-
2013/14							-
2014/15							-
2015/16							-
TOTAL	\$ 35,000	\$ -	\$ 35,000				

PROJECT MANAGER: Brett Stollenwerk, Facilities Maintenance Manager

CAPITAL PROJECT

PROJECT #: 12-EE
PROGRAM #: 780
DEPARTMENT: Public Works
CATEGORY: Community Center

PROJECT TITLE: Building "M" Nutrition Program Improvements

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction	33,000					33,000
City Staff	2,000					2,000
Equipment						-
TOTAL	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Staff Hours	24					24

OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design	X												
Bids Received	X												
Bid Award	X												
Construction	X	X											

CAPITAL PROJECT

PROJECT #:11-EE
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets and Signals

NEW PROJECT:
 ADD'L APPROP: X
 USEFUL LIFE: 20 Years



PROJECT TITLE: East Campbell Avenue Portal Project

PROJECT DESCRIPTION

Removal of existing pedestrian walkways and construction of new pedestrian walkways/portals behind the existing bent walls beneath Hwy. 17 and creation of wider bicycle lanes on East Campbell Avenue beneath Hwy. 17. The feasibility study for the Portal Project 10-CC was completed with CDT grant funds of \$75,000 and local matching RDA funds of \$18,750. The feasibility study was approved by City Council on November 16, 2010. Design for the current East Campbell Avenue Portal Project 11-EE was funded by a Council approved budget adjustment on September 7, 2010 which allocated \$424,000 of BEP grant funds plus \$106,000 CIPR in local matching funds for a total design allocation of \$530,000. This additional appropriation of \$3.5M will be dependent on the City being awarded various grant funds to complete the construction of the project.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address the following Strategic Plan Objectives: 3.4 - Streets that are safe, clean and well maintained.

ALTERNATIVES

1. Only pursue stop-gap maintenance.
2. Fund the City's pavement maintenance program at an alternate level.

SOURCE OF FUNDING

	Grant Funds						TOTAL
2011/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012/13	3,500,000						3,500,000
2013/14							-
2014/15							-
2015/16							-
TOTAL	\$ 3,500,000	\$ -	\$ 3,500,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:11-EE
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets and Signals

PROJECT TITLE: East Campbell Avenue Portal Project

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		200,000				200,000
Construction		3,043,500				3,043,500
City Staff		256,500				256,500
Equipment						-
TOTAL	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 3,500,000
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design					X								
Bids Received					X								
Bid Award						X							
Construction						X	X	X	X				

CAPITAL PROJECT

PROJECT #: 07-06
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

NEW PROJECT:
 ADD'L APPROP: X
 USEFUL LIFE: 20 Years



PROJECT TITLE: Hamilton Avenue/Highway 17
 Southbound Off-ramp Widening

PROJECT DESCRIPTION

Widen and re-configure the lanes at Southbound Highway 17 off-ramp at Hamilton Avenue to create a dedicated through lane onto Salmar Avenue, three dedicated Southbound left turn lanes and a dedicated right turn lane onto Hamilton Avenue. This will replace the existing through left lane with a dedicated through lane onto Salmar and a left turn lane onto Hamilton. Project design is funded from developer fees; construction would only proceed upon receipt of grant funding or additional developer fees.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 3.6 - Streets that serve the needs of adjacent land uses; and Objective 3.7 - Streets that operate efficiently and effectively.

ALTERNATIVES

1. Take no action to change the existing configuration.

SOURCE OF FUNDING

	Grants / Private						TOTAL
2011/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012/13							-
2013/14	1,200,000						1,200,000
2014/15							-
2015/16							-
TOTAL	\$ 1,200,000	\$ -	\$ 1,200,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 07-06
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Hamilton Avenue/Highway 17 Southbound Off-ramp Widening

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services			140,000			140,000
Construction			1,000,000			1,000,000
City Staff			60,000			60,000
Equipment						-
TOTAL	\$ -	\$ -	\$ 1,200,000	\$ -	\$ -	\$ 1,200,000
Staff Hours			650			650

OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design											X	X	
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Parks & Open Space

NEW PROJECT:
 ADD'L APPROP:
 USEFUL LIFE: 20 Years



PROJECT TITLE: Los Gatos Creek Trail Extension

PROJECT DESCRIPTION

Design and construct bicycle trail improvements on west side of Los Gatos Creek Trail from Creekside Way to Campbell Avenue. Project is identified in Valley Transportation Authority (VTA) 2008 Countywide Bicycle Plan and is eligible for VTA Bicycle Expenditure Program Funding (depending on availability).

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Goal 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Take no action to expand the trail system.

SOURCE OF FUNDING

	Grants						TOTAL
2011/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012/13	2,500,000						2,500,000
2013/14							-
2014/15							-
2015/16							-
TOTAL	\$2,500,000	\$ -	\$ 2,500,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Parks & Open Space

PROJECT TITLE: Los Gatos Creek Trail Extension

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services			300,000			300,000
Construction			2,000,000			2,000,000
City Staff			200,000			200,000
Equipment						-
TOTAL	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ 2,500,000
Staff Hours			2,000			2,000

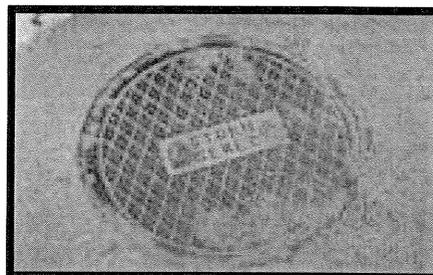
OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design					X	X	X						
Bids Received							X						
Bid Award							X						
Construction								X	X	X			

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Miscellaneous Storm Drainage Improvements

PROJECT DESCRIPTION

This biennial project will provide minor drainage improvements to streets to increase safety and decrease pavement deterioration.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objective 3.4 - Streets that are safe, clean and well maintained; and Objective 3.6 - Streets that serve the needs of adjacent land uses.

ALTERNATIVES

1. Allow the current conditions to remain and continue stop gap maintenance efforts.
2. Submit each individual location/project site and improvement to the City Council for approval.

SOURCE OF FUNDING

	Env't'l. Services						TOTAL
2011/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012/13	50,000						50,000
2013/14							-
2014/15	50,000						50,000
2015/16							-
TOTAL	\$ 100,000	\$ -	\$ 100,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Miscellaneous Storm Drainage Improvements

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction		43,000		43,000		86,000
City Staff		7,000		7,000		14,000
Equipment						-
TOTAL	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Staff Hours		100		100		200

OPERATING BUDGET IMPACTS (Projects scheduled as needed.)						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #: 12-FF
PROGRAM #: 526
DEPARTMENT: R & C S
CATEGORY: Community Center

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Older Adults Facilities Master Plan

PROJECT DESCRIPTION

This project proposes to study, analyze and identify existing and future needs and priorities of Campbell's older adult population relative to the facilities required to deliver adequate programming. Scope of work includes the retention of a consultant to conduct needs assessments and comprehensive cost analysis.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objectives: 5.2 - Enhanced recreation opportunities for Campbell residents; 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

SOURCE OF FUNDING

	CIPR						TOTAL
2011/12	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2012/13							-
2013/14							-
2014/15							-
2015/16							-
TOTAL	\$ 50,000	\$ -	\$ 50,000				

PROJECT MANAGER: Cynthia Bojorquez, Recreation & Community Services Director

CAPITAL PROJECT

PROJECT #: 12-FF
 PROGRAM #: 526
 DEPARTMENT: R & C S
 CATEGORY: Community Center

PROJECT TITLE: Older Adults Facilities Master Plan

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	50,000					50,000
Construction						-
City Staff						-
Equipment						-
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design		X	X										
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #: NEW PROJECT: X
 PROGRAM #: 730 ADD'L APPROP:
 DEPARTMENT: Public Works USEFUL LIFE: 5 Years
 CATEGORY: Parks & Open Space



PROJECT TITLE: Park Improvement Master Plan

PROJECT DESCRIPTION

This project will evaluate the condition of the City's existing park system, solicit input from various stakeholders, review available and anticipated park dedication funds, and develop a master plan for the best use of those park funds.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address the following Strategic Plan Objective: 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Reduce scope of planning effort.
2. Proceed with individual projects on an as needed basis without a master plan.

SOURCE OF FUNDING

	Park Dedication						TOTAL
2011/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012/13							-
2013/14	60,000						60,000
2014/15							-
2015/16							-
TOTAL	\$ 60,000	\$ -	\$ 60,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Parks & Open Space

PROJECT TITLE: Park Improvement Master Plan

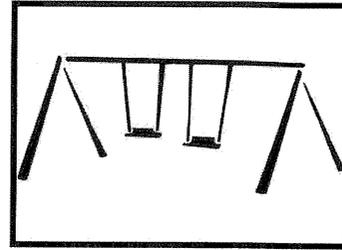
CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction			65,000			65,000
City Staff						-
Equipment						-
TOTAL	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #: NEW PROJECT: X
 PROGRAM #: 730 ADD'L APPROP:
 DEPARTMENT: Public Works USEFUL LIFE: 5 Years
 CATEGORY: Parks & Open Space



PROJECT TITLE: Park System Improvements

PROJECT DESCRIPTION

This project will implement the improvements identified in the Park Improvement Master Plan.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address the following Strategic Plan Objective: 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Phase recommended projects over a longer period of time.

SOURCE OF FUNDING

	Park Dedication						TOTAL
2011/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012/13							-
2013/14							-
2014/15	1,200,000						1,200,000
2015/16	667,666						667,666
TOTAL	\$ 1,867,666	\$ -	\$ 1,867,666				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Parks & Open Space

PROJECT TITLE: Park System Improvements

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services				100,000	50,000	150,000
Construction				1,000,000	567,666	1,567,666
City Staff				100,000	50,000	150,000
Equipment						-
TOTAL	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 667,666	\$ 1,867,666
Staff Hours				1,200	1,200	2,400

OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received													
Bid Award			XXX										
Construction				XXX	XXX	XXX	XXX						

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 605
DEPARTMENT: Police Department
CATEGORY: Public Facility - Equipment

NEW PROJECT:
ADD'L APPROP:
USEFUL LIFE: 10 Years



PROJECT TITLE: Replacement of Police Department Handguns

PROJECT DESCRIPTION

With the high amount of use at range training, the expected dependable/useful life of Police Department handguns is ten (10) years. Our current cache of handguns is now ten (10) years old. While we have had some malfunctions, we have been fortunate with the dependability of our current weapons. We do however expect that within the next five years these weapons will deteriorate to a point where it will be more prudent to purchase new weapons and discontinue repairs of the current supply. Though these weapons are rarely used in a service capacity, there is no acceptable margin for error or malfunction in an emergency use situation. We should plan now to set aside funds for the replacement of Police Department handguns in 2014. With the current price of handguns available for law enforcement use, we estimate the cost of replacement in 2014 at \$125,000.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

An improved feeling of safety within the community. (4.1)

ALTERNATIVES

1. Continue use of current weapons and repair or replace individually as they become obsolete.

SOURCE OF FUNDING

	CIPR							TOTAL
2011/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012/13								-
2013/14	125,000							125,000
2014/15								-
2015/16								-
TOTAL	\$ 125,000	\$ -	\$ 125,000					

PROJECT MANAGER: Charley Adams, Captain

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 605
 DEPARTMENT: Police Department
 CATEGORY: Public Facility - Equipment

PROJECT TITLE: Replacement of Police Department Handguns

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff						-
Equipment				125,000		-
TOTAL	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #: XXX
PROGRAM #: 602
DEPARTMENT: Police
CATEGORY: Equipment

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 8 Years



PROJECT TITLE: Silicon Valley Radio Communication System (SVRCS) - Subscriber Units

PROJECT DESCRIPTION

The SVRCS is a portion of the Silicon Valley Regional Interoperability Project (SVRIP), which is a regional approach between jurisdictions in Santa Clara County to improve local public safety and governmental interoperable communications for day-to-day operations and to enhance preparedness and response to future disasters and threats or acts of terrorism. One of the components of the Project is a county-wide, state-of-the-art, standards-based radio communications system that will allow public safety and government agencies in Santa Clara County and state-wide to improve voice interoperability. The radio communications system project includes two general functional areas: collective infrastructure and agency subscriber units. Agency subscriber units are mobile and portable radios and the cost of replacing these units to support a shared, trunked radio system must be borne by each agency. Currently, the Campbell Police department has 38 analog mobile radios and 113 analog portable radios (subscriber units). It is estimated that the digital trunked radios would be priced about \$4,500 and \$3,800 respectively, totaling approximately \$600,000. These acquisitions would coincide with the scheduled replacement of equipment currently in use.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

An improved feeling of safety in the community. (4.1)

ALTERNATIVES

Radio equipment would require wholesale replacement when the current equipment becomes obsolete. Therefore, no alternative exists. Project may be able to be deferred depending upon dependability of existing equipment.

SOURCE OF FUNDING

	CIPR						TOTAL
2011/12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012/13							-
2013/14	300,000						300,000
2014/15	300,000						300,000
2015/16							-
TOTAL	\$ 600,000	\$ -	\$ 600,000				

PROJECT MANAGER: Lisa Tait - Support Services Manager

CAPITAL PROJECT

PROJECT #: XXX
 PROGRAM #: 602
 DEPARTMENT: Police

CATEGORY: Equipment

PROJECT TITLE: Silicon Valley Radio Communication System (SVRCS) - Subscriber Units

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction						-
City Staff						-
Equipment				300,000	300,000	600,000
TOTAL	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 600,000
Staff Hours						-

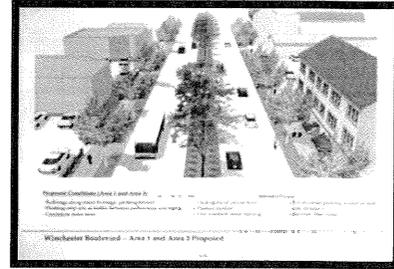
OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay				300,000	300,000	600,000
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 600,000
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #: 11-FF
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Winchester Blvd. Improvements - Phase II

PROJECT DESCRIPTION

Implementation of "Phase II" improvements to Winchester Boulevard as identified in the Winchester Boulevard Master Plan and per the Community Design & Transportation (CDT) grant application. Improvements may include median islands on Winchester Boulevard between VTA transit center and Camden Avenue; consideration of pedestrian enhancements at Rincon, Kennedy, Budd Avenues and VTA transit center; replacement of street trees and installation of tree grates; consideration of a concrete sidewalk on Budd Avenue between Winchester Boulevard and California Street. Total CDT grant funding is \$1.5 million and requires a \$500,000 City match. **NOTE:** City Council approved the budget adjustment for this project on 2/15/11 and this project is being included in the CIP for public information and tracking purposes only.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles; and 3.7 - Streets that operate effectively and efficiently.

ALTERNATIVES

1. Do not accept grant funds to complete the project.

SOURCE OF FUNDING

								TOTAL
2011/12	Not Applicable							
2012/13								
2013/14								
2014/15								
2015/16								
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 11-FF
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Winchester Blvd. Improvements - Phase II

CAPITAL COST DETAIL						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	-					-
Construction						-
City Staff						-
Equipment						-
TOTAL	\$ -					
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services			7,000	7,000	7,000	21,000
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 21,000
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW (3-1/2 FISCAL YEARS ONLY)													
YEAR:	2011		2012				2013				2014		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design	X	X	X										
Bids Received			X										
Bid Award				X									
Construction				X	X	X	X	X					

CAPITAL IMPROVEMENT PLAN

<u>Project</u>	<u>10/11 Adopted</u>	<u>% of Total</u>	<u>11/12 Adopted</u>	<u>% of Total</u>
Accessibility Ramps	\$ -	-	\$ 50,000	2.89%
Annual Street Maintenance	-	-	630,000	36.42%
Bike/Pedestrian/Traffic Safety Improve.	-	-	25,000	1.45%
Building "A" Tenant Improve (Comm Center)	-	-	75,000	4.34%
Building "M" Nutrition Prog (Comm Center)	-	-	35,000	2.02%
Older Adults Facilities Master Plan (CC)	-	-	50,000	2.89%
ADA Transition Plan Improvements	25,000	0.35%	-	-
Annual Street Maintenance	700,000	9.78%	-	-
Bike/Pedestrian/Traffic Safety Improve.	25,000	0.35%	-	-
Building "M" Renovation (Comm Center)	95,000	1.33%	-	-
Hacienda Avenue Rehabilitation	1,500,000	20.95%	-	-
Storm Drain Improvements	50,000	0.70%	-	-
Stojanovich Park	65,000	0.91%	-	-
Winchester Boulevard Improvements	1,120,000	15.64%	-	-
Total Capital Projects	3,580,000	50.00%	865,000	50.00%
Transfers-Out	3,580,000	50.00%	865,000	50.00%
Total	\$ 7,160,000	100.00%	\$ 1,730,000	100.00%

<u>Project by Category</u>	<u>10/11 Adopted</u>	<u>% of Total</u>	<u>11/12 Adopted</u>	<u>% of Total</u>
Community Center	\$ -	-	\$ 50,000	2.89%
Parks and Open Space	65,000	0.91%	-	-
Public Facility - Buildings	95,000	1.33%	110,000	6.36%
Public Facility - Equipment	-	-	-	-
Public Facility - ADA Improvements	25,000	0.35%	-	-
Redevelopment Agency	-	-	-	-
Streets and Signals	3,395,000	47.42%	705,000	40.75%
Transfers-Out	3,580,000	50.00%	865,000	50.00%
Total	\$ 7,160,000	100.00%	\$ 1,730,000	100.00%

<u>Project by Funding Source</u>	<u>10/11 Adopted</u>	<u>% of Total</u>	<u>11/12 Adopted</u>	<u>% of Total</u>
Capital Improvement Reserve	\$ 1,420,000	19.83%	\$ 460,000	26.59%
Construction Tax	157,000	2.19%	50,000	2.89%
Vehicle Impact Fees	200,000	2.79%	330,000	19.08%
Gas Tax	-	-	-	-
Environmental Services	100,000	1.40%	-	-
State Grants/VTA Grants	65,000	0.91%	25,000	1.45%
Federal Grants	1,638,000	22.88%	-	-
Parkland Dedication Fees	-	-	-	-
RDA (Project & Housing)	-	-	-	-
RDA Bond Proceeds	-	-	-	-
Transfers-Out	3,580,000	50.00%	865,000	50.00%
Total	\$ 7,160,000	100.00%	\$ 1,730,000	100.00%

CITY OF CAMPBELL
 CAPITAL BUDGET - Summary of Exhibits
 PROGRAM: CAPITAL PROJECTS

EXHIBIT A
 435.950

Description	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ 500,500	\$ 117,000
Supplies, Services & Capital Outlay (Exhibit C)	3,079,500	748,000
Debt Service (Exhibit D)	-	-
Total Before Transfers	3,580,000	865,000
Transfers Out (Exhibit E)	-	-
APPROPRIATION TOTAL	\$ 3,580,000	\$ 865,000

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Adopted	11/12 Adopted
Capital Improvement Reserve	101	9999	\$ 1,420,000	\$ 460,000
Construction Tax	101	9999	157,000	50,000
Street Maintenance Reserve	101	9999	-	-
Vehicle Impact Fees	202	9999	200,000	330,000
Gas Tax - Prop 42	204	9999	-	-
Environmental Services	209	9999	100,000	-
State/County Grants	212	9999	65,000	-
Other Federal Grants	218	9999	1,620,000	-
TDA Grant	216	9999	18,000	25,000
City COP Bond Proceeds	431	9999	-	-
Parkland Dedication	295	9999	-	-
RDA Reserve	434	9999	-	-
RDA 2002 Bond Proceeds	437	9999	-	-
TOTAL			\$ 3,580,000	\$ 865,000

REVENUES MONITORED BY THIS PROGRAM

Private Revenue	435	4921	-	\$ -
Capital Transfers-In	435	6999	3,580,000	865,000
TOTAL			\$ 3,580,000	\$ 865,000

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: CAPITAL PROJECTS

EXHIBIT B
435.950

Description	11/12 Adopted
435.950.0000.7001 Personnel - Regular	\$ -
435.950.0000.7002 Personnel - Temporary	-
435.950.0000.7003 Personnel - Overtime	-
435.950.0000.7005 Personnel - POST	-
435.950.0000.7103 Personnel - Holiday Pay	-
435.950.0000.7104 Meal Allowance	-
435.950.0000.7105 Uniform Allowance	-
435.950.0000.7106 Retirement	-
435.950.0000.7107 Dental Insurance	-
435.950.0000.7108 Group Health Insurance	-
435.950.0000.7109 Group Life Insurance	-
435.950.0000.7110 Workers' Compensation Insurance	-
435.950.0000.7111 Unemployment Insurance	-
435.950.0000.7112 Group Disability Insurance	-
435.950.0000.7113 Medicare	-
435.950.0000.7114 Auto Allowance	-
435.950.0000.7118 Other Benefit Pay	-
435.950.0000.7119 Social Security	-
435.950.0000.7122 Deferred Compensation Contribution	-
435.950.0000.7130 Project Overhead Cost	117,000
TOTAL	\$ 117,000

CITY OF CAMPBELL
CAPITAL BUDGET - Supplies & Services Summary
PROGRAM: CAPITAL PROJECTS

EXHIBIT C
435.950

Description	11/12 Adopted
435.950.0000.7420 Utilities - Electricity/Gas	\$ -
435.950.0000.7421 Communications - Phones	-
435.950.0000.7422 Advertising	-
435.950.0000.7423 Clothing and Personal Expense	-
435.950.0000.7424 Office Expense	-
435.950.0000.7425 Small Tools	-
435.950.0000.7427 Special Departmental Expense	-
435.950.0000.7428 Maintenance of Bldgs. Struct. & Grounds	-
435.950.0000.7429 Maintenance & Operations of Equipment	-
435.950.0000.7430 Professional & Specialized Services	60,000
435.950.0000.7431 Promotional Expense	-
435.950.0000.7432 Other Contractual Services	-
435.950.0000.7433 Insurance and Surety Bonds	-
435.950.0000.7434 Memberships, Dues, Books	-
435.950.0000.7435 Travel, Conferences & Meetings	-
435.950.0000.7437 Staff Development	-
435.950.0000.7438 Other Charges	-
435.950.0000.7441 Special Community Services	-
435.950.0000.7442 Insurance Claims Expense	-
435.950.0000.7548 User Charges - Photocopy/Fax	-
435.950.0000.7880 Land	-
435.950.0000.7882 Buildings	-
435.950.0000.7883 Improvements Other than Buildings	688,000
435.950.0000.7884 Machinery & Equipment	-
TOTAL	\$ 748,000

CITY OF CAMPBELL
 CAPITAL BUDGET - Project Allocation
 PROGRAM: CAPITAL PROJECTS

EXHIBIT F
 435.950

Project	Proj. #	Funding	Personnel 7130	Prof. Services 7430	Land 7880	Impvt's. 7883	Mach. & Equip. 7884	Adopted 11/12 Total
Accessibility Ramps	12-AA	Const Tax	\$ 7,000	\$ -	\$ -	\$ 43,000	\$ -	\$ 50,000
Annual Street Maintenance	12-BB	CIPR, Veh	85,000	25,000	-	520,000	-	630,000
Bike/Pedestrian/Traffic Safety Improve.	12-CC	TDA	5,000	-	-	20,000	-	25,000
Building "A" Tenant Improve (Comm Center)	12-DD	CIPR	3,000	-	-	72,000	-	75,000
Building "M" Nutrition Prog (Comm Center)	12-EE	CIPR	2,000	-	-	33,000	-	35,000
Older Adults Facilities Master Plan (CC)	12-FF	CIPR	15,000	35,000	-	-	-	50,000
TOTAL			\$ 117,000	\$ 60,000	\$ -	\$ 688,000	\$ -	\$ 865,000

CIPR - Capital Improvement Reserve
 Constr. Tax - Construction Tax Reserve
 Env. Svcs. - Environmental Services
 Grant - Local/Private Matching Grant
 Park. Ded. - Parkland Dedication Fee
 TEA - Transportation Enhancement Act (Federal)

Prop 42 - Gasoline Sales Tax
 RDA - Redevelopment Agency
 STP - Surface Transportation Program
 TDA - Transportation Development Act (State)
 Veh Fees - Vehicle Impact Fees
 Open Space - Santa Clara County Open Space Authority

CITY OF CAMPBELL
 CAPITAL BUDGET - Summary of Exhibits
 PROGRAM: TRANSFERS OUT - CAPITAL PROJECTS

EXHIBIT A
 Misc. 990

Description	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	5,277,920	4,840,796	3,580,000	865,000
APPROPRIATION TOTAL	\$ 5,277,920	\$ 4,840,796	\$ 3,580,000	\$ 865,000

FUNDING SOURCE(S)

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
BFB - Capital Improvement Reserve	101	6091	\$ 650,310	\$ 644,342	\$ 1,420,000	\$ 460,000
BFB - Construction Tax	101	6091	64,361	-	157,000	50,000
Construction Tax (Building Prog 554)	101	4151	-	-	-	-
Vehicle Impact Fees (Const Permit)	202	4731	109,726	49,194	150,000	225,000
Vehicle Impact Fees (Garbage Veh)	202	4732	-	73,563	50,000	105,000
BFB - Vehicle Impact Fees	202	6091	-	-	-	-
Gas Tax - Prop 42	204	4536	32,531	362,362	-	-
BFB - Environmental Services	209	6091	-	-	100,000	-
State - Local Streets & Roads	212	4523	481,578	117,023	-	-
TDA Grant	216	4525	26,971	22,815	18,000	25,000
BFB - TDA Grant	216	6091	-	38,073	-	-
State - Safe Route to Schools	212	4534	-	798	-	-
County - SCC Open Space Authority	212	4564	-	-	65,000	-
State - Proposition 1B Funds	212	4540	632,158	577,870	-	-
Local Grant - Campbell Avenue Portals	212	4543	-	6,818	-	-
Federal Grant - TEA	218	4530	-	-	1,120,000	-
Federal Grant - ARRA (Stimulus)	218	4547	-	1,227,136	-	-
Federal Grant - Highway Safety Imp	218	4546	33,363	222,045	-	-
SC Valley Water District Grant	212	4563	2,272,002	392,600	-	-
Federal Grant - STP	218	4535	-	-	500,000	-
BFB - Parkland Dedication	295	6091	716,430	641,689	-	-
Parkland Dedication Fees	295	4920	-	112,904	-	-
BFB - Redevelopment Agency	434	6091	33,711	528,848	-	-
BFB - RDA T.A.B.	437	6091	490,078	487,267	-	-
Project Revenue (Utility Reimb.)	435	4921	-	-	-	-
TOTAL			\$ 5,543,219	\$ 5,505,347	\$ 3,580,000	\$ 865,000

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	08/09 Actual	09/10 Actual	10/11 Adopted	11/12 Adopted
Theatre Preservation/Facility Fees	101	4633	\$ 59,737	\$ 58,813	\$ 60,900	\$ 58,600
Environmental Svcs/Storm Drain - Int	209	4410	6,954	3,662	-	2,000
State/County/Local Grants - Int	212	4410	-	-	-	-
Parkland Dedication - Interest	295	4410	37,367	10,379	-	3,000
RDA Tax Allocatin Bond - Interest	437	4410	84,000	35,925	-	15,000
TOTAL			\$ 188,058	\$ 108,779	\$ 60,900	\$ 78,600

CITY OF CAMPBELL
 CAPITAL BUDGET - Transfers Detail
 PROGRAM: TRANSFERS OUT - CAPITAL PROJECTS

EXHIBIT E
 Misc. 990

Account Description	11/12 Adopted
9999 TRANSFERS OUT - CAPITAL PROJECTS	
Annual Street Maintenance (101.12BB) (also Vehicle Impact Fees)	\$ 300,000
Building "A" Tenant Improvements (101.12DD)	75,000
Building "M" Nutrition Program Improvements (101.12EE)	35,000
Older Adults Facilities Master Plan (101.12FF)	50,000
Subtotal - CIPR	<u>460,000</u>
Accessibility Ramps (101.12AA)	50,000
Subtotal - Construction Tax	<u>50,000</u>
Annual Street Maintenance (202.11BB) VIF - Garbage (also CIPR)	225,000
Annual Street Maintenance (202.11BB) VIF - Permits (also CIPR)	105,000
Subtotal - Vehicle Impact Fee	<u>330,000</u>
Bike/Pedestrian/Traffic Safety Improvements (216.12CC)	25,000
Subtotal - TDA Grant	<u>25,000</u>
TOTAL TRANSFERS OUT	\$ 865,000

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL
ADOPTING THE CITY'S OPERATING AND CAPITAL BUDGET
FOR FISCAL YEAR 2011-12 (FY 12)**

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 12, 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, 2011 the amount of \$43,796,799 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 \$1,730,000 be fixed as the amount necessary to meet the capital requirements of the City and that the same is hereby approved, confirmed and adopted at the combined total of \$45,526,799; 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 12 operating and capital budget, modifications resulting from the meet and confer process, or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 12 operating and capital budget document; and,

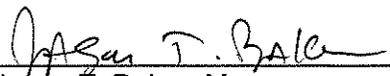
BE IT FURTHER RESOLVED that pursuant to Section 33445 of California Redevelopment Law, the City Council finds that the payment of all or part of the value of the land for and the cost of installation and construction of any buildings, facilities, structures or other improvements contemplated in the Redevelopment Agency's FY 12 budget are of benefit to the project area, that no other reasonable means of financing such buildings, facilities, structures, or other improvements are available to the community, that the payment of funds for the acquisition of land or the cost of buildings, facilities, structures, or other improvements contemplated in the Agency's FY 12 budget will assist in the elimination of one or more blighting conditions inside the project area or provide housing for low or moderate income persons; and that the payment of funds for the acquisition of land or the cost of buildings is consistent with the Redevelopment Agency's implementation plan adopted in accordance with California Redevelopment Law; and

BE IT FURTHER RESOLVED that based on the foregoing findings, the City Council consents to the payment of the Agency for the cost of land and the cost of buildings, facilities, structures, or other improvements contemplated in the Agency's FY 12 budget.

PASSED AND ADOPTED the 21st day of June, 2011, by the following roll call vote:

AYES: Councilmembers: Waterman, Low, Cristina, Kotowski, Baker
NOES: Councilmembers: None
ABSENT: Councilmembers: None

APPROVED:



Jason T. Baker, Mayor

ATTEST:



Anne Bybee, City Clerk

**A RESOLUTION OF THE AGENCY BOARD OF THE CITY OF CAMPBELL
REDEVELOPMENT AGENCY ADOPTING THE OPERATING AND CAPITAL BUDGET
FOR FISCAL YEAR 2010-11 (FY 12)**

WHEREAS, there has been submitted to the Agency Board a Proposed Budget for the operation of all Redevelopment Agency programs and functions for FY 12, and

WHEREAS, the Agency Board held meetings to review the proposed Agency operating budget; and the Agency Board took action to accept the proposed budget; and

WHEREAS, pursuant to Health and Safety Code Section 33334.3(d) the Agency Board is to determine that the planning and administrative expenses budgeted from the Low and Moderate Income Housing Fund are necessary for the production, improvement, or preservation of low and moderate income housing.

NOW, THEREFORE, BE IT RESOLVED by the Agency Board that as of July 1, 2011 the amount of \$8,115,393 be fixed as the amount necessary to meet all agency operating requirements, and that the amount of \$0 be fixed as the amount necessary to meet the capital requirements of the Agency, and that the same is hereby approved, confirmed and adopted at the combined total of \$8,115,393; and,

BE IT FURTHER RESOLVED that the Agency Board finds that the planning and administrative expenses from the Low and Moderate Income Housing Fund currently budgeted in the proposed FY 12 operating budget are necessary for the production, improvement, or preservation of low and moderate income housing; and,

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to make any changes or impacts resulting from the public hearing to adopt the FY 12 operating budget, or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 12 operating and capital budget document.

PASSED AND ADOPTED the 21st day of June 2011, by the following roll call vote:

AYES:	Agency Members:	Waterman, Low, Cristina, Kotowski, Baker
NOES:	Agency Members:	None
ABSENT:	Agency Members:	None

APPROVED:



Jason T. Baker, Agency Chairperson

ATTEST:



Anne Bybee, Agency Secretary

RESOLUTION NO. _____

A Resolution of the Campbell City Council Approving the Proposed Fiscal Years 2012-2016 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 2012-2016 CIP:

- 1. The proposed CIP is consistent with the City's General Plan and Redevelopment 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.

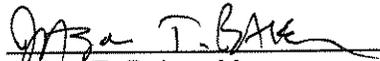
NOW, THEREFORE, BE IT RESOLVED that the City Council finds the proposed CIP to be consistent with the City's General Plan pursuant to §65401 of the State of California Government Code and finds the capital projects to be Categorically Exempt; and,

BE IT FURTHER RESOLVED that the City Council approves the Fiscal Year 2012-2016 Capital Improvement Plan with projects totaling \$14,497,666, including first year appropriations of \$865,000 for FY 12.

PASSED AND ADOPTED this 21st day of June, 2011, by the following roll call vote:

AYES:	Councilmembers:	Waterman, Low, Cristina, Kotowski, Baker
		None
NOES:	Councilmembers:	
ABSENT:	Councilmembers:	None

APPROVED:


Jason T. Baker, Mayor

ATTEST:


Anne Bybee, City Clerk

Budget Awards



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Campbell
California**

For the Fiscal Year Beginning

July 1, 2010

Linda C. Danson Jeffrey R. Essex

President

Executive Director

FY 2012 Budget Development Calendar



Dec 2010						
S	M	T	W	T	F	S
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- December 2010**
- 12/9 CDBG Study Session
 - 12/15 Begin Update of Salary/Benefits Model
 - 12/23 - 12/24 City Holiday - City Offices Closed @ Noon 12/23
 - 12/27 - 12/31 City Offices Closed
- January 2011**
- 1/7 CIP Project & Pool Fund Requests due to CM Office
 - 1/13 CDBG Study Session & Public Hearing (1)
 - 1/17 City Holiday - Martin Luther King - City Offices Closed
 - 1/21 Distribute Round I Budget Packets to Departments
 - 1/21 Mid-year Changes due to Finance
 - 1/25 Executive Team Retreat
 - 1/28 Mid-year Status Reports to CM (Budget, WPs & Perf Outcomes)
 - 1/31 Personnel Requests due to HR Office
 - 1/31 Proposed FY 12 Workplans Due to CM
- February**
- 2/4 Changes to Mission Statement/Ongoing Resp to CM Office
 - 2/7 - 2/11 Review Mid-year Reports & Workplans with Dept. Heads @ 1/1's
 - 2/10 CDBG Public Hearing (2)
 - 2/10 Sub-Grant Funding - Study Session
 - 2/11 Motor Pool/Vehicle Eqmt, Bldg & Facility Maint. Requests due to PW
 - 2/11 IT Equipment & Project Requests Due to IT
 - 2/15 Mid-year Update Study Session
 - 2/16 Round 1 Budget Requests Due to Finance
 - 2/21 City Holiday - President's Day - City Offices Closed
 - 2/24 CIP Committee Review of Submitted Projects
 - 2/28 Distribute Round 1 Budget Pages for Proofing
- March**
- 3/1 Mid-year Report to City Council
 - 3/4 Return Proofed Round 1 Budget Pages to Finance (10am)
 - 3/10 Distribute Final Round I Budget Pages to Dept's for Meetings w/CM
 - 3/10 Sub-Grant Funding - Study Session - Public Hearing (1)
 - 3/14 6 Months Perf Outcomes due to Finance
 - 3/14 Draft Workplans input from Boards & Commissions
 - 3/14 - 3/17 Dept'l Budget Mtgs w/ City Manager & Finance Director
 - 3/21 CDBG Council Action
 - 3/21 Workplans due back to CM Office
 - 3/23 Fee Schedule Changes Due to Finance
 - 3/24 Notice of Public Hearing Information to City Clerk - Fee Resolution
 - 3/30 Round 2 Changes to Departments for Proofing
- April**
- 4/5 Budget Study Session (Program Overviews and Workplans)
 - 4/6 Return Proofed Round 2 Budget Pages to Finance (10am)
 - 4/13 Significant Accomplishments & Final Workplans Due to Finance
 - 4/14 Sub-Grant Funding - Public Hearing (2)
 - 4/19 Public Hearing & Adoption of User Fee Schedule & Charges
 - 4/25 Special Budget Study Session (Operating Budget and CIP)
 - 4/26 CIP - Planning Commission Review (tentative)
- May**
- 5/3 Sub-Grant Funding Council Action
 - 5/27 Distribution of Budget Binders to Council
 - 5/30 City Holiday - Memorial Day - City Offices Closed
- June**
- 6/2 City Clerk to Notice Public Hearing - Budget Adoption
 - 6/7 Introduction of FY 12 Operating & Capital Budget (Regular Meeting)
 - 6/21 Public Hearing & Adoption of Operating & Capital Budget (City & RDA)
 - 6/21 Adoption of Gann Spending Limit
- July**
- 7/30 End of Year Reports to CM (Final Budget & Performance Outcomes)

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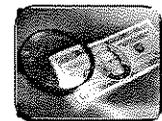
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SUMMARY OF BUDGET PROCESS

The City of Campbell adopts an annual budget. There is one document containing both summary and detailed information on revenues and expenditure appropriations for the Fiscal Year beginning July 1, and ending June 30. In addition to the operating budget, the City Council adopts a seven-year Capital Improvement Plan (CIP) from which new projects for the first year become an integral part of the proposed operating/capital budget. Typically, this process begins in late September with the distribution of CIP request forms and instructions and ends in mid April or early May with Council's formal adoption of the seven-year CIP. Although a CIP document is prepared separate from the budget document, the CIP information is incorporated into the budget document resulting in an operating/capital budget. The operating and capital budget is appropriated for both the City as a whole and the Redevelopment Agency (RDA). The document is detailed and the budget is managed and accounted for by line-item, by individual program, by fund.

The formal operating budget preparation process begins in mid December with distribution of budget packets containing the appropriate forms and instructions to assist the preparer. If desired, a budget kick-off meeting is scheduled for the purpose of outlining the budget calendar, as well as the process, procedures and forms to be used in the development of the budget. More importantly, this ensures that the budget is prepared in accordance with fiscal policies/guidelines and objectives established by the City Council. The time frames provided in the budget calendar reflect early involvement of City staff and the City Council in review and discussion of policy direction, goals and objectives concurrent with development of financial projections and service level requirements. With this approach, the necessary components that guide the process are incorporated into the proposed budget prior to formal submission to the City Council. Readers may be interested to know that all appropriations, excluding Capital Projects, lapse at year-end. This means that this budget only contains new appropriations for the Fiscal Year.

BUDGET AMENDMENTS

Because the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line-items within it. Various levels of administrative control are utilized to maintain the budget's integrity. Program Managers are accountable for the line-item level of control of their individual program budgets for operating revenues and expenditures as well as capital projects. Department Heads are accountable for the fund level of control for funds within their departments. Finance oversees the general level of accountability related to budgetary integrity through systems checks and balances and various internal controls. Budget adjustments can consist of two basic types; administrative adjustments or those requiring additional appropriations. The City Manager can authorize budget adjustments within the adopted budget or those requiring transfers from reserves of less than \$5,000. These are referred to as administrative budget adjustments. All budget adjustments that increase appropriations or any adjustments to capital projects must be approved by Resolution of the City Council whether they are for the operating or capital budget.

A General Fund mid-year report will be presented to the City Council in January of each year. Budget amendments resulting from that review will be authorized by Resolution of the City Council. The City shall attempt to keep budgetary records in such a manner to qualify for the Distinguished Budget Presentation Award from the Government Finance Officer's Association (GFOA) and the Excellence in Operating and Capital Budgeting Award from the California Society of Municipal Finance Officers (CSMFO).

The City Council has established formal Financial and Administrative Policies. These policies require a review of the General Fund (the City's largest fund) at the mid-point of the fiscal year. All appropriation adjustments are approved at that time by Resolution of the City Council and implemented by the Finance Department. Excerpts from the Financial Policies Summary are incorporated within the Summary budget document. The policies have been modified slightly with changes in management; however, in all cases, they have become more, rather than less restrictive.

BUDGET EXHIBITS

Summary of Exhibits

Exhibit A: This is a three-part summary. The first section, the **Summary of all Expenditures by Major Category**, summarizes total appropriations by program. It is considered to be the program's use of funds. The next Section of the form is the **Funding Source Summary** or source of funds. It identifies the major sources of funding for the program such as General Fund, Gas Tax, Etc.

The source and use sections must be equal in total dollars. In the unlikely circumstance that the two do not equal, budgeting a non-operating funding source such as beginning fund balance may be required.

Revenues Monitored by the Program. This third section of the form reflects revenue accounts that are projected and monitored by the respective program. Revenue titles and account numbers in addition to historical and projected data are reflected in this section. Total revenues may be less than, equal to, or greater than the preceding two sections of the form. Revenue documentation forms for each revenue account are completed to support both the revenue projection and fee resolution changes.

Employee Services Summary

Exhibit B: This exhibit is completed by the Finance Department once final salary and benefit information is available. Department heads and managers contact Finance when specific salary and benefit information is needed.

Personnel Allocation Detail

Exhibit B-1: This two-part exhibit serves as the detail to salary accounts #7001 and #7002 in Exhibit B. The top half of this form is for permanent personnel, and the bottom half is for temporary and contract personnel. The current fiscal years' full-time equivalents (FTE's) and related salary dollars (not including benefits) are identified in the shaded columns.

Supplies and Services Summary

Exhibit C: The line-item detail information that supports this exhibit is contained in Exhibit C-1. Line item total from Exhibit C-1 are brought forward to this exhibit. Both exhibits are equal in total dollars.

Supplies and Services Detail

Exhibit C-1: In this single exhibit, each line-item should contain narrative regarding the specific types of expenditures budgeted. Sub-total by line-item are totaled and transferred to the appropriate location on Exhibit C. Both exhibits are equal in total dollars.

Debt Service Detail

Exhibit D: Redevelopment and Finance are the only two program areas that use this exhibit to identify principal and interest payments related to debt service.

Transfers Detail

Exhibit E: This exhibit provides narrative similar to that reflected on Exhibit C-1. The primary difference is that this 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
Community Svcs. Administration	524	Recreation & Community Services	General Fund	101
Senior Citizens Nutrition Program	525	Recreation & Community Services	General Fund	101
Adult Services	526	Recreation & Community Services	General Fund	101
Campbell Community Center	527	Recreation & Community Services	General Fund	101
Museum Services	528	Recreation & Community Services	General Fund	101
Theater	529	Recreation & Community Services	General Fund	101
Sports, Aquatics & Fitness	531	Recreation & Community Services	General Fund	101
Trips/Tours & Classes	532	Recreation & Community Services	General Fund	101
Accounting	535	Finance Department	General Fund	101
Non-Departmental	540	Finance Department	General Fund	101
L.I.D. Debt Service	541	Debt Service	Debt Service - L.I.D.	36x
C.O.P. Debt Service, 1993	543	Debt Service	Debt Service - C.O.P.	366
C.O.P. Debt Service	544	Debt Service	Debt Service - C.O.P.	368
City Treasurer	545	Finance Department	General Fund	101
Information Technologies Services	547	Finance Department	IT Pool	647
Comm. Dev. - Administration	550	Community Development	General Fund	101
Current Planning	551	Community Development	General Fund	101
Policy Development	552	Community Development	General Fund	101
Housing	553	Community Development	Housing & Comm. Dev.	208
Building	554	Community Development	General Fund	101
Housing / C.D.B.G.	555	Community Development	Housing & Comm. Dev.	208
Legal Services	560	City Manager - Administration	General Fund	101
Police - Administration	601	Police Department	General Fund	101
Communications	602	Police Department	General Fund	101
Records	603	Police Department	General Fund	101
Special Enforcement Services	604	Police Department	General Fund	101
Field Services	605	Police Department	General Fund	101
Fire Protection Services	610	Police Department	General Fund	101
Public Works (PW) - Administration	701	Public Works Department	General Fund	101
Environmental Programs	715	Public Works Department	Solid Waste Mgmt.	209
Transportation Engineering	720	Public Works Department	General Fund	101
Engineering	730	Public Works Department	General Fund	101
Land Dev. / Envir. Programs	740	Public Works Department	General Fund	101
PW Maintenance Administration	745	Public Works Department	General Fund	101
Vehicle & Equip. Maint. Services	750	Public Works Department	Motor Vehicle Pool	641
Street Maintenance	760	Public Works Department	Gax Tax	204
Signals & Lighting Maint.	770	Public Works Department	Lighting & Lndscp. Dist.	207
Park Maintenance	775	Public Works Department	Lighting & Lndscp. Dist.	207
Building Maintenance	780	Recreation & Community Services	General Fund	101
R.D.A. Administration	815	Redevelopment Agency	Capital Projects - R.D.A.	434
R.D.A. Debt Service	816	Redevelopment Agency	Debt Service - R.D.A.	364
R.D.A. Housing	817	Redevelopment Agency	R.D.A. Housing	223
Capital Projects	950	Capital Project	Capital Projects	435
Transfers-Out	990	Other Financing Sources		

FUND DESCRIPTIONS

The basic accounting and reporting entity for the City is a fund. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operations (public safety, general government activities, etc.). Proprietary funds are used to account for activities often found in the private sector (utilities, stadiums and golf courses are prime examples). Trust and Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

GOVERNMENTAL FUNDS - include activities usually associated with the governmental entities' operation (police, fire, and general governmental functions).

General Fund - The General Fund is used as the accounting entity for resources traditionally associated with governments such as administration, engineering and public safety, which are not required to be accounted for in another fund.

Special Revenue Funds - are those which have been created in accordance with the requirements of State and Federal statutes or which requires that the funds be used only for designated functions.

Gas Tax Fund - budgets and accounts for revenues and expenditures pertaining to the maintenance and re-construction of City streets.

Environmental Services Fund - budgets and accounts for environmental services such as administration of solid waste programs, recycling, storm water management, etc.

Lighting and Landscaping District Fund - budgets and accounts for revenues and expenditures providing for street lighting and landscaping.

Community Development Block Grant Fund - budgets and accounts for federal block grants to community development.

Other Grant Funds - budgets and accounts for funds which are provided for specific purposes.

FUND DESCRIPTIONS

Redevelopment Agency Housing Fund - budgets and accounts for twenty percent of the increased property tax revenues from the County of Santa Clara legally required to be set aside for low and moderate income housing.

Redevelopment Agency Fund - budgets and accounts for increased property tax revenues from the County of Santa Clara and for the payment of administrative expenditures relating to the operation of the Redevelopment Agency.

Drug Enforcement Revenue Fund - budgets and accounts for revenues received through asset seizure from any drug related convictions.

Other Special Revenues Fund (Miscellaneous) - budgets and accounts for donations restricted to specific uses within the City.

DEBT SERVICE FUNDS - established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

RDA Debt Service Fund - budgets and accounts for payment of principal and interest on Redevelopment Agency general long-term debt.

1915 Act Bond Debt Service Fund - budgets and accounts for the assessments received and the payment of principal and interest under the Improvement Bond Act of 1915. (See Glossary - LIDs)

City COP Funds - budgets and accounts for City debt service for the 1997 and 2002 Certificates of Participation.

CAPITAL PROJECTS FUNDS:

RDA Capital Projects Fund - budgets and accounts for the expenditures of Redevelopment Agency projects.

City Capital Projects Fund - budgets and accounts for the expenditures and financing of the City's capital improvement projects.

COP Projects - budgets and accounts for City capital projects funded by the 1997 and 2002 COPs.

RDA - TAB Projects - budgets and accounts for RDA capital projects funded by the 2002 and 2005 TABs.

FUND DESCRIPTIONS

INTERNAL SERVICE FUNDS - budgets and accounts for the financing of goods and services provided by one department or agency to other departments on a cost reimbursement basis.

Motor Vehicle Pool Fund - budgets and accounts for the cost of operating, maintaining and replacing automotive and related equipment used by other City departments. Rental rates charged to the user departments include operating and replacement costs.

Information Technologies Fund - budgets and accounts for the costs of operating, maintaining and replacement of computer hardware, software and photocopy/fax equipment. Rental rate charges to the user departments include operating and replacement costs.

Workers' Compensation Self-Insurance Fund - budgets and accounts for revenues derived from charges made to operating departments at rates based on the State Compensation Fund, annually adjusted to ensure an adequate reserve for future claims. This fund is charged for administrative costs of settling claims as well as material and other costs of job related illness or injury.

List of Funds

101	General Fund *	434	Capital Projects - RDA
202	Special Revenue Fund (Vehicle Impact)	435	Capital Projects Fund *
204	Gas Tax	437	RDA - Tax Allocation Capital Projects
205	Asset Forfeiture Fund	641	Motor Vehicle Pool
207	Lighting & Landscape District	647	Information Technologies Pool
208	Housing & Community Development	690	Workers Compensation
209	Environmental Services	794	Parks and Museum
210	Supplemental Law Enforcement	797	Adult Center
211	Federal Aid Urban	836	General Fixed Assets
212	State & Other Grants (State & Local)	838	General Fixed Assets - RDA
216	TDA Grant	937	General LTD Group
218	Federal Grants	939	General LTD Group - RDA
223	Redevelopment Agency Housing Fund *	963	General LTD Group - 1915 Act Bond
295	Parkland Dedication		
364	Debt Service - RDA *		
366	Debt Service - City C.O.P.		
367	Debt Service - LID #30		
368	Debt Service - 1997 C.O.P.		

* Indicates Individual Major Fund

List of Programs

City Council

501 City Council

City Manager

510 Administration
511 City Clerk
515 Human Resources
516 Workers Compensation Self-Insurance

Recreation & Community Services

524 Community Services - Administration
525 Senior Citizen Nutrition Program
526 Adult Services
527 Campbell Community Center
528 Museum Services
529 Theater
531 Sports, Aquatics & Fitness
532 Special Interest Classes

Finance

535 Accounting
540 Non-Departmental
541 L.I.D. Debt Service
543 2002 C.O.P. Debt Service
544 1997 C.O.P. Debt Service
545 City Treasurer
547 Information Technologies

Community Development

550 Administration
551 Current Planning
552 Policy Development
553 Housing
554 Building
555 Housing/CDBG

List of Programs

Legal Services

560 Legal Services

Police

601 Administration
602 Communications
603 Records
604 Special Enforcement Services
605 Field Services
610 Fire Protection Services

Public Works

701 Department Administration
715 Environmental Programs
720 Transportation Engineering
730 Engineering
740 Land Development / Environmental Programs
745 Maintenance Administration
750 Vehicle & Equipment Maintenance
760 Street Maintenance
770 Signals & Lighting Maintenance
775 Park Maintenance
780 Building Maintenance

Redevelopment Agency

815 Administration
816 Debt Service
817 20% Housing

Capital Projects

850 RDA Capital Projects
950 City Capital Projects.

Transfers

980 Operating Transfers Out
990 Capital Transfers Out

REVENUE DEFINITIONS

The City of Campbell provides many services to its residents such as Police, Fire, Parks, Recreation, etc. These services are not without a cost to the taxpayer. It is the task of City Officials to produce the necessary revenue to satisfy the ever-growing demand for local services.

The City of Campbell receives revenue from many sources to offset the costs of its operations. Revenue is received from sales taxes, property taxes, and many other sources. For each fiscal year, the City's revenues are estimated conservatively and, therefore, actual revenues received often exceed the estimated projections. This section will describe the major revenue sources available to the City. The budget summaries will provide a more detailed breakdown of all revenues. The major revenue sources are as follows:

BUILDING PERMITS - The City requires that building permits be obtained to ensure that structures meet specific standards as identified in the Municipal Code. The City requires various construction permits for activities such as the installation of electrical and plumbing, etc. The City charges a fee for issuing these permits in order to recover the costs incurred.

FRANCHISE FEES - The Franchise Fee is imposed on various utilities and organizations which permits them to use and operate those facilities within the City.

INVESTMENT INCOME - Interest income is earned as the City invests its idle funds in various investment instruments. The goal of the City regarding investments is to ensure the safety of each investment and maintain liquidity while achieving a fair rate of return - in that particular order.

MOTOR VEHICLE LICENSE FEES - The Motor Vehicle License Fee is collected by the State of California as a component of vehicle registration and is apportioned to cities based on population.

OTHER - The City of Campbell also collects revenues from services such as Plan Checks and Recreational programs. A number of Federal, State and County grants are received to help fund specific City services. Other revenue sources include Internal Services Funds, Interfund Transfers, Redevelopment Agency Funds, and miscellaneous revenues.

PROPERTY TAX - Property tax is imposed on real property (land and permanently attached improvements, such as buildings) and tangible personal property located within the City. The tax comprises one percent of the assessed value of the property -- of which the City's apportionment is .27% of County tax receipts. 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.

TRANSIENT OCCUPANCY TAX - The Transient Occupancy Tax in Campbell is a ten percent (10%) tax on the cost of a hotel room and imposed on "transients" who occupy a room or rooms in a hotel, inn, motel, tourist home, or other lodging facility within the City's limits.

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>AAM</u>	American Association of Museums
<u>ABAG</u>	Association of Bay Area Governments
<u>ADA</u>	American Disabilities Act
<u>AELE</u>	Americans for Law Enforcement
<u>AFIS</u>	Automated Fingerprint Identification System
<u>AICP</u>	American Institute of Certified Planners
<u>AMA</u>	American Museum Association
<u>AOT</u>	Advanced Officer Training
<u>A/P</u>	Accounts Payable
<u>APA</u>	American Payroll Association
<u>APA</u>	American Planning Association
<u>APC</u>	Armored Personnel Carrier
<u>APWA</u>	American Public Works Association
<u>A/R</u>	Accounts Receivable
<u>ARK</u>	Ark
<u>ARRA</u>	American Recovery and Reinvestment Act
<u>ARRA</u>	Asphalt Recycling & Reclaiming Association
<u>ASCAP</u>	American Society of Composers, Authors & Performers
<u>ASIS</u>	American Society for Industrial Security
<u>ATAP</u>	Association of Threat Assessment Professionals
<u>AT & T</u>	American Telephone & Telegraph
<u>AWS</u>	Automated Warrant System
<u>BAAQMD</u>	Bay Area Air Quality Management District
<u>BCS</u>	Budget correction Strategy
<u>BFB</u>	Beginning Fund Balance
<u>BOMA</u>	Building Owners Managers Association
<u>BVP</u>	Bulletproof Vest Program
<u>CABO</u>	Certified Association of Building Officials
<u>CAD</u>	Computer Aided Dispatch
<u>CAFR</u>	Comprehensive Annual Financial Report
<u>CAHN</u>	California Association of Hostage Negotiators
<u>CALPELRA</u>	California Public Employers Labor Relations Association
<u>CAPE</u>	California Association of Property & Evidence
<u>CAPIO</u>	California Association of Public Information Officers
<u>CBO</u>	City Building Official
<u>CATO</u>	California Association of Tactical Officers
<u>CCUG</u>	California CLETS Users Group

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>CDBG</u>	Community Development Block Grant
<u>CERT</u>	Community Emergency Response Team
<u>CESA</u>	California Emergency Services Association
<u>CEQA</u>	California Environmental Quality Act
<u>CFCIA</u>	California Finance Crimes Investigation Association
<u>CHIA</u>	California Homicide Investigators Association
<u>CHP</u>	California Highway Patrol
<u>CIP</u>	Capital Improvement Plan
<u>CIPR</u>	Capital Improvement Plan Reserve
<u>CJIC</u>	Criminal Justice Information Control
<u>CLEARs</u>	California Law Enforcement Association of Records Supervisor
<u>CLETEP</u>	California Law Enforcement Technology Equipment Purchase
<u>CLETS</u>	California Law Enforcement Telecommunication System
<u>CMA</u>	Congestion Management Association
<u>CMEA</u>	Campbell Municipal Employees Association
<u>CMP</u>	Congestion Management Program
<u>CMTA</u>	California Municipal Treasurers Association
<u>CNOA</u>	California Narcotics Officers Association
<u>CNT</u>	Crisis Negotiation Team
<u>COP</u>	Certificates of Participation
<u>CPCEA</u>	Campbell Police Civilian Employees Association
<u>CPOA</u>	California Police Officers Association
<u>CPR</u>	Cardio Pulmonary Resuscitation
<u>CPRS</u>	California Parks & Recreation Society
<u>CPT</u>	Continued Professional Training
<u>CRA</u>	California Redevelopment Association
<u>CSAIA</u>	California Sexual Assault Investigation Association
<u>CSMFO</u>	California Society of Municipal Finance Officers
<u>CSO</u>	Community Service Officer
<u>CSRT</u>	Crime Scene Response Team
<u>CUHSD</u>	Campbell Union High School District
<u>CUSD</u>	Campbell Union School District
<u>CWSA</u>	California Warrant Specialist Association
<u>DA</u>	District Attorney
<u>DARE</u>	Drug Abuse Resistance Education
<u>DCBA</u>	Downtown Campbell Business Association
<u>DDA</u>	Disposition Development Agreement

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>DDLA</u>	Disposition Development & Loan Agreement
<u>DNA</u>	Deoxyribonucleic Acid
<u>DOIR</u>	Department of Industrial Relations
<u>DRC</u>	Development Review Committee
<u>DUI</u>	Driving Under the Influence of Drugs or Alcohol
<u>EBS</u>	Employee Benefit Specialists
<u>ECOMM</u>	Emergency Communications
<u>EIR</u>	Environmental Impact Report
<u>EMPG</u>	Emergency Management Performance Grant
<u>EOC</u>	Emergency Operations Center
<u>EOS</u>	Employer & Occupational Services
<u>ERAF</u>	Educational Revenue Augmentation Fund
<u>ESGR</u>	Employer Support for Guard and Reserve
<u>ESO</u>	Economic Social Opportunities
<u>ESRI</u>	Environmental Systems Research Institute, Inc.
<u>EVOC</u>	Emergency Vehicle Operations Course
<u>FBI</u>	Federal Bureau of Investigation
<u>FOCUS</u>	Focusing Our Vision
<u>FTK</u>	Forensic Took Kit
<u>FY</u>	Fiscal Year
<u>GAAP</u>	Generally Accepted Accounting Principals
<u>GASB</u>	Government Accounting Standards Board
<u>GF</u>	General Fund
<u>GFOA</u>	Government Finance Officers Association
<u>GIS</u>	Geographical Information Systems
<u>GL</u>	General Ledger
<u>GPS</u>	Global Positioning System
<u>GTS</u>	Government Tech Series Software
<u>HCD</u>	Housing & Community Development
<u>HDC</u>	Historic Downtown Campbell
<u>HDDTA</u>	High Density Drug Trafficking Area
<u>HSIP</u>	Highway Safety Improvement Program
<u>HPB</u>	Historic Preservation Board
<u>HR</u>	Human Resources
<u>HVAC</u>	Heating Ventilation Air Conditioning`
<u>ID</u>	Identification
<u>IAPE</u>	International Association of Property & Evidence

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>ICC</u>	International Code Council
<u>ICMA</u>	International City Management Association
<u>ICS</u>	Incident Command System
<u>IIPP</u>	Injury/Illness Prevention Program
<u>IMLA</u>	International Municipal Lawyer's Association
<u>IMSA</u>	International Municipal Signal Association
<u>IMIU</u>	Information Management Interface Unit
<u>ISU</u>	Investigative Services Unit
<u>IT</u>	Information Technologies (Previously Referred to as MIS)
<u>ITE</u>	Institute of Transportation Engineering
<u>ITS</u>	Intelligent Transportation Systems
<u>IVR</u>	Interactive Voice Response System
<u>JAG</u>	Justice Assistance Grant
<u>LAFCO</u>	Local Agency Formation Commission
<u>LAIF</u>	Local Agency Investment Fund
<u>LCC</u>	League of California Cities
<u>LEEC</u>	Law Enforcement Executive Council
<u>LED</u>	Light Emitting Diodes
<u>LID</u>	Local Improvement District
<u>LLD</u>	Lighting & Landscape District
<u>LLEBG</u>	Local Law Enforcement Block Grant
<u>MAC</u>	Moves, Adds & Changes
<u>MAIT</u>	Major Accident Investigation Team
<u>MERGE</u>	Mobile Emergency Response Group & Equipment
<u>MIC</u>	Millmen and Industrial Carpenters
<u>MIS</u>	Management Information Systems (Now Referred to as IT)
<u>MISAC</u>	Municipal Information Systems Association of California
<u>MMANC</u>	Municipal Management Assistants Northern California
<u>MSI</u>	Message Switch Interface
<u>MOU</u>	Memorandum of Understanding
<u>MTBE</u>	Methyl Tertiary Butyl Ether
<u>MTC</u>	Metropolitan Transportation Commission
<u>MTEP</u>	Management Talent Exchange Program
<u>NAFTO</u>	National Association of Field Training Officers
<u>NEMA</u>	National Electrical Manufacturers Association
<u>NPDES</u>	National Pollution Discharge Elimination System
<u>NOCA</u>	North of Campbell Avenue

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>NRPA</u>	National Recreation Parks Association
<u>NTOA</u>	National Tactical Officers Association
<u>NTMP</u>	Neighborhood Traffic Management Plan
<u>OC</u>	Oleoresin Capsicum
<u>OCBH</u>	Orchard City Banquet Hall
<u>OPEB</u>	Other Post-Employment Benefits
<u>OTS</u>	Office of Traffic Safety
<u>PARS</u>	Public Agency Retirement System
<u>PAS</u>	Passive Alcohol Sensor
<u>PCI</u>	Pavement Condition Index
<u>PDA</u>	Priority Development Area
<u>PEP</u>	Personal Emergency Preparedness
<u>PERS</u>	Public Employees' Retirement System
<u>PG&E</u>	Pacific Gas and Electric
<u>POA</u>	Police Officers' Association
<u>POST</u>	Peace Officers Training Standards
<u>PPE</u>	Personal Protective Equipment
<u>PPT</u>	Permanent Part-Time
<u>PSA</u>	Public Safety Assistant
<u>PW</u>	Public Works
<u>R&CS</u>	Recreation & Community Services
<u>RDA</u>	Redevelopment Agency
<u>RFP</u>	Request for Proposal
<u>RMS</u>	Records Management Systems
<u>RSS</u>	Real Simple Syndication
<u>RWQCB</u>	Regional Water Quality Control Board
<u>SAN</u>	Storage Area Network
<u>SANCRA</u>	Sports Association of Northern California Recreation Agencies
<u>SARC</u>	Site & Architectural Review Committee
<u>SCBA</u>	Self-Contained Breathing Apparatus
<u>SCC</u>	Santa Clara County
<u>SCCCA</u>	Santa Clara County Cities Association
<u>SCCAPO</u>	Santa Clara County Association of Planning Officials
<u>SCCATO</u>	Santa Clara County Association of Training Officers
<u>SCCFD</u>	Santa Clara County Fire Department
<u>SCCSET</u>	Santa Clara County Special Enforcement Team
<u>SCVIU</u>	Santa Clara Valley Intelligence Unit

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>SCVWD</u>	Santa Clara Valley Water District
<u>SLETS</u>	Sheriff's Law Enforcement Telecommunication System
<u>SIR</u>	Self Insured Retention
<u>SOCA</u>	South of Campbell Avenue
<u>SSD</u>	Special Services Division
<u>SV-ITS</u>	Silicon Valley-Intelligent Transportation Systems
<u>SVACA</u>	Silicon Valley Animal Control Authority
<u>SVMG</u>	Silicon Valley Manufacturing Group
<u>SVRIP</u>	Silicon Valley Regional Interoperability Project
<u>SWAT</u>	Special Weapons & Tactics
<u>TABS</u>	Tax Allocation Bonds
<u>TBD</u>	To Be Determined
<u>TMS</u>	Training Manager System
<u>TOT</u>	Transient Occupancy Tax
<u>TRAK</u>	Technology to Recover Abducted Kids
<u>TRB</u>	Transportation Resources Board
<u>UPS</u>	Uninterruptible Power Supply
<u>URL</u>	Uniform Resource Locator
<u>URM</u>	Un-reinforced Masonry
<u>VC</u>	Vehicle Codes
<u>VMC</u>	Valley Medical Center
<u>VPN</u>	Virtual Private Network
<u>VTA</u>	Valley Transportation Authority
<u>WAMA</u>	Western American Museum Association
<u>WMD</u>	Weapons of Mass Destruction
<u>WWW</u>	World Wide Web

GLOSSARY OF BUDGET TERMS

ACCRUAL BASIS OF ACCOUNTING - A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

ADOPTION - Formal action by the City Council which sets the spending limits for the fiscal year. The City's budget is adopted by Council resolution.

APPROPRIATION - Through an appropriation, the City Council legally authorizes the City to spend money and to incur obligations for specific purposes. Budgetary/operating fund appropriations lapse at the end of each fiscal year. Non-operating fund appropriations, on the other hand, continue in force until fully expended or until the City has accomplished or abandoned the purpose for which the Council granted the funds. Spending cannot exceed the level of appropriation without the Council's approval. Campbell's budget is appropriated at the total City and total RDA level but, for control purposes is accounted for at the line-item level.

ASSESSED VALUATION - A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County Assessor for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change of ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

AUDIT - Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

BONDS - A bond is a written promise to pay a specified sum of money (called the face value or principle amount) at a specified date or dates in the future (called the maturity date) together with period interest at a specified rate.

BUDGET - As the City's financial operating plan for the fiscal year, the budget displays the estimated expenditures (costs) for providing services and the estimated sources of revenue (income) to pay for them. Once the City Council adopts the budget, the total becomes the maximum spending limit. Campbell's budget encompasses fiscal year (July 1, through June 30).

GLOSSARY OF BUDGET TERMS

BUDGET AMENDMENT - The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial and Administrative Policies set by Council.

BUDGET DOCUMENT - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. Campbell's budget consists of two documents. The Budget contains a budget message to the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The document consists of detailed schedules supporting the summary pages. These schedules show, in detail, the information as to the past years' actual revenues, expenditures, and other data used in determining the estimates. In addition to the budget document, the appropriation resolution is necessary to put the budget into effect.

BUDGET MESSAGE - Included in the opening section of the budget, the Budget Message provides the Council and the Public with a general summary of the most important aspects of the budget, comparative data from previous fiscal years, goals and objectives, and the views and recommendations of the City Manager.

BUDGET POLICIES - General and specific guidelines adopted by the Council that govern the financial plan's preparation and administration.

CAPITAL IMPROVEMENT PLAN (CIP) - The plan or schedule of expenditures for major construction of roads, sidewalks, City facilities and/or park improvements and for the purchase of equipment. Campbell's CIP follows a seven-year schedule and includes projects which cost \$25,000 or more to complete. Although the City adopts the CIP budget in a process which is separate from the adoption of the budget, the budget incorporates the first two years of the seven-year CIP.

CONTINGENCY - A reserve set aside for emergency or unanticipated appropriations.

DEBT INSTRUMENT - Methods of borrowing funds, including General Obligation (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, Certificates of Participation (COPs), and assessment district bonds (LIDs). (See Bonds.)

DEBT SERVICE - Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COP's).

DEBT SERVICE FUNDS - Are used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

GLOSSARY OF BUDGET TERMS

DEPARTMENT - A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In Campbell, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

EMPLOYEE SERVICES - A budget category which generally accounts for salaries of full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

ENCUMBRANCES - Commitments against an approved budget for unperformed (executory) contracts for goods or services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

EXPENDITURE - The outflow of funds paid or to be paid for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended. (See Encumbrances.)

FISCAL YEAR - The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

FIXED ASSETS - Non-consumable assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The city has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$500.

FULL-TIME EQUIVALENTS (FTE) - The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating 1.0 FTE. Correspondingly, a part-time employee who worked 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted, however, are not included in net FTE totals.

FUND - Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the fund is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenues, expenditures, assets and liabilities. Each fund has a budget with exception of the General Fund (which accounts for general purpose actions and has unrestricted revenue sources). Each remaining fund typically has a unique funding source and purpose. Establishing funds enables the City to account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

FUND BALANCE - Fund balance is the excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

GLOSSARY OF BUDGET TERMS

GAAP - (Generally Accepted Accounting Principles) - Both industry and governments use Generally Accepted Accounting Principles as standards for accounting and reporting financial activity. The Governmental Accounting Standards Board (GASB) is the primary source of governmental GAAP.

GENERAL FUND - The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

GENERAL OBLIGATION BONDS - Bonds for which the City pledges its full faith and credit for repayment. Debt Service is paid from property tax revenue levied (in the case of voter-approved bonds) or other general revenue.

GOAL - A statement of broad direction, purpose, or intent. In Campbell's budget, goals are synonymous with mission statements.

GRANT - External contributions, and/or gifts of cash, or other assets typically from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is Community Development Block Grant funding from the Federal Government.

INTERFUND TRANSFERS - When the City moves money between its various funds, it makes an interfund transfer, referred to as transfers-in and transfers-out. In aggregate, transfers in and out offset each other for the fiscal year.

INTERNAL SERVICE FUNDS - Are used to finance and account for goods and/or services provided by one City department to other City departments on a cost reimbursement basis.

LID - In a Local Improvement District (LID), the City makes special assessments against certain properties to defray part or all of the cost of a specific improvement or service, which it deems, will primarily benefit the subject properties. The assessments are levied on the property tax roll and are paid in full or in installments over a set period of time.

LINE-ITEM BUDGET - A budget that lists detailed expenditure categories (salaries & benefits, office supplies, travel, dues, rents, etc.) separately, along with the amount budgeted for each specified category. The Summary Budget reflects the program rather than line-item budgets. The Detail Budget reflects the line-item detail. In Campbell, the line-item level is the level of accountability in a fiscal year.

MODIFIED ACCRUAL BASIS OF ACCOUNTING - Basis of accounting according to which (a) revenues are recognized in the accounting period in which they have become available and measurable and (b) expenditures are recognized in the

GLOSSARY OF BUDGET TERMS

accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

MUNICIPAL CODE - A book that codifies the City Council approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

NON-DEPARTMENTAL - This department has the sole purpose of accounting for all expenditures that the City cannot specifically designate to any operating department within the General Fund. Examples of expenses include shared paper products and contracts with outside agencies, etc.

NON-OPERATING BUDGET - The non-operating budget contains non-operating funds which the City uses to finance projects with limited objectives and/or finite life spans. These budgets do not lapse at year end and are carried forward from year to year until the monies are fully expended or their purposes are accomplished or abandoned. As a matter of practice, Campbell budgets for all non-operating funds. The non-operating portion of the budget typically accounts for debts, reserves and capital projects funds.

OBJECTIVE - A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program or service level.

OBJECTS OF EXPENDITURE - The individual expenditure accounts used to record each type of expenditure incurred in City operations. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major objects or types of expenditure. The major objects of expenditure used in the budget are:

Employee Services - Salaries and benefits paid to City employees (permanent and temporary).

Supplies and Other Services - Office supplies; travel and related expenses; rents; contractual services; and memberships, dues and books.

Debt Service - Payments of principal and interest on debt instruments.

Capital Outlay - The purchase of non-consumable assets that exceed the capitalization limit of \$500 and that are expected to have a useful life of more than one year. These would include furniture, fixtures, machinery and equipment.

Transfers - (See Interfund Transfers)

GLOSSARY OF BUDGET TERMS

ORDINANCE - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.

OPERATING BUDGET - The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens.

PARS - Public Agency Retirement System (PARS) for the City's temporary employees.

PERS - The State of California's Public Employee's Retirement System (PERS) for the City's employees.

PROGRAM - As subdivisions of departments, programs are budgetary or organizational units of government with limited sets of work responsibilities within their respective departments. Programs also serve to increase budgetary accountability. Campbell's budget is compiled on a program basis, each with an identified program manager.

RESERVE - An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose. Reserves are typically established and budgeted through Council policy action.

RESOLUTION - A special order of the City Council which has a lower legal standing than an ordinance.

RESOURCES - Total amounts available for appropriation including estimated revenues, interfund transfers, and beginning fund balances.

REVENUE - Sources of income which the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

SPECIAL REVENUE FUNDS - Are those which have been created in accordance with the requirements of State and Federal statutes or which require that the funds be used only for specific purposes.

SERVICE LEVEL ENHANCEMENTS - Capital equipment or programs which the City departments add to their basic budget to enhance the quality and/or quantity of service they provide the public.

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