

City of
Campbell
California

Fiscal Year 2019-2020
Operating & Capital Budget

2020-2024 Five-Year
Capital Improvement Plan





City of Campbell, California



Fiscal Year 2019-2020 Operating / Capital Budget & 2020 - 2024 Five-Year Capital Improvement Plan

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July 1, 2019

Honorable Mayor and Members of the City Council:

I am pleased to present to you the fiscal year 2019-20 (FY 2020) operating and capital budgets. The adopted budget serves as a policy document, a financial plan, a communications device, and an operations guide, reflecting the policies, goals, programs and service priorities of the City Council and the community. It was developed based on direction provided by the City Council and feedback received from the Campbell community during the budget development process and recommendations made by each department that I've reviewed and approved.

In preparing the budget for FY 2020, staff conservatively estimated economically dependent revenues so as to not overcommit them to operational expenses should the economy experience a downturn. Additionally, staff continues to explore cost saving and revenue enhancement options to help minimize the need for reserves to be used. While the economic growth of the past ten years remains positive overall, there have been definite indicators that it has slowed down over the past two years and will likely continue to be flat in the near term. This, combined with ongoing expenditure commitments, presents fiscal challenges to the City and requires diligence and discipline in maintaining a balanced and sustainable budget while meeting service level demands. During any period of economic transition, it is difficult to know the exact timing of how and when the economy will begin to shift directions and to what degree it will begin to impact programs and services. Thus, staff has made a concerted effort in presenting a balanced budget that does not reduce services or programs to the greatest degree possible.

Some of the significant issues surrounding this year's operating budget include: keeping up with service level demands, increased pressure on retirement costs resulting from the CalPERS employer contributions, looking for ways to stimulate economic development, and converting most of the limited-term positions to permanent positions within the operating budget.

The budget is funded with a combination of ongoing operating revenue and reserves, primarily CIPR (Capital Improvement Plan Reserves), where appropriate, for expenditures considered to be one-time. Budgets in the prior years funded limited-term positions with CIPR funds. For the FY 2020 budget the limited-term positions are either converted to permanent positions funded within the operating budget, extended, or eliminated where appropriate. Limited-term positions are no longer funded with CIPR.

History has shown the economy operates in cycles of about 10 years on average with ups and downs being the norm. Since the recent recovery/expansion has been ongoing since 2009, prudence would suggest that precaution be taken into consideration during the City's strategic

planning process. Accordingly, a modest economic slowdown has been factored into future budgetary projections.

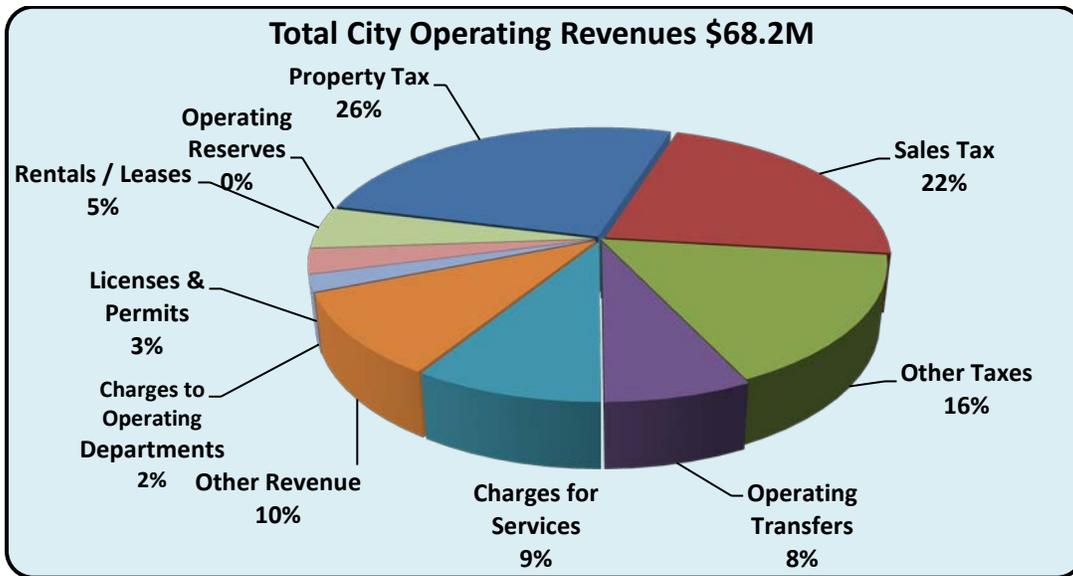
CalPERS rates will also continue to increase over the coming years. CalPERS' action to lower the discount rate used to calculate the City's required pension contribution amount took effect last fiscal year. This will increase the City's required contribution amount significantly over the ensuing seven years and beyond. While the City has accumulated \$2.5 million in reserves specifically for PERS and OPEB costs, this should be used judiciously. Staff continues to explore strategies to ensure that staffing and expenses can be sustained over the long term.

BUDGET SUMMARY

The combined FY 2020 operating and capital budgets total \$79.3 million including \$5.7 million in capital transfers. Related revenue sources total \$77.6 million. The net difference is a deficiency of \$1.7 million in revenues compared to expenditures; to be offset by using available fund balances. The following table depicts the total operating and capital budget for the City compared to the prior fiscal year:

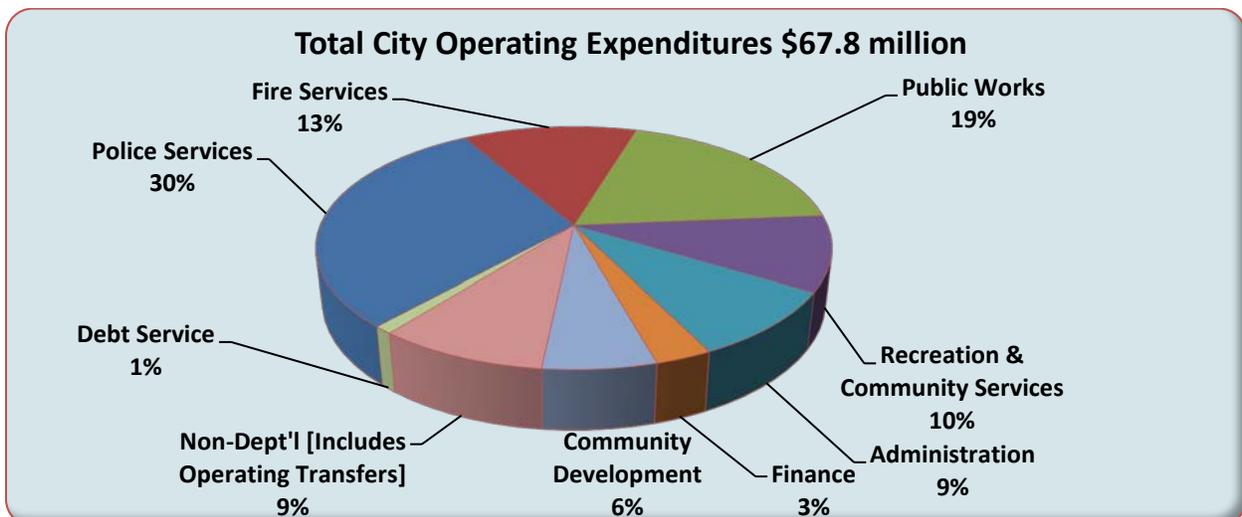
	FY 2019 - 20			FY 2018 - 19			Operating Budget Change	Percent Change
	Operating Budget	Capital Budget	Total Proposed Budget	Operating Budget	Capital Budget	Total Amended Budget		
Expenditures	\$ 62,827,076	\$ 5,805,450	\$ 68,632,526	\$ 59,799,732	\$ 3,061,039	\$ 62,860,771	\$ 3,027,344	5.1%
Transfers	4,960,601	5,745,450	10,706,051	4,900,165	3,061,039	7,961,204	60,436	1.2%
Total	\$ 67,787,677	\$ 11,550,900	\$ 79,338,577	\$ 64,699,897	\$ 6,122,078	\$ 70,821,975	\$ 3,087,780	4.8%

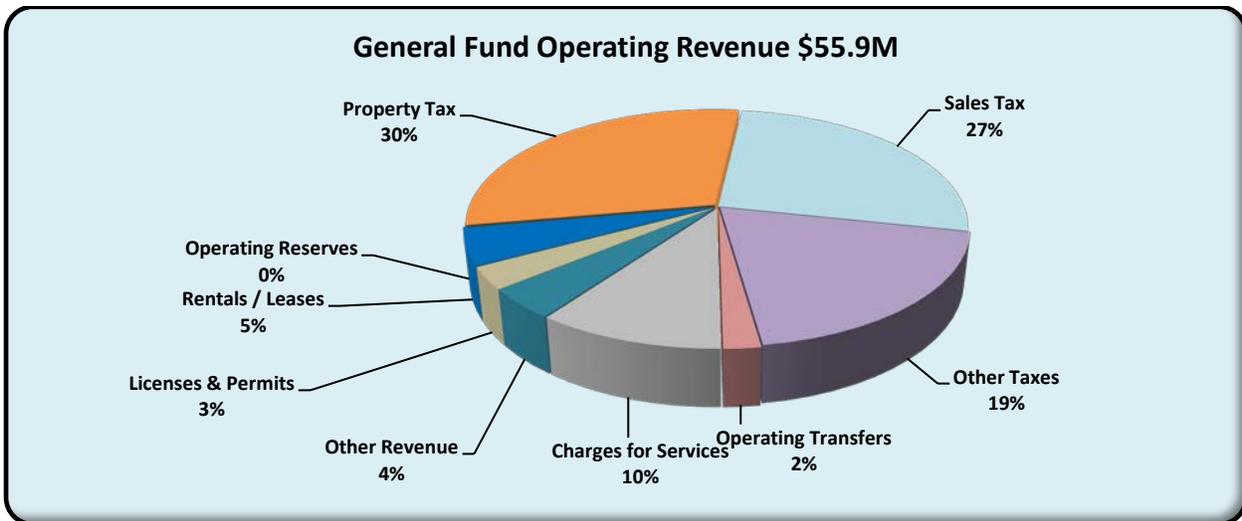
Operating Budget: Overall, the operating budget increased 4.8% from the previous year. The operating portion of the budget is \$67.8 million with related revenue sources of \$68.2 million; thereby resulting in an approximately \$400,000 excess of revenues over expenditures. The budget reflects expenditures that are expected to recur annually as well as those that may be non-recurring or one-time in nature.



The chart above illustrates the various revenue sources that are collected by the City. Property and sales taxes are the largest components and are critical to the City's fiscal health. However, these revenues are subject to fluctuations. While property tax is relatively stable, sales tax is more susceptible to market conditions and varies with the economy. Other taxes, such as franchise, transient occupancy and business license, comprise approximately 16% of all revenues. These, too, are impacted by the business climate and can vary from year-to-year.

The chart below illustrates how the City's revenues are spent. The largest percentage of the budget at 30% is spent on police and fire services. Public Works at 19% is the next largest component which includes engineering, land development and environmental services as well as parks and streets maintenance. Non-recurring or one-time expenditures are typically funded with a combination of one-time revenues, specific reserves and/or unreserved fund balances, all of which are revenue sources for purposes of presentation within this document. No use of the Economic Fluctuation Reserve (EFR) is contemplated in this budget but will be explored and discussed with Council in the future should the economy experience a significant downturn which would impact City service levels.





General Fund operating revenues and expenditures are budgeted at \$55.86 million and \$55.15 million, respectively, indicating an anticipated surplus of approximately \$700,000.

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

The CIP is presented on a five-year horizon in which project scheduling is dependent upon various factors including the urgency of need, availability of funding and staff workload to name a few. The first year of the CIP is incorporated within the operating / capital budget document, and formally appropriated by the City Council. The remaining years function as a project planning and budgeting tool. Any expected operating budget impacts resulting from the CIP are incorporated into the operating budget. The City has historically funded many of its capital projects with either General Fund CIPR or Federal, State and local grants. The value of all projects in this year's five-year CIP increased by \$1.7 million compared to the previous year resulting primarily from additional streets and signals, parks and open space, and public facility projects.

There are 11 capital projects requiring funding in FY 2020. Project expenditures of \$5.73 million plus related inter-fund transfers of an additional \$5.83 million total \$11.6 million in capital appropriations. The largest component of these projects is \$2.8 million for street maintenance projects and \$1.89 million for park and open space improvements at John D. Morgan Park. The full CIP, along with details of specific projects, can be found in the Capital Improvement Plan tab of this document.

REVENUES

The City has several key revenue sources on which it depends to provide funding for ongoing services to the community. The two sources, sales and property taxes, are driven by the economy and factors that are generally beyond the direct control of the City. Other revenue

sources are based on user fees and demand for specific City services. Together, they form a foundation that supports funding of basic City services. Program managers evaluate comparative historical data and factor in necessary adjustments for inflation, changes in assumptions for anticipated volume of activity, and any fee increases. Lastly, the most current economic outlook is taken into consideration to determine estimates for the upcoming year. Total budgeted revenue for FY 2020 is \$77.6 million, including capital funding sources of \$9.4 million. This reflects an increase of \$4.2 million (5.7%) from the previous estimated year-end actuals. In looking at just the operating budget component, total revenue is estimated at \$68.2 million, a slight decrease of \$70,000 (0.1%) from the previous estimated year-end actuals.

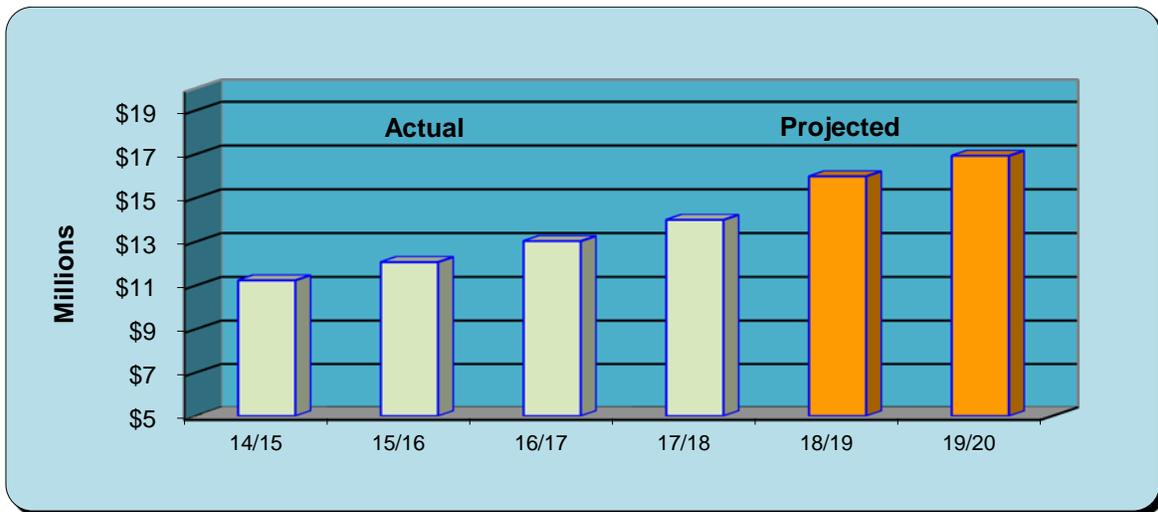
It should be noted that the capital project budget can fluctuate significantly from year to year depending upon the number and magnitude of projects that are approved. Capital projects are generally one-time in nature, and they are funded with non-operating revenue so there is generally no impact on the operating budget funding sources. The operating and capital budgets each contain transfers-in totaling \$5.83 million. Although this tends to make the budget appear higher in total than it actually is, the transfers-in on the revenue side are offset by transfers-out on the expenditure side. Including transfers in the City's adopted budget is done to readily demonstrate that budgets are balanced and match the internal budgeting system.

General Fund: Contained within the budget are a variety of funds, each with its own source(s) of revenue. The budget document is organized by operating department, then by program within the department. The General Fund is the City's largest single fund where the majority of services are budgeted. It funds general services such as police, fire, parks, streets, recreation and administration. Therefore, the focus of this section of the budget message is on this fund. General Fund operating revenue, excluding capital funding sources is estimated to be \$55.9 million, an increase of \$1.6 million (2.8%) from the previous estimated year-end actuals. Such growth was primarily driven by increases in property tax, sales tax, and charges for services revenue. All are indicative of a robust housing market, a strong economy, and low unemployment.

Property Tax: Property tax revenue in the General Fund for FY 2020 is projected at \$16.9 million, an increase of 5.9% over FY 2019 estimated actual revenue and is the largest single revenue source for the General Fund and one of the most stable over time. This represents approximately 30% of General Fund net operating revenue. Assessed values on secured residential and commercial properties continue to improve as a result of the strength of the job market and low unemployment that, together with low interest rates, continue the ongoing demand for housing. Development activity in the City has been brisk although the number of larger scale projects has diminished. Accordingly, related revenues are expected to continue, but at a reduced level compared with previous recent years. Nonetheless, the County base tax roll is expected to grow from the sales of pre-Proposition 13 homes whose values then increase to current market levels.

The primary factors used in the projection of revenues are historical growth in assessed valuation and new construction. The County Assessor provides periodic information and estimates of property values to the City upon which the revenue estimates are based. The following graph depicts the historical and projected FY 2020 property tax revenues in the General Fund.

Property Tax Trend - General Fund



Sales Tax: Sales tax, the second largest projected revenue source for the General Fund in FY 2020 at \$15.3 million, comprises approximately 27% of its net operating revenue base. Net revenues exclude reserves, which are not considered to be an on-going revenue source. This revenue base is comprised of approximately 5,200 diverse businesses throughout the City (although not all of these generate sales tax). While most of the largest sales tax producers can be considered stable businesses, they are still subject to the fluctuations from general and regional economic conditions which have a direct impact on the City's sales tax revenue base. During the past year, this critical revenue source saw some growth. However, the rate of growth has slowed down considerably the past couple of years and is expected to flatten further at approximately 2% over the next couple of years, absent a significant recession. Noteworthy contributors of sales tax revenue come from the food products, general retail, and business to business segments.

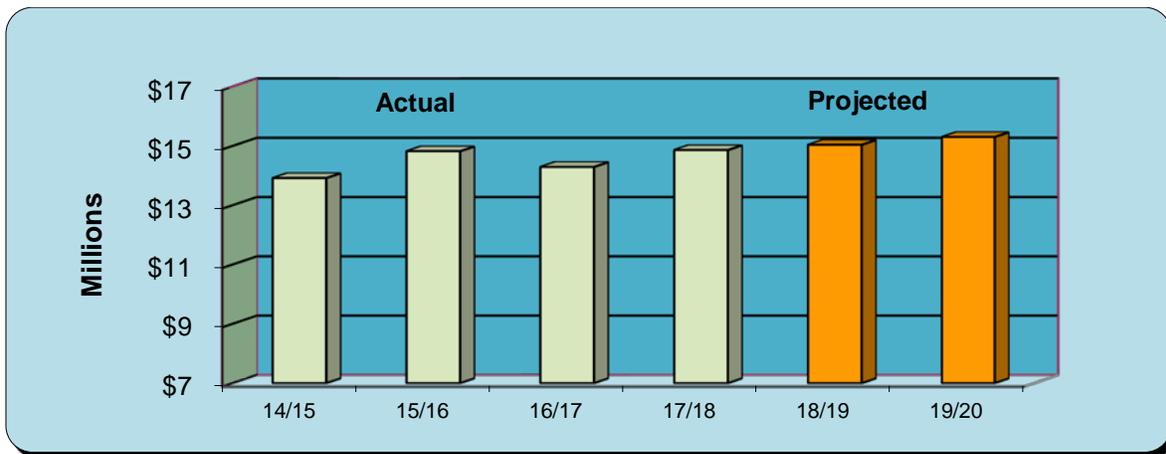
Growth in the sales tax base is challenging because the City is largely "built out" with limited space for additional significant retail development. Instead, the City must rely on "in-fill" projects of smaller scale and redevelopment of existing parcels. In addition, increased regional competition and the financial impact of electronic commerce have been impacting 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. Nevertheless, Campbell continues to enjoy a favorable reputation as a destination for many leisure activities such as shopping, dining and experiencing the many year-round festivals and events that occur throughout the City. This has played a significant role in bringing people into the City and continues to have a positive effect on the City's sales tax revenue.

A significant component of the total sales tax number above is the $\frac{1}{4}$ cent add-on that became effective in April 2009 resulting from the passage of Measure O by Campbell voters. This portion of the sales tax alone is estimated to generate \$2.9 million, or almost 19%, of the total sales tax revenue, in FY 2020.

Consequently, the FY 2020 Sales Tax revenue estimate of \$15.3 million is \$0.3 million (1.7%) higher than FY 2019 estimated actual revenue. The budget is based, in part, on recent performance and forecasts provided to the City by its sales tax consulting firm.

The graph below reflects sales tax performance for the past five fiscal years and projected FY 2020.

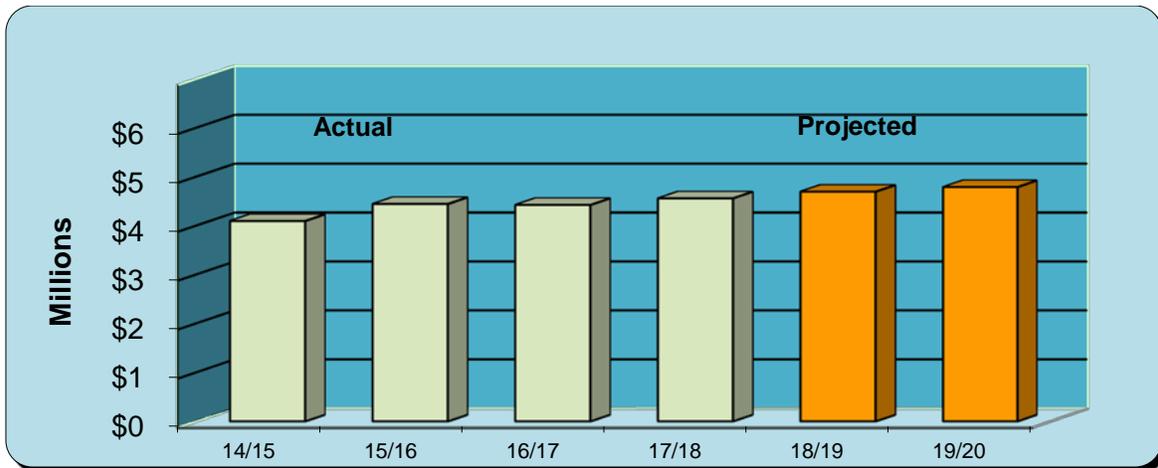
Sales Tax Trend - General Fund



Transient Occupancy Tax: This revenue source, 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 in the General Fund for FY 2020 is budgeted at \$4.8 million, a \$0.09 million or 2.0% increase over estimated FY 2018 actual revenue, reflecting somewhat flat, but continued expected strength in the local travel and business sector. Despite the continued strength of corporate technology companies, occupancy and room rates have leveled off though indicating a relative flattening of this revenue for now and modest growth. This revenue comprises about 9.0% of net General Fund revenue in FY 2020.

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. In recent years, Campbell hotels/motels have averaged occupancy rates of close to 90%. The next year is expected to level off and possibly see a slight decline in the near term as the transient population is expected to decline. The following chart depicts historical activity and projections for FY 2020.

Transient Occupancy Tax (TOT) Trend - General Fund

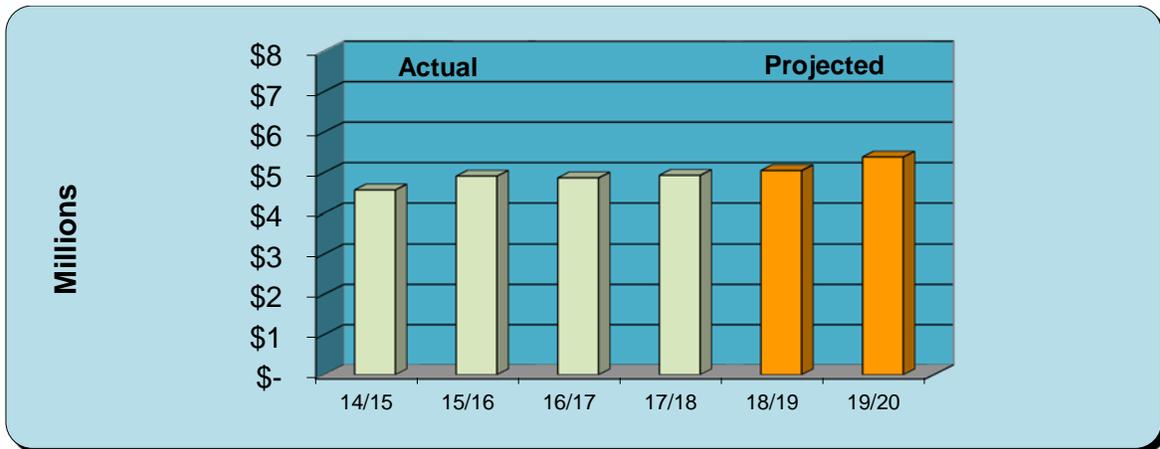


Charges for Services: Charges for services include revenues derived from a variety of sources, the largest being Recreation program fees that consist of classes/lessons, trips/tours, preschool and theater revenues. Other fees are charged for Police and Fire services; Engineering services; zoning review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

The City maintains a cost allocation plan and user fee model that is updated periodically, and which serves as the basis for assessing and collecting fees and allocating indirect charges from operating departments. A Council approved User Fee Policy establishes a framework for cost recovery from which fee modifications are proposed and approved annually in conjunction with the budget process. Fees are increased to maintain recovery levels per the policy. The most recent User Fee study was performed in 2018 and 2019, with Council adoption occurring on May 7, 2019. All revised user fees are effective either July 1, 2019 or July 8, 2019.

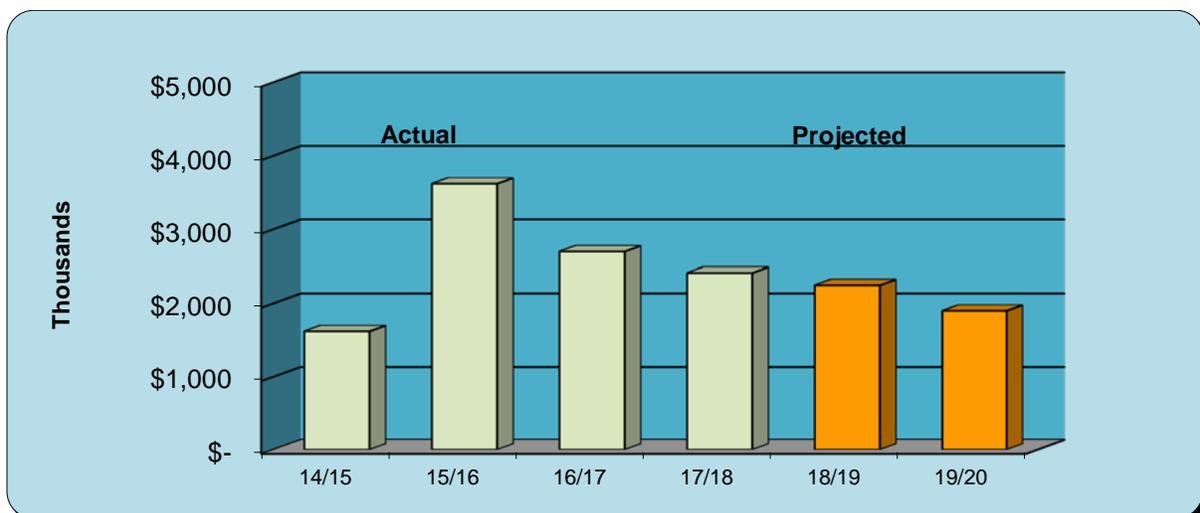
In addition to the cost of providing the service, other factors such as the allowable percentage of recovery, number of participants or attendees, inflationary factor, comparison to other agencies, and the historical trends are analyzed for nearly all fees and charges. The combined revenue for all user fees and charges is anticipated to generate \$5.4 million for the General Fund during FY 2020, which is \$0.3 million (6.6%) higher than FY 2019 estimated revenues. The following chart depicts historical activity and projections for FY 2020:

Charges for Services Trend - General Fund



Licenses & Permits: Revenues in this category are composed primarily of construction permits and advanced plan check fees. Also included are fire permits and other Building Division fee revenues. As can be seen from the chart below, revenues from this category fluctuate significantly with the level of development activity from year to year and can be difficult to estimate. The numbers, however, do serve as a measure of how the local economy is performing. Licenses and Permits revenue for FY 2020 is expected to be less than estimated FY 2019 revenue and equal approximately \$1.9 million; a \$0.3 million or 15% decrease from FY 2019. Building and development activity has been considerable over the past several years, in particular, FY 2016 which turned out to be an all-time peak year for collected revenues due to both the volume and magnitude of several large projects that were approved during this period of time. Un-audited, FY 2019 Licenses and Permits revenue is also strong, but staff expects this revenue source to see a reduction in FY 2020 as large scale, high value projects are replaced by an increasing volume of smaller value projects such as home remodels, still requiring considerable staff time. As such, while staff does not expect its overall workload to decrease, it does expect to generate lower overall revenue from this shift in the composition of building and development activity.

Licenses & Permits Trend - General Fund



Lease Rental Income: The City collects rental income from leasing out space to tenants at its Community Center as well as from rental of its Theatre and other Community Center buildings, in addition to a small amount from telecommunication antennas. Lease rental income represents approximately 3.0% of net General Fund operating revenues. FY 2020 revenue is budgeted to increase 2.5% from FY 2019 estimated actual revenue to \$2.9 million. Occupancy is expected to continue at or near capacity for the next year. The revenue projections are based on actual lease contracts and estimated market rates for available space.

Franchise Tax: Franchise tax revenue is derived from fees charged to various utilities for doing business within the City. The fee is generally computed as a percentage of the gross income of the utility. This revenue source is estimated to generate approximately \$3.7 million for FY 2020 an increase of 1.9% over estimated FY 2019 actuals. The estimate is developed from a combination of increased services/customers plus an inflationary factor averaging 2% on the historical amounts generated by utilities operating within the City limits, e.g. cable, water, garbage, gas and electric. Others are set contractually.

Other General Fund Revenues: The remaining significant General Fund revenue sources consist of operating transfers-in of \$1.3 million, representing reimbursements from other funds for services provided by the General Fund. Where appropriate, other revenue sources are projected to reflect modest inflationary increases and/or changes in activity levels.

Revenue - Other Funds

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

Special Revenue Funds consist of Vehicle Impact Fees; Gas Tax; Lighting and Landscape District; Housing and Community Development; Environmental Services; Parkland Dedication; Asset Forfeiture; Supplemental Law Enforcement; Transportation Development Act (TDA); Other Grants and Other Special Revenues; Housing Trust; Community Facilities District #1 and Community Facilities District #2.

Gas Tax revenue is considered a State-shared revenue. Projections for this revenue source come directly from the State on an annual basis. Revenue in funds such as the Lighting and Landscape District and Environmental Services are based on rates that are assessed to individual properties depending upon type of service being provided or type of property. Total operating revenues for Special Revenue funds for FY 2020 are \$8.7 million, a decrease of \$0.2 million (2.2%) for estimated FY 2019 actuals.

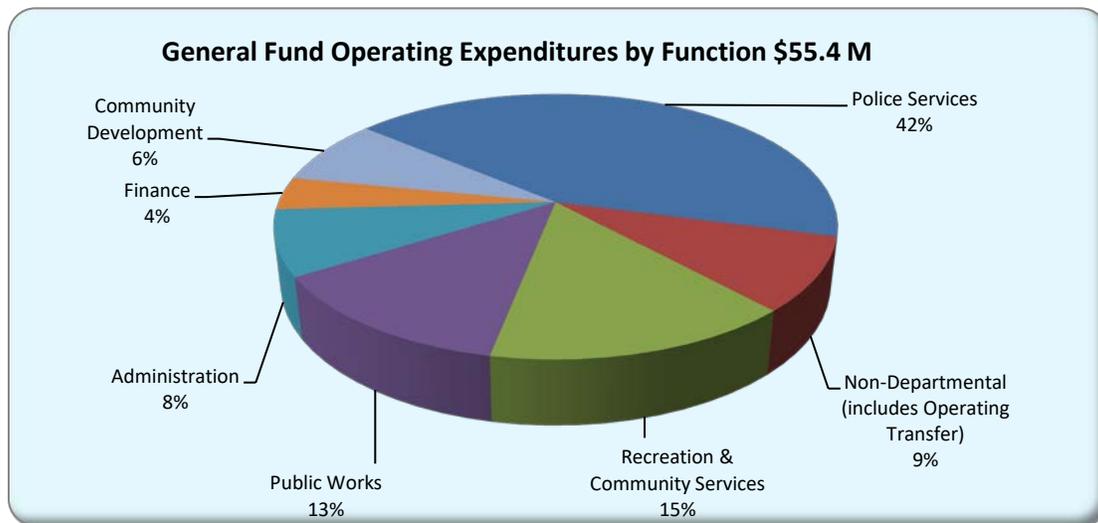
Debt Service Funds are incorporated within the budget due to various bond covenant requirements. The City refinanced most of its debt in FY 2017 to take advantage of lower interest rates. The resulting debt service was reduced through the remaining life of the new debt. Total funding sources for Debt Service funds for FY 2020 are \$0.8 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 2020 are \$3.6 million and are show flat growth from FY 2019 estimated actuals.

EXPENDITURES

As previously noted, the budget is composed of operating and capital expenditures totaling \$79.3 million. Operating expenditures alone total \$67.8 million.

The General Fund, which is the primary operating fund for the City, comprises approximately 82% of total City operating expenditures. Special Revenue funds comprise 11%, Internal Service funds comprise 5% and other funds make up the balance at 2% of the total. Operating expenditures in the General Fund are budgeted at \$55.1 million which is 3.6% higher than the prior estimated year-end actuals.



Employee Services: Personnel staffing represents a significant component of the City's annual operating budget. The combined number of budgeted permanent, permanent part-time, and limited-term FTE positions proposed in FY 2020 is approximately 173, a net increase of 2.6 FTEs from FY 2019. Changes to the budget from the prior year were minimal and include the following:

In the City Manager's Department, the conversion of the Administrative Analyst limited-term position (0.9 FTE) to a permanent Administrative Analyst (1.0 FTE) in the City Manager's

division, elimination of a limited-term position in the Information and Technology (IT) division, and the restructuring of IT positions results in the net reduction of one full time position. The budget also reflects the addition of a summer intern to be shared within the City Manager's Department. Additionally, the limited-term Communications and Public Engagement Coordinator position was previously funded 50% by the City Manager's program. This position was moved from the City Manager's program to the Public Safety program where its funding is allocated fully. Lastly, the City Manager's Department, in close coordination with the Public Works Department, will be taking one of the lead roles in advancing improvements at the Civic Center as defined by Measure O. A new position specifically for this purpose has been created. The new position, Senior Public Works Project Manager, will be dedicated to building consensus, assisting the City Council in defining the scope of the project and managing the project implementation. The position will be filled as a limited-term assignment with a term of four years. Employee and contractual costs relating to Measure O will be reimbursed to the City later by bond proceeds necessary to fund the Civic Center project. The issuance of the bond or multiple bonds, if necessary, up to \$50 million total was authorized by the successful passage of Measure O by Campbell voters in November 2018.

In the Recreation and Community Services Department, the conversion of a limited-term position to permanent is the only notable staffing change.

For the Finance Department, in the Accounting Services division a proposed restructuring of the accountant's responsibilities results in the proposal to eliminate the senior accountant position and add one additional accountant position to replace it.

The Community Development Department is also converting 5.0 FTE limited-term positions (Assistant/Associate Planner, Building Inspector, Economic Development Specialist, Planning Technician, and Senior Building Inspector) to 5.0 FTE permanent positions due to ongoing operational needs which are not expected to subside. Nevertheless, this results in no net FTE impact.

The Public Safety program requested the Communications and Public Engagement Coordinator position, which was approved in the FY 2018 budget as a two-year limited-term position and funded by both the Police Department (50%) and the City Manager's Office (50%), be converted to a permanent position that will be funded entirely by the Police Department. This position has proven to be extremely beneficial to both the Police Department and the City and the need for timely dissemination of information and social media engagement is continually growing. In the Field Services program, the Police Department is requested to convert 2 temporary Public Safety Assistant (PSA) positions to 2.0 FTE Community Services Officer (CSO) positions.

The Public Works Department has several noteworthy budget items. In the Public Works Administration Division indicates an increase in resources is needed to address issues related to both the West Valley Clean Water Program and the West Valley Solid Waste Management Program. Both programs will see increased regulatory constraints in the upcoming years and the participating cities will need to take on an increased role in meeting Clean Water requirements and implementing new organics regulations related to Solid Waste disposal. As such, Public Works is eliminating a 0.4 Executive Project Manager and replacing it with a 1.0 FTE Environmental Programs Coordinator. The Engineering Division is also converting 1.0 FTE Engineer Technician from limited-term to permanent and the continuing 1.0 FTE Assistant Civil Engineer limited-term position to meet current and projected workload demands related to current and proposed capital projects.

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

The salaries and benefits category represent all personnel-related costs and makes up the largest component of City expenditures. In fact, personnel costs are approximately 56% of the total operating budget. This percentage is relatively low compared to many other cities because fire personnel are provided by contract with the County and, therefore, do not show up as City personnel costs. For FY 2020, salaries and benefits in the operating budget total \$37.7 million for all City funds, which is a \$3.0 million (8.9%) increase from FY 2019 estimated year-end actuals. The primary reasons for the growth were from modest employee wage and benefit increases including higher retirement contributions. Please note that in FY 2020, the City has also implemented a 2% salary/vacancy savings rate to account for natural attrition and vacancies occurring over the course of a fiscal year and to offset salaries budgeted at top step for all positions. This results in a salary and benefits appropriation reduction of approximately \$757,000 citywide at the 2% rate and is appropriate since not all positions will always be filled over the course of the fiscal year.

ECONOMIC AND FISCAL ISSUES FACING THE CITY

A top priority for the City is to maintain good fiscal health. By doing so, we preserve the City's ability to continue providing important programs and services for the community. Through past economic challenges, solutions were developed to address lost revenues while preserving vital services. The community played a critical role in helping the City to maintain desired services by supporting several revenue measures over the years. This was combined with expenditure reductions that reduced the City workforce and required shifting of priorities to maintain key services. These combined efforts provided a needed measure of stability to offset the decline in economic activity. Although revenues have improved considerably since then, cost containment efforts are still critical to ensure the future sustainability of important City programs and services, especially considering another potential economic downturn.

On a national level, Real Gross Domestic Product (GDP) in the United States grew at an annual rate of 3.1% in the first quarter of 2019, compared to 2.2% in the same quarter in 2018 and down from a four-year high of 4.2% in the second quarter of 2018. Corporate earnings during the first quarter of 2019, despite fears of a pending recession, have mostly been very favorable and have positively impacted the stock market (DJIA). The DJIA increased from 24,271 to 26,599 in the twelve months ending June 30, 2019, an increase of approximately 9.6%. However, the stock market has been marked by a very high level of volatility over the past year as the US intensifies trade disputes with China and other countries, investors react almost daily to the President's use of social media, and a high rate of automated high-volume trading persists. While US economic fundamentals remain largely intact, the Federal Reserve has become increasingly concerned about the downside risks to the economic outlook due to ongoing headwinds from slower global growth, persistently low global inflation rates, and trade disputes. At the same time, the housing market has continued to be largely healthy nationally and, especially, in the Bay Area, but there has been softening over the past year, with average home prices leveling off and month-to-month sales activity declining. Investment in residential

development expressed as a proportion of GDP also declined by 0.01% in 2018 and declined by an estimated 0.11% in the first quarter of 2019. A lowering of the discount rate by the Federal Reserve may bolster this sector over the next year, with further strength coming from continued low unemployment in the region, high housing demand, and a persistent scarcity of housing supply

The unemployment rate is an important economic statistic as to the state of the economy in general. It has shown that the State and local region continue to register historically low levels of unemployment which has helped boost the local economy. As of June 2019, the State seasonally adjusted unemployment rate was 4.2% compared to 4.2% the prior year. For Santa Clara County, the June unadjusted rate was 2.6%, a decrease from last year's rate of 2.8%. Campbell has historically trended better than both the County and the State in its unemployment rate. In fact, as of June 2019, Campbell's unemployment rate was just 2.3%, unadjusted, down from 2.6% in the prior year. While unemployment statistics represent only one measurement of the total economic landscape, they do provide a comparative indicator of how each area is doing relative to the prior year and over time.

Due to being "landlocked" on its borders, growth and new development within the City pose both opportunities as well as challenges. Campbell is essentially "built out", meaning that areas of undeveloped land in the City limits available for improvement are very limited. Therefore, "in-fill" projects, consisting of smaller individual parcels of land dispersed throughout the City or rebuilding of existing parcels whose current use may be enhanced by new development, is key to long-term success. The City's goal is to preserve the quality of life for Campbell residents and provide a variety of balanced land uses via established standards for residential, commercial and industrial development. Strategies include meeting with an economic development advisory committee and community business groups to obtain feedback on how best to approach various issues, maintaining a diversified and stable economic base, and marketing the community to targeted businesses. This year's budget maintains resources to continue the City's economic development efforts aimed at attracting new businesses and retaining existing ones.

With an increase in residential and commercial development activity, the City continues to address the overall impacts on the community of future development projects so that they remain manageable and environmentally balanced. While the current economic expansion has seen several large high-density development projects get approved, the City is committed to environmental sustainability and preservation, including the creation and enforcement of policies that are consistent with environmental standards. The City is a certified "Green" organization and continues to explore ways to promote this in the community. One example of this is the recent formation of the Silicon Valley Clean Energy Authority, a regional effort with numerous cities participating throughout Silicon Valley. The Authority allows participating residents in their community to receive their electric power from carbon free sources, primarily solar and wind generation, at competitive rates.

The City is also committed to providing reasonable health care coverage to both its active and retired employees. As the general population ages, more reliance is placed upon the health care system to provide comprehensive coverage for employees and their families. With the passage of the *Patient Protection and Affordable Care Act*, the City is also challenged with determining the impacts of providing affordable health care coverage to its full-time employees. The City, like all employers, has to consider how to balance the level of on-going benefits it can offer with the cost of providing them. The City began pre-funding its obligation to provide retiree health benefits 11 years ago and has budgeted \$0.6 million this year to continue its commitment to pre-funding

this obligation. In previous years, the City negotiated with several labor groups to eliminate a portion of these retiree obligations in exchange for other portable health spending accounts that provide more flexible arrangements for the employee while limiting the City's financial obligations after the employee retires.

Employer pension commitments are an additional challenge to the City's ongoing fiscal health. The recent reduction in the assumed discount rate used by the City's pension trustee, combined with changes in other assumptions used to calculate the City's contribution funding obligation, will result in additional rate increases beginning last year and continuing for at least six years. While pension reform efforts over past years help reduce costs in the long-run, in the short-term, there will be higher contributions for many employers. The City is planning to meet with labor groups to discuss solutions for addressing the increased costs.

Maintenance of the City's infrastructure, especially its streets, has been a challenge for many years. Approximately \$40 million dollars have been invested in the City's street infrastructure over the past two decades. While the overall condition of streets has been good for the past several years, a significant amount of resources is required to maintain a "good" condition rating on an on-going basis. Consistent funding for ongoing maintenance is a challenge as costs continue to increase from year to year. The City applies for various Federal and State grant funds annually to provide adequate funding. However, these are one-time funds that are not guaranteed each year. A vehicle impact fee was instituted several years ago to add a more stable source of funding. In FY 2017, the State approved legislation increasing the gasoline tax and allocating the proceeds for State and local road maintenance, thereby, providing another stable source of funds to help address these needs. In addition, the Santa Clara Valley Transportation Authority passed Measure B, a 30 year, half-cent Transactions and Use Tax devoted to transportation needs. Due to a lawsuit challenging the validity of the tax, local distribution of Measure B funds did not begin until January 2019. In FY 2018, the City began receiving annual allocations of funds for road maintenance from SB1, a State measure that was approved by voters. Combined, these two new funding sources are expected to improve the City's ability to properly maintain its network of roads. In FY 2020, the CIP five-year plan for street maintenance is \$13.6 million.

Lastly, keeping up with technology demands and replacement of aging infrastructure remains a constant issue. To maintain the City's current and proposed standards of performance, and to protect computer systems from ever increasing outside attacks, viruses and new vulnerabilities, additional resources are continually needed to ensure systems remain stable and reliable for all users and protected against data intrusion or loss. At the same time, improving efficiencies through use of new technologies, doing more for less cost, and reassessing how City services are delivered to the public are more important than ever.

LONG-TERM FINANCIAL PLANNING

The City incorporates long-term financial planning into its budget process in several ways. First, the City has established a set of financial policies to provide a basis for promoting and safeguarding the City's fiscal health by establishing requirements for budgeting revenues and expenditures, setting minimum or target levels for reserves, as well as guidelines for accounting, cash and debt management. Together, these policies ensure consistent management of the City's fiscal resources, establish criteria in which to evaluate the City's financial condition, create a sound financial basis for City operations, promote public confidence, and increase the City's credibility in the eyes of bond rating agencies and potential investors. These policies promote

budget stabilization by providing for various reserves that can buffer short-term economic downturns or emergencies. The policies are reviewed periodically and modified only when deemed necessary to maintain or improve the fiscal health of the City. The financial policies are detailed in Exhibit 2 of this budget message.

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

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

FY 2020 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 22 and approved on June 18, 2019. Major work plan items, in addition to a list of the on-going responsibilities of each department, can be found within the department program sections of the budget document.

FY 2019 SIGNIFICANT ACCOMPLISHMENTS

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

STRATEGIC PLAN AND PERFORMANCE REPORTING

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

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

Performance measures, which track and report work input and related outcomes, are located within each respective program budget section of the document and help the City Council, staff, and the community to assess trends and strive for continual improvement. Performance

reporting assists the City Council in establishing policies and priorities related to the quantity, quality and appropriateness of municipal services provided by the City of Campbell. Changes in resource levels can often also be articulated in terms of the impact on performance measures.

BASIS OF BUDGETING

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

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

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

Budget Development: Development of the operating and capital budget is a process that takes place over six months and is summarized by the budget calendar located in the Budget Reference section of this document. The City's financial policies establish a process whereby a budget study session is held with the City Council during the annual budget development process. This meeting is generally held during March-May timeframe. Council is presented with an overview of the City's fiscal condition and proposed work plans for the upcoming year. A study session was held on May 7, 2019 to discuss the operating budget and capital improvement plan and the proposed budget was introduced on June 3 and adopted on June 18, 2019.

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

BUDGET AND FINANCIAL AWARDS

For the 26th consecutive year, the City's budget received national recognition by earning the Government Finance Officers Association (GFOA) "Distinguished Budget Award." To receive

the Distinguished Budget Presentation Award, a city must publish a budget document that serves as a policy document, a financial plan, a communications device, and an operations guide. We believe the FY 2020 budget conforms to GFOA program requirements. Additionally, this is the 21st year an award of “Excellence in Budgeting” has been received from the California Society of Municipal Finance Officers (CSMFO). Copies of both awards appear in the Budget Reference Materials section of this document. It also should be noted that the City’s Comprehensive Annual Financial Report has also been an award-winning document for excellence in financial reporting at both the State and national levels for many years.

CONCLUSION AND ACKNOWLEDGEMENTS

The development of the FY 2020 operating and capital budget was made possible through the knowledge and contribution of the City’s employees, input and support from our community, and direction of the City Council. The City has benefitted from a robust economy in recent years; however, an economic slowdown should be contemplated and planned for in advance. Consequently, the City will continue to be responsive to changes on the horizon, continue to prioritize what is important for the community and allocate available resources to those programs and services deemed to be most important while seeking more efficient processes for getting our work done. Our ability to manage scarce resources is a key reason Campbell remains a vibrant and desirable place to live and work.

I wish to thank everyone who participated in the budget process this year including the City Council and members of the Executive Team. Finally, I would like to recognize the Finance Department for their dedication and hard work that went into coordinating, developing, and publishing this budget document.

Respectfully submitted,



Brian Loventhal
City Manager

FY 19 SIGNIFICANT ACCOMPLISHMENTS

City Manager's Department

Program 501 – City Council:

- Conducted Council Priority Setting Public Workshop
- Placed Measure O on the November 2018 General Election ballot

Program 510 – Administration:

- Planned and produced the 2018 State of the City community event
- Provided coordination for the transition to district-based City Council elections
- Hired a new Finance Director
- Completed analysis of pending State legislation
- Provided coordination and assistance to the Finance Department in the development of the FY 2019-20 Operating and Capital Budget
- Provided overall coordination to place Measure O on the November 2018 General Election ballot

Program 511 – City Clerk:

- Conducted the November 6, 2018 General Municipal Election
- Organized the 2018 Commissioner's recognition dinner
- Assisted in the coordination to place Measure O on the November 2018 General Election ballot
- Collaborated with IT to lease a new mail machine to help streamline and cut cost on the mailing process
- Assisted with coordination for the transition to district-based City Council elections

Program 515 – Human Resources:

- Provided a successful volunteer luncheon honoring 202 volunteers
- Administered the Employee Service Awards in recognition of 22 employees and seven Employee Value Awards
- Completed 22 permanent position recruitments in accordance with performance measurement outcomes, including the executive level recruitment for Finance Director
- Assisted in the recruitment process for several temporary positions, four internships and five work experience students
- Conducted annual open enrollment for all employees and hosted and expanded Health and Benefits Fair
- Established City's Succession Development-Stretch Assignments Policy

Program 515 – Human Resources Continued:

- Provided Citywide Sexual Harassment Training
- Provided Supervisor/Manager’s Anti-Bullying Training
- Conducted successful negotiations with CPCEA, CMEA and CARP establishing new two year MOU’s and new resolutions for Mid-Management and Confidential groups
- Offered Four EAP Employee Workshops
- Conducted benchmark position total compensation salary surveys for affected bargaining units, unrepresented and management employees

Program 547 – Information Technology:

- Acquired a new Permit system that is currently under development
- Updated Desktop system from Windows 7 to Windows 10 for 20% of staff
- Consolidated 20+ GIS layers, including Public Safety layers, with new online mapping solution
- Replaced wireless network at City Hall, Service Center
- Replaced city-wide printer maintenance service and copier equipment and maintenance to lower costs
- Acquired Microsoft Office 365 for desktop application replacement. Began deployment process.
- Deployed new Evidence system for Police Department
- Developed new Intranet web site as part of Office 365
- Developed new City Internet web site

Recreation & Community Services Department

Program 524 – Administrative Services:

- Facilitated fourth year of Campbell Youth Commission

Program 525- Senior Nutrition:

- Hired new Nutrition Site Manager

Program 526 – Adult Services:

- Continued to support the implementation of the Reach Your Destination Easily (RYDE) Program
- Continued Annual events such as Lunar New Year and cohosting Caregivers Count Conference
- Implemented 2nd Annual intergenerational “Holiday Tea” event

Program 527 – Community Center:

- Worked with Public Works on the grand opening of the new playground at the Campbell Community Center
- Managed the Community Center Leasing Program
- Assisted the Public Works Department to renovate the Community Center E-Wing (E-42 Board Room, E-44 Conference Room and E-46 Activity Room)

Program 528 – Museum:

- Continued to increase community engagement through the History Happy Hour lecture series and the Ainsley House Music series
- Curated new exhibit at Museum “Celebrating Community: Parades and Festivals”
- Curated off-site exhibit at City Hall and Heritage Theatre on Lars Frederiksen, punk musician and Campbell resident

Program 529 – Heritage Theatre:

- Completed several preservation and enhancement projects (carpet, window coverings, and roof coating)

Program 531 – Sports, Aquatics and Fitness:

- Implemented Oktoberfest and Valentine Fun Runs
- Restructured the summer aquatics schedule which led to increased revenue and swim team enrollment

Program 532 – Preschool, Day Camps and Classes:

- Increased special interest class offerings and revenue
- Hired new Recreation Specialist for Preschool and Day Camps

Finance Department

Program 535 – Accounting Services Program:

- Completed hiring process to fill four vacancies out of the nine total positions in the Finance Department (Finance Director, Finance Manager, Payroll/Accounting Technician and Accountant)
- Coordinated with the City Manager’s Office to present three Budget Study Sessions to the City Council

Program 535 – Accounting Services Program Continued:

- Coordinated with IT to evaluate city-wide printer maintenance service and copier equipment and maintenance to lower costs for the City
- Submitted and received the 26th consecutive “Distinguished Budget Award” from the GFOA for the City’s FY 2018-19 Operating and Capital Budget document
- Collaborated with the City Manager’s Office, Public Work’s Department, and the City’s external Financial Advisor and Bond Counsel to prepare necessary materials to place Measure O tax measure on the November 2018 General Election ballot

Community Development Department

Program 550 – Community Development Administration Program:

- Extended the Code Enforcement service contract

Program 551 – Current Planning Program:

- Held a Planning Commission “Planning 101” session
- Rescinded 14 structures from the Historic Resource Inventory
- Historic Preservation Board updating potential list of historic resources
- Adopted update to the Professional Office (P-O) Ordinance
- Processed 93 Administrative Permits
- Prepared and presented 57 Planning Commission staff reports
- Received Planning Commission recommendation of an RV Ordinance update
- Received Planning Commission recommendation on a Temporary Use Permit Ordinance
- Conducted three (3) study sessions on an Accessory Dwelling Unit Ordinance and two (2) public hearings
- Prepared two Environmental Impact Report documents
- Processed update to Planning Commission attendance Ordinance
- Prepared 32 City Council staff reports

Program 552 – Policy Development Program:

- Coordinated and participated in monthly meetings with the General Plan Advisory Committee (GPAC) *
- Coordinated one City Council study session and one joint Commission/Council study session regarding the General Plan update process status

Program 554 – Building Codes Regulation Program:

- Performed 1,059 plan reviews
- Issued and inspected 1,006 building permits
- Performed 11,463 inspections
- Created over-the-counter plan check process

Program 556 – Economic Development Program:

- Coordinated the design and acquisition of motorist wayfinding signs
- Created and implemented a business attraction program
- Created and implemented a business recognition program
- Created and implemented a business outreach program
- Launched a new available commercial properties search tool and map
- Provided business retention services to 27 existing businesses
- Continued business concierge program which assisted 84 businesses
- Performed business attraction efforts by reaching out to 57 businesses about operating in Campbell

Program 557 – Low-Moderate Income Housing Program:

- Eight homebuyer orientations were held at City Hall
- Eight new BMR homes were sold to new homeowners in the Towne 38 development
- Two BMR resales occurred in the Maravilla development
- 41 existing BMR rental units were recertified
- Nine new BMR rental units were recertified
- 16 existing BMR owner units were recertified
- 33 existing BMR owner units are in process of being recertified
- Three vacated rental units were filled with new tenants

Legal Services Department

Program 560 – Legal Services:

Ordinance Preparations/Revisions:

- Prepared ordinance for Measure O for City Council consideration
- Prepared ordinance for City Council consideration establishing Election Districts
- Prepared ordinance for City Council consideration that clarified exceptions to Dangerous Dog restrictions for Service Animals (June 4)
- Prepared Camping Ordinance for City Council consideration

Program 560 – Legal Services Continued:

Litigation:

- Tried code enforcement case involving hockey league in residential zone to verdict for City: Heath v. Campbell
- Prevailed in multiple challenges to dangerous dog enforcement: *Shoemake v. SVACA*
- Tried weapons confiscation case to verdict in favor of City: Campbell v. *Miljevich*

Other Significant Accomplishments:

- Prepared guidelines for allowing small cell wireless facilities in public right-of-way
- Assisted in preparation of documents for Measure O
- Prepared impartial analysis for Measure O for the November 2018 General Election ballot
- Reviewed informational mailers for Measure O

Public Safety Department

Program 601 – Administration:

- Awarded the California Narcotic Officers' Association (CNOA) "Agency of the Year" out of over 100 law enforcement agencies in Northern California for the Department's body of work in the area of narcotics enforcement
- Completed a comprehensive "Year in Review" to highlight crime statistics and programs within the department
- Fifth straight year of overall crime reduction
- California POST (Peace Officer Standards and Training) completed an audit of all training and backgrounds checks
- Implemented a new scheduling and timesheet system (PlanIt) and provided training for all personnel. The system is web based and all timesheets are now electronic

Program 602 – Communications and Program 603 – Records:

- In the final stage of the SVRIA radio project and have installed the new radio consoles
- Completely overhauled the GIS mapping in both CAD and the Mobile Data Terminals (MDT's) in the patrol vehicles
- Implemented a new e-Filing system with the District Attorney's Office to streamline criminal case submissions
- Recruited and hired four new Dispatchers

Program 604 – Special Enforcement:

- Took over arson investigations for Santa Clara County Fire
- Completed a revised Emergency Operations Plan (EOP), which was approved by City Council
- Participated in Yellow Command, a multi county emergency preparedness drill which included full Emergency Operations Center (EOC) activation
- Investigated several high profile cases including:
 - Two attempted homicides
 - Large robbery ring that spanned multiple counties and jurisdictions
 - Sex trafficking case where Victim was rescued
 - Several arson investigations which led to multiple arrests
 - Arrest in gang related shooting
 - Young child saved from abusive mother
- Installed a new Axon holding cell video system, which integrates with our current Body Worn Camera (BWC) system
- Tobacco grant received for enforcement of establishments selling to minors

Program 605 – Field Services:

- Staffing:
 - Hired 13 new Police Officers to fill vacancies
 - Hired two Public Safety Assistants (PSAs)
 - Hired two Community Services Officers (CSOs)
- SWAT Operation – A barricaded and armed subject at Denny’s was safely taken into custody after an 11+ hour standoff.
- Participated in the Best of the West regional SWAT team competition. The team scored third overall out of 31 teams with a second place event finish in the “Team Assault.”
- Trainings
 - All sworn personnel attended the mandatory emergency vehicle operation course (EVOG) which is required every two years
 - Created new “Tactical Lifesaver” training which was used just days after the training to help save a stabbing victim

Public Works Department

Program 701 – Administration:

- Executed funding agreement with VTA regarding Measure B funds for Local Streets and Roads
- Facilitated Traffic Safety Improvements for Campbell and Leigh avenues
- Completed the Job Specification for Senior Public Works Project Manager and initiated recruitment process (with Human Resources)
- Assisted in the formation of the West Valley Clean Water Program JPA and facilitated the transfer of property tax assessment from the West Valley Sanitation District to the Clean Water JPA.

Program 720 – Transportation Engineering:

- Completed PASS Grant study of Hamilton Avenue and Bascom Avenue Traffic Signal Timing
- Completed the design of the Citywide ITS Enhancements Project
- Completed the construction of the West Campbell-Downtown ITS Project
- Completed the construction of the Dillon Avenue Homes Signal Improvements Project
- Completed the construction of the Pruneyard Signal Improvements Project
- Completed Traffic Calming process for Christopher Avenue

Program 730 – Engineering:

- Completed the Annual Street Maintenance Project – Audrey Avenue and Hack Avenue
- Completed the Annual Street Maintenance Project – Residential Rubber Cape Seal and Slurry Seal
- Completed the John D. Morgan Park Improvements (Rincon Avenue side)
- Executed on-call material testing services contract in compliance with federal requirement
- Executed on-call labor compliance monitoring services contract in compliance with federal requirement
- Secured \$1,000,000 from the County of Santa Clara All-Inclusive Playground Grant Program for John D. Morgan Park (Budd Avenue side)
- Secured \$165,452 from the Department of Resources Recycling and Recovery (CalRecycle) Rubberized Pavement Grant for the Annual Street Maintenance - Winchester Boulevard Resurfacing Project
- Continued work on creating licensing terms, permitting process, and design concepts for wireless facilities installations

Program 740 – Land Development / Environmental:

- Executed the consultant agreement for the Park Fee Study
- Assisted with the update of the adopted Public Works Development Fee Schedule (effective January 2019)
- Assisted with the rollout of the new City GIS internal and external websites, including the update and creation of several new GIS layers
- Facilitated numerous developer funded improvements to City parking facilities
- Continued assistance with the implementation of the new Citywide development permitting system
- Updated the Countywide GSI Database for Campbell Stormwater facilities
- Identified locations for 12 new trash capture screens in City storm drain inlets for installation by Public Works Street Maintenance
- Continued development of the City’s Green Stormwater Infrastructure Plan

Program 745 – Maintenance Administration:

- Organized and supported multiple volunteer projects and community events including MLK Service Day, Great American Litter pick-up, and Community Garage Sale
- Entered the Public Works Float – “Bunnies & Bonnets” Parade
- Assisted Engineering in Standard Detail Review and updates

Program 750 – Vehicle Maintenance:

- Completed the acquisition and outfitting of all approved vehicle and equipment purchases

Program 760 – Street Maintenance:

- Completed the first phase of the City Sign Replacement Program
- Completed the repair and seal coating and restriping of the Community Center, Library and Museum parking lots
- Completed the repaving of the John D Morgan Park pathway
- Completed the annual preventive maintenance projects in the designated maintenance zones – sidewalk and curb and gutter repair

Program 770 – Signals and Lighting Maintenance:

- Assisted Engineering in standard detail review and updates
- Completed the setup and take down of Downtown holiday decorations

Program 775 – Park Maintenance:

- Organized and supported multiple volunteer projects and community events such as Arbor Day and MLK Service Day
- Completed maintenance improvement projects including the landscape renovation project at the Community Center Marquee sign
- Completed the Measure Q Grant funded tree planning project in the Nido Ave. Neighborhood.
- Completed the annual preventive maintenance and tree planting in the designated maintenance zones

Program 770 – Signals and Lighting Maintenance:

- Assisted Engineering in standard detail review and updates
- Completed the setup and take down of Downtown holiday decorations

Program 780 – Building Maintenance:

- Completed Community Center – E-Wing renovations
- Entered an agreement with an ESCO to perform an Investment Grade Audit and develop a scope for energy efficient projects
- Entered an agreement with a project manager to develop the delivery of a traffic signal maintenance building at the Service Center
- Installed programmable locks at all park bathrooms

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

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

FINANCIAL POLICIES

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

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

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

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

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

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

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

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

FINANCIAL POLICIES

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

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

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

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

Accounting Policies: The City's financial records will be audited annually by a reputable independent certified public accounting firm. An annual financial report shall be prepared each year within six (6) months of the close of the previous fiscal year and reviewed with the City Council Finance Committee and the City Council consistent with the requirements of Statement on Auditing Standards 114 and 115.

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 115. 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.

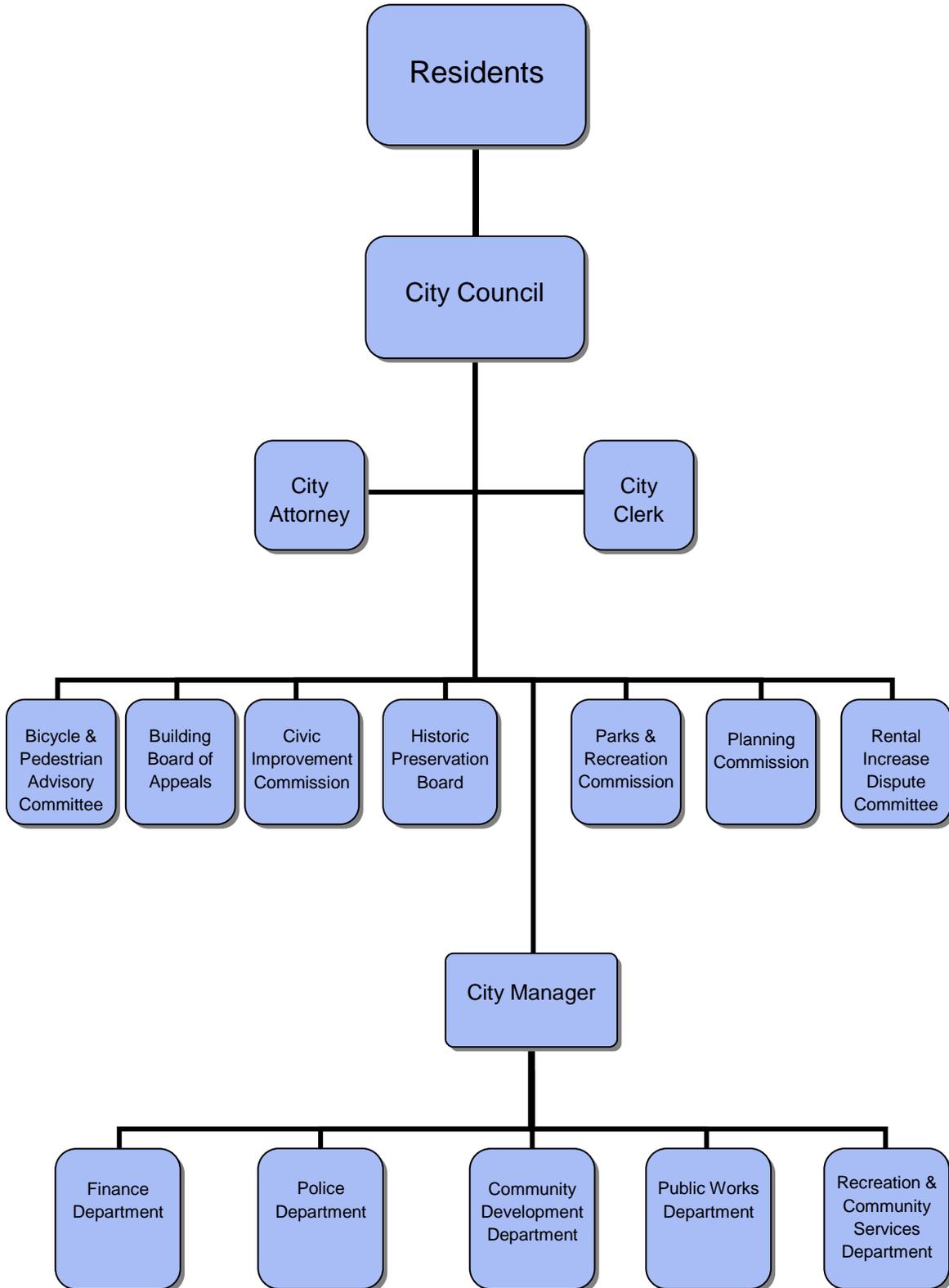
The City will restrict long-term borrowing to the funding of capital improvement projects and equipment. The term of debt shall not exceed the expected useful life of the capital improvement project or equipment. General obligation debt will not exceed 3.75% of the City's assessed value in accordance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

2019 - 2020



CITY OFFICIALS

City Council

Mayor – Rich Waterman

Vice Mayor – Susan M. Landry

Councilmember – Paul Resnikoff

Councilmember – Liz Gibbons

Councilmember – Anne Bybee

Note: Mayor serves an annual term from December to December. Names and positions are as of July 1, 2019.

City Administrative Staff

City Manager – Brian Loventhal

Deputy City Manager – Al Bito

City Clerk – Wendy Wood

City Attorney – William Seligmann

Community Development Director – Paul Kermoyan

Finance Director – Will Fuentes

Human Resources Manager – Jill Lopez

Police Chief – David Carmichael

Public Works Director – Todd Capurso

Recreation & Community Services Director – Regina Maurantonio

Community Vision

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

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

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

Community Goals

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

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

To have attractive residential neighborhoods and business districts.

To retain a friendly, small-town atmosphere.

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

Mission Statement

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

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

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

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

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

CAMPBELL STATEMENT OF VALUES

Preamble:

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

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

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

Community

As I serve Campbell:

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

Honesty

As I serve Campbell:

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

Civility

As I serve Campbell:

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

Equality

As I serve Campbell:

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

Teamwork

As I serve Campbell:

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

Accountability

As I serve Campbell:

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

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

Adopted by the Campbell City Council on March 21, 2006

Updated February 17, 2009, Resolution #10998

Council reviewed / reaffirmed in February 2011, 2013, 2015, 2017 & 2019

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 WATERMAN:

Advisory Commissioner Appointment Interview Subcommittee
City Atty. Performance/Comp. Subcommittee
City Clerk Performance/Comp. Subcommittee
City Mgr. Performance/Comp. Subcommittee
County Library District JPA Board of Directors
Economic Development Subcommittee
Finance Subcommittee
Silicon Valley Animal Control Authority Board (SVACA)
West Valley Mayors and Managers

VICE MAYOR LANDRY:

City Mgr. Performance/Comp. Subcommittee
City Atty. Performance/Comp. Subcommittee
City Clerk Performance/Comp. Subcommittee
Education Subcommittee
Legislative Subcommittee
Recycling and Waste Reduction Commission of SCC**
Santa Clara Valley Water District: County Water Commission
State Route (SR) 85 Corridor Policy Advisory Board

Cities Association of Santa Clara County Representative,
 Cities Assn. Selection Committee & Legislative Action Committee (Alt.)
Friends of the Heritage Theater Liaison (Alt.)
Silicon Valley Clean Energy JPA (Alt.)
Valley Transportation Authority Policy Advisory Committee (Alt.)
West Valley Clean Water JPA (Alt.)
West Valley Mayors and Managers (Alt.)
West Valley Sanitation District Board (Alt.)
West Valley Solid Waste Authority JPA (Alt.)

COUNCILMEMBER BYBEE

Downtown Subcommittee
Finance Subcommittee
Friends of the Heritage Theater Liaison
Legislative Subcommittee
Valley Transportation Authority Policy Advisory Committee

Association of Bay Area Governments/MTC (Alt.)
Campbell Historical Museum & Ainsley House Foundation Liaison (Alt.)
Santa Clara Valley Water District: County Water Commission (Alt.)
State Route (SR) 85 Corridor Policy Advisory (Alt.)

COUNCILMEMBER GIBBONS:

Association of Bay Area Governments/MTC
Association of Bay Area Governments Executive Committee**
Campbell Historical Museum & Ainsley House Foundation Liaison
Comprehensive County Expressway Planning Study Policy Advisory Board**
Economic Development Subcommittee
Education Subcommittee
Silicon Valley Clean Energy JPA (SVCEC)
SVCEC Executive Committee**
SVCEC Finance and Audit Subcommittee**
SCC CDBG Program Committee**
SCC Emergency Operations Commission**

County Library District JPA Board of Directors (Alt.)

COUNCILMEMBER RESNIKOFF

Advisory Commissioner Appointment Interview Subcommittee
Cities Association of Santa Clara County Representative,
 Cities Assn. Selection Committee & Legislative Action Committee
West Valley Clean Water JPA
West Valley Sanitation District
West Valley Solid Waste Authority JPA

Downtown Subcommittee (Alt.)
Recycling and Waste Reduction Commission of SCC** (Alt.)
Silicon Valley Animal Control Authority Board (SVACA)(Alt.)

****appointed by other agencies**

COMMISSION, COMMITTEES, AND ADVISORY BOARDS

Planning Commission

Andrew Rivlin, Chairperson
Michael Krey, Vice Chairperson
Adam Buchbinder
Stuart Ching
Terrence Hines
Maggie Ostrowski
Michael Rich

Parks and Recreation Commission

Allen Ishibashi, Chairperson
Traci Mitchell, Vice Chairperson
Liraz Abraham
Frank Beitz
Sherrie Doherty
Robert Fidrych J
Sharon Teeter

Civic Improvement Commission

Maryanne Yoshikawa, Chairperson
Carol Hoffman, Vice Chairperson
Richard Capatosto
Amy Carpenter
William Kaufman
Viral Khajuria
Anne Souza

Building Board of Appeal

Bruno Marcelic
Jim Morelan
Jay Perrine
Kevin Salazar
Todd Zeman

Historical Preservation Board

Michael Foulkes, Chairperson
Yvonne Kendall, Vice Chairperson
Susan Blake
Laura Taylor Moore
Todd Walter D.

Rental Fact Finding Committee

Lucy Zheng
William Pierce
Jennifer Dooley

Bicycle/Pedestrian Committee

Carmen Lynaugh, Chairperson
Davis Sausjord, Vice Chairperson
Paul Tuttle
Laura Smith
Barton Smith

Note: Names and Positions as of July 22, 2019



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.

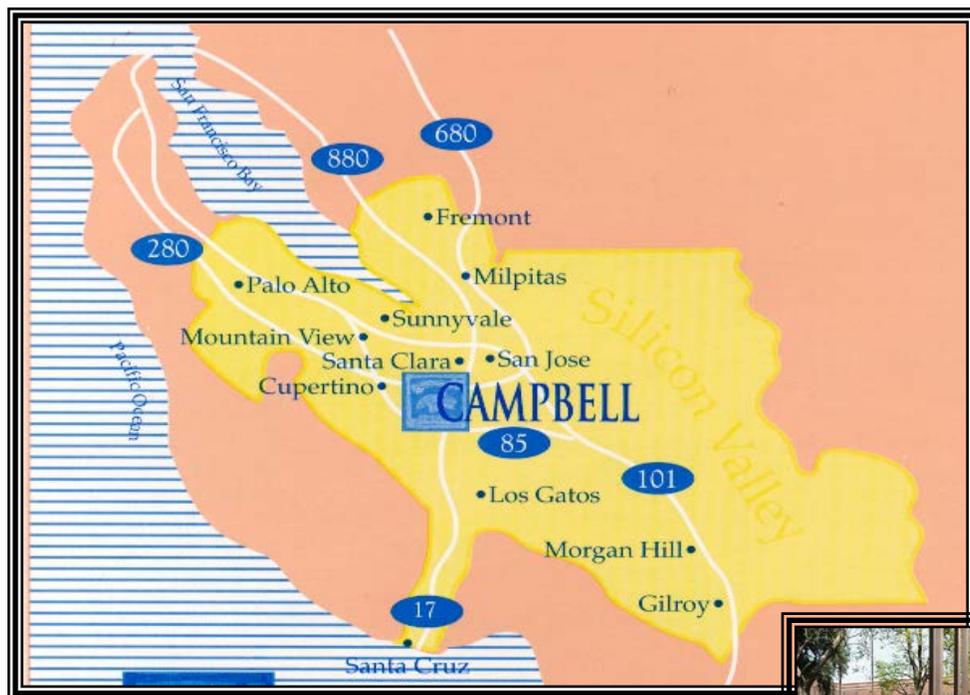
You'd be happy to know that we've had women on our City Council since 1985. It took thirty-three years to accomplish that feat. I'm sure that surprises you because there were three women on the first "town-council" which was established in 1892 at an Old Settler's Day celebration. However, the town wasn't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



Major Employers

(100 or More Employees - Listed Alphabetically)

Adorno Construction, Inc. ~ Construction (110)
Barracuda Networks, Inc. ~ Manufacturing (315)
Bioreference Laboratories, Inc. ~ Medical Lab (170)
Chargepoint, Inc. ~ Service (509)
Children's Recovery Center ~ Hospital (140)
City of Campbell ~ Government (175)
Clarity Consultants Canada LLC ~ Service (104)
Dewinter Group ~ Construction (400)
Dialog Semiconductor Inc ~ Technology (123)
Family Matters In-Home Care ~ Services (150)
Friend Finder Networks, Inc. ~ Service (162)
Fry's Electronics, Inc. ~ Retail (184)
Groupware Technology ~ Services (131)
Home Depot ~ Retail (230)
Hotchalk Inc. ~ Service (190)
Internal Drive ~ Service (114)
Kaiser Permanente Medical Group ~ Medical (158)
Kohl's ~ Retail (112)
Moss Adams ~ Service (198)
Net Polarity, Inc. ~ Service (149)
Pacific Netsoft, Inc. ~ Service (219)
Saama Technologies ~ Manufacturing (181)
Safeway ~ Retail / Grocery / Service Station (228 -Two Locations)
Sage ~ Veterinarian Facility (143)
TACPRO ~ Research & Development (173)
The Right Stuff Health Club ~ Fitness (120)
Whole Foods ~ Retail / Grocery (225)

Principal Property Taxpayers

(Listed Alphabetically)

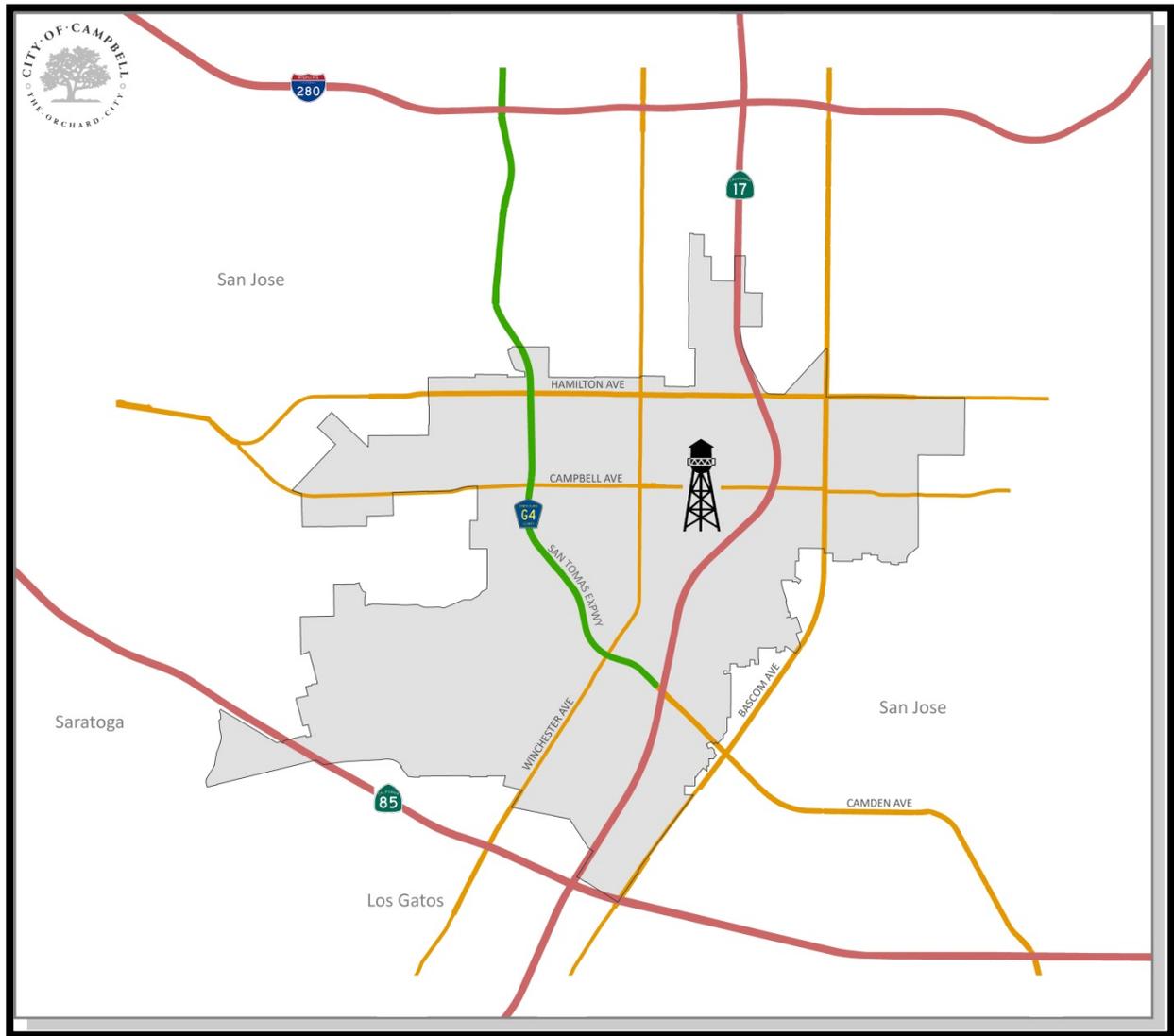
AG-SW Hamilton Plaza Owner, LP
Bay Apartment Communities Inc.
Buzolick Marc W Trustee & Et Al.
Campbell Technology Park LLC
CFEP Pruneyard LLC
Hamilton Plaza Investors LLC
CRP Vasona LLC
Parc Residences LLC
Raintree Campbell LLC

Top 25 Sales Tax Producers

(Listed Alphabetically)

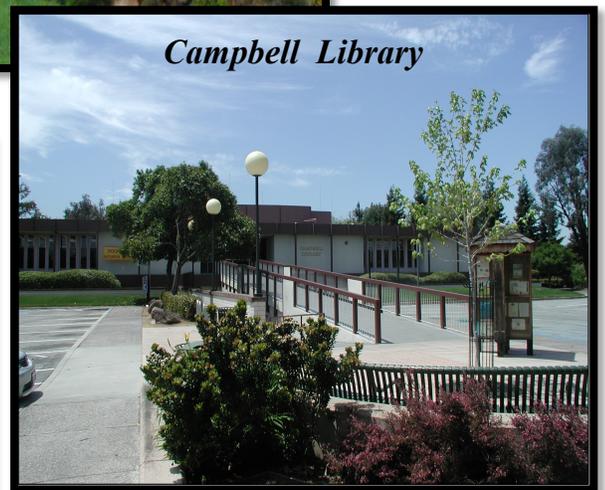
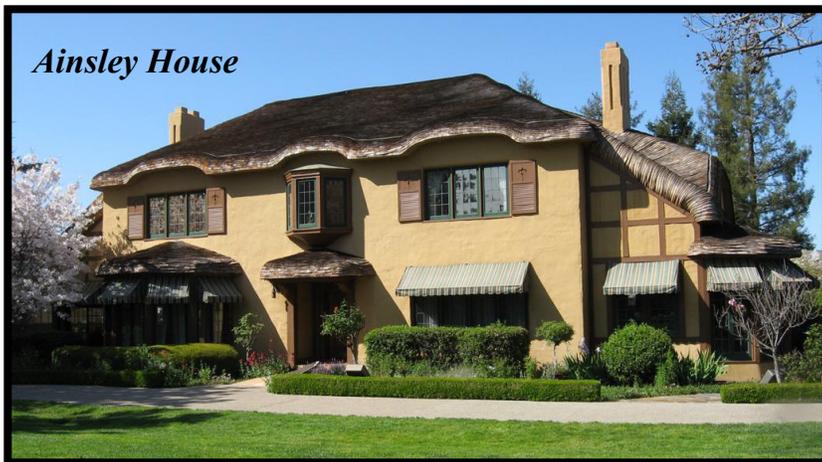
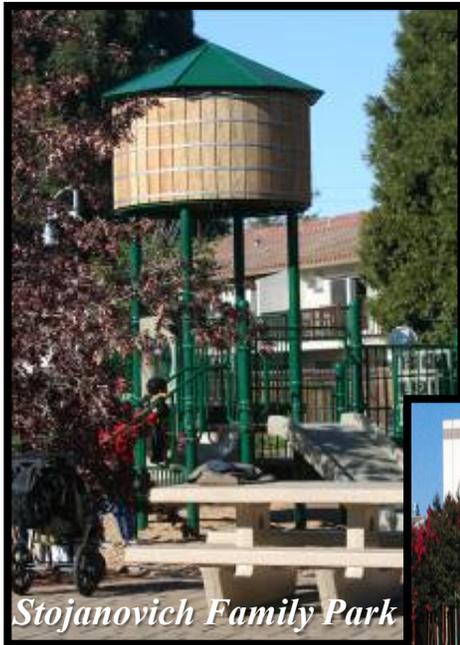
Andro's Rostilj ~ Restaurants
Arco AM/PM Mini Mart ~ Service Station
Bed Bath & Beyond ~ Retail Store
Chargepoint ~ Technology
Chevron Station ~ Service Stations
C V S / Pharmacy ~ Retail Drug Store
Dasher Technologies ~ Retail Office Equipment
Economy Lumber ~ Retail Building Materials
Fry's Electronics ~ Retail Appliance Store
Gardenland ~ Garden Equipment
Groupware Technology Company ~ Services
Home Depot ~ Retail Building Materials
Joe Escobar Diamonds ~ Retail Jewelry Store
Kohl's Department Store ~ Retail Department Store
Marshall's Department Store ~ Department Store
Ross Dress for Less ~ Department Store
Rotten Robbie ~ Service Station
Safeway Service Stations ~ Service Station
Safeway Stores ~ Retail Grocery Store
Shell Service Stations ~ Service Stations
Sierra Pacific Turf Supply ~ Retail Nursery
Sports Basement ~ Recreation Products
Swimoutlet.com ~ Online Store
Valero Service Stations ~ Service Station
Whole Foods Market ~ Grocery Store

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 – 43,250
(As of 1/1/19- CA Department of Finance)
- 22,947 Registered Voters
- 17,063 (74.36%) Votes Cast in Last General Election
- Public Safety – 73 Police FTE's (46 Sworn)
- Public Safety – Two Fire Stations
- Public Safety – Fire Services Contracted with the County of Santa Clara
- Total Permanent Budgeted Positions – 175 FTE's

Campbell Community Profile - Demographic Statistics (Infrastructure)



<u>Category</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Miles of Streets (Major / Secondary)	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0
Miles of Sewers (Storm / Sanitary) ⁽¹⁾	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0
Miles of Sidewalks	78.5	78.5	78.5	78.5	78.5
Street Lights	2,500	2,500	2,500	2,500	2,500
Parks - Number of Acres	108.25	108.25	108.25	108.25	108.25

⁽¹⁾ West Valley Sanitation District

Campbell Community Profile - Demographic Statistics (Housing)



Apartments

Single Family Homes

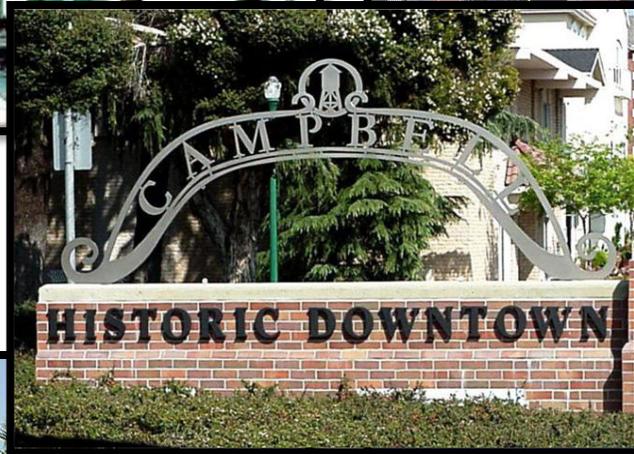


Condominiums

<u>Category</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Average Household Size ⁽¹⁾	2.50	2.50	2.52	2.54	2.46
Number of Households ⁽¹⁾	18,095	18,050	17,793	18,820	18,271
Median Age ⁽¹⁾	40.0	39.0	38.9	37.8	37.3
Average Single Family Home ⁽²⁾	\$1,527,233	\$1,608,605	\$1,308,980	\$1,172,023	\$1,198,036
% of Households with Income of \$75,000 or Greater ⁽¹⁾	64.80%	56.29%	46.30%	57.00%	65.40%

⁽¹⁾ U S Census Bureau - American Fact Finder/Campbell
⁽²⁾ SCC Association of Realtors 04/2019

Campbell Community Profile - Demographic Statistics (Employment & Education)



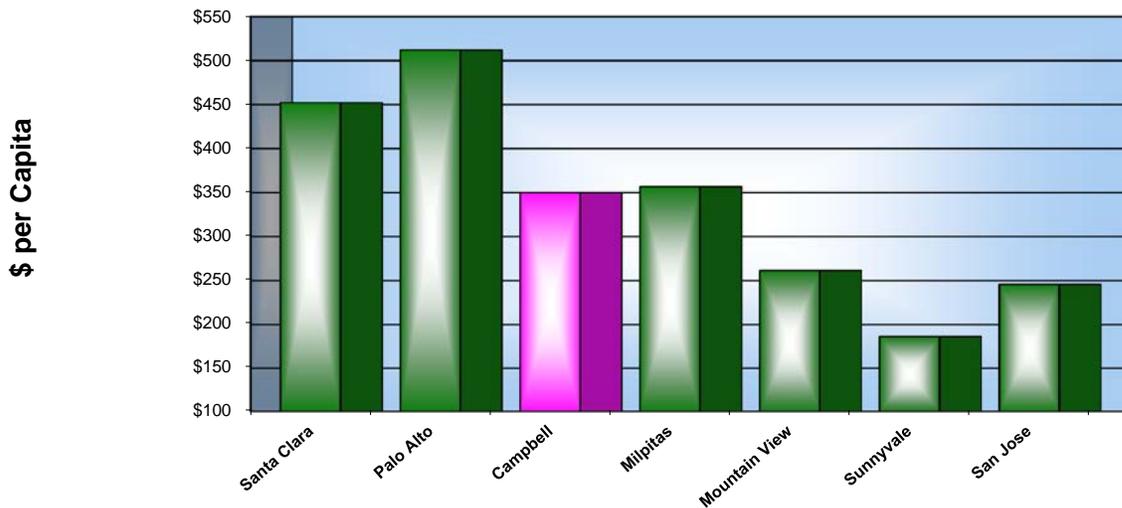
<u>Category</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Per Capita Income	\$53,767	\$50,540	\$47,982	\$44,769	\$44,023
Employment Status ⁽¹⁾	37,870	33,387	33,390	37,468	37,169
Average Family Income ⁽¹⁾	\$155,502	\$150,826	\$137,318	\$125,888	\$121,599
% of Adults over 25 with Bachelor's Degree or Higher ⁽¹⁾	50.9%	52.4%	50.8%	47.2%	45.8%

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

**Sales Tax Revenue
Comparison With Other Jurisdictions
FY 15-16 through FY 19-20**

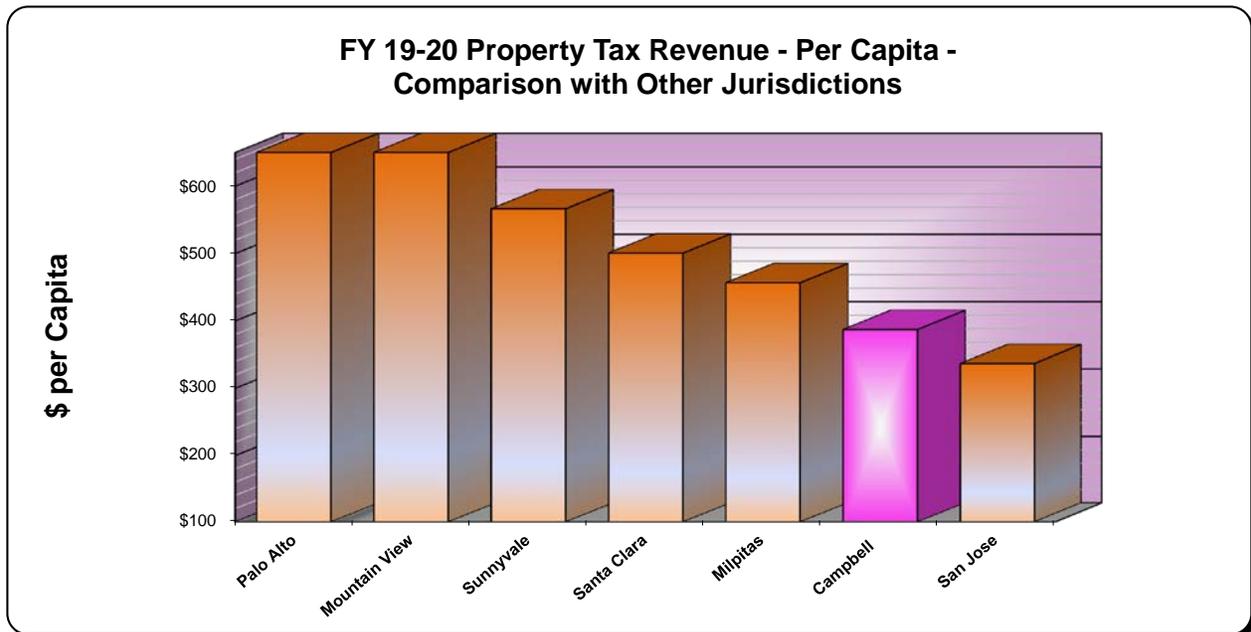
City	Actual 2015-16	Actual 2016-17	Actual 2017-18	Budgeted 2018-19	Budgeted 2019-20
Campbell	\$14,818,496	\$14,297,751	\$14,859,014	\$14,656,000	\$15,299,100
% of General Fund	30%	29%	29%	28%	27%
Per Capita	347.98	337.43	347.44	338.87	349.89
Milpitas	\$24,718,975	\$26,213,910	\$27,854,332	\$28,520,056	\$27,200,042
% of General Fund	32%	27%	28%	29%	24%
Per Capita	333.41	347.11	374.75	380.37	356.81
Mountain View	\$21,401,425	\$21,828,516	\$20,713,381	\$20,026,480	\$21,432,550
% of General Fund	18%	17%	15%	15%	14%
Per Capita	274.68	278.44	257.36	247.85	261.40
Palo Alto	\$30,018,000	\$29,922,926	\$31,091,000	\$31,246,000	\$34,346,000
% of General Fund	15%	17%	16%	16%	16%
Per Capita	454.62	446.82	467.69	468.81	512.00
San Jose	\$201,797,183	\$207,695,033	\$226,336,942	\$263,500,000	\$258,300,000
% of General Fund	19%	19%	17%	19%	22%
Per Capita	195.91	200.41	216.37	250.64	245.69
Santa Clara	\$50,254,965	\$62,528,632	\$55,881,563	\$56,530,000	\$58,200,400
% of General Fund	26%	29%	23%	23%	23%
Per Capita	415.42	505.27	446.46	438.94	452.16
Sunnyvale	\$32,909,169	\$29,408,259	\$31,314,096	\$31,621,020	\$29,002,150
% of General Fund	18%	17%	15%	15%	14%
Per Capita	222.32	198.21	209.00	206.15	186.43

**FY 19-20 Sales Tax Revenue - Per Capita -
Comparison with Other Jurisdictions**



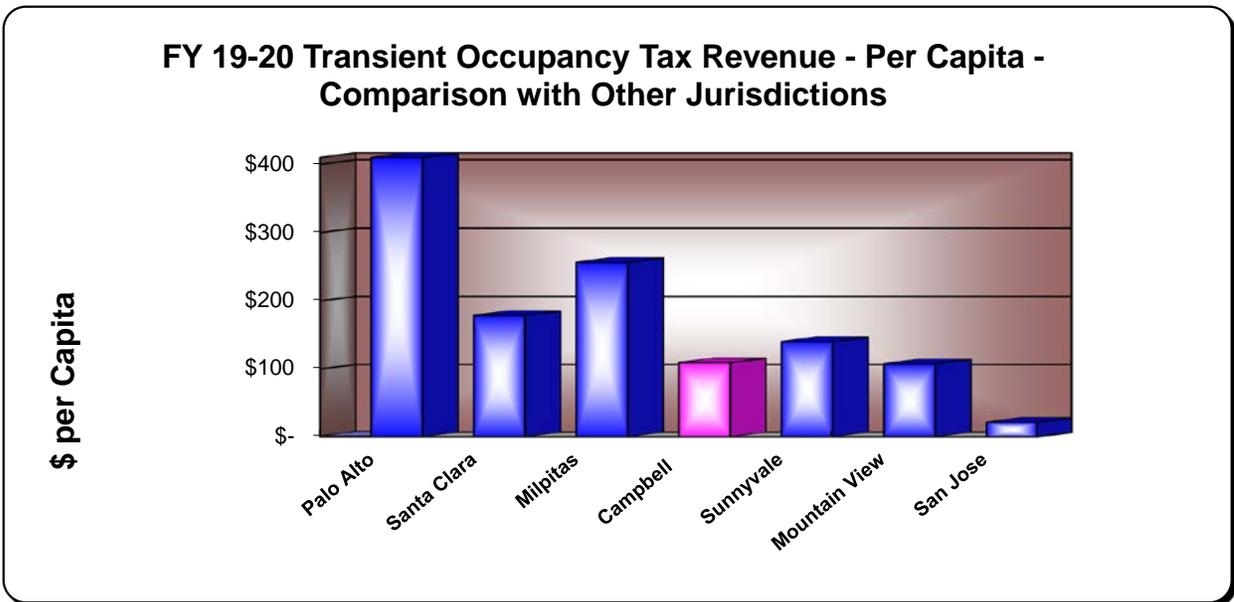
**Property Tax Revenue
Comparison With Other Jurisdictions
FY 15-16 through FY 19-20**

City	Actual 2015-16	Actual 2016-17	Actual 2017-18	Budgeted 2018-19	Budgeted 2019-20
Campbell	\$12,075,059	\$13,032,100	\$14,004,162	\$15,278,000	\$16,932,000
% of General Fund	24%	26%	27%	29%	30%
Per Capita	283.56	307.56	327.45	353.25	387.24
Milpitas	\$27,068,110	\$30,261,513	\$31,893,019	\$31,405,000	\$34,806,700
% of General Fund	35%	31%	32%	32%	31%
Per Capita	365.09	400.70	429.09	418.85	456.60
Mountain View	\$39,460,578	\$43,773,612	\$49,418,921	\$52,908,540	\$57,091,200
% of General Fund	34%	35%	36%	38%	38%
Per Capita	506.46	558.37	614.02	654.81	696.30
Palo Alto	\$36,607,000	\$39,381,477	\$42,839,000	\$45,332,000	\$48,634,000
% of General Fund	19%	22%	22%	23%	23%
Per Capita	554.41	588.06	644.41	680.16	724.99
San Jose	\$263,299,078	\$276,388,433	\$306,222,332	\$327,950,000	\$354,000,000
% of General Fund	25%	25%	24%	24%	30%
Per Capita	255.62	266.70	292.73	311.94	336.72
Santa Clara	\$45,621,226	\$50,920,368	\$55,008,928	\$60,300,000	\$64,438,315
% of General Fund	23%	24%	23%	24%	25%
Per Capita	377.12	411.47	439.48	468.21	500.62
Sunnyvale	\$62,390,637	\$66,608,795	\$74,349,897	\$83,822,456	\$88,427,248
% of General Fund	35%	39%	36%	41%	42%
Per Capita	421.48	448.93	496.23	546.47	566.42



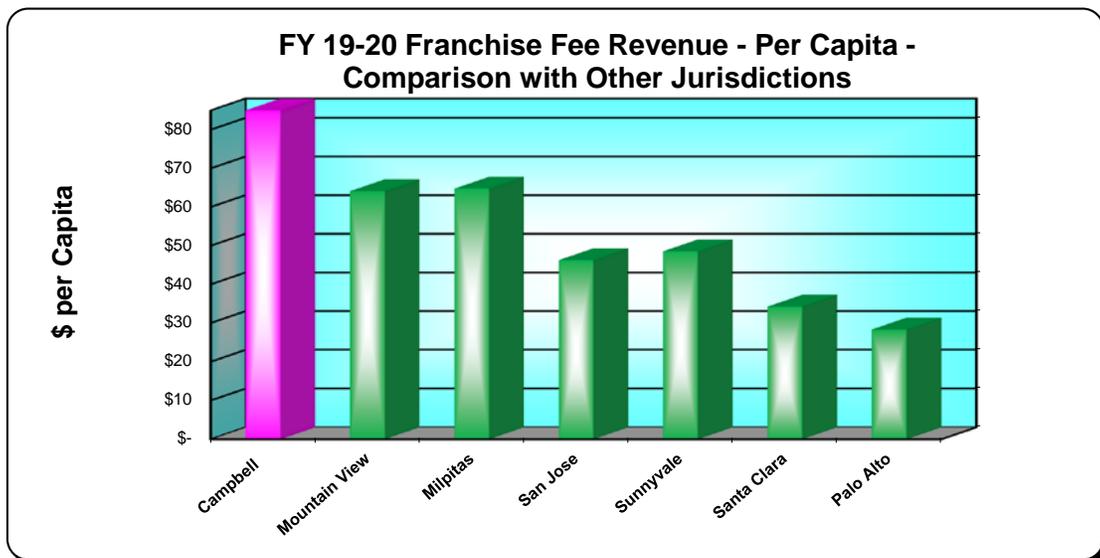
**Transient Occupancy Tax Revenue
Comparison With Other Jurisdictions
FY 15-16 through FY 19-20**

City	Actual 2015-16	Actual 2016-17	Actual 2017-18	Budgeted 2018-19	Budgeted 2019-20
Campbell	\$4,439,668	\$4,420,208	\$4,554,949	\$4,600,000	\$4,785,400
% of General Fund	9%	9%	9%	9%	9%
Per Capita	104.26	104.32	106.51	106.36	109.44
Milpitas	\$9,401,800	\$9,536,211	\$12,121,515	\$12,693,000	\$19,557,639
% of General Fund	12%	10%	12%	13%	17%
Per Capita	126.81	126.27	163.08	169.29	256.56
Mountain View	\$6,590,636	\$7,042,794	\$7,057,226	\$7,358,800	\$8,832,600
% of General Fund	6%	6%	5%	5%	6%
Per Capita	84.59	89.84	87.68	91.07	107.73
Palo Alto	\$22,366,000	\$23,477,173	\$24,937,000	\$25,049,000	\$29,309,000
% of General Fund	12%	13%	13%	13%	14%
Per Capita	338.73	350.57	375.12	375.83	436.91
San Jose	\$16,564,848	\$18,274,899	\$19,530,772	\$20,700,000	\$22,500,000
% of General Fund	2%	2%	2%	1%	2%
Per Capita	16.08	17.63	18.67	19.69	21.40
Santa Clara	\$20,034,096	\$20,069,227	\$21,419,237	\$21,000,000	\$23,002,500
% of General Fund	10%	9%	9%	8%	9%
Per Capita	165.61	162.17	171.13	163.06	178.71
Sunnyvale	\$16,295,589	\$16,589,743	\$17,741,915	\$20,660,255	\$21,861,049
% of General Fund	9%	10%	9%	10%	10%
Per Capita	110.08	111.81	118.41	134.69	140.52



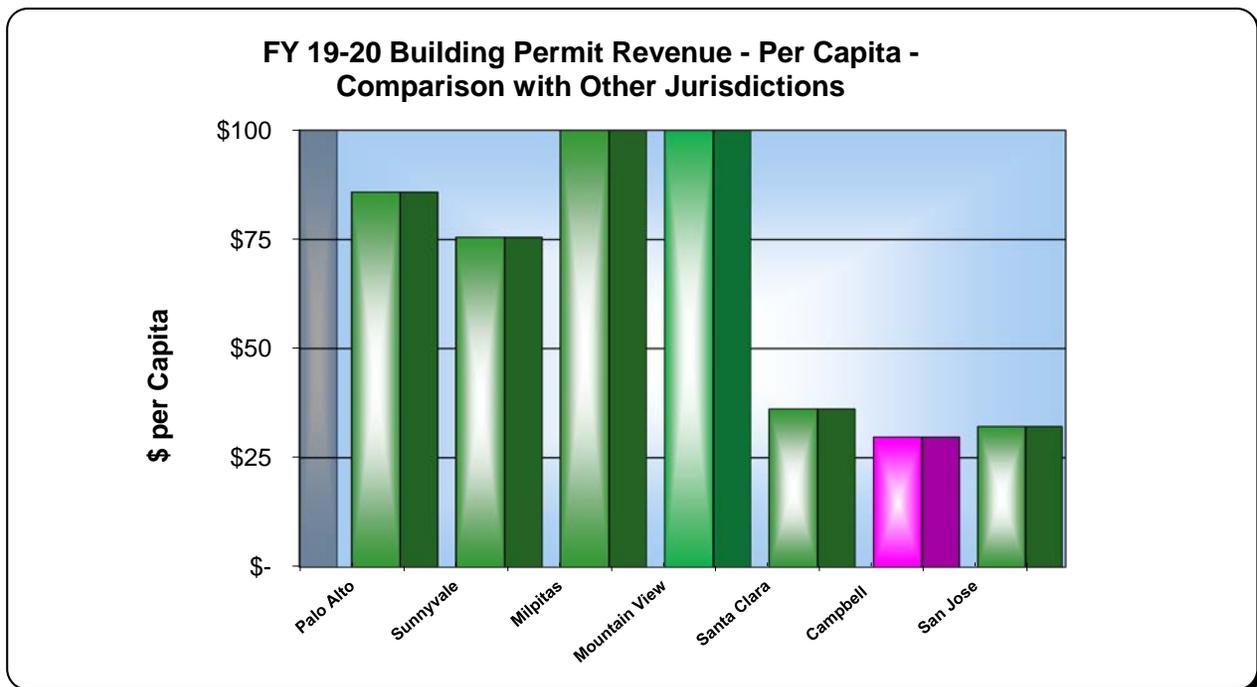
**Franchise Fee Revenue
Comparison With Other Jurisdictions
FY 15-16 through FY 19-20**

City	Actual 2015-16	Actual 2016-17	Actual 2017-18	Budgeted 2018-19	Budgeted 2019-20
Campbell	\$3,319,602	\$3,478,915	\$3,586,297	\$3,339,000	\$3,736,800
% of General Fund	7%	7%	7%	6%	7%
Per Capita	77.95	82.10	83.86	77.20	85.46
Milpitas	\$3,841,010	\$3,871,202	\$4,677,808	\$4,730,851	\$4,937,000
% of General Fund	5%	4%	5%	5%	4%
Per Capita	51.81	51.26	62.94	63.09	64.76
Mountain View	\$4,704,290	\$4,741,035	\$5,092,778	\$4,990,480	\$5,256,450
% of General Fund	4%	4%	4%	4%	4%
Per Capita	60.38	60.48	63.28	61.76	64.11
Palo Alto	\$1,895,062	\$1,900,079	\$1,829,000	\$1,900,000	\$1,900,000
% of General Fund	1%	1%	1%	1%	1%
Per Capita	28.70	28.37	27.51	28.51	28.32
San Jose	\$48,948,942	\$49,641,551	\$51,179,782	\$47,474,798	\$48,641,000
% of General Fund	5%	4%	4%	3%	4%
Per Capita	47.52	47.90	48.93	45.16	46.27
Santa Clara	\$3,822,934	\$4,017,605	\$4,204,380	\$4,287,638	\$4,408,151
% of General Fund	2%	2%	2%	2%	2%
Per Capita	31.60	32.46	33.59	33.29	34.25
Sunnyvale	\$7,056,709	\$7,117,732	\$7,160,176	\$7,403,694	\$7,553,943
% of General Fund	4%	4%	3%	4%	4%
Per Capita	47.67	47.97	47.79	48.27	48.56



**Building Permit Revenue
Comparison With Other Jurisdictions
FY 15-16 through FY 19-20**

City	Actual 2015-16	Actual 2016-17	Actual 2017-18	Budgeted 2018-19	Budgeted 2019-20
Campbell	\$2,488,271	\$1,965,323	\$1,727,591	\$1,465,000	\$1,300,000
% of General Fund	5%	4%	3%	3%	2%
Per Capita	58.43	46.38	40.40	33.87	29.73
Milpitas	\$5,819,943	\$7,545,221	\$9,923,608	\$7,199,714	\$11,552,176
% of General Fund	8%	8%	10%	7%	10%
Per Capita	78.50	99.91	133.51	96.02	151.54
Mountain View	\$6,409,790	\$7,080,287	\$11,304,730	\$7,755,000	\$9,773,000
% of General Fund	5%	5%	8%	5%	6%
Per Capita	82.27	90.31	140.46	95.98	119.19
Palo Alto	\$4,814,233	\$4,404,910	\$5,239,000	\$5,758,000	\$5,758,000
% of General Fund	2%	2%	3%	3%	3%
Per Capita	72.91	65.78	78.81	86.39	85.84
San Jose	\$30,506,052	\$32,113,377	\$33,546,256	\$35,000,000	\$33,800,000
% of General Fund	3%	3%	3%	3%	3%
Per Capita	29.62	30.99	32.07	33.29	32.15
Santa Clara	\$6,036,116	\$5,876,550	\$4,209,512	\$4,500,000	\$4,657,500
% of General Fund	3%	3%	2%	2%	2%
Per Capita	49.90	47.49	33.63	34.94	36.18
Sunnyvale	\$17,240,132	\$13,306,587	\$14,695,746	\$15,586,532	\$11,746,254
% of General Fund	9%	7%	7%	8%	6%
Per Capita	116.47	89.68	98.08	101.61	75.51



* For the Cities of Mountain View and Sunnyvale, Building permits are not part of the General Fund revenues, but for comparison purposes, we included this revenue as part of the General Fund.



List of Funds

101	General Fund *
202	Special Revenue Fund (Vehicle Impact)
204	Gas Tax
205	Asset Forfeiture Fund
207	Lighting & Landscape District
208	Housing & Community Development
209	Environmental Services
210	Supplemental Law Enforcement
212	State & Other Grants (State & Local)
216	TDA Grant
218	Federal Grants
233	Housing Assistance
236	Community Facilities District #1
237	Community Facilities District #2
295	Parkland Dedication
370	Debt Service - 2016 Refunding Lease Revenue Bond
435	Capital Projects Fund *
448	Measure O CIP Fund
641	Motor Vehicle Pool
647	Information Technology Pool
690	Workers' Compensation
794	Parks and Museum
797	Adult Center

* Indicates Individual Major Fund

FUND DESCRIPTIONS

The basic accounting and reporting entity for the City is a fund. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operations (public safety, general government activities, etc.). Proprietary funds are used to account for activities often found in the private sector (utilities, stadiums and golf courses are prime examples). Trust and Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

GOVERNMENTAL FUNDS - include activities usually associated with the governmental entities' operation (police, fire, and general governmental functions).

General Fund - The General Fund is used as the accounting entity for resources traditionally associated with governments such as administration, engineering and public safety, which are not required to be accounted for in another fund.

Special Revenue Funds - are those which have been created in accordance with the requirements of State and Federal statutes or which requires that the funds be used only for designated functions.

Gas Tax Fund - budgets and accounts for revenues and expenditures pertaining to the maintenance and repair of City streets.

Environmental Services Fund - budgets and accounts for environmental services such as administration of solid waste programs, recycling, storm water and storm drain management, etc.

Lighting and Landscaping District Fund - budgets and accounts for revenues and expenditures providing for City-wide street lighting and landscaping.

Measure O Fund - budgets and accounts for revenues and expenditures related to the approval of Measure O by City of Campbell voters on November 6, 2018. Measure O allows the City to issue up to \$50 million in general obligation bonds to construct and/or renovate City facilities to house Police and Library services.

FUND DESCRIPTIONS

Other Grant Funds - budgets and accounts for funds which are provided for specific purposes.

Asset Seizure Fund - budgets and accounts for revenues received through asset seizure from any drug related convictions.

Other Special Revenues Fund (Miscellaneous) - budgets and accounts for donations restricted to specific uses within the City.

DEBT SERVICE FUNDS - established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

2016 Refunding Lease Revenue Bond - budgets and accounts for City debt service for refunding Lease Revenue bonds.

CAPITAL PROJECTS FUNDS:

City Capital Projects Fund - budgets and accounts for the expenditures and financing of the City's capital improvement projects.

INTERNAL SERVICE FUNDS - budgets and accounts for the financing of goods and services provided by one department to other departments on a cost reimbursement basis.

Motor Vehicle Pool Fund - budgets and accounts for the cost of operating, maintaining and replacing automotive and related equipment used by other City departments. Rental rates charged to the user departments include operating and asset replacement costs.

Information Technologies Fund - budgets and accounts for the costs of operating, maintaining and replacing computer hardware, software and photocopy/fax equipment. Rental rate charges to the user departments include operating and asset replacement costs.

Workers' Compensation Self-Insurance Fund - budgets and accounts for revenues derived from charges made to operating departments at rates based on the State Compensation Fund, annually adjusted to ensure an adequate reserve for future claims. This fund is charged for administrative costs of settling claims as well as material and other costs of job related illness or injury.

REVENUE DEFINITIONS

The City of Campbell provides many services to its residents such as Police, Fire, Parks, Recreation, etc. These services are not without a cost to the taxpayer. It is the task of City Officials to produce the necessary revenue to satisfy the ever-growing demand for local services.

The City of Campbell receives revenue from many sources to offset the costs of its operations. Revenue is received from sales taxes, property taxes, and many other sources. For each fiscal year, the City's revenues are estimated conservatively and, therefore, actual revenues received often exceed the estimated projections. This section will describe the major revenue sources available to the City. The budget summaries will provide a more detailed breakdown of all revenues. The major revenue sources are as follows:

BUILDING PERMITS - The City requires that building permits be obtained to ensure that structures meet specific standards as identified in the Municipal Code. The City requires various construction permits for activities such as the installation of electrical and plumbing, etc. The City charges a fee for issuing these permits in order to recover the costs incurred.

FRANCHISE FEES - The Franchise Fee is imposed on various utilities and organizations which permits them to use and operate those facilities within the City.

INVESTMENT INCOME - Interest income is earned as the City invests its idle funds in various investment instruments. The goal of the City regarding investments is to ensure the safety of each investment and maintain liquidity while achieving a fair rate of return - in that particular order.

MOTOR VEHICLE LICENSE FEES - The Motor Vehicle License Fee is collected by the State of California as a component of vehicle registration and is apportioned to cities based on population.

OTHER - The City of Campbell also collects revenues from services such as Plan Checks and Recreational programs. A number of Federal, State and County grants are received to help fund specific City services. Other revenue sources include Internal Services Funds, Interfund Transfers, and miscellaneous revenues.

PROPERTY TAX - Property tax is imposed on real property (land and permanently attached improvements, such as buildings) and tangible personal property located within the City. The assessed value of real property appraised by the County Assessor is the 1975-76 assessment role value adjusted after 1975 by a two percent inflation factor per year. When property changes hands or new construction occurs, it is reassessed at its current market value.

REVENUE DEFINITIONS

SALES AND USE TAX - Sales and use tax is imposed on retailers for the privilege of selling, at retail, within the City limits. This tax is based on the sales price of any taxable transaction of tangible personal property. The Bradley-Burns Uniform Local Sales and Use Tax Law, adopted in 1955, extends the authority to impose local sales tax to counties. One percentage point of the sales tax collected by the State Board of Equalization is allocated back to the City for general purposes. This revenue is placed in the General Fund for unrestricted uses.

STATE GAS TAX - The State Gas Tax is derived from State of California taxes on gasoline purchases and is allocated, on a share basis, to cities. The Gas Tax revenues are broken down into Sections 2106, 2107, and 2107.5. Sections 2106 and 2107 funds are restricted to the construction, improvements, and maintenance of public streets. Section 2107.5 funds are restricted to engineering costs and administrative expenses with respect to City streets.

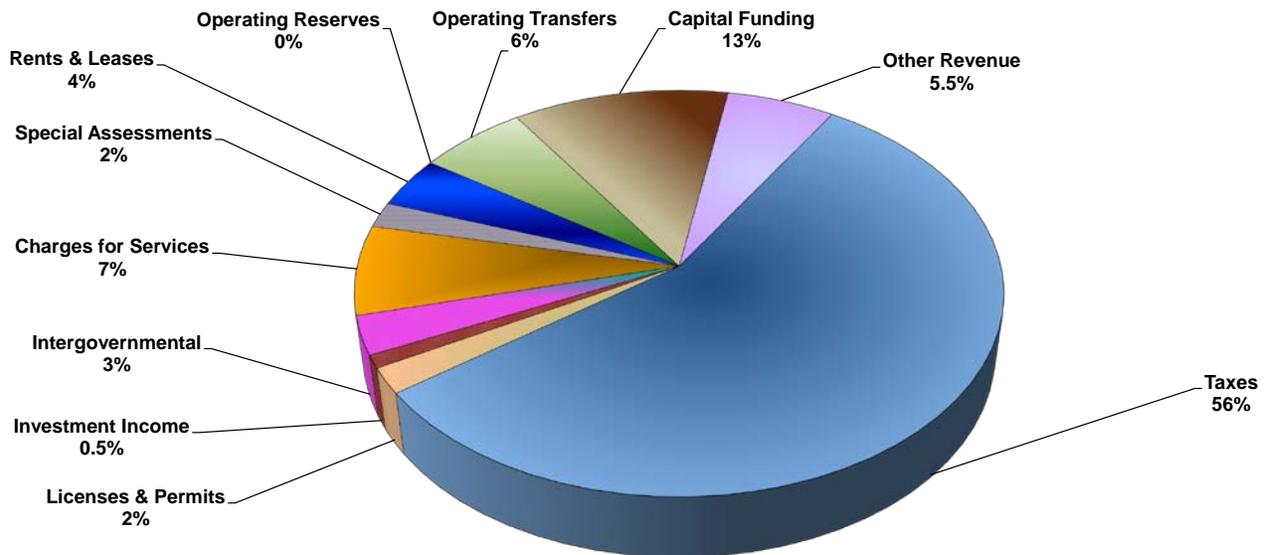
TRANSACTIONS AND USE TAX – In November 2008, voters passed Measure O a ¼ cent Transactions and Use Tax “add on” to the sales tax. This tax is also imposed based on the sales price of tangible goods similar to Sales and Use Tax. However, this tax also applies to goods that are delivered into the City, such as for a sale or Lease of a vehicle or vessel, furniture or appliances. This revenue is placed in the General Fund for unrestricted uses.

TRANSIENT OCCUPANCY TAX - The Transient Occupancy Tax in Campbell is a twelve percent (12%) surcharge on the rental price of a hotel room and imposed on "transients" who occupy a room or rooms in a hotel, inn, motel, tourist home, or other lodging facility within the City's limits, for up to a period of 30 consecutive days.

Total City Revenue Summary

Revenue Source	FY 2017-18 Actual	FY 2018-19 Amended	FY 2018-19 Estimated Actual	% Change	FY 2019-20 Adopted	% Change
Taxes:						
Property	\$ 15,213,795	\$ 16,421,000	\$ 17,136,143	12.6%	\$ 18,075,000	5.5%
Sales	14,859,014	14,656,000	15,037,300	1.2%	15,299,100	1.7%
Franchise	3,586,297	3,339,000	3,667,235	2.3%	3,736,800	1.9%
Transient Occupancy Taxes	4,554,949	4,600,000	4,691,597	3.0%	4,785,400	2.0%
Other Taxes	1,557,673	1,625,500	1,599,048	2.7%	1,633,500	2.2%
Total Taxes	39,771,728	40,641,500	42,131,323	5.9%	43,529,800	3.3%
Licenses & Permits	2,411,868	2,109,500	2,247,093	-6.8%	1,899,500	-15.5%
Fines & Forfeitures	303,382	321,600	346,092	14.1%	362,300	4.7%
Investment Income	270,105	421,000	507,547	87.9%	582,577	14.8%
Intergovernmental Revenue:						
Motor Vehicle In-Lieu	45,523	17,500	150,464	230.5%	22,500	-85.0%
Gasoline Tax	860,047	1,043,100	1,043,100	21.3%	1,124,289	7.8%
Community Development Block Grant	-	-	-	-	-	-
Other	2,677,215	876,425	1,994,969	-25.5%	1,027,970	-48.5%
Total Intergovernmental Revenue	3,582,785	1,937,025	3,188,533	-11.0%	2,174,759	-31.8%
Charges for Services	5,792,273	5,794,021	6,098,055	5.3%	6,263,695	2.7%
Rentals/Leases	2,813,009	2,843,257	2,845,257	1.1%	2,915,599	2.5%
Other Revenue	1,137,963	371,624	1,287,224	13.1%	788,956	-38.7%
Special Assessments	1,377,069	1,387,750	1,387,750	0.8%	1,390,250	0.2%
Charges to Operating Departments	3,510,439	3,346,400	3,346,400	-4.7%	3,346,400	0.0%
Operating Fund Reserves (Beg. Fund Balance)	-	-	-	-	-	-
Interfund Operating Transfers	5,016,683	4,900,165	4,900,165	-2.3%	4,960,601	1.2%
Total Operating Revenue	65,987,304	64,073,842	68,285,439	3.5%	68,214,437	-0.1%
Capital Project Funding (Beg. Fund Balance)	-	-	-	-	-	-
Capital Project Funding (Revenue/Grants)	1,075,842	770,260	2,081,047	93.4%	3,674,450	76.6%
Interfund Capital Transfers	5,662,286	11,608,197	3,061,039	-45.9%	5,745,450	87.7%
Total Revenue	<u>\$ 72,725,432</u>	<u>\$ 76,452,299</u>	<u>\$ 73,427,525</u>	1.0%	<u>\$ 77,634,337</u>	5.7%

Total City Revenue Summary - \$77,634,337



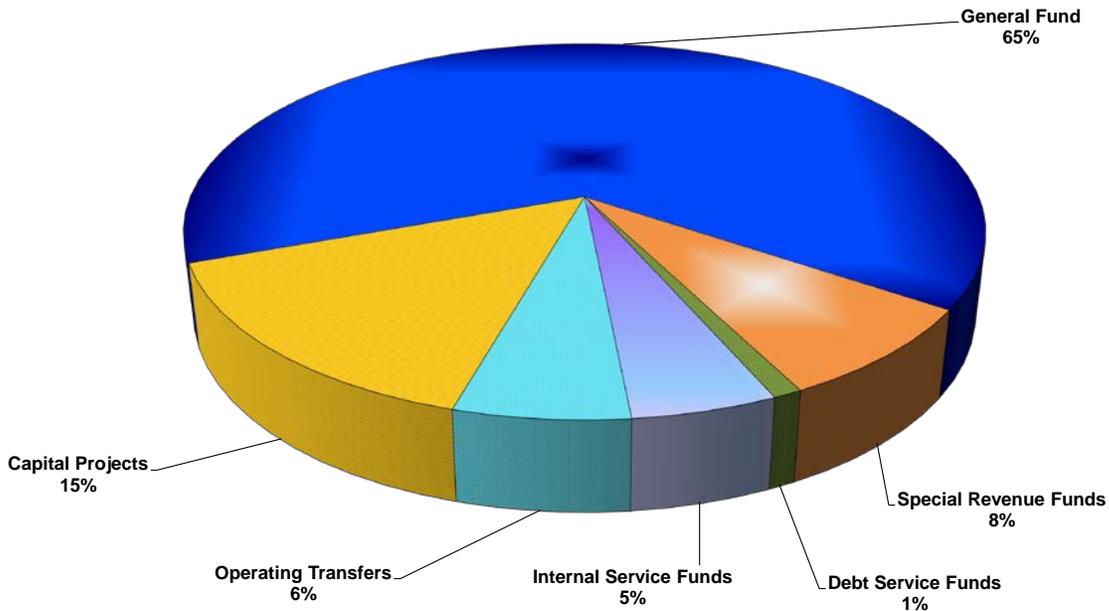
Total City Revenue by Fund
(Includes Capital Project Revenue & Transfers-In)

Fund	Fund Description	FY 2017-18 Actual	FY 2018-19 Amended	FY 2018-19 Est. Actual	FY 2019-20 Adopted	\$ Change	% Change
101	General Fund	\$ 51,149,304	\$ 52,045,097	\$ 54,233,608	\$ 55,863,156	\$ 1,629,548	3.0%
202	Vehicle Impact Fees	692,962	777,000	727,000	777,250	50,250	6.9%
204	Gas Tax	1,671,009	1,715,271	2,412,271	2,472,089	59,818	2.5%
205	Asset Forfeiture (Drug Enforcement)	8,037	23,640	23,640	14,000	(9,640)	-40.8%
207	Lighting District	4,003,519	3,949,343	3,909,343	3,893,220	(16,123)	-0.4%
208	Housing & Community Development	-	-	386,794	-	(386,794)	
209	Environmental Services	1,444,282	1,454,616	1,486,901	1,467,420	(19,481)	-1.3%
210	Supplemental Law Enforcement	140,016	100,000	100,000	-	(100,000)	-100.0%
212	State/County Grants	2,213,532	40,260	852,432	2,187,450	1,335,018	156.6%
216	TDA Grant	63,478	-	302,078	20,000	(282,078)	
218	Federal Grants	106,221	6,000	143,964	5,000	(138,964)	-96.5%
233	Housing Assistance	49,616	68,000	340,413	68,000	(272,413)	-80.0%
236	Community Facilities District #1	143,800	145,000	145,204	145,000	(204)	-0.1%
237	Community Facilities District #2	34,922	35,250	35,300	35,250	(50)	-0.1%
295	Parkland Dedication	383,643	-	600,000	485,827	(114,173)	-19.0%
368	Debt Service 1997 COP	-	-	-	-	-	
370	2016 Refunding Lease Revenue Bond	854,224	849,925	849,925	762,825	(87,100)	-10.2%
435	Capital Projects	5,794,716	11,610,497	3,241,539	5,805,450	2,563,911	79.1%
448	Measure O CIP	-	-	-	-	-	
641	Motor Vehicle Pool	1,443,587	1,399,400	1,396,335	1,399,400	3,065	0.2%
647	Information Technology Pool	1,634,585	1,628,000	1,631,337	1,628,000	(3,337)	-0.2%
690	Workers' Compensation Insurance	892,080	605,000	607,853	605,000	(2,853)	-0.5%
794	Museum Donations	1,835	-	1,374	-	(1,374)	-100.0%
795	Recreation Grants	27	-	64	-	(64)	-100.0%
797	Senior Center Donations	37	-	150	-	(150)	-100.0%
Total Revenue & Transfers-In		\$ 72,725,432	\$ 76,452,299	\$ 73,427,525	\$ 77,634,337	\$ 4,206,812	5.7%

Total City Expenditure Summary

Fund	Fund Description	FY 2017-18 Actual	FY 2018-19 Amended	FY 2018-19 Estimated Actual	% Change	FY 2019-20 Adopted	% Change
101	General Fund	\$ 47,625,014	\$ 50,287,032	\$ 49,775,745	4.5%	\$ 52,236,146	4.9%
	Special Revenue Funds						
204	Gas Tax	1,732,532	1,858,887	1,780,034	2.7%	1,852,076	4.0%
207	Lighting District	4,062,075	3,873,146	3,864,981	-4.9%	3,781,920	-2.1%
208/233	Housing & Community Development	168,938	242,232	217,208	28.6%	243,650	12.2%
Misc.	Grants & Other Special Revenue	133,395	24,000	22,000	-83.5%	24,000	9.1%
448	Measure O	-	-	-		331,603	
	Total Special Revenue Funds	6,096,940	5,998,265	5,884,223	-3.5%	6,233,249	5.9%
Misc.	Debt Service Funds	854,200	849,925	849,925	-0.5%	762,825	-10.2%
	Internal Service Funds						
641	Motor Vehicle Pool	1,491,829	1,192,101	1,188,975	-20.3%	1,568,380	31.9%
647	Information Technology Pool	1,591,774	1,702,410	1,572,282	-1.2%	1,544,926	-1.7%
690	Worker's Compensation	478,537	528,582	528,582	10.5%	481,550	-8.9%
	Total Internal Service Funds	3,562,140	3,423,093	3,289,839	-7.6%	3,594,856	9.3%
Misc.	Interfund Operating Transfers	5,016,683	4,900,165	4,900,165	-2.3%	4,960,601	1.2%
	Total Operating Expenditures	63,154,977	65,458,480	64,699,897	2.4%	67,787,677	4.8%
Misc.	Capital Projects & Capital Transfers	11,467,160	23,216,394	6,122,078	-46.6%	11,550,900	88.7%
	Total Expenditures	\$ 74,622,137	\$ 88,674,874	\$ 70,821,975	-5.1%	\$ 79,338,577	12.0%

Total City Expenditures Summary - \$79,338,577



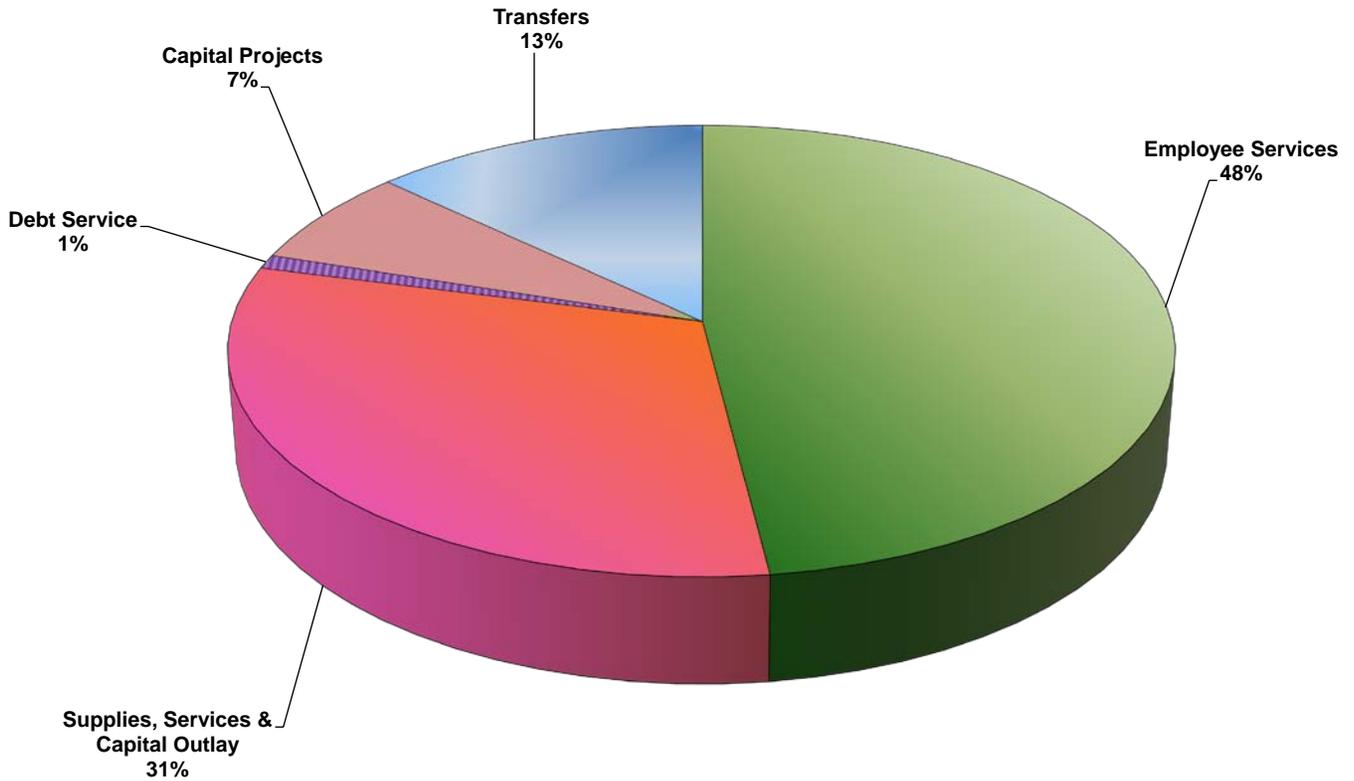
Total City Expenditures by Fund
(Includes Capital Project Expenditures & Transfers-Out)

Fund	Fund Description	FY 2017-18 Actual	FY 2018-19 Amended	FY 2018-19 Estimated Actual	FY 2019-20 Adopted	\$ Change	% Change
101	General Fund	\$ 53,592,651	\$ 56,747,325	\$ 53,577,378	\$ 56,242,691	\$ 2,665,313	5.0%
202	Vehicle Impact Fees	1,211,409	1,163,594	-	777,000	777,000	
204	Gas Tax	2,060,942	2,591,887	1,861,034	2,639,706	778,672	41.8%
205	Asset Forfeiture (Drug Enforcement)	-	11,100	11,100	19,000	7,900	71.2%
207	Lighting District	4,346,641	3,984,446	3,976,281	3,893,220	(83,061)	-2.1%
208	Housing & Community Development	583	-	386,794	-	(386,794)	-100.0%
209	Environmental Services	1,465,459	1,732,311	1,472,897	1,574,526	101,629	6.9%
210	Supplemental Law Enforcement	126,592	-	-	145,000	145,000	
212	State/County Grants	282,200	2,788,053	907,000	2,187,450	1,280,450	141.2%
216	TDA Grant	15,000	472,019	300,000	20,000	(280,000)	-93.3%
218	Federal Grants	7,919	1,630,113	103,873	5,000	(98,873)	-95.2%
233	Housing Assistance	168,355	242,232	217,008	243,650	26,642	12.3%
236	Community Facilities District #1	143,312	145,000	145,000	145,000	-	0.0%
237	Community Facilities District #2	7,491	23,000	21,000	23,000	2,000	9.5%
295	Parkland Dedication	774,671	1,162,979	542,207	829,000	286,793	52.9%
366	Debt Service 2002 COP	-	-	-	-	-	
367	Local Improvement District #30	-	-	-	-	-	
368	Debt Service 1997 COP	-	-	-	-	-	
370	2016 Refunding Lease Revenue Bond	854,200	849,925	849,925	762,825	(87,100)	-10.2%
435	Capital Projects	5,804,874	11,608,197	3,061,039	5,805,450	2,744,411	89.7%
448	Measure O	-	-	-	331,603	331,603	
641	Motor Vehicle Pool	1,536,829	1,242,101	1,238,975	1,618,380	379,405	30.6%
647	Information Technology Pool	1,744,472	1,752,010	1,621,882	1,594,526	(27,356)	-1.7%
690	Workers' Compensation Insurance	478,537	528,582	528,582	481,550	(47,032)	-8.9%
794	Museum Donations	-	-	-	-	-	
795	Recreation Grants	-	-	-	-	-	
797	Senior Center Donations	-	-	-	-	-	
Total Expenditures & Transfers-Out		\$ 74,622,137	\$ 88,674,874	\$ 70,821,975	\$ 79,338,577	\$ 8,516,602	9.6%

Total City Expenditures by Type

Description	FY 2017-18 Actual	FY 2018-19 Amended	FY 2018-19 Est. Actual	% Change	FY 2019-20 Adopted	% Change
Employee Services	\$ 33,259,123	\$ 34,991,691	\$ 34,657,280	4.2%	\$ 37,732,384	8.9%
Supplies, Services & Capital Outlay	25,654,786	27,016,592	25,578,369	-0.3%	24,571,867	-3.9%
Debt Service	854,200	849,925	849,925	-0.5%	762,825	-10.2%
Capital Projects	4,175,059	9,308,304	1,775,197	-57.5%	5,565,450	213.5%
Transfers Out (Operating & Capital)	10,678,969	16,508,362	7,961,204	-25.4%	10,706,051	34.5%
Total Expenditures	\$ 74,622,137	\$ 88,674,874	\$ 70,821,975	-5.1%	\$ 79,338,577	12.0%

Total City Expenditures by Type - \$79,338,577



Schedule of Interfund Transfers (Operating & Capital)

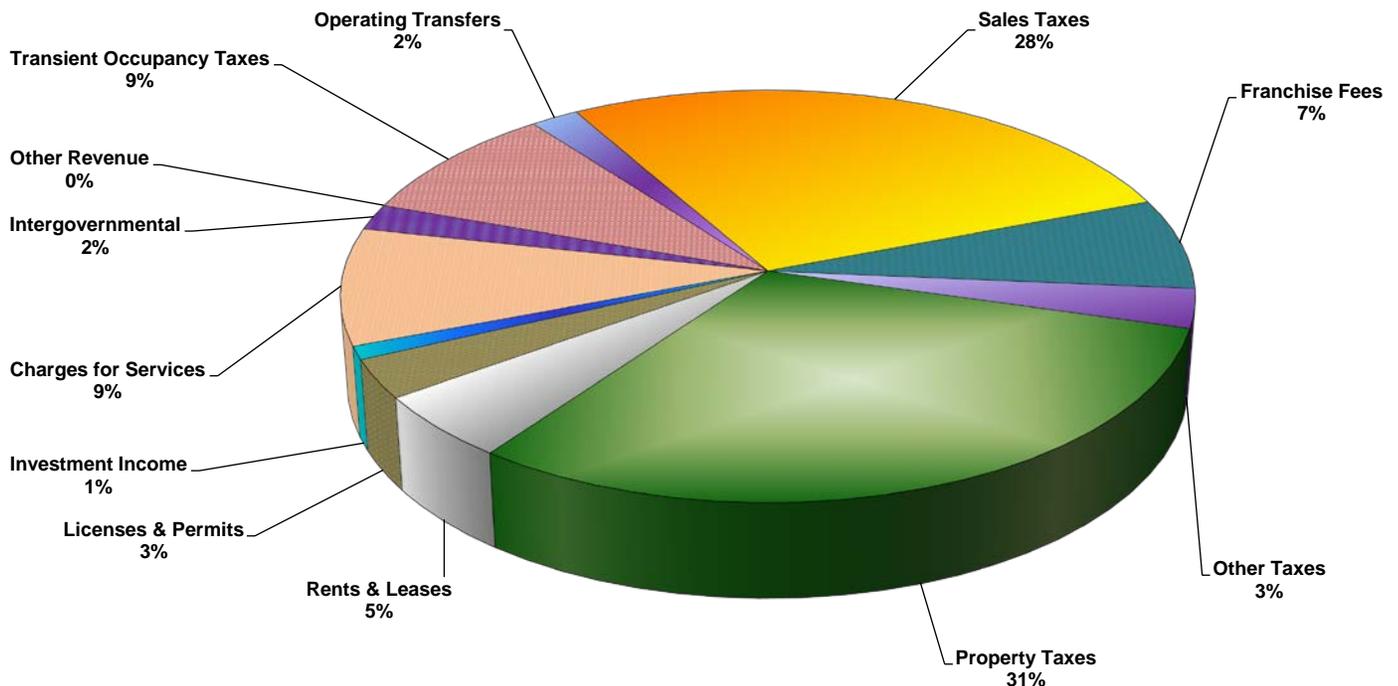
Fiscal Year 2019-2020

Fund	Fund Description	Estimated Actual		Adopted	
		FY 2018-19 Transfers-In	FY 2018-19 Transfers-Out	FY 2019-20 Transfers-In	FY 2019-20 Transfers-Out
101	General Fund	1,294,226	\$ 3,801,633	\$ 1,348,756	\$ 4,006,545
Special Revenue Funds					
202	Vehicle Impact Fees		-	-	777,000
204	Gas Tax	583,671	81,000	645,300	787,630
205	Asset Forfeiture (Drug Enforcement)	-	11,100	-	19,000
207	Lighting District	1,481,343	111,300	1,512,720	111,300
208	Housing & Community Development		386,594	-	-
209	Environmental Services	437,000	1,472,897	437,000	1,574,526
210	Supplemental Law Enforcement	-	-	-	145,000
212	State/County Grants	-	907,000	-	2,187,450
216	TDA Grant	-	300,000	-	20,000
218	Federal Grants	-	103,873	-	5,000
233	Housing Assistance	-	-	-	-
236	Community Facilities District #1	-	140,000	-	140,000
237	Community Facilities District #2	-	4,000	-	4,000
295	Parkland Dedication	-	542,207	-	829,000
Debt Service Funds					
366	Debt Service 2002 COP		-	-	-
368	Debt Service 1997 COP		-	-	-
370	2016 Refunding Lease Revenue Bond	849,925	-	762,825	-
435	Capital Projects Fund	3,061,039	-	5,745,450	-
448	Measure O	-	-	-	-
Internal Service Funds					
641	Motor Vehicle Pool	50,000	50,000	50,000	50,000
647	Information Technology Pool	204,000	49,600	204,000	49,600
690	Workers' Compensation Insurance		-	-	-
Fiduciary Funds					
794	Museum Donations	-	-	-	-
795	Recreation Grants	-	-	-	-
797	Senior Center Donations	-	-	-	-
Total Transfers		\$ 7,961,204	\$ 7,961,204	\$ 10,706,051	\$ 10,706,051

General Fund Revenue Summary

Revenue Source	FY 2017-18 Actual	FY 2018-19 Estimated	% Change	FY 2019-20 Adopted	% Change
Taxes:					
Property	\$ 14,004,162	\$ 15,993,143	14.2%	\$ 16,932,000	5.9%
Sales	14,859,014	15,037,300	1.2%	15,299,100	1.7%
Franchise	3,586,297	3,667,235	2.3%	3,736,800	1.9%
Transient Occupancy Taxes	4,554,949	4,691,597	3.0%	4,785,400	2.0%
Other Taxes	1,557,673	1,599,048	2.7%	1,633,500	2.2%
Total Taxes	<u>38,562,095</u>	<u>40,988,323</u>	6.3%	<u>42,386,800</u>	3.4%
Licenses & Permits	2,411,868	2,247,093	-6.8%	1,899,500	-15.5%
Fines & Forfeitures	303,382	346,092	14.1%	362,300	4.7%
Investment Income	180,905	470,088	159.9%	478,000	1.7%
Intergovernmental Revenue:					
In-Lieu Tax	45,523	20,000		45,000	
Other	229,656	760,100	231.0%	967,970	27.3%
Total Intergovernmental Revenue	<u>275,179</u>	<u>780,100</u>	183.5%	<u>1,012,970</u>	29.9%
Charges for Services	4,927,321	5,045,491	2.4%	5,256,131	4.2%
Rentals/Leases	2,813,009	2,845,257	1.1%	2,915,599	2.5%
Other Revenue	213,056	216,938	1.8%	203,100	-6.4%
Operating Fund Reserves (Beg. Fund Bal.)	-	-	-	-	
Interfund Operating Transfers	1,462,489	1,294,226	-	1,348,756	4.2%
Total Operating Revenue	<u>51,149,304</u>	<u>54,233,608</u>	6.0%	<u>55,863,156</u>	3.0%
Capital Project Funding	-	-	-	-	-
Total General Fund Revenue	<u>\$ 51,149,304</u>	<u>\$ 54,233,608</u>	6.0%	<u>\$ 55,863,156</u>	3.0%

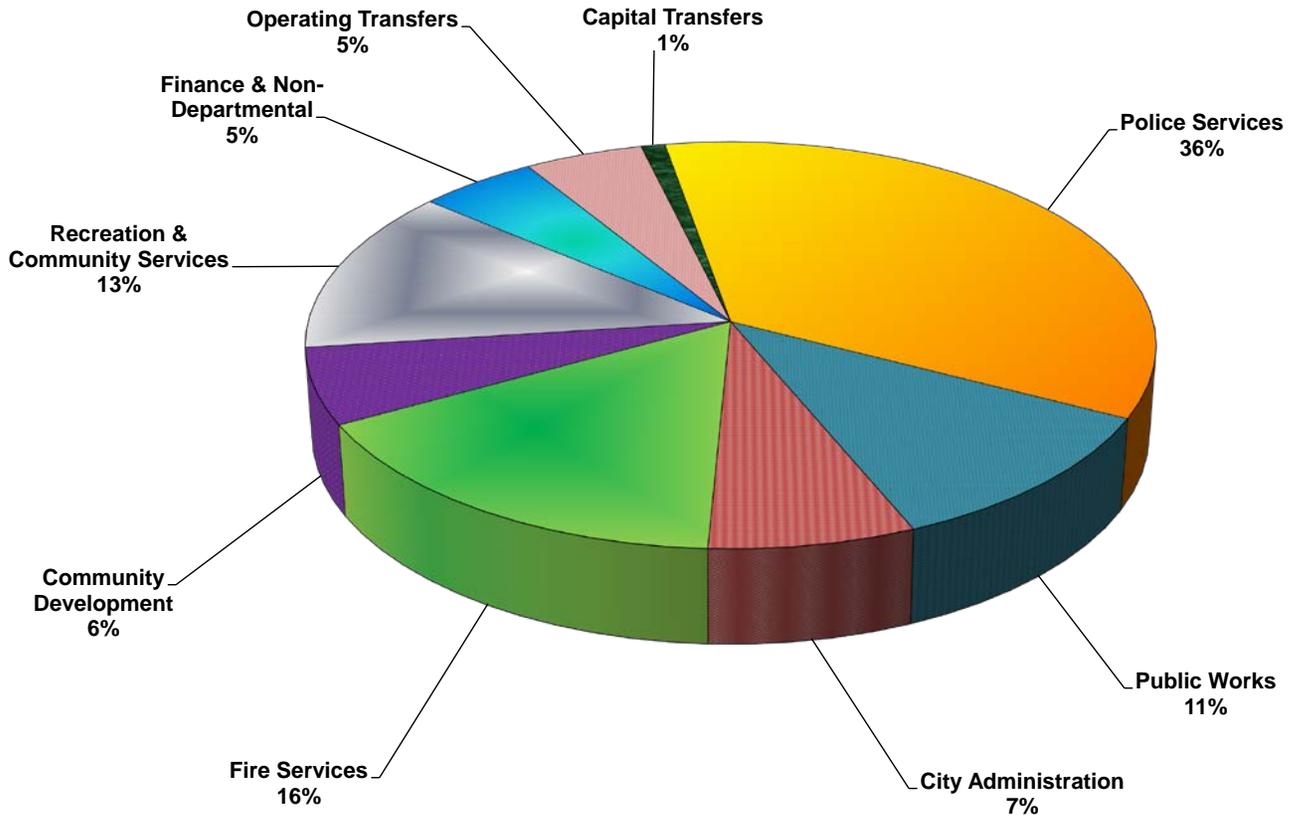
General Fund Revenue Summary - \$55,863,156



General Fund Expenditure Summary

Description	FY 2017-18 Actual	FY 2018-19 Amended	% Change	FY 2019-20 Adopted	% Change
City Council	\$ 366,227	\$ 346,939	-5.3%	\$ 335,771	-3.2%
City Manager	1,811,356	2,147,483	18.6%	2,208,452	2.8%
City Clerk	406,285	545,067	34.2%	498,830	-8.5%
City Attorney	555,351	767,095	38.1%	586,749	-23.5%
Recreation & Community Services	6,235,448	6,868,816	10.2%	7,061,918	2.8%
Finance	1,524,631	1,642,112	7.7%	1,699,769	3.5%
Non-Departmental	2,166,171	2,170,200	0.2%	1,384,824	-36.2%
Community Development	2,991,638	3,801,711	27.1%	3,623,864	-4.7%
Police	17,584,239	17,352,366	-1.3%	19,556,254	12.7%
Fire	8,126,844	8,591,974	5.7%	9,126,693	6.2%
Public Works	5,856,824	6,053,269	3.4%	6,153,022	1.6%
Interfund Operating Transfers	2,971,131	2,965,268	-0.2%	2,909,545	-1.9%
Total Operating Expenditures	50,596,145	53,252,300	5.2%	55,145,691	3.6%
Interfund Capital Transfers	2,996,506	3,495,025	16.6%	1,097,000	
Total Expenditures	\$ 53,592,651	\$ 56,747,325	5.9%	\$ 56,242,691	-0.9%

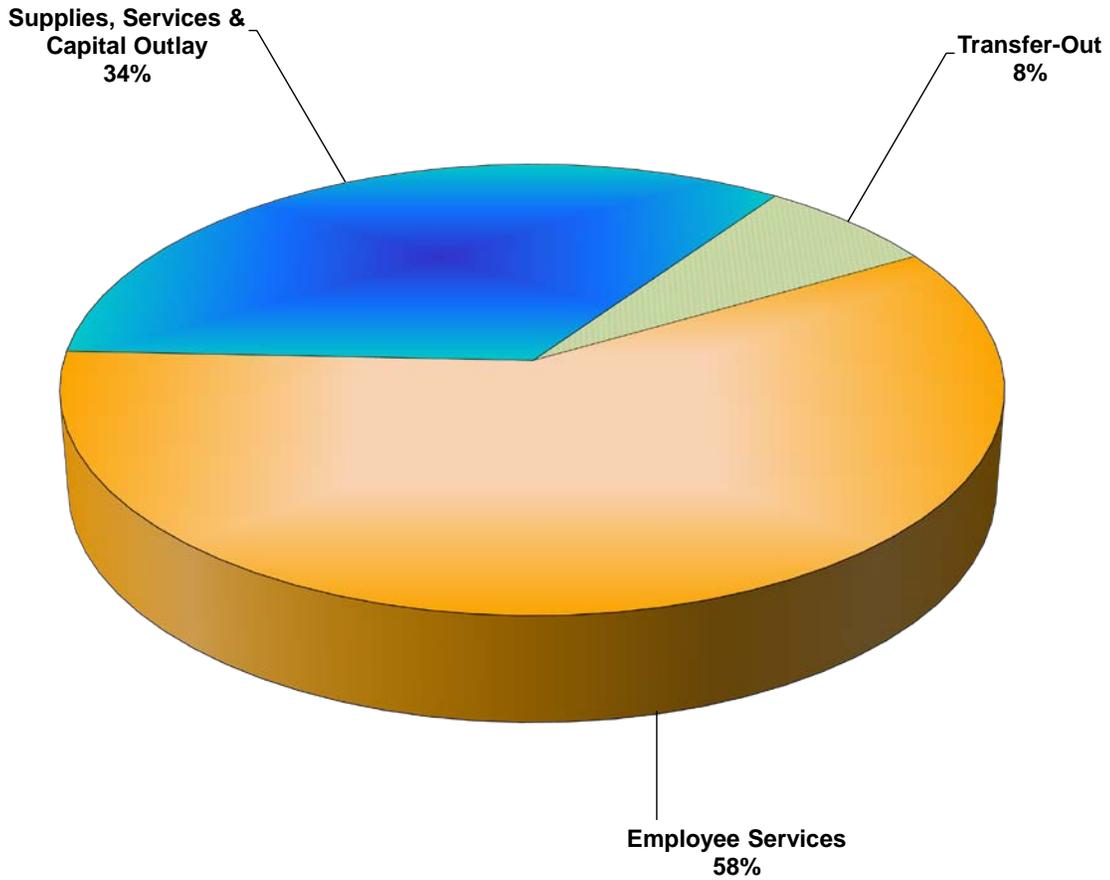
General Fund Expenditures Summary - \$56,242,691



General Fund Expenditures by Type

Description	FY 2017-18 Actual	FY 2018-19 Amended	% Change	FY 2019-20 Adopted	% Change
Employee Services	\$ 28,933,120	\$ 30,343,566	4.9%	\$ 33,001,341	8.8%
Supplies, Services & Capital Outlay	18,691,894	19,943,466	6.7%	19,234,805	-3.6%
Transfers Out (Operating & Capital)	5,967,637	6,460,293	8.3%	4,006,545	-38.0%
Total Expenditures	\$ 53,592,651	\$ 56,747,325	5.9%	\$ 56,242,691	-0.9%

General Fund Expenditures by Type - \$56,242,691

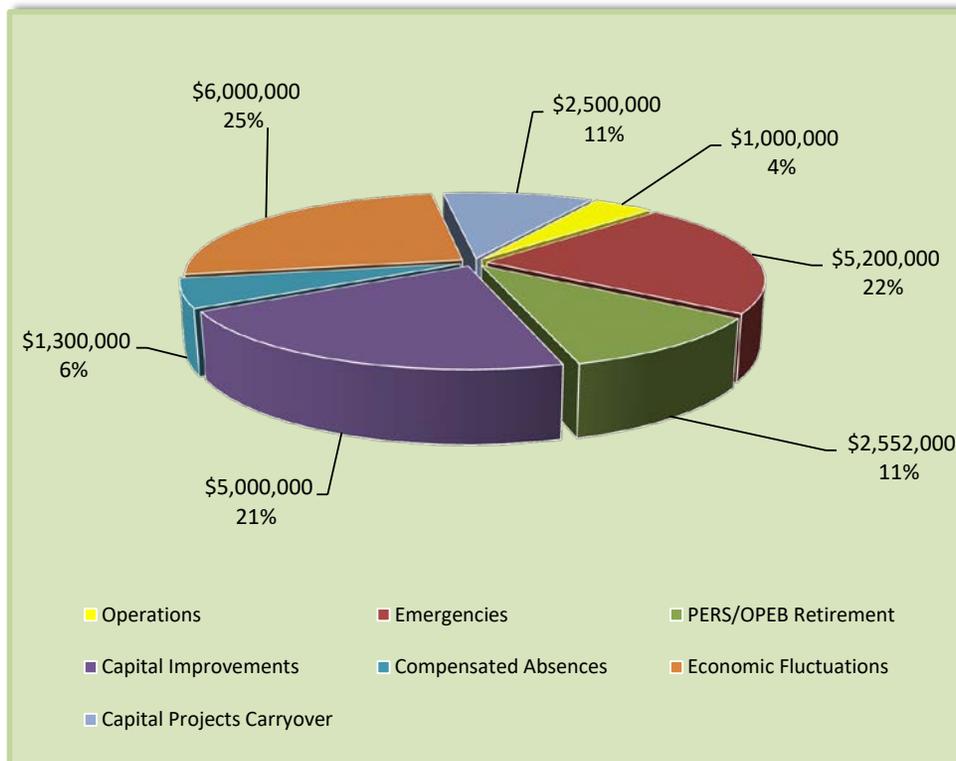


Major General Fund Reserves / Designations - Comparative Statistics (Fiscal Years 2015/16 thru 2019/20)

<u>Reserves & Designations</u>	<u>Actual 06/30/16</u>	<u>Actual 06/30/17</u>	<u>Actual 06/30/18</u>	<u>Estimated 06/30/19</u>	<u>Estimated 06/30/20</u>
Operations	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Emergencies	4,984,862	4,941,078	5,114,900	5,115,000	5,200,000
PERS/OPEB Retirement	2,352,000	2,552,000	2,552,000	2,552,000	2,552,000
Capital Improvements	7,915,852	5,410,890	5,000,000	5,000,000	5,000,000
Compensated Absences	1,029,895	1,161,310	1,202,912	1,275,000	1,300,000
Economic Fluctuations	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000
Carryover Capital Projects	2,838,690	3,954,042	1,853,968	2,500,000	2,500,000

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

Major General Fund Reserves & Designations - 6/30/20 (Estimated)



City of Campbell - Operating/Capital Budget
All Funds Estimated Revenues
Fiscal Year 2019 - 2020

AC #	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Estimated FY 2018-19	Adopted FY 2019-20
	<u>Property Taxes:</u>					
4001	Current Year: Secured - General Fund	\$ 10,801,369	\$ 11,706,985	12,457,859	14,200,000	15,100,000
4001	Secured - Lighting District Fund	854,801	869,691	991,146	1,010,000	1,010,000
4002	Unsecured - General Fund	538,647	569,666	572,541	665,000	704,000
4002	Unsecured - Lighting District Fund	64,527	128,737	68,848	-	-
4003	Prior Year: Secured	-	-	-	-	-
4004	Unsecured - General Fund	-	-	-	-	-
4004	Unsecured - Lighting District Fund	-	-	-	-	-
4005	Other Property Taxes - General Fund	-	-	-	20,743	-
4005	Other Property Taxes - All Funds except Gen. Fund	-	-	-	-	-
4006	Penalties - Delinquent Property Taxes	-	-	-	-	-
4007	RPTTF Pass Thru - General Fund	29,039	50,587	44,200	50,000	50,000
4007	RPTTF Pass Thru - Lighting District Fund	127,880	127,118	128,727	130,000	130,000
4008	Residual RPTTF Distribute - General Fund	376,894	483,593	504,891	620,000	632,000
4008	Residual RPTTF Distribute - Lighting District Fund	-	-	-	3,000	3,000
4011	Property Tax - ERAF	345,296	232,158	445,583	437,400	446,000
5001	Street Lighting Assessments	1,189,466	1,201,770	1,198,903	1,207,500	1,210,000
5002	Special Assessments	968	-	-	-	-
5004	Special Assessments - CFD #1 (Cambrian 36)	145,661	144,652	143,268	145,000	145,000
5005	Special Assessments - CFD #2	34,570	41,431	34,898	35,250	35,250
	Sub-Total	14,509,118	15,556,388	16,590,864	18,523,893	19,465,250
	<u>Taxes Other Than Property Taxes:</u>					
4110	Sales and Use Tax - General Fund	9,900,500	11,524,877	11,993,871	12,181,300	12,439,100
4111	Measure B Street Maintenance - Sales Tax	-	-	-	-	-
4112	Transactions & Use Tax - General Fund	2,647,548	2,772,874	2,865,143	2,856,000	2,860,000
4115	Sales Tax Backfill	2,270,445	-	-	-	-
4120	Franchises: P G & E - Electric	429,313	441,861	440,615	442,000	450,000
4121	P G & E - Gas	88,571	93,688	114,787	115,935	119,000
4122	Cable TV	603,664	642,012	620,906	627,100	635,000
4123	Garbage	1,831,301	1,944,817	2,056,036	2,117,700	2,160,000
4124	San Jose Water	184,381	213,483	236,962	244,000	248,800
4125	AT&T	182,373	143,055	116,991	120,500	124,000
4150	Motel Tax (Transient Lodging)	4,439,668	4,420,208	4,554,949	4,691,597	4,785,400
4151	Construction Tax	338,718	208,373	85,406	90,000	95,000
4152	Business Licenses	683,445	694,569	698,184	712,148	726,000
4153	Property Transfer Tax	551,007	467,990	761,583	784,400	800,000
4155	Farmers Market In Lieu (Business License)	12,000	9,250	12,500	12,500	12,500
	Sub-Total	24,162,934	23,577,057	24,557,933	24,995,180	25,454,800
	<u>Licenses and Permits - General Fund</u>					
4210	Construction Permits	2,488,271	1,965,324	1,727,591	1,554,832	1,300,000
4211	Advanced Plan Check Fee	838,954	469,332	434,337	390,903	300,000
4212	Building Dept General Revenue	18,738	13,780	16,209	18,000	21,000
4213	Plan Check Fee - Title 24 Energy	117,143	89,450	59,817	57,000	50,000
4214	Permit Track Software Fee	-	-	-	57,000	57,000
4241	Fire Permits	155,912	160,891	172,100	168,658	170,300
4242	Bicycle License	-	-	134	200	200
4243	Animal License Fees	-	-	-	-	-
4271	Truck Permits	1,472	1,008	1,680	500	1,000
	Sub-Total	3,620,490	2,699,785	2,411,868	2,247,093	1,899,500
	<u>Fines, Forfeitures and Penalties - General Fund</u>					
4310	Vehicle Code Fines-City	102,724	74,848	88,703	100,000	100,000
4320	Vehicle Code Fines-County	115,653	145,486	141,264	134,201	136,000
4330	Vehicle Code Fines-State	63,881	55,733	56,661	65,160	100,000
4371	Code Enforcement Fines	11,990	5,650	16,754	25,131	26,300
4390	Misc Fines	-	-	-	21,600	-
	Sub-Total	294,248	281,717	303,382	346,092	362,300

City of Campbell - Operating/Capital Budget
All Funds Estimated Revenues
Fiscal Year 2019 - 2020

AC #	Description	Adopted Fiscal Year 2019-20 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<u>Property Taxes:</u>					
4001	Current Year: Secured - General Fund	\$ 15,100,000	\$ -	\$ -	\$ -	\$ -
4001	Secured - Lighting District Fund	-	1,010,000	-	-	-
4002	Unsecured - General Fund	704,000	-	-	-	-
4002	Unsecured - Lighting District Fund	-	-	-	-	-
4003	Prior Year: Secured	-	-	-	-	-
4004	Unsecured - General Fund	-	-	-	-	-
4004	Unsecured - Lighting District Fund	-	-	-	-	-
4005	Other Property Taxes - General Fund	-	-	-	-	-
4005	Other Property Taxes - All Funds except Gen. Fund	-	-	-	-	-
4006	Penalties - Delinquent Property Taxes	-	-	-	-	-
4007	RPTTF Pass Thru - General Fund	50,000	-	-	-	-
4007	RPTTF Pass Thru - Lighting District Fund	-	130,000	-	-	-
4008	Residual RPTTF Distribute - General Fund	632,000	-	-	-	-
4008	Residual RPTTF Distribute - Lighting District Fund	-	3,000	-	-	-
4011	Property Tax - ERAF	446,000	-	-	-	-
5001	Street Lighting Assessments	-	1,210,000	-	-	-
5002	Special Assessments	-	-	-	-	-
5004	Special Assessments - CFD #1 (Cambrian 36)	-	145,000	-	-	-
5005	Special Assessments - CFD #2	-	35,250	-	-	-
	Sub-Total	16,932,000	2,533,250	-	-	-
	<u>Taxes Other Than Property Taxes:</u>					
4110	Sales and Use Tax - General Fund	12,439,100	-	-	-	-
4111	Measure B Street Maintenance - Sales Tax	-	-	-	-	-
4112	Transactions & Use Tax - General Fund	2,860,000	-	-	-	-
4115	Sales Tax Backfill	-	-	-	-	-
4120	Franchises: P G & E - Electric	450,000	-	-	-	-
4121	P G & E - Gas	119,000	-	-	-	-
4122	Cable TV	635,000	-	-	-	-
4123	Garbage	2,160,000	-	-	-	-
4124	San Jose Water	248,800	-	-	-	-
4125	AT&T	124,000	-	-	-	-
4150	Motel Tax (Transient Lodging)	4,785,400	-	-	-	-
4151	Construction Tax	95,000	-	-	-	-
4152	Business Licenses	726,000	-	-	-	-
4153	Property Transfer Tax	800,000	-	-	-	-
4155	Farmers Market In Lieu (Business License)	12,500	-	-	-	-
	Sub-Total	25,454,800	-	-	-	-
	<u>Licenses and Permits - General Fund</u>					
4210	Construction Permits	1,300,000	-	-	-	-
4211	Advanced Plan Check Fee	300,000	-	-	-	-
4212	Building Dept General Revenue	21,000	-	-	-	-
4213	Plan Check Fee - Title 24 Energy	50,000	-	-	-	-
4214	Permit Track Software Fee	57,000	-	-	-	-
4241	Fire Permits	170,300	-	-	-	-
4242	Bicycle License	200	-	-	-	-
4243	Animal License Fees	-	-	-	-	-
4271	Truck Permits	1,000	-	-	-	-
	Sub-Total	1,899,500	-	-	-	-
	<u>Fines, Forfeitures and Penalties - General Fund</u>					
4310	Vehicle Code Fines-City	100,000	-	-	-	-
4320	Vehicle Code Fines-County	136,000	-	-	-	-
4330	Vehicle Code Fines-State	100,000	-	-	-	-
4371	Code Enforcement Fines	26,300	-	-	-	-
4390	Misc Fines	-	-	-	-	-
	Sub-Total	362,300	-	-	-	-

City of Campbell - Operating/Capital Budget
All Funds Estimated Revenues
Fiscal Year 2019 - 2020

AC #	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Estimated FY 2018-19	Adopted FY 2019-20
	Revenue From Use of Money & Property:					
4410	Investment Earnings - General Fund	147,084	285,734	505,043	458,915	468,000
4410	Investment Earnings - Gas Tax Fund	8,700	12,788	15,052	-	250
4410	Investment Earnings - Housing & Comm. Dev. Fund	1,586	-	-	-	-
4410	Investment Earnings - Environmental Services	352	2,971	4,879	1,000	500
4410	Investment Earnings - Supplemental Law Enforcement	5,283	746	1,696	-	-
4410	Investment Earnings - Federal Aid Urban Fund	-	-	-	-	-
4410	Investment Earnings - State & Local Grants	-	90	219	-	-
4410	Investment Earnings - Parkland Dedication Fund	19,112	41,134	68,003	171,654	85,827
4410	Investment Earnings - Debt Service Funds (COP)	-	37	87	-	-
4410	Investment Earnings - City COP Capital Projects	-	-	-	-	-
4410	Investment Earnings - Housing Assistance Fund	-	9,996	20,412	8,000	8,000
4410	Investment Earnings - Parks & Museum Fund	602	1,145	2,078	-	-
4410	Investment Earnings - Adult Center Fund	69	124	82	-	-
4410	Investment Earnings - Recreation Grant Fund	19	29	224	-	-
4431	GASB 31 Market Value Adjustment - General Fund	14,032	(114,571)	(329,493)	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	3,319	(22,671)	(54,120)	-	-
4450	Other Interest - General Fund	47	57	5,355	11,173	10,000
4450	Other Interest - All Funds except General Fund	342,571	10,908	30,588	29,459	10,000
4810	Rents / Leases (Real & Personal)-General Fund	-	-	-	-	-
4810	Rents / Leases (Real & Personal)-Community Center Fund	-	-	-	-	-
4819	Other Rental Income - General Fund	-	-	-	-	-
5101	User Fees - Motor Pool	1,006,578	1,156,974	1,329,400	1,329,400	1,329,400
5104	User Fees - IT Pool	1,157,000	1,214,756	1,412,000	1,412,000	1,412,000
	Sub-Total	2,706,354	2,600,247	3,011,505	3,421,601	3,323,977

City of Campbell - Operating/Capital Budget
All Funds Estimated Revenues
Fiscal Year 2019 - 2020

AC #	Description	Adopted Fiscal Year 2019-20 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<u>Revenue From Use of Money & Property:</u>					
4410	Investment Earnings - General Fund	468,000	-	-	-	-
4410	Investment Earnings - Gas Tax Fund	-	250	-	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	-	-	-	-	-
4410	Investment Earnings - Environmental Services	-	500	-	-	-
4410	Investment Earnings - Supplemental Law Enforcement	-	-	-	-	-
4410	Investment Earnings - Federal Aid Urban Fund	-	-	-	-	-
4410	Investment Earnings - State & Local Grants	-	-	-	-	-
4410	Investment Earnings - Parkland Dedication Fund	-	85,827	-	-	-
4410	Investment Earnings - Debt Service Funds (COP)	-	-	-	-	-
4410	Investment Earnings - City COP Capital Projects	-	-	-	-	-
4410	Investment Earnings - Housing Assistance Fund	-	8,000	-	-	-
4410	Investment Earnings - Parks & Museum Fund	-	-	-	-	-
4410	Investment Earnings - Adult Center Fund	-	-	-	-	-
4410	Investment Earnings - Recreation Grant Fund	-	-	-	-	-
4431	GASB 31 Market Value Adjustment - General Fund	-	-	-	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	-	-	-	-	-
4450	Other Interest - General Fund	10,000	-	-	-	-
4450	Other Interest - All Funds except General Fund	-	10,000	-	-	-
4810	Rents / Leases (Real & Personal)-General Fund	-	-	-	-	-
4810	Rents / Leases (Real & Personal)-Community Center Fund	-	-	-	-	-
4819	Other Rental Income - General Fund	-	-	-	-	-
5101	User Fees - Motor Pool	-	-	-	1,329,400	-
5104	User Fees - IT Pool	-	-	-	1,412,000	-
	Sub-Total	478,000	104,577	-	2,741,400	-

City of Campbell - Operating/Capital Budget
All Funds Estimated Revenues
Fiscal Year 2019 - 2020

AC #	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Estimated FY 2018-19	Adopted FY 2019-20
	<u>Revenues From Other Agencies:</u>					
4510	Gasoline Tax 2105	235,126	218,771	231,860	246,000	237,122
4511	Gasoline Tax 2106	154,582	141,432	154,050	158,400	155,587
4512	Gasoline Tax 2107	286,689	294,918	301,752	305,200	309,699
4513	Gasoline Tax 2107.5	6,000	-	6,000	6,000	6,000
4514	Gasoline Tax - MOE 7104	-	-	-	-	-
4516	Gasoline Tax 2103 - Gas Excise Tax	191,925	93,502	166,385	327,500	367,733
4518	Road Maintenance and Rehabilitation Act (SB1)	-	-	298,927	823,260	797,000
4519	SAB TCRF Loan	-	-	-	-	48,148
4520	Community Development Block Grant	-	147,827	7,458	386,794	-
4522	ISTEA Grant	974,434	-	-	-	-
4523	Other Grants	1,680,309	1,537,853	98,301	145,464	175,450
4524	Federal Crime Bill Grant - General Fund	-	-	-	-	-
4524	Federal Crime Bill Grant - All Funds except General Fund	-	-	-	-	-
4525	TDA Grants	378,149	112,683	63,478	302,078	20,000
4526	Supplemental Law Enforcement	119,251	132,192	139,416	100,000	100,000
4527	Office of Traffic Safety	-	-	-	-	-
4528	VTA Funded Grant	-	127,476	98,809	-	1,215,000
4529	HES Grant	(251)	-	-	-	-
4531	DOJ Grant	7,663	9,186	462	5,000	5,000
4532	Local Law Enforcement Grant	-	-	-	-	-
4533	Beverage Container Grant	11,306	-	10,881	10,881	10,000
4534	Safe Route 2 School Grant	-	-	-	-	-
4535	Surface Transportation Program	-	-	-	-	-
4536	Proposition 42 Gas Sales Tax	-	-	-	-	-
4537	Homeland Security Grant	-	-	-	-	-
4539	Local Street and Roads	-	-	-	-	-
4540	State Prop 1B	-	-	-	-	-
4542	Signal Maint Cost Sharing	4,949	1,096	5,032	2,500	2,500
4543	Other State Grants	336	72,275	1,816,682	1,224,703	700,000
4544	Transit Shelter Advertising	6,287	5,815	2,775	6,000	6,000
4545	CLETEP-Tech Eqmt Grant	-	-	-	-	-
4546	Highway Safety Improvement (HSIP)	-	-	-	-	-
4550	ABAG Grant	16,882	24,063	47,633	-	-
4551	Prop 84 IRWM-ABAG	-	30	-	-	-
4552	Vehicle Emissions Reduction by Schools (VERBS)	-	-	-	94,000	-
4553	State Housing Grant - B E G I N	-	-	-	-	-
4554	One Bay Area Grant (OBAG)	-	-	-	-	-
4555	Anti Drug Abuse Grant	-	-	-	-	-
4556	AB 109 Public Safety Realignment	70,000	50,000	-	-	-
4557	High Intensity Drug Trafficking Area Grant	-	-	-	-	-
4558	Arson Contract Training	-	-	-	4,000	4,000
4559	Arson County Fire Dept	-	-	-	410,000	430,000
4560	RATTF Reimbursement	-	-	24,030	100,000	100,000
4561	Senior Nutrition Program	76,201	82,334	83,362	84,000	70,470
4562	Ansley House	-	-	-	-	-
4562	Ainsley House Grant	-	-	-	-	-
4563	Water District Grant	-	4,212	-	33,731	-
4564	Santa Clara County Open Space Authority	-	-	9,088	-	-
4565	Bay Area Air Quality Management District - Veh Registration	-	-	20,000	-	-
4571	VTA Meas B Vehicle Registration	253,912	257,799	221,101	-	-
4572	VTA Meas B Regionla Project	-	-	-	262,969	-
4580	Motor Vehicle In Lieu Fees - General Fund	69,109	19,077	45,523	45,000	45,000
4581	Homeowners' Property Tax Relief - General Fund	22,388	20,221	33,694	33,600	35,000
4581	Homeowners' Property Tax Relief - Except Gen. Fund	743	2,425	4,052	-	-
4582	Abandoned Vehicle Fees - General Fund	52,414	70,115	67,191	75,000	75,000
4583	State Trailer Coach In Lieu Tax	-	-	-	-	-
4584	Mandated Costs - General Fund	30,663	3	27	20,000	20,000
4585	SCC - Auto Burglary - General Fund	-	-	-	-	-
4586	Off-Highway Vehicle Fees - General Fund	-	-	-	-	-
4587	Office of Emergency Services (OES) Reimbursements	-	-	-	-	-
4588	Post Reimbursements - General Fund	12,939	14,321	18,577	12,500	12,500
	Sub-Total	4,662,006	3,439,626	3,976,546	5,224,580	4,947,209

City of Campbell - Operating/Capital Budget
All Funds Estimated Revenues
Fiscal Year 2019 - 2020

AC #	Description	Adopted Fiscal Year 2019-20 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<u>Revenues From Other Agencies:</u>					
4510	Gasoline Tax 2105	-	237,122	-	-	-
4511	Gasoline Tax 2106	-	155,587	-	-	-
4512	Gasoline Tax 2107	-	309,699	-	-	-
4513	Gasoline Tax 2107.5	-	6,000	-	-	-
4514	Gasoline Tax - MOE 7104	-	-	-	-	-
4516	Gasoline Tax 2103 - Gas Excise Tax	-	367,733	-	-	-
4518	Road Maintenance and Rehabilitation Act (SB1)	-	797,000	-	-	-
4519	SAB TCRF Loan	-	48,148	-	-	-
4520	Community Development Block Grant	-	-	-	-	-
4522	ISTEA Grant	-	-	-	-	-
4523	Other Grants	-	175,450	-	-	-
4524	Federal Crime Bill Grant - General Fund	-	-	-	-	-
4524	Federal Crime Bill Grant - All Funds except General Fund	-	-	-	-	-
4525	TDA Grants	-	20,000	-	-	-
4526	Supplemental Law Enforcement	100,000	-	-	-	-
4527	Office of Traffic Safety	-	-	-	-	-
4528	VTA Funded Grant	-	1,215,000	-	-	-
4529	HES Grant	-	-	-	-	-
4531	DOJ Grant	-	5,000	-	-	-
4532	Local Law Enforcement Grant	-	-	-	-	-
4533	Beverage Container Grant	-	10,000	-	-	-
4534	Safe Route 2 School Grant	-	-	-	-	-
4535	Surface Transportation Program	-	-	-	-	-
4536	Proposition 42 Gas Sales Tax	-	-	-	-	-
4537	Homeland Security Grant	-	-	-	-	-
4539	Local Street and Roads	-	-	-	-	-
4540	State Prop 1B	-	-	-	-	-
4542	Signal Maint Cost Sharing	-	2,500	-	-	-
4543	Other State Grants	-	700,000	-	-	-
4544	Transit Shelter Advertising	6,000	-	-	-	-
4545	CLETEP-Tech Eqmt Grant	-	-	-	-	-
4546	Highway Safety Improvement (HSIP)	-	-	-	-	-
4550	ABAG Grant	-	-	-	-	-
4551	Prop 84 IRWM-ABAG	-	-	-	-	-
4552	Vehicle Emissions Reduction by Schools (VERBS)	-	-	-	-	-
4553	State Housing Grant - B E G I N	-	-	-	-	-
4554	One Bay Area Grant (OBAG)	-	-	-	-	-
4555	Anti Drug Abuse Grant	-	-	-	-	-
4556	AB 109 Public Safety Realignment	-	-	-	-	-
4557	High Intensity Drug Trafficking Area Grant	-	-	-	-	-
4558	Arson Contract Training	4,000	-	-	-	-
4559	Arson County Fire Dept	420,000	-	-	10,000	-
4560	RATTF Reimbursement	100,000	-	-	-	-
4561	Senior Nutrition Program	70,470	-	-	-	-
4562	Ansley House	-	-	-	-	-
4562	Ainsley House Grant	-	-	-	-	-
4563	Water District Grant	-	-	-	-	-
4564	Santa Clara County Open Space Authority	-	-	-	-	-
4565	Bay Area Air Quality Management District - Veh Registration	-	-	-	-	-
4571	VTA Meas B Vehicle Registration	-	-	-	-	-
4572	VTA Meas B Regionla Project	-	-	-	-	-
4580	Motor Vehicle In Lieu Fees - General Fund	45,000	-	-	-	-
4581	Homeowners' Property Tax Relief - General Fund	35,000	-	-	-	-
4581	Homeowners' Property Tax Relief - Except Gen. Fund	-	-	-	-	-
4582	Abandoned Vehicle Fees - General Fund	75,000	-	-	-	-
4583	State Trailer Coach In Lieu Tax	-	-	-	-	-
4584	Mandated Costs - General Fund	20,000	-	-	-	-
4585	SCC - Auto Burglary - General Fund	-	-	-	-	-
4586	Off-Highway Vehicle Fees - General Fund	-	-	-	-	-
4587	Office of Emergency Services (OES) Reimbursements	-	-	-	-	-
4588	Post Reimbursements - General Fund	12,500	-	-	-	-
	Sub-Total	887,970	4,049,239	-	10,000	-

City of Campbell - Operating/Capital Budget
All Funds Estimated Revenues
Fiscal Year 2019 - 2020

AC #	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Estimated FY 2018-19	Adopted FY 2019-20
	Charges for Current Services:					
4609	Program Fees - Museum - General Fund	31,354	29,767	28,406	30,050	30,600
4610	Comm. Services - Ainsley House Rental - General Fund	29,864	15,640	32,232	41,900	35,000
4611	Comm Services - Museum Admission Fee - General Fund	8,416	7,434	6,650	7,000	7,000
4612	Comm Services - Sr Citizen Program - General Fund	172,201	192,147	214,923	224,675	226,000
4613	Program Fees: Sports - General Fund	386,541	411,183	456,105	469,654	548,735
4614	Program Fees: Aquatics - General Fund	224,507	212,149	194,400	208,168	227,987
4616	Program Fees: Picnic Fees - General Fund	26,493	27,867	26,164	25,950	26,400
4617	Program Fees: Day Camps - General Fund	385,647	405,472	408,886	429,330	437,000
4618	Program Fees: Trips & Tours - General Fund	-	-	2,028	-	-
4619	Program Fees: Classes - General Fund	346,588	436,955	477,330	486,877	496,600
4620	Program Fees: Preschool - General Fund	359,753	372,070	363,161	363,455	370,700
4621	Program Fees: Special Events - General Fund	1,075	1,050	-	-	-
4622	Program Fees: Fitness - General Fund	199,150	184,179	175,028	178,529	170,000
4623	Sales of Historical Calendars - General Fund	-	-	-	-	-
4624	Program Fees: Homework Center - General Fund	-	-	-	-	-
4625	Fund Raising - General Fund	1,394	1,248	-	1,200	-
4626	Program Fees: Classes - Adult Services - General Fund	121,887	109,629	110,756	125,125	129,700
4627	Vending Machine Sales - General Fund	2,250	3,223	2,172	2,400	2,400
4628	Comm Services - Skate Park Income	27,622	34,490	34,725	30,581	31,862
4629	Comm Services - Drop In Classes	147,545	147,905	128,674	159,190	162,300
4630	Comm Group - Special Events - General Fund	48,902	47,724	52,957	54,910	55,225
4630	Community Group - Special Events - Other than Gen fund	-	-	-	-	-
4631	Comm Group - Theatre Revenue	3,827	27,440	6,236	6,049	2,000
4632	Comm Group - Theatre Preservation Charge	53,071	70,437	56,727	57,862	59,000
4633	Comm Serves - Facility Fee	14,987	19,788	16,439	20,422	25,922
4643	Comm. Services - Concession & Merchandise	2,909	3,920	3,838	3,915	3,900
4644	Comm. Services - Theater Ticket Sales	237,833	262,470	246,803	234,463	239,100
4645	Sponsor/Program Advertising	52,865	48,425	49,500	52,400	46,350
4646	Theatre Program Ads	6,617	6,100	4,575	6,050	6,050
4652	Business License Application Fee - General Fund	-	-	-	-	-
4660	Zoning Application Fees Planning - General Fund	582,785	511,122	409,730	417,925	600,000
4661	Microfilming Fee - General Fund	35,681	38,584	34,049	34,730	40,000
4662	Nuisance Abatement - General Fund	-	-	-	-	-
4663	Rental Dispute Resolution Fees - General Fund	-	-	-	-	-
4663	Rental Dispute Resolution Fees - General Fund	62,355	58,697	62,444	63,568	65,800
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	-	-	-	-	-
4664	Dumpster Enclosure	-	505	-	-	-
4667	Program Fees: Hazelwood/Rosemary Pre-School - Gen. Fund	-	-	-	-	-
4668	Architectural Advisor Fee	-	-	-	-	-
4669	Storm Water Impact Fee	-	-	-	-	-
4670	General Plan Maintenance Fee	157,262	119,491	99,791	87,816	125,000
4671	Code Enforcement Fee - General Fund	-	-	-	-	-
4690	Other Filing Fees - General Fund	5,857	7,557	7,069	7,210	7,300
4691	Special Police Department Services - General Fund	41,832	49,370	52,726	47,981	55,000
4692	Hazardous Materials Response Charges	85,382	127,501	156,834	135,000	137,600
4693	False Alarm Fees-PD - General Fund	29,170	33,085	28,830	35,000	5,000
4694	Other Current Service Charges - General Fund	-	-	-	-	-
4697	Paramedic Ambulance Fees - General Fund	-	-	-	-	-
4698	Cost Recovery - DUI - General Fund	720	542	7,210	5,000	5,000
4699	Cost Recovery - Towing - General Fund	-	-	-	-	-
4700	Cost Recovery - Booking Fees - General Fund	-	781	-	-	-
4701	Cost Recovery - General Fund	-	-	-	-	-
4701	Cost Recovery-Public Works	4,177	-	-	-	-
4704	Cost Recovery - Police Department	16,627	4,268	6,205	14,000	14,000
4705	Contract Revenue	7,605	8,331	2,411	10,000	10,000
4706	SCCSET Data Queries - Police Department	2,000	-	-	-	-
4707	CAL NENA Reimbursement - Police Department	5,642	-	2,011	3,000	3,000
4708	Phone System Maint Reimbursement - 911	-	-	-	-	-
4709	Vehicle Charging Stations	19,108	20,190	23,846	20,000	20,000
4710	Successor Agency Reimbursement	-	-	-	2,000	2,000
4720	Storm Water Fee	382,147	384,925	385,390	394,100	394,100
4721	Storm Drain Fees	51,055	25,526	37,628	15,000	20,000
4722	Eng & Subdivision Filing Fees - General Fund	686,621	517,897	393,199	400,000	408,000
4723	Pub Works - Special Projects - General Fund	-	-	-	-	-
4724	Solid Waste Rate Fees	418,050	403,041	415,677	556,464	556,464
4725	Project Salaries Revenue - General Fund	438,937	359,500	562,198	573,442	575,000
4725	Project Salaries Revenue - All Funds Except General Fund	-	-	-	50,000	-
4727	Motor Pool Reimbursement	-	-	-	-	-
4728	Traffic Engineering Fees - General Fund	294	145,172	50	64	-
4730	Metricom Encroachment Agreement - General Fund	18	-	-	-	-
4731	Vehicle Impact Fees (Construction)	354,221	264,888	215,362	250,000	300,000
4732	Vehicle Impact Fees (Garbage)	335,931	477,600	477,600	477,000	477,000
4735	Community Garden Fees	-	287	3,606	3,600	3,600
4750	94 Housing Bond Admin Fee	-	-	-	-	-
4760	Sale of Maps & Publications - General Fund	2,820	2,313	2,654	2,000	2,000
	Sub-Total	6,619,595	6,639,885	6,485,235	6,825,055	7,165,695

City of Campbell - Operating/Capital Budget
All Funds Estimated Revenues
Fiscal Year 2019 - 2020

AC #	Description	Adopted Fiscal Year 2019-20 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	Charges for Current Services:					
4609	Program Fees - Museum - General Fund	30,600	-	-	-	-
4610	Comm. Services - Ainsley House Rental - General Fund	35,000	-	-	-	-
4611	Comm Services - Museum Admission Fee - General Fund	7,000	-	-	-	-
4612	Comm Services - Sr Citizen Program - General Fund	226,000	-	-	-	-
4613	Program Fees: Sports - General Fund	548,735	-	-	-	-
4614	Program Fees: Aquatics - General Fund	227,987	-	-	-	-
4616	Program Fees: Picnic Fees - General Fund	26,400	-	-	-	-
4617	Program Fees: Day Camps - General Fund	437,000	-	-	-	-
4618	Program Fees: Trips & Tours - General Fund	-	-	-	-	-
4619	Program Fees: Classes - General Fund	496,600	-	-	-	-
4620	Program Fees: Preschool - General Fund	370,700	-	-	-	-
4621	Program Fees: Special Events - General Fund	-	-	-	-	-
4622	Program Fees: Fitness - General Fund	170,000	-	-	-	-
4623	Sales of Historical Calendars - General Fund	-	-	-	-	-
4624	Program Fees: Homework Center - General Fund	-	-	-	-	-
4625	Fund Raising - General Fund	-	-	-	-	-
4626	Program Fees: Classes - Adult Services - General Fund	129,700	-	-	-	-
4627	Vending Machine Sales - General Fund	2,400	-	-	-	-
4628	Comm Services - Skate Park Income	31,862	-	-	-	-
4629	Comm Services - Drop In Classes	162,300	-	-	-	-
4630	Comm Group - Special Events - General Fund	55,225	-	-	-	-
4630	Community Group - Special Events - Other than Gen fund	-	-	-	-	-
4631	Comm Group - Theatre Revenue	2,000	-	-	-	-
4632	Comm Group - Theatre Preservation Charge	59,000	-	-	-	-
4633	Comm Serves - Facility Fee	25,922	-	-	-	-
4643	Comm. Services - Concession & Merchandise	3,900	-	-	-	-
4644	Comm. Services - Theater Ticket Sales	239,100	-	-	-	-
4645	Sponsor/Program Advertising	46,350	-	-	-	-
4646	Theatre Program Ads	6,050	-	-	-	-
4652	Business License Application Fee - General Fund	-	-	-	-	-
4660	Zoning Application Fees Planning - General Fund	600,000	-	-	-	-
4661	Microfilming Fee - General Fund	40,000	-	-	-	-
4662	Nuisance Abatement - General Fund	-	-	-	-	-
4663	Rental Dispute Resolution Fees - General Fund	-	-	-	-	-
4663	Rental Dispute Resolution Fees - General Fund	65,800	-	-	-	-
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	-	-	-	-	-
4664	Dumpster Enclosure	-	-	-	-	-
4667	Program Fees: Hazelwood/Rosemary Pre-School - Gen. Fund	-	-	-	-	-
4668	Architectural Advisor Fee	-	-	-	-	-
4669	Storm Water Impact Fee	-	-	-	-	-
4670	General Plan Maintenance Fee	125,000	-	-	-	-
4671	Code Enforcement Fee - General Fund	-	-	-	-	-
4690	Other Filing Fees - General Fund	7,300	-	-	-	-
4691	Special Police Department Services - General Fund	55,000	-	-	-	-
4692	Hazardous Materials Response Charges	132,600	5,000	-	-	-
4693	False Alarm Fees-PD - General Fund	5,000	-	-	-	-
4694	Other Current Service Charges - General Fund	-	-	-	-	-
4697	Paramedic Ambulance Fees - General Fund	-	-	-	-	-
4698	Cost Recovery - DUI - General Fund	5,000	-	-	-	-
4699	Cost Recovery - Towing - General Fund	-	-	-	-	-
4700	Cost Recovery - Booking Fees - General Fund	-	-	-	-	-
4701	Cost Recovery - General Fund	-	-	-	-	-
4701	Cost Recovery-Public Works	-	-	-	-	-
4704	Cost Recovery - Police Department	14,000	-	-	-	-
4705	Contract Revenue	-	-	-	10,000	-
4706	SCCSET Data Queries - Police Department	-	-	-	-	-
4707	CAL NENA Reimbursement - Police Department	3,000	-	-	-	-
4708	Phone System Maint Reimbursement - 911	-	-	-	-	-
4709	Vehicle Charging Stations	-	20,000	-	-	-
4710	Successor Agency Reimbursement	-	-	-	2,000	-
4720	Storm Water Fee	-	394,100	-	-	-
4721	Storm Drain Fees	-	20,000	-	-	-
4722	Eng & Subdivision Filing Fees - General Fund	408,000	-	-	-	-
4723	Pub Works - Special Projects - General Fund	-	-	-	-	-
4724	Solid Waste Rate Fees	-	556,464	-	-	-
4725	Project Salaries Revenue - General Fund	575,000	-	-	-	-
4725	Project Salaries Revenue - All Funds Except General Fund	-	-	-	-	-
4727	Motor Pool Reimbursement	-	-	-	-	-
4728	Traffic Engineering Fees - General Fund	-	-	-	-	-
4730	Metricom Encroachment Agreement - General Fund	-	-	-	-	-
4731	Vehicle Impact Fees (Construction)	-	300,000	-	-	-
4732	Vehicle Impact Fees (Garbage)	-	477,000	-	-	-
4735	Community Garden Fees	3,600	-	-	-	-
4750	94 Housing Bond Admin Fee	-	-	-	-	-
4760	Sale of Maps & Publications - General Fund	2,000	-	-	-	-
	Sub-Total	5,381,131	1,772,564	-	12,000	-

City of Campbell - Operating/Capital Budget
All Funds Estimated Revenues
Fiscal Year 2019 - 2020

AC #	Description	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Estimated FY 2018-19	Adopted FY 2019-20
	Other Revenues:					
4111	Measure A - Street Maintenance		-			
4810	Rents & Leases - General Fund	1,730,852	1,706,906	1,721,886	1,734,544	1,754,144
4810	Rents & Leases - All funds except General Fund	-	-	-	-	-
4811	Donations - Heritage Theater	-	-	-	-	-
4812	Donations - Historical Museum	1,949	2,420	1,032	1,438	-
4813	Donations - Senior Citizens Center	(258)	(199)	(50)	150	-
4815	Donations - Ainsley Capital	140	157	-	-	-
4816	Donations - Meal	17,997	17,455	15,758	17,328	14,500
4817	Donations - Misc. - General Fund	2,559	6,909	3,952	1,000	1,000
4817	Donations - Vehicle/Equipment Maintenance	-	-	-	-	-
4818	Donations - Parks	-	-	-	-	-
4819	Other Rental Income	985,656	1,106,938	1,091,123	1,110,713	1,161,455
4820	Donations - DARE Promotion - General Fund	-	-	-	-	-
4821	Donations - Youth Scholar - General Fund	(1,519)	8,578	2,375	3,500	-
4841	ABAG Insurance Refund - General Fund	-	-	-	-	-
4824	Recreation Grant - Private	-	-	-	-	-
4825	Donations - Recreation	1,499	4,201	-	-	-
4827	Donations - State of the City	-	-	-	-	-
4828	CMBL Police Foundation	-	-	-	-	-
4890	Successor Agency ROPS Admin Reimb	(18,720)	22,000	22,200	19,000	20,000
4892	Asset Seizures	12,250	12,714	8,037	23,640	14,000
4920	Park Dedication Fees	2,009,861	269,803	356,338	600,000	400,000
4921	Project Revenue - General Fund	-	-	-	-	-
4921	Project Revenue - Capital Project. Fund	227,205	50,669	132,430	180,500	60,000
4921	Project Revenue - Federal Grants	-	-	-	-	-
4922	AB 939 Recycling - SCC	39,725	66,790	89,928	39,725	49,356
4924	Notice/Improvement/Obligation	4,614	18,462	19,708	5,990	6,100
4950	Lease Revenue	-	-	-	-	-
4951	COP Debt Service Abatement	-	-	-	-	-
4960	Sale of Real or Personal Property - General Fund	45	-	-	2,000	2,000
4960	Sale of Real or Personal Property. - All Funds except Gen. Fu	1,246,446	337	31,204	19,206	10,000
4961	Gain on Sale	-	23,969	-	-	-
4962	Insurance Recovery - General Fund	850	548	137	2,500	2,500
4962	Insurance Recovery - Lighting District Fund	3,446	4,650	1,410	-	-
4962	Insurance Recovery - Motor Vehicle Pool Fund	-	20,401	2,969	-	-
4962	Insurance Recovery - Workers' Compensation Fund	-	-	123,041	-	-
4963	Insurance Claims Refunds	-	-	9,442	-	-
4965	Other Revenue - General Fund	65,634	90,398	129,043	130,000	132,000
4965	Other Revenue - All Funds except General Fund	25,573	368,323	173,893	2,500	2,500
4966	Principal Repayment - General Fund	-	-	-	-	-
4966	Principal Repayment	-	-	-	200,274	50,000
4967	Expense Abatement - Bus Passes - General Fund	-	-	-	-	-
4968	Expense Abatement - Misc. - General Fund	-	-	-	-	-
4968	Expense Abatement - Misc.	(36)	-	-	13,153	-
4969	Inspection Escrow	-	-	-	-	-
4968	Expense Abatement - Miscellaneous - Other Funds	-	-	-	-	-
4970	West Valley - JPA	-	-	-	-	-
4971	Tree In Lieu Fee - General Fund	700	8,600	15,116	25,320	25,000
4972	Use Fees-Campbell Union School District	-	-	-	-	-
4973	Parking in Lieu Fee	-	-	-	-	-
4990	Capital Contributions Revenue-Motor Vehicle Pool	-	-	-	-	-
4990	Capital Contributions Revenue-IT Pool	-	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	726,141	1,038,214	769,039	605,000	605,000
5144	Premiums - Long-Term Disability (LTD) Insurance	-	-	-	-	-
6021	Proceeds of Refunding Debt	-	8,085,000	-	-	-
6023	Bond Premium	-	1,090,835	-	-	-
6040	Loan Proceeds - RDA Capital Projects	-	-	-	-	-
6040	Loan/Bonds Proceeds - Capital Projects	-	-	-	-	-
6070	Cash Over/Short - General Fund	-	3	-	-	-
	Sub-Total	7,082,609	14,025,081	4,720,011	4,737,481	4,309,555
	Total Revenues - All Funds (Exhibit A)	63,657,354	68,819,786	62,057,344	66,320,975	66,928,286
6899	Transfers-In - General Fund	1,429,913	1,399,558	1,462,489	1,294,226	1,348,756
	Transfers-In - All Funds except General Fund	9,071,235	8,436,296	9,205,599	5,812,324	9,357,295
6799	Residual Equity Transfer-in - From RDA Housing (Increase)/Decrease in Reserves	-	-	-	-	-
6090	Beginning Fund Balance- Operating - General Fund	-	-	-	-	-
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	-	-	-	-
6091	Beginning Fund Balance - Capital - General Fund	-	-	-	-	-
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	-	-	-	-
	Total Sources of Revenues	\$ 74,158,502	\$ 78,655,640	\$ 72,725,432	\$ 73,427,525	\$ 77,634,337

City of Campbell - Operating/Capital Budget
All Funds Estimated Revenues
Fiscal Year 2019 - 2020

AC #	Description	Adopted Fiscal Year 2019-20 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	Other Revenues:					
4111	Measure A - Street Maintenance					
4810	Rents & Leases - General Fund	1,754,144	-	-	-	-
4810	Rents & Leases - All funds except General Fund	-	-	-	-	-
4811	Donations - Heritage Theater	-	-	-	-	-
4812	Donations - Historical Museum	-	-	-	-	-
4813	Donations - Senior Citizens Center	-	-	-	-	-
4815	Donations - Ainsley Capital	-	-	-	-	-
4816	Donations - Meal	14,500	-	-	-	-
4817	Donations - Misc. - General Fund	1,000	-	-	-	-
4817	Donations - Vehicle/Equipment Maintenance	-	-	-	-	-
4818	Donations - Parks	-	-	-	-	-
4819	Other Rental Income	1,161,455	-	-	-	-
4820	Donations - DARE Promotion - General Fund	-	-	-	-	-
4821	Donations - Youth Scholar - General Fund	-	-	-	-	-
4841	ABAG Insurance Refund - General Fund	-	-	-	-	-
4824	Recreation Grant - Private	-	-	-	-	-
4825	Donations - Recreation	-	-	-	-	-
4827	Donations - State of the City	-	-	-	-	-
4828	CMBL Police Foundation	-	-	-	-	-
4890	Successor Agency ROPS Admin Reimb	20,000	-	-	-	-
4892	Asset Seizures	-	14,000	-	-	-
4920	Park Dedication Fees	-	400,000	-	-	-
4921	Project Revenue - General Fund	-	-	-	-	-
4921	Project Revenue - Capital Project. Fund	-	-	-	-	60,000
4921	Project Revenue - Federal Grants	-	-	-	-	-
4922	AB 939 Recycling - SCC	-	49,356	-	-	-
4924	Notice/Improvement/Obligation	6,100	-	-	-	-
4950	Lease Revenue	-	-	-	-	-
4951	COP Debt Service Abatement	-	-	-	-	-
4960	Sale of Real or Personal Property - General Fund	2,000	-	-	-	-
4960	Sale of Real or Personal Property. - All Funds except Gen. F	-	-	-	10,000	-
4961	Gain on Sale	-	-	-	-	-
4962	Insurance Recovery - General Fund	2,500	-	-	-	-
4962	Insurance Recovery - Lighting District Fund	-	-	-	-	-
4962	Insurance Recovery - Motor Vehicle Pool Fund	-	-	-	-	-
4962	Insurance Recovery - Workers' Compensation Fund	-	-	-	-	-
4963	Insurance Claims Refunds	-	-	-	-	-
4965	Other Revenue - General Fund	132,000	-	-	-	-
4965	Other Revenue - All Funds except General Fund	-	2,500	-	-	-
4966	Principal Repayment - General Fund	-	-	-	-	-
4966	Principal Repayment	-	50,000	-	-	-
4967	Expense Abatement - Bus Passes - General Fund	-	-	-	-	-
4968	Expense Abatement - Misc. - General Fund	-	-	-	-	-
4968	Expense Abatement - Misc.	-	-	-	-	-
4969	Inspection Escrow	-	-	-	-	-
4968	Expense Abatement - Miscellaneous - Other Funds	-	-	-	-	-
4970	West Valley - JPA	-	-	-	-	-
4971	Tree In Lieu Fee - General Fund	25,000	-	-	-	-
4972	Use Fees-Campbell Union School District	-	-	-	-	-
4973	Parking in Lieu Fee	-	-	-	-	-
4990	Capital Contributions Revenue-Motor Vehicle Pool	-	-	-	-	-
4990	Capital Contributions Revenue-IT Pool	-	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	-	-	-	605,000	-
5144	Premiums - Long-Term Disability (LTD) Insurance	-	-	-	-	-
6021	Proceeds of Refunding Debt	-	-	-	-	-
6023	Bond Premium	-	-	-	-	-
6040	Loan Proceeds - RDA Capital Projects	-	-	-	-	-
6040	Loan/Bonds Proceeds - Capital Projects	-	-	-	-	-
6070	Cash Over/Short - General Fund	-	-	-	-	-
	Sub-Total	3,118,699	515,856	-	615,000	60,000
	Total Revenues - All Funds (Exhibit A)	54,514,400	8,975,486	-	3,378,400	60,000
6899	Transfers-In - General Fund	1,348,756	-	-	-	-
	Transfers-In - All Funds except General Fund	-	2,595,020	762,825	254,000	5,745,450
6799	Residual Equity Transfer-in - From RDA Housing (Increase)/Decrease in Reserves	-	-	-	-	-
6090	Beginning Fund Balance- Operating - General Fund	-	-	-	-	-
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	-	-	-	-
6091	Beginning Fund Balance - Capital - General Fund	-	-	-	-	-
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	-	-	-	-
	Total Sources of Revenues	\$ 55,863,156	\$ 11,570,506	\$ 762,825	\$ 3,632,400	\$ 5,805,450

City of Campbell - Operating/Capital Budget
Summary of Expenditures by Governmental Function Fund Type
Fiscal Year 2019 - 2020

	Employee Services	Supplies & Services	Capital Improvements	Debt Service	Transfers Out	Adopted FY 2019-20
General Government Administration:						
501 City Council	\$ 128,572	\$ 207,200	-	-	-	\$ 335,772
510 CM - Administration	865,190	166,852	-	-	-	1,032,042
511 CM - City Clerk	339,898	158,933	-	-	-	498,831
515 CM - Human Resources	581,709	594,701	-	-	-	1,176,410
516 CM - Workers Compensation	-	481,550	-	-	-	481,550
518 CM - Measure O	231,603	100,000	-	-	-	331,603
535 Finance - Accounting	1,430,183	269,586	-	-	-	1,699,769
540 Finance - Non-Departmental	534,800	850,024	-	-	-	1,384,824
543 Finance - 2002 COP Debt Svc.	-	-	-	-	-	-
544 Finance - 1997 COP Debt Svc.	-	-	-	-	-	-
548 Finance - 2016 Refunding Lease Revenue Bond	-	-	-	762,825	-	762,825
547 CM - IT Services	820,435	724,491	-	-	-	1,544,926
549 Finance - CFD #1	-	5,000	-	-	-	5,000
560 City Attorney	338,873	247,876	-	-	-	586,749
Sub-total	5,271,263	3,806,213	-	762,825	-	9,840,301
Recreation & Community Services:						
524 Administration	634,657	112,782	-	-	-	747,439
525 Senior Nutrition	82,440	102,968	-	-	-	185,408
526 Adult Services	592,214	169,200	-	-	-	761,414
527 Community Center	889,037	499,127	-	-	-	1,388,164
528 Museum	304,496	123,838	-	-	-	428,334
529 Theater	-	989,586	-	-	-	989,586
531 Sports & Aquatics	967,460	363,473	-	-	-	1,330,933
532 Pre-School, Day Camp & Enrich Classes	761,657	468,981	-	-	-	1,230,638
Sub-total	4,231,961	2,829,955	-	-	-	7,061,916
Public Safety:						
601 PD - Administration	821,417	431,246	-	-	-	1,252,663
602 PD - Communications	2,193,962	312,048	-	-	-	2,506,010
603 PD - Records	1,358,695	148,507	-	-	-	1,507,202
604 PD - Special Enforcement Svcs.	4,380,558	230,568	-	-	-	4,611,126
605 PD - Field Services	8,611,962	1,068,289	-	-	-	9,680,251
610 Fire Administration	-	9,126,693	-	-	-	9,126,693
Sub-total	17,366,594	11,317,351	-	-	-	28,683,945
Community Development:						
550 CD - Planning	393,425	167,703	-	-	-	561,128
551 CD - Current Planning	899,427	128,002	-	-	-	1,027,429
552 CD - Policy Development	156,854	135,000	-	-	-	291,854
553 CD - CDBG Housing	-	-	-	-	-	-
554 CD - Building	1,118,393	411,065	-	-	-	1,529,458
556 CD - Economic Development	182,695	31,301	-	-	-	213,996
557 CD - Housing Assistance	40,850	202,800	-	-	-	243,650
Sub-total	2,791,644	1,075,871	-	-	-	3,867,515
Public Works:						
701 PW - Administration	682,473	99,054	-	-	-	781,527
715 PW - Environmental Services	-	-	-	-	-	-
720 PW - Transportation Eng.	339,353	77,052	-	-	-	416,405
730 PW - Engineering	1,419,400	113,592	-	-	-	1,532,992
740 PW - Land Development	771,684	530,854	-	-	-	1,302,538
745 PW - Maint. Administration	495,900	65,498	-	-	-	561,398
750 PW - Vehicle & Equip. Maint..	423,117	1,145,263	-	-	-	1,568,380
760 PW - Street Maintenance	1,043,986	808,090	-	-	-	1,852,076
770 PW - Signals & Lighting Maint.	458,128	493,730	-	-	-	951,858
775 PW - Park Maintenance	1,712,924	1,117,138	-	-	-	2,830,062
780 PW - Building Maintenance	723,957	833,206	-	-	-	1,557,163
741 PW - CFD #2	-	19,000	-	-	-	19,000
Sub-total	8,070,922	5,302,477	-	-	-	13,373,399
980 Operating Transfers Out (GF)	-	-	-	-	2,909,545	2,909,545
980 Transfers Out (Misc. Funds)	-	-	-	-	2,051,056	2,051,056
950 Capital Projects	-	-	5,805,450	-	-	5,805,450
990 Capital Transfers Out	-	-	-	-	5,745,450	5,745,450
Sub-total	-	-	5,805,450	-	10,706,051	16,511,501
Total - City	\$ 37,732,384	\$ 24,331,867	\$ 5,805,450	\$ 762,825	\$ 10,706,051	\$ 79,338,577

City of Campbell - Operating/Capital Budget
Summary of Expenditures by Governmental Function Fund Type
Fiscal Year 2019 - 2020

	General Fund	Special Revenue	Debt Service	Capital Projects	Internal Service	Trust & Agency
General Government Administration:						
501 City Council	\$ 335,772	-	-	-	-	-
510 CM - Administration	1,032,042	-	-	-	-	-
511 CM - City Clerk	498,831	-	-	-	-	-
515 CM - Human Resources	1,176,410	-	-	-	-	-
516 CM - Workers Compensation	-	-	-	-	481,550	-
518 CM - Measure O	-	331,603	-	-	-	-
535 Finance - Accounting	1,699,769	-	-	-	-	-
540 Finance - Non-Departmental	1,384,824	-	-	-	-	-
543 Finance - 2002 COP Debt Svc.	-	-	-	-	-	-
544 Finance - 1997 COP Debt Svc.	-	-	-	-	-	-
548 Finance - 2016 Refunding Lease Revenue Bond	-	-	762,825	-	-	-
547 CM - IT Services	-	-	-	-	1,544,926	-
549 Finance - CFD #1	-	5,000	-	-	-	-
560 City Attorney	586,749	-	-	-	-	-
Sub-total	6,714,397	336,603	762,825	-	2,026,476	-
Recreation & Community Services:						
524 Administration	747,439	-	-	-	-	-
525 Senior Nutrition	185,408	-	-	-	-	-
526 Adult Services	761,414	-	-	-	-	-
527 Community Center	1,388,164	-	-	-	-	-
528 Museum	428,334	-	-	-	-	-
529 Theater	989,586	-	-	-	-	-
531 Sports & Aquatics	1,330,933	-	-	-	-	-
532 Pre-School, Day Camp & Enrich Classes	1,230,638	-	-	-	-	-
Sub-total	7,061,916	-	-	-	-	-
Public Safety:						
601 PD - Administration	1,252,663	-	-	-	-	-
602 PD - Communications	2,506,010	-	-	-	-	-
603 PD - Records	1,507,202	-	-	-	-	-
604 PD - Special Enforcement Svcs.	4,611,126	-	-	-	-	-
605 PD - Field Services	9,680,251	-	-	-	-	-
610 Fire Administration	9,126,693	-	-	-	-	-
Sub-total	28,683,945	-	-	-	-	-
Community Development:						
550 CD - Planning	561,128	-	-	-	-	-
551 CD - Current Planning	1,027,429	-	-	-	-	-
552 CD - Policy Development	291,854	-	-	-	-	-
553 CD - CDBG Housing	-	-	-	-	-	-
554 CD - Building	1,529,458	-	-	-	-	-
556 CD - Economic Development	213,996	-	-	-	-	-
557 CD - Housing Assistance	-	243,650	-	-	-	-
Sub-total	3,623,865	243,650	-	-	-	-
Public Works:						
701 PW - Administration	781,527	-	-	-	-	-
715 PW - Environmental Services	-	-	-	-	-	-
720 PW - Transportation Eng.	416,405	-	-	-	-	-
730 PW - Engineering	1,532,992	-	-	-	-	-
740 PW - Land Development	1,302,538	-	-	-	-	-
745 PW - Maint. Administration	561,398	-	-	-	-	-
750 PW - Vehicle & Equip. Maint..	-	-	-	-	1,568,380	-
760 PW - Street Maintenance	-	1,852,076	-	-	-	-
770 PW - Signals & Lighting Maint.	-	951,858	-	-	-	-
775 PW - Park Maintenance	-	2,830,062	-	-	-	-
780 PW - Building Maintenance	1,557,163	-	-	-	-	-
741 PW - CFD #2	-	19,000	-	-	-	-
Sub-total	6,152,023	5,652,996	-	-	1,568,380	-
980 Operating Transfers Out (GF)	2,909,545	-	-	-	-	-
980 Transfers Out (Misc. Funds)	-	1,951,456	-	-	99,600	-
950 Capital Projects	-	-	-	5,805,450	-	-
990 Capital Transfers Out	1,097,000	4,648,450	-	-	-	-
Sub-total	4,006,545	6,599,906	-	5,805,450	99,600	-
Total - City	\$ 56,242,691	\$ 12,833,155	\$ 762,825	\$ 5,805,450	\$ 3,694,456	\$ -

DEBT MANAGEMENT

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

Legal Debt Limit and General Obligation Debt: The City's most recently calculated debt limit was \$355.5 million with \$0 of debt subject to the limit. The City also has no general obligation debt.

2016 Refunding Lease Revenue Bonds

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

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

2002 Certificates of Participation

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

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

Summary of City Debt Service

Description	Final Maturity Date	Amount of Original Issue	Outstanding Principal	Outstanding Interest	Total
2016 Refunding Lease Revenue Bonds	2028	\$ 8,085,000	\$ 6,260,000	\$ 1,301,825	\$ 7,561,825
2002 Certificates of Participation	2032	\$ 11,930,843	\$ 1,245,844	\$ 5,214,156	\$ 6,460,000
Total		\$ 20,015,843	\$ 7,505,844	\$ 6,515,981	\$ 14,021,825

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

Annual Debt Service to Maturity—2016 Refunding Lease Revenue Bonds

Fiscal Year	Total Principal	Total Interest	Total Debt Service
2020	535,000	225,825	760,825
2021	550,000	209,550	759,550
2022	570,000	192,750	762,750
2022	585,000	172,500	757,500
2024	605,000	148,700	753,700
Thereafter	3,415,000	352,500	3,767,500
Total	\$ 6,260,000	\$ 1,301,825	\$ 7,561,825

Annual Debt Service to Maturity—2002 Certificates of Participation

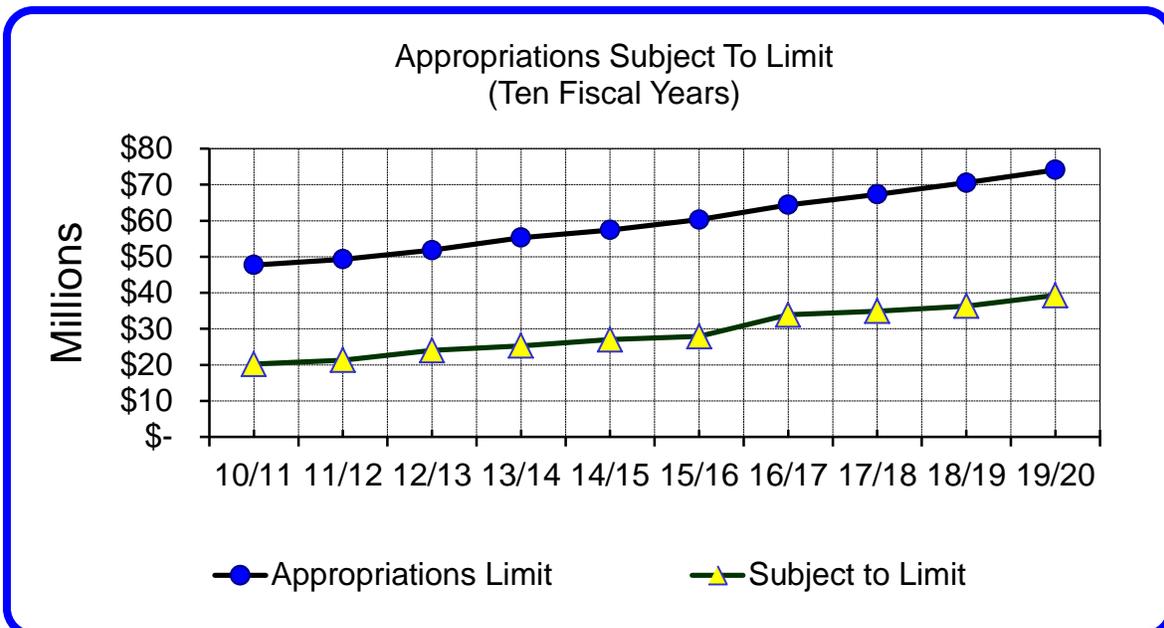
Fiscal Year	Principal	Interest	Total
2020	\$ -	\$ -	\$ -
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
Thereafter	1,245,844	5,214,156	6,460,000
Total	\$ 1,245,844	\$ 5,214,156	\$ 6,460,000

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 2019-20 of \$74.0 million was adopted by Council via Resolution #12449, on June 18, 2019.

When a city's proceeds of taxes (less statutory exclusions) exceed the legal limit, excess tax revenue must be returned to the State or citizens through a process of refunds, rebates, or other means that may be determined at that time. The fiscal year 2019-20 calculations indicate the City of Campbell will again be significantly below the appropriations or spending limit. The City's appropriations limit of \$74.0 million for fiscal year 2019-20 is approximately \$3.5 million higher than the fiscal 2018-19 limit of \$70.5 million. For fiscal 2019-20, the City's proceeds of taxes subject to the appropriations limit are projected to be \$39.3 million. This is 53.1% of the legal appropriations limit. Any future amendments to the adopted appropriations from "proceeds of taxes" will be subject to the limit and will be calculated accordingly. As a result of the City's Gann calculations being so far under the legal limit, restraints on current or future budget deliberations are not contemplated.



Fund Balance Analysis Fiscal Year 2019- 20

Fund Description	Fund #	Beginning Fund Balance Estimated	Adopted Revenues & Transfers FY 2019-20	Adopted Expenditures & Transfers FY 2019-20	Ending Fund Balance Estimated FY 2019-20
General Fund	101	\$ 27,136,994	\$ 55,863,156	\$ 56,242,691	\$ 26,757,459
Vehicle Impact Fees	202	1,547,141	777,250	777,000	1,547,391
Gas Tax	203, 204	336,684	2,472,089	2,639,706	169,067
Drug Enforcement - Asset Forfeiture	205	54,606	14,000	19,000	49,606
Lighting and Landscaping District	207	(350,837)	3,893,220	3,893,220	(350,837)
Housing & Com Dev Block Grant	208	778	-	-	778
Environmental Services	209	738,202	1,467,420	1,574,526	631,096
Supplemental Law Enforcement	210	231,042	-	145,000	86,042
State/Other Grants	212	-	2,187,450	2,187,450	-
T.D.A.	216	-	20,000	20,000	-
Other Federal Grants	218	-	5,000	5,000	-
Housing Assistance Fund	233	9,464,098	68,000	243,650	9,288,448
Community Facilities District #1	236	2,778	145,000	145,000	2,778
Community Facilities District #2	237	91,648	35,250	23,000	103,898
Parkland Dedication Trust	295	4,527,280	485,827	829,000	4,184,107
L.I.D. Debt Service	367	31,274	-	-	31,274
2016 Refunding Lease Revenue Bonds	370	3,122	762,825	762,825	3,122
Capital Projects	435	1,913,106	5,805,450	5,805,450	1,913,106
Measure O CIP	448	-	-	331,603	(331,603)
Motor Vehicle Pool	641	686,324	1,399,400	1,618,380	467,344
Information Technologies Pool	647	895,496	1,628,000	1,594,526	928,970
Worker's Compensation Pool	690	1,702,625	605,000	481,550	1,826,075
Parks and Museum Trust	794	144,799	-	-	144,799
Recreation Grants-Private	795	5,716	-	-	5,716
Senior Citizen Trust	797	15,527	-	-	15,527
Total		\$ 49,179,764	\$ 77,634,337	\$ 79,338,577	\$ 47,475,524

* Total revenues exclude beginning fund balance amounts.

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

Fund Balance Analysis Fiscal Year 2018-19

Fund Description	Fund #	Audited Beginning Fund Balance June 30, 2018	Est Revenues & Transfers FY 2018-19	Est Expenditures & Transfers FY 2018-19	Ending Fund Balance Estimated FY 2018-19
General Fund	101	\$ 26,480,764	\$ 54,233,608	\$ 53,577,378	\$ 27,136,994
Vehicle Impact Fees	202	820,141	727,000	-	1,547,141
Gas Tax	203, 204	(214,553)	2,412,271	1,861,034	336,684
Drug Enforcement - Asset Forfeiture	205	42,066	23,640	11,100	54,606
Lighting and Landscaping District	207	(283,899)	3,909,343	3,976,281	(350,837)
Housing & Com Dev Block Grant	208	778	386,794	386,794	778
Environmental Services	209	724,198	1,486,901	1,472,897	738,202
Supplemental Law Enforcement	210	131,042	100,000	-	231,042
State/Other Grants	212	54,568	852,432	907,000	-
T.D.A.	216	(2,078)	302,078	300,000	-
Other Federal Grants	218	(40,091)	143,964	103,873	-
Housing Assistance Fund	233	9,340,693	340,413	217,008	9,464,098
Community Facilities District #1	236	2,574	145,204	145,000	2,778
Community Facilities District #2	237	77,348	35,300	21,000	91,648
Parkland Dedication Trust	295	4,469,487	600,000	542,207	4,527,280
L.I.D. Debt Service	367	31,274	-	-	31,274
2016 Refunding Lease Revenue Bonds	370	3,122	849,925	849,925	3,122
Capital Projects	435	1,732,606	3,241,539	3,061,039	1,913,106
Measure O CIP	448	-	-	-	-
Motor Vehicle Pool	641	528,964	1,396,335	1,238,975	686,324
Information Technologies Pool	647	886,041	1,631,337	1,621,882	895,496
Worker's Compensation Pool	690	1,623,354	607,853	528,582	1,702,625
Parks and Museum Trust	794	143,425	1,374	-	144,799
Recreation Grants-Private	795	5,652	64	-	5,716
Senior Citizen Trust	797	15,377	150	-	15,527
Total		\$ 46,574,214	\$ 73,427,525	\$ 70,821,975	\$ 49,179,764

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

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

<u>Description</u>	<u>2016/17 Actual</u>	<u>2017/18 Actual</u>	<u>2018/19 Estimated</u>	<u>2019/20 Adopted</u>
Fund balance, July 1	<u>\$ 30,222,212</u>	<u>\$ 28,924,105</u>	<u>\$ 26,480,764</u>	<u>\$27,136,994</u>
REVENUES:				
Property Taxes	13,052,321	14,037,856	15,993,143	16,932,000
Sales and Use Taxes	14,297,751	14,859,014	15,037,300	15,299,100
Franchise and other taxes	9,279,306	9,698,919	9,957,880	10,155,700
Licenses and permits	3,873,976	3,214,847	2,247,093	1,899,500
Fines and forfeitures	320,193	345,627	346,092	362,300
Investment income	171,220	180,905	470,088	478,000
Intergovernmental revenues	191,665	243,496	780,100	887,970
Charges for services	3,743,089	6,813,802	7,890,748	8,296,730
Other revenues	3,081,693	292,355	216,938	203,100
Operating transfers-in	<u>1,399,558</u>	<u>1,462,489</u>	<u>1,294,226</u>	<u>1,348,756</u>
Total operating revenues	<u>49,410,772</u>	<u>51,149,310</u>	<u>54,233,608</u>	<u>55,863,156</u>
EXPENDITURES:				
General Government	16,157,074	16,058,540	17,778,136	17,400,177
Public Safety	24,426,410	25,711,074	25,944,340	28,682,947
Public Works	5,377,822	5,855,400	6,053,269	6,153,022
Operating transfers-out	<u>2,988,255</u>	<u>2,971,131</u>	<u>2,965,268</u>	<u>2,909,545</u>
Total operating expenditures	<u>48,949,561</u>	<u>50,596,145</u>	<u>52,741,013</u>	<u>55,145,691</u>
Capital transfers-out	<u>1,759,318</u>	<u>2,996,506</u>	<u>836,365</u>	<u>1,097,000</u>
Total expenditures	<u>50,708,879</u>	<u>53,592,651</u>	<u>53,577,378</u>	<u>56,242,691</u>
FUND BALANCES:				
Committed	23,896,221	21,036,675	22,336,994	22,257,459
Assigned	4,027,890	4,528,546	3,800,000	3,500,000
Unassigned	<u>999,994</u>	<u>915,543</u>	<u>1,000,000</u>	<u>1,000,000</u>
Total reserves or designations	<u>28,924,105</u>	<u>26,480,764</u>	<u>27,136,994</u>	<u>26,757,459</u>
Fund balance - June 30	<u><u>\$ 28,924,105</u></u>	<u><u>\$ 26,480,764</u></u>	<u><u>\$ 27,136,994</u></u>	<u><u>\$26,757,459</u></u>

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

Description	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Adopted
Fund balance, July 1	<u>\$ 1,628,773</u>	<u>\$ 1,513,968</u>	<u>\$ 605,588</u>	<u>\$ 1,883,825</u>
REVENUES:				
Special Gas Tax 2105	218,771	231,860	246,000	237,122
Special Gas Tax 2106	141,432	154,050	158,400	155,587
Special Gas Tax 2107	294,918	301,752	305,200	309,699
Special Gas Tax 2107.5	-	6,000	6,000	6,000
Vehicle Impact Fees	742,489	692,962	727,000	777,000
Gas Tax 7360	93,502	166,385	327,500	367,733
SB1 Road Maintenance	-	250,355	783,000	700,000
SB1 TCRF Loan Repayment	-	48,572	-	48,148
Investment earnings	7,443	7,107	-	250
Other revenues	2,741	628	2,500	2,500
Operating transfers-in	484,300	504,300	583,671	645,300
Total revenues	<u>1,985,596</u>	<u>2,363,971</u>	<u>3,139,271</u>	<u>3,249,339</u>
EXPENDITURES:				
PW-Street Maintenance	1,560,636	1,732,532	1,780,034	1,852,076
Operating transfers-out	75,529	78,055	81,000	87,630
Total operating expenditures	<u>1,636,165</u>	<u>1,810,587</u>	<u>1,861,034</u>	<u>1,939,706</u>
Capital transfers-out	464,236	1,461,764	-	1,477,000
Total expenditures	<u>2,100,401</u>	<u>3,272,351</u>	<u>1,861,034</u>	<u>3,416,706</u>
FUND BALANCES:				
Nonspendable	1,513,968	605,588	1,883,825	1,716,458
Total reserves or designations	<u>1,513,968</u>	<u>605,588</u>	<u>1,883,825</u>	<u>1,716,458</u>
Fund balance - June 30	<u>\$ 1,513,968</u>	<u>\$ 605,588</u>	<u>\$ 1,883,825</u>	<u>\$ 1,716,458</u>

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

<u>Description</u>	<u>2016/17 Actual</u>	<u>2017/18 Actual</u>	<u>2018/19 Estimated</u>	<u>2019/20 Adopted</u>
Fund balance, July 1	\$ 10,854	\$ 59,223	\$ (283,899)	\$ (350,837)
REVENUES:				
Lighting & Landscaping Assessments	1,201,770	1,198,903	1,207,500	1,210,000
Property tax	1,138,860	1,209,633	1,143,000	1,143,000
Insurance claims refund	4,650	1,410	-	-
Residual RPTTF Distribution	-	-	-	-
Project Revenue Overhead Offset	-	-	50,000	-
Other revenues	21,286	207,023	27,500	27,500
Operating transfers-in	1,738,968	1,386,550	1,481,343	1,512,720
Total revenues	<u>4,105,534</u>	<u>4,003,519</u>	<u>3,909,343</u>	<u>3,893,220</u>
EXPENDITURES:				
PW-signals & lighting maintenance	1,124,423	941,769	984,294	951,858
PW-Park Maintenance	2,821,442	3,120,306	2,880,687	2,830,062
Operating transfers-out	111,300	284,566	111,300	111,300
Total expenditures	<u>4,057,165</u>	<u>4,346,641</u>	<u>3,976,281</u>	<u>3,893,220</u>
FUND BALANCES:				
Restricted	59,222	-	-	-
Total reserves or designations	<u>59,223</u>	<u>(283,899)</u>	<u>(350,837)</u>	<u>(350,837)</u>
Fund balance - June 30	<u>\$ 59,223</u>	<u>\$ (283,899)</u>	<u>\$ (350,837)</u>	<u>\$ (350,837)</u>

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

Description	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Adopted
Fund balance, July 1	<u>\$ 822,925</u>	<u>\$ 745,375</u>	<u>\$ 724,198</u>	<u>\$ 738,202</u>
REVENUES:				
Solid waste fees	403,041	415,678	556,464	556,464
AB939 recycling	66,790	89,928	39,725	49,356
Storm water fees	384,925	385,390	394,100	394,100
Storm drain fees	25,526	37,628	15,000	20,000
Water District Grant	-	-	33,731	-
Beverage container grant	-	-	10,881	10,000
Investment income	1,811	1,965	-	500
Other revenue	-	-	-	-
Operating transfers-in	511,500	513,693	437,000	437,000
Total revenues	<u>1,393,593</u>	<u>1,444,282</u>	<u>1,486,901</u>	<u>1,467,420</u>
EXPENDITURES:				
Operating transfers-out	1,398,678	1,419,707	1,472,897	1,574,526
Total operating expenditures	<u>1,398,678</u>	<u>1,419,707</u>	<u>1,472,897</u>	<u>1,574,526</u>
Capital transfers-out	72,465	45,752	-	-
Total expenditures	<u>1,471,143</u>	<u>1,465,459</u>	<u>1,472,897</u>	<u>1,574,526</u>
FUND BALANCES:				
Nonspendable	745,375	724,198	738,202	631,096
Total reserves or designations	<u>745,375</u>	<u>724,198</u>	<u>738,202</u>	<u>631,096</u>
Fund balance - June 30	<u><u>\$ 745,375</u></u>	<u><u>\$ 724,198</u></u>	<u><u>\$ 738,202</u></u>	<u><u>\$ 631,096</u></u>

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

<u>Description</u>	<u>2016/17 Actual</u>	<u>2017/18 Actual</u>	<u>2018/19 Estimated</u>	<u>2019/20 Adopted</u>
Fund balance, July 1	\$ 9,345,383	\$ 9,459,432	\$ 9,340,693	\$ 9,464,098
REVENUES:				
B E G I N Housing Program	-	-	94,000	-
Investment income	20,902	49,616	37,205	18,000
Other revenues	355,582	-	209,208	50,000
Total revenues	<u>376,484</u>	<u>49,616</u>	<u>340,413</u>	<u>68,000</u>
EXPENDITURES:				
Housing assistance	262,435	168,355	217,008	243,650
Housing grant & loans	-	-	-	-
Total operating expenditures	<u>262,435</u>	<u>168,355</u>	<u>217,008</u>	<u>243,650</u>
Capital transfers-out	-	-	-	-
Total expenditures	<u>262,435</u>	<u>168,355</u>	<u>217,008</u>	<u>243,650</u>
FUND BALANCES:				
Nonspendable	8,764,548	8,764,548	8,764,548	8,764,548
Restricted	694,883	576,145	699,550	523,900
Total reserves or designations	<u>9,459,431</u>	<u>9,340,693</u>	<u>9,464,098</u>	<u>9,288,448</u>
Fund balance - June 30	<u>\$ 9,459,432</u>	<u>\$ 9,340,693</u>	<u>\$ 9,464,098</u>	<u>\$ 9,288,448</u>

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

<u>Description</u>	<u>2016/17 Actual</u>	<u>2017/18 Actual</u>	<u>2018/19 Estimated</u>	<u>2019/20 Adopted</u>
Fund balance, July 1	\$ 23,507	\$ 49,918	\$ 77,348	\$ 91,648
REVENUES:				
Special assessment	41,431	34,898	35,250	35,250
Other revenues	-	24	50	-
Total revenues	<u>41,431</u>	<u>34,922</u>	<u>35,300</u>	<u>35,250</u>
EXPENDITURES:				
Community facility district	-	3,492	17,000	19,000
Operating transfers-out	15,020	4,000	4,000	4,000
Total operating expenditures	<u>15,020</u>	<u>7,492</u>	<u>21,000</u>	<u>23,000</u>
Capital transfer-out	-	-	-	-
Total expenditures	<u>15,020</u>	<u>7,492</u>	<u>21,000</u>	<u>23,000</u>
FUND BALANCES:				
Nonspendable	49,918	77,348	91,648	103,898
Total reserves or designations	<u>49,918</u>	<u>77,348</u>	<u>91,648</u>	<u>103,898</u>
Fund balance - June 30	<u>\$ 49,918</u>	<u>\$ 77,348</u>	<u>\$ 91,648</u>	<u>\$ 103,898</u>

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

<u>Description</u>	<u>2016/17 Actual</u>	<u>2017/18 Actual</u>	<u>2018/19 Estimated</u>	<u>2019/20 Adopted</u>
Fund balance, July 1	\$ -	\$ 3,098	\$ 3,122	\$ 3,122
REVENUES:				
Investment income	37	87	-	-
Proceeds of refunding debt	8,085,000	-	-	-
Bond premium	1,090,835	-	-	-
Operating transfers-in	801,462	854,137	849,925	762,825
Total revenues	<u>9,977,334</u>	<u>854,224</u>	<u>849,925</u>	<u>762,825</u>
EXPENDITURES:				
Bond issuance costs	179,842	-	-	-
Discount expense	29,920	-	-	-
Paying agent fees	-	1,250	2,000	2,000
Payment to refunded debt escrow	8,962,993	-	-	-
Principal retirement	625,000	595,000	605,000	535,000
Interest and fiscal charges	176,481	257,950	242,925	225,825
Total expenditures	<u>9,974,236</u>	<u>854,200</u>	<u>849,925</u>	<u>762,825</u>
FUND BALANCES:				
Restricted	3,099	3,098	3,122	3,122
Total reserves or designations	<u>3,099</u>	<u>3,098</u>	<u>3,122</u>	<u>3,122</u>
Fund balance - June 30	<u>\$ 3,098</u>	<u>\$ 3,122</u>	<u>\$ 3,122</u>	<u>\$ 3,122</u>

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

<u>Description</u>	<u>2016/17 Actual</u>	<u>2017/18 Actual</u>	<u>2018/19 Estimated</u>	<u>2019/20 Adopted</u>
Fund balance, July 1	\$ 1,348,823	\$ 1,742,763	\$ 1,732,606	\$ 1,913,106
REVENUES:				
Project revenues	50,669	132,430	180,500	-
Other revenues	-	-	-	60,000
Capital transfers-in	4,853,998	5,662,286	3,061,039	5,745,450
Total revenues	<u>4,904,667</u>	<u>5,794,716</u>	<u>3,241,539</u>	<u>5,805,450</u>
EXPENDITURES:				
Capital outlay	4,510,727	5,804,873	3,061,039	5,805,450
Total expenditures	<u>4,510,727</u>	<u>5,804,873</u>	<u>3,061,039</u>	<u>5,805,450</u>
FUND BALANCES:				
Assigned	-	1,732,606	1,913,106	1,913,106
Unassigned	-	-	-	-
Total reserves or designations	<u>-</u>	<u>1,732,606</u>	<u>1,913,106</u>	<u>1,913,106</u>
Fund balance - June 30	<u>\$ 1,742,763</u>	<u>\$ 1,732,606</u>	<u>\$ 1,913,106</u>	<u>\$ 1,913,106</u>

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

<u>Description</u>	<u>2016/17 Actual</u>	<u>2017/18 Actual</u>	<u>2018/19 Estimated</u>	<u>2019/20 Adopted</u>
Net position at beginning of year	\$ 693,394	\$ 622,205	\$ 528,964	\$ 686,324
REVENUES:				
Users fees and charges	1,156,974	1,329,400	1,329,400	1,329,400
Other revenue	20,400	34,173	10,000	10,000
Gain (loss) from sale of assets	23,969	-	6,935	10,000
Operating transfers - in	-	80,014	50,000	50,000
Total revenues	<u>1,201,343</u>	<u>1,443,587</u>	<u>1,396,335</u>	<u>1,399,400</u>
EXPENSES:				
Personnel services	425,418	444,074	440,195	423,117
Services and supplies	631,640	633,987	602,780	605,263
Depreciation	170,474	413,767	146,000	540,000
Operating transfers-out	45,000	45,000	50,000	50,000
Total operating expenses	<u>1,272,532</u>	<u>1,536,828</u>	<u>1,238,975</u>	<u>1,618,380</u>
Total expenses	<u>1,272,532</u>	<u>1,536,828</u>	<u>1,238,975</u>	<u>1,618,380</u>
Net income (loss)	<u>(71,189)</u>	<u>(93,241)</u>	<u>157,360</u>	<u>(218,980)</u>
NET POSITION:				
Invested in capital assets	587,490	587,490	587,490	587,490
Unrestricted	<u>34,715</u>	<u>(58,526)</u>	<u>98,834</u>	<u>(120,146)</u>
Total net position	<u>\$ 622,205</u>	<u>\$ 528,964</u>	<u>\$ 686,324</u>	<u>\$ 467,344</u>

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

Description	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Adopted
Net position at beginning of year	\$ 1,326,949	\$ 995,931	\$ 886,041	\$ 895,496
REVENUES:				
Users fees and charges	1,215,092	1,412,000	1,412,000	1,412,000
Successor agency reimbursement	4,024	4,674	3,337	2,000
Other income	8,334	2,411	12,000	10,000
Operating transfers-in	26,724	215,500	204,000	204,000
Total revenues	<u>1,254,174</u>	<u>1,634,585</u>	<u>1,631,337</u>	<u>1,628,000</u>
EXPENSES:				
Personnel Services	666,863	705,087	900,100	820,435
Services and supplies	698,482	776,442	605,182	657,491
Depreciation	88,545	110,248	67,000	67,000
Operating transfers-out	42,000	42,000	49,600	49,600
Total operating expenditures	<u>1,495,890</u>	<u>1,633,777</u>	<u>1,621,882</u>	<u>1,594,526</u>
Capital transfers-out	89,302	110,698	-	-
Total expenditures	<u>1,585,192</u>	<u>1,744,475</u>	<u>1,621,882</u>	<u>1,594,526</u>
Net income (loss)	<u>(331,018)</u>	<u>(109,890)</u>	<u>9,455</u>	<u>33,474</u>
NET POSITION:				
Invested in capital assets	113,033	113,033	113,033	113,033
Unrestricted	882,898	773,007.62	782,463	815,937
Total net position	<u>\$ 995,931</u>	<u>\$ 886,041</u>	<u>\$ 895,496</u>	<u>\$ 928,970</u>

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

Description	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Adopted
Net position at beginning of year	\$ 1,035,660	\$ 1,209,812	\$ 1,623,354	\$ 1,702,625
REVENUES:				
Charges to operating departments	1,038,214	769,039	605,000	605,000
Insurance claims reimbursements	-	123,041	2,853	-
Total revenues	<u>1,038,214</u>	<u>892,080</u>	<u>607,853</u>	<u>605,000</u>
EXPENSES:				
Personnel services	46,050	43,685	50,623	-
Services and supplies	391,988	434,853	477,959	481,550
Change in accrued liability	426,024	-	-	-
Total expenses	<u>864,062</u>	<u>478,538</u>	<u>528,582</u>	<u>481,550</u>
Net income (loss)	<u>174,152</u>	<u>413,542</u>	<u>79,271</u>	<u>123,450</u>
NET POSITION:				
Unrestricted	<u>\$ 1,209,812</u>	<u>\$ 1,623,354</u>	<u>\$ 1,702,625</u>	<u>\$ 1,826,075</u>



City Council



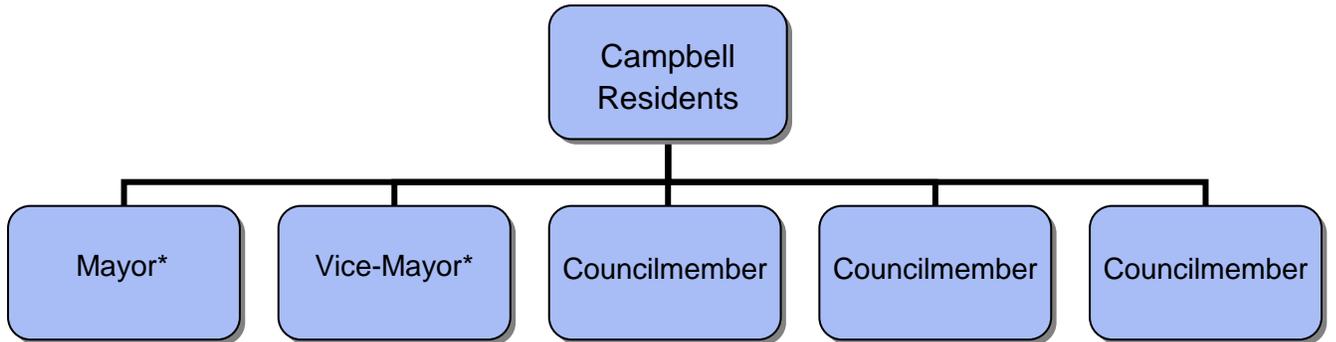
City Council

PROGRAM:

501 City Council

Campbell City Council

2019 - 2020



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

**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 COUNCIL SUMMARY

Expenditure Summary

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 112,709	\$ 121,323	\$ 121,037	\$ 128,571
Supplies, Services & Capital Outlay (Exhibit C)	235,907	244,903	225,902	207,200
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	348,616	366,227	346,939	335,771
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 348,616	\$ 366,227	\$ 346,939	\$ 335,771

Revenue Summary

Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	52,300	53,200	56,000	67,000
Use of Reserves	-	30,000	15,000	15,000
Additional Fund Revenue	296,316	283,027	275,939	253,771
Funding Source Total	\$ 348,616	\$ 366,227	\$ 346,939	\$ 335,771

Staffing (Full-Time Equivalents)

Permanent Positions	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Council Member	5.00	5.00	5.00	5.00
Permanent	5.00	5.00	5.00	5.00
Temporary Positions	-	-	-	-
Temporary	-	-	-	-
Total Full Time Equivalents	5.00	5.00	5.00	5.00

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

**EXHIBIT A
101.501**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 112,709	\$ 121,323	\$ 121,037	\$ 128,571
Supplies, Services & Capital Outlay (Exhibit C)	235,907	244,903	225,902	207,200
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	348,616	366,227	346,939	335,771
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 348,616	\$ 366,227	\$ 346,939	\$ 335,771

FUNDING SOURCE(S)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	52,300	53,200	56,000	67,000
Use of Reserves	-	30,000	15,000	15,000
Additional Fund Revenue	296,316	283,027	275,939	253,771
Funding Source Total	\$ 348,616	\$ 366,227	\$ 346,939	\$ 335,771

REVENUE DETAIL				
Description	Fund / Acct.			
Program Revenue		\$ -	\$ -	\$ -
Gas Tax Fund (Congestion Management Dues)		\$ 52,300	\$ 53,200	\$ 56,000
Transfers from Other Funds		\$ 52,300	\$ 53,200	\$ 56,000
Council Priority Reserve	3699	-	30,000	15,000
Use of Fund Reserves		\$ -	\$ 30,000	\$ 15,000
Additional Fund Subsidy		\$ 296,316	\$ 283,027	\$ 275,939
TOTAL FUNDING SOURCES		\$ 348,616	\$ 366,227	\$ 346,939

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

**EXHIBIT B
101.501**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 40,343	\$ 41,007	\$ 43,025	\$ 43,057
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 40,343	\$ 41,007	\$ 43,025	\$ 43,057
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	7,851	8,342	9,621	10,694
7107 Dental Insurance	10,804	10,742	10,750	10,742
7108 Group Health Insurance	41,122	49,108	46,336	52,206
7109 Group Life Insurance	930	930	930	930
7110 Workers' Compensation Insurance	1,349	901	150	719
7112 Group Disability Insurance	-	-	-	-
7113 Medicare	617	693	625	624
7114 Auto Allowance	9,694	9,600	9,600	9,601
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	-	-	-	-
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 72,366	\$ 80,316	\$ 78,012	\$ 85,515
Total Salary & Benefits	\$ 112,709	\$ 121,323	\$ 121,037	\$ 128,572

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

**EXHIBIT B-1
 101.501**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Council Member *	5.00	5.00	5.00	5.00	\$ 43,057
* Council positions are not full-time					
TOTAL	5.00	5.00	5.00	5.00	\$ 43,057

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
101.501

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	909	800	800	800
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	19,067	35,382	29,800	31,000
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	112,904	72,127	47,000	19,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	81,258	84,592	81,300	98,898
7435 Professional Development & Meetings	21,769	17,000	22,500	22,500
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7468 Workshop (one-time)	-	-	9,500	
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	35,002	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 235,907	\$ 244,903	\$ 225,902	\$ 207,200

City Manager



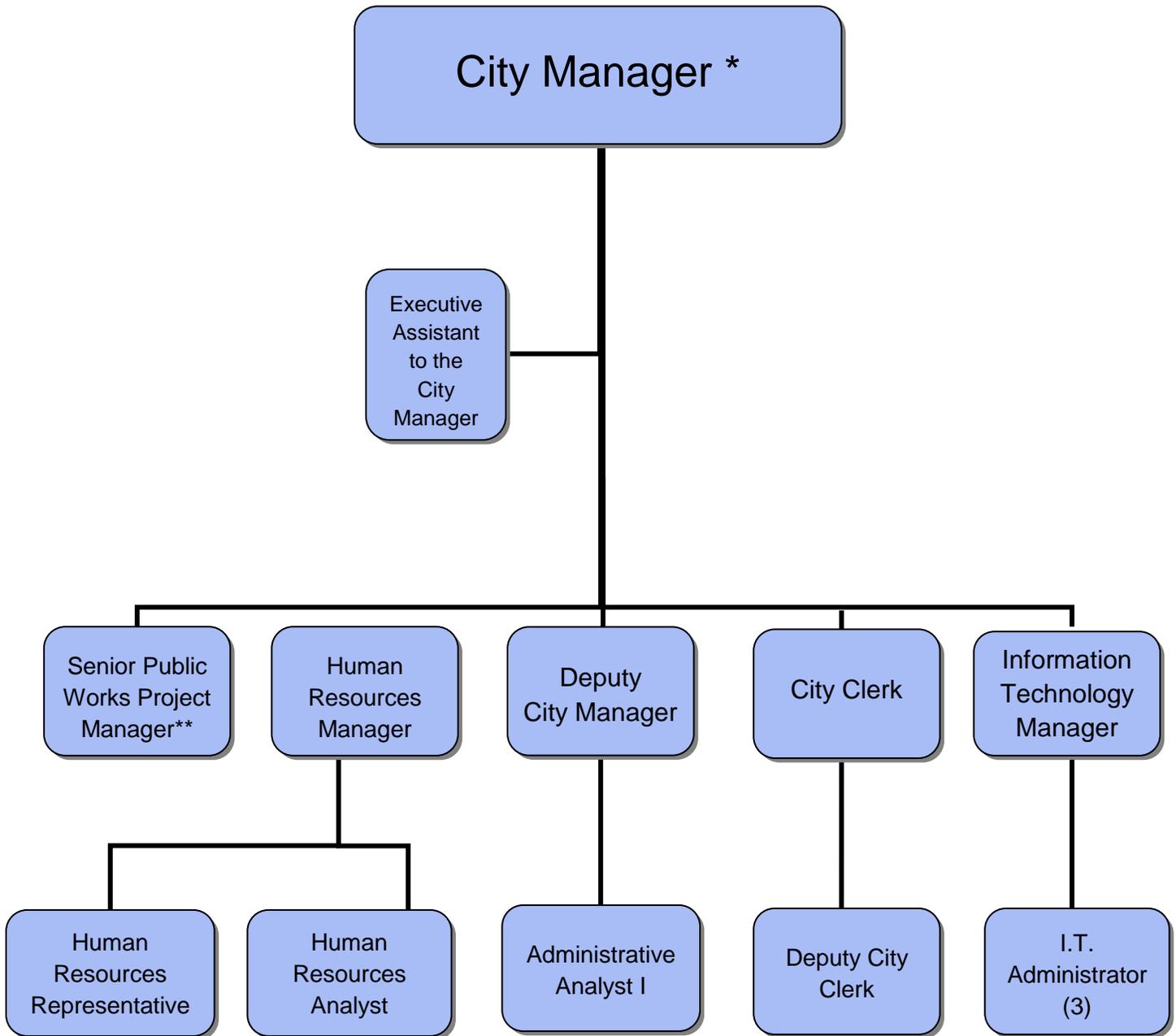
City Manager

PROGRAMS:

510	City Manager
511	City Clerk
515	Human Resources
516	Workers Compensation
547	Information Technology
518	Measure O CIP

City Manager's Office

2019 - 2020



* Appointed by City Council

** Limited Term

CITY MANAGER PROGRAM SUMMARY

Expenditure Summary

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 2,372,474	\$ 2,245,731	\$ 2,653,385	\$ 2,838,834
Supplies, Services & Capital Outlay (Exhibit C)	3,115,914	2,042,222	2,270,155	2,226,527
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	5,488,388	4,287,953	4,923,540	5,065,361
Transfers Out (Exhibit E)	42,000	152,698	49,600	49,600
Appropriation Total	\$ 5,530,388	\$ 4,440,651	\$ 4,973,140	\$ 5,114,961

Revenue Summary

Program Revenue	\$ 4,678,550	\$ 4,738,694	\$ 2,795,000	\$ 2,788,000
Transfers from Other Funds	56,724	245,500	236,500	236,500
Use of Reserves	(60,751)	(106,655)	201,080	(113,450)
Additional Fund Revenue	2,023,492	1,297,408	1,740,560	2,203,911
Funding Source Total	\$ 6,698,016	\$ 6,174,947	\$ 4,973,140	\$ 5,114,961

Staffing (Full-Time Equivalents)

Permanent Positions	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Administrative Analyst I	-	-	-	1.00
City Clerk	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Representative	0.75	1.00	1.00	1.00
Information Technology Administrator	1.00	1.00	1.00	3.00
Information Technology Manager	1.00	1.00	1.00	1.00
Information Technology Technician	2.00	2.00	2.00	-
Permanent	11.75	12.00	12.00	13.00
Limited-Term Positions				
Administrative Analyst I	0.50	0.90	0.90	-
Senior Public Works Project Manager	-	-	-	1.00
Communications and Public Engagement Coordinator	-	0.50	0.50	-
Information Technology Administrator	1.00	-	-	-
Social Media Specialist	0.50	-	-	-
Information Technology System Administrator	-	1.00	1.00	-
Limited-Term Position	2.00	2.40	2.40	1.00
Temporary Positions				
Human Resources Intern	0.06	-	-	-
Information Technology Intern	0.35	0.35	0.35	-
Information Technology Technician	-	-	-	-
Office Assistant	1.00	0.50	0.50	-
Public Administration Intern	0.75	-	-	-
SVRIP Summer Intern	0.25	-	-	0.75
Temporary	2.41	0.85	0.85	0.75
Total Full Time Equivalents	16.16	15.25	15.25	14.75

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Provide overall coordination of Measure O police and library design process
- Coordinate, plan and staff the 2019 State of the City event
- Coordinate tracking of State Legislation (that may impact City) with Legislative Subcommittee
- Develop/revise requirements for neighborhood associations
- Provide overall coordination of redistricting process
- Provide guidance and support for the General Plan revision process
- Evaluate communication/engagement coordinator responsibilities and capacity to meet city demands
- Support 2020 census effort

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Quarterly Council Agenda items presented as scheduled 90% of time	100%	100%	100%
2	City Manager's Office will respond to citizen concerns within 2 business days 85% of time	100%	100%	100%
3	Review and process Purchase Orders within two business days 90% of time	100%	100%	100%
4	Civic Improvement Commission agenda packets will be completed and transmitted four business days prior to meeting 95% of time	100%	100%	100%
5	Civic Improvement Commission annual work plan Items will meet timelines 90% of time	100%	100%	100%

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

EXHIBIT A
101.510

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 968,279	\$ 780,109	\$ 877,033	\$ 865,190
Supplies, Services & Capital Outlay (Exhibit C)	162,395	140,124	181,502	166,852
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,130,675	920,233	1,058,535	1,032,042
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,130,675	\$ 920,233	\$ 1,058,535	\$ 1,032,042

FUNDING SOURCE(s)				
Program Revenue	\$ 2,396,620	\$ 2,427,529	\$ 766,000	\$ 759,000
Transfers from Other Funds	30,000	30,000	32,500	32,500
Use of Reserves	128,930	197,000	225,500	5,000
Additional Fund Revenue	-	-	34,535	235,542
Funding Source Total	\$ 2,555,550	\$ 2,654,529	\$ 1,058,535	\$ 1,032,042

REVENUE DETAIL					
Description	Fund / Acct.				
Cable TV Franchise Fee	4122	\$ 642,012	\$ 620,906	\$ 642,000	\$ 635,000
AT&T Franchise Fee	4125	143,055	116,991	124,000	124,000
Tenant Lease Income *	4810	1,601,444	1,585,681	-	-
Donations-Misc. - CIC / Art Box	4817	6,909	3,952	-	-
Other Revenue	4965	3,200	100,000	-	-
* Moved to Program 527					
Program Revenue		\$ 2,396,620	\$ 2,427,529	\$ 766,000	\$ 759,000
Environmental Services Fund	209	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
Information Technology	647	12,500	12,500	15,000	15,000
Transfers from Other Funds		\$ 30,000	\$ 30,000	\$ 32,500	\$ 32,500
CIPR - Limited Term Positions		\$ 128,930	\$ 197,000	\$ 220,500	\$ -
Council Priority Reserve		-	-	5,000	5,000
Use of Fund Reserves		\$ 128,930	\$ 197,000	\$ 225,500	\$ 5,000
Additional Fund Subsidy		\$ -	\$ -	\$ 34,535	\$ 235,542
TOTAL FUNDING SOURCES		\$ 2,555,550	\$ 2,654,529	\$ 1,058,535	\$ 1,032,042

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

EXHIBIT B
 101.510

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 646,963	\$ 534,377	\$ 631,884	\$ 593,573
7002 Personnel - Temporary	29,753	-	-	31,500
7003 Personnel - Overtime	2,098	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 678,814	\$ 534,377	\$ 631,884	\$ 625,073
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	108,382	121,311	139,231	140,681
7107 Dental Insurance	9,587	8,862	9,460	8,594
7108 Group Health Insurance	71,328	73,213	68,124	63,960
7109 Group Life Insurance	837	752	818	744
7110 Workers' Compensation Insurance	4,723	2,670	2,191	2,031
7112 Group Disability Insurance	3,520	3,356	3,693	3,402
7113 Medicare	11,002	8,124	9,162	8,435
7114 Auto Allowance	4,864	4,620	4,560	4,620
7115 Cell Phone Allowance	897	1,200	840	1,200
7118 Other Benefits Pay	12,170	9,305	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	51,403	1,623	-	-
7122 Deferred Compensation Contribution	9,246	8,555	3,250	2,600
7124 VEBA Health Deferred Compensation	1,094	2,141	3,820	3,440
7126 PARS 457 Retirement	412	-	-	410
Total Benefits	\$ 289,465	\$ 245,732	\$ 245,149	\$ 240,117
Total Salary & Benefits	\$ 968,279	\$ 780,109	\$ 877,033	\$ 865,190

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

EXHIBIT B-1
101.510

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
City Manager	1.00	1.00	1.00	1.00	\$ 211,994
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00	102,835
Deputy City Manager	1.00	1.00	1.00	1.00	160,389
Administrative Analyst I *	0.50	0.90	0.90	-	-
Administrative Analyst I	-	-	-	1.00	118,356
Social Media Specialist **	0.50	-	-	-	-
Communications and Public Engagement Coordinator ***	-	0.50	0.50	-	-
* 2-Year Limited Term - Extended					
** 2-Year Limited Term					
*** 2-Year Limited Term. Balance of position in Program 601					
TOTAL	4.00	4.40	4.40	4.00	\$ 593,573

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Public Administration Intern	0.75	0.75	-	-	-
SVRIP Summer Intern	0.25	0.25	-	0.75	31,500
TOTAL	1.00	1.00	-	0.75	\$ 31,500

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

EXHIBIT C
101.510

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	592	1,999	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	2,535	2,785	3,500	3,500
7425 Minor Tools & Equipment	6,298	-	5,000	5,000
7427 Special Departmental Expense	10,999	19,116	9,000	9,350
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	6,000	6,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	66,211	71,613	67,000	67,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	8,936	4,763	11,000	11,000
7435 Professional Development & Meetings	14,522	4,744	30,000	30,000
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7443 Miscellaneous Expense	-	-	-	-
7469 Redistricting Education (One-time)	-	-	15,000	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	52,303	35,103	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 162,395	\$ 140,124	\$ 181,502	\$ 166,852

Description	FY 2020 Adopted
7435 Professional Development & Meetings	
Conferences & Meetings (includes National League of Cities, League of California Cities, and ICMA)	\$ 30,000
7551 User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,002
SUBTOTAL page 2	\$ 65,002
TOTAL - Exhibit C-1	\$ 166,852

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Review and implement electronic filing system for the Conflict of Interest Form 700, as well as, possible implementation for all other campaign filing statement forms
- Review and implement automated public records request system
- Review, coordinate, and implement a revised records retention schedule and procedures with potential software updates to the Laserfiche system
- Coordinate the process and procedures for transferring to District-Based Elections

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
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%	100%	100%
3	90% of the Minutes of City Council Meetings will be accurately prepared for approval at the next regular Council Meeting	100%	100%	100%
4	90% of the City Council meeting follow-up (correspondence, confirming documents, signatures, copy distribution, document filing) will be completed within two weeks of Council meeting date	100%	100%	100%

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

EXHIBIT A
 101.511

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 277,719	\$ 290,747	\$ 321,265	\$ 339,897
Supplies, Services & Capital Outlay (Exhibit C)	826,331	115,538	223,802	158,933
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,104,050	406,285	545,067	498,830
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,104,050	\$ 406,285	\$ 545,067	\$ 498,830

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,104,050	406,285	545,067	498,830
Funding Source Total	\$ 1,104,050	\$ 406,285	\$ 545,067	\$ 498,830

REVENUE DETAIL				
Description	Fund / Acct.			
Program Revenue		\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 1,104,050	\$ 406,285	\$ 545,067
TOTAL FUNDING SOURCES		\$ 1,104,050	\$ 406,285	\$ 545,067

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

**EXHIBIT B
101.511**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 185,771	\$ 200,797	\$ 225,056	\$ 234,250
7002 Personnel - Temporary	1,825	3,159	-	-
7003 Personnel - Overtime	5,480	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 193,076	\$ 203,957	\$ 225,056	\$ 234,250
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	36,841	40,456	50,366	57,712
7107 Dental Insurance	4,187	4,223	4,300	4,297
7108 Group Health Insurance	28,744	29,656	29,880	30,780
7109 Group Life Insurance	372	366	372	372
7110 Workers' Compensation Insurance	1,508	1,040	807	818
7112 Group Disability Insurance	1,701	1,669	1,701	1,701
7113 Medicare	2,953	3,073	3,263	3,397
7114 Auto Allowance	1,936	1,920	1,920	1,920
7115 Cell Phone Allowance	363	360	360	360
7118 Other Benefits Pay	3,620	811	-	151
7119 Social Security	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	1,311	1,296	1,300	1,300
7124 VEBA Health Deferred Compensation	1,083	1,921	1,940	2,840
7126 PARS 457 Retirement	24	-	-	-
Total Benefits	\$ 84,643	\$ 86,791	\$ 96,209	\$ 105,648
Total Salary & Benefits	\$ 277,719	\$ 290,747	\$ 321,265	\$ 339,897

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

**EXHIBIT B-1
 101.511**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
City Clerk	1.00	1.00	1.00	1.00	\$ 143,416
Deputy City Clerk	1.00	1.00	1.00	1.00	90,834
TOTAL	2.00	2.00	2.00	2.00	\$ 234,250

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
	-	-	-	-	\$ -
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
101.511

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7422 Advertising	36,575	33,426	35,000	35,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	38,937	36,605	40,500	40,500
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	816	759	700	700
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	4,690	5,119	6,000	11,031
7430 Professional & Specialized Services	6,879	5,728	10,000	35,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	1,263	1,689	1,100	1,200
7435 Professional Development & Meetings	5,147	5,979	7,500	7,500
7436 Election Expense	705,002	(1,769)	95,000	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	200	-	-	-
7551 User Charges - IT Pool	26,822	28,002	28,002	28,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 826,331	\$ 115,538	\$ 223,802	\$ 158,933

Description	FY 2020 Adopted
7422 Advertising Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc.	\$ 35,000
7424 Office Expense Office Supplies Postage for All Departments	2,500 38,000 40,500
7427 Special Departmental Expense Frames for City Council Proclamations/Resolutions Office Equipment	400 300 700
7429 Maintenance & Operation of Equipment Mailing Machine (Year One of Five-Year Lease) Online Municipal Code - Book Publishing Corp. Supplies for Postage Machine	8,706 825 1,500 11,031
7430 Professional & Specialized Services Codification of Ordinances Amending Campbell Municipal Code Records and Information Management	10,000 25,000 35,000
7434 Memberships, Dues, Books CCAC, Notary, Newspaper, MMANC	1,200
7435 Professional Development & Meetings NCCCA, CCAC, MMANC	7,500
7551 User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	28,002
TOTAL	\$ 158,933

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Meet and confer with CPOA
- Conduct classification audits/analysis for requested positions
- Conduct total compensation surveys in accordance with established MOU's
- Work with Liebert Cassidy Whitmore on the CalPERS hourly exclusion determination
- Provide identified mandatory employee training
- Development plan to fill key leadership positions as they become open
- Explore options for new Section 125 third party administrators
- Assist in the implementation of a new payroll/HR system

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
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	24,540	17,790	25,162
4	Employee inquiries regarding benefits and compensation are addressed within 3 working days 90% of the time	100%	100%	100%

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

EXHIBIT A
101.515

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 413,562	\$ 428,934	\$ 480,506	\$ 581,709
Supplies, Services & Capital Outlay (Exhibit C)	522,149	462,189	608,442	594,701
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	935,711	891,123	1,088,948	1,176,410
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 935,711	\$ 891,123	\$ 1,088,948	\$ 1,176,410

FUNDING SOURCE(s)				
Program Revenue	\$ 16,269	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	5,000	5,000
Additional Fund Revenue	919,442	891,123	1,083,948	1,171,410
Funding Source Total	\$ 935,711	\$ 891,123	\$ 1,088,948	\$ 1,176,410

REVENUE DETAIL					
Description	Fund / Acct.				
Other Revenue	4965	\$ 16,269	\$ -	\$ -	\$ -
Program Revenue		\$ 16,269	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Council Priority Reserve - (Volunteer Recognition)	3699	\$ -	\$ -	\$ 5,000	\$ 5,000
Use of Fund Reserves		\$ -	\$ -	\$ 5,000	\$ 5,000
Additional Fund Subsidy		\$ 919,442	\$ 891,123	\$ 1,083,948	\$ 1,171,410
TOTAL FUNDING SOURCES		\$ 935,711	\$ 891,123	\$ 1,088,948	\$ 1,176,410

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

EXHIBIT B
101.515

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 269,122	\$ 284,874	\$ 338,408	\$ 406,765
7002 Personnel - Temporary	21,010	12,920	-	-
7003 Personnel - Overtime	678	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 290,810	\$ 297,794	\$ 338,408	\$ 406,765
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	53,147	57,346	75,765	100,206
7107 Dental Insurance	5,918	5,709	6,020	6,445
7108 Group Health Insurance	39,725	41,516	45,096	50,040
7109 Group Life Insurance	513	479	521	558
7110 Workers' Compensation Insurance	2,565	1,996	1,196	1,420
7112 Group Disability Insurance	2,193	2,047	2,236	2,430
7113 Medicare	4,772	4,716	4,907	5,898
7114 Auto Allowance	1,549	1,536	1,536	1,920
7115 Cell Phone Allowance	290	288	288	360
7118 Other Benefits Pay	4,181	5,988	-	227
7120 Sick Leave Payout	1,365	-	-	-
7121 Leave Balance Payout	2,996	5,420	-	-
7122 Deferred Compensation Contribution	2,421	2,438	2,860	2,600
7124 VEBA Health Deferred Compensation	910	1,662	1,672	2,840
7126 PARS 457 Retirement	208	-	-	-
Total Benefits	\$ 122,753	\$ 131,141	\$ 142,098	\$ 174,944
Total Salary & Benefits	\$ 413,562	\$ 428,934	\$ 480,506	\$ 581,709

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

EXHIBIT B-1
101.515

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Human Resources Manager *	0.80	0.80	0.80	1.00	\$ 192,962
Human Resources Representative	0.75	0.75	1.00	1.00	95,098
Human Resources Analyst	1.00	1.00	1.00	1.00	118,706
TOTAL	2.55	2.55	2.80	3.00	\$ 406,765

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Human Resources Intern	0.06	0.06		-	\$ -
Office Assistant	0.30	0.30	-	-	-
TOTAL	0.36	0.36	-	-	\$ -

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

**EXHIBIT C
101.515**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7422 Advertising	13,339	2,779	5,000	10,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	1,199	397	1,200	1,200
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	8,933	9,754	12,600	14,700
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	164,821	84,319	120,000	122,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	209	800	1,000
7435 Professional Development & Meetings	5,084	6,902	10,000	10,000
7437 Staff Development	21,652	36,745	60,800	57,800
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7441 Special Community Services	12,029	4,744	15,000	15,000
7442 Insurance Claims Expense	5,959	17,315	54,041	30,000
7550 User Charges - Motor Pool	100	-	-	-
7551 User Charges - IT Pool	20,117	21,001	21,001	21,001
7625 Retiree Health Rebate	263,490	278,022	308,000	312,000
7626 Retiree Health Prefunding	5,427	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 522,149	\$ 462,189	\$ 608,442	\$ 594,701

Description	FY 2020 Adopted
<u>7422 Advertising</u>	
Job Announcement Posting	\$ 10,000
<u>7424 Office Expense</u>	
Office Supplies & Forms	1,200
<u>7427 Special Departmental Expense</u>	
City-wide Safety Supplies / Respirator Program	1,400
Fingerprinting - All New Permanent Employees and Temporary Recreation Employees as Required by Law	8,000
Health Fair	3,000
Negotiations Lunches	500
Oral Board Expenses	1,500
Travel Reimbursement - Out of Area Job Candidates	300
	14,700
<u>7430 Professional & Specialized Services</u>	
Attorney Fees - Labor Relations, CalPERS Appeal	50,000
Bilingual Testing	400
Cal Opps	3,500
CalPERS Health Administration Fee - CalPERS	4,500
CalPERS Retired Members Health	1,500
City-Wide Safety Program / Injury & Illness Prevention Program (IIPP) Contract	27,000
COBRA Administration	2,500
Employee Relations Service (Includes Dues & Special Projects)	9,000
Hearing Conservation Program	900
Hepatitis B Vaccinations	1,100
Pre-employment Physicals (Not Clerical/Administrative)	5,000
Psychological Services (Critical Incident Debriefing/Fitness for Duty Evaluation)	1,500
Section 125 Administration Fee - EBS	11,100
Test Rental and Administration Fees	4,000
	122,000
<u>7434 Memberships, Dues, Books</u>	
Books, Dues & Subscriptions	1,000
<u>7435 Professional Development & Meetings</u>	
CALPELRA, CALPERS, LCW, PARMA, SHRM Certification	10,000
SUBTOTAL page 1	\$ 158,900

Description	FY 2020 Adopted
7437 Staff Development	
Annual Management Group/Department Head Training	\$ 5,000
Central Tuition Reimbursement	10,000
Employee Recognition	600
Employee Relations Consortium	4,500
Healthy Lifestyle (CPCEA based on No. of Employees)	3,000
Human Resources Training - All Employees	15,000
Management Talent Exchange Program (MTEP) - Leadership Academy	4,400
Service & Retirement Awards Program / Values Program	8,000
Wellness Program	7,000
All Employee Meetings	300
	57,800
7441 Special Community Services	
Volunteer Recognition (plus gifts) *	15,000
7442 Insurance Claims Expense	
Payment of Unemployment Claims (Extended Payment of Claims)	30,000
7551 User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	21,001
7625 Retiree Health Rebate	
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 (80 Participants).	312,000
SUBTOTAL page 2	435,801
* Partially funded with Council Priorities Reserve	
TOTAL EXHIBIT C-1	\$ 594,701

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 17	FY 18	FY 19
1	90% of claims are responded to within 5 working days	100%	100%	100%
2	Number of recordable industrial injures	19	34	18
3	Percent of annual increase (decrease) in the number of recordable work related injuries	(26%)	44%	(53%)

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

EXHIBIT A
 690.516

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 46,050	\$ 43,685	\$ 47,031	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	818,012	434,852	481,550	481,550
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	864,062	478,537	528,581	481,550
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 864,062	\$ 478,537	\$ 528,581	\$ 481,550

FUNDING SOURCE(s)				
Program Revenue	\$ 1,038,214	\$ 892,080	\$ 605,000	\$ 605,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	(174,152)	(413,542)	(76,419)	(123,450)
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 864,062	\$ 478,537	\$ 528,581	\$ 481,550

REVENUE DETAIL					
Description	Fund / Acct.				
Charges to Operating Departments	5142	\$ 1,038,214	\$ 769,039	\$ 605,000	\$ 605,000
Insurance Claims Reimbursements	4962	-	123,041	-	-
Program Revenue		\$ 1,038,214	\$ 892,080	\$ 605,000	\$ 605,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Workers Comp Insurance Beginning Fund Balance		\$ (174,152)	\$ (413,542)	\$ (76,419)	\$ (123,450)
Use of Fund Reserves		\$ (174,152)	\$ (413,542)	\$ (76,419)	\$ (123,450)
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 864,062	\$ 478,537	\$ 528,581	\$ 481,550

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

EXHIBIT B
 690.516

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 33,177	\$ 33,751	\$ 33,904	\$ -
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 33,177	\$ 33,751	\$ 33,904	\$ -
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	6,659	3,470	8,044	-
7107 Dental Insurance	418	430	430	-
7108 Group Health Insurance	3,084	3,176	3,144	-
7109 Group Life Insurance	37	37	37	-
7110 Workers' Compensation Insurance	251	171	97	-
7112 Group Disability Insurance	194	194	130	-
7113 Medicare	512	523	522	-
7114 Auto Allowance	387	384	384	-
7115 Cell Phone Allowance	73	72	72	-
7118 Other Benefits Pay	1,045	1,209	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	-	-	-	-
7124 VEBA Health Deferred Compensation	212	268	268	-
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 12,873	\$ 9,934	\$ 13,127	\$ -
Total Salary & Benefits	\$ 46,050	\$ 43,685	\$ 47,031	\$ -

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

**EXHIBIT B-1
 690.516**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Human Resources Manager *	0.20	0.20	0.20	-	\$ -
TOTAL	0.20	0.20	0.20	-	\$ -

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
					\$ -
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
 690.516**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	50	50
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	41,781	66,690	51,500	51,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	65,000	64,147	80,000	80,000
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	285,207	560,837	350,000	350,000
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7668 Change in Accrual W/C Losses	426,024	(256,822)	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 818,012	\$ 434,852	\$ 481,550	\$ 481,550

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 – 2020

- Deploy new City phone system
- Deploy enterprise permitting system for Building, Planning, Land Development & Engineering
- Replace City Council computer offerings
- Deploy full cloud backup of data
- Deploy internal web site using Microsoft SharePoint
- Provide public access to LaserFiche documents
- Provide public access to most GIS mapping layers
- Deploy PRA automation for CM/Clerks office
- Replace public meeting video and recording system
- Provide coordinated staff training for all new technologies

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Core Business Applications will be available 98% of scheduled up-time	99%	99%	99%
2	Manage operational budget growth, excluding payroll and Capital budgets, not to exceed the core rate of inflation (CPI)**	N/A*	-17.5%	-13.5%
3	Execute 90-100% of Major Work Plan items for Fiscal Year	N/A*	100%	63%
4	Network servers will be maintained to provide for reliability consistent with the Core Business Applications availability goal	100%	N/A*	N/A*
5	An accurate and current inventory of City assets (workstations, servers & mobile) will be maintained	100%	N/A*	N/A*
6	98% of all Network back-ups are completed as scheduled	100%	N/A*	N/A*
7	The City's total per copy cost for black and white photocopies does not exceed \$.05	≤.01¢	N/A*	N/A*
8	The City's total per copy cost for color photocopies does not exceed \$.30	≤.09¢	N/A*	N/A*
9	Photocopying equipment will be available 95% of normal business hours	95%	N/A*	N/A*
10	Information Technology Requests for Service will be acknowledged within four hours during normal business hours, and completed within the timeframe agreed by the requestor and Information Technology for 95% of all requests	95%	N/A*	N/A*
11	90% of time Emergency Requests for Service will be acknowledged within one hour during normal business hours, and within two hours during nights and weekends	100%	N/A*	N/A*

*Performance Measure Outcomes Revised

** Calculated using YTD budget utilization of operating budget +CPI (CPI 2.4% for FY 18-19)

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

EXHIBIT A
647.547

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 666,863	\$ 702,255	\$ 927,551	\$ 820,435
Supplies, Services & Capital Outlay (Exhibit C)	787,027	889,519	774,859	724,491
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,453,890	1,591,774	1,702,410	1,544,925
Transfers Out (Exhibit E)	42,000	152,698	49,600	49,600
Appropriation Total	\$ 1,495,890	\$ 1,744,472	\$ 1,752,010	\$ 1,594,525

FUNDING SOURCE(s)				
Program Revenue	\$ 1,227,447	\$ 1,419,085	\$ 1,424,000	\$ 1,424,000
Transfers from Other Funds	26,724	215,500	204,000	204,000
Use of Reserves	(15,529)	109,888	47,000	-
Additional Fund Revenue	-	-	77,010	(33,475)
Funding Source Total	\$ 1,238,642	\$ 1,744,472	\$ 1,752,010	\$ 1,594,525

REVENUE DETAIL					
Description	Fund / Acct.				
IT Pool User Charges	5104	\$ 1,214,756	\$ 1,412,000	1,412,000	\$ 1,412,000
Contract Revenue	4705	8,331	2,411	10,000	10,000
Successor Agency Support	4710	4,360	4,674	2,000	2,000
Program Revenue		\$ 1,227,447	\$ 1,419,085	\$ 1,424,000	\$ 1,424,000
General Fund CIPR (New Equipment)	101	\$ 15,260	\$ 48,000	\$ 20,000	\$ 20,000
General Fund (Administrative Support)	101	2,464	158,500	175,000	175,000
General Plan Maintenance Reserve	101	9,000	9,000	9,000	9,000
Transfers from Other Funds		\$ 26,724	\$ 215,500	\$ 204,000	\$ 204,000
IT Pool Fund Reserves (Replacement Equipment)		\$ (15,529)	\$ 109,888	\$ 47,000	\$ -
Use of Fund Reserves		\$ (15,529)	\$ 109,888	\$ 47,000	\$ -
Additional Fund Subsidy		\$ -	\$ -	\$ 77,010	\$ (33,475)
TOTAL FUNDING SOURCES		\$ 1,238,642	\$ 1,744,472	\$ 1,752,010	\$ 1,594,525

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

EXHIBIT B
647.547

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 422,253	\$ 479,605	\$ 650,602	\$ 582,837
7002 Personnel - Temporary	2,063	-	7,500	-
7003 Personnel - Overtime	2,376	4,966	3,000	3,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 426,691	\$ 484,571	\$ 661,102	\$ 585,837
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	86,147	102,010	145,486	132,791
7107 Dental Insurance	8,017	8,594	10,750	8,594
7108 Group Health Insurance	55,450	57,881	72,360	59,700
7109 Group Life Insurance	698	744	930	744
7110 Workers' Compensation Insurance	13,927	9,684	10,978	8,991
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	2,916	3,159	3,645	3,159
7113 Medicare	6,707	8,099	9,542	7,816
7114 Auto Allowance	1,473	1,964	1,920	1,920
7115 Cell Phone Allowance	1,174	1,403	1,800	1,440
7118 Other Benefits Pay	3,225	15,261	-	302
7120 Sick Leave Payout	9,089	-	-	-
7121 Leave Balance Payout	46,502	1,846	-	-
7122 Deferred Compensation Contribution	3,932	3,900	5,200	3,900
7124 VEBA Health Deferred Compensation	889	3,140	3,740	5,241
7126 PARS 457 Retirement	27	-	98	-
Total Benefits	\$ 240,172	\$ 217,684	\$ 266,449	\$ 234,598
Total Salary & Benefits	\$ 666,863	\$ 702,255	\$ 927,551	\$ 820,435

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

EXHIBIT B-1
647.547

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Information Technology Manager	1.00	1.00	1.00	1.00	\$ 168,438
Information Technology Administrator	1.00	1.00	1.00	3.00	414,398
Information Technology Administrator *	1.00	-	-	-	-
Information Technology System Administrator *	-	1.00	1.00	-	-
Information Technology Technician	2.00	2.00	2.00	-	-
* 2-Year Limited Term - Extended					
TOTAL	5.00	5.00	5.00	4.00	\$ 582,837

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Information Technology Intern	0.35	0.35	-	-	\$ -
Office Assistant	-	0.25	0.25	-	-
TOTAL	0.35	0.60	0.25	-	\$ -

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

EXHIBIT C
647.547

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	25,377	6,671	38,224	20,641
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	33,342	30,729	23,000	4,000
7425 Minor Tools & Equipment	16,181	13,558	19,368	4,468
7427 Special Departmental Expense	1,160	1,047	-	-
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	446,759	425,776	450,267	428,882
7430 Professional & Specialized Services	64,882	52,020	132,000	160,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	4,651	3,688	5,000	5,000
7437 Staff Development	8,324	1,784	13,000	13,000
7438 Other Charges	22,565	14,868	27,000	21,500
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7444 Depreciation	88,545	110,248	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	75,241	229,129	67,000	67,000
Total Supplies, Services & Capital Outlay	\$ 787,027	\$ 889,519	\$ 774,859	\$ 724,491

Description	FY 2020 Adopted
<u>7421 Communications - Phones</u>	
Internet Connection	\$ 19,141
Cellular Wi-Fi Access Points	1,500
	20,641
<u>7424 Office Expense</u>	
Magnetic Media, IT Consumables	4,000
<u>7425 Minor Tools & Equipment</u>	
Dual Monitors (Museum)	500
New Desktop Computer (Museum)	1,000
Uninterruptable Power Supplies (Batteries)	2,500
Verizon Mifi jetpackts (Public Works) \$39/mo	468
	4,468
<u>7429 Maintenance & Operation of Equipment</u>	
Hardware:	
Cisco Router Support for CLETS	750
HP SAN Maintenance	10,000
IVR/ACD Maintenance	9,300
Meridian Phone Switch Maintenance	7,500
Misc. IT Supplies	10,000
Network Support Services (HP / Aruba)	4,800
Past Perfect Museum Management System	432
Hardware Total	42,782
SUBTOTAL page 1	\$ 71,891

Description	FY 2020 Adopted
<u>7429 Maintenance & Operation of Equipment (Continued)</u>	
Software:	
4 PlanGrid Software (Community Development)	\$ 3,500
Archive Social (PD, Clerk)	4,800
Bluebeam Revu Software (Public Works)	2,000
Accela (MinuteTraq) Agenda Management Maintenance	11,016
Adobe Creative Cloud Subscription	5,200
Autodesk AutoCAD Maintenance	6,240
ArcGIS & ArcView Support (ESRI)	2,808
Barracuda Archiver Maintenance	13,605
Choice Ticketing Annual Support Maintenance	5,304
Cloud backup Services (IaaS)	15,000
Content Management System (CMS)	14,560
COPLINK Allocation	1,600
CopLogic On-Line Crime Reporting Maintenance	5,000
Critical Reach Support	400
Dell Server Annual Maintenance	15,600
Emergency Notification System	5,000
ESET Anti-Virus Subscription	7,425
FTK Software Maintenance	900
Go Daddy SSL Certificates	500
Graffiti Tracking Software Maintenance	600
Granicus Webcasting	5,000
Granicus Social Media	6,000
IWorQ - (Work Orders, Code Enforcement, Tree Inventory)	5,700
IWorQ - Playground Maintenance and Conditions	4,500
IWorQ - Citizen Requests	2,500
IWorQ - Facilities Management	2,500
iWorQ - Vehicle Maintenance System	4,500
Software Subtotal	141,458
SUBTOTAL page 2	\$ 141,458

Description	FY 2020 Adopted
<u>7429 Maintenance & Operation of Equipment (Continued)</u>	
Software (Continued):	
LaserFiche - Document Management Maintenance	\$ 12,500
Liquidware Labs ProfileUnity	1,400
Miscellaneous Software Upgrades	25,000
Munimetrix	700
Netmotion Maintenance	2,000
Office 365 Annual Maintenance	31,404
PRA Manager (PD & Clerk)	5,000
Permits System (SaaS) Annual Maintenance	25,000
ServLet Exec Annual Maintenance	1,000
Sophos UTM Maintenance (A/V & Spam Filter)	8,000
StreetSaver / Asset Management Maintenance	1,250
Sungard Public Sector (Pentamotion) Software Maintenance	38,242
T model - Traffic Counts	750
TMS Maintenance / Upgrade - ADD	3,150
TrackIT Help Desk Software Maintenance	1,000
Tritech Annual CAD/RMS Maintenance	68,578
Veritas Back-up Executive	5,000
Verizon Network Fleet	6,195
Visual Statement FX3 Software Maintenance	1,325
VMware ESX Maintenance & Support	7,148
Software Sub-Total - Page 3	244,642
Software Total - Pages 2 & 3	386,100
Account 7429 Total	428,882
SUBTOTAL page 3	\$ 244,642

Description	FY 2020 Adopted
7430 Professional & Specialized Services	
Information Technology Contract Support	\$ 100,000
LinxGIS Service & GIS System Maintenance	60,000
	160,000
7435 Professional Development & Meetings	
Conferences & Meetings, Mileage Reimbursement	5,000
7437 Staff Development	
City-Wide Specialized Technical Training	13,000
7438 Other Charges	
Maintenance - Photocopiers / Fax Machines	12,000
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	9,500
	21,500
7884 Machinery & Equipment	
Computer Desktop Replacement (50 units)	47,000
Rainmaster Irrigation System *	20,000
	67,000
* Funded by CIPR	
SUBTOTAL page 4	266,500
TOTAL EXHIBIT C-1	\$ 724,491

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

**EXHIBIT E
 647-980**

Description	FY 2019 Amended	FY 2020 Adopted
9899 Transfers Out		
Finance - 535		
Accounting Clerk II - 15%	\$ 18,900	\$ 18,900
Accountant - 10%	15,700	15,700
City Manager - 510		
Executive Assistant to City Manager - 10%	15,000	15,000
TOTAL EXHIBIT E	\$ 49,600	\$ 49,600

MEASURE O CAPITAL FUND – (448)
City Manager Department – Measure O Program (518)
Program Manager - City Manager

MISSION STATEMENT

To provide overall coordination of Measure O police and library design process.

ONGOING RESPONSIBILITIES

- Work with City Council members, staff and community stakeholder groups to refine the scope of the project.
- Craft and issue Requests for Proposals (RFPs) for technical and professional services.
- Negotiate and enter into agreements with consultants for professional services.
- Ensure that the project schedule, financial goals, and overall quality performance objectives are met.
- Provide progress reports to the City Council and senior staff as required.

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Advertise, recruit and hire new Project Manager
- Plan and coordinate design options
- Adopt debt management policies
- Publicize and appoint Citizens' Oversight Committee
- Authorize first selling of general obligation of bonds

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : CITY MANAGER - MEASURE O CIP FUND

EXHIBIT A
 448.518

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ 231,603
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	100,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	331,603
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ -	\$ -	\$ -	\$ 331,603

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	331,603
Funding Source Total	\$ -	\$ -	\$ -	\$ 331,603

REVENUE DETAIL				
Description	Fund / Acct.			
Property Tax Assessment	448.518-4001			\$ -
Program Revenue		\$ -	\$ -	\$ -
Civic Center Project Fund	6899			-
Transfers from Other Funds		\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ -	\$ -	\$ 331,603
TOTAL FUNDING SOURCES		\$ -	\$ -	\$ 331,603

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : CITY MANAGER - MEASURE O CIP FUND

EXHIBIT B
448.518

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular				\$ 162,802
7002 Personnel - Temporary				-
7003 Personnel - Overtime				-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ -	\$ -	\$ -	\$ 162,802
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement				40,102
7107 Dental Insurance				2,148
7108 Group Health Insurance				16,320
7109 Group Life Insurance				186
7110 Workers' Compensation Insurance				2,716
7112 Group Disability Insurance				972
7113 Medicare				2,361
7114 Auto Allowance				1,920
7115 Cell Phone Allowance				360
7118 Other Benefits Pay				76
7119 Social Security				
7120 Sick Leave Payout				
7121 Leave Balance Payout				
7122 Deferred Compensation Contribution				
7124 VEBA Health Deferred Compensation				1,640
7126 PARS 457 Retirement				
Total Benefits	\$ -	\$ -	\$ -	\$ 68,801
Total Salary & Benefits	\$ -	\$ -	\$ -	\$ 231,603

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM : CITY MANAGER - MEASURE O CIP FUND**

**EXHIBIT B-1
 448.518**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Senior Public Works Project Manager (Senior Civil Engineer) *				1.00	\$ 162,802
* 4-Year Limited Term					
TOTAL	-	-	-	1.00	\$ 162,802

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
TOTAL	-	-	-	-	\$ -

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : CITY MANAGER - MEASURE O CIP FUND

EXHIBIT C
448.518

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7422 Advertising				-
7423 Clothing & Personal Expense				-
7424 Office Expense				-
7425 Minor Tools & Equipment				-
7427 Special Departmental Expense				-
7428 Maint. of Buildings, Structures & Grounds				-
7429 Maintenance & Operation of Equipment				-
7430 Professional & Specialized Services				100,000
7431 Promotional Expense				-
7432 Other Contractual Services				-
7433 Insurance & Surety Bonds				-
7434 Memberships, Dues, Books				-
7435 Professional Development & Meetings				-
7436 Election Expense				-
7437 Staff Development				-
7438 Other Charges				-
7439 Bad Debts				-
7440 Fees Paid to State				-
7442 Insurance Claims Expense				-
7550 User Charges - Motor Pool				-
7551 User Charges - IT Pool				-
7884 Machinery & Equipment				-
Total Supplies, Services & Capital Outlay	\$ -	\$ -	\$ -	\$ 100,000

Description	FY 2020 Adopted
7430 Professional & Specialized Services Civic Center - Professional/Technical Services	100,000 100,000
TOTAL	\$ 100,000

Recreation & Community Services

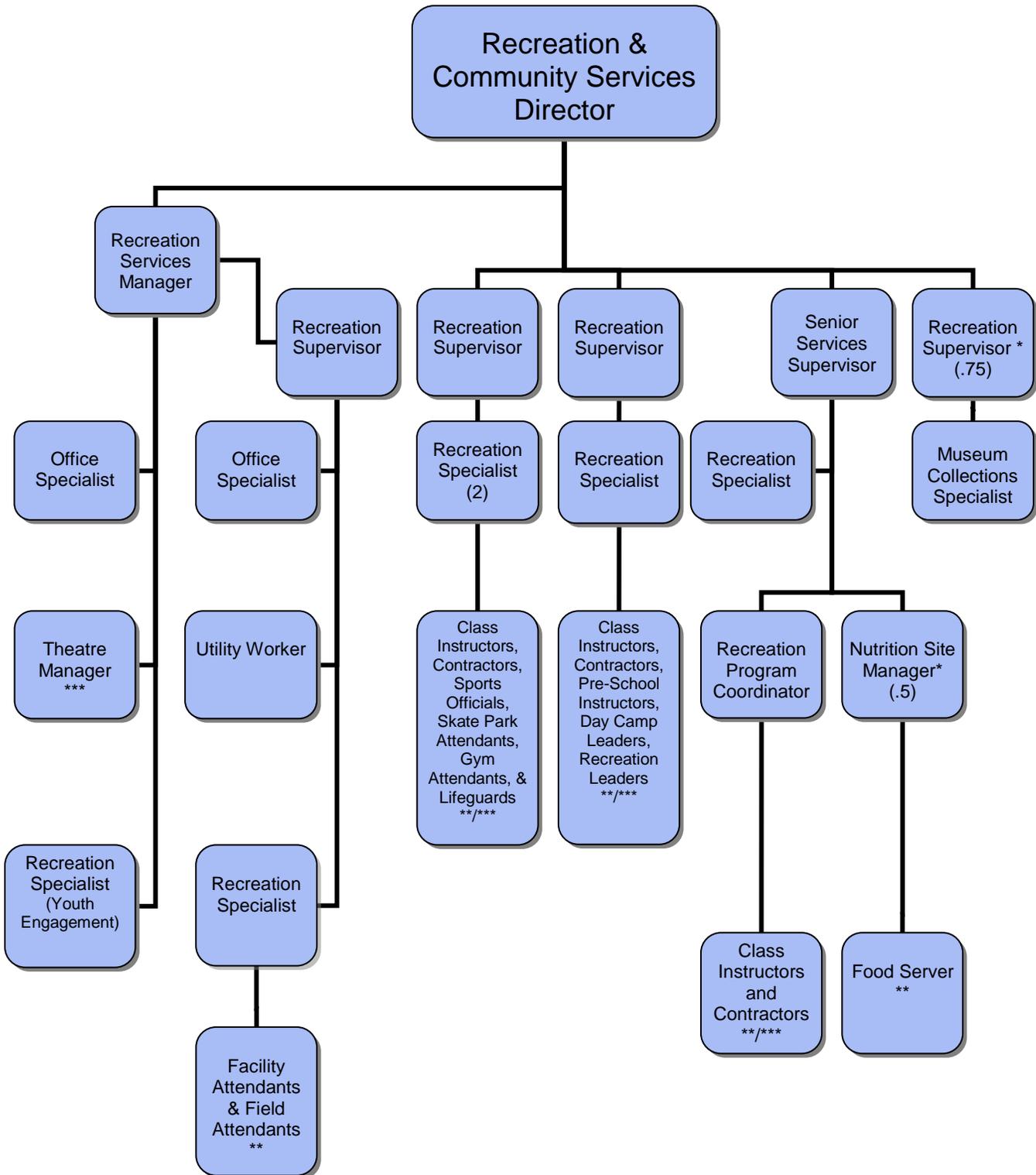


Recreation & Community Services

PROGRAMS:

- 524 Administration
- 525 Senior Citizen Nutrition Program
- 526 Adult Services
- 527 Campbell Community Center
- 528 Museum Services
- 529 Heritage Theatre
- 531 Sports, Aquatics & Fitness
- 532 Pre-School, Day Camp & Enrichment Classes

Recreation & Community Services 2019 - 2020



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

RECREATION & COMMUNITY SERVICES SUMMARY

Expenditure Summary

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 3,563,376	\$ 3,667,540	\$ 3,929,587	\$ 4,231,964
Supplies, Services & Capital Outlay (Exhibit C)	2,517,025	2,567,908	2,939,227	2,829,955
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,080,401	6,235,448	6,868,814	7,061,919
Transfers Out (Exhibit E)	\$ -	-	-	-
Appropriation Total	\$ 6,080,401	\$ 6,235,448	\$ 6,868,814	\$ 7,061,919

Revenue Summary

Program Revenue	\$ 4,182,954	\$ 4,248,609	\$ 5,788,671	\$ 6,164,850
Transfers from Other Funds	7,000	-	-	-
Use of Reserves	116,939	131,538	306,329	(42,841)
Additional Fund Revenue	1,840,207	1,855,300	773,814	939,910
Funding Source Total	\$ 6,147,099	\$ 6,235,448	\$ 6,868,814	\$ 7,061,919

Staffing (Full-Time Equivalents)

Permanent Positions	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Museum Collections Specialist	1.00	1.00	1.00	1.00
Nutrition Site Manager	0.50	0.50	0.50	0.50
Office Assistant	1.00	-	-	-
Office Specialist	1.00	2.00	2.00	2.00
Recreation & Community Services Director	1.00	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00	1.00
Recreation Services Manager	1.00	1.00	1.00	1.00
Recreation Specialist	4.00	5.00	5.00	6.00
Recreation Supervisor	3.00	3.75	3.75	3.75
Senior Museum Specialist	0.75	-	-	-
Senior Office Assistant	1.00	-	-	-
Senior Services Supervisor	1.00	1.00	1.00	1.00
Utility Worker	1.00	1.00	1.00	1.00
Permanent	17.25	17.25	17.25	18.25
Limited-Term Positions				
Administrative Analyst I	0.20	-	-	-
Recreation Specialist	0.50	1.00	1.00	-
Limited-Term	0.70	1.00	1.00	-

RECREATION & COMMUNITY SERVICES SUMMARY

Staffing (Full-Time Equivalents) continued

Temporary Positions	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Adult Sports League Officials	0.48	0.89	0.78	0.87
Aquatic Instructor/Lifeguard	2.46	2.57	2.43	2.33
Building Attendants	3.55	3.68	3.71	3.93
Case Management Support	0.29	0.29	0.29	0.29
Class Instructors	2.79	2.56	2.72	2.82
Clerical Relief	0.49	0.41	0.34	0.34
Customer Service Clerks	2.04	3.04	2.96	3.14
Day Camp Recreation Leader I, II, III	7.11	7.14	6.66	6.53
Day Camp Recreation Specialist	0.17	0.24	0.64	0.75
Day Camp Senior Recreation Specialist	0.25	0.24	0.24	-
Event Coordinator	0.47	0.47	0.63	0.66
Facility Attendant Staff	0.20	0.16	0.09	0.09
Field Attendant	0.74	0.74	0.74	0.56
Fitness Program Class Instructors	0.74	0.74	0.74	0.74
Fitness Program Staff (Drop-in)	4.11	4.18	3.91	4.03
Food Server	0.50	0.50	0.50	0.50
Guest Services Associate	0.47	0.45	0.45	0.45
Lifeguard/Instructor	0.13	0.23	0.11	0.12
Preschool Aides	2.14	2.14	2.14	2.21
Preschool Teacher	1.99	1.99	2.06	1.8
Program Assistant	0.88	1.10	0.80	0.79
Recreation Leader	0.10	0.10	0.10	0.10
Recreation Specialist	1.44	0.69	0.69	0.69
Relief Site Manager	0.03	0.04	0.04	0.04
Reservation Support	0.38	0.38	0.38	0.21
Skate Park Attendant	1.03	1.03	1.03	1.03
Skate Park Instructor	0.31	0.34	0.38	0.39
Sports Class Instructors	0.98	0.95	0.96	0.93
Summer Picnic Seasonal Support	-	-	0	0.23
Support Staff	0.21	0.22	0.22	0.34
Swim Team Coaches	2.17	1.87	1.87	2.44
Work Experience Leader	0.48	0.48	0.48	0.48
Youth League/Camp Leaders	0.41	0.39	0.37	0.47
Temporary	39.54	40.25	39.48	40.32
Total Full Time Equivalents	57.49	58.50	57.73	58.57

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Provide direction to staff to produce high quality, cost effective recreation, senior citizen and cultural services for the citizens of Campbell
- Maintain cooperative relationships with the Campbell Union School District and the Campbell Union High School District to coordinate programs and issues concerning Campbell residents
- Set revenue and expenditure targets with staff
- Monitor departmental performance relating to customer service, financial and productivity measures
- Assist in the development of program work plans and monitor progress
- Serve as staff to the Parks and Recreation Commission
- Complete the departmental budget preparation process for fiscal year 2020-21
- 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 2020

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Percent actual to budgeted revenue for overall department	105%	105%	103%
2	Percent actual to budgeted expenditures for overall department	94%	93%	96.5%

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

EXHIBIT A
101.524

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 633,853	\$ 665,154	\$ 578,276	\$ 634,658
Supplies, Services & Capital Outlay (Exhibit C)	111,513	107,794	112,132	112,782
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	745,366	772,948	690,408	747,440
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 745,366	\$ 772,948	\$ 690,408	\$ 747,440

FUNDING SOURCE(s)				
Program Revenue	\$ 8,578	\$ 2,375	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	85,016	86,000	89,000	-
Additional Fund Revenue	651,772	684,573	601,408	747,440
Funding Source Total	\$ 745,366	\$ 772,948	\$ 690,408	\$ 747,440

REVENUE DETAIL					
Description	Fund / Acct.				
Donations - Youth Scholarships	4821	\$ 8,578	\$ 2,375	-	\$ -
Donations - School District & Library	4825	-	-	-	-
Program Revenue		\$ 8,578	\$ 2,375	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR - Limited Term Positions		\$ 85,016	\$ 86,000	\$ 89,000	\$ -
Use of Fund Reserves		\$ 85,016	\$ 86,000	\$ 89,000	\$ -
Additional Fund Subsidy		\$ 651,772	\$ 684,573	\$ 601,408	\$ 747,440
TOTAL FUNDING SOURCES		\$ 745,366	\$ 772,948	\$ 690,408	\$ 747,440

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

EXHIBIT B
 101.524

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 373,571	\$ 404,934	\$ 339,091	\$ 356,333
7002 Personnel - Temporary	98,624	82,448	98,600	98,600
7003 Personnel - Overtime	113	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 472,307	\$ 487,382	\$ 437,691	\$ 454,933
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	(600)	-	-
7106 Retirement	79,175	82,192	68,158	102,958
7107 Dental Insurance	6,449	7,305	6,450	6,445
7108 Group Health Insurance	41,564	51,483	44,640	47,700
7109 Group Life Insurance	574	629	558	558
7110 Workers' Compensation Insurance	4,615	2,536	2,751	2,644
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	2,407	2,944	2,430	2,430
7113 Medicare	7,216	7,577	6,056	6,060
7114 Auto Allowance	4,598	4,560	2,640	4,560
7115 Cell Phone Allowance	726	720	480	720
7118 Other Benefits Pay	10,063	12,264	-	227
7120 Sick Leave Payout	-	3	-	-
7121 Leave Balance Payout	-	75	-	-
7122 Deferred Compensation Contribution	896	1,717	2,600	1,300
7124 VEBA Health Deferred Compensation	2,128	3,484	2,540	2,840
7126 PARS 457 Retirement	1,136	884	1,282	1,282
Total Benefits	\$ 161,546	\$ 177,772	\$ 140,585	\$ 179,725
Total Salary & Benefits	\$ 633,853	\$ 665,154	\$ 578,276	\$ 634,658

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

EXHIBIT B-1
101.524

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00	\$ 201,602
Office Specialist *	0.20	0.20	1.00	1.00	85,592
Recreation Services Manager ***	1.00	1.00	-	-	-
Recreation Specialist (Youth Engagement) **	0.50	1.00	1.00	-	-
Recreation Specialist (Youth Engagement)	-	-	-	1.00	69,139
Administrative Analyst I	0.20	-	-	-	-
* Moved from Programs 531 & 532					
** 2-Year Limited Term					
*** Moved to 527 in FY 19					
TOTAL	2.90	3.20	3.00	3.00	\$ 356,333

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Clerical Relief (Vacation/Holiday)	0.41	0.41	0.34	0.34	\$ 14,500
Customer Service Clerks	2.04	2.04	2.04	2.04	72,100
Recreation Leader *	0.10	0.10	0.10	0.10	2,000
Work Experience Leader *	0.48	0.48	0.48	0.48	10,000
*Youth Engagement Program					
TOTAL	3.03	3.03	2.96	2.96	\$ 98,600

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

EXHIBIT C
101.524

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	3,111	1,102	2,210	2,210
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	18,745	8,909	9,640	9,640
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	40,325	38,173	43,300	43,300
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	60	140	1,180	1,830
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	587	587	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	1,165	940	800	800
7435 Professional Development & Meetings	10,128	10,106	12,000	12,000
7437 Staff Development	69	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7441 Special Community Services	3,794	8,052	8,000	8,000
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	33,528	35,002	35,002	35,002
7621 Youth Scholarship Program	-	4,784	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 111,513	\$ 107,794	\$ 112,132	\$ 112,782

Description	FY 2020 Adopted
<u>7421 Communications - Phones</u>	
E-Mail Newsletter Fees	\$ 1,250
FAX Line	960
	2,210
<u>7424 Office Expense</u>	
Office Water	2,640
Office Supplies & Printing Expenses	7,000
	9,640
<u>7427 Special Departmental Expense</u>	
American Society of Composers, Authors & Performers (ASCAP) BMI Licensing Fee, SESAC	2,100
Department Meetings	500
Departmental Employee Recognition	450
Lettering Machine Supplies	300
Motion Picture License	500
Other Department Wide Supplies	2,000
Recreation Activities Brochure (3 Per Year)	35,750
Tablets for remote registration	1,700
	43,300
<u>7430 Professional & Specialized Services</u>	
Annual Website Subscription	650
Hepatitis B Vaccines (Lifeguards/Building Attendants)	200
TB Testing - Lifeguards, Day Camp Leaders, Instructors, Etc.	500
When to Work Annual Fee	480
	1,830
<u>7434 Memberships, Dues, Books</u>	
Books	100
Dues (Includes Parks & Recreation Commission)	500
Subscriptions	200
	800
<u>7435 Professional Development & Meetings</u>	
Conferences, Workshops & Meetings	12,000
<u>7441 Special Community Services</u>	
Youth Engagement (Contract events, program supplies, YAC Attack)	8,000
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,002
TOTAL	\$ 112,782

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Total number of meals served as a percent of meals budgeted	90.2%	75%	92.6%
2	Average number of meals served per day as percent of meals budgeted	67 90%	56 75%	54 93%

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

EXHIBIT A
 101.525

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 106,756	\$ 93,667	\$ 84,416	\$ 82,440
Supplies, Services & Capital Outlay (Exhibit C)	110,860	95,566	102,295	102,968
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	217,617	189,234	186,711	185,408
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 217,617	\$ 189,234	\$ 186,711	\$ 185,408

FUNDING SOURCE(s)				
Program Revenue	\$ 99,789	\$ 99,121	\$ 87,522	\$ 84,970
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	117,828	90,113	99,189	100,438
Funding Source Total	\$ 217,617	\$ 189,234	\$ 186,711	\$ 185,408

REVENUE DETAIL					
Description	Fund / Acct.				
County's Share of Nutrition Program	4561	\$ 82,334	\$ 83,362	\$ 40,654	\$ 63,423
County's Share of Room Usage	4561	-	-	7,018	7,047
County's Share of Personnel Costs	4561	-	-	22,522	-
Meal Donations	4816	17,455	15,758	17,328	14,500
Program Revenue		\$ 99,789	\$ 99,121	\$ 87,522	\$ 84,970
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 117,828	\$ 90,113	\$ 99,189	\$ 100,438
TOTAL FUNDING SOURCES		\$ 217,617	\$ 189,234	\$ 186,711	\$ 185,408

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

EXHIBIT B
101.525

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 61,168	\$ 45,771	\$ 45,910	\$ 49,745
7002 Personnel - Temporary	11,702	23,561	15,420	15,420
7003 Personnel - Overtime	96	99	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 72,967	\$ 69,431	\$ 61,330	\$ 65,165
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	90	90	90	90
7106 Retirement	11,947	9,054	7,687	3,318
7107 Dental Insurance	2,823	1,550	1,505	1,074
7108 Group Health Insurance	12,385	7,913	9,912	7,320
7109 Group Life Insurance	251	134	130	186
7110 Workers' Compensation Insurance	3,168	2,219	498	2,085
7112 Group Disability Insurance	530	362	511	36
7113 Medicare	1,131	1,023	1,224	390
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	76
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	184	544	-	-
7122 Deferred Compensation Contribution	1,111	704	910	1,300
7124 VEBA Health Deferred Compensation	18	325	420	1,200
7126 PARS 457 Retirement	152	319	200	200
Total Benefits	\$ 33,789	\$ 24,236	\$ 23,087	\$ 17,275
Total Salary & Benefits	\$ 106,756	\$ 93,667	\$ 84,416	\$ 82,440

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

EXHIBIT B-1
101.525

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Nutrition Site Manager	0.50	0.50	0.50	0.50	\$ 26,874
Senior Services Supervisor *	0.20	0.20	0.20	0.20	22,872
Utility Worker **	0.15	0.15	-	-	-
* Balance in Program 526 ** Moved to Program 527					
TOTAL	0.85	0.85	0.70	0.70	\$ 49,745

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Relief Site Manager	0.03	0.04	0.04	0.04	\$ 1,900
Food Server	0.50	0.50	0.50	0.50	13,520
TOTAL	0.53	0.54	0.54	0.54	\$ 15,420

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

EXHIBIT C
101.525

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	14,531	13,857	18,543	18,868
7428 Maintenance of Buildings, Structures & Ground	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	96,319	81,709	83,752	84,100
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	11	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 110,860	\$ 95,566	\$ 102,295	\$ 102,968

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Operate the Campbell Adult Center
- Maintain a diverse program to target the needs of all older adults (50+)
- Develop and provide leisure, cultural, wellness and educational programs
- Publish a quarterly newsletter to advertise Adult Center programs and services
- Serve as the primary community resource for information and referral for Senior Adult Services
- Serve as Adult Services Division representative to the Civic Improvement Commission
- Monitor senior oriented programs/services provided by Social Service sub-grant recipients
- Maintain existing and develop new partnerships with community-based organizations to enhance programs and services to senior adults
- Facilitate monthly volunteer opportunities
- Provide supervision for delivery of Case Management Services
- Continue marketing efforts to sustain participation levels
- Facilitate training for staff in CPR, Universal Precautions and Emergency Procedures
- Provide consistent, exceptional customer service in all program offerings

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Continue with third year of the 3-Year Action Plan to support the Age-Friendly City initiative

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Attain 90% or better of desired membership base of 1,200	89% (1073)	89% (1051)	94% (1122)
2	Attain 80% enrollment in all classes	80%	82%	83%
3	45% of class participants are residents	40%	41%	36%
4	75% of surveyed participants rate activities as satisfactory or better	80%	100%	90%
5	Ratio of gross revenues to division direct expenses is 40% or greater	47%	48%	50%

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

EXHIBIT A
 101.526

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 506,487	\$ 501,362	\$ 533,171	\$ 592,214
Supplies, Services & Capital Outlay (Exhibit C)	151,244	163,094	169,087	169,200
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	657,730	664,456	702,258	761,414
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 657,730	\$ 664,456	\$ 702,258	\$ 761,414

FUNDING SOURCE(s)				
Program Revenue	\$ 303,024	\$ 325,679	\$ 349,800	\$ 355,700
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	354,706	338,777	352,458	405,714
Funding Source Total	\$ 657,730	\$ 664,456	\$ 702,258	\$ 761,414

REVENUE DETAIL					
Description	Fund / Acct.				
Classes	4612	\$ 192,147	\$ 214,922	\$ 224,675	\$ 226,000
Fund Raiser	4625	1,248	-	-	-
Program Fees	4626	109,629	110,756	125,125	129,700
Program Revenue		\$ 303,024	\$ 325,679	\$ 349,800	\$ 355,700
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 354,706	\$ 338,777	\$ 352,458	\$ 405,714
TOTAL FUNDING SOURCES		\$ 657,730	\$ 664,456	\$ 702,258	\$ 761,414

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

**EXHIBIT B
 101.526**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 238,777	\$ 223,377	\$ 234,099	\$ 254,684
7002 Personnel - Temporary	151,417	170,815	180,879	194,341
7003 Personnel - Overtime	96	99	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 390,290	\$ 394,292	\$ 414,978	\$ 449,025
7104 Meal Allowance	\$ -	\$ -	-	-
7105 Uniform Allowance	90	(510)	90	90
7106 Retirement	46,200	42,170	52,349	68,393
7107 Dental Insurance	5,844	5,540	6,020	6,445
7108 Group Health Insurance	39,989	37,524	39,648	43,380
7109 Group Life Insurance	505	480	521	558
7110 Workers' Compensation Insurance	10,178	6,910	3,835	7,858
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	1,978	1,819	2,041	2,187
7113 Medicare	4,392	4,463	6,018	4,025
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	519	-	227
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	1,427	1,013	-	-
7122 Deferred Compensation Contribution	3,585	3,361	3,640	3,900
7124 VEBA Health Deferred Compensation	46	1,551	1,680	3,600
7126 PARS 457 Retirement	1,964	2,228	2,351	2,526
Total Benefits	\$ 116,197	\$ 107,070	\$ 118,193	\$ 143,189
Total Salary & Benefits	\$ 506,487	\$ 501,362	\$ 533,171	\$ 592,214

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

EXHIBIT B-1
101.526

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Senior Services Supervisor *	0.80	0.80	0.80	0.80	\$ 91,487
Recreation Program Coordinator	1.00	1.00	1.00	1.00	94,058
Office Assistant	1.00	-	-	-	-
Utility Worker **	0.15	0.15	-	-	-
Recreation Specialist ***	-	1.00	1.00	1.00	69,139
* Balance in Program 525					
** Moved to Program 527					
*** Reclassed from Office Assistant					
TOTAL	2.95	2.95	2.80	2.80	\$ 254,684

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Lifeguard/Instructor	0.11	0.23	0.11	0.12	\$ 3,267
Class Instructors	1.83	1.93	1.98	2.08	139,354
Clerical Relief	0.08	-	-	-	-
Recreation Specialist (Trips)	0.22	-	-	-	-
Case Management Support	-	0.29	0.29	0.29	15,000
Customer Service Clerks	-	1.00	0.92	1.10	36,720
TOTAL	2.24	3.45	3.30	3.59	\$ 194,341

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

EXHIBIT C
101.526

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	-	-	-	-
7421 Communications - Phones	246	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	8,468	12,174	12,450	12,713
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	3,009	22,421	18,850	19,300
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	110	220	300	300
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	7,669	10,606	9,200	9,200
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	405	405	585	585
7435 Professional Development & Meetings	-	513	-	-
7437 Staff Development	111	-	-	-
7438 Other Charges	10,380	12,346	8,000	8,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7441 Special Community Service	80,565	69,407	84,700	84,100
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	50	-	-	-
7551 User Charges - IT Pool	40,233	35,002	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	151,244	163,094	169,087	169,200

Description	FY 2020 Adopted
<u>7424 Office Expense</u>	
Newsletter Mailing & Permit	\$ 660
Office Supplies	200
Printing of Case Manager Brochure & Highlights Flyer	1,000
Printing of Monthly Newsletter	10,853
	12,713
<u>7427 Special Departmental Expense</u>	
Senior Transportation	16,000
Recreation Program Supplies	3,300
	19,300
<u>7429 Maintenance & Operation of Equipment</u>	
Piano Tuning, TV, DVD, Keyboard, Etc.	300
<u>7432 Other Contractual Services</u>	
Payment for Contract Class Instructors	9,200
<u>7434 Memberships, Dues, Books</u>	
Dues - Supervisor, Coordinator & Specialist	585
<u>7438 Other Charges</u>	
Active Fees and Charges	8,000
<u>7441 Special Community Service</u>	
Program Expenses for Special Events/Fund Raisers	4,100
Program Expenses for Trips	80,000
	84,100
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,002
TOTAL	\$ 169,200

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

MISSION STATEMENT

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

ON-GOING RESPONSIBILITIES

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Assist with the asset valuation and long-term sustainability analysis of the Community Center campus

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	80% of available short-term rental space is scheduled	60%	59%	66%
2	50% of available athletic field time is reserved	43%	39%	49%

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

EXHIBIT A
 101.527

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 517,050	\$ 583,828	\$ 845,197	\$ 889,038
Supplies, Services & Capital Outlay (Exhibit C)	372,888	362,373	498,021	499,127
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	889,938	946,201	1,343,218	1,388,165
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 889,938	\$ 946,201	\$ 1,343,218	\$ 1,388,165

FUNDING SOURCE(s)				
Program Revenue	\$ 689,951	\$ 753,791	\$ 2,328,354	\$ 2,373,969
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	18,200	-
Additional Fund Revenue	199,987	192,410	(1,003,336)	(985,804)
Funding Source Total	\$ 889,938	\$ 946,201	\$ 1,343,218	\$ 1,388,165

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees-Picnic Fees	4616	\$ 27,867	\$ 26,164	\$ 25,950	\$ 26,400
Community Group Sponsored Event	4630	1,130	4,620	4,910	5,225
Tenant Lease Income *	4810	3,830	3,057	1,620,544	1,620,544
Other Rental Income	4819	644,773	710,221	665,150	710,000
Other Income	4965	2,103	5,000	2,000	2,000
Vending Machine Concession	4627	3,223	2,172	2,400	2,400
Summer Concerts	4645	7,025	2,558	7,400	7,400
* Moved from Program 510					
Program Revenue		\$ 689,951	\$ 753,791	\$ 2,328,354	\$ 2,373,969
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
General Fund - CIPR	3641	18,041	-	18,200	\$ -
Use of Fund Reserves		\$ 18,041	\$ -	\$ 18,200	\$ -
Additional Fund Subsidy		\$ 199,987	\$ 192,410	\$ (1,003,336)	\$ (985,804)
TOTAL FUNDING SOURCES		\$ 907,979	\$ 946,201	\$ 1,343,218	\$ 1,388,165

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

EXHIBIT B
101.527

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 280,290	\$ 316,035	\$ 484,079	\$ 498,576
7002 Personnel - Temporary	84,151	91,802	131,102	149,981
7003 Personnel - Overtime	1,952	397	1,000	1,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 366,394	\$ 408,233	\$ 616,181	\$ 649,557
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	960	960	960	600
7106 Retirement	54,666	62,324	108,830	107,827
7107 Dental Insurance	7,528	8,271	10,750	10,742
7108 Group Health Insurance	51,682	55,665	72,360	72,300
7109 Group Life Insurance	670	700	930	930
7110 Workers' Compensation Insurance	18,979	14,004	9,338	22,271
7112 Group Disability Insurance	2,615	2,746	3,645	3,645
7113 Medicare	5,300	6,097	8,959	6,336
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	828	-	2,600	378
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	1,511	16,325	-	-
7122 Deferred Compensation Contribution	4,719	4,980	5,200	6,500
7124 VEBA Health Deferred Compensation	83	2,322	3,740	6,001
7126 PARS 457 Retirement	1,116	1,201	1,704	1,950
Total Benefits	\$ 150,656	\$ 175,595	\$ 229,016	\$ 239,481
Total Salary & Benefits	\$ 517,050	\$ 583,828	\$ 845,197	\$ 889,038

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

EXHIBIT B-1
101.527

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Recreation Supervisor	1.00	1.00	1.00	1.00	\$ 114,358
Senior Office Assistant	1.00	-	-	-	-
Office Specialist *	-	1.00	1.00	1.00	85,592
Utility Worker **	0.60	0.60	1.00	1.00	82,285
Recreation Specialist (Facilities)	1.00	1.00	1.00	1.00	69,139
Recreation Services Manager***	-	-	1.00	1.00	147,202
* Reclassed from Sr. Office Assistant					
** Moved from Program 525, 526, 531 & 532					
*** Moved from Program 524					
	3.60	3.60	5.00	5.00	\$ 498,576

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Support Staff	0.21	0.22	0.22	0.34	\$ 9,081
Building Attendants	3.53	3.66	3.69	3.91	105,638
Field Attendant	0.74	0.74	0.74	0.56	15,067
Reservations Support	0.38	0.38	0.38	0.21	8,120
Summer Picnic Seasonal Support	-	-	-	0.23	12,075
TOTAL	4.86	5.00	5.03	5.25	\$ 149,981

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

EXHIBIT C
101.527

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 300,539	\$ 276,388	\$ 391,000	\$ 419,500
7421 Communications - Phones	3,142	3,392	3,480	5,950
7423 Clothing & Personal Expense	811	-	900	900
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	3,972	3,906	9,400	9,400
7427 Special Departmental Expense	6,698	18,724	35,864	6,000
7428 Maintenance of Buildings, Structures & Grounds	-	863	-	-
7429 Maintenance & Operation of Equipment	4,378	-	2,700	2,700
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	222	210	500	500
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	150	175	175	175
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	204	-	-	-
7438 Other Charges	17,693	20,821	17,000	17,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7441 Special Community Services	8,257	9,891	9,000	9,000
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	26,822	28,002	28,002	28,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 372,888	\$ 362,373	\$ 498,021	\$ 499,127

Description	FY 2020 Adopted
<u>7420 Utilities - Electricity/Gas/Water</u>	
PG&E (Community Center) *	\$ 288,000
Sewer (Community Center)	32,400
Water (Community Center)	99,100
	419,500
<u>7421 Communications - Phones</u>	
Cell Phones for Field Attendants & Building Attendants	2,300
Comcast Internet Services	3,650
	5,950
<u>7423 Clothing & Personal Expense</u>	
Shirts & Sweatshirts for Part-Time Staff	900
<u>7425 Minor Tools & Equipment</u>	
Meeting Room Equip. (Portable Whiteboard, Mic Cords, Surge Protectors, Ext. Cords, etc.)	2,400
Replacement Signs (New Tenants, Vandalism Replacement)	7,000
	9,400
<u>7427 Special Departmental Expense</u>	
Meeting Supplies	200
Miscellaneous Batteries, Flashlights, Emergency Preparedness, Etc.	500
Miscellaneous OCBH equipment	1,100
Tables (Replacement)	2,400
Safety, First Aid, Personal Protective Equipment (PPE)	1,800
	6,000
<u>7429 Maintenance & Operation of Equipment</u>	
Repairs to Microphones, TV's, PA's, AV Equipment, Piano Tuning, etc.	1,350
LCD Projector Replacement Lamps in OCBH	1,350
	2,700
* Portion attributable to Heritage Theatre transferred to Program 529	
SUBTOTAL page 1	\$ 444,450

Description	FY 2020 Adopted
<u>7431 Promotional Expense</u> Calendars - Holiday Cards to Renters / Tenants	\$ 500
<u>7434 Memberships, Dues, Books</u> California Park & Recreation Society (CPRS)	175
<u>7438 Other Charges</u> Active Fees and Charges	17,000
<u>7441 Special Community Services</u> (8) Concert Bands, Supplies, Porta-Potties	9,000
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	28,002
SUBTOTAL page 2	54,677
TOTAL Exhibit C-1	\$ 499,127

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Ainsley Gardens are rented 75% of the time during peak available days	32% 14/44	34% 15/44	55% 24/44
2	Museum Education reaches 5,000 school children annually (on site field trips and off site outreach)	5,375	6,008	6,779
3	Visitor & event attendance reaches goals (5,000 total): - Ainsley House visitors* - 1,500 - Historical Museum visitors* - 500 - Ainsley House Garden Events - 3,000 *general public and museum members	4,953 •2335 •813 •1805	5,171 •2354 •1127 •1690	5,898 •1928 •1320 •2650
4	Museum volunteers complete 4,000 volunteer hours annually	5,392	4,734	4,896
5	50% of museum donations are processed for accession into the collection within one year of donation	16/22 73%	8/13 62%	9/9 100%

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

EXHIBIT A
101.528

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 261,583	\$ 293,969	\$ 285,848	\$ 304,497
Supplies, Services & Capital Outlay (Exhibit C)	124,746	126,718	124,978	123,838
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	386,329	420,688	410,826	428,335
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 386,329	\$ 420,688	\$ 410,826	\$ 428,335

FUNDING SOURCE(s)				
Program Revenue	\$ 52,877	\$ 67,287	\$ 64,130	\$ 72,600
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	333,452	353,400	346,696	355,735
Funding Source Total	\$ 386,329	\$ 420,688	\$ 410,826	\$ 428,335

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees	4609	\$ 29,767	28,406	30,050	\$ 30,600
Rental Fees	4610	15,640	32,232	27,080	35,000
Admission Fees	4611	7,434	6,650	7,000	7,000
Other Revenue	4965	36	-	-	-
Program Revenue		\$ 52,877	\$ 67,287	\$ 64,130	\$ 72,600
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 333,452	\$ 353,400	\$ 346,696	\$ 355,735
TOTAL FUNDING SOURCES		\$ 386,329	\$ 420,688	\$ 410,826	\$ 428,335

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

EXHIBIT B
101.528

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 132,898	\$ 149,905	\$ 151,097	\$ 150,996
7002 Personnel - Temporary	62,196	69,392	66,589	75,620
7003 Personnel - Overtime	23	281	60	60
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 195,117	\$ 219,578	\$ 217,746	\$ 226,676
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	25,602	32,664	28,999	31,931
7107 Dental Insurance	4,182	4,297	3,763	4,297
7108 Group Health Insurance	25,304	25,493	24,780	28,920
7109 Group Life Insurance	372	372	372	527
7110 Workers' Compensation Insurance	3,329	2,430	1,564	2,515
7112 Group Disability Insurance	1,457	1,458	1,276	1,458
7113 Medicare	3,064	3,451	3,157	2,189
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7119 Social Security	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	2,294	2,275	2,275	2,600
7124 VEBA Health Deferred Compensation	40	1,050	1,050	2,400
7126 PARS 457 Retirement	823	901	866	983
Total Benefits	\$ 66,466	\$ 74,391	\$ 68,102	\$ 77,821
Total Salary & Benefits	\$ 261,583	\$ 293,969	\$ 285,848	\$ 304,497

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

EXHIBIT B-1
101.528

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Senior Museum Specialist	0.75	-	-	-	\$ -
Recreation Supervisor *	-	0.75	0.75	0.75	85,768
Museum Collections Specialist	1.00	1.00	1.00	1.00	65,228
* Reclassed from Sr. Museum Specialist					
TOTAL	1.75	1.75	1.75	1.75	\$ 150,996

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Facility Attendant Staff	0.20	0.16	0.09	0.09	\$ 2,366
Building Attendant (Museum Support)	0.02	0.02	0.02	0.02	576
Program Assistant	0.88	1.10	0.80	0.79	41,022
Event Coordinator	0.47	0.47	0.63	0.66	21,656
Guest Services Associate	0.47	0.45	0.45	0.45	10,000
TOTAL	2.04	2.20	1.99	2.01	\$ 75,620

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

EXHIBIT C
101.528

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 16,557	\$ 17,539	\$ 21,000	\$ 21,000
7421 Communications - Phones	794	792	800	800
7422 Advertising			-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	955	1,094	1,000	1,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	57,381	43,481	35,575	35,325
7428 Maintenance of Buildings, Structures & Ground	25	-	-	-
7429 Maintenance & Operation of Equipment	-	-	1,000	1,000
7430 Professional & Specialized Services	-	34	-	-
7431 Promotional Expense	2,348	1,325	2,700	2,760
7432 Other Contractual Services	17,736	16,944	18,700	17,750
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	929	983	1,000	1,000
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	133	940	-	-
7438 Other Charges	1,066	1,584	1,200	1,200
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	26,822	42,003	42,003	42,003
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 124,746	\$ 126,718	\$ 124,978	\$ 123,838

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

EXHIBIT C-1
101.528
Page 1

Description	FY 2020 Adopted
<u>7420</u> Utilities - Electricity/Gas/Water	
Electricity & Gas - PG&E (Museum & Ainsley House)	\$ 18,475
Sewer (Museum & Ainsley House)	525
Water (Museum & Ainsley House)	2,000
	21,000
<u>7421</u> Communications - Phones	
Telephone Line for Alarm System, Computer Network, FAX Machine (Visa/MC)	800
<u>7424</u> Office Expense	
Museum Operations	1,000
<u>7427</u> Special Departmental Expense	
Collections Supplies	5,000
Conservation of Artifacts	5,000
Educational Programs	9,300
Exhibit Expenses	12,000
Garden Supplies	500
Lecture Program Supplies	1,725
Other Program Supplies (Family Fun Spooky Night, Open House)	1,400
Volunteer Training Supplies	400
	35,325
<u>7429</u> Maintenance & Operation of Equipment	
Ainsley House Alarm Monitoring & Repairs	500
Historical Museum Alarm Monitoring & Repairs	500
	1,000
<u>7431</u> Promotional Expense	
Marketing Expenses - Ainsley House Holiday Brochure, Exhibit Guides	
Education Brochure, Wedding Brochure, Ainsley House Visitor Brochure	
	2,760
SUBTOTAL page 1	\$ 61,885

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

EXHIBIT C-1
101.528
Page 2

Description	FY 2020 Adopted
7432 Other Contractual Services	
Ainsley House Custodial Services	\$ 11,400
Awning Cleaning / Bi-Annual	1,600
Museum Custodial Services	4,750
	17,750
7434 Memberships, Dues, Books	
Books / Dues	1,000
7438 Other Charges	
Active Net Fees & Charges	1,200
7551 User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	42,003
SUBTOTAL page 2	61,953
TOTAL Exhibit C-1	\$ 123,838

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 – 2020

- Continue to implement maintenance and enhancement projects for the Heritage Theatre in conjunction with Building Maintenance

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	60% of all prime dates are booked.	54% 93/172	50% 86/171	53% 90/171
2	Sponsorship revenue is 7% of overall Theatre expenses.	4.4%	4.8%	4.7%
3	Ratio of gross revenues (net of P&E) to expenses is 70% or greater.	84%	76%	77%
4	75% of available tickets for City Season shows will be sold.	85%	82%	82%
5	General Fund subsidy of Theatre Program to be \$200,000/year or less.	\$159,505	\$215,722	\$222,071

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

EXHIBIT A
101.529

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	988,507	974,813	1,146,049	989,586
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	988,507	974,813	1,146,049	989,586
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 988,507	\$ 974,813	\$ 1,146,049	\$ 989,586

FUNDING SOURCE(s)				
Program Revenue	\$ 823,282	\$ 760,020	\$ 746,920	\$ 832,427
Transfers from Other Funds	-	-	-	-
Use of Reserves	31,923	45,538	199,129	(42,841)
Additional Fund Revenue	200,000	169,255	200,000	200,000
Funding Source Total	\$ 1,055,205	\$ 974,813	\$ 1,146,049	\$ 989,586

REVENUE DETAIL					
Description	Fund / Acct.				
Theatre Revenue Donations	4631	\$ 27,440	\$ 6,236	\$ 2,000	\$ 2,000
Preservation & Facility Surcharge	4632	70,437	56,727	-	59,000
Facility Fee (Operating Revenue)	4633	19,787	16,439	20,422	25,922
Concession & Merchandise	4643	3,920	3,838	3,125	3,900
Ticket Sales	4644	262,470	246,803	224,760	239,100
Sponsorships	4645	41,400	44,500	45,000	45,000
Program Advertising	4646	6,100	4,575	6,050	6,050
Theatre Rental Income	4819	462,165	380,902	445,563	451,455
Other Revenue	4965	-	-	-	-
Program Revenue		\$ 823,282	\$ 760,020	\$ 746,920	\$ 832,427
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Theatre Preservation & Enhancement	3666	\$ 31,923	\$ 45,538	\$ 199,129	\$ (42,841)
Use of Fund Reserves		\$ 31,923	\$ 45,538	\$ 199,129	\$ (42,841)
Additional Fund Subsidy		\$ 200,000	\$ 169,255	\$ 200,000	\$ 200,000
TOTAL FUNDING SOURCES		\$ 1,055,205	\$ 974,813	\$ 1,146,049	\$ 989,586

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

EXHIBIT C
101.529

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 42,470	\$ 37,081	\$ 34,890	\$ 34,890
7421 Communications - Phones	9,283	9,841	10,000	10,000
7422 Advertising	38,838	36,816	50,700	50,700
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	6,592	7,989	10,000	10,000
7425 Minor Tools & Equipment	-	-	100	100
7427 Special Departmental Expense	43,168	48,694	45,420	45,420
7428 Maint of Buildings, Structures & Grounds	-	-	1,300	1,300
7429 Maintenance & Operation of Equipment	4,837	2,240	6,600	6,600
7430 Professional & Specialized Services	664,109	643,442	688,609	697,504
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	26,177	34,269	37,225	37,070
7433 Insurance & Surety Bonds	13,551	10,086	15,174	12,500
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	60,735	57,784	48,500	48,500
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	40,233	35,002	35,002	35,002
7883 Improvement Other than Building	-	51,569	162,529	-
7884 Machinery & Equipment	38,514	-	-	-
Total Supplies, Services & Capital Outlay	\$ 988,507	\$ 974,813	\$ 1,146,049	\$ 989,586

Description	FY 2020 Adopted
<u>7420 Utilities - Electricity/Gas/Water</u>	
Gas & Electricity	\$ 33,000
Sewer	890
Water	1,000
	34,890
<u>7421 Communications - Phones</u>	
Cell Phone for Theatre Staff, Comcast, Wifi	10,000
<u>7422 Advertising</u>	
Marketing for Co-produced & Season Shows	49,200
Theatre Marketing & Advertising	1,500
	50,700
<u>7424 Office Expense</u>	
Box Office Supplies	1,500
Office Supplies	1,500
Postage	7,000
	10,000
<u>7425 Minor Tools & Equipment</u>	
Tool Box & Miscellaneous Tools	100
<u>7427 Special Departmental Expense</u>	
First Aid Kits, Supplies & Equipment	100
Maintenance & Janitorial Supplies	200
Photo Framing	220
Piano Tuning	500
Production Equipment & Supplies	2,500
Special Program Expenses based on 1 Season (6 Shows):	
Catering for Performers (Shows)	7,500
Performer Lodging	4,100
Performer Transportation	2,000
Program Printing	6,000
Special Equipment Rental	22,300
	45,420
SUBTOTAL page 1	\$ 151,110

Description	FY 2020 Adopted
<u>7428</u> Maint of Buildings, Structures & Grounds	
General Repairs for Customer Use-Related Damages (Reimbursable)	\$ 1,300
<u>7429</u> 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
<u>7430</u> Professional & Specialized Services	
Contract for Theatre Management & Theatre Manager	221,712
Fund Development & Volunteer Expenses	1,000
In-House Production Talent (Based on One Season)	124,500
Other Reimbursable Expenses	700
Part-Time Labor (Technicians, Box Office Staff, Production Manager)	347,074
On-going Operations:	
Box Office & House Manager	\$ 63,850
Marketing/Media Relations	48,600
Production Manager	14,910
Technical Staff	23,247
	<u>\$ 150,607</u>
Reimbursable Labor:	
Box Office @ Events	\$ 17,393
House Manager @ Events	37,454
Technical Staff	141,620
	<u>\$ 196,467</u>
	<u>\$ 347,074</u>
Annual Research Fee	2,518
	697,504
SUBTOTAL page 2	\$ 705,404

Description	FY 2020 Adopted
<u>7432 Other Contractual Services</u>	
Box Office Ticketing Software Support	\$ 2,500
Carpet Cleaning	4,320
Custodial Services & Upholstery Cleaning	25,000
Security Services for In-House Productions	5,250
	37,070
<u>7433 Insurance & Surety Bonds</u>	
Show Insurance (Annual Policy Based on Attendance or Square Feet & Number of Shows)	12,500
<u>7438 Other Charges</u>	
Active Fees and Charges (Rentals)	10,000
American Society of Composers, Authors & Producers (ASCAP) / Broadcast Music, Inc. License Fee (Based on 5 Shows & Rentals)	3,500
Credit Card Transaction & Bank Fees	18,000
Internet Ticketing Fees	17,000
	48,500
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/FAX	35,002
SUBTOTAL page 3	133,072
TOTAL Exhibit C-1	\$ 989,586

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.
- Reduce overhead operational costs wherever possible without reducing program quality
- Generate revenues equal to at least 125% of the program costs to contribute toward covering departmental and city-wide overhead
- Offer a variety of fitness classes to meet changing interests and trends
- Provide a mixture of adult men's, women's and co-recreational athletic leagues to meet the changing fitness and recreational interests, trends and demands
- Encourage community health, fitness and competition by providing two annual fun runs for all ages that bring visitors to Campbell and create community excitement
- Supervise Campbell Skate Park Programs
- Supervise Campbell Wave Swim Team

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Attain 70% of capacity or better in all programs.	60%	59%	62%
2	50% of participants are residents	48%	50%	53%
3	75% of surveyed participants rate activities as satisfactory or better	89%	95%	94%
4	Ratio of gross revenues to division expenses is 107% or greater.	53%	88%	85%
5	Revenue for Drop-In Programs to exceed direct expenses by 50%.*	120%	55%	N/A

* No longer measured as of FY 19

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

EXHIBIT A
101.531

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 848,900	\$ 845,825	\$ 877,897	\$ 967,459
Supplies, Services & Capital Outlay (Exhibit C)	267,547	300,518	325,113	363,473
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,116,447	1,146,343	1,203,010	1,330,932
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,116,447	\$ 1,146,343	\$ 1,203,010	\$ 1,330,932

FUNDING SOURCE(s)				
Program Revenue	\$ 989,906	\$ 988,931	\$ 1,026,290	\$ 1,140,884
Transfers from Other Funds	7,000	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	119,541	157,411	176,720	190,048
Funding Source Total	\$ 1,116,447	\$ 1,146,343	\$ 1,203,010	\$ 1,330,932

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees:					
Sports	4613	\$ 411,183	\$ 456,105	\$ 469,654	\$ 548,735
Aquatics	4614	212,149	194,400	208,168	227,987
Fitness	4622	184,179	175,028	158,697	170,000
Skate Park	4628	34,490	34,725	30,581	31,862
Drop In Classes	4629	147,905	128,674	159,190	162,300
Program Revenue		\$ 989,906	\$ 988,931	\$ 1,026,290	\$ 1,140,884
Recreation Donations (Van Sickle)	795	\$ 7,000	\$ -	\$ -	\$ -
Transfers from Other Funds		\$ 7,000	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 119,541	\$ 157,411	\$ 176,720	\$ 190,048
TOTAL FUNDING SOURCES		\$ 1,116,447	\$ 1,146,343	\$ 1,203,010	\$ 1,330,932

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

**EXHIBIT B
101.531**

PROGRAM : RECREATION & COMMUNITY SERVICES - SPORTS, AQUATICS, FITNESS

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 252,416	\$ 255,637	\$ 245,087	\$ 252,537
7002 Personnel - Temporary	428,785	423,944	490,879	544,462
7003 Personnel - Overtime	1,832	3,882	2,000	2,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 683,033	\$ 683,463	\$ 737,966	\$ 798,999
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	30	(570)	30	1,200
7106 Retirement	50,653	58,709	55,096	62,874
7107 Dental Insurance	7,187	7,412	6,450	6,445
7108 Group Health Insurance	48,744	47,799	42,480	43,380
7109 Group Life Insurance	639	636	558	558
7110 Workers' Compensation Insurance	34,539	22,332	9,058	26,181
7112 Group Disability Insurance	2,486	2,491	2,187	2,187
7113 Medicare	10,298	10,285	10,691	11,558
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	1,311	1,300	1,300	1,300
7119 Social Security	-	-	-	-
7120 Sick Leave Payout	-	5	-	-
7121 Leave Balance Payout	61	249	-	-
7122 Deferred Compensation Contribution	4,376	4,280	3,900	3,900
7124 VEBA Health Deferred Compensation	77	1,976	1,800	1,800
7126 PARS 457 Retirement	5,467	5,460	6,381	7,078
Total Benefits	\$ 165,867	\$ 162,362	\$ 139,931	\$ 168,461
Total Salary & Benefits	\$ 848,900	\$ 845,825	\$ 877,897	\$ 967,459

CITY OF CAMPBELL

EXHIBIT B-1

OPERATING BUDGET - Personnel Allocation

101.531

PROGRAM : RECREATION & COMMUNITY SERVICES - SPORTS, AQUATICS, FITNESS

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Recreation Supervisor	1.00	1.00	1.00	1.00	\$ 114,258
Office Specialist *	0.40	0.40	-	-	-
Utility Worker **	0.05	0.05	-	-	-
Recreation Specialist (Aquatics)	1.00	1.00	1.00	1.00	69,139
Recreation Specialist (Fitness)	1.00	1.00	1.00	1.00	69,139
* Moved to Program 524					
** Moved to Program 527					
TOTAL	3.45	3.45	3.00	3.00	\$ 252,537

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
SPORTS:					
Adult Sports League Officials	0.48	0.89	0.78	0.87	\$ 45,144
Youth League/Camp Leaders	0.41	0.39	0.37	0.47	14,644
Sports Class Instructors	0.98	0.95	0.96	0.93	59,671
Recreation Specialist	0.69	0.69	0.69	0.69	26,400
AQUATICS:					
Swim Team Coaches (5)	2.17	1.87	1.87	2.44	84,240
Aquatic Instructor/Lifeguard	2.46	2.57	2.43	2.33	68,453
FITNESS:					
Fitness Program Staff (Drop-in)	4.11	4.18	3.91	4.03	141,750
Fitness Program Class Instructors	0.74	0.74	0.74	0.74	64,060
SKATE PARK:					
Skate Park Attendant	1.03	1.03	1.03	1.03	27,950
Skate Park Instructor	0.31	0.34	0.38	0.39	12,150
TOTAL	13.38	13.65	13.16	13.92	\$ 544,462

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

EXHIBIT C
101.531

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	12,344	13,244	16,505	14,555
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	3,648	1,600	6,500	5,800
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	133,405	135,299	170,293	205,925
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	557	727	400	400
7435 Professional Development & Meetings	2,956	-	-	-
7437 Staff Development	1,390	-	-	-
7438 Other Charges	42,448	43,054	40,000	40,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7441 Special Community Services	50,683	64,591	49,412	54,790
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	20,117	42,003	42,003	42,003
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 267,547	\$ 300,518	\$ 325,113	\$ 363,473

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

EXHIBIT C-1
101.531
Page 1

Description	FY 2020 Adopted
<u>7427 Special Departmental Expense</u>	
Aquatics & Swim Team Supplies (Lane Line, Kickboards, Lifeguard & First Aid Supplies)	\$ 4,500
Fitness / Lap Swim Supplies / Weight Room Supplies / Tables & Chairs	1,200
Fitness Room Equipment Replacement (3 Spin Bikes)	3,125
Skate Park Membership / Supplies	800
Sports Program Supplies	4,930
	14,555
<u>7429 Maintenance & Operation of Equipment</u>	
Maintenance and Parts for Skate Park	500
Maintenance and Parts for Fitness Center Equipment	5,300
	5,800
<u>7432 Other Contractual Services</u>	
Payment for Adult Basketball League Referees	42,218
Payment for Sport Camp (Soccer Camps) and Contract Class Instructors	163,707
	205,925
<u>7434 Memberships, Dues, Books</u>	
Books, Dues, Subscriptions	400
<u>7438 Other Charges</u>	
Active Fees and Charges	40,000
<u>7441 Special Community Services</u>	
Aquatics Supplies	4,400
Fitness Supplies	2,000
Fun Run Supplies	29,330
Skate Camp Shirts	1,500
Sports Supplies	17,560
	54,790
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	42,003
TOTAL	\$ 363,473

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Attain 75% of capacity in all programs.	80%	77%	77%
2	75% of surveyed participants rate activities as satisfactory or better	95%	98%	95%
3	50% of participants are residents.	53%	52%	53%
4	Ratio of gross revenues to division expenses is 115% or greater.	115%	113%	115%

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

EXHIBIT A
101.532

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 688,747	\$ 683,735	\$ 724,783	\$ 761,657
Supplies, Services & Capital Outlay (Exhibit C)	389,719	437,032	461,552	468,981
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,078,466	1,120,766	1,186,335	1,230,638
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,078,466	\$ 1,120,766	\$ 1,186,335	\$ 1,230,638

FUNDING SOURCE(s)				
Program Revenue	\$ 1,215,547	\$ 1,251,405	\$ 1,185,655	\$ 1,304,300
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	(137,081)	(130,639)	680	(73,662)
Funding Source Total	\$ 1,078,466	\$ 1,120,766	\$ 1,186,335	\$ 1,230,638

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees:					
Day Camp	4617	\$ 405,472	\$ 408,886	\$ 405,070	\$ 437,000
Trips & Tours	4618	-	2,028	-	-
Classes	4619	436,955	477,330	417,130	496,600
Pre-School	4620	372,070	363,161	363,455	370,700
Special Events	4621	1,050	-	-	-
Program Revenue		\$ 1,215,547	\$ 1,251,405	\$ 1,185,655	\$ 1,304,300
		\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ (137,081)	\$ (130,639)	\$ 680	\$ (73,662)
TOTAL FUNDING SOURCES		\$ 1,078,466	\$ 1,120,766	\$ 1,186,335	\$ 1,230,638

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

EXHIBIT B
101.532

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 216,301	\$ 200,128	\$ 179,650	\$ 183,498
7002 Personnel - Temporary	351,285	371,115	441,923	464,347
7003 Personnel - Overtime	1,370	3,007	2,000	2,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 568,956	\$ 574,250	\$ 623,573	\$ 649,845
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	30	(570)	30	600
7106 Retirement	38,774	37,226	40,173	45,364
7107 Dental Insurance	5,785	5,264	4,300	4,297
7108 Group Health Insurance	36,875	33,299	28,320	28,320
7109 Group Life Insurance	515	450	372	372
7110 Workers' Compensation Insurance	13,826	9,568	7,999	10,819
7112 Group Disability Insurance	1,894	1,762	1,458	1,458
7113 Medicare	8,711	8,778	9,013	9,394
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	151
7120 Sick Leave Payout	-	5	-	-
7121 Leave Balance Payout	5,442	4,458	-	-
7122 Deferred Compensation Contribution	3,276	2,980	2,600	2,600
7124 VEBA Health Deferred Compensation	31	1,399	1,200	2,400
7126 PARS 457 Retirement	4,632	4,867	5,745	6,037
Total Benefits	\$ 119,791	\$ 109,485	\$ 101,210	\$ 111,812
Total Salary & Benefits	\$ 688,747	\$ 683,735	\$ 724,783	\$ 761,657

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

EXHIBIT B-1
101.532

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Recreation Supervisor	1.00	1.00	1.00	1.00	\$ 114,358
Utility Worker **	0.05	0.05	-	-	-
Office Specialist *	0.40	0.40	-	-	-
Recreation Specialist (Preschool)	1.00	1.00	1.00	1.00	69,139
* Moved to Program 524					
** Moved to Program 527					
TOTAL	2.45	2.45	2.00	2.00	\$ 183,498

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Day Camp Senior Recreation Specialist	0.25	0.24	0.24	-	\$ -
Day Camp Recreation Specialist	0.17	0.24	0.64	0.75	28,080
Day Camp Recreation Leader I, II, III	7.11	7.14	6.66	6.53	190,085
Class Instructors	0.97	0.63	0.74	0.74	39,092
Preschool Teacher	1.99	1.99	2.06	1.80	115,050
Preschool Aides	2.14	2.14	2.14	2.21	92,040
Recreation Specialist	0.50	-	-	-	-
TOTAL	13.13	12.38	12.48	12.03	\$ 464,347

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

**EXHIBIT C
101.532**

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

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	3,350	3,876	7,800	7,800
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	230,760	255,069	261,459	261,282
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	205	253	530	530
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	257	-	-	-
7438 Other Charges	55,714	57,156	55,000	55,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7441 Special Community Services	86,023	106,677	122,762	130,368
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	13,411	14,001	14,001	14,001
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 389,719	\$ 437,032	\$ 461,552	\$ 468,981

Description	FY 2020 Adopted
<u>7427 Special Departmental Expense</u>	
Expendable Supplies - Classes	\$ 1,200
Expendable Supplies - Day Camp	1,500
Expendable Supplies - Pre-School	5,100
	7,800
<u>7432 Other Contractual Services</u>	
Payment for Contract Class Instructors (e.g., Art Classes, Gardening, Music Together, Gymnastics, Economic Driving School)	261,282
<u>7434 Memberships, Dues, Books</u>	
Dues	430
Subscriptions	100
	530
<u>7438 Other Charges</u>	
Active Fees and Charges	55,000
<u>7441 Special Community Services</u>	
Classes	5,665
Day Camps (Trip Buses; Day camp T-Shirts, Etc.)	105,893
Pre-School	18,810
	130,368
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	14,001
TOTAL	\$ 468,981

Finance

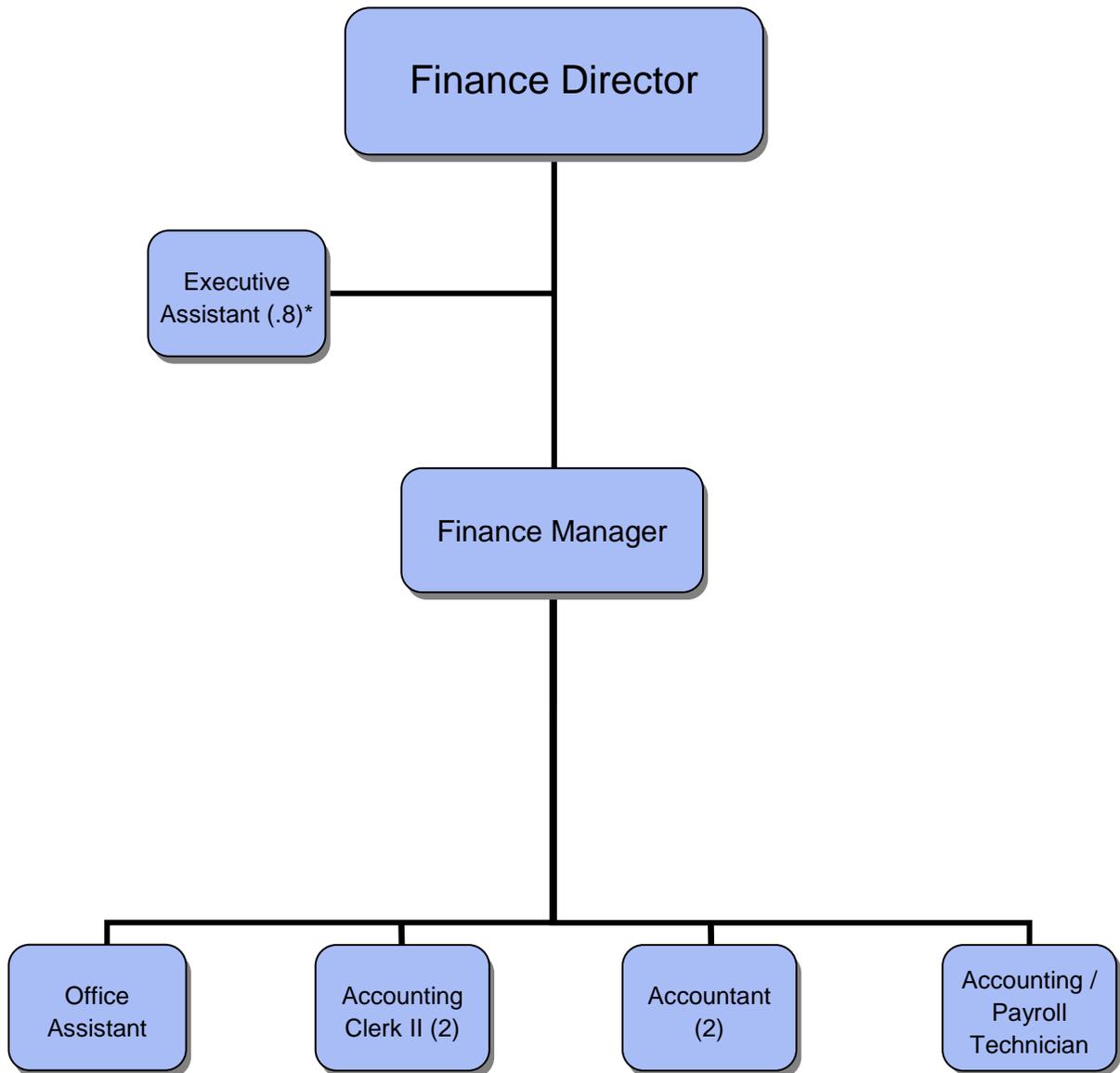


Finance & Non-Departmental

PROGRAMS:

- 535 Accounting
- 540 Non-Departmental
- 548 Refunding Lease
Revenue Bonds
- 549 Community Facilities
District #1

Finance Department 2019 - 2020



* Permanent Part-Time

FINANCE DEPARTMENT PROGRAM SUMMARY

Expenditure Summary

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 1,187,756	\$ 1,173,277	\$ 1,283,526	\$ 1,022,983
Supplies, Services & Capital Outlay (Exhibit C)	1,897,748	2,520,837	2,533,786	2,066,610
Debt Service (Exhibit D)	2,404,763	854,200	849,825	762,825
Total Before Transfers	5,490,267	4,548,314	4,667,137	3,852,418
Transfers Out (Exhibit E)	147,614	140,000	140,000	140,000
Appropriation Total	\$ 5,637,881	\$ 4,688,314	\$ 4,807,137	\$ 3,992,418

Revenue Summary

Program Revenue	\$ 34,217,838	\$ 35,999,984	\$ 37,820,900	\$ 39,991,600
Transfers from Other Funds	1,823,295	934,637	940,425	853,425
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,957,004	2,149,666	2,156,200	1,370,824
Funding Source Total	\$ 37,998,137	\$ 39,084,288	\$ 40,917,525	\$ 42,215,849

Staffing (Full-Time Equivalents)

Permanent Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Accountant	1.00	1.00	1.00	2.00
Accounting Clerk II	2.00	2.00	2.00	2.00
Payroll/Accounting Technician	1.00	1.00	1.00	1.00
Administrative Analyst I	0.20	-	-	-
Executive Assistant	0.80	0.80	0.80	0.80
Finance Director	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	-
Permanent	9.00	8.80	8.80	8.80
Temporary Position				
Clerical Relief	0.30	0.30	-	-
Finance Intern	0.12	-	-	-
Tempoprary	0.42	0.30	-	-
Total Full Time Equivalents	9.42	9.10	8.80	8.80

GENERAL FUND - (101)
Finance Department - Accounting Services Program (535)
Program Managers – Finance Director and Finance Manager

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 – 2020

- Implement new multi-year contract for financial audit services
- Research and analyze feasibility of utilizing a payroll processing service
- Coordinate a citywide capital asset physical inventory and valuation
- Prepare and issue Measure O bonds and track expenses
- Hire a Finance Manager
- Review Business license process
- Review sales tax audit process
- Review current reserve policies and levels for adequacy and appropriateness
- Review City’s unfunded pension and OPEB liabilities and present pay down plans for consideration

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	90% of invoices are processed within 45 days.	100%	100%	100%
2	Number of A/P checks generated annually.	5,351	5,290	5,349
3	Number of invoices processed annually.	8,750	10,623	8,470
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	100%	N/A	N/A
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.	78%	100%	In Progress
8	95% of budget calendar milestones are met.	100%	100%	100%
9	90% of time miscellaneous accounts receivable billings are generated within 30 days.	100%	100%	100%
10	100% of bi-weekly payroll will be processed on schedule.	100%	100%	100%
11	100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.	91%	100%	100%
12	Number of payroll checks generated annually.	8,691	8,754	8,945
13	90% of business license billings will be generated within 30 days of scheduled expiration date.	100%	100%	99%
14	99% of idle funds placed in interest bearing investments.	95%	94%	95%
15	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	75%	66%	60%

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

EXHIBIT A
101.535
Page 1

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 1,187,756	\$ 1,154,134	\$ 933,526	\$ 1,430,183
Supplies, Services & Capital Outlay (Exhibit C)	259,192	370,497	708,586	269,586
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,446,948	1,524,631	1,642,112	1,699,769
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,446,948	\$ 1,524,631	\$ 1,642,112	\$ 1,699,769
FUNDING SOURCE(s)				
Program Revenue	\$ 33,741,702	\$ 35,849,593	\$ 37,671,900	\$ 39,842,600
Transfers from Other Funds	70,500	70,500	80,600	80,600
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 33,812,202	\$ 35,920,093	\$ 37,752,500	\$ 39,923,200

REVENUE DETAIL					
Description	Fund / Acct.				
Property Tax	4001-4006, 4011	\$ 12,497,920	\$ 13,455,071	\$ 15,302,400	\$ 16,250,000
Property tax Pass-Thru (2%)	4007	50,587	44,200	50,000	50,000
Redevelopment Prop Tax Trust Fund	4008	483,593	504,891	620,000	632,000
Sales & Use Tax	4110	11,524,877	11,993,871	11,800,000	12,051,000
Prop 172 Public Safety Sales Tax	4113	-	-	-	388,100
Sales Tax Backfill	4115	-	-	-	-
Transactions & Use Tax	4112	2,772,874	2,865,143	2,856,000	2,860,000
Franchise Fee - Electric	4120	441,861	440,615	440,000	450,000
Franchise Fee - Gas	4121	93,688	114,787	93,000	119,000
Transient Occupancy Tax	4150	4,420,208	4,554,949	4,600,000	4,785,000
Real Property Transfer Tax	4153	467,990	761,583	650,000	800,000
Investment Earnings	4410	285,734	505,043	400,000	468,000
GASB 31 Market Value Adjustment	4431	(114,571)	(329,493)	-	-
Other Interest	4450	57	5,355	3,000	10,000
State Motor Vehicle in Lieu Tax	4580	19,077	45,523	20,000	45,000
Homeowners Property Tax Relief	4581	20,221	33,694	25,000	35,000
Mandated Cost Reimbursement	4584	3	27	20,000	20,000
Successor Agency Admin. Reimb.	4710/4890	17,976	17,526	19,000	20,000
Donations-Miscellaneous	4817	-	-	1,000	1,000
Sale of Real / Personal Property	4960	-	-	2,000	2,000
Insurance Claims Reimbursement	4962	548	137	2,500	2,500
Insurance Claims Refunds - WC	4963	-	9,442	-	-
Other Revenue	4965	64,490	129,043	50,000	128,000
Business License Tax	4152	694,569	698,184	718,000	726,000
Program Revenue		\$ 33,741,702	\$ 35,849,593	\$ 37,671,900	\$ 39,842,600

REVENUE DETAIL CONTINUED

		FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Description	Fund / Acct.				
Information Technologies Pool	647	\$ 29,500	\$ 29,500	\$ 34,600	\$ 34,600
Environmental Services - Solid Waste	209	31,000	31,000	26,000	26,000
Environmental Services - Storm Water	209	-	-	5,000	5,000
Motor Vehicle Pool	641	10,000	10,000	15,000	15,000
Transfers from Other Funds		\$ 70,500	\$ 70,500	\$ 80,600	\$ 80,600
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 33,812,202	\$ 35,920,093	\$ 37,752,500	\$ 39,923,200

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

EXHIBIT B
101.535

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 806,730	\$ 750,147	\$ 583,009	\$ 997,718
7002 Personnel - Temporary	3,154	4,579	-	-
7003 Personnel - Overtime	2,323	17,359	2,500	2,500
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 812,206	\$ 772,085	\$ 585,509	\$ 1,000,218
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	159,078	158,633	173,380	245,690
7107 Dental Insurance	17,599	16,450	18,920	17,188
7108 Group Health Insurance	118,997	109,428	106,428	119,940
7109 Group Life Insurance	1,550	1,409	1,637	1,488
7110 Workers' Compensation Insurance	6,566	4,215	3,392	3,522
7112 Group Disability Insurance	6,399	5,764	6,658	6,075
7113 Medicare	13,810	13,087	14,172	14,632
7114 Auto Allowance	3,281	2,640	4,560	3,280
7115 Cell Phone Allowance	116	-	840	120
7118 Other Benefits Pay	9,988	1,778	2,600	2,600
7120 Sick Leave Payout	-	11,417	-	-
7121 Leave Balance Payout	27,513	43,837	-	-
7122 Deferred Compensation Contribution	9,046	8,434	8,970	8,970
7124 VEBA Health Deferred Compensation	1,574	4,956	6,460	6,460
7126 PARS 457 Retirement	34	-	-	-
Total Benefits	\$ 375,550	\$ 382,049	\$ 348,017	\$ 429,965
Total Salary & Benefits	\$ 1,187,756	\$ 1,154,134	\$ 933,526	\$ 1,430,183

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

EXHIBIT B-1
 101.535

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Finance Director	1.00	1.00	1.00	1.00	\$ 201,602
Finance Manager	1.00	1.00	1.00	1.00	156,437
Senior Accountant	1.00	1.00	1.00	-	-
Accountant	1.00	1.00	1.00	2.00	220,605
Payroll / Accounting Technician	1.00	1.00	1.00	1.00	95,493
Accounting Clerk II	2.00	2.00	2.00	2.00	177,424
Office Assistant	1.00	1.00	1.00	1.00	73,757
Executive Assistant	0.80	0.80	0.80	0.80	72,401
TOTAL	8.80	8.80	8.80	8.80	\$ 997,718

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Clerical Relief	0.30	0.30	-	-	\$ -
Finance Intern	-	-	-	-	-
TOTAL	0.30	0.30	-	-	\$ -

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

EXHIBIT C
101.535

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	5,733	7,249	7,000	7,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	342	352	800	800
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	198	-	1,000	1,000
7430 Professional & Specialized Services	92,528	164,914	517,280	72,280
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	4,375	3,500	4,000	4,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	490	854	1,500	1,500
7435 Professional Development & Meetings	894	2,566	6,000	12,000
7437 Staff Development	1,186	-	-	-
7438 Other Charges	79,636	100,046	80,000	80,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	50	-	-	-
7551 User Charges - IT Pool	73,761	91,015	91,006	91,006
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 259,192	\$ 370,497	\$ 708,586	\$ 269,586

Description	FY 2020 Adopted
7424 Office Expense	
Check and Other Forms Printing	\$ 3,500
Office Supplies	1,300
Specialized Printing of Tabs for Budget, Capital Improvement Plan & Annual Financial Report	2,200
	7,000
7427 Special Departmental Expense	
Departmental Employee Recognition	300
Meeting Expenses	500
	800
7429 Maintenance & Operation of Equipment	
Filing System (Herman) & Folder Sealer	1,000
7430 Professional & Specialized Services	
Annual Audit	60,000
Budget and CAFR Review Program	1,080
CalPERS - GASB 68 Reports	3,500
Collection Services Fees (AR & DUI)	1,500
Direct & Overlapping Bonded Debt Statement	500
Mandated Cost Reimbursement	3,200
Off-Site Storage	2,500
	72,280
7432 Other Contractual Services	
Third Party Safekeeping - Bank of New York	4,000
7434 Memberships, Dues, Books	
Dues: APA, CMTA, CSMFO & GFOA	1,000
Subscriptions & Publications: Payroll Newsletters, American Payroll Association (APA), Government Accounting/Audit Update Financial Reporting, Wall Street Journal, Miscellaneous Governmental Publications	500
	1,500
7435 Professional Development & Meetings	
Employee Training	12,000
7438 Other Charges	
Property Tax Administration Fees - County (Includes TCAS Amortization Software)	80,000
7551 User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax Equipment	91,006
TOTAL	\$ 269,586

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Administer General Liability and Property insurance programs
- Serve as member on the City’s Safety Committee
- Maintain a framework from which policy decisions are made regarding user’s fees and charges
- Assist Safety Committee chairperson in updating Safety and Risk Management Policies and Procedures

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Number of liability claims filed.	25	36	22
2	Total annual liability and property claims expense.	\$129,791	\$234,985	\$80,996
3	Liability and property claims premium no more than 3% of total annual payroll.	1.46%	1.41%	2.11%

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

EXHIBIT A
101.540

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ -	\$ 19,143	\$ 350,000	\$ (407,200)
Supplies, Services & Capital Outlay (Exhibit C)	1,635,429	2,147,029	1,820,200	1,792,024
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,635,429	2,166,171	2,170,200	1,384,824
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,635,429	\$ 2,166,171	\$ 2,170,200	\$ 1,384,824

FUNDING SOURCE(s)				
Program Revenue	\$ 3,605	\$ 6,505	\$ 4,000	\$ 4,000
Transfers from Other Funds	10,000	10,000	10,000	10,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,621,824	2,149,666	2,156,200	1,370,824
Funding Source Total	\$ 1,635,429	\$ 2,166,171	\$ 2,170,200	\$ 1,384,824

REVENUE DETAIL					
Description	Fund / Acct.				
Rental / Leases	4810	\$ 1,200	\$ 1,200	\$ 2,000	\$ 2,000
Other Revenue	4965	2,405	5,305	2,000	2,000
Program Revenue		\$ 3,605	\$ 6,505	\$ 4,000	\$ 4,000
Lighting & Landscaping District	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Transfers from Other Funds		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 1,621,824	\$ 2,149,666	\$ 2,156,200	\$ 1,370,824
TOTAL FUNDING SOURCES		\$ 1,635,429	\$ 2,166,171	\$ 2,170,200	\$ 1,384,824

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

EXHIBIT B
101.540

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular (Vacancies & Savings)	\$ -	\$ -	\$ -	\$ (757,200)
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ -	\$ -	\$ -	\$ (757,200)
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	-	19,143	-	-
7107 Dental Insurance	-	-	-	-
7108 Group Health Insurance	-	-	-	-
7109 Group Life Insurance	-	-	-	-
7110 Workers' Compensation Insurance	-	-	-	-
7112 Group Disability Insurance	-	-	-	-
7113 Medicare	-	-	-	-
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	350,000	350,000
7122 Deferred Compensation Contribution	-	-	-	-
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ -	\$ 19,143	\$ 350,000	\$ 350,000
Total Salary & Benefits	\$ -	\$ 19,143	\$ 350,000	\$ (407,200)

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

EXHIBIT C
101.540

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 240,850	\$ 238,433	\$ 240,000	\$ 240,000
7421 Communications - Phones	63,111	58,057	60,000	60,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	3,241	4,755	4,500	4,500
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	400	400
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	68,060	22,400	50,000	50,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	2,800	-	-
7433 Insurance & Surety Bonds	327,707	328,932	506,000	477,824
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	135	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	44,549	60,540	45,300	45,300
7439 Bad Debts	622	-	-	-
7440 Fees Paid to State	-	-	1,000	1,000
7442 Insurance Claims Expense	129,791	632,976	75,000	75,000
7448 Other Interest Expense	(500)	-	2,000	2,000
7458 Annexation Expense	199,000	199,000	206,000	206,000
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7626 Retiree Health Prefunding	559,000	599,000	630,000	630,000
7661 Reserve Set-Aside	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 1,635,429	\$ 2,147,029	\$ 1,820,200	\$ 1,792,024

Description	FY 2020 Adopted
<u>7420</u> Utilities - Electricity/Gas/Water	
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)	\$ 240,000
<u>7421</u> Communications - Phones	
Telephone - City Hall Local/Long Distance Calls	
- City Hall Modem Connection for Financial System	
- Emergency Lines	
- Fax Lines (City Hall)	
- Switchboard	60,000
<u>7424</u> Office Expense	
Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	4,500
<u>7427</u> Special Departmental Expense	
Annual "Clean-Out Your Files" Day Promotional Materials and Refreshments	400
<u>7430</u> Professional & Specialized Services	
Sales Tax Audit - MuniServices Revenue Share Estimate (Offset w/ New Revenue)	44,000
STARS - Quarterly Sales Tax Report	6,000
	50,000
<u>7433</u> Insurance & Surety Bonds	
Comprehensive Insurance Premiums:	
Liability Insurance Pool	399,376
Property	78,448
	477,824
<u>7438</u> Other Charges	
Armored Car Service	9,000
Credit Card Transaction Fees (City Hall Cashiering)	36,000
Pay Pal	300
	45,300
SUB-TOTAL PAGE 1	\$ 878,024

Description	FY 2020 Adopted
<u>7440 Fees Paid to State</u> Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	\$ 1,000
<u>7442 Insurance Claims Expense</u> General Liability Self-Insured Retention (SIR)	75,000
<u>7448 Other Interest Expense</u> Estimated Interest on Refundable Faithful Performance Deposits	2,000
<u>7458 Annexation Expense</u> Annexation Payment to City of San Jose (#7 of 40)	206,000
<u>7626 Retiree Health Prefunding</u> GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB 6/30/17 Valuation)	630,000
SUB-TOTAL PAGE 2	\$ 914,000
TOTAL Exhibit C-1	\$ 1,792,024

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

MISSION STATEMENT

Effectively administer the City's long-term debt obligations.

ONGOING RESPONSIBILITIES

- Account for all transactions related to debt issuances and refinancings
- Invest all idle funds in accordance with the City's Investment Policy and ensure safety, provide liquidity, and obtain a market yield in that specific order
- Pay principal and interest on maturities of debt in a timely manner
- Coordinate accounting of bond proceeds subject to arbitrage requirements
- Restructure outstanding debt when economically feasible
- Monitor service levels and performance reporting standards for this program
- Monitor and submit Continuing Disclosure Information by required deadlines

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : FINANCE - DEBT SERVICE - 2016 REFUNDING LEASE REVENUE BOND

EXHIBIT A
370.548

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	801,462	854,200	849,825	762,825
Total Before Transfers	\$ 801,462	\$ 854,200	\$ 849,825	\$ 762,825
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 801,462	\$ 854,200	\$ 849,825	\$ 762,825

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ 87	\$ -	\$ -
Transfers from Other Funds	801,462	854,137	849,825	762,825
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 801,462	\$ 854,224	\$ 849,825	\$ 762,825

REVENUE DETAIL					
Description	Fund / Acct.				
Investment Earnings		\$ 87			
Program Revenue		\$ -	\$ 87	\$ -	\$ -
General Fund Subsidy	6899	\$ 801,462	\$ 854,137	\$ 849,825	\$ 762,825
Transfers from Other Funds		\$ 801,462	\$ 854,137	\$ 849,825	\$ 762,825
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -

**CITY OF CAMPBELL
 OPERATING BUDGET - Debt Service
 PROGRAM : FINANCE - DEBT SERVICE - 2016 REFUNDING LEASE REVENUE BOND**

**EXHIBIT D
 370.548**

Description	Due Date	PRINCIPAL 7775	INTEREST 7776	FEES 7777	FY 2020 Adopted
2016 Refunding Lease Revenue Bonds	10/1/19 4/1/20	\$ 535,000 -	\$ 116,925 108,900	\$ 2,000 -	\$ 653,925 108,900
TOTAL		\$ 535,000	\$ 225,825	\$ 2,000	\$ 762,825

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

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

EXHIBIT A
236.549

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	3,126	3,311	5,000	5,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	3,126	3,311	5,000	5,000
Transfers Out (Exhibit E)	147,614	140,000	140,000	140,000
Appropriation Total	\$ 150,740	\$ 143,311	\$ 145,000	\$ 145,000

FUNDING SOURCE(s)				
Program Revenue	\$ 145,661	\$ 143,800	\$ 145,000	\$ 145,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 145,661	\$ 143,800	\$ 145,000	\$ 145,000

REVENUE DETAIL					
Description	Fund / Acct.				
Special Tax Levy	5004	\$ 145,661	\$ 143,268	\$ 145,000	\$ 145,000
Interest	4450	-	532	-	-
Program Revenue		\$ 145,661	\$ 143,800	\$ 145,000	\$ 145,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 150,740	\$ 143,311	\$ 145,000	\$ 145,000

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

EXHIBIT C
236.549

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Ground	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	3,126	3,311	3,500	3,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	1,500	1,500
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 3,126	\$ 3,311	\$ 5,000	\$ 5,000

Description	FY 2020 Adopted
7430 Professional & Specialized Services CFD Administrative Services	\$ 3,500
7438 Other Charges Santa Clara County Administrative Fees	1,500
TOTAL	\$ 5,000

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

EXHIBIT E
 236.549

Description	FY 2019 Amended	FY 2020 Adopted
<u>9899 Operating Transfer Out</u>		
PD Field Services - 101.605	\$ 70,000	\$ 70,000
Fire Services - 101.610	70,000	70,000
TOTAL	\$ 140,000	\$ 140,000

Community Development

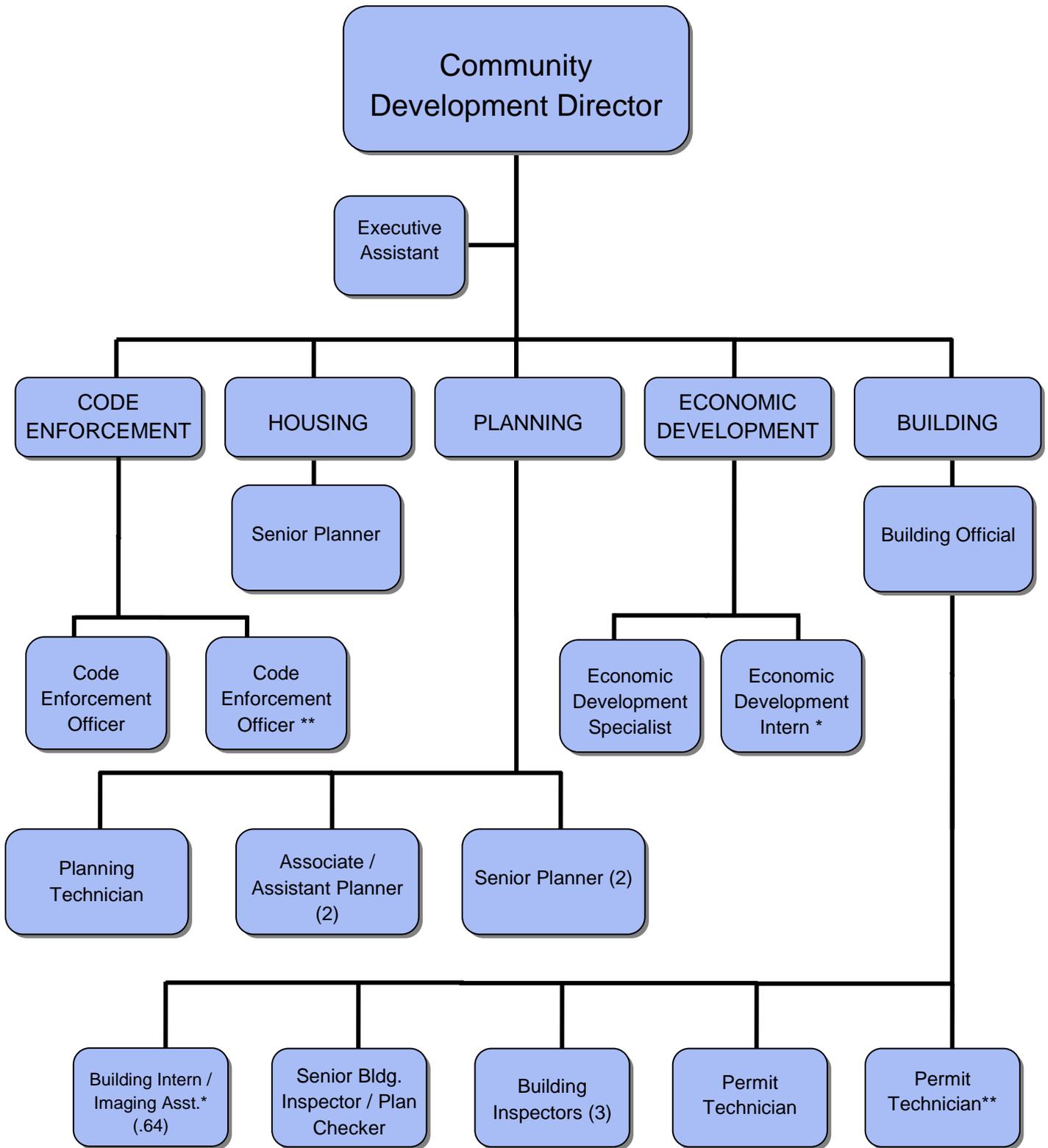


Community Development

PROGRAMS:

- 550 Administration
- 551 Current Planning
- 552 Policy Development
- 554 Building
- 556 Economic Development
- 557 Housing Assistance

Community Development Department 2019 -2020



* Temporary

** Contract Position

COMMUNITY DEVELOPMENT PROGRAM SUMMARY

Expenditure Summary

Description	FY 2017 Actual	A	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 2,227,584		\$ 2,195,362	\$ 2,662,379	\$ 2,791,643
Supplies, Services & Capital Outlay (Exhibit C)	999,023		964,632	1,381,564	1,075,871
Debt Service (Exhibit D)	-		-	-	-
Total Before Transfers	3,226,607		3,159,993	4,043,943	3,867,514
Transfers Out (Exhibit E)	-		-	-	-
Appropriation Total	\$ 3,226,607		\$ 3,159,993	\$ 4,043,943	\$ 3,867,514

Revenue Summary

Program Revenue	\$ 3,499,459	\$ 3,030,183	\$ 2,638,631	\$ 2,880,600
Transfers from Other Funds	-	-	-	-
Use of Reserves	355,799	326,583	935,232	175,650
Additional Fund Revenue	756,967	954,233	1,378,482	1,181,107
Funding Source Total	\$ 4,612,227	\$ 4,310,999	\$ 4,952,345	\$ 4,237,356

Staffing (Full-Time Equivalents)

Permanent Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Administrative Analyst I	-	-	-	-
Assistant/Associate Planner	1.00	1.00	1.00	2.00
Building Division Manager / Bldg Official	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	3.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00
Economic Development Specialist				1.00
Executive Assistant	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Planning Manager	-	-	-	-
Planning Technician				1.00
Senior Building Inspector				1.00
Senior Planner	2.00	2.00	2.00	2.00
Permanent	10.00	10.00	10.00	15.00

COMMUNITY DEVELOPMENT PROGRAM SUMMARY

Staffing (Full-Time Equivalents) continued

Limited-Term Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted
Assistant/Associate Planner	1.00	1.00	1.00	-
Building Inspector	-	-	1.00	-
Economic Development Specialist	-	-	1.00	-
Planning Technician	1.00	1.00	1.00	-
Senior Building Inspector	1.00	1.00	1.00	-
Limited-Term	3.00	3.00	5.00	-
Temporary Position				
Building Inspector	0.88	0.88	-	-
Building Intern (Imaging Assistant)	0.64	0.64	0.64	0.64
Economic Development Intern	-	-	1.00	1.00
Economic Development Specialist	1.00	1.00	-	-
Planning Intern	0.13	0.13	0.13	0.13
Project Manager	0.45	-	-	-
Project Planner	-	-	-	-
Temporary Building Inspector	0.88	0.88	-	-
Temporary	3.98	3.53	1.77	1.77
Total Full Time Equivalents	16.98	16.53	16.77	16.77

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 – 2020

- Support the upgrade of the permit system for Planning and Building Divisions

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	90% of call backs made within one business day.	96%	96%	95%
2	100% of public notices are filed accurately.	99%	99%	99%

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

EXHIBIT A
101.550

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 357,513	\$ 370,055	\$ 389,243	\$ 393,426
Supplies, Services & Capital Outlay (Exhibit C)	105,430	118,310	127,203	167,703
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	462,942	488,365	516,446	561,129
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 462,942	\$ 488,365	\$ 516,446	\$ 561,129

FUNDING SOURCE(S)				
Program Revenue	\$ 159,130	\$ 183,391	\$ 165,000	\$ 175,800
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	303,812	304,975	351,446	385,329
Funding Source Total	\$ 462,942	\$ 488,365	\$ 516,446	\$ 561,129

REVENUE DETAIL					
Description	Fund / Acct.				
Telecommunications Facility Rents/Leases	4810	\$ 100,432	\$ 120,947	\$ 110,000	\$ 110,000
Rental Dispute Fee	4663	58,698	62,444	55,000	65,800
Program Revenue		\$ 159,130	\$ 183,391	\$ 165,000	\$ 175,800
		\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 303,812	\$ 304,975	\$ 351,446	\$ 385,329
TOTAL FUNDING SOURCES		\$ 462,942	\$ 488,365	\$ 516,446	\$ 561,129

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

EXHIBIT B
101.550

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 260,442	\$ 255,482	\$ 274,619	\$ 272,192
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 260,442	\$ 255,482	\$ 274,619	\$ 272,192
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	50,818	55,840	66,108	72,038
7107 Dental Insurance	3,973	4,082	4,300	4,297
7108 Group Health Insurance	28,752	29,348	30,480	30,780
7109 Group Life Insurance	353	353	372	372
7110 Workers' Compensation Insurance	1,946	1,338	1,268	1,021
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	1,604	1,604	1,458	1,458
7113 Medicare	3,973	4,120	4,278	4,240
7114 Auto Allowance	2,396	2,376	2,640	2,376
7115 Cell Phone Allowance	327	324	480	360
7118 Other Benefits Pay	638	11,504	-	151
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	578	-	-
7122 Deferred Compensation Contribution	1,313	1,300	1,300	1,300
7124 VEBA Health Deferred Compensation	977	1,806	1,940	2,840
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 97,071	\$ 114,573	\$ 114,624	\$ 121,234
Total Salary & Benefits	\$ 357,513	\$ 370,055	\$ 389,243	\$ 393,426

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

EXHIBIT B-1
101.550

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Community Development Director *	0.90	0.90	0.90	0.90	\$ 181,442
Executive Assistant	1.00	1.00	1.00	1.00	90,750
* 0.10 FTE Allocated to Prog 556					
TOTAL	1.90	1.90	1.90	1.90	\$ 272,192

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
101.550

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7422 Advertising	7,982	6,833	7,000	7,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	3,364	2,844	4,000	4,000
7425 Minor Tools & Equipment	136	-	-	-
7427 Special Departmental Expense	268	153	500	500
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	700	50,200
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	54,000	54,000	57,000	57,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	2,809	2,512	4,500	4,500
7435 Professional Development & Meetings	10,049	13,465	15,000	6,000
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	26,822	38,503	38,503	38,503
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 105,430	\$ 118,310	\$ 127,203	\$ 167,703

Description	FY 2020 Adopted
<u>7422 Advertising</u> Publication of Legal Notices, EIR's, Etc.	\$ 7,000
<u>7424 Office Expense</u> Miscellaneous Printings, Maps, Publications, Office Supplies, Etc. Reproduction for General Plan & Public Meetings	4,000
<u>7427 Special Departmental Expense</u> Employee Recognition	500
<u>7429 Maintenance & Operation of Equipment</u> Microfiche Service Contract Scan all Microfiche (Planning and Building)	200 50,000 50,200
<u>7432 Other Contractual Services</u> Rental Dispute Mediation (Project Sentinel) *	57,000
<u>7434 Memberships, Dues, Books</u> Books; SCCAPO meals; Director Dues & Subscriptions - APA, AICP & CDBG	4,500
<u>7435 Professional Development & Meetings</u> Director: APA, League of California Cities, Workshops, SVEDA	6,000
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	38,503
TOTAL	\$ 167,703

* Funded with Rental Dispute Fee Revenue

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

MISSION STATEMENT

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

ONGOING PROGRAM RESPONSIBILITIES

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 – 2020

- Assist with the analysis of development impact fees

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	80% of inquiry phone calls and emails are returned within one business day.	97%	97%	90%
2	90% of minor building permits receive a response within five business days.	92%	90%	85%
3	85% of major building permits receive a response within ten business days.	87%	85%	85%
4	100% of completeness letters are sent out within 30 days.	100%	100%	100%
5	100% permit-streamlining to applicable projects are completed within six months.	100%	100%	100%
6	90% of hearings are held within 60 days of application completeness.	100%	100%	100%

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

EXHIBIT A
101.551

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 612,370	\$ 701,920	\$ 827,044	\$ 899,426
Supplies, Services & Capital Outlay (Exhibit C)	24,330	36,678	101,777	128,002
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	636,700	738,598	928,821	1,027,428
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 636,700	\$ 738,598	\$ 928,821	\$ 1,027,428

FUNDING SOURCE(s)				
Program Revenue	\$ 511,122	\$ 409,730	\$ 321,000	\$ 600,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	150,038	-	259,000	-
Additional Fund Revenue	(24,460)	328,868	348,821	427,428
Funding Source Total	\$ 636,700	\$ 738,598	\$ 928,821	\$ 1,027,428

REVENUE DETAIL					
Description	Fund / Acct.				
Zoning Fees	4660	\$ 511,122	\$ 409,730	\$ 321,000	\$ 600,000
Program Revenue		\$ 511,122	\$ 409,730	\$ 321,000	\$ 600,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR - Limited-Term Position		\$ 150,038	-	\$ 259,000	\$ -
Use of Fund Reserves		\$ 150,038	\$ -	\$ 259,000	\$ -
Additional Fund Subsidy		\$ (24,460)	\$ 328,868	\$ 348,821	\$ 427,428
TOTAL FUNDING SOURCES		\$ 636,700	\$ 738,598	\$ 928,821	\$ 1,027,428

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

EXHIBIT B
101.551

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 399,230	\$ 468,928	\$ 570,615	\$ 607,041
7002 Personnel - Temporary	11,741	6,931	5,000	5,000
7003 Personnel - Overtime	29,654	20,426	20,000	20,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 440,624	\$ 496,285	\$ 595,615	\$ 632,041
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	79,756	103,622	124,260	145,713
7107 Dental Insurance	7,984	9,095	10,750	10,742
7108 Group Health Insurance	54,185	61,044	70,800	72,300
7109 Group Life Insurance	710	787	930	930
7110 Workers' Compensation Insurance	12,637	9,312	3,355	9,903
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	2,782	3,086	3,645	3,645
7113 Medicare	6,913	7,811	8,124	8,609
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	2,978
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	1,778	2,839	-	-
7122 Deferred Compensation Contribution	4,896	5,484	6,500	6,500
7124 VEBA Health Deferred Compensation	102	2,531	3,000	6,001
7126 PARS 457 Retirement	3	25	65	65
Total Benefits	\$ 171,746	\$ 205,635	\$ 231,429	\$ 267,385
Total Salary & Benefits	\$ 612,370	\$ 701,920	\$ 827,044	\$ 899,426

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

EXHIBIT B-1
101.551

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Assistant/Associate Planner *	0.70	0.70	0.70	0.70	\$ 88,950
Assistant/Associate Planner **	1.00	1.00	1.00	-	-
Assistant/Associate Planner	-	-	-	1.00	127,071
Senior Planner ***	1.30	1.30	1.30	1.30	187,387
Planning Technician **	1.00	1.00	1.00	-	-
Planning Technician	-	-	-	1.00	88,982
Code Enforcement Officer ***	-	-	1.00	1.00	114,650
* Balance Funded in Program 552					
** Limited- Term Position					
*** Balance Funded in Programs 552 & 557					
	4.00	4.00	5.00	5.00	\$ 607,041

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Planning Intern	0.13	0.13	0.13	0.13	\$ 5,000
	0.13	0.13	0.13	0.13	\$ 5,000

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

EXHIBIT C
101.551

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	50	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	4,163	128	4,000	3,000
7429 Maint. & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	8,530	69,775	75,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	19	-	22,000
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	20,117	28,002	28,002	28,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 24,330	\$ 36,678	\$ 101,777	\$ 128,002

Description	FY 2020 Adopted
<u>7427</u> Special Departmental Expense	
Historic Preservation Board Projects	\$ 1,000
Historic Preservation Board Application - Maintenance Fee	2,000
	3,000
<u>7430</u> Professional & Specialized Services	
Contract Code Enforcement Officer	60,000
Architectural Advisor	10,000
Hearing Officer	5,000
	75,000
<u>7435</u> Professional Development & Meetings	
Historic Preservation Board	1,000
Planning Commission	14,000
Planning Staff	6,000
Code Enforcement:	1,000
APA, League of Cities, Workshops, Historic Preservation Certificate	22,000
<u>7551</u> User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	28,002
TOTAL	\$ 128,002

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 – 2020

- Continue to work with consultant on Envision Campbell – General Plan Update

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	85% of policy development milestones and projects are completed according to the approved Work Plan.	95%	95%	90%

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

EXHIBIT A
101.552

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 49,813	\$ 48,081	\$ 149,914	\$ 156,854
Supplies, Services & Capital Outlay (Exhibit C)	309,718	162,135	447,564	135,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	359,531	210,216	597,478	291,854
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 359,531	\$ 210,216	\$ 597,478	\$ 291,854

FUNDING SOURCE(s)

Program Revenue	\$ -	\$ -	\$ -	\$ 125,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	359,531	210,216	597,478	166,854
Funding Source Total	\$ 359,531	\$ 210,216	\$ 597,478	\$ 291,854

REVENUE DETAIL

Description	Fund / Acct.				
General Plan Maintenance Fee	4670	\$ 119,491	\$ 99,791	\$ -	\$ -
SB2 Grant	4670	-	-	-	125,000
Program Revenue		\$ 119,491	\$ 99,791	\$ -	\$ 125,000

Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
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Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
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Additional Fund Subsidy		\$ 359,531	\$ 210,216	\$ 597,478	\$ 166,854
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TOTAL FUNDING SOURCES		\$ 479,022	\$ 310,007	\$ 597,478	\$ 291,854
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CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : COMMUNITY DEVELOPMENT - POLICY DEVELOPMENT

EXHIBIT B
101.552

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 33,278	\$ 35,708	\$ 108,393	\$ 110,193
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	2,792	1,660	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 36,069	\$ 37,369	\$ 108,393	\$ 110,193
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	6,473	3,545	24,270	27,146
7107 Dental Insurance	627	645	1,720	1,719
7108 Group Health Insurance	4,329	4,346	11,328	11,568
7109 Group Life Insurance	56	56	149	149
7110 Workers' Compensation Insurance	1,057	726	379	1,838
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	219	219	583	583
7113 Medicare	583	607	1,572	1,598
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	60
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	393	390	1,040	1,040
7124 VEBA Health Deferred Compensation	7	180	480	960
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 13,743	\$ 10,713	\$ 41,521	\$ 46,661
Total Salary & Benefits	\$ 49,813	\$ 48,081	\$ 149,914	\$ 156,854

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

EXHIBIT B-1
101.552

Permanent Personnel	Full-Time Equivalentents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Senior Planner *	0.50	0.50	0.50	0.50	\$ 72,072
Assistant/Associate Planner **	0.30	0.30	0.30	0.30	38,121
* Balance Funded in Programs 551 & 557					
** Balance Funded in Program 551					
TOTAL	0.80	0.80	0.80	0.80	\$ 110,193

Temporary Personnel	Full-Time Equivalentents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
101.552

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7427 Special Departmental Expense	2,617	2,980	3,000	3,000
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	300,395	152,155	437,564	125,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	6,706	7,000	7,000	7,000
Total Supplies, Services & Capital Outlay	\$ 309,718	\$ 162,135	\$ 447,564	\$ 135,000

Description	FY 2020 Adopted
7427 Special Departmental Expense Local Area Formation Commission (LAFCO) Fee - Mandate	\$ 3,000
7430 Professional & Specialized Services Consultant Services to Create Objective Standards for Housing Development *	125,000
7551 User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	7,000
TOTAL	\$ 135,000

* Obtain SB-2 Grant from HCD for consultant services to create objective standards

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 Division budget
- Assist other departments with building code information
- Staff the Building Code Board of Appeals and schedule meetings as needed
- Work with the Code Enforcement Officer on nuisance abatement actions
- Monitor State Code changes and maintain current adoption matrix
- Advise the Director on Housing Code inspections and abatement of violations
- Oversee the City Graffiti Abatement Program
- Revise and update all Building Division handouts
- Manage consulting agreements with the Plan Check and Permit Technician consultants

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	85% of all plan check submittals are given first review for compliance with codes within ten days of submittal.	95%	95%	95%
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.	89%	90%	90%
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.	80%	80%	80%
7	90% of all minor nuisance complaints resolved within 30 days.	80%	80%	80%
8	90% of code enforcement inquiries are responded to within three business days.	80%	80%	80%

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

**EXHIBIT A
101.554**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 1,014,223	\$ 916,258	\$ 1,080,310	\$ 1,118,392
Supplies, Services & Capital Outlay (Exhibit C)	346,682	514,943	442,419	411,065
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,360,905	1,431,202	1,522,729	1,529,457
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,360,905	\$ 1,431,202	\$ 1,522,729	\$ 1,529,457

FUNDING SOURCE(s)				
Program Revenue	\$ 2,792,337	\$ 2,374,946	\$ 2,072,131	\$ 1,899,300
Transfers from Other Funds	-	-	-	-
Use of Reserves	195,639	326,000	359,000	-
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 2,987,976	\$ 2,700,946	\$ 2,431,131	\$ 1,899,300

REVENUE DETAIL					
Description	Fund / Acct.				
Construction Tax *	4151	\$ 208,373	\$ 85,406	\$ 90,000	\$ 95,000
Construction Permits	4210	1,965,324	1,727,591	1,465,000	1,300,000
Advance Plan Check Fees	4211	469,333	434,337	342,000	300,000
Building Division General Revenue	4212	13,780	16,209	18,000	21,000
Plan Check Fee - Title 24 Energy	4213	89,450	59,817	57,000	50,000
Document Imaging Fees	4661	38,584	34,049	18,000	40,000
Code Enforcement Fines	4371	5,650	16,754	25,131	26,300
Other Revenue	4965	1,843	783	-	-
SVCE (Silicon Valley Clean Energy) Grant	212.535-4523	-	-	-	10,000
Permit Tracking Software Fee	4214	-	-	57,000	57,000
* Non-Operating Revenue					
Program Revenue		\$ 2,792,337	\$ 2,374,946	\$ 2,072,131	\$ 1,899,300
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR - Limited Term Position		\$ 195,639	\$ 326,000	\$ 359,000	\$ -
Use of Fund Reserves		\$ 195,639	\$ 326,000	\$ 359,000	\$ -
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 2,987,976	\$ 2,700,946	\$ 2,431,131	\$ 1,899,300

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

EXHIBIT B
101.554

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 617,166	\$ 636,574	\$ 747,510	\$ 754,645
7002 Personnel - Temporary	87,925	27,139	20,400	20,400
7003 Personnel - Overtime	618	550	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 705,710	\$ 664,263	\$ 767,910	\$ 775,045
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	573	450	600	600
7106 Retirement	122,666	109,595	168,500	187,342
7107 Dental Insurance	12,138	12,533	12,900	12,891
7108 Group Health Insurance	83,732	85,519	86,520	88,620
7109 Group Life Insurance	1,034	1,085	1,116	1,116
7110 Workers' Compensation Insurance	19,011	11,024	9,475	11,503
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	4,296	4,496	4,617	4,617
7113 Medicare	11,230	9,689	10,887	11,238
7114 Auto Allowance	1,936	1,920	1,920	1,920
7115 Cell Phone Allowance	2,098	1,724	2,160	1,801
7118 Other Benefits Pay	10,557	1,213	2,600	5,654
7120 Sick Leave Payout	27,599	-	-	-
7121 Leave Balance Payout	3,232	1,906	-	-
7122 Deferred Compensation Contribution	6,117	6,250	6,500	8,140
7124 VEBA Health Deferred Compensation	1,129	4,225	4,340	7,641
7126 PARS 457 Retirement	1,164	366	265	265
Total Benefits	\$ 308,513	\$ 251,995	\$ 312,400	\$ 343,348
Total Salary & Benefits	\$ 1,014,223	\$ 916,258	\$ 1,080,310	\$ 1,118,392

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

EXHIBIT B-1
101.554

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Building Division Manager / Bldg Official	1.00	1.00	1.00	1.00	\$ 166,067
Building Inspector	2.00	2.00	2.00	3.00	367,723
Building Inspector *	-	-	1.00	-	-
Code Enforcement Officer	0.93	0.93	-	-	-
Permit Technician	1.00	1.00	1.00	1.00	87,630
Senior Building Inspector *	1.00	1.00	1.00	-	-
Senior Building Inspector	-	-	-	1.00	133,224
* Limited Term Position					
TOTAL	5.93	5.93	6.00	6.00	\$ 754,645

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Temporary Building Inspector	0.88	0.88	-	-	\$ -
Building Intern (Imaging Assistant)	0.64	0.64	0.64	0.64	20,400
TOTAL	1.52	1.52	0.64	0.64	\$ 20,400

Description	FY 2020 Adopted
7424 Office Expense Printing, Maps, Etc.	\$ 7,500
7425 Minor Tools & Equipment Miscellaneous Equipment & Supplies	200
7430 Professional & Specialized Services Contract Permit Technician Contract plan Checking - Structural Engineer Fees Graffiti Abatement	 100,000 160,000 20,000 280,000
7434 Memberships, Dues, Books Books California Association of Building Officials (CABO) Dues International Code Council (ICC) Dues	 6,300 600 1,100 8,000
7435 Professional Development & Meetings Professional Development & Meetings	2,500
7550 User Charges - Motor Pool Use of City Vehicles	21,859
7551 User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	91,006
TOTAL	\$ 411,065

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

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

EXHIBIT A
 101.556

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 120,056	\$ 104,274	\$ 176,436	\$ 182,695
Supplies, Services & Capital Outlay (Exhibit C)	7,278	18,400	59,801	31,301
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	127,334	122,674	236,237	213,996
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 127,334	\$ 122,674	\$ 236,237	\$ 213,996

FUNDING SOURCE(s)				
Program Revenue	\$ 9,250	\$ 12,500	\$ 12,500	\$ 12,500
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	143,000	-
Additional Fund Revenue	118,084	110,174	80,737	\$ 201,496
Funding Source Total	\$ 127,334	\$ 122,674	\$ 236,237	\$ 213,996

REVENUE DETAIL					
Description	Fund / Acct.				
Farmers Market In-Lieu Fee	4155	\$ 9,250	\$ 12,500	\$ 12,500	\$ 12,500
Program Revenue		\$ 9,250	\$ 12,500	\$ 12,500	\$ 12,500
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR Funding		-	-	25,000	-
CIPR - Limited Term Positions		-	-	118,000	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ 143,000	\$ -
Additional Fund Subsidy		\$ 118,084	\$ 110,174	\$ 80,737	\$ 201,496
TOTAL FUNDING SOURCES		\$ 127,334	\$ 122,674	\$ 236,237	\$ 213,996

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

EXHIBIT B
 101.556

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 20,098	\$ 61,532	\$ 99,824	\$ 107,437
7002 Personnel - Temporary	90,691	18,828	30,000	30,000
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 110,789	\$ 80,359	\$ 129,824	\$ 137,437
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	3,776	6,143	22,386	21,507
7107 Dental Insurance	209	1,468	2,365	2,148
7108 Group Health Insurance	1,597	10,151	15,792	14,460
7109 Group Life Insurance	19	127	205	186
7110 Workers' Compensation Insurance	798	1,115	456	1,561
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	-	522	802	729
7113 Medicare	1,629	1,258	1,882	1,701
7114 Auto Allowance	266	264	264	-
7115 Cell Phone Allowance	36	36	36	-
7118 Other Benefits Pay	71	1,278	-	76
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	64	-	-
7122 Deferred Compensation Contribution	-	750	1,300	1,300
7124 VEBA Health Deferred Compensation	106	480	734	1,200
7126 PARS 457 Retirement	760	258	390	390
Total Benefits	\$ 9,267	\$ 23,915	\$ 46,612	\$ 45,258
Total Salary & Benefits	\$ 120,056	\$ 104,274	\$ 176,436	\$ 182,695

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

EXHIBIT B-1
101.556

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Community Development Director *	0.10	0.10	0.10	0.10	\$ 20,160
Economic Development Specialist **	-	1.00	1.00	-	-
Economic Development Specialist	-	-	-	1.00	87,277
* Balance in Program 550					
** 2-Year Limited Term					
TOTAL	0.10	1.10	1.10	1.10	\$ 107,437

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Project Manager *	0.45	-	-	-	\$ -
Economic Development Specialist	1.00	-	-	-	-
Economic Development Intern	-	1.00	1.00	1.00	30,000
* Moved from Prog 510 in FY 16					
TOTAL	1.45	1.00	1.00	1.00	\$ 30,000

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

EXHIBIT C
101.556

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7422 Advertising	295	74	37,000	8,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	600	1,180	2,000	2,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maint. & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	2,450	2,450	4,500	5,000
7435 Professional Development & Meetings	1,175	695	2,300	2,300
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	2,758	14,001	14,001	14,001
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 7,278	\$ 18,400	\$ 59,801	\$ 31,301

Description	FY 2020 Adopted
7422 Advertising Promote Campbell, Professional Publications	\$ 8,000
7424 Office Expense Office Supplies, Etc.	2,000
7434 Memberships, Dues, Books ICSC & DCBA Membership, Publication Subscriptions, SVEDA Annual Dues	5,000
7435 Professional Development & Meetings ICSC Conferences, CalEd Conference, Workshops, Chamber Lunches	2,300
7551 User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	14,001
TOTAL	\$ 31,301

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Recommend appropriate uses for low and moderate incoming housing funds
- Monitor recipients of low and moderate incoming housing funds
- Monitor housing developer requirements to ensure they are complying with below market rate requirements
- Monitor rental assistance program
- Work with and assist Project Sentinel with the City's Rental Dispute program
- Coordinate the services provided by the City's Below Market Rate (BMR) Housing Administrator

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2019-2020

- Perform ordinance and General Plan updates to implement recent housing legislation.

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

EXHIBIT A
233.557

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 57,283	\$ 54,773	\$ 39,432	\$ 40,850
Supplies, Services & Capital Outlay (Exhibit C)	205,153	113,581	202,800	202,800
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	262,436	168,355	242,232	243,650
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 262,436	\$ 168,355	\$ 242,232	\$ 243,650

FUNDING SOURCE(s)				
Program Revenue	\$ 20,984	\$ 49,616	\$ 68,000	\$ 68,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	174,232	175,650
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 20,984	\$ 49,616	\$ 242,232	\$ 243,650

REVENUE DETAIL					
Description	Fund / Acct.				
Investment Interest	4410	\$ 5,284	\$ 20,412	\$ 8,000	\$ 8,000
Loan Interest Revenue	4450	15,700	29,204	10,000	10,000
Loan Principal Repayment	4966	-	-	50,000	50,000
Program Revenue		\$ 20,984	\$ 49,616	\$ 68,000	\$ 68,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance		\$ -	\$ -	\$ 174,232	\$ 175,650
Use of Fund Reserves		\$ -	\$ -	\$ 174,232	\$ 175,650
Additional Fund Subsidy		\$ 241,452	\$ 118,738	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 262,436	\$ 168,355	\$ 242,232	\$ 243,650

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

EXHIBIT B
233.557

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 39,415	\$ 41,339	\$ 28,359	\$ 28,829
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	2,868	2,047	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 42,283	\$ 43,387	\$ 28,359	\$ 28,829
7104 Meal Allowance	\$ -	\$ 4,103	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	7,665	-	6,342	7,102
7107 Dental Insurance	627	645	430	430
7108 Group Health Insurance	4,236	4,354	2,832	2,892
7109 Group Life Insurance	56	56	37	37
7110 Workers' Compensation Insurance	1,162	789	495	481
7112 Group Disability Insurance	219	219	146	146
7113 Medicare	635	651	411	418
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	15
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	393	390	260	260
7124 VEBA Health Deferred Compensation	7	180	120	240
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 15,000	\$ 11,387	\$ 11,073	\$ 12,021
Total Salary & Benefits	\$ 57,283	\$ 54,773	\$ 39,432	\$ 40,850

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

**EXHIBIT B-1
 233.557**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Senior Planner *	0.20	0.20	0.20	0.20	\$ 28,829
* Balance Funded in Programs 551 & 552					
TOTAL	0.20	0.20	0.20	0.20	\$ 28,829

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
233.557

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7422 Advertising	-	-	200	200
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	100	100
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7430 Professional & Specialized Services	137,200	140,399	152,500	152,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	67,953	(26,818)	50,000	50,000
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7451 Loss on Sale of Property	-	-	-	-
7457 Housing Grants	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7880 Property Acquisition	-	-	-	-
Supplies, Services & Capital Outlay	\$ 205,153	\$ 113,581	\$ 202,800	\$ 202,800

Description	FY 2020 Adopted
7422 Advertising Promote Housing Assistance Availability	\$ 200
7424 Office Expense Office Supplies	100
7430 Professional & Specialized Services General Consulting & Legal Services Santa Clara County Homeless Study Housing Consultant	10,000 2,500 140,000 152,500
7439 Bad Debts Loan Forgiveness (Bankruptcy, Foreclosures, Short Sales)	50,000
TOTAL	\$ 202,800

Legal Services



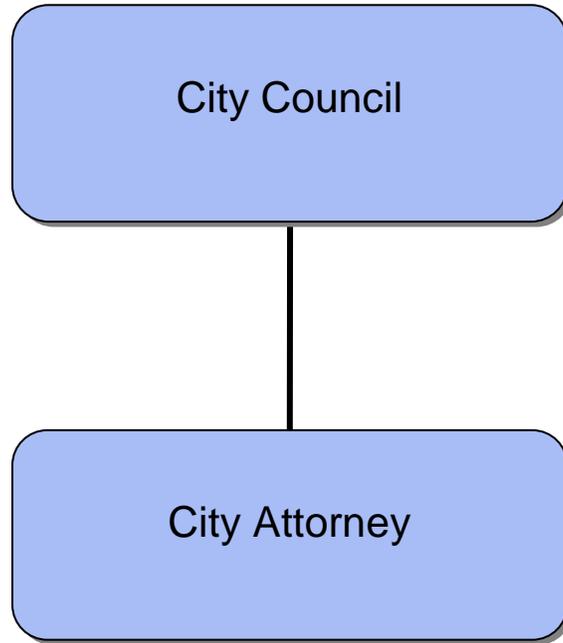
Legal Services

PROGRAM:

560 Legal Services

Legal Services

2019 - 2020



LEGAL SERVICES PROGRAM SUMMARY

Expenditure Summary

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 518,516	\$ 385,494	\$ 326,528	\$ 338,873
Supplies, Services & Capital Outlay (Exhibit C)	7,577	169,858	440,567	247,876
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	526,093	555,351	767,095	586,749
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 526,093	\$ 555,351	\$ 767,095	\$ 586,749

Revenue Summary

Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	526,093	555,351	767,095	586,749
Funding Source Total	\$ 526,093	\$ 555,351	\$ 767,095	\$ 586,749

Staffing (Full-Time Equivalents)

Permanent Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
City Attorney	1.00	1.00	1.00	1.00
Permanent	1.00	1.00	1.00	1.00
Temporary Position				
Temporary	-	-	-	-
Total Full Time Equivalents	1.00	1.00	1.00	1.00

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Complete ordinances addressing Wireless Telecommunications in public right-of-way
- Assist Community Development with General Plan update
- Assist with the implementation of new State legislation
- Draft Measure O contracts
- Assist in the implementation of district elections
- Complete revising specifications and contract document requirements

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Complete review of 85% of all contract and other documents submitted for review within two (2) weeks of submission.	98%	85%	84%
2	Provide a response to 70% of all requests for a written opinion within four (4) weeks of submission.	99%	97%	99%
3	Provide a response to 85% of all requests for oral advice within two (2) working days of submission.	98%	100%	96%
4	Obtain a favorable outcome in at least 60% of all cases adjudicated to a final conclusion.	67%	100%	100%
5	Personally attend at least 85% of all regular City Council Meetings.	100%	96%	96%
6	Personally attend at least 85% of all regular Planning Commission Meetings.	91%	95%	95%
7	Provide approximately 1,200 hours of legal assistance annually.	1720 hrs	1945 hrs	2290 hrs
8	Complete major workplan items within one (1) fiscal year.	3	5	0
9	Provide at least 250 office hours at City Hall each year.	370 hrs	355 hrs	351 hrs

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

**EXHIBIT A
101.560**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 518,516	\$ 385,494	\$ 326,528	\$ 338,873
Supplies, Services & Capital Outlay (Exhibit C)	7,577	169,858	440,567	247,876
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	526,093	555,351	767,095	586,749
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 526,093	\$ 555,351	\$ 767,095	\$ 586,749

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	526,093	555,351	767,095	586,749
Funding Source Total	\$ 526,093	\$ 555,351	\$ 767,095	\$ 586,749

REVENUE DETAIL				
Description	Fund / Acct.			
		\$ -	\$ -	\$ -
Program Revenue		\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 526,093	\$ 555,351	\$ 767,095
TOTAL FUNDING SOURCES		\$ 526,093	\$ 555,351	\$ 767,095

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

**EXHIBIT B
101.560**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Proposed
7001 Personnel - Regular	\$ 426,508	\$ 298,170	\$ 237,720	\$ 242,450
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 426,508	\$ 298,170	\$ 237,720	\$ 242,450
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	47,185	48,306	52,357	58,548
7107 Dental Insurance	2,091	2,148	2,150	2,148
7108 Group Health Insurance	32,328	29,968	27,737	30,292
7109 Group Life Insurance	186	186	186	186
7110 Workers' Compensation Insurance	3,062	1,419	1,620	830
7112 Group Disability Insurance	972	972	972	972
7113 Medicare	6,184	4,324	3,786	3,447
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	-	-	-	-
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 92,009	\$ 87,324	\$ 88,808	\$ 96,423
Total Salary & Benefits	\$ 518,516	\$ 385,494	\$ 326,528	\$ 338,873

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

**EXHIBIT B-1
 101.560**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
City Attorney *	1.00	1.00	1.00	1.00	\$ 242,450
* Retainer per contract					
TOTAL	1.00	1.00	1.00	1.00	\$ 242,450

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.560**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	114	80	500	500
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	162,136	352,691	240,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	3,919	3,887	3,976	3,976
7435 Professional Development & Meetings	2,202	2,354	2,000	2,000
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7466 Consultant - Demographer (one-time)	-	-	40,000	-
7467 Consultant - Redistricting (one-time)	-	-	40,000	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	1,341	1,400	1,400	1,400
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 7,577	\$ 169,858	\$ 440,567	\$ 247,876

Description	FY 2020 Adopted
<u>7427 Special Departmental Expense</u> Federal Express / Printing / Photocopying	\$ 500
<u>7430 Professional & Specialized Services</u> Additional Legal Services	240,000
<u>7434 Memberships, Dues, Books</u> Matthew-Bender On-line Publications: California Litigation California Real Estate Law Case Reporters Statutes Continuing Education of the Bar Publications IMLA	1,056 2,225 695 3,976
<u>7435 Professional Development & Meetings</u> League of California Cities Conference & Webinar	2,000
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	1,400
TOTAL	\$ 247,876



Public Safety



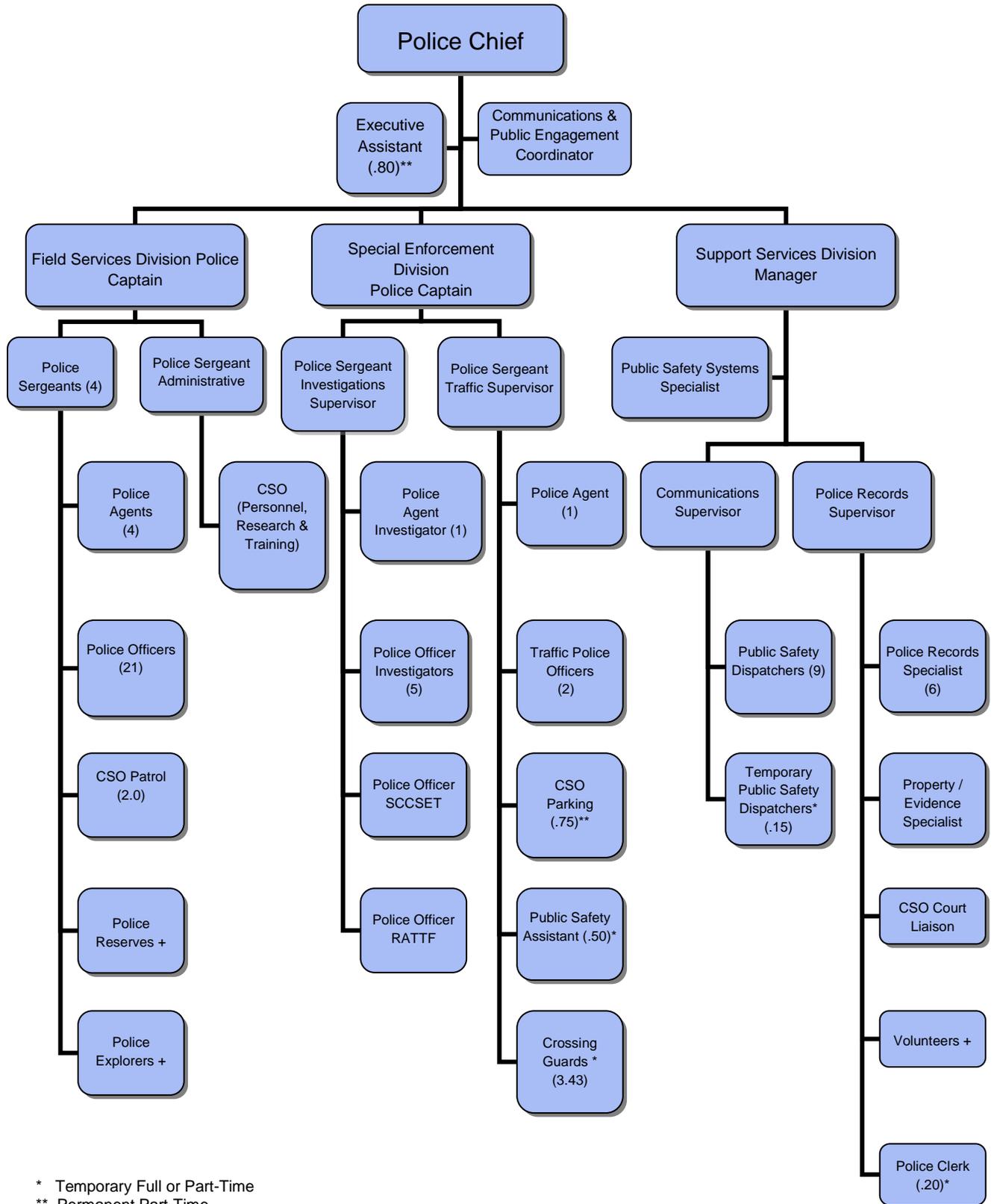
Public Safety

PROGRAMS:

- 601 Administration
- 602 Communications
- 603 Records
- 604 Special Enforcement
Division
- 605 Field Services
- 610 Fire Protection

Police Department

2019 - 2020



* Temporary Full or Part-Time
 ** Permanent Part-Time
 + Volunteers

PUBLIC SAFETY PROGRAM SUMMARY

Expenditure Summary

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 14,660,341	\$ 15,268,763	\$ 15,102,520	\$ 17,366,594
Supplies, Services & Capital Outlay (Exhibit C)	9,883,737	10,442,320	10,841,820	11,317,351
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	24,544,078	25,711,083	25,944,340	28,683,945
Transfers Out (Exhibit E)	77,389	-	13,500	19,000
Appropriation Total	\$ 24,621,467	\$ 25,711,083	\$ 25,957,840	\$ 28,702,945

Revenue Summary

Program Revenue	\$ 922,154	\$ 881,240	\$ 1,443,000	\$ 1,508,900
Transfers from Other Funds	213,022	144,804	153,500	174,000
Use of Reserves	-	55,544	83,500	-
Additional Fund Revenue	23,421,633	24,629,495	24,277,840	27,020,045
Funding Source Total	\$ 24,556,809	\$ 25,711,083	\$ 25,957,840	\$ 28,702,945

Staffing (Full-Time Equivalents)

Permanent Positions	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Communications and Public Engagement Coordinator	-	-	-	1.00
Communications Supervisor	1.00	1.00	1.00	1.00
Community Services Officer	4.55	3.55	2.75	4.75
Executive Assistant	0.80	0.80	0.80	0.80
Police Agent	6.00	6.00	6.00	6.00
Police Captain	2.00	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00	1.00
Police Officer	26.00	28.00	30.00	30.00
Police Records Specialist	6.00	6.00	6.00	6.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Sergeant	7.00	7.00	7.00	7.00
Property/Evidence Specialist	1.00	1.00	1.00	1.00
Public Safety Dispatcher	9.00	9.00	9.00	9.00
Public Safety Systems Specialist	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00
Permanent	67.35	68.35	69.55	72.55
Limited-Term Positions				
Communications and Public Engagement Coordinator	-	0.50	0.50	-
Limited-Term	-	0.50	0.50	-
Temporary Positions				
Crossing Guards	2.81	3.43	3.43	3.43
Part-Time Dispatcher (Per Diem Basis)	0.15	0.15	0.15	0.15
Part-Time Police Clerk	0.20	0.20	0.20	0.20
Public Safety Assistant	0.50	1.50	2.50	0.50
Temporary	3.66	5.28	6.28	4.28
Total Full Time Equivalents	71.01	74.13	76.33	76.83

GENERAL FUND - (101)
Police - Administration Program (601)
Program Manager - Police Chief

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
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	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 609,620	\$ 625,429	\$ 733,151	\$ 821,418
Supplies, Services & Capital Outlay (Exhibit C)	346,628	426,423	500,161	431,246
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	956,248	1,051,851	1,233,312	1,252,664
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 956,248	\$ 1,051,851	\$ 1,233,312	\$ 1,252,664

FUNDING SOURCE(s)				
Program Revenue	14,321	18,577	16,500	\$ 16,500
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	55,544	75,500	-
Additional Fund Revenue	941,927	977,731	1,141,312	1,236,164
Funding Source Total	\$ 956,248	\$ 1,051,851	\$ 1,233,312	\$ 1,252,664

REVENUE DETAIL					
Description	Fund / Acct.				
POST Reimbursement	4588	\$ 14,321	\$ 18,577	\$ 12,500	\$ 12,500
Arson Contract Training	4558	-	-	4,000	4,000
Program Revenue		\$ 14,321	\$ 18,577	\$ 16,500	\$ 16,500
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR - Limited Term Positions		\$ -	\$ 55,544	\$ 75,500	\$ -
Use of Fund Reserves		\$ -	\$ 55,544	\$ 75,500	\$ -
Additional Fund Subsidy		\$ 941,927	\$ 977,731	\$ 1,141,312	\$ 1,236,164
TOTAL FUNDING SOURCES		\$ 956,248	\$ 1,051,851	\$ 1,233,312	\$ 1,252,664

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

**EXHIBIT B
101.601**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 285,280	\$ 309,544	\$ 354,411	\$ 411,844
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	100,823	122,806	100,000	100,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 386,103	\$ 432,349	\$ 454,411	\$ 511,844
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	1,100	1,100	1,100	1,100
7106 Retirement	127,461	90,528	217,774	249,969
7107 Dental Insurance	5,341	6,804	4,945	6,445
7108 Group Health Insurance	34,216	39,425	34,728	28,920
7109 Group Life Insurance	483	601	428	558
7110 Workers' Compensation Insurance	24,513	17,749	8,895	8,952
7112 Group Disability Insurance	1,710	1,860	1,920	2,430
7113 Medicare	6,243	6,996	5,140	5,972
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	8,267	11,415	-	227
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	10,838	11,957	-	-
7122 Deferred Compensation Contribution	1,053	1,323	1,690	2,600
7124 VEBA Health Deferred Compensation	2,291	3,320	2,120	2,400
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 223,517	\$ 193,080	\$ 278,740	\$ 309,574
Total Salary & Benefits	\$ 609,620	\$ 625,429	\$ 733,151	\$ 821,418

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

**EXHIBIT B-1
101.601**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Police Chief	1.00	1.00	1.00	1.00	\$ 223,192
Executive Assistant	0.80	0.80	0.80	0.80	72,401
Communications and Public Engagement Coordinator *	-	-	0.50	-	-
Communications and Public Engagement Coordinator	-	-	-	1.00	116,251
* 2-year Limited Term. Balance of position in Program 510					
TOTAL	1.80	1.80	2.30	2.80	\$ 411,844

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
101.601

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	1,049	1,773	2,750	2,750
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	5,593	6,862	5,500	5,500
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	167,129	185,913	227,704	183,789
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	2,974	2,428	3,800	3,800
7435 Professional Development & Meetings	14,842	16,365	18,000	18,000
7437 Staff Development	82,765	89,675	119,000	94,000
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	45,454	88,405	88,405	88,405
7551 User Charges - IT Pool	26,822	35,002	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
7450 Booking Fees	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 346,628	\$ 426,423	\$ 500,161	\$ 431,246
0				

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

EXHIBIT C-1
101.601
Page 1

Description	FY 2020 Adopted
<u>7424 Office Expense</u>	
Office Supplies	\$ 1,500
Year-in-Review	1,250
	2,750
<u>7427 Special Departmental Expense</u>	
Department Employee Recognition	1,300
Department Meeting	2,000
Miscellaneous Equipment/Training	700
Other Department-Wide Supplies	1,500
	5,500
<u>7430 Professional & Specialized Services</u>	
Annual Update & Reprint of General Order Manual - Lexipol, 365 Scenario Daily Training Bulletins & Testing Database	8,500
Cal-ID Santa Clara Automated Fingerprint System (Fee Calculated by Usage)	20,789
Contracted Background Checks	12,000
Contracted Legal Service	3,000
Crime Lab Fees	130,000
Mobile PD - Smart Phone Application	8,500
Social Media Software / Apps / Supplies	1,000
	183,789
<u>7434 Memberships, Dues, Books</u>	
Books & Subscriptions	800
Dues	3,000
	3,800
<u>7435 Professional Development & Meetings</u>	
Professional Development	18,000
<u>7437 Staff Development</u>	
Training Costs (Includes POST Training)	76,000
EVOC or other POST Training	18,000
	94,000
<u>7550 User Charges - Motor Pool</u>	
Use of City Vehicles	88,405
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,002
TOTAL	\$ 431,246

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	90% of incoming 9-1-1 calls are answered within ten seconds.	96%	100%	95%
2	90% of emergency calls for service are dispatched in less than two minutes.	96%	96%	N/A*

**Data not retrievable at this time until CAD/RMS updates are completed*

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

EXHIBIT A
101.602

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 1,808,382	\$ 1,978,622	\$ 1,991,615	\$ 2,193,962
Supplies, Services & Capital Outlay (Exhibit C)	417,396	441,617	316,173	312,048
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,225,778	2,420,239	2,307,788	2,506,010
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 2,225,778	\$ 2,420,239	\$ 2,307,788	\$ 2,506,010

FUNDING SOURCE(s)				
Program Revenue	\$ 33,085	\$ 30,841	\$ 38,000	\$ 8,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	2,192,693	2,389,398	2,269,788	2,498,010
Funding Source Total	\$ 2,225,778	\$ 2,420,239	\$ 2,307,788	\$ 2,506,010

REVENUE DETAIL					
Description	Fund / Acct.				
CAL NENA/APCO Reimbursement	4707	\$ -	\$ 2,011	\$ 3,000	\$ 3,000
False Alarm Fees	4693	33,085	28,830	35,000	5,000
Program Revenue		\$ 33,085	\$ 30,841	\$ 38,000	\$ 8,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
		-	-	-	-
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 2,192,693	\$ 2,389,398	\$ 2,269,788	\$ 2,498,010
TOTAL FUNDING SOURCES		\$ 2,225,778	\$ 2,420,239	\$ 2,307,788	\$ 2,506,010

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

**EXHIBIT B
101.602**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 1,152,007	\$ 1,195,748	\$ 1,273,812	\$ 1,280,107
7002 Personnel - Temporary	2,996	5,912	10,000	10,000
7003 Personnel - Overtime	68,787	156,897	70,000	70,000
7005 Personnel - POST	-	7,650	-	-
7103 Personnel - Holiday Pay	46,517	49,727	50,104	50,104
Total Salaries	\$ 1,270,307	\$ 1,415,934	\$ 1,403,916	\$ 1,410,211
7104 Meal Allowance	\$ 1,457	\$ 3,180	\$ 1,500	\$ 3,000
7105 Uniform Allowance	-	-	-	-
7106 Retirement	234,588	258,276	296,573	415,789
7107 Dental Insurance	23,983	24,529	24,725	31,153
7108 Group Health Insurance	192,416	194,157	193,020	252,720
7109 Group Life Insurance	3,059	3,046	3,069	2,697
7110 Workers' Compensation Insurance	11,892	8,660	6,710	7,158
7112 Group Disability Insurance	8,479	8,444	8,505	10,692
7113 Medicare	19,829	21,897	19,377	23,368
7114 Auto Allowance	968	960	960	960
7115 Cell Phone Allowance	910	900	180	180
7118 Other Benefits Pay	6,667	2,966	6,000	1,096
7119 Social Security	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	14,878	12,053	-	-
7122 Deferred Compensation Contribution	7,067	6,954	7,020	8,736
7124 VEBA Health Deferred Compensation	11,844	16,592	19,930	26,072
7126 PARS 457 Retirement	39	73	130	130
Total Benefits	\$ 538,075	\$ 562,688	\$ 587,699	\$ 783,751
Total Salary & Benefits	\$ 1,808,382	\$ 1,978,622	\$ 1,991,615	\$ 2,193,962

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

EXHIBIT B-1
101.602

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 75,556
Communications Supervisor	1.00	1.00	1.00	1.00	123,960
Public Safety Dispatcher	9.00	9.00	9.00	9.00	964,361
Public Safety Systems Specialist	1.00	1.00	1.00	1.00	116,230
* Balance in Program 603					
TOTAL	11.50	11.50	11.50	11.50	\$ 1,280,107

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Part-Time Dispatcher (Per Diem Basis)	0.15	0.15	0.15	0.15	\$ 10,000
TOTAL	0.15	0.15	0.15	0.15	\$ 10,000

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

**EXHIBIT C
101.602**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	64,858	71,922	50,500	50,200
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	221	924	900	900
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	1,066	3,046	3,300	4,800
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	14,825	2,374	28,500	28,500
7430 Professional & Specialized Services	244,743	251,644	119,865	114,140
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	1,585	1,659	1,600	2,000
7435 Professional Development & Meetings	2,708	1,540	3,000	3,000
7437 Staff Development	217	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	87,172	108,508	108,508	108,508
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 417,396	\$ 441,617	\$ 316,173	\$ 312,048

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

EXHIBIT C-1
101.602
Page 1

Description	FY 2020 Adopted
<u>7421</u> Communications - Phones	
California Law Enforcement Telecommunication System (CLETS) Dedicated Phone Line	4,200
Cell Phones Service and Use Charges	11,000
Telephone Lines and Service (Including Phone Lines, Modems & Radios)	35,000
	50,200
<u>7424</u> Office Expense	
Dispatch Office Supplies	900
<u>7427</u> Special Departmental Expense	
Cell Phones (Replacement)	3,000
Communications Supplies	750
Headsets	1,050
	4,800
<u>7429</u> Maintenance & Operation of Equipment	
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</u> Professional & Specialized Services	
California Law Enforcement Telecommunications System Access Fee (Direct Connect)	7,500
Dispatch console cleaning (every other year)	1,000
High Speed Cell Service for New MDC's	7,500
Operations & Maintenance Payments per SVRIA JPA Agreement MOU	69,000
Pruneyard Tower Repeater Lease	3,000
Sheriff's Law Enforcement Telecommunication System (includes CJIC Not Direct)	17,500
Wireless Data for Patrol Vehicles (\$40 Per Month x 18 Vehicles)	8,640
	114,140
<u>7434</u> Memberships, Dues, Books	
Books & Subscriptions	900
Dues	1,100
	2,000
SUBTOTAL page 1	\$ 200,540

**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 17	FY 18	FY 19
1	85% of report requests submitted to the Records Division will be processed within 7 business days of receipt	98%	93%	95%

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

EXHIBIT A
101.603

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 1,160,939	\$ 1,133,906	\$ 1,217,138	\$ 1,358,696
Supplies, Services & Capital Outlay (Exhibit C)	160,460	141,006	154,607	148,507
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,321,399	1,274,912	1,371,745	1,507,203
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,321,399	\$ 1,274,912	\$ 1,371,745	\$ 1,507,203

FUNDING SOURCE(s)				
Program Revenue	\$ 56,927	\$ 59,929	\$ 51,000	\$ 62,500
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	8,000	-
Additional Fund Revenue	1,264,472	1,214,983	1,312,745	1,444,703
Funding Source Total	\$ 1,321,399	\$ 1,274,912	\$ 1,371,745	\$ 1,507,203

REVENUE DETAIL					
Description	Fund / Acct.				
Bicycle Licenses	4242	-	134	-	200
Other Filing Fees	4690	7,557	7,069	6,000	7,300
Special Police Services: Reports, Impounds, Etc.	4691	49,370	52,726	45,000	55,000
Program Revenue		\$ 56,927	\$ 59,929	\$ 51,000	\$ 62,500
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR Reserve		-	-	8,000	-
Use of Fund Reserves		\$ -	\$ -	\$ 8,000	\$ -
Additional Fund Subsidy		\$ 1,264,472	\$ 1,214,983	\$ 1,312,745	\$ 1,444,703
TOTAL FUNDING SOURCES		\$ 1,321,399	\$ 1,274,912	\$ 1,371,745	\$ 1,507,203

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

**EXHIBIT B
101.603**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 722,292	\$ 679,202	\$ 775,532	\$ 840,415
7002 Personnel - Temporary	17,736	17,528	11,648	11,648
7003 Personnel - Overtime	1,349	15,511	4,000	4,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	30,962	29,624	32,054	32,054
Total Salaries	\$ 772,338	\$ 741,865	\$ 823,234	\$ 888,117
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	5,703	5,627	5,653	5,980
7106 Retirement	147,587	137,024	169,273	218,625
7107 Dental Insurance	18,997	18,420	18,275	20,411
7108 Group Health Insurance	153,366	146,681	145,350	167,460
7109 Group Life Insurance	2,503	2,183	2,372	1,767
7110 Workers' Compensation Insurance	16,659	11,543	9,768	8,985
7112 Group Disability Insurance	6,743	6,311	6,197	7,047
7113 Medicare	12,137	11,981	11,104	12,355
7114 Auto Allowance	968	960	960	960
7115 Cell Phone Allowance	910	800	180	900
7118 Other Benefits Pay	2,599	474	3,900	3,318
7120 Sick Leave Payout	2,327	8,581	-	-
7121 Leave Balance Payout	2,643	23,669	-	-
7122 Deferred Compensation Contribution	4,939	4,568	4,862	5,148
7124 VEBA Health Deferred Compensation	10,290	12,989	15,861	17,471
7126 PARS 457 Retirement	231	231	151	151
Total Benefits	\$ 388,601	\$ 392,041	\$ 393,904	\$ 470,579
Total Salary & Benefits	\$ 1,160,939	\$ 1,133,906	\$ 1,217,138	\$ 1,358,696

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

EXHIBIT B-1
101.603

Permanent Personnel	Full-Time Equivalentents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 75,556
Police Records Supervisor	1.00	1.00	1.00	1.00	103,455
Police Records Specialist	6.00	6.00	6.00	6.00	487,717
Property/Evidence Specialist	1.00	1.00	1.00	1.00	86,251
Community Services Officer	1.00	1.00	1.00	1.00	87,435
* Balance of Position in Program 602					
TOTAL	9.50	9.50	9.50	9.50	\$ 840,415

Temporary Personnel	Full-Time Equivalentents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Part-Time Police Clerk	0.20	0.20	0.20	0.20	\$ 11,648
TOTAL	0.20	0.20	0.20	0.20	\$ 11,648

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

EXHIBIT C
101.603

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	12,288	15,034	16,000	16,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	15,887	15,554	24,500	16,500
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	6,214	3,672	9,700	9,700
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	170	170	300	300
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	11,906	12,069	9,600	11,500
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	113,994	94,507	94,507	94,507
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 160,460	\$ 141,006	\$ 154,607	\$ 148,507

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

EXHIBIT C-1
101.603

Description	FY 2020 Adopted
<u>7424 Office Expense</u> Departmental Office Supplies	\$ 16,000
<u>7427 Special Departmental Expense</u> Parking Citation Hand Held Ticketing Device - Paper and Supplies	1,600
Automated Fingerprint Identification System (AFIS) Supplies	500
Evidence Equipment & Supplies	2,000
Gun/Drug Disposal	1,000
Miscellaneous Equipment/Supplies (Film, Forms, Etc. Re: Informal Bookings)	2,000
Moving / Warning Citations	3,500
Mug Shot Supplies (Ink & Paper)	1,000
Parking Enforcement Citations	1,100
Postage, Notices & Miscellaneous Supplies	800
Special Forms/Materials	3,000
	16,500
<u>7430 Professional & Specialized Services</u> Crime Reports.Com (Public Engines)	1,200
Fingerprint Checks (Department of Justice & County Fee)	900
Livescan Applicant Fingerprinting	1,000
Parking Citation Web-Based Service (\$500/mo.)	6,000
Parking Ticket Hearing Official	600
	9,700
<u>7434 Memberships, Dues, Books</u> Dues	300
<u>7438 Other Charges</u> Water Service	2,000
Hazardous Material Pickup	2,000
Linen Service - Men's & Women's Locker Rooms	2,500
Shredding Service	5,000
	11,500
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	94,507
TOTAL	\$ 148,507

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

MISSION STATEMENT

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

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Traffic enforcement index of at least 21 *	40.67	31.63	14.84
2	80% of abandoned vehicle complaints responded to within 48 hours of receipt.	100%	100%	100%
3	100% of traffic concerns are assigned resources.	100%	100%	100%

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

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

**EXHIBIT A
101.604**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 3,337,074	\$ 3,735,142	\$ 4,197,530	\$ 4,380,556
Supplies, Services & Capital Outlay (Exhibit C)	214,162	285,759	240,368	230,568
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	3,551,236	4,020,901	4,437,898	4,611,124
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 3,551,236	\$ 4,020,901	\$ 4,437,898	\$ 4,611,124

FUNDING SOURCE(s)				
Program Revenue	\$ 397,438	\$ 442,960	\$ 944,000	\$ 1,000,000
Transfers from Other Funds	55,422	4,804	4,500	19,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	3,098,376	3,573,137	3,489,398	3,592,124
Funding Source Total	\$ 3,551,236	\$ 4,020,901	\$ 4,437,898	\$ 4,611,124

REVENUE DETAIL					
Description	Fund / Acct.				
Traffic Fines	4310/4320/4330	\$ 275,867	\$ 286,628	\$ 300,000	\$ 336,000
Special Events-Comm Group Sponsor	4630	46,594	48,338	50,000	50,000
Cost Recovery - Special Details	4704	4,268	6,205	14,000	14,000
Abandoned Vehicle Abatement	4582	70,115	67,191	75,000	75,000
Other Revenue	4965	52	3,359	-	-
DUI Cost Recovery	4698	542	7,210	5,000	5,000
RATTF Reimbursement	4560	-	24,030	100,000	100,000
Arson Contract with County Fire	4559	-	-	400,000	420,000
Program Revenue		\$ 397,438	\$ 442,960	\$ 944,000	\$ 1,000,000
Asset Forfeiture Funds	205	\$ 5,422	\$ 4,804	\$ 4,500	\$ 19,000
AB 109 Public Safety Realignment Law	212	50,000	-	-	-
Transfers from Other Funds		\$ 55,422	\$ 4,804	\$ 4,500	\$ 19,000
CIPR Reserve		-	-	-	-
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 3,098,376	\$ 3,573,137	\$ 3,489,398	\$ 3,592,124
TOTAL FUNDING SOURCES		\$ 3,551,236	\$ 4,020,901	\$ 4,437,898	\$ 4,611,124

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

**EXHIBIT B
101.604**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 1,524,278	\$ 1,784,535	\$ 1,996,754	\$ 2,018,566
7002 Personnel - Temporary	151,528	169,802	188,120	134,040
7003 Personnel - Overtime	111,223	80,136	120,000	120,000
7005 Personnel - POST	94,353	112,055	101,701	101,701
7103 Personnel - Holiday Pay	72,592	87,886	82,375	82,375
Total Salaries	\$ 1,953,973	\$ 2,234,414	\$ 2,488,950	\$ 2,456,682
7104 Meal Allowance	-	-	-	-
7105 Uniform Allowance	\$ 12,655	\$ 12,930	\$ 15,955	\$ 14,855
7106 Retirement	883,540	918,962	1,242,409	1,493,499
7107 Dental Insurance	24,364	28,163	30,023	27,994
7108 Group Health Insurance	177,310	203,825	215,745	202,395
7109 Group Life Insurance	2,374	2,663	2,813	3,674
7110 Workers' Compensation Insurance	144,814	111,502	106,641	110,000
7112 Group Disability Insurance	1,701	1,701	1,519	1,519
7113 Medicare	30,685	36,047	35,029	28,967
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	14,940	7,916	29,173	13,933
7120 Sick Leave Payout	-	49,916	-	-
7121 Leave Balance Payout	67,978	100,440	-	-
7122 Deferred Compensation Contribution	269	267	429	429
7124 VEBA Health Deferred Compensation	20,859	24,543	26,399	24,868
7126 PARS 457 Retirement	1,609	1,852	2,446	1,743
Total Benefits	\$ 1,383,100	\$ 1,500,728	\$ 1,708,580	\$ 1,923,875
Total Salary & Benefits	\$ 3,337,074	\$ 3,735,142	\$ 4,197,530	\$ 4,380,556

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

**EXHIBIT B-1
 101.604**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 207,438
Police Sergeant	2.00	2.00	2.00	2.00	308,040
Police Agent	2.00	2.00	2.00	2.00	276,976
Police Officer *	8.00	8.00	9.00	9.00	1,160,535
Community Services Officer **	1.75	0.75	0.75	0.75	65,576
* 1 FTE funded by County of Santa Clara - Fire Department					
** 1 FTE eliminated in FY17 - Added 1 FTE Temporary Public Safety Assistant					
TOTAL	14.75	13.75	14.75	14.75	\$ 2,018,566

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Public Safety Assistant	1.50	1.50	1.50	0.50	\$ 27,040
Crossing Guards*	2.81	3.43	3.43	3.43	107,000
* 2 Temporary Part-Time added Mid-Year FY 17					
TOTAL	4.31	4.93	4.93	3.93	\$ 134,040

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

EXHIBIT C
0 101.604

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	6,077	6,613	5,500	5,500
7424 Office Expense	937	1,164	1,500	1,500
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	28,501	68,693	41,800	19,200
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	3,106	3,955	4,050	4,050
7430 Professional & Specialized Services	40,599	53,614	47,335	60,135
7431 Promotional Expense	6,885	8,386	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	752	1,999	1,750	1,750
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	15	-	-
7438 Other Charges	5,552	6,887	4,000	4,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	34,582	36,426	36,426	36,426
7551 User Charges - IT Pool	87,172	98,007	98,007	98,007
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 214,162	\$ 285,759	\$ 240,368	\$ 230,568

Description	FY 2020 Adopted
7423 Clothing & Personal Expense	
Clothing & Badges - Explorer / PSA Uniforms	\$ 1,000
Crime Scene Response Team (CSRT) Uniforms	200
Crossing Guard Uniforms	1,000
ISU Shirts & Jackets	300
Miscellaneous Equipment	500
Motorcycle Officer Uniforms	1,500
SWAT Uniforms	1,000
	5,500
7424 Office Expense	
Office & Desk Supplies	1,500
7427 Special Departmental Expense	
Community Emergency Response Team (CERT) Equipment	5,000
Crime Scene Response Team (CSRT) Supplies -- Evidence Collection, Chemicals / MAIT	750
Crisis Negotiation Team (CNT) Supplies & Equipment (Moved from 605)	1,000
APBnet Computer Transmission Charges (Formerly Critical Reach)	550
Crossing Guard Supplies - Signs, Vests, Cones	200
Investigation Fund Resupply	1,000
Investigations Unit Anonymous Calling Cards/Cell Phone	200
Investigative Equipment - Flashlights, Recorders, Binoculars, Cameras	1,000
Safety Equipment - Holsters, Handcuffs, Pepper Spray	500
SWAT Replacement Equipment	5,000
Witness & Victim Expenses	500
GPS Tracker Fees	3,500
	19,200
7429 Maintenance & Operation of Equipment	
Maintenance of Special Weapons & Tactics (SWAT) Equipment	300
Passive Alcohol Sensor (PAS) Device Calibration & Repair	1,000
Radar Trailer Repair	500
Radar Unit Calibration / Lidar Calibration / Vehicle Calibration	2,000
Recorders, Camera & Video Equipment	250
	4,050
SUBTOTAL page 1	\$ 30,250

Description	FY 2020 Adopted
7430 Professional & Specialized Services	
Investigative Software	\$ 2,500
Audio/Video Tape Transcription (Contracted)	1,500
Basic Evidence.com License	735
Cell Phone Download Reader - Annual Subscription Fee	3,500
Comcast Cable	2,500
Computer Crime Investigations Internet Service Provider	1,500
Forensic Logic COPLINK & LEAP	1,200
Interview Room Recording Software License	7,200
Private Database Searches (CLEAR / TLO)	20,500
SCCSET Annual Contribution	5,000
Sexual Assault Exams (Valley Medical Center)	12,000
Sketch Artist Fees	1,000
Search Warrant Fees (Cell/Tower)	1,000
	60,135
7434 Memberships, Dues, Books	
Books	250
Dues	1,500
	1,750
7438 Other Charges	
Transportation (Prisoner Transport Fees)	2,500
Tow Fees (Evidence / Investigation)	1,500
	4,000
7550 User Charges - Motor Pool	
Use of City Vehicles	36,426
7551 User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	98,007
SUBTOTAL page 2	200,318
TOTAL Exhibit C-1	\$ 230,568

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 17	FY 18	FY 19
1	Respond to 90% of emergency calls for service within five minutes	92%	97%	N/A*
2	Respond to 90% of non-emergency calls for service within twenty minutes	95%	95%	N/A*

**Data not retrievable at this time until CAD/RMS updates are completed*

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

**EXHIBIT A
101.605**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 7,626,658	\$ 7,795,665	\$ 6,963,086	\$ 8,611,962
Supplies, Services & Capital Outlay (Exhibit C)	927,054	1,020,672	1,038,537	1,068,289
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	8,553,712	8,816,337	8,001,623	9,680,251
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 8,553,712	\$ 8,816,337	\$ 8,001,623	\$ 9,680,251

FUNDING SOURCE(s)				
Program Revenue	\$ 1,592	\$ -	\$ 100,000	\$ 100,000
Transfers from Other Funds	87,600	70,000	79,000	85,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	8,464,520	8,746,337	7,822,623	9,495,251
Funding Source Total	\$ 8,553,712	\$ 8,816,337	\$ 8,001,623	\$ 9,680,251

REVENUE DETAIL					
Description	Fund / Acct.				
Supplemental Law Enforcement Grant	4526	\$ -	\$ -	\$ 100,000	\$ 100,000
Other Revenue	4965	1,592	-	-	-
Program Revenue		\$ 1,592	\$ -	\$ 100,000	\$ 100,000
Asset Forfeiture Fund	205	\$ 8,414	\$ -	\$ 4,000	\$ 10,000
Federal Grant (Bulletproof Vest Reimb)	218	9,186	-	5,000	5,000
Community Facilities District #1	236	70,000	70,000	70,000	70,000
Transfers from Other Funds		\$ 87,600	\$ 70,000	\$ 79,000	\$ 85,000
		-	-	-	-
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 8,464,520	\$ 8,746,337	\$ 7,822,623	\$ 9,495,251
TOTAL FUNDING SOURCES		\$ 8,553,712	\$ 8,816,337	\$ 8,001,623	\$ 9,680,251

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

**EXHIBIT B
101.605**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 3,707,158	\$ 3,758,256	\$ 3,284,941	\$ 4,501,710
7002 Personnel - Temporary	-	-	54,080	54,080
7003 Personnel - Overtime	229,628	253,561	240,000	240,000
7005 Personnel - POST	197,482	182,782	181,598	181,598
7103 Personnel - Holiday Pay	192,469	195,540	197,103	197,103
Total Salaries	\$ 4,326,737	\$ 4,390,140	\$ 3,957,722	\$ 5,174,491
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	35,418	36,099	34,327	37,420
7106 Retirement	1,989,094	2,289,762	2,080,309	2,438,066
7107 Dental Insurance	64,048	60,837	63,998	71,198
7108 Group Health Insurance	474,073	444,358	458,475	515,820
7109 Group Life Insurance	6,069	5,615	5,966	9,393
7110 Workers' Compensation Insurance	318,170	211,335	210,968	212,149
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	1,774	1,246	1,737	3,159
7113 Medicare	66,299	68,693	68,408	65,990
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	159,165	36,949	22,834	18,246
7120 Sick Leave Payout	19,388	23,434	-	-
7121 Leave Balance Payout	108,864	172,172	-	-
7122 Deferred Compensation Contribution	395	76	649	1,716
7124 VEBA Health Deferred Compensation	57,163	54,950	56,990	63,611
7126 PARS 457 Retirement	-	-	703	703
Total Benefits	\$ 3,299,920	\$ 3,405,525	\$ 3,005,364	\$ 3,437,471
Total Salary & Benefits	\$ 7,626,658	\$ 7,795,665	\$ 6,963,086	\$ 8,611,962

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

**EXHIBIT B-1
101.605**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 207,438
Police Sergeant	5.00	5.00	5.00	5.00	770,099
Police Agent	4.00	4.00	4.00	4.00	553,952
Police Officer *	20.00	20.00	21.00	21.00	2,707,915
Community Services Officer	1.80	1.80	1.00	3.00	262,305
* 1 FTE funded by County of Santa Clara - Fire Department					
TOTAL	31.80	31.80	32.00	34.00	\$ 4,501,710

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Public Safety Assistant	-	-	1.00	-	\$ -
TOTAL	-	-	1.00	-	\$ -

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

EXHIBIT C
101.605

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Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	11,665	10,131	10,550	10,550
7424 Office Expense	332	1,208	1,200	1,200
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	108,514	134,288	112,400	106,600
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	754	4,399	5,000	5,000
7430 Professional & Specialized Services	29,911	32,409	71,500	90,685
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	258,415	308,795	308,795	325,162
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	2,077	2,334	1,000	1,000
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	1,217	16	1,000	1,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	400,176	422,085	422,085	422,085
7551 User Charges - IT Pool	113,994	105,007	105,007	105,007
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 927,054	\$ 1,020,672	\$ 1,038,537	\$ 1,068,289

Description	FY 2020 Adopted
7423 <u>Clothing & Personal Expense</u>	
Badge Replacement	\$ 800
Cleaning (Reserves, PSA's, and Explorer Uniforms)	1,500
Name Tags and Cap Pieces	500
Officer Rain Gear	1,500
Public Safety Assistant (PSA) Uniforms	750
Reserve Uniforms & Safety Equipment	2,400
Special Duty Uniforms	2,500
Uniform Repair/Replacement	600
	10,550
7424 <u>Office Expense</u>	
Office Supplies	1,200
7427 <u>Special Departmental Expense</u>	
Patrol Supplies	5,600
First Aid Supplies / AED Supplies	4,000
Replacement Sirens, Light Bars, Control Boxes	8,000
Safety & Leather Gear	2,000
Evidence Supplies	5,000
Ammunition	50,000
Range Supplies (Cleaning Solution/Targets/Ear & Eye Protection)	3,000
Subtotal	77,600
* Asset Forfeiture Funds	
SUBTOTAL page 1	\$ 89,350

Description	FY 2020 Adopted
<u>7427 Special Departmental Expense (Continued)</u>	
Other Supplies:	
Bulletproof Vests (50% Reimbursed by Federal Government)	\$ 10,000
Chemical Agents	1,000
Emergency Preparedness Equipment & Supplies	1,000
K9 Supplies	5,000
Taser Cartridges	1,000
Taser Weapons Repairs	2,000
Vehicle Graphics	4,000
Microphones for Digital Radios (Traffic Motorcycles)	2,000
Weapons Replacements	3,000
Subtotal	29,000
	106,600
<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 / Maintenance	2,500
	5,000
<u>7430 Professional & Specialized Services</u>	
Alcohol Blood and Breath Tests	20,000
Body Worn Camera Contract & Cloud Storage	49,000
Emergency Clean-Up / Call Outs	3,000
Mobile EOC Costs (Satellite Phone / TV / Internet)	4,000
Online Scheduler	1,000
Range Storage - Alarm & Electricity Fees	1,000
Range Use Fee	5,000
VeriPic Maintenance	7,685
	90,685
<u>7432 Other Contractual Services</u>	
Silicon Valley Animal Control Authority Services (Shelter & Field Services)	325,162
SUBTOTAL page 2	\$ 449,847

Description	FY 2020 Adopted
7434 <u>Memberships, Dues, Books</u> Books, Dues & Subscriptions	\$ 1,000
7438 <u>Other Charges</u> Towing, PD Vehicle Malfunctions / Mobile Emergency Response Group & Equipment (MERGE) Course Rental	1,000
7550 <u>User Charges - Motor Pool</u> Use of Vehicles	422,085
7551 <u>User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	105,007
SUBTOTAL page 3	529,092
TOTAL Exhibit C-1	\$ 1,068,289

**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 17	FY 18	FY 19
1	Respond to 90% of all fire related calls for service within seven minutes or less	100%	100%	85.71%
2	Respond to 90% of all medical related calls for service within eight minutes or less	100%	100%	98.15%

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

EXHIBIT A
 101.610

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	7,818,036	8,126,844	8,591,974	9,126,693
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	7,818,036	8,126,844	8,591,974	9,126,693
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 7,818,036	\$ 8,126,844	\$ 8,591,974	\$ 9,126,693

FUNDING SOURCE(S)				
Program Revenue	\$ 288,392	\$ 328,933	\$ 280,000	\$ 302,900
Transfers from Other Funds	70,000	70,000	70,000	70,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	7,459,644	7,727,911	8,241,974	8,753,793
Funding Source Total	\$ 7,818,036	\$ 8,126,844	\$ 8,591,974	\$ 9,126,693

REVENUE DETAIL					
Description	Fund / Acct.				
Fire Permits	4241	\$ 160,891	\$ 172,100	\$ 150,000	\$ 170,300
Hazardous Waste Cleanup	4692	127,501	156,834	130,000	132,600
Program Revenue		\$ 288,392	\$ 328,933	\$ 280,000	\$ 302,900
Community Facilities District #1	236	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Transfers from Other Funds		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 7,459,644	\$ 7,727,911	\$ 8,241,974	\$ 8,753,793
TOTAL FUNDING SOURCES		\$ 7,818,036	\$ 8,126,844	\$ 8,591,974	\$ 9,126,693

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

**EXHIBIT C
 101.610**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	7,818,036	8,126,844	8,591,974	9,126,693
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 7,818,036	\$ 8,126,844	\$ 8,591,974	\$ 9,126,693

Description	FY 2020 Adopted
7432 Other Contractual Services Santa Clara County Fire Department (SCCFD) Service Contract *	9,126,693
* Includes Paramedic Services	
TOTAL	\$ 9,126,693

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

EXHIBIT A
Misc PD Grants

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 117,668	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	117,668	-	-	-
Transfers Out (Exhibit E)	77,389	-	13,500	19,000
Appropriation Total	\$ 195,057	\$ -	\$ 13,500	\$ 19,000

FUNDING SOURCE(s)					
Asset Forfeiture Funds	205	\$ 12,714	\$ -	\$ 8,500	\$ 14,000
Local Grant	212	(24,157)	-	-	-
State Grant	212	132,656	-	-	-
Federal Grant	218	9,186	-	5,000	5,000
Funding Source Total		\$ 130,399	\$ -	\$ 13,500	\$ 19,000

REVENUE DETAIL						
Description	Fund / Acct.					
Asset Seizure	205.4892	\$ 12,714	\$ -	\$ 8,500	\$ 14,000	
Asset Forfeiture		\$ 12,714	\$ -	\$ 8,500	\$ 14,000	
Association of Bay Area Governments	212.4550	\$ (24,157)	\$ -	\$ -	\$ -	
County - Alcohol Beverage Control	212.4523	-	-	-	-	
Local Grant		\$ (24,157)	\$ -	\$ -	\$ -	
Supplemental Law Enforcement Grant	210.4526	\$ 132,192	\$ -	\$ -	\$ -	
Supplemental Law Enforce Grant Interest	210.4410	464	-	-	-	
AB 109 Public Safety Realignment Law	212.4556	-	-	-	-	
BSCC Homeless Grant	212.4543	-	-	-	-	
State Grant		\$ 132,656	\$ -	\$ -	\$ -	
Bulletproof Vest Reimbursement Grant	218.4531	9,186	-	5,000	5,000	
Federal Grant		\$ 9,186	\$ -	\$ 5,000	\$ 5,000	
TOTAL FUNDING SOURCES		\$ 130,399	\$ -	\$ 13,500	\$ 19,000	

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

EXHIBIT E
 Misc PD Grants

Description	FY 2019 Amended	FY 2020 Adopted
9899 Operating Transfer Out		
Asset Forfeiture (205)		
PD Special Enforcement (604) - Forensic Investigation Equipment	\$ 1,500	\$ 1,500
PD Special Enforcement (604) - Monitored Surveillance System	3,000	3,000
PD Field Services (605) - AR-15 Replacement Rifles/Shotgun Replacement	4,000	9,500
Federal - Bulletproof Vest Reimbursement Grant (218)		
PD Field Services (605)	\$ 5,000	\$ 5,000
TOTAL	\$ 13,500	\$ 19,000

Public Works



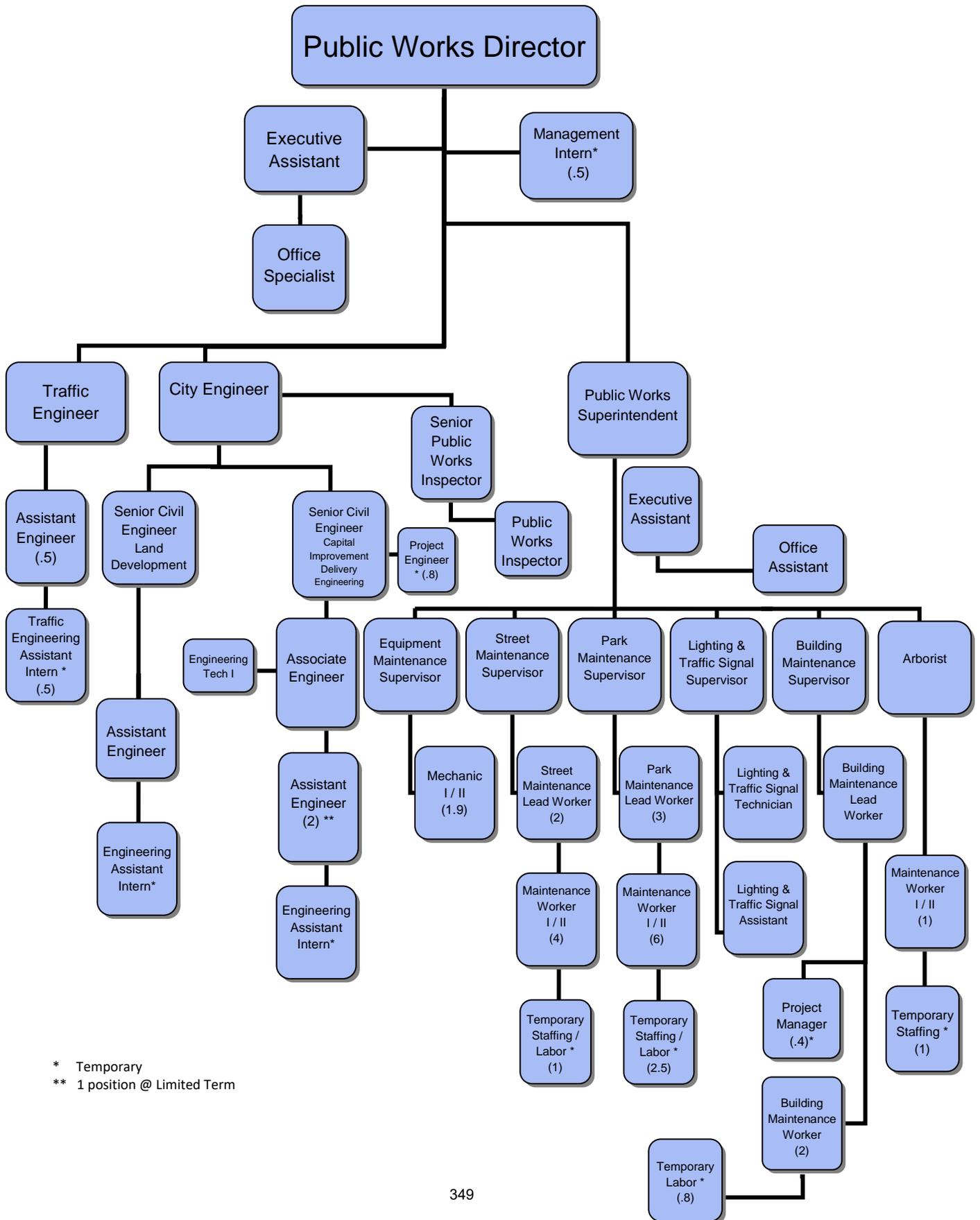
Public Works

PROGRAMS:

- 701 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

Public Works Department

2019 - 2020



* Temporary
 ** 1 position @ Limited Term

PUBLIC WORKS DEPARTMENT PROGRAM SUMMARY

Expenditure Summary

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 7,185,090	\$ 7,454,839	\$ 7,761,423	\$ 8,070,928
Supplies, Services & Capital Outlay (Exhibit C)	4,929,397	5,691,913	5,194,979	5,302,477
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	12,114,487	13,146,752	12,956,402	13,373,405
Transfers Out (Exhibit E)	2,211,129	3,373,857	2,882,791	2,604,456
Appropriation Total	\$ 14,325,616	\$ 16,520,608	\$ 15,839,193	\$ 15,977,861

Revenue Summary

Program Revenue	\$ 9,209,053	\$ 10,110,709	\$ 9,819,886	\$ 10,156,709
Transfers from Other Funds	3,664,845	3,460,675	3,511,040	3,584,047
Use of Reserves	456,309	1,092,385	470,942	541,453
Additional Fund Revenue	2,938,764	3,494,224	3,437,739	3,555,087
Funding Source Total	\$ 16,268,972	\$ 18,157,994	\$ 17,239,607	\$ 17,837,296

PUBLIC WORKS DEPARTMENT PROGRAM SUMMARY

Staffing (Full-Time Equivalents)

Permanent Positions	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Arborist	-	1.00	1.00	1.00
Assistant Engineer	2.50	2.50	2.50	2.50
Associate Engineer	-	1.00	1.00	1.00
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00
Building Maintenance Supervisor	1.00	1.00	1.00	1.00
Building Maintenance Worker	2.00	2.00	2.00	2.00
City Engineer	1.00	1.00	1.00	1.00
Engineer Technician I	-	-	-	1.00
Environmental Programs Coordinator	-	-	-	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Executive Assistant	2.00	2.00	2.00	2.00
Lighting & Traffic Signal Assistant	1.00	1.00	1.00	1.00
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00
Maintenance Worker I / II	4.00	11.00	11.00	10.00
Maintenance Worker I / II (1 position unfunded)	-	-	-	-
Mechanic I / II	1.75	1.80	1.90	1.90
Office Assistant	1.90	1.00	1.00	1.00
Office Specialist	-	1.00	1.00	1.00
Park Maintenance Lead Worker	3.00	3.00	3.00	3.00
Park Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Worker I / II	7.00	-	-	-
Public Works Director	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Senior Civil Engineer	2.00	2.00	2.00	2.00
Senior Park Maint Worker	1.00	-	-	-
Senior Public Works Inspector	1.00	1.00	1.00	1.00
Street Maintenance Field Supervisor	-	-	-	-
Street Maintenance Lead Worker	2.00	2.00	2.00	2.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00
Traffic Engineer	1.50	1.50	1.00	1.00
Permanent	43.65	44.80	44.40	45.40
Limited-Term Positions				
Administrative Analyst I	0.20	0.30	-	-
Assistant Engineer	-	1.00	1.00	1.00
Engineer Technician I	-	-	1.00	-
Park Maintenance Worker I / II	1.00	1.00	-	-
Limited-Term	1.20	2.30	2.00	1.00
Temporary Positions				
Engineering Assistant (Intern)	1.00	1.00	1.00	1.00
Engineering Technician	0.25	0.20	-	-
Executive Project Manager	0.40	0.40	0.40	-
GIS Technician	-	0.50	-	-
Management Intern	0.50	0.80	0.50	0.50
Office Assistant-Part-Time	-	-	0.30	0.30
Project Engineer	0.75	0.95	0.70	0.80
Project Manager (One-Time Projects)	0.25	0.40	0.40	-
Technician	-	-	0.50	0.25
Temporary Building Maintenance Worker	0.80	0.80	0.50	0.50
Temporary Labor (Parks)	3.50	3.50	2.75	3.00
Temporary Labor (Trees)	-	-	0.75	0.75
Temporary Lighting Assistant	-	-	-	-
Temporary Staffing	0.96	1.00	1.00	1.00
Traffic Engineering Assistant (Intern)	0.50	0.50	0.50	0.50
Transportation Specialist (Limited Term)	-	0.50	-	-
Temporary	8.91	10.55	9.30	8.60
Total Full Time Equivalents	53.76	57.65	55.70	55.00

GENERAL FUND - (101)
Public Works - Department Administration Program (701)
Program Manager - Public Works Director

MISSION STATEMENT

Provide effective administrative direction and management of Public Works Department programs including the design and construction of public facilities; land development review; Lighting and Landscape District administration; traffic engineering; environmental programs; and parks, streets, vehicle and traffic signal and lighting maintenance.

ONGOING RESPONSIBILITIES

- Provide administrative and clerical support services to the Engineering, Traffic and Environmental Divisions
- Manage the development of the department's annual budget and Capital Improvement Program submittals
- Schedule and coordinate items requiring City Council action
- Monitor monthly financial reports
- Monitor performance measures
- Ensure timely completion of Employee Performance Reviews
- Prepare quarterly work program status reports
- Assist with major redevelopment project implementation
- Assist with capital project implementation
- Continue document imaging implementation

WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Assist with Measure O design process and subsequent related work
- Participate in long range regional transportation planning efforts - Envision Silicon Valley and Plan Bay Area 2050 process
- Implement new funding model for the West Valley Clean Water Program JPA
- Complete revising specifications and contract document requirements in coordination with the City Attorney
- Provide support to the West Valley Solid Waste JPA

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

EXHIBIT A
101.701

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 608,292	\$ 647,100	\$ 640,817	\$ 682,474
Supplies, Services & Capital Outlay (Exhibit C)	117,515	92,397	114,054	99,054
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	725,806	739,496	754,871	781,528
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 725,806	\$ 739,496	\$ 754,871	\$ 781,528

FUNDING SOURCE(s)				
Program Revenue	\$ 222,083	\$ 263,077	\$ 256,920	\$ 295,400
Transfers from Other Funds	142,800	142,800	142,800	162,800
Use of Reserves	-	30,000	30,000	-
Additional Fund Revenue	360,923	303,619	325,151	323,328
Funding Source Total	\$ 725,806	\$ 739,496	\$ 754,871	\$ 781,528

REVENUE DETAIL					
Description	Fund / Acct.				
Franchise - San Jose Water	4124	\$ 213,483	\$ 236,962	\$ 210,000	\$ 248,800
Lease Rental	4810	\$ -	\$ 11,001	\$ 21,600	\$ 21,600
Tree in Lieu Fee	4971	8,600	15,115	25,320	25,000
Program Revenue		\$ 222,083	\$ 263,077	\$ 256,920	\$ 295,400
Lighting & Landscaping District	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Environmental Programs	209	132,800	132,800	132,800	152,800
Transfers from Other Funds		\$ 142,800	\$ 142,800	\$ 142,800	\$ 162,800
Beginning Fund Balance - CIPR		\$ -	\$ 30,000	\$ 30,000	\$ -
CIPR - Limited Term Position		-	-	-	-
Council Priorities Reserve		-	-	-	-
Use of Fund Reserves		\$ -	\$ 30,000	\$ 30,000	\$ -
Additional Fund Subsidy		\$ 360,923	\$ 303,619	\$ 325,151	\$ 323,328
TOTAL FUNDING SOURCES		\$ 725,806	\$ 739,496	\$ 754,871	\$ 781,528

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

EXHIBIT B
101.701

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 394,787	\$ 408,443	\$ 399,369	\$ 484,618
7002 Personnel - Temporary	52,084	68,674	79,858	30,000
7003 Personnel - Overtime	-	-	500	500
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 446,871	\$ 477,116	\$ 479,727	\$ 515,118
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	78,169	80,967	89,306	98,447
7107 Dental Insurance	6,902	7,090	6,450	6,445
7108 Group Health Insurance	48,574	49,453	44,640	43,380
7109 Group Life Insurance	614	614	558	558
7110 Workers' Compensation Insurance	3,422	2,439	1,702	1,528
7112 Group Disability Insurance	2,649	2,649	2,187	2,187
7113 Medicare	6,519	7,036	6,949	6,229
7114 Auto Allowance	2,662	2,640	2,640	2,604
7115 Cell Phone Allowance	560	360	480	360
7118 Other Benefits Pay	6,909	10,236	-	227
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	2,979	2,951	2,600	2,600
7124 Veba Health Deferred Compensation	1,113	2,702	2,540	2,400
7126 PARS 457 Retirement	350	847	1,038	390
Total Benefits	\$ 161,420	\$ 169,983	\$ 161,090	\$ 167,356
Total Salary & Benefits	\$ 608,292	\$ 647,100	\$ 640,817	\$ 682,474

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

EXHIBIT B-1
101.701

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Public Works Director	1.00	1.00	1.00	1.00	\$ 223,192
Executive Assistant	1.00	1.00	1.00	1.00	90,834
Office Specialist	1.00	1.00	1.00	1.00	85,592
Administrative Analyst I *	0.30	-	-	-	-
Environmental Programs Specialist (Fund 209)	-	-	-	1.00	85,000
* 2- Year Limited Term					
TOTAL	3.30	3.00	3.00	4.00	\$ 484,618

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Executive Project Manager	0.40	0.40	0.40	-	\$ -
Management Intern	0.80	0.80	0.50	0.50	20,000
Office Assistant - Part-Time	0.50	-	0.20	0.20	10,000
TOTAL	1.70	1.20	1.10	0.70	\$ 30,000

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

**EXHIBIT C
101.701**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	1,397	1,041	1,100	1,100
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	3,905	6,318	5,000	5,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	5,032	4,474	4,500	4,500
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	2,308	2,781	2,700	2,700
7430 Professional & Specialized Services	46,151	20,143	40,000	25,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	760	765	750	750
7435 Professional Development & Meetings	4,318	870	4,000	4,000
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	53,644	56,004	56,004	56,004
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 117,515	\$ 92,397	\$ 114,054	\$ 99,054

Description	FY 2020 Adopted
<u>7421</u> Communications - Phones Monthly Fees - Cellular Telephones	\$ 1,100
<u>7424</u> Office Expense Office Supplies	5,000
<u>7427</u> Special Departmental Expense Departmental Employee Recognition Drafting Materials, Special Events, Special Equipment, Etc.	1,500 3,000 4,500
<u>7429</u> Maintenance & Operation of Equipment Engineering Copier	2,700
<u>7430</u> Professional & Specialized Services Consultant Services *	25,000
<u>7434</u> Memberships, Dues, Books Books, Dues & Subscriptions	750
<u>7435</u> Professional Development & Meetings Professional Development & Meetings	4,000
<u>7551</u> User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	56,004
TOTAL	\$ 99,054

* Funded from CIPR

ENVIRONMENTAL SERVICES FUND - (209)
Public Works - Environmental Services Program (715)
Program Manager - City Engineer

MISSION STATEMENT

Monitor environmental program revenues for solid waste, storm water, and other miscellaneous sources of funds.

ONGOING RESPONSIBILITIES

- Transfer out of solid waste and storm water revenues to other City programs

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	City of Campbell Solid Waste Maximum Disposal (pounds/person/day)	4.2	4.5	4.7

In 2007 the State of California Integrated Waste Management Division established a target maximum solid waste disposal for each local agency. The City of Campbell's target is to dispose of less than 5.2 lbs/person/day.

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

EXHIBIT A
209.715

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	1,398,677	1,465,459	1,472,897	1,574,526
Appropriation Total	\$ 1,398,677	\$ 1,465,459	\$ 1,472,897	\$ 1,574,526

FUNDING SOURCE(s)				
Program Revenue	\$ 880,282	\$ 930,589	\$ 1,017,616	\$ 1,030,420
Transfers from Other Funds 101	511,500	513,693	437,000	437,000
Use of Reserves	-	-	18,281	107,106
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 1,391,782	\$ 1,444,282	\$ 1,472,897	\$ 1,574,526

REVENUE DETAIL					
Description	Fund/Acct.				
Storm Water Fees - WV Sanitation	4720	\$ 384,925	\$ 385,390	\$ 394,100	\$ 394,100
Storm Drain Fees	4721	25,526	37,628	15,000	20,000
AB939 Recycling - Santa Clara County	4922	66,790	89,928	49,356	49,356
Solid Waste - Beverage Container Grant	4533	-	-	10,000	10,000
Solid Waste Fees	4724	229,512	242,148	341,900	382,935
Solid Waste Revenue (10 Yr Contract)	4724	173,529	173,529	173,529	173,529
Santa Clara Valley Water District Grant	4410/4563	-	1,965	33,731	500
Program Revenue		\$ 880,282	\$ 930,589	\$ 1,017,616	\$ 1,030,420
General Fund - Transfers-In		\$ 511,500	\$ 513,693	\$ 437,000	\$ 437,000
Transfers from Other Funds		\$ 511,500	\$ 513,693	\$ 437,000	\$ 437,000
Solid Waste - Beginning Fund Balance		\$ -	\$ -	\$ (54,374)	\$ 38,451
Storm Water - Beginning Fund Balance		-	-	72,655	73,655
Use of Fund Reserves		\$ -	\$ -	\$ 18,281	\$ 107,106
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 1,391,782	\$ 1,444,282	\$ 1,472,897	\$ 1,574,526

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

**EXHIBIT E
 209.715**

Description	FY 2019 Amended	FY 2020 Adopted
Solid Waste:		
City Manager Administration - #101.510	\$ 12,500	\$ 12,500
Public Works Department Administration - #101.701	102,000	122,000
Public Works - Engineering (Street Maintenance) - #101.730	60,000	60,000
Public Works - Land Development / Environmental - #101.740	182,771	182,771
Public Works - Street Maintenance - #204.760	490,371	571,000
Public Works - Maintenance Administration - #101.745	57,500	57,500
Public Works - Parks Maintenance - #207.775	45,000	45,000
Public Works - Building Maintenance - #101.780	15,000	15,000
Finance Department - Accounting - #101.535	26,000	26,000
	991,142	1,091,771
Storm Water:		
Public Works Department Administration - #101.701	\$ 30,800	30,800
Public Works - Engineering - #101.730	25,000	25,000
Public Works Land Development / Environmental - #101.740	353,955	373,955
Public Works - Street Maintenance - #204.760	47,000	28,000
City Manager - Administration - #101.510	5,000	5,000
Finance Department - Accounting - #101.535	5,000	5,000
	466,755	467,755
Storm Drain Fees:		
Public Works Engineering - #101.730	15,000	15,000
TOTAL	\$ 1,472,897	\$ 1,574,526

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

MISSION STATEMENT

Manage, including monitoring and planning improvements to, the City's surface transportation system to achieve safe and efficient movement of pedestrians, bicyclists, and vehicles within and through the community in the most cost-effective and equitable manner possible.

ONGOING RESPONSIBILITIES

- Collect and analyze traffic volume, accident, speed, and related data
- Manage traffic signal timing and coordination
- Determine the need for traffic regulation and control, and direct the placement and operation of traffic controls according to Council policy and traffic engineering standards
- Respond to citizen requests for changes in traffic controls and for evaluation of other traffic engineering issues
- Work with neighborhood groups, as appropriate, to evaluate traffic issues, identify appropriate alternatives, and develop recommendations
- Support the Engineering Division's design and construction of capital improvement projects
- Represent the City in regional and interagency transportation programs and projects, including congestion management, arterial and freeway operations, public transit planning and development, project funding, and bikeway planning
- Prepare and submit mandated reports to the Santa Clara Valley Transportation Agency and Caltrans
- Staff the City's Bicycle and Pedestrian Advisory Committee
- Support the Community Development Department and Engineering Division in the review of development projects and General Plan changes
- Identify and apply for outside funding sources suitable for transportation-related projects in the City
- Prepare an annual traffic-vehicle-pedestrian accident report
- Manage annual bicycle and pedestrian safety improvement projects
- Implement the City's current Traffic Calming Policy
- Participate, as appropriate, in implementation and operation of Silicon Valley-Intelligent Transportation Systems (SV-ITS) Projects

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

WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Implement traffic calming improvements
- Manage the construction of the Citywide ITS Enhancements Project
- Manage the construction of the West Campbell-Downtown ITS Project
- Manage Citywide Quinquennial speed survey study
- Participate and monitor the VTA - Bascom Avenue Complete Streets Study
- Provide construction support - Harriet Avenue Traffic Calming Project
- Provide construction support - Eden Avenue Sidewalk Project

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	95% of Congestion Management Program (CMP) roadways meet CMP Level Of Service standards	88.9%	88.9%	100%
2	Number of pedestrian accidents and percent of total of all accidents	14 2.5%	14 2.4%	22 6.1%
3	Number of bicycle accidents and percent of total of all accidents	18 3.2%	14 2.4%	15 4.2%
4	Number of injury accidents and percent of total of all accidents	61 11.0%	77 13.2%	99 27.7%
5	80% of Traffic Service Requests responded to within 30 days	93%	97%	89%

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

EXHIBIT A
101.720

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 325,250	\$ 329,076	\$ 317,532	\$ 339,352
Supplies, Services & Capital Outlay (Exhibit C)	42,885	35,314	74,620	77,052
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	368,135	364,390	392,152	416,404
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 368,135	\$ 364,390	\$ 392,152	\$ 416,404

FUNDING SOURCE(s)				
Program Revenue	\$ 176,021	\$ 13,445	\$ 36,500	\$ 37,000
Transfers from Other Funds	25,000	25,000	25,000	25,000
Use of Reserves	30,709	10,000	-	-
Additional Fund Revenue	136,405	315,945	330,652	354,404
Funding Source Total	\$ 368,135	\$ 364,390	\$ 392,152	\$ 416,404

REVENUE DETAIL					
Description	Fund/Acct.				
Truck Permits	4271	\$ 1,008	\$ 1,680	\$ 500	\$ 1,000
Transit Shelter Advertising	4544	5,815	2,775	6,000	6,000
Traffic Engineering Services	4728	145,171	50	-	-
Project Overhead Offset *	4725	24,027	8,940	30,000	30,000
Program Revenue		\$ 176,021	\$ 13,445	\$ 36,500	\$ 37,000
Gas Tax Fund	204	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Transfers from Other Funds		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Beginning Fund Balance - CIPR		30,709	10,000	-	-
Use of Fund Reserves		\$ 30,709	\$ 10,000	\$ -	\$ -
Additional Fund Subsidy		\$ 136,405	\$ 315,945	\$ 330,652	\$ 354,404
TOTAL FUNDING SOURCES		\$ 368,135	\$ 364,390	\$ 392,152	\$ 416,404

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

EXHIBIT B
101.720

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 215,469	\$ 211,773	\$ 219,492	\$ 230,953
7002 Personnel - Temporary	10,803	17,184	15,600	17,000
7003 Personnel - Overtime	-	-	500	500
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 226,272	\$ 228,957	\$ 235,592	\$ 248,453
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	75	75	75	75
7106 Retirement	42,639	48,996	42,524	49,163
7107 Dental Insurance	4,187	4,252	3,225	3,223
7108 Group Health Insurance	22,903	23,399	22,800	23,550
7109 Group Life Insurance	372	368	279	279
7110 Workers' Compensation Insurance	6,747	4,478	3,518	4,136
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	1,659	1,686	1,337	1,337
7113 Medicare	3,682	3,683	3,409	3,595
7114 Auto Allowance	1,936	1,920	1,920	1,920
7115 Cell Phone Allowance	363	360	360	360
7118 Other Benefits Pay	4,020	3,051	-	151
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	7,871	5,355	-	-
7122 Deferred Compensation Contribution	655	635	650	650
7124 VEBA Health Deferred Compensation	1,072	1,633	1,640	2,240
7126 PARS 457 Retirement	797	228	203	221
Total Benefits	\$ 98,978	\$ 100,119	\$ 81,940	\$ 90,900
Total Salary & Benefits	\$ 325,250	\$ 329,076	\$ 317,532	\$ 339,352

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

EXHIBIT B-1
101.720

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Traffic Engineer	1.00	1.00	1.00	1.00	\$ 168,022
Assistant Engineer	0.50	0.50	0.50	0.50	62,930
TOTAL	1.50	1.50	1.50	1.50	\$ 230,953

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Traffic Engineering Assistant (Intern)	0.50	0.50	0.50	0.50	\$ 17,000
TOTAL	0.50	0.50	0.50	0.50	\$ 17,000

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

EXHIBIT C
101.720

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	80	-	5,500	5,500
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	791	-	10,633	7,500
7430 Professional & Specialized Services	9,272	6,000	29,435	35,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	920	1,312	1,050	1,050
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	31,822	28,002	28,002	28,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 42,885	\$ 35,314	\$ 74,620	\$ 77,052

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

EXHIBIT C-1
101.720
Page 1

Description	FY 2020 Adopted
<u>7427</u> Special Departmental Expense	
Marking Paint, Measuring Wheels, Hoses, Etc.	\$ 250
Silicon Valley Intelligent Traffic Solutions Technical Support	5,000
Technical Software and Updates (Non-Information Technology Supported)	250
	5,500
<u>7429</u> Maintenance & Operation of Equipment	
Pool Bicycle Maintenance	500
Silicon Valley - Intelligent Transportation Systems Equipment	7,000
	7,500
<u>7430</u> Professional & Specialized Services	
Conduct City initiated traffic studies & analysis	10,000
City-Wide Speed Study (Once Every 5 Years)	25,000
	35,000
<u>7434</u> Memberships, Dues, Books	
Books	260
Dues - Institute of Transportation Engineering (ITE); Transportation Resources Board (TRB)	640
Subscriptions	150
	1,050
<u>7551</u> User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	28,002
TOTAL	\$ 77,052

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

MISSION STATEMENT

Design and construct Public Works maintenance and Capital Improvement Program (CIP) projects in a timely and cost-effective manner; administer special engineering programs; regulate and inspect construction operations within the public right-of-way.

ONGOING RESPONSIBILITIES

- Perform project planning, engineering design, cost estimating, bid advertisement, and construction management services for Public Works Engineering projects
- Manage schedules and budgets for Public Works Engineering projects
- Conduct periodic street assessment surveys and evaluate and recommend pavement maintenance treatments using the computerized Pavement Management Program
- Participate in MTC's Pavement Maintenance Program
- Issue permits for construction within the public right-of-way
- Perform field inspections of construction within the public right-of-way
- Coordinate one-year maintenance inspections, accept work and release permits/bonds
- Coordinate effectively with other agencies regarding public works construction
- Provide engineering support for Capital Improvement Program development
- Provide engineering support to Traffic Engineering and other departments as needed

WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Complete design of the Annual Street Maintenance - Winchester Boulevard Resurfacing Project
- Complete construction of the Harriet Avenue Traffic Calming Project
- Complete construction of the Eden Avenue Sidewalk project
- Complete design of the Campbell Park improvements
- Complete the preliminary design of the San Tomas Aquino Creek Trail Project
- Complete the East Campbell Avenue Plan Line study
- Complete the design for the all-inclusive playground at John D. Morgan Park (Budd Ave. side)
- Continue to support the deployment of small cell wireless telecommunications facilities in the public right-of-way
- Review and update City of Campbell Quality Assurance Plan (QAP) in compliance with Federal Highway Administration and Caltrans

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

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Average cost of design and construction engineering is 18%	18%	19%	15%
2	75% of City's pavement network is at a PCI of 70 or greater	56%	46%	61%
3	Mean PCI of City's pavement network	67	66	73

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

**EXHIBIT A
101.730**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 993,009	\$ 1,087,990	\$ 1,294,824	\$ 1,419,401
Supplies, Services & Capital Outlay (Exhibit C)	95,025	109,500	126,845	113,592
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,088,034	1,197,490	1,421,669	1,532,993
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,088,034	\$ 1,197,490	\$ 1,421,669	\$ 1,532,993

FUNDING SOURCE(s)				
Program Revenue	\$ 355,652	\$ 573,960	\$ 506,000	\$ 553,100
Transfers from Other Funds 209	100,000	100,000	100,000	100,000
Use of Reserves	123,313	29,000	29,000	-
Additional Fund Revenue	509,070	494,529	786,669	879,893
Funding Source Total	\$ 1,088,034	\$ 1,197,490	\$ 1,421,669	\$ 1,532,993

REVENUE DETAIL					
Description	Fund/Acct.				
		\$ -	\$ -	\$ -	\$ -
Project Overhead Offset	4725	\$ 334,876	\$ 553,258	\$ 500,000	\$ 545,000
Engineering & Subdivision Filing Fee	4722	\$ -	\$ (1,660)	\$ -	\$ -
Sale of Maps / Publications	4760	2,313	2,654	2,000	2,000
Notice of Improvement Obligation	4924	18,463	19,708	4,000	6,100
Program Revenue		\$ 355,652	\$ 573,960	\$ 506,000	\$ 553,100
Environmental Programs - Solid Waste	209	100,000	100,000	60,000	60,000
Environmental Programs - Storm Water	209	-	-	25,000	25,000
Environmental Programs - Storm Drain	209	-	-	15,000	15,000
Transfers from Other Funds		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
CIPR - Limited Term Position		\$ 123,313	\$ 29,000	\$ 29,000	\$ -
Use of Fund Reserves		\$ 123,313	\$ 29,000	\$ 29,000	\$ -
Additional Fund Subsidy		\$ 509,070	\$ 494,529	\$ 786,669	\$ 879,893
TOTAL FUNDING SOURCES		\$ 1,088,034	\$ 1,197,490	\$ 1,421,669	\$ 1,532,993

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

EXHIBIT B
 101.730

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 659,551	\$ 723,314	\$ 837,564	\$ 883,740
7002 Personnel - Temporary	36,258	42,611	105,080	147,000
7003 Personnel - Overtime	200	42	3,000	3,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 696,009	\$ 765,967	\$ 945,644	\$ 1,033,740
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	490	560	600	600
7106 Retirement	129,287	155,873	188,096	217,856
7107 Dental Insurance	10,985	12,533	13,975	13,965
7108 Group Health Insurance	74,369	84,364	94,380	96,780
7109 Group Life Insurance	961	1,085	1,209	1,209
7110 Workers' Compensation Insurance	18,458	13,821	15,843	14,058
7112 Group Disability Insurance	4,131	4,617	5,103	5,103
7113 Medicare	11,153	12,182	13,678	14,946
7114 Auto Allowance	2,905	2,880	2,880	2,880
7115 Cell Phone Allowance	684	900	540	900
7118 Other Benefits Pay	6,396	8,548	-	491
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	30,449	14,197	-	-
7122 Deferred Compensation Contribution	4,882	5,650	6,500	6,500
7124 VEBA Health Deferred Compensation	1,682	4,618	5,010	8,461
7126 PARS 457 Retirement	168	196	1,366	1,911
Total Benefits	\$ 296,999	\$ 322,023	\$ 349,180	\$ 385,661
Total Salary & Benefits	\$ 993,009	\$ 1,087,990	\$ 1,294,824	\$ 1,419,401

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

**EXHIBIT B-1
101.730**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
City Engineer *	0.50	0.50	0.50	0.50	\$ 95,607
Senior Civil Engineer	1.00	1.00	1.00	1.00	162,802
Assistant Engineer	1.00	1.00	1.00	1.00	125,861
Senior Public Works Inspector	1.00	1.00	1.00	1.00	130,957
Associate Engineer	1.00	1.00	1.00	1.00	142,043
Assistant Engineer **	1.00	1.00	1.00	1.00	125,861
Engineer Technician I **		1.00	1.00	-	-
Engineer Technician I	-	-	-	1.00	100,610
* Balance of Position in Program 740					
** Limited Term Position					
TOTAL	5.50	6.50	6.50	6.50	\$ 883,740

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Engineering Assistant (Intern)	0.50	0.50	0.50	0.50	\$ 17,000
Project Engineer	0.75	0.75	0.70	0.80	110,000
GIS Technician	-	0.25	-	-	-
Technician	-	-	0.25	0.25	20,000
TOTAL	1.25	1.50	1.45	1.55	\$ 147,000

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

EXHIBIT C
101.730

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	450	450
7423 Clothing & Personal Expense	277	-	400	400
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	1,420	166	1,500	1,500
7427 Special Departmental Expense	-	76	200	200
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	103	-	-
7430 Professional & Specialized Services	17,873	7,975	23,253	10,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	1,808	1,529	2,050	2,050
7435 Professional Development & Meetings	5,200	5,839	6,300	6,300
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	14,804	15,687	15,687	15,687
7551 User Charges - IT Pool	53,644	77,005	77,005	77,005
7884 Machinery & Equipment	-	1,120	-	-
Total Supplies, Services & Capital Outlay	\$ 95,025	\$ 109,500	\$ 126,845	\$ 113,592

Description	FY 2020 Adopted
<u>7421</u> <u>Communciations</u> Monthly Fees - Mi-Fi Cellular Devices	\$ 450
<u>7423</u> <u>Clothing & Personal Expense</u> Safety Clothing and Damaged Clothing Repair	\$ 400
<u>7425</u> <u>Minor Tools & Equipment</u> Survey Equipment	1,500
<u>7427</u> <u>Special Departmental Expense</u> Employee Recognition	200
<u>7430</u> <u>Professional & Specialized Services</u> Supplemental Engineering & Storm Water Consultant Services (As Needed)	10,000
	10,000
<u>7434</u> <u>Memberships, Dues, Books</u> Books	500
Dues	1,450
Subscriptions	100
	2,050
<u>7435</u> <u>Professional Development & Meetings</u> Conferences, Monthly meetings, Training & Teleconferences	6,300
<u>7550</u> <u>User Charges - Motor Pool</u> Use of City Vehicles	15,687
<u>7551</u> <u>User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	77,005
TOTAL	\$ 113,592

GENERAL FUND - (101)
Public Works - Land Development / Environmental Programs (740)
Program Manager - City Engineer

MISSION STATEMENT

Provide review of land development and subdivision projects ensuring compliance with appropriate laws, City ordinances, and mitigation of project impacts. Administer, plan and manage the City's solid waste collection and disposal, storm water management, and other environmental programs as needed.

ONGOING RESPONSIBILITIES

- Provide Engineering staff support to the City's Development Review process
- Provide Engineering staff support to the Building Permit process as required
- Plan check maps, street improvement plans, and grading and drainage plans
- Support public counter and issue land development permits for construction within the public right-of-way
- Evaluate and recommend updates of Land Development Engineering fees, permit forms and handouts
- Prepare budget and monitor expenditures and revenues, including cost recovery
- Coordinate and implement solid waste programs to comply with legislative mandates regarding solid waste reduction, monitor annual diversion rates and assist with preparation of annual report
- Manage the City's solid waste franchised refuse collection contract, landfill contract, recycling contract, yard waste contract, and household hazardous waste contract
- Coordinate and facilitate implementation of programs to comply with the City's National Pollutant Discharge Elimination System permit
- Provide staff liaison to West Valley Solid Waste Joint Powers Authority
- Provide storm water management liaison to Santa Clara Valley Water District, County Fire, West Valley Sanitation District, and West Valley Clean Water Program, including budget submittal for program funding and required annual reports
- Administer the City's Lighting and Landscape Assessment District (LLD)

WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Continue to develop a Green Infrastructure Plan as required by the recently reissued Storm Water Municipal Regional Permit
- Complete the Park In-Lieu Fees update
- Support the upgrade of the permit system for Land Development and Engineering

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	80% of development application reviews completed within ten working days	94%	93%	96%

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

EXHIBIT A
 101.740

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 655,274	\$ 663,931	\$ 739,848	\$ 771,683
Supplies, Services & Capital Outlay (Exhibit C)	435,100	742,490	588,361	530,854
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,090,374	1,406,421	1,328,209	1,302,537
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,090,374	\$ 1,406,421	\$ 1,328,209	\$ 1,302,537

FUNDING SOURCE(s)				
Program Revenue	\$ 2,463,311	\$ 2,450,896	\$ 2,230,000	\$ 2,568,000
Transfers from Other Funds 209	602,277	599,907	573,726	593,726
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 3,065,588	\$ 3,050,803	\$ 2,803,726	\$ 3,161,726

REVENUE DETAIL					
Description	Fund/Acct.				
Franchise - Garbage	4123	\$ 1,944,817	\$ 2,056,036	\$ 1,830,000	\$ 2,160,000
Engineering & Subdivision Filing Fees	4722	518,494	394,859	400,000	408,000
Program Revenue		\$ 2,463,311	\$ 2,450,896	\$ 2,230,000	\$ 2,568,000
Environmental Services - Storm Water	209	\$ 356,307	\$ 355,136	\$ 353,955	\$ 373,955
Environmental Programs - Solid Waste	209	205,570	207,771	182,771	182,771
Community Facilities District #2	237	5,400	2,000	2,000	2,000
Lighting and Landscape District	207	35,000	35,000	35,000	35,000
Transfers from Other Funds		\$ 602,277	\$ 599,907	\$ 573,726	\$ 593,726
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 3,065,588	\$ 3,050,803	\$ 2,803,726	\$ 3,161,726

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

EXHIBIT B
 101.740

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 458,621	\$ 466,424	\$ 493,907	\$ 507,203
7002 Personnel - Temporary	11,192	4,344	45,080	47,000
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 469,813	\$ 470,768	\$ 538,987	\$ 554,203
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	300	300	300	300
7106 Retirement	90,300	88,230	110,835	124,930
7107 Dental Insurance	7,319	7,520	7,525	7,520
7108 Group Health Insurance	52,303	53,276	51,900	53,400
7109 Group Life Insurance	651	651	651	651
7110 Workers' Compensation Insurance	11,391	7,796	9,098	7,977
7112 Group Disability Insurance	2,916	2,916	2,916	2,916
7113 Medicare	6,913	7,199	7,821	8,031
7114 Auto Allowance	2,904	2,880	2,880	2,880
7115 Cell Phone Allowance	505	540	540	540
7118 Other Benefits Pay	5,556	11,123	-	265
7120 Sick Leave Payout	-	4,866	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	2,621	2,600	2,600	2,600
7124 VEBA Health Deferred Compensation	1,636	3,210	3,210	4,860
7126 PARS 457 Retirement	145	56	586	611
Total Benefits	\$ 185,461	\$ 193,162	\$ 200,861	\$ 217,480
Total Salary & Benefits	\$ 655,274	\$ 663,931	\$ 739,848	\$ 771,683

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

**EXHIBIT B-1
101.740**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Senior Civil Engineer	1.00	1.00	1.00	1.00	\$ 162,802
Assistant Engineer	1.00	1.00	1.00	1.00	125,861
City Engineer *	0.50	0.50	0.50	0.50	95,612
Public Works Inspector	1.00	1.00	1.00	1.00	122,928
* Balance of Position in Program 730					
TOTAL	3.50	3.50	3.50	3.50	\$ 507,203

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Engineering Assistant (Intern)	0.50	0.50	0.50	0.50	\$ 17,000
Project Engineer	0.20	-	-	-	-
GIS Technician	-	0.25	-	-	-
Technician	-	-	0.25	0.25	30,000
TOTAL	0.70	0.75	0.75	0.75	\$ 47,000

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

**EXHIBIT C
 101.740**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	450	450
7423 Clothing & Personal Expense	-	-	200	200
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	3,726	1,585	3,000	3,000
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	389,297	685,591	530,255	475,029
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	22,834	27,931	21,468	19,187
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	642	541	1,435	1,435
7435 Professional Development & Meetings	-	790	3,900	3,900
7437 Staff Development	448	-	1,600	1,600
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	4,742	5,052	5,052	5,052
7551 User Charges - IT Pool	13,411	21,001	21,001	21,001
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 435,100	\$ 742,490	\$ 588,361	\$ 530,854

**COMMUNITY FACILITIES DISTRICT #2 FUND- (237)
Public Works – Community Facilities District #2 (741)
Program Manager – City Engineer**

MISSION STATEMENT

Administer the special tax revenues generated from Community Facilities District No. 2 (Public Services – Storm Water Treatment and Related Facilities) and account for related expenditures.

ONGOING RESPONSIBILITIES

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

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : PUBLIC WORKS - COMMUNITY FACILITIES DISTRICT #2

EXHIBIT A
 237.741

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	3,491	19,000	19,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	3,491	19,000	19,000
Transfers Out (Exhibit E)	-	4,000	4,000	4,000
Appropriation Total	\$ -	\$ 7,491	\$ 23,000	\$ 23,000

FUNDING SOURCE(s)				
Program Revenue	\$ 41,431	\$ 34,922	\$ 35,250	\$ 35,250
Transfers from Other Funds	-	-	-	-
Use of Reserves	(41,431)	(13,250)	(12,250)	(12,250)
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ -	\$ 21,672	\$ 23,000	\$ 23,000

REVENUE DETAIL					
Description	Fund/Acct.				
Community Facilities District #2	5005	\$ 41,431	\$ 34,898	\$ 35,250	\$ 35,250
Assessment	4450		24		
Program Revenue		\$ 41,431	\$ 34,922	\$ 35,250	\$ 35,250
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CFD #2 - Beginning Fund Balance		\$ (41,431)	\$ (13,250)	\$ (12,250)	\$ (12,250)
Use of Fund Reserves		\$ (41,431)	\$ (13,250)	\$ (12,250)	\$ (12,250)
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ -	\$ 21,672	\$ 23,000	\$ 23,000

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

EXHIBIT C
237.741

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ 2,268	\$ 3,000	\$ 3,000
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Ground	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	1,223	4,000	4,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	12,000	12,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ -	\$ 3,491	\$ 19,000	\$ 19,000

Description	FY 2020 Adopted
7420 <u>Utilities - Electricity/Gas/Water</u> Utilities - Electricity/Gas/Water	\$ 3,000
7430 <u>Professional & Specialized Services</u> CFD #2 - Management Services	4,000
7432 <u>Other Contractual Services</u> Contractual Services Landscape Maintenance	12,000
TOTAL	\$ 19,000

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

EXHIBIT E
 237.741

Description	FY 2019 Amended	FY 2020 Adopted
<u>9899 Operating Transfers Out</u>		
CFD #2		
Public Works Land Development / Environmental - #101.740	\$ 2,000	\$ 2,000
Public Works - Park Maintenance - #207.775	2,000	2,000
TOTAL	\$ 4,000	\$ 4,000

GENERAL FUND - (101)
Public Works - Maintenance Administration Program (745)
Program Manager - Public Works Superintendent

MISSION STATEMENT

Provide cost-effective management oversight for the maintenance of the City's infrastructure, including public right-of-way facilities, parks, grounds, traffic signals, and streetlights, as well as the City's vehicles and equipment.

ONGOING RESPONSIBILITIES

- Provide personnel and budget administration for the Maintenance Division
- Manage citizen requests for Maintenance Division service
- Provide public information concerning maintenance activities
- Coordinate the annual Arbor Day observance
- Serve as Safety Coordinator for the Maintenance Division
- Assure Maintenance Division adherence to the Injury and Illness Prevention Program
- Administer the City's motor pool, shopping cart collection, integrated pest management program, and the underground storage tank designated operator contract
- Support the Parks and Recreation Commission
- Optimize the use of community volunteers
- Track adherence to performance standards
- Coordinate Maintenance Division Review, as needed, for Capital Improvement Program and private development projects
- Keep the Hazardous Materials Management Plan and Storm Water Pollution Prevention Plans up-to-date
- Oversee and coordinate maintenance personnel for special events
- Participate in Emergency Operation Center (EOC) drills
- Oversee the operation of the Community Garden at Edith Morley Park
- Develop annual sidewalk repair and street tree planting location lists
- Develop and implement cost savings in all Sections
- Coordinate City-wide garage sale, residential clean-up and West Valley Clean Water Program litter pick-up events
- Coordinate home composting classes in the City with the Santa Clara County Home Composting Education Program
- Continue sidewalk inspection program

WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Complete approved Capital Improvement Projects
- Complete written inspection plans

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

EXHIBIT A
 101.745

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 406,894	\$ 428,272	\$ 474,512	\$ 495,901
Supplies, Services & Capital Outlay (Exhibit C)	61,948	71,271	65,298	65,498
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	468,842	499,543	539,810	561,399
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 468,842	\$ 499,543	\$ 539,810	\$ 561,399

FUNDING SOURCE(s)				
Program Revenue	\$ 287	\$ 3,606	\$ 3,600	\$ 3,600
Transfers from Other Funds 207-209-641	-	102,500	102,500	102,500
Use of Reserves	-	-	-	-
Additional Fund Revenue	468,555	393,437	433,710	455,299
Funding Source Total	\$ 468,842	\$ 499,543	\$ 539,810	\$ 561,399

REVENUE DETAIL					
Description	Fund/Acct.				
Community Garden Fees	4735	287	3,606	3,600	3,600
Program Revenue		\$ 287	\$ 3,606	\$ 3,600	\$ 3,600
Lighting & Landscaping District (LLA-1)	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Environmental Programs - Solid Waste *	209	57,500	57,500	57,500	57,500
Motor Vehicle Pool	641	35,000	35,000	35,000	35,000
* Includes Beverage Container Grant Funds					
Transfers from Other Funds		\$ 102,500	\$ 102,500	\$ 102,500	\$ 102,500
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 468,555	\$ 393,437	\$ 433,710	\$ 455,299
TOTAL FUNDING SOURCES		\$ 571,342	\$ 499,543	\$ 539,810	\$ 561,399

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

EXHIBIT B
101.745

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 261,305	\$ 287,972	\$ 326,372	\$ 335,192
7002 Personnel - Temporary	25,729	2,387	5,000	5,000
7003 Personnel - Overtime	1,212	859	1,000	1,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 288,246	\$ 291,218	\$ 332,372	\$ 341,192
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	51,257	60,258	72,983	82,584
7107 Dental Insurance	5,578	6,445	6,450	6,445
7108 Group Health Insurance	36,844	44,322	44,040	45,240
7109 Group Life Insurance	481	558	558	558
7110 Workers' Compensation Insurance	5,554	3,755	3,359	3,503
7112 Group Disability Insurance	2,126	2,430	2,430	2,430
7113 Medicare	4,765	4,835	4,805	4,933
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	363	360	360	360
7118 Other Benefits Pay	3,616	8,970	1,950	1,950
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	4,516	-	-	-
7122 Deferred Compensation Contribution	2,111	2,586	2,600	2,600
7124 VEBA Health Deferred Compensation	1,106	2,534	2,540	4,040
7126 PARS 457 Retirement	332	-	65	65
Total Benefits	\$ 118,648	\$ 137,054	\$ 142,140	\$ 154,709
Total Salary & Benefits	\$ 406,894	\$ 428,272	\$ 474,512	\$ 495,901

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

**EXHIBIT B-1
 101.745**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Public Works Superintendent	1.00	1.00	1.00	1.00	\$ 170,602
Office Assistant	1.00	1.00	1.00	1.00	73,757
Executive Assistant	1.00	1.00	1.00	1.00	90,834
TOTAL	3.00	3.00	3.00	3.00	\$ 335,192

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Engineering Technician	0.20	-	-	-	\$ -
Office Assistant	-	-	0.10	0.10	5,000
TOTAL	0.20	-	0.10	0.10	\$ 5,000

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

EXHIBIT C
101.745

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	6,116	5,543	9,400	9,400
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	4,467	4,104	4,500	4,500
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	14,626	15,027	14,000	14,000
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	107	8,105	1,500	1,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	1,900	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	340	590	950	950
7435 Professional Development & Meetings	8,028	8,291	7,300	7,500
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	6,246	6,647	6,647	6,647
7551 User Charges - IT Pool	20,117	21,001	21,001	21,001
7884 Machinery & Equipment	-	1,963	-	-
Total Supplies, Services & Capital Outlay	\$ 61,948	\$ 71,271	\$ 65,298	\$ 65,498

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

EXHIBIT C-1
 101.745
 Page 1

Description	FY 2020 Adopted
<u>7421 Communications - Phones</u> Cellular Phones & Pager Rentals	\$ 9,400
<u>7424 Office Expense</u> Office Supplies, Forms, Diskettes, Etc.	4,500
<u>7427 Special Departmental Expense</u> Alarm System, Furniture, Comcast Cable	5,000
Community Garage Sale Advertising, Publicity, Etc. (Recycling Map)	3,000
Employee Recognition	1,000
Great American Litter Pick-Up	5,000
	14,000
<u>7430 Professional & Specialized Services</u> Blueprints, Drafting & Printing, Safety Programs & Subscriptions	1,500
<u>7434 Memberships, Dues, Books</u> Books	200
Dues - Maintenance Superintendents Association; California Parks & Recreation Society; Arbor Day Foundation, American Public Works Associations, Etc.	750
	950
<u>7435 Professional Development & Meetings</u> Professional Development & Meetings	7,500
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	21,001
TOTAL	\$ 58,851

MOTOR VEHICLE POOL FUND - (641)
Public Works - Vehicle & Equipment Maintenance Services Program (750)
Program Manager - Equipment Maintenance Supervisor

MISSION STATEMENT

Provide quality, timely, and cost-effective maintenance and repair services for the City's vehicles and equipment.

ONGOING RESPONSIBILITIES

- Establish and maintain records and cost accounting information
- Develop, schedule and accomplish preventive maintenance programs for each vehicle and piece of equipment
- Procure parts, supplies, publications, tools, equipment and specialty services
- Provide service and repairs to safety vehicles and equipment on a priority basis
- Provide vehicle inspections for the Police Department as requested for major accidents
- Procure new vehicles and equipment in cooperation with end-users
- Monitor and maintain permits for underground tanks
- Administer the annual fuel contract
- Procure and outfit budgeted vehicles and equipment
- Dispose of all surplus vehicles and equipment

WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Complete approved vehicle & equipment acquisitions

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	80% of preventative maintenance is completed on schedule	92%	93%	94%
2	Public Safety vehicle availability is 85%	90%	90%	92%

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

**EXHIBIT A
641.750**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 425,417	\$ 444,073	\$ 437,746	\$ 423,116
Supplies, Services & Capital Outlay (Exhibit C)	802,116	1,047,756	754,355	1,145,263
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,227,533	1,491,829	1,192,101	1,568,379
Transfers Out (Exhibit E)	45,000	80,014	50,000	50,000
Appropriation Total	\$ 1,272,533	\$ 1,571,842	\$ 1,242,101	\$ 1,618,379

FUNDING SOURCE(S)				
Program Revenue	\$ 1,201,344	\$ 1,363,573	\$ 1,349,400	\$ 1,349,400
Transfers from Other Funds	45,000	80,014	50,000	50,000
Use of Reserves	26,189	128,255	(157,299)	218,979
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 1,272,533	\$ 1,571,842	\$ 1,242,101	\$ 1,618,379

REVENUE DETAIL					
Description	Fund/Acct.				
Sale of Property	4960	\$ -	\$ 31,204	\$ 10,000	\$ 10,000
Insurance Claims Refunds	4962	20,400	2,969	-	-
Motor Pool (Dept Charges)	5101	1,156,974	1,329,400	1,329,400	1,329,400
Reimbursement from SCC (Arson Vehicle)	4559	-	-	10,000	10,000
Gain on Sale	4961	23,969	-	-	-
Program Revenue		\$ 1,201,344	\$ 1,363,573	\$ 1,349,400	\$ 1,349,400
General Fund - CIPR	101	\$ 45,000	\$ 45,000	\$ 50,000	\$ 50,000
	101	-	35,014	-	-
Transfers from Other Funds		\$ 45,000	\$ 80,014	\$ 50,000	\$ 50,000
Motor Pool - Beginning Fund Balance		\$ 26,189	\$ 128,255	\$ (157,299)	\$ 218,979
Use of Fund Reserves		\$ 26,189	\$ 128,255	\$ (157,299)	\$ 218,979
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 1,272,533	\$ 1,571,842	\$ 1,242,101	\$ 1,618,379

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

EXHIBIT B
641.750

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 262,483	\$ 286,024	\$ 279,421	\$ 259,393
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	520	188	500	500
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 263,003	\$ 286,212	\$ 279,921	\$ 259,893
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	990	1,008	684	1,008
7106 Retirement	50,290	56,439	61,621	61,646
7107 Dental Insurance	6,274	6,445	6,235	6,016
7108 Group Health Insurance	55,505	56,960	60,482	63,756
7109 Group Life Insurance	558	558	539	558
7110 Workers' Compensation Insurance	37,088	25,987	20,262	18,739
7112 Group Disability Insurance	2,187	2,187	2,114	2,187
7113 Medicare	4,521	4,758	4,098	3,761
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	363	360	360	360
7118 Other Benefits Pay	-	1,102	-	2,177
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	3,170	601	-	-
7122 Deferred Compensation Contribution	1,469	1,456	1,430	1,560
7124 VEBA Health Deferred				1,456
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 162,414	\$ 157,861	\$ 157,825	\$ 163,223
Total Salary & Benefits	\$ 425,417	\$ 444,073	\$ 437,746	\$ 423,116

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE**

**EXHIBIT B-1
 641.750**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 109,429
Mechanic I / II	1.80	1.90	1.90	1.90	149,964
TOTAL	2.80	2.90	2.90	2.90	\$ 259,393

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
641.750

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	4,216	4,064	4,000	4,000
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	5,914	5,457	6,000	6,000
7426 Gasoline & Diesel	118,849	147,288	150,000	150,000
7427 Special Departmental Expense	4,171	3,493	7,500	7,500
7428 Maint of Buildings, Structures & Grounds	5	498	1,000	1,200
7429 Maintenance & Operation of Equipment	181,148	188,399	174,300	177,500
7430 Professional & Specialized Services	4,490	8,283	17,042	10,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	60	-	450	500
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7444 Depreciation	170,474	413,767	-	-
7550 User Charges - Motor Pool	211,654	227,059	227,062	227,062
7551 User Charges - IT Pool	26,822	21,001	21,001	21,001
7884 Machinery & Equipment	74,313	28,446	146,000	540,000
Total Supplies, Services & Capital Outlay	\$ 802,116	\$ 1,047,756	\$ 754,355	\$ 1,145,263

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

EXHIBIT C-1
641.750
Page 1

Description	FY 2020 Adopted
<u>7423 Clothing & Personal Expense</u> Damage to Clothing & Personal Property Uniform/Laundry Service	\$ 4,000
<u>7425 Minor Tools & Equipment</u> Special Automotive Hand Tools and Diagnostic Software	6,000
<u>7426 Gasoline & Diesel</u> Fuel, Oil, Etc.	150,000
<u>7427 Special Departmental Expense</u> Shop Alarm System Charges, Rental of Back-up Equipment, one-time alarm expense, and Misc. Equipment	7,500
<u>7428 Maint of Buildings, Structures & Grounds</u> Shop Equipment Repair & Fuel Island Repair	1,200
<u>7429 Maintenance & Operation of Equipment</u> Commercial Repairs, Painting, Bodywork, Etc.. (Including Reimbursable Repairs to Damaged Property) Electric Vehicle Lease (1 unit) Small Equipment Repair Compressor Maintenance Emission Testing / Diesel Testing Miscellaneous Parts	 115,000 2,400 5,000 1,600 8,500 45,000 177,500
<u>7430 Professional & Specialized Services</u> Certified Underground Storage Tank and Liner Inspections Fuel Master Maintenance Agreement (Annual) Fuel Storage Tank Testing, Emergency Repairs, BAAQMD Testing	 2,700 3,800 4,000 10,500
<u>7434 Memberships, Dues, Books</u> Books - Shop Manuals, etc. Dues - Public Fleet Supervisors Association	 420 80 500
SUBTOTAL page 1	\$ 357,200

Description	FY 2020 Adopted
7550 User Charges - Motor Pool Use of City Vehicles & Other Non-Highway Equipment	\$ 227,062
7551 User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	21,001
7884 Machinery & Equipment Replacement * 100-500 Series	
1300 Series	
Unit 1346 PD - Marked Sedan / Caprice	60,000
Unit 1347 PD - Marked Sedan / Caprice	60,000
Unit 1348 PD - Marked Sedan / Caprice Replace with a SUV Marked Vehicle and send old units to auction	60,000
1400 Series	
Unit 1422 PD - Marked Unit; Motorcyle	35,000
Unit 1423 PD - Marked Unit; Motorcyle	35,000
2000 Series (Light Duty Trucks)	
Unit 2065 Ford Ranger - Inspection Vehicle (Auction)	35,000
Unit 2078 Ford Ranger - Inspection Vehicle (Building) (Auction)	35,000
Unit 2080 Ford F150 (Replace 2075 and add 2075 to surplus)	50,000
5000 Series (Heavy Equipment)	
Unit 5064 Streets - John Deere 210 Loader (Tier 1)	125,000
	495,000
 New Equipment **	
2000 Series (Light Duty Trucks)	
Unit 8002 Mitsubishi I-Miev Lease Purchase	5,000
5000 Series (Heavy Equipment)	
Unit 0000 Parks - Turf Sweeper / Vacuum (Pooper Scooper)	40,000
	45,000
7884 Machinery & Equipment Total	540,000
 * Funded from Motor Pool Beginning Fund Balance ** Funded from CIPR	
SUBTOTAL page 2	788,063
TOTAL Exhibit C-1	\$ 1,145,263

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

**EXHIBIT E
 641.750**

Description	FY 2019 Amended	FY 2020 Adopted
<u>9899 Operating Transfers Out</u>		
Public Works Maintenance Administration - # 101.745	\$ 35,000	\$ 35,000
Finance Department - # 101.535	10,000	15,000
TOTAL	\$ 45,000	\$ 50,000

GAS TAX FUND - (204)
Public Works - Street Maintenance Program (760)
Program Manager - Street Maintenance Supervisor

MISSION STATEMENT

Preserve the City’s capital assets and minimize hazards by performing timely and effective right-of-way maintenance by providing preventive maintenance and repair of roadways, pedestrian facilities, storm drains, signs, parking and other City facilities.

ONGOING RESPONSIBILITIES

- Effectively manage the procurement and use of contractors, staff, materials and equipment
- Monitor the condition of facilities within the public rights-of-way for maintenance needs
- Oversee street sweeping, litter pickup, shopping cart removals, and illegal sign and graffiti removal
- Provide clean-up and other support for hazardous materials spills and other accidents
- Assist with the preparation of plans, specifications and estimates for right-of-way maintenance contracts
- Receive, interpret and accomplish work orders for new signing and markings on a timely basis
- Support special events
- Administer street and parking lot sweeping contracts
- Complete repainting of all school crosswalks and legends by the opening of the school year
- Administer the annual centerline striping contract
- Proactively identify and repair sidewalk hazards in high pedestrian traffic areas of the City
- Continue sidewalk inspection and repair program for high use areas
- Coordinate and oversee emergency street repairs

WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Complete approved Capital Improvement Projects
- Complete year two of the Citywide Sign Replacement Project – Federal Mandate

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	95% of emergency call-outs responded to within two hours	100%	100%	100%
2	90% of sidewalk repair requests are inspected and marked within five working days	100%	98%	100%
3	80% of traffic work orders completed within 20 days	92%	92%	95%

CITY OF CAMPBELL
 CAPITAL BUDGET - Summary of Exhibits
 PROGRAM : PUBLIC WORKS - VEHICLE IMPACT FEES

EXHIBIT A
 202.760

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Proposed
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E) - Capital Projects	690,152	1,211,409	1,163,594	777,000
Appropriation Total	\$ 690,152	\$ 1,211,409	\$ 1,163,594	\$ 777,000

FUNDING SOURCE(s)				
Program Revenue	\$ 742,488	\$ 692,962	\$ 777,000	\$ 777,250
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	518,447	386,594	-
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 742,488	\$ 1,211,409	\$ 1,163,594	\$ 777,250

REVENUE DETAIL						
Description						
Street Impact Fee-Solid Waste*	4732	\$ 477,600	\$ 477,600	\$ 477,000	\$ 477,000	\$ 477,000
Street Impact Fee-Construction Permits*	4731	264,888	215,362	300,000	300,000	300,000
Investment Earnings	4410	-	-	-	-	250
* Funds Street Maintenance Capital Projects						
Program Revenue		\$ 742,488	\$ 692,962	\$ 777,000	\$ 777,000	\$ 777,250
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ 518,447	\$ 386,594	\$ -	\$ -
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 742,488	\$ 1,211,409	\$ 1,163,594	\$ 777,000	\$ 777,250

CITY OF CAMPBELL
 CAPITAL BUDGET - TRANSFERS OUT
 PROGRAM : PUBLIC WORKS - VEHICLE IMPACT FEES

EXHIBIT E
 202.760

Description	FY 2019 Amended	FY 2020 Proposed
<u>9999 Capital Transfers Out</u>		
Annual Street Maint. (202.15AA) Veh Impact Fees - Garbage (also CIPR & Meas B)	\$ 477,000	\$ 477,000
Annual Street Maint. (202.15AA) Veh impact Fees - Permits (also CIPR & Meas B)	300,000	300,000
Annual Street Maint (202-18BB) Vehicle Impact Fees	386,594	
TOTAL	\$ 1,163,594	\$ 777,000

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

EXHIBIT A
204.760

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 956,157	\$ 972,464	\$ 991,889	\$ 1,043,987
Supplies, Services & Capital Outlay (Exhibit C)	604,479	760,068	866,998	808,090
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,560,636	1,732,532	1,858,887	1,852,077
Transfers Out (Exhibit E)	77,300	328,410	81,000	87,630
Appropriation Total	\$ 1,637,936	\$ 2,060,942	\$ 1,939,887	\$ 1,939,707

FUNDING SOURCE(S)				
Program Revenue	\$ 758,807	\$ 1,166,709	\$ 1,179,600	\$ 1,126,789
Transfers from Other Funds 207-209	484,300	504,300	583,671	585,300
Use of Reserves	317,529	389,933	176,616	227,618
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 1,560,636	\$ 2,060,942	\$ 1,939,887	\$ 1,939,707

REVENUE DETAIL					
Gas Tax - 2105	4510	\$ 218,771	\$ 231,860	\$ 246,000	\$ 237,122
Gas Tax - 2106	4511	141,432	154,050	158,400	155,587
Gas Tax - 2107	4512	294,918	301,751	305,200	309,699
Gas Tax - 2107.5	4513	-	6,000	6,000	6,000
Rev & Tax Code 7360-Gas Excise Tax 2103	4516	93,502	166,385	327,500	367,733
SB1-Road Maintenance (2017)	4518	-	250,355	-	-
SAB 1 TCRF Loan Repayment	4519	-	48,572	-	48,148
Metal Recycling Revenue	4965	2,741	-	2,500	2,500
Other Revenue	4965	-	628	134,000	-
Interest Revenue	4410	12,788	15,052	-	-
GASB 31 Market Value Adjustment	4431	(5,345)	(7,945)	-	-
		-	-	-	-
Program Revenue		\$ 758,807	\$ 1,166,709	\$ 1,179,600	\$ 1,126,789
Lighting & Landscaping District	207	\$ 46,300	\$ 46,300	\$ 46,300	\$ 46,300
Environmental Services - Solid Waste	209	416,000	458,000	490,371	511,000
Environmental Services - Storm Water	209	22,000	-	47,000	28,000
Transfers from Other Funds		\$ 484,300	\$ 504,300	\$ 583,671	\$ 585,300
Gas Tax - Beginning Fund Balance	204	\$ 317,529	\$ 389,933	\$ 176,616	\$ 227,618
Use of Fund Reserves		\$ 317,529	\$ 389,933	\$ 176,616	\$ 227,618
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 1,560,636	\$ 2,060,942	\$ 1,939,887	\$ 1,939,707

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

EXHIBIT B
204.760

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 507,325	\$ 547,468	\$ 569,421	\$ 590,762
7002 Personnel - Temporary	74,441	46,927	50,000	60,000
7003 Personnel - Overtime	23,722	24,435	13,000	13,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 605,489	\$ 618,830	\$ 632,421	\$ 663,762
7104 Meal Allowance	\$ -	\$ 18	\$ -	\$ -
7105 Uniform Allowance	4,500	4,500	5,250	5,250
7106 Retirement	99,428	113,055	128,964	146,592
7107 Dental Insurance	14,826	15,063	15,050	15,039
7108 Group Health Insurance	131,128	141,772	140,856	143,832
7109 Group Life Insurance	1,303	1,304	1,302	1,302
7110 Workers' Compensation Insurance	79,018	53,978	45,505	43,678
7112 Group Disability Insurance	5,351	5,354	5,346	5,346
7113 Medicare	9,254	9,495	9,055	9,436
7114 Auto Allowance	1,088	-	-	-
7115 Cell Phone Allowance	-	1,080	1,080	1,080
7118 Other Benefits Pay	208	3,217	1,950	3,129
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	118	-	-	-
7122 Deferred Compensation Contribution	2,943	3,127	3,120	3,120
7124 VEBA Health Deferred Compensation	1,060	1,340	1,340	1,640
7126 PARS 457 Retirement	441	331	650	780
Total Benefits	\$ 350,668	\$ 353,634	\$ 359,468	\$ 380,225
Total Salary & Benefits	\$ 956,157	\$ 972,464	\$ 991,889	\$ 1,043,987

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

**EXHIBIT B-1
 204.760**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Street Maintenance Lead Worker	2.00	2.00	2.00	2.00	165,818
Maintenance Worker I / II	4.00	4.00	4.00	4.00	301,600
Street Maintenance Supervisor	1.00	1.00	1.00	1.00	123,344
TOTAL	7.00	7.00	7.00	7.00	\$ 590,762

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Temporary Staffing *	0.65	0.65	0.50	0.50	\$ 30,000
Temporary Staffing **	0.35	0.35	0.50	0.50	30,000
* Funded from Environmental Services Fund 209 for Stormwater Inlet Inspection and Cleaning					
** Funded from Environmental Services Fund 209 for Street Tree Trimming					
TOTAL	1.00	1.00	1.00	1.00	\$ 60,000

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

**EXHIBIT C
 204.760**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	994	747	1,000	1,000
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	1,307	572	1,200	1,200
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Grounds	126,453	123,840	115,000	115,000
7429 Maintenance & Operation of Equipment	-	-	1,000	1,000
7430 Professional & Specialized Services	2,000	3,555	2,100	2,100
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	290,295	372,964	487,908	429,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	400	400
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	176,725	251,390	251,390	251,390
7551 User Charges - IT Pool	6,706	7,000	7,000	7,000
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 604,479	\$ 760,068	\$ 866,998	\$ 808,090

Description	FY 2020 Adopted
<u>7423 Clothing & Personal Expense</u> Damage to Clothing, Rain Gear Replacement, Temporary Labor Uniforms, Etc.	\$ 1,000
<u>7425 Minor Tools & Equipment</u> Miscellaneous Small Tools & Equipment	1,200
<u>7428 Maintenance of Buildings, Structures & Grounds</u> Asphalt, Crack Sealant, Traffic Paint, Signs, Metal/Wood Posts, Barricades, OverKote, Etc. Street Sweeping Signage* Rental of Equipment	100,000 10,000 5,000 115,000
<u>7429 Maintenance & Operation of Equipment</u> Miscellaneous Equipment Repair: Sign Applicator, Drill Breaker, Paint Shaker, Compressors, Etc.	1,000
<u>7430 Professional & Specialized Services</u> Annual Street Report Preparation	2,100
<u>7432 Other Contractual Services</u> Centerline Striping and Thermoplastic Downtown Sidewalk and Trash Receptacle Cleaning * Emergency and/or Specialized Street Repairs / Traffic Work Orders Miscellaneous Storm Drain Repairs * Parking Lot & Garage Sweeping & Cleaning * Recycled Water Service Sidewalk Curb / Gutter Repair (Emergencies) Storm Drain Filter & Interceptor Cleaning * Street Sweeping (Including Heavy Leaf Pickup) * Waste Oil / Paint Hauling Weekend Service - Downtown Litter Cans * Traffic Improvements Trash Capture Devices *	40,000 16,000 10,000 22,000 28,000 20,000 30,000 6,000 195,000 2,000 20,000 20,000 20,000 429,000
<u>7434 Memberships, Dues, Books</u> Books & Training Videos & Dues	400
<u>7550 User Charges - Motor Pool</u> Use of City Vehicles & Other Non-Highway Equipment	251,390
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	7,000
* Funding from Environmental Services Programs	
TOTAL	\$ 808,090

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

EXHIBIT E
 204,760

Description	FY 2019 Amended	FY 2020 Adopted
<u>9899 Operating Transfers Out</u>		
City Council for Congestion Management Association (CMA) Dues - # 101.501	\$ 56,000	\$ 62,630
Transportation Engineering Program - #101.720	25,000	25,000
TOTAL	\$ 81,000	\$ 87,630

LIGHTING AND LANDSCAPE ACT FUND - (207)
Public Works - Signals and Lighting Maintenance Program (770)
Program Manager - Lighting & Traffic Signal Supervisor

MISSION STATEMENT

Provide high quality, cost-effective lighting services for all public streets, City parks, City parking facilities and grounds for City-owned facilities. Maintain and adjust traffic signals to optimize safety, cost-effectiveness and traffic flow.

ONGOING RESPONSIBILITIES

- Operate and maintain over 2000 City-owned street lights and 42 intersections with traffic signal systems
- Remove unauthorized signing and graffiti from lighting and traffic signal standards
- Install new light standards as requested, which meet established criteria
- Test and inspect all new traffic and existing signal cabinets
- Assist with the preparation of plans, specifications and estimates for signal and lighting projects and provide inspection assistance
- Mark City-owned underground lighting and traffic signal facilities at the request of Underground Service Alert
- Assist in implementation of traffic signal upgrades and modifications
- Maintain Special Event lighting and other specialty electrical requirements
- Coordinate traffic signal modifications with multiple agencies

WORK PLAN ITEMS FOR FISCAL YEAR 2019 – 2020

- Continue streetlight conversion from low pressure sodium to LED fixtures
- Support the modification of six intersection upgrades
- Support downtown holiday decorations and events

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	95% of emergency call-outs responded to within two (2) hours	100%	100%	100%
2	85% of streetlight outages repaired within ten (10) working day.	98%	97%	99%
3	100% of Underground Service Alert utility location requests responded to within seven (7) working days	100%	100%	100%

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

EXHIBIT A
207.770

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 434,666	\$ 434,477	\$ 447,233	\$ 458,129
Supplies, Services & Capital Outlay (Exhibit C)	689,757	507,292	557,061	493,730
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,124,423	941,769	1,004,294	951,859
Transfers Out (Exhibit E)	-	284,565	-	-
Appropriation Total	\$ 1,124,423	\$ 1,226,334	\$ 1,004,294	\$ 951,859

FUNDING SOURCE(s)				
Program Revenue	\$ 1,170,026	\$ 1,418,066	\$ 1,170,500	\$ 1,170,500
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	(45,603)	(191,732)	(166,206)	(218,641)
Funding Source Total	\$ 1,124,423	\$ 1,226,334	\$ 1,004,294	\$ 951,859

REVENUE DETAIL					
Description	Fund/Acct.				
Campbell Muni Lighting Dist. - Prop. Tax	4001-4582	\$ 1,011,743	\$ 1,219,545	\$ 1,010,000	\$ 1,010,000
Insurance Claims Refund	4962	4,650	1,410	5,000	5,000
Other Revenue	4965	-	173,265	-	-
Signal Maintenance Cost Sharing	4542	1,096	-	2,500	2,500
Redevelopment Prop Tax Trust Fund	4008	-	-	3,000	3,000
Property Tax Pass-Thru (RDA)	4007	127,118	-	130,000	130,000
Electric Vehicle Charging Stations	4709	20,190	23,846	20,000	20,000
Street Lighting Assessments	5001	5,229	-	-	-
Program Revenue		\$ 1,170,026	\$ 1,418,066	\$ 1,170,500	\$ 1,170,500
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ (45,603)	\$ (191,732)	\$ (166,206)	\$ (218,641)
TOTAL FUNDING SOURCES		\$ 1,124,423	\$ 1,226,334	\$ 1,004,294	\$ 951,859

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

EXHIBIT B
 207.770

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 257,336	\$ 265,403	\$ 274,311	\$ 277,118
7002 Personnel - Temporary	996	-	-	-
7003 Personnel - Overtime	11,902	8,892	8,000	8,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 270,234	\$ 274,295	\$ 282,311	\$ 285,118
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	2,250	2,250	2,250	2,250
7106 Retirement	50,322	54,031	62,647	69,320
7107 Dental Insurance	6,274	6,414	6,450	6,445
7108 Group Health Insurance	60,597	62,177	62,568	63,756
7109 Group Life Insurance	558	555	558	558
7110 Workers' Compensation Insurance	36,413	24,641	20,704	20,019
7112 Group Disability Insurance	2,187	2,176	2,187	2,187
7113 Medicare	4,245	4,321	4,048	4,018
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	222	-	720
7118 Other Benefits Pay	-	1,842	1,950	2,177
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	1,573	1,551	1,560	1,560
7126 PARS 457 Retirement	13	-	-	-
Total Benefits	\$ 164,432	\$ 160,182	\$ 164,922	\$ 173,010
Total Salary & Benefits	\$ 434,666	\$ 434,477	\$ 447,233	\$ 458,129

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

EXHIBIT B-1
207.770

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00	\$ 109,429
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00	91,541
Lighting & Traffic Signal Assistant	1.00	1.00	1.00	1.00	76,149
TOTAL	3.00	3.00	3.00	3.00	\$ 277,118

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
	-	-	-	-	\$ -
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
207.770**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 289,681	\$ 251,778	\$ 250,000	\$ 250,000
7421 Communications - Phones	6,293	3,537	6,000	6,000
7423 Clothing & Personal Expense	-	186	900	900
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	568	959	1,000	1,000
7427 Special Departmental Expense	7,924	9,164	6,400	6,500
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	306,211	158,878	189,831	146,200
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	20,000	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	2,603	2,930	4,300	4,500
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	9,177	9,232	8,000	8,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	33,772	35,628	35,628	35,628
7551 User Charges - IT Pool	33,528	35,002	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 689,757	\$ 507,292	\$ 557,061	\$ 493,730

Description	FY 2020 Adopted
<u>7420 Utilities - Electricity/Gas/Water</u>	
Parks & Other Lighting	\$ 5,000
Street Lighting	200,000
Traffic Signals	45,000
	250,000
<u>7421 Communications - Phones</u>	
Controllers, Modem, Phone Lines, Etc.	6,000
<u>7423 Clothing & Personal Expense</u>	
Repair of Damaged Clothing; Staff Rain Gear; Safety Gear & Vests for Three Temporary Labor Uniforms	900
<u>7425 Minor Tools & Equipment</u>	
Miscellaneous New Tools	1,000
<u>7427 Special Departmental Expense</u>	
Downtown Tree Lighting and Banners	6,200
Trailer & Storage Unit Alarms	300
	6,500
<u>7429 Maintenance & Operation of Equipment</u>	
Cost Share Agreement with the City of San Jose for Operation of Shared Signals	8,500
Cost Share Agreement with Santa Clara County for San Tomas Expressway Shared Signals	1,700
Street Lighting Conversions to LED	20,000
Street Lighting Pole Replacement	9,000
Street Light & Traffic Signal Upgrades, Preventive Maintenance, Scheduled & Emergency Repairs; Video Detection Modifications, Knock-downs, Miscellaneous Repairs of Damaged Equipment (\$5,000 Offset with Insurance Reimbursements)	90,000
Stolen Wire Replacement	2,000
Maintenance / Repair EV Charging Stations (change out terminals)	15,000
	146,200
<u>7434 Memberships, Dues, Books</u>	
Books - National Electrical Manufacturers Association (NEMA) Manual; Elect. Code Updates	400
Dues - California Street Light Association;	1,800
International Municipal Signal Association (IMSA); Traffic Signal Association	300
Underground Service Alert	2,000
	4,500
SUBTOTAL page 1	\$ 415,100

Description	FY 2020 Adopted
7438 Other Charges Property Tax Administration Fees	\$ 8,000
7550 User Charges - Motor Pool Use of City Vehicles & Other Non-Highway Equipment	35,628
7551 User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,002
SUBTOTAL page 2	78,630
TOTAL Exhibit C-1	\$ 493,730

**LIGHTING AND LANDSCAPE ACT FUND - (207)
Public Works - Parks Maintenance Program (775)
Program Manager - Park Maintenance Supervisor**

MISSION STATEMENT

Preserve the City's investment through quality, cost effective maintenance of all parks, street trees, public facility grounds, and the creek trail in an aesthetic, usable and safe condition.

ONGOING RESPONSIBILITIES

- Effectively manage the procurement and use of staff, contractors, consultants, materials and equipment
- Administer landscape maintenance and parking lot sweeping contracts
- Monitor public parks and grounds for maintenance and repair needs
- Provide horticultural advice for the general public and other City departments
- Serve as the City's Pest Control Advisor
- Support special events
- Assist with the preparation of plans, specifications and estimates for park-related projects and provide inspection assistance
- Coordinate maintenance activities with the Recreation & Community Services Department
- Coordinate the Neighborhood Street Tree Planting Program
- Assist with the Edith Morley Park Community Garden
- Continue to celebrate Arbor Day and maintain Tree City USA status
- Assist Engineering with park related projects

WORK PLAN ITEMS FOR FISCAL YEAR 2019 – 2020

- Complete Playground Management Plan
- Initiate irrigation controller conversions
- Complete scheduled tree services for Maintenance Zones 7 & 15
- Complete citywide tree inventory

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	95% of emergency tree work is mitigated within one day	95%	95%	97%
2	90% of landscaped medians, parks and civic grounds maintained at a rating of 3 (4 point scale/bi-annual survey)	90%	80%	88%

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

EXHIBIT A
 207.775

Description		FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)		\$ 1,761,926	\$ 1,804,505	\$ 1,757,242	\$ 1,712,924
Supplies, Services & Capital Outlay (Exhibit C)		1,059,516	1,315,802	1,111,610	1,117,138
Debt Service (Exhibit D)		-	-	-	-
Total Before Transfers		2,821,442	3,120,307	2,868,852	2,830,062
Transfers Out (Exhibit E)		-	-	111,300	111,300
Appropriation Total		\$ 2,821,442	\$ 3,120,307	\$ 2,980,152	\$ 2,941,362
FUNDING SOURCE(s)					
Program Revenue		\$ 1,196,541	\$ 1,198,903	\$ 1,257,500	\$ 1,210,000
Transfers from Other Funds	207	1,738,968	1,377,462	1,481,343	1,512,721
Use of Reserves		-	-	-	-
Additional Fund Revenue		(114,067)	543,942	166,206	218,641
Funding Source Total		\$ 2,821,442	\$ 3,120,307	\$ 2,905,049	\$ 2,941,362
REVENUE DETAIL					
Description	Fund/Acct.				
Lighting & Landscape Assessment	5001	1,196,541	1,198,903	1,207,500	1,210,000
Cost Recovery	4701	-	-	-	-
Project Overhead Offset	4725	-	-	50,000	-
Expense Abate-Miscellaneous	4968	-	-	-	-
Program Revenue		\$ 1,196,541	\$ 1,198,903	\$ 1,257,500	\$ 1,210,000
Environmental Services - Solid Waste	209	45,000	45,000	45,000	45,000
General Fund Subsidy	101	1,637,639	1,307,787	1,424,343	1,455,721
PLAN JPA Risk Mitigation	212	46,709	22,675	10,000	10,000
Community Facilities District #2	237	9,620	2,000	2,000	2,000
Transfers from Other Funds		\$ 1,738,968	\$ 1,377,462	\$ 1,481,343	\$ 1,512,721
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ (114,067)	\$ 543,942	\$ 166,206	\$ 218,641
TOTAL FUNDING SOURCES		\$ 2,821,442	\$ 3,120,307	\$ 2,905,049	\$ 2,941,362

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

EXHIBIT B
 207.775

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 886,609	\$ 940,031	\$ 947,595	\$ 919,027
7002 Personnel - Temporary	151,448	172,937	150,000	160,000
7003 Personnel - Overtime	50,913	43,034	25,000	25,000
7005 Personnel - POST	5,243	5,200	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 1,094,213	\$ 1,161,202	\$ 1,122,595	\$ 1,104,027
7104 Meal Allowance	\$ 63	\$ -	\$ -	\$ -
7105 Uniform Allowance	8,423	8,250	7,500	7,500
7106 Retirement	176,951	192,886	221,451	226,102
7107 Dental Insurance	25,601	25,789	25,800	23,633
7108 Group Health Insurance	236,267	239,035	245,136	228,840
7109 Group Life Insurance	2,246	2,233	2,232	2,046
7110 Workers' Compensation Insurance	149,934	105,791	84,354	76,202
7112 Group Disability Insurance	9,047	8,994	8,991	8,262
7113 Medicare	17,923	18,985	16,483	15,440
7114 Auto Allowance	-	-	1,920	-
7115 Cell Phone Allowance	1,100	1,080	720	720
7118 Other Benefits Pay	8,760	15,754	11,050	11,232
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	22,612	15,278	-	-
7122 Deferred Compensation Contribution	5,846	5,714	5,720	5,200
7124 VEBA Health Deferred Compensation	1,060	1,340	1,340	1,640
7126 PARS 457 Retirement	1,881	2,174	1,950	2,080
Total Benefits	\$ 667,713	\$ 643,303	\$ 634,647	\$ 608,897
Total Salary & Benefits	\$ 1,761,926	\$ 1,804,505	\$ 1,757,242	\$ 1,712,924

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

**EXHIBIT B-1
 207.775**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 126,734
Park Maintenance Lead Worker	3.00	3.00	3.00	3.00	248,726
Maintenance Worker I/II	7.00	7.00	7.00	6.00	452,400
Maintenance Worker I / II *	1.00	-	-	-	-
Senior Park Maint Worker/Arborist	1.00	1.00	1.00	1.00	91,166
* 2- Year Limited Term					
TOTAL	13.00	12.00	12.00	11.00	\$ 919,027

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Temporary Labor (Parks)	3.50	3.50	2.75	3.00	\$ 120,000
Temporary Labor (Trees)	-	-	0.75	0.75	40,000
TOTAL	3.50	3.50	3.50	3.75	\$ 160,000

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

**EXHIBIT C
 207.775**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 430,212	\$ 431,003	\$ 370,000	\$ 370,000
7421 Communications - Phones	3,947	2,893	3,500	3,500
7423 Clothing & Personal Expense	2,996	2,402	3,000	3,000
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	6,460	12,312	17,000	17,000
7427 Special Departmental Expense	7,777	26,922	17,000	17,000
7428 Maintenance of Buildings, Structures & Grounds	213,609	257,666	225,000	220,000
7429 Maintenance & Operation of Equipment	3,938	1,573	3,000	3,000
7430 Professional & Specialized Services	3,796	2,655	5,000	5,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	173,929	340,053	229,472	240,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	1,311	1,055	1,700	1,700
7435 Professional Development & Meetings	10	330	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	191,414	201,936	201,936	201,936
7551 User Charges - IT Pool	20,117	35,002	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 1,059,516	\$ 1,315,802	\$ 1,111,610	\$ 1,117,138

Description	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water San Jose Water; Pacific Gas & Electric; West Valley Sanitation District	\$ 370,000
7421 Communications - Phones Irrigation Controller Phone Charges	3,500
7423 Clothing & Personal Expense Damage to Personal Clothing; Rain Gear & Glove Replacement; Temporary Labor Uniforms (Parks - \$2,000 / Trees - \$1,000)	3,000
7425 Minor Tools & Equipment Shovels, Rakes, Small Hand Tools (Pliers, Screwdrivers, Etc.) (Parks - \$4,500 / Trees - \$1,500) Small Power Equipment (Parks - \$8,000 / Trees - \$3,000)	6,000 11,000 17,000
7427 Special Departmental Expense Special Projects / Volunteer Support Play Equipment Replacement	5,000 12,000 17,000
7428 Maintenance of Buildings, Structures & Grounds Backflow Maintenance & Replacements Chemicals, Fertilizer, Seed, Ground Cover, Sod, Shrubs, Trees, Equipment Rental Fibar & Mulch Maint. of Park Furniture, Playground Equip., Irrigation, Fences, Pumps, Elect., Plumbing, Etc. Pest Control Projects (One-Time): Master Valve Replacement Irrigation Controller Replacement	12,000 85,000 3,000 15,000 65,000 10,000 15,000 15,000 220,000
7429 Maintenance & Operation of Equipment Alarms Landscaping Equipment Maintenance & Repairs	2,000 1,000 3,000
7430 Professional & Specialized Services Arborist Consulting and Other Park Consultant Services	5,000
SUBTOTAL page 1	\$ 638,500

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

EXHIBIT E
 207.775

Description	FY 2019 Amended	FY 2020 Adopted
<u>9899 Operating Transfers Out</u>		
Administrative Cost Allocation - Non-Departmental # 101.540	\$ 10,000	\$ 10,000
General Departmental Administration # 101.701	10,000	10,000
Land Development # 101.740	35,000	35,000
Maintenance Administration # 101.745	10,000	10,000
Street Maintenance - Sidewalk Repair # 204.760	46,300	46,300
TOTAL	\$ 111,300	\$ 111,300

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

MISSION STATEMENT

Effectively and efficiently maintain all City buildings for maximum operation, safety, comfort and a pleasing visual appearance.

ON-GOING PROGRAM RESPONSIBILITIES

- Provide effective custodial maintenance and repair services to City buildings
- Plan, manage and oversee all improvements, maintenance and repairs to buildings
- Provide efficient, professional and courteous service to all customers
- Coordinate and supervise tenant improvements at the Community Center
- Improve energy efficiency in all City buildings when and wherever possible
- Propose, plan, manage and administer all Capital Improvement Projects related to building preservation, remodeling, safety and operations
- Carryout specified IIPP training and inspection requirements
- Provide set-ups and take-downs for Community Center facility uses, supervise uses; and insure the security of the facility
- Provide support, expertise and equipment to/for community special events, City activities and departmental programs and operations
- Maintain the Community Center swimming pool to required health and safety codes
- Provide support and expertise to other departments on maintenance and repair issues
- Initiate all Building Maintenance Special Projects
- Serve as departmental Safety Coordinator

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2019 - 2020

- Convert park restroom locks to programmable locking system
- Perform a CASP review for citywide ADA compliance
- Complete all approved special projects for buildings
- Complete energy audits for City buildings

PERFORMANCE OUTCOMES

	Measure	FY 17	FY 18	FY 19
1	Cost per square foot to maintain City buildings	\$4.39	\$4.41	\$4.50
2	50 % of work orders are completed within three working days	90%	90%	92%

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

EXHIBIT A
 101.780

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 618,207	\$ 642,953	\$ 659,781	\$ 723,957
Supplies, Services & Capital Outlay (Exhibit C)	1,021,056	1,006,532	916,777	833,206
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,639,263	1,649,484	1,576,558	1,557,163
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,639,263	\$ 1,649,484	\$ 1,576,558	\$ 1,557,163

FUNDING SOURCE(s)				
Program Revenue	\$ 781	\$ -	\$ -	\$ -
Transfers from Other Funds	15,000	15,000	15,000	15,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,623,482	1,634,484	1,561,558	1,542,163
Funding Source Total	\$ 1,639,263	\$ 1,649,484	\$ 1,576,558	\$ 1,557,163

REVENUE DETAIL					
Description	Fund/Acct.				
Cost Recovery	4701	\$ 781	\$ -	\$ -	\$ -
Program Revenue		\$ 781	\$ -	\$ -	\$ -
Environmental Services - Solid Waste	209	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Transfers from Other Funds		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 1,623,482	\$ 1,634,484	\$ 1,561,558	\$ 1,542,163
TOTAL FUNDING SOURCES		\$ 1,639,263	\$ 1,649,484	\$ 1,576,558	\$ 1,557,163

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

EXHIBIT B
 101.780

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7001 Personnel - Regular	\$ 350,979	\$ 371,278	\$ 381,701	\$ 402,147
7002 Personnel - Temporary	48,706	51,978	70,000	90,000
7003 Personnel - Overtime	2,238	5,281	3,000	3,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 401,923	\$ 428,536	\$ 454,701	\$ 495,147
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	1,800	1,800	-	1,800
7106 Retirement	69,191	75,112	85,646	99,851
7107 Dental Insurance	8,365	8,594	8,600	8,594
7108 Group Health Insurance	58,226	58,963	58,200	59,700
7109 Group Life Insurance	744	744	744	744
7110 Workers' Compensation Insurance	50,657	38,247	32,912	35,553
7112 Group Disability Insurance	3,159	3,159	3,159	3,159
7113 Medicare	6,453	6,871	6,569	7,136
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	360
7118 Other Benefits Pay	4,111	5,882	1,300	1,602
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	8,272	7,318	-	-
7122 Deferred Compensation Contribution	3,932	3,900	3,900	3,900
7124 VEBA Health Deferred Compensation	1,129	3,140	3,140	5,241
7126 PARS 457 Retirement	245	687	910	1,170
Total Benefits	\$ 216,284	\$ 214,416	\$ 205,080	\$ 228,810
Total Salary & Benefits	\$ 618,207	\$ 642,953	\$ 659,781	\$ 723,957

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

**EXHIBIT B-1
 101.780**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Building Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 120,536
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00	99,902
Building Maintenance Worker	2.00	2.00	2.00	2.00	181,709
TOTAL	4.00	4.00	4.00	4.00	\$ 402,147

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2020 Adopted
	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted	
Temporary Building Maintenance Worker	0.80	0.80	0.50	0.50	\$ 30,000
Project Manager (One-Time Projects)	0.40	0.40	0.40	0.50	60,000
TOTAL	1.20	1.20	0.90	1.00	\$ 90,000

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

**EXHIBIT C
101.780**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 145,816	\$ 143,111	\$ -	\$ -
7421 Communications - Phones	1,892	1,968	3,000	3,000
7422 Advertising	-	-	-	-
7423 Clothing & Personal Expense	903	190	900	900
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	1,223	1,310	1,250	1,250
7427 Special Departmental Expense	99,313	73,838	106,000	108,000
7428 Maintenance of Buildings, Structures & Grounds	313,657	277,434	288,071	181,000
7429 Maintenance & Operation of Equipment	87,460	88,719	104,400	105,900
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	321,907	310,581	348,000	368,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	99	200	200
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	212	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	15,146	15,953	15,953	15,953
7551 User Charges - IT Pool	33,528	49,003	49,003	49,003
7884 Machinery & Equipment	-	44,326	-	-
			0	
Total Supplies, Services & Capital Outlay	\$ 1,021,056	\$ 1,006,532	\$ 916,777	\$ 833,206

Description	FY 2020 Adopted
7421 <u>Communications - Phones</u>	
Alarms & Telephone Lines / DSL for John D. Morgan Park Video Camera	3,000
7423 <u>Clothing & Personal Expense</u>	
Damaged Clothing; Replace Rain Gear; City T-Shirts & Uniforms for Part-Time Employees	900
7425 <u>Minor Tools & Equipment</u>	
Miscellaneous Tools For Shop & Replacement Hammers, Drills, Saws, Shovels, Etc.	1,250
7427 <u>Special Departmental Expense</u>	
Batteries for Drills, Flashlights, Pagers, Etc.	500
Custodial Supplies & Lights (All Buildings)	84,000
Miscellaneous Unanticipated Equipment & Supplies	1,000
Pool Supplies (Salt, Sodium Hypo-Chlorite, & CO2 Test Kits)	20,000
Rental of Special Maintenance Equipment	2,000
Signs	500
	108,000
7428 <u>Maintenance of Buildings, Structures & Grounds</u>	
General Maintenance:	
Ainsley House, Carriage House & Museum	5,000
City Hall	20,000
Community Center - Painting / General	86,000
Downtown Parking Garage	4,000
Firehouse Museum & Offices	6,000
Park Buildings - JDM, Campbell, Fischer, & Morley	13,000
Service Center	6,000
Subtotal	140,000
SUBTOTAL page 1	\$ 253,150

Description	FY 2020 Adopted
7428 Maintenance of Buildings, Structures & Grounds (Continued)	
Special Projects:	
Community Center (2 Projects)	15,000
Museum /Ainsley House (5 Projects)	26,000
Subtotal	41,000
	181,000
7429 Maintenance & Operation of Equipment	
Miscellaneous:	
Radios, Overhead Doors, Elevators, High Lift, Ponds (Light Repair, Chlorine Tabs, Cleaning Equip.), Etc.	10,000
Routine Service & Repairs:	
Boilers & HVAC Units	22,000
Fire Alarm Equipment (Heat Detectors, Wiring, Horns, Etc.)	5,000
Fire Extinguisher Re-Charge Program (All City Buildings)	4,500
Microphone & General P.A. System Repairs (Council Chambers & Portable Units)	1,000
Service Agreements:	
Annual Check of Fire Alarm System	5,000
Burglar Alarm (Community Center)	1,500
Elevator Main Streets / Parks - Compact Utility Tool	12,000
Emergency Generators (City Hall, EOC, Service Center, Community Center & Portable) (New Generator at Community Center for Information Technology)	12,000
Emergency Lighting Systems (Theatre & Parking Garage)	2,000
Fire Alarm Monitoring (City Hall)	600
Fire Alarm Monitoring (Community Center)	2,000
Fire Alarm Monitoring (Parking Garage)	650
Heating, Ventilation, Air Conditioning (HVAC) Units	27,000
Panic Alarm Monitoring (City Hall)	650
	105,900
SUBTOTAL page 2	\$ 146,900



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 2020 budget approval process.

Summary

As shown below, the proposed FY 2020-24 CIP contains 21 projects of which 8 are new. The remaining projects were previously included in the City's adopted CIP, including 6 projects requiring additional appropriations.

New Capital Projects	Total Budget	Timing	Source of Funds
Auxiliary Gym Upgrades	\$54,000	Year 1	Parkland
Campbell Avenue @ Page Street Traffic Signal	\$317,000	Year 1	CIPR/Private
Harriet Avenue Sidewalks	\$355,000	Years 1 & 2	CIPR/Grant
JDM Improvements – Budd – Construction	\$1,800,000	Years 1& 2	Grant/Parkland
Mobile Command Center (Mobile EOC)	\$300,000	Year 3	CIPR
Patrol and SWAT Equipment	\$75,000	Year 2	Grant
Parking Guidance Systems for City Garages	\$200,000	Year 1	CIPR
Police In-Car Video System	\$70,000	Year 1	Grant

Additional Appropriations	Total Budget	Timing	Source of Funds
ADA Transition Plan Improvements	\$150,000	Years 1, 2 & 5	CIPR
Annual Street Maintenance	\$13,610,450	Annual	CIPR/Grants/VIF
Bike/Pedestrian Traffic Safety Improvements	\$225,000	Annual	Construction Tax /Grants
Community Center Pool Design	\$350,000	Year 2	Parkland
Sidewalk/Curb and Gutter	\$500,000	Annual	CIPR/Construction Tax
Virginia Park Improvements	\$320,000	Years 2 & 3	Parkland

Existing Projects	Total Budget	Timing	Source of Funds
Accessibility Ramps	\$100,000	Biannual	Construction Tax/ Grants
Campbell Park Improvements	\$1,500,000	Year 2	Parkland
JDM Improvements – Rincon	\$431,000	Years 3 & 4	Parkland
JDM Rincon Recreation Building Assessment	\$50,000	Year 2	Parkland
Los Gatos Creek Trail Feasibility Study	\$100,000	Year 2	Parkland
Misc. Storm Drainage Improvements	\$100,000	Biannual	Env. Services
Traffic and Street Sign Replacement	\$240,000	Annual	CIPR

Total 5-Year Capital Projects	\$21,847,450
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Projects that require appropriations for FY 2020 are as follows:

Year 1 Projects	Budget Appropriation
ADA Transition Plan Improvements	\$50,000
Annual Street Maintenance	\$2,854,450
Auxiliary Gym Upgrades	\$54,000
Bike/Ped and Traffic Safety Improvements	\$45,000
Campbell Avenue/Page Street Traffic Signal	\$317,000
Harriet Avenue Sidewalks	\$205,000
JDM Improvements – Budd - Construction	\$1,775,000
Parking Guidance Systems for City Garages	\$200,000
Patrol and SWAT Equipment	\$75,000
Police In-Car Video System	\$70,000
Sidewalk/Curb and Gutter Replacement	\$100,000
Traffic and Street Sign Replacement	\$60,000
TOTAL	\$5,805,450

Project Funding Sources

Revenue for project expenditures comes from a number of funding sources, both restricted and discretionary. For projects appropriated in the 2020-24 CIP, the primary sources of funding for projects are the Grant/Private funds of \$7,530,450; Vehicle Impact Fees of \$3,885,000; Gas Tax (SB1) funds of \$3,500,000, Park Dedication Fees of \$3,605,000, and Capital Improvement Plan Reserves (CIPR) of \$2,627,000. Other funding sources include Construction Tax for \$600,000 and Environmental Services fees for \$100,000.

The CIPR, which is part of the General Fund, is the City’s most flexible funding source and has historically been used for a wide range of project expenditures. By established Council Policy, the CIPR receives a portion of available General Fund surplus at fiscal year-end. The availability of funds for the CIPR is dependent on actual expenditures and revenues in a given fiscal year. In years where revenues are strong or expenditures are lower than anticipated, the CIPR increases. In years where revenues are lean and reserves are needed to balance the City’s budget, the CIPR does not increase and proposed projects are required to be deferred or placed on the City’s Unfunded Projects list.

The City projects \$351,000 in operating surplus will be available in FY 2020 to add to CIPR and for the next several years.

Planning Commission Review

On May 28, 2019, 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 2020-24 CIP is prepared in accordance with certain assumptions about funding constraints, operating budget implications, City priorities, and work plans as summarized below:

- Project and equipment costs, where applicable, are based on departmental estimates. Cost estimates are based on current market and contract experience on similar projects, where available, or order of magnitude cost estimates for larger projects in the early phases of design. Projects managed by Pubic Works include “soft costs” such as

staff costs for project management, design, inspection and administration, and consultant services as necessary.

- Ongoing operating costs for annual maintenance and technical support, as well as any new revenues, are projected for each capital project and, as appropriate, are reflected in the operating budget. For the current capital plan, due to the nature of the projects included in the plan, most of the projects are not expected to have a significant operating budget impact. Existing work plans, ongoing programs and service level requirements were taken into consideration in project scheduling.

Project Selection Criteria

Criteria used in evaluating project requests include:

- The project's relationship to the City's strategic goals and objectives
- The project's impact on the operating budget (if any)
- The nature of the project in terms of preservation of City assets versus new construction or acquisition
- Available financing
- Consequences of not completing the project (e.g., public safety)

Exhibits:

- 1 CIP Summaries
- 2 CIP 5-Year Cash Flow Analysis
- 3 Capital Project Descriptions
- 4 Unfunded List

Capital Improvement Plan Summaries

By Category

	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Community Center						
Project						
Auxiliary Gym Upgrades	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ 54,000
Community Center Pool Design	-	350,000	-	-	-	350,000
Sub-total	\$ 54,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 404,000

Parks & Open Space						
Project						
Campbell Park Improvements	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
JDM Improvements - Budd - Construction	1,775,000	25,000	-	-	-	1,800,000
JDM Improvements - Rincon	-	-	46,000	385,000	-	431,000
JDM Rincon Recreational Bldg. Assessment	-	50,000	-	-	-	50,000
Los Gatos Creek Trail Feasibility Study	-	100,000	-	-	-	100,000
Virginia Park Improvements	-	70,000	250,000	-	-	320,000
Sub-total	\$ 1,775,000	\$ 1,745,000	\$ 296,000	\$ 385,000	\$ -	\$ 4,201,000

Public Facility (Buildings)						
Project						
ADA Transition Plan Improvements	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 150,000
Parking Guidance Systems for City Garages	200,000	-	-	-	-	200,000
Sub-total	\$ 250,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 350,000

Public Facility (Equipment)						
Project						
Police In-Car Video System	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Patrol and SWAT Equipment	75,000	-	-	-	-	75,000
Mobile Command Center (Mobile EOC)	-	-	300,000	-	-	300,000
Sub-total	\$ 145,000	\$ -	\$ 300,000	\$ -	\$ -	\$ 445,000

Public Facility (I-T)						
Project						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total	\$ -					

Streets & Signals						
Project						
Accesability Ramps	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Annual Street Maintenance	2,854,450	2,689,000	2,689,000	2,689,000	2,689,000	13,610,450
Bike/Pedestrian and Traffic Safety Improvements	45,000	45,000	45,000	45,000	45,000	225,000
Campbell Avenue @ Page Street Traffic Signal	317,000	-	-	-	-	317,000
Harriet Avenue Sidewalks	205,000	1,150,000	-	-	-	1,355,000
Miscellaneous Storm Drainage Improvements	-	50,000	-	50,000	-	100,000
Sidewalk/Curb and Gutter Replacement	100,000	100,000	100,000	100,000	100,000	500,000
Traffic and Street Sign Replacement	60,000	60,000	60,000	60,000	-	240,000
Sub-total	\$ 3,581,450	\$ 4,144,000	\$ 2,894,000	\$ 2,994,000	\$ 2,834,000	\$ 16,447,450

GRAND TOTAL	\$ 5,805,450	\$ 6,289,000	\$ 3,490,000	\$ 3,429,000	\$ 2,834,000	\$ 21,847,450
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Capital Improvement Plan Summaries

By Responsible Department

	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Police						
Project						
Mobile Command Center (Mobile EOC)	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
Patrol and SWAT Equipment	75,000	-	-	-	-	75,000
Police In-Car Video System	70,000	-	-	-	-	70,000
Sub-total	\$ 145,000	\$ -	\$ 300,000	\$ -	\$ -	\$ 445,000

Public Works						
Project						
Accesability Ramps	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
ADA Transition Plan Improvements	50,000	50,000	-	50,000	-	150,000
Annual Street Maintenance	2,854,450	2,689,000	2,689,000	2,689,000	2,689,000	13,610,450
Bike/Pedestrian and Traffic Safety Improvements	45,000	45,000	45,000	45,000	45,000	225,000
Campbell Avenue @ Page Street Traffic Signal	317,000	-	-	-	-	317,000
Campbell Park Improvements	-	1,500,000	-	-	-	1,500,000
Harriet Avenue Sidewalks	205,000	1,150,000	-	-	-	1,355,000
JDM Improvements - Budd - Construction	1,775,000	25,000	-	-	-	1,800,000
JDM Improvements - Rincon	-	-	46,000	385,000	-	431,000
JDM Rincon Recreational Bldg. Assessment	-	50,000	-	-	-	50,000
Los Gatos Creek Trail Feasibility Study	-	100,000	-	-	-	100,000
Miscellaneous Storm Drainage Improvements	-	50,000	-	50,000	-	100,000
Parking Guidance Systems for City Garages	200,000	-	-	-	-	200,000
Sidewalk/Curb and Gutter Replacement	100,000	100,000	100,000	100,000	100,000	500,000
Traffic and Street Sign Replacement	60,000	60,000	60,000	60,000	-	240,000
Virginia Park Improvements	-	70,000	250,000	-	-	320,000
Sub-total	\$ 5,606,450	\$ 5,939,000	\$ 3,190,000	\$ 3,429,000	\$ 2,834,000	\$ 20,998,450

Recreation & Community Services						
Project						
Auxiliary Gym Upgrades	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ 54,000
Community Center Pool Design	-	350,000	-	-	-	350,000
Sub-total	\$ 54,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 404,000

GRAND TOTAL	\$ 5,805,450	\$ 6,289,000	\$ 3,490,000	\$ 3,429,000	\$ 2,834,000	\$ 21,847,450
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Capital Improvement Plan Summaries

By Funding Source

	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Capital Improvement Reserve						
Project						
ADA Transition Plan Improvements	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 150,000
Annual Street Maintenance	200,000	200,000	200,000	200,000	200,000	1,000,000
Campbell Avenue @ Page Street Traffic Signal	257,000	-	-	-	-	257,000
Harriet Avenue Sidewalks	205,000	150,000	-	-	-	355,000
Mobile Command Center (Mobile EOC)	-	-	300,000	-	-	300,000
Parking Guidance Systems for City Garages	200,000	-	-	-	-	200,000
Sidewalk/Curb and Gutter Improvements	25,000	25,000	25,000	25,000	25,000	125,000
Traffic & Street Sign Replacement	60,000	60,000	60,000	60,000	-	240,000
Sub-total	\$ 997,000	\$ 485,000	\$ 585,000	\$ 335,000	\$ 225,000	\$ 2,627,000

Construction Tax						
Project						
Accessibility Ramps	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Bike/Pedestrian and Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
Sidewalk/Curb and Gutter Replacement	75,000	75,000	75,000	75,000	75,000	375,000
Sub-total	\$ 100,000	\$ 150,000	\$ 100,000	\$ 150,000	\$ 100,000	\$ 600,000

Environmental Services Funds						
Project						
Miscellaneous Storm Drainage Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Sub-total	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000

Gas Tax (SB 1)						
Project						
Annual Street Maintenance	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,500,000
Sub-total	\$ 700,000	\$ 3,500,000				

Capital Improvement Plan Summaries

By Funding Source

	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Grants / Private						
Project						
Annual Street Maintenance	\$ 1,177,450	\$ 1,012,000	\$ 1,012,000	\$ 1,012,000	\$ 1,012,000	\$ 5,225,450
Bike/Pedestrian and Traffic Safety Improvements	20,000	20,000	20,000	20,000	20,000	100,000
Campbell Avenue @ Page Street Traffic Signal	60,000	-	-	-	-	60,000
Harriet Avenue Sidewalks	-	1,000,000	-	-	-	1,000,000
Police In-Car Video System	70,000	-	-	-	-	70,000
JDM Improvements - Budd - Construction	1,000,000	-	-	-	-	1,000,000
Patrol and SWAT Equipment	75,000	-	-	-	-	75,000
Sub-total	\$ 2,402,450	\$ 2,032,000	\$ 1,032,000	\$ 1,032,000	\$ 1,032,000	\$ 7,530,450

Parkland Dedication						
Project						
Auxiliary Gym Upgrades	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ 54,000
Campbell Park Improvements	-	1,500,000	-	-	-	1,500,000
Community Center Pool Design	-	350,000	-	-	-	350,000
JDM Improvements - Budd - Construction	775,000	25,000	-	-	-	800,000
JDM Improvements - Rincon	-	-	46,000	385,000	-	431,000
JDM Rincon Recreational Bldg. Assessment	-	50,000	-	-	-	50,000
Los Gatos Creek Trail Feasibility Study	-	100,000	-	-	-	100,000
Virginia Park Improvements	-	70,000	250,000	-	-	320,000
Sub-total	\$ 829,000	\$ 2,095,000	\$ 296,000	\$ 385,000	\$ -	\$ 3,605,000

Vehicle Impact Fees - Building Permits						
Project						
Annual Street Maintenance	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Sub-total	\$ 300,000	\$ 1,500,000				

Vehicle Impact Fees -Garbage						
Project						
Annual Street Maintenance	\$ 477,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 2,385,000
Sub-total	\$ 477,000	\$ 2,385,000				

GRAND TOTAL	\$ 5,805,450	\$ 6,289,000	\$ 3,490,000	\$ 3,429,000	\$ 2,834,000	\$ 21,847,450
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**CITY OF CAMPBELL
CAPITAL BUDGET - Summary of Exhibits
PROGRAM : CAPITAL PROJECTS**

**EXHIBIT A
435.950**

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
Employee Services (Exhibit B)	\$ 359,500	\$ 563,658	\$ 1,374,136	\$ 367,000
Supplies, Services & Capital Outlay (Exhibit C)	4,151,246	5,241,216	10,234,061	5,438,450
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	4,510,746	5,804,874	11,608,197	5,805,450
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 4,510,746	\$ 5,804,874	\$ 11,608,197	\$ 5,805,450

FUNDING SOURCE(s)

City Funding	\$ 3,010,280	\$ 4,645,643	\$ 6,760,662	\$ 2,848,000
Government Grants	1,843,718	1,109,218	4,577,259	2,897,450
Private Funding	50,669	50,013	270,276	60,000
Funding Source Total	\$ 4,904,667	\$ 5,804,874	\$ 11,608,197	\$ 5,805,450

REVENUE DETAIL

Description	Fund				
Capital Improvement Reserve	101	\$ 1,684,318	\$ 2,020,382	\$ 3,569,246	\$ 997,000
Construction Tax Reserve	101	75,000	286,027	380,834	100,000
Civic Center Master Plan	101	-	27,024	13,612	
Vehicle Impact Fees	202	464,235	1,211,407	1,435,821	777,000
Environmental Services	209	72,465	-	231,166	145,000
Parkland Dedication Reserve	295	624,960	990,105	1,042,979	829,000
Information Technologies Pool Fund	647	89,302	110,698	-	-
Traffic Fees	101	-	-	87,004	-
City Funding		\$ 3,010,280	\$ 4,645,643	\$ 6,760,662	\$ 2,848,000
Gas Tax Fund	204	\$ -	\$ 250,535	\$ 945,000	\$ 700,000
State/Local Agency Funding	212	723,378	304,663	2,763,000	2,177,450
TDA Grant	216	163,091	20	452,019	20,000
Federal Funding	218	957,249	554,000	417,240	-
Government Grants		\$ 1,843,718	\$ 1,109,218	\$ 4,577,259	\$ 2,897,450
Private Revenue	435	\$ 50,669	\$ 50,013	\$ 270,276	\$ 60,000
Private Funding		\$ 50,669	\$ 50,013	\$ 270,276	\$ 60,000
TOTAL FUNDING SOURCES		\$ 4,904,667	\$ 5,804,874	\$ 11,608,197	\$ 5,805,450

CITY OF CAMPBELL
 CAPITAL BUDGET - Employee Services
 PROGRAM : CAPITAL PROJECTS

EXHIBIT B
 435.950

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7130 Project Salary & Benefits (Reimb. Dept Chgs)	\$ 359,500	\$ 563,658	\$ 1,374,136	\$ 367,000
Total Employee Services	\$ 359,500	\$ 563,658	\$ 1,374,136	\$ 367,000

CITY OF CAMPBELL
 CAPITAL BUDGET - Supplies & Services Summary
 PROGRAM : CAPITAL PROJECTS

EXHIBIT C
 435.950

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Amended	FY 2020 Adopted
7424 Office Expense	\$ -	\$ -	\$ -	\$ -
7430 Professional & Specialized Services	282,559	345,628	1,301,286	480,000
7432 Other Contractual Services	-	-	-	-
7880 Land	-	-	-	-
7881 Right of Way	-	-	-	-
7882 Buildings	-	-	-	-
7883 Improvements	3,583,725	4,123,490	7,502,974	4,629,450
7884 Machinery & Equipment	284,962	772,097	1,429,799	329,000
Total Supplies, Services & Capital Outlay	\$ 4,151,246	\$ 5,241,215	\$ 10,234,059	\$ 5,438,450

**CIP Cash Flow Analysis
FY 19-20 Through FY 23-24**

CIPR - Designated Fund Balance - Fund 101

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total FY 20-24
Designated CIP Fund Balance--July 1	\$ 1,330,330	\$ 618,330	\$ 418,330	\$ 118,330	\$ 68,330	\$ 1,330,330
Add Projected Revenues:						
CIPR Financial Policy Transfer (\$1.5M/yr Target)	351,000	351,000	351,000	351,000	351,000	1,755,000
Total Projected Resources	351,000	351,000	351,000	351,000	351,000	1,755,000
Less Projected Expenditures:						
Five Year CIP Proposed	997,000	485,000	585,000	335,000	225,000	2,627,000
Two Year Approved Postions	-	-	-	-	-	-
Oper. & Capital Budget Adj.	66,000	66,000	66,000	66,000	66,000	330,000
Sub-Total Expenditures	1,063,000	551,000	651,000	401,000	291,000	2,957,000
Projected Available Fund Balance	\$ 618,330	\$ 418,330	\$ 118,330	\$ 68,330	\$ 128,330	\$ 128,330

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

ADA Transition Plan	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 150,000
Annual Street Maintenance	200,000	200,000	200,000	200,000	200,000	1,000,000
Campbell Ave / Leigh Ave Safety Improvements	-	-	-	-	-	-
Campbell Ave. / Page St. Signal	257,000	-	-	-	-	257,000
Downtown Pedestrian Improvements	-	-	-	-	-	-
East Campbell Avenue Plan Line	-	-	-	-	-	-
Harriet Avenue Sidewalks	205,000	150,000	-	-	-	355,000
Harriet Avenue Traffic Calming	-	-	-	-	-	-
Mobile Command Center (Mobile EOC)	-	-	300,000	-	-	300,000
Parking Guidance System	200,000	-	-	-	-	200,000
Sidewalk / Curb and Gutter Improvements	25,000	25,000	25,000	25,000	25,000	125,000
Traffic & Street Sign Replacement	60,000	60,000	60,000	60,000	-	240,000
Totals	\$ 997,000	\$ 485,000	\$ 585,000	\$ 335,000	\$ 225,000	\$ 2,627,000

Construction Tax - Designated Fund Balance - Fund 101

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total FY 20-24
Designated Fund Balance--July 1	\$ 119,634	\$ 99,634	\$ 29,634	\$ 9,634	\$ (60,366)	\$ 119,634
Add Projected Revenues:						
Construction Tax	80,000	80,000	80,000	80,000	80,000	400,000
Total Projected Revenues	80,000	80,000	80,000	80,000	80,000	400,000
Less Projected Expenditures:						
Five Year CIP Proposed	100,000	150,000	100,000	150,000	100,000	600,000
Sub-Total Expenditures	100,000	150,000	100,000	150,000	100,000	600,000
Projected Fund Balance Designation	\$ 99,634	\$ 29,634	\$ 9,634	\$ (60,366)	\$ (80,366)	\$ (80,366)

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Accessibility Ramps	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Bike, Ped and Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
JDM Pathway Reconstruction	-	-	-	-	-	-
Sidewalk / Curb and Gutter Improvements	75,000	75,000	75,000	75,000	75,000	375,000
Traffic Calming	-	-	-	-	-	-
Totals	\$ 100,000	\$ 150,000	\$ 100,000	\$ 150,000	\$ 100,000	\$ 600,000

**CIP Cash Flow Analysis
FY 19-20 Through FY 23-24**

Environmental Services - Storm Drain Fund Balance - Fund 209

	FY 19-20	FY 20-21	FY 21-22	FY 23-24	FY 22-24	Total FY 20-24
Available Reserve--July 1	\$ 100,532	\$ 121,032	\$ 91,532	\$ 112,032	\$ 82,532	\$ 100,532
Add Projected Revenues:						
Storm Drain Fees	20,000	20,000	20,000	20,000	20,000	100,000
Environmental Services Fund	-	-	-	-	-	-
Investment income	500	500	500	500	500	2,500
Total Projected Revenues	20,500	20,500	20,500	20,500	20,500	102,500
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	\$ 121,032	\$ 91,532	\$ 112,032	\$ 82,532	\$ 103,032	\$ 103,032

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Misc Storm Drain Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Totals	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000

Grants/Private - Fund Balance - Funds 212, 216, 218, 435

	FY 19-20	FY 20-21	FY 21-22	FY 23-24	FY 22-24	Total FY 20-24
Fund Balance--July 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add Projected Revenues:						
Federal Grants (SLESF, HSIP)	145,000	-	-	-	-	145,000
State Grant (VERBS, CalRecycle)	165,450	1,000,000	-	-	-	1,165,450
Local Grants (SCC VLF, SCC AIPG, MTC,VTA)	1,215,000	215,000	215,000	215,000	215,000	2,075,000
Measure B (SCC)	797,000	797,000	797,000	797,000	797,000	3,985,000
TDA Grants (Fund 216)	20,000	20,000	20,000	20,000	20,000	100,000
Cresleigh Homes	60,000	-	-	-	-	60,000
Total Projected Revenues	2,402,450	2,032,000	1,032,000	1,032,000	1,032,000	7,530,450
Less Projected Expenditures:						
Five Year CIP Proposed	2,402,450	2,032,000	1,032,000	1,032,000	1,032,000	7,530,450
Sub-Total Expenditures	2,402,450	2,032,000	1,032,000	1,032,000	1,032,000	7,530,450
Projected Available Fund Balance	\$ -					

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Annual Street Maintenance	\$ 1,177,450	\$ 1,012,000	\$ 1,012,000	\$ 1,012,000	\$ 1,012,000	\$ 5,225,450
Bike / Ped and Traffic Safety Improvements	20,000	20,000	20,000	20,000	20,000	100,000
Campbell Ave. / Page St. Signal	60,000	-	-	-	-	60,000
Harriet Avenue Sidewalks	-	1,000,000	-	-	-	1,000,000
Harriet Avenue Traffic Calming	-	-	-	-	-	-
In-Car Video System	70,000	-	-	-	-	70,000
JDM Improvements - Budd	1,000,000	-	-	-	-	1,000,000
Citywide ITS	-	-	-	-	-	-
Patrol and SWAT Sniper Rifles	75,000	-	-	-	-	75,000
Service Yard Materials Storage	-	-	-	-	-	-
Service Center Portable Building Replacement	-	-	-	-	-	-
Totals	\$ 2,402,450	\$ 2,032,000	\$ 1,032,000	\$ 1,032,000	\$ 1,032,000	\$ 7,530,450

**CIP Cash Flow Analysis
FY 19-20 Through FY 23-24**

Gas Tax (SB1 funds only) - Fund Balance - Fund 204

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total FY 20-24
Available Reserve--July 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add Projected Revenues:						
State SB 1 Proceeds	700,000	700,000	700,000	700,000	700,000	3,500,000
Total Projected Revenues	700,000	700,000	700,000	700,000	700,000	3,500,000
Less Projected Expenditures:						
Five Year CIP Proposed	700,000	700,000	700,000	700,000	700,000	3,500,000
Sub-Total Expenditures	700,000	700,000	700,000	700,000	700,000	3,500,000
Projected Available Fund Balance	\$ -					

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Annual Street Maintenance	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,500,000
Totals	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,500,000

Vehicle Impact - Fund Balance - Fund 202

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total FY 20-24
Available Reserve--July 1	\$ 512,730	\$ 512,980	\$ 513,230	\$ 513,480	\$ 513,730	\$ 512,730
Add Projected Revenues:						
Vehicle Impact Fees	300,000	300,000	300,000	300,000	300,000	1,500,000
Solid Waste Vehicle Impact Fees	477,000	477,000	477,000	477,000	477,000	2,385,000
Investment income	250	250	250	250	250	1,250
Total Projected Revenues	777,250	777,250	777,250	777,250	777,250	3,886,250
Less Projected Expenditures:						
Five Yr. CIP Proposed	777,000	777,000	777,000	777,000	777,000	3,885,000
Sub-Total Expenditures	777,000	777,000	777,000	777,000	777,000	3,885,000
Projected Available Fund Balance	\$ 512,980	\$ 513,230	\$ 513,480	\$ 513,730	\$ 513,980	\$ 513,730

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Annual Street Maintenance - Garbage Fees	\$ 477,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 2,385,000
Annual Street Maintenance - Permit Fees	300,000	300,000	300,000	300,000	300,000	1,500,000
Totals	\$ 777,000	\$ 777,000	\$ 777,000	\$ 777,000	\$ 777,000	\$ 3,885,000

Parkland Dedication - Undesignated Fund Balance - Fund 295

	FY 19-20	FY 20-21	FY 21-22	FY 23-23	FY 22-24	Total FY 20-24
Cash - Liabilities Balance--July 1	\$ 4,291,335	\$ 3,948,162	\$ 2,332,125	\$ 2,482,768	\$ 2,547,423	\$ 4,291,335
Add: Projected Revenues:						
Investment Income	85,827	78,963	46,643	49,655	50,948	312,036
Parkland Ded. Fees	400,000	400,000	400,000	400,000	400,000	2,000,000
Total Projected Revenues	485,827	478,963	446,643	449,655	450,948	2,312,036
Less Projected Expenditures:						
Five Year CIP Proposed	829,000	2,095,000	296,000	385,000	-	3,605,000
Sub-Total Expenditures	829,000	2,095,000	296,000	385,000	-	3,605,000



CAPITAL PROJECT

PROJECT #:	XX	NEW PROJECT:	
PROGRAM #:	730	ADD'L APPROP:	X
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Parks and Open Space		

PROJECT TITLE: Campbell Park Improvements

PROJECT DESCRIPTION

This project will renovate and expand amenities at Campbell Park to address aged play equipment and under capacity restrooms. New equipment and surfacing will comply with the latest playground equipment safety standards.

Funding for design began in FY16-17 and continued through FY17-18. This CIP provides funding for construction.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

ALTERNATIVES

1. Do not move forward with improvements - repair elements as needed.

SOURCE OF FUNDING

	Park Fees						TOTAL
2019/20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020/21	\$ 1,500,000						1,500,000
2021/22							-
2022/23							-
2023/24							-
TOTAL	\$ 1,500,000	\$ -	\$ 1,500,000				

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: XX
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks and Open Space

PROJECT TITLE: Campbell Park Improvements

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		100,000				\$ 100,000
Construction		1,300,000				\$ 1,300,000
City Staff		100,000				\$ 100,000
Equipment						\$ -
TOTAL	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
Staff Hours	-	1,000	-	-	-	1,000

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2019/20				2020/21				2021/22				2022/23				2023/24				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design	X	X	X	X																	
Bids Received					X																
Bid Award						X															
Construction						X	X	X													

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	XX	NEW PROJECT:	
PROGRAM #:	730	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	15 years
CATEGORY:	Parks and Open Space		

PROJECT TITLE: John D. Morgan (JDM) Park Improvements - Rincon Ave.

PROJECT DESCRIPTION

This project will enhance and expand amenities located on the north end of John D. Morgan Park, near Rincon Avenue. In FY 2021-22, the project will provide the design and reconstruction of the playgrounds to increase play value that includes a new play structure and surface treatments. Other amenities will be determined as needed upon completion of the conceptual design phase.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

ALTERNATIVES

1. Do not move forward with improvements, repair as elements fail and pose a safety issue.

SOURCE OF FUNDING

	Park Fees						TOTAL
2019/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020/21							-
2021/22	46,000						46,000
2022/23	385,000						385,000
2023/24							-
TOTAL	\$ 431,000	\$ -	\$ 431,000				

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: XX
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks and Open Space

PROJECT TITLE: John D. Morgan (JDM) Park Improvements - Rincon Ave.

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services			23,000			23,000
Construction				350,000		350,000
City Staff			23,000	35,000	-	58,000
Equipment						-
TOTAL	\$ -	\$ -	\$ 46,000	\$ 385,000	\$ -	\$ 431,000
Staff Hours	-	-				-

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2019/20				2020/21				2021/22				2022/23				2023/24			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design									X	X	X									
Bids Received												X								
Bid Award													X							
Construction														X	X	X				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:		NEW PROJECT:	X
PROGRAM #:	604	ADD'L APPROP:	
DEPARTMENT:	Police	USEFUL LIFE:	20 yrs
CATEGORY:	Equipment		

PROJECT TITLE: Mobile Command Center / Mobile EOC

PROJECT DESCRIPTION

The current Mobile Operations Center (MOC) was purchased with CIPR funds in 2002 and is past its life expectancy. The MOC is in need of major repairs and upgrades and, due to its age, it is not worth putting additional funds into repairing it.

The MOC is a 27 foot trailer which must be towed by a separate vehicle. This vehicle, (a Ford F550) is also in need of replacement and past its life span. The MOC originally cost \$100,000 and the vehicle to tow it was over \$60,000.

The current MOC also functions as a Mobile Emergency Operations Center (MEOC). Its primary purpose is to act as a mobile command and communications center for the SWAT and Crisis Negotiations Team (CNT) when we have a critical incident. This piece of equipment is vital to assist the police department in these crisis situations. Additionally, the MOC/MEOC serves as a backup in a disaster should the primary EOC not be able to be inhabited.

This project would create a state-of-the-art, fully self-contained, Mobile Emergency Operations Center (MEOC), which would also serve as a Mobile Operations Center (MOC) for the Police Department to use during critical incidents. It will contain modern communications equipment that would be used for directing long term disaster response, as well as limited duration field incidents.

Features of the unit would include a 3 to 4 position communications area, a multi-use conference type area, restroom facilities, a small kitchen area, and adequate storage space. It will have both cellular and landline telephone capabilities, equipment to monitor both cable and satellite television programming, an internal computer network as well as Mobile Data Terminal (MDT) to allow for police dispatching, and a two way multi-band radio system allowing for interoperable communications.

A modern MOC/MEOC should be a fully self-contained capable of being driven by any member of the Police Department. We have found that setup and maneuvering a fully self-contained vehicle is much faster, safer, and requires no special skills to maneuver. Currently, the MEOC/MOC can only be deployed by those specially trained in towing/maneuvering large trailers and its special set up procedure (all of which reduces the number of people who can operate this equipment).

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

4.1 An improved feeling of safety within the community

4.5 An effective emergency preparedness program

8.2. Clear and effective communication between the City organization and the Campbell Community.

ALTERNATIVES

We could continue to use the current MEOC and look into the cost of replacing critical computer and communications equipment and address the structural deficiencies. This is not recommended since the MEOC is at the end of its dependable life expectancy.

SOURCE OF FUNDING

	CIPR						TOTAL
2019/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020/21							-
2021/22	300,000						300,000
2022/23							-
2023/24							-
TOTAL	\$ 300,000	\$ -	\$ 300,000				

PROJECT MANAGER: Joe Cefalu, Police Captain

CAPITAL PROJECT

PROJECT #:	XX	NEW PROJECT:	X
PROGRAM #:	730	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Parks and Open Space		

PROJECT TITLE: Virginia Park Improvements

PROJECT DESCRIPTION

This project will enhance and expand amenities located at Virginia Park and will include the design and reconstruction of the playgrounds to increase play value that includes a new play structure and surface treatment. Other amenities will be determined as needed upon completion of the conceptual design phase.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

ALTERNATIVES

1. Do not move forward with improvements - repair elements as needed.

SOURCE OF FUNDING

	Park Fees						TOTAL
2019/20			\$ -	\$ -	\$ -	\$ -	\$ -
2020/21	\$ 70,000						\$ 70,000
2021/22	\$ 250,000						\$ 250,000
2022/23							-
2023/24							-
TOTAL	\$ 320,000	\$ -	\$ 320,000				

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: XX
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks and Open Space

PROJECT TITLE: Virginia Park Improvements

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		\$ 20,000				\$ 20,000
Construction			\$ 200,000			\$ 200,000
City Staff		\$ 50,000	\$ 50,000			\$ 100,000
Equipment						\$ -
TOTAL	\$ -	\$ 70,000	\$ 250,000	\$ -	\$ -	\$ 320,000
Staff Hours	-	500	500	-	-	1,000

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2019/20				2020/21				2021/22				2022/23				2023/24			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design					X	X	X													
Bids Received								X												
Bid Award									X											
Construction										X	X	X								

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: 19-BB
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Public Facility - Buildings

PROJECT TITLE: ADA Transition Plan Improvements

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	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	70	70		70		210

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2019/20				2020/21				2021/22				2022/23				2023/24				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design	X				X								X								
Bids Received		X				X								X							
Bid Award		X				X								X							
Construction			X	X			X	X							X	X					

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

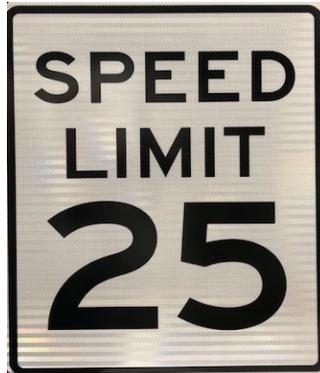
CAPITAL PROJECT

PROJECT #:	19-KK	NEW PROJECT:	X
PROGRAM #:	204	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	8 Years
CATEGORY:	Streets & Signals		

PROJECT TITLE: Traffic & Street Sign Replacement

PROJECT DESCRIPTION

A multi-year project to bring the City's Traffic and Street Name signs into mandatory Federal Reflective compliance. It is estimated that 60% of the City's signs do not meet the current federal guidelines.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 4.4 - a reduced number of traffic accidents and associated injuries.

ALTERNATIVES

1. Increase the annual funding to complete the Federally Required Compliance Project earlier
2. Fund at a reduced amount through the operating budget

Source of Funding

	CIPR						TOTAL
2019/20	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
2020/21	\$ 60,000						\$ 60,000
2021/22	\$ 60,000						\$ 60,000
2022/23	\$ 60,000						\$ 60,000
2023/24							\$ -
TOTAL	\$ 240,000	\$ -	\$ 240,000				

PROJECT MANAGER: Ron Taormina, Street Maintenance Field Supervisor

CAPITAL PROJECT

PROJECT #: 19-KK
PROGRAM #: 204
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Traffic & Street Sign Replacement

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						\$ -
Construction	45,000	45,000	45,000	45,000		\$ 180,000.00
City Staff	5,000	5,000	5,000	5,000		\$ 20,000.00
Equipment	10,000	10,000	10,000	10,000		\$ 40,000.00
TOTAL	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ 240,000.00
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2019/20				2020/21				2021/22				2022/23				2023/24			
	Q1	Q2	Q3	Q4																
Acquisition	x				x				x				x							
Design																				
Bids Received	x				x				x				x							
Bid Award	x				x				x				x							
Construction		x	x	x		x	x	x		x	x	x		x	x	x				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	19-LL	NEW PROJECT:	
PROGRAM #:	730	ADD'L APPROP:	X
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Streets		

PROJECT TITLE: Sidewalk, Curb, & Gutter Improvements

PROJECT DESCRIPTION

This annual project proposes to replace newly damaged sidewalks that are identified for replacement or grinding. The City uses concrete and no longer uses asphalt as sidewalk replacement material when removing sections of sidewalk. Sidewalk grinds are performed on raised sidewalks where the sidewalk deflection is less than 1 and 1/2 inches. Curb and gutters are replaced in kind when the damaged or raised curb and gutter prohibits safe pedestrian access to travel ways. These locations are typically at intersections or in front of crosswalks. Curb and gutter water flow issues are not a criteria for replacement under this ongoing maintenance project proposal.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Strategic Plan Objective 3.1 - Safe residential neighborhoods. Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Continue to replace damaged sidewalk with asphalt.
2. Do not replace any curb and gutter.

SOURCE OF FUNDING

	Const. Tax	CIPR					TOTAL
2019/20	\$ 75,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
2020/21	75,000	25,000					100,000
2021/22	75,000	25,000					100,000
2022/23	75,000	25,000					100,000
2023/24	75,000	25,000					100,000
TOTAL	\$ 375,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

PROJECT MANAGER: Alex Mordwinow, Public Works Superintendent

CAPITAL PROJECT

PROJECT #: 19-LL
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets

PROJECT TITLE: Sidewalk, Curb, & Gutter Improvements

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	100,000	100,000	100,000	100,000	100,000	500,000
City Staff						-
Equipment						-
TOTAL	\$ 100,000	\$ 500,000				
Staff Hours						

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2019/20				2020/21				2021/22				2022/23				2023/24			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received	X				X				X				X				X			
Bid Award		X				X				X				X				X		
Construction		X	X	X		X	X	X		X	X	X		X	X	X		X	X	X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	20-AA	NEW PROJECT:	X
PROGRAM #:	527	ADD'L APPROP:	
DEPARTMENT:	Recreation	USEFUL LIFE:	20 years
CATEGORY:	Community Center		

PROJECT TITLE: Auxiliary Gym Upgrades

PROJECT DESCRIPTION

The Auxiliary Gym was last renovated in 1994. This space is regularly used for City sponsored youth and adult sports programs, and it is rented out to the public groups wishing to host basketball or volleyball practice, games, tournaments etc. The Gym is used every day that the Community Center is open. The space is in need of new paint, floor refinishing and restriping, new basketball backboards (including hoops), a new scoreboard (including controler system), portable benches for team use, and protective padding on the walls.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Strategic Plan elements and objectives 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

SOURCE OF FUNDING

	Parkland Ded.						TOTAL
2019/20	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,000
2020/21							-
2021/22							-
2022/23							-
2023/24							-
TOTAL	\$ 54,000	\$ -	\$ 54,000				

PROJECT MANAGER: Lauren Merriman/Tim Watson

CAPITAL PROJECT

PROJECT #: 20-AA
PROGRAM #: 527
DEPARTMENT: Recreation
CATEGORY: Community Center

PROJECT TITLE: Campbell Community Center Auxiliary Gym Updates

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/24	2023/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	30,000		-			30,000
Construction						-
City Staff		-				-
Equipment	24,000					24,000
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 54,000
Staff Hours	-	-				-

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/24	2023/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2019/20				2020/21				2021/22				2022/23				2023/24				
	Q1	Q2	Q3	Q4																	
Acquisition	X																				
Design	X																				
Bids Received	X																				
Bid Award	X	X																			
Construction		X	X																		

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	20-BB	NEW PROJECT:	X
PROGRAM #:	730	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	15 years
CATEGORY:	Streets and Signal		

PROJECT TITLE: Annual Street Maintenance

PROJECT DESCRIPTION

This project is for annual street maintenance per the City's Pavement Management Program. Funding allocations in CIP FY18, FY19, and FY20 are dedicated to the Winchester Boulevard Resurfacing Project which will provide pavement treatments along Winchester Boulevard from the northern to southern city limits.

In addition to the Capital Improvement Program Reserve (CIPR), other anticipated funding sources are the City's Vehicle Impact Fee (separate allocations from construction and solid waste collection vehicles), Santa Clara County Vehicle Registration Fee (VRF), State SB1 - Road Maintenance and Rehabilitation Account (RMRA), Santa Clara County Measure B, and one-time grants (One Bay Area and CalRecycle). A maintenance of effort is required for cities to receive Measure B and RMRA funds. The City must maintain an annual expenditure of \$917,000 in general fund monies which are satisfied through the use of CIPR and Vehicle Impact Fees.



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. Reduce the project limits resulting in decreased Pavement Condition Index (PCI).

SOURCE OF FUNDING

	CIPR	VIF (Building)	VIF (Garbage)	VRF	Grant Measure B	State Funding (SB 1)	State Funding (CalRecycle)	TOTAL
2019/20	\$ 200,000	\$ 300,000	\$ 477,000	\$ 215,000	\$ 797,000	\$ 700,000	\$ 165,450	\$ 2,854,450
2020/21	\$ 200,000	\$ 300,000	\$ 477,000	\$ 215,000	\$ 797,000	\$ 700,000		\$ 2,689,000
2021/22	\$ 200,000	\$ 300,000	\$ 477,000	\$ 215,000	\$ 797,000	\$ 700,000		\$ 2,689,000
2022/23	\$ 200,000	\$ 300,000	\$ 477,000	\$ 215,000	\$ 797,000	\$ 700,000		\$ 2,689,000
2023/24	\$ 200,000	\$ 300,000	\$ 477,000	\$ 215,000	\$ 797,000	\$ 700,000		\$ 2,689,000
TOTAL	\$ 1,000,000	\$ 1,500,000	\$ 2,385,000	\$ 1,075,000	\$ 3,985,000	\$ 3,500,000	\$ 165,450	\$ 13,610,450

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 20-BB
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets and Signals

PROJECT TITLE: Annual Street Maintenance

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 120,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 320,000
Construction	\$ 2,464,450	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000	\$ 11,664,450
City Staff	\$ 270,000	\$ 339,000	\$ 339,000	\$ 339,000	\$ 339,000	\$ 1,626,000
Equipment						\$ -
TOTAL	\$ 2,854,450	\$ 2,689,000	\$ 2,689,000	\$ 2,689,000	\$ 2,689,000	\$ 13,610,450
Staff Hours	2,700	3,390	3,390	3,390	3,390	16,260

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2019/20				2020/21				2021/22				2022/23				2023/24			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design					X	X			X	X			X	X			X	X		
Bids Received							X				X				X				X	
Bid Award	X							X				X				X				X
Construction		X	X	X				X	X			X	X			X	X			X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	20-CC	NEW PROJECT:	
PROGRAM #:	435	ADD'L APPROP:	X
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Streets & Signals		

PROJECT TITLE: Bike/Pedestrian and Traffic Safety Improvements

PROJECT DESCRIPTION

This annual project provides minor improvements to streets and signals to increase safety as deemed necessary by the City's Traffic Engineer and City Engineer. This project also constructs Class II bike lanes, sidewalks, paths, and other improvements to enhance pedestrian and bicyclist safety on City streets. The Transportation Development Act (TDA) funds represent the majority of the project funding.

Allocation of the FY 2018-19 TDA funds of \$20,000 is being allocated to the Campbell Downtown Pedestrian Improvements RRFB and Bike Box Project.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Allow the current conditions to remain.
2. Submit each minor project/improvement to the City Council for approval.

SOURCE OF FUNDING

	Const. Tax	Grant					TOTAL
2019/20	\$ 25,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
2020/21	25,000	20,000					45,000
2021/22	25,000	20,000					45,000
2022/23	25,000	20,000					45,000
2023/24	25,000	20,000					45,000
TOTAL	\$ 125,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

PROJECT MANAGER: Matthew Jue, Traffic Engineer

CAPITAL PROJECT

PROJECT #: 20-CC
PROGRAM #: 435
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Bike/Pedestrian and Traffic Safety Improvements

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	40,000	40,000	40,000	40,000	40,000	200,000
City Staff	5,000	5,000	5,000	5,000	5,000	25,000
Equipment						-
TOTAL	\$ 45,000	\$ 225,000				
Staff Hours	60	60	60	60	60	300

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/2023			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
Acquisition																				
Design	X				X				X				X				X			
Bids Received		X				X				X				X				X		
Bid Award			X				X				X				X				X	
Construction			X	X		X	X			X	X			X	X			X	X	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	20-DD	NEW PROJECT:	X
PROGRAM #:	730	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Public Facilities		

PROJECT TITLE: Campbell Avenue @ Page Street Traffic Signal

PROJECT DESCRIPTION

This project will signalize the intersection of East Campbell Avenue and Page Street by having the Cresleigh Homes Development Project build the Traffic Signal as part of their project, with advance funding from the City and contributions taken from other recent development projects. The City has already collected \$60,000 from the St. Anton project, and has conditioned the Pruneyard Office Building project to contribute another \$85,000 towards this traffic signal. The Cresleigh Homes project would be required to contribute \$187,000 and the future redevelopment of the Greylands site would be required to contribute the remaining \$173,000. At this time, the only available funds are the St. Anton contribution of \$60,000 and the Cresleigh share of \$187,000. This CIP project would have the City front the remaining \$257,000 until that time that the Pruneyard and Greylands developments are required to reimburse the City.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles, and Objective 3.4 - Streets that are safe, clean, and well maintained.

ALTERNATIVES

1. Delay construction of the traffic signal to a future date and take a contribution from Cresleigh.

SOURCE OF FUNDING

	CIPR	Private					TOTAL
2019/20	\$ 257,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 317,000
2020/21							-
2021/22							-
2022/23							-
2023/24							-
TOTAL	\$ 257,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 317,000

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 20-DD
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Public Works

PROJECT TITLE: Campbell Avenue @ Page Street Traffic Signal

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/24	2023/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						\$ -
Construction	317,000					\$ 317,000
City Staff						\$ -
Equipment						\$ -
TOTAL	\$ 317,000	\$ -	\$ -	\$ -	\$ -	\$ 317,000
Staff Hours	-	-	-	-	-	-

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/24	2023/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2019/20				2020/21				2021/22				2022/23				2023/24			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received																				
Bid Award																				
Construction			X	X																

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: 20-EE **NEW PROJECT:** X
PROGRAM #: 730 **ADD'L APPROP:**
DEPARTMENT: Public Works **USEFUL LIFE:** 20 years
CATEGORY: Public Facility - Buildings

PROJECT TITLE: Parking Guidance Systems for City Garages

PROJECT DESCRIPTION

The City's Downtown parking garages have no parking guidance system. This project would guide drivers to available parking spaces in real-time by communicating parking occupancy in each stall. With the use of sensors, directional wayfinding signs installed throughout the parking structures would keep drivers informed resulting in less traffic congestion, stress and pollution for Downtown Campbell visitors, customers and employees.

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 levels.
2. Do not approve project

SOURCE OF FUNDING

	CIPR						TOTAL
2019/20	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2020/21							
2021/22							-
2022/23							-
2023/24							-
TOTAL	\$ 200,000	\$ -	\$ 200,000				

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 20-EE
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Public Facility - Buildings

PROJECT TITLE: Parking Guidance Systems for City Garages

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	50,000					50,000
City Staff						-
Equipment	150,000					150,000
TOTAL	\$ 200,000					\$ 200,000
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2019/20				2020/21				2021/22				2022/23				2023/24				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design			X																		
Bids Received																					
Bid Award																					
Construction				X																	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: 20-FF **NEW PROJECT:** X
PROGRAM #: 605 **ADD'L APPROP:**
DEPARTMENT: Police **USEFUL LIFE:** 5+ years
CATEGORY: Equipment

PROJECT TITLE: Police In-Car Video System

PROJECT DESCRIPTION

The Campbell Police Department was one of the first agencies that acquired in-car video systems in the mid-1990s. Since that time, we have had several different types of systems as technology has improved. Our current system (Digital Ally) downloads videos into a proprietary software that only the Police Department has access to. In recent years, we have received an increasingly large number of requests for videos from the District Attorney's Office. The process for facilitating those requests is rather cumbersome and time consuming for officers. Each time a video is recorded that is associated with a police report, an officer needs to fill out a form and provide it to the Agent on the shift. It is then the Agent's responsibility to go through the proprietary software and manually upload the files into a different system that the District Attorney's Office has access to. This process takes an inordinant amount of time and has caused a backlog based on low staffing levels. The new system (Axon Fleet) that is being requested integrates into the current system that we use for both bodyworn cameras and holding room cameras. The system automatically correlates videos to case numbers and uploads the videos into the Evidence.com system where all our other videos are stored. The District Attorney's Office already has access to this system and it would require no additional staff time to process. As laws change (such as AB1421), the Police Department is expecting to receive increased numbers of requests for videos from both the District Attorney's Office and our community members. While this project will not reduce our operating budget, it will result in approximately .5 FTE (Police Agent) of staff time that we currently devote to discovery requests.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

- 2.3 Effective City services at appropriate service levels, using resources in the most cost effective manner.
- 4.1 An improved feeling of safety within the community.
- 4.4 An effective working relationship with other governmental and social agencies that enables the City to attack the cause of crime.

ALTERNATIVES

Continue using the current in-car camera system and utilize staff time for discovery requests. This would not be recommended since the cost of staff time far outweighs the cost of the equipment and storage.

SOURCE OF FUNDING

	Grant						TOTAL
2019/20	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
2020/21							-
2021/22							-
2022/23							-
2023/24							-
TOTAL	\$ 70,000	\$ -	\$ 70,000				

PROJECT MANAGER: Gary Berg, Police Captain

CAPITAL PROJECT

PROJECT #: 20-FF
PROGRAM #: 605
DEPARTMENT: Police
CATEGORY: Equipment

PROJECT TITLE: Police In-Car Video System

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/24	2023/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services			-			-
Construction						-
City Staff		-				-
Equipment	70,000					70,000
TOTAL	\$ 70,000			\$ -	\$ -	\$ 70,000
Staff Hours	40					40

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/24	2023/23	TOTAL
Personnel	\$ -					
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2019/20				2020/21				2021/22				2022/23				2023/24				
	Q1	Q2	Q3	Q4																	
Acquisition	X																				
Design																					
Bids Received	X																				
Bid Award	X																				
Construction																					

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	20-GG	NEW PROJECT:	X
PROGRAM #:	435	ADD'L APPROP:	X
DEPARTMENT:	Public Works	USEFUL LIFE:	20 Years
CATEGORY:	Streets & Signals		

PROJECT TITLE: Harriet Avenue Sidewalks

PROJECT DESCRIPTION

This project will design and construct sidewalks where there are gaps on the west side of Harriet Avenue between Westmont Avenue and Van Dusen Lane. The project will also install shared lane markings ("sharrows") in both directions of Harriet Avenue.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objectives 3.1 - Safe residential neighborhoods and 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Allow current conditions to remain.

SOURCE OF FUNDING

	CIPR	Grant VERBS					TOTAL
2019/20	\$ 205,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,000
2020/21	\$ 150,000	\$ 1,000,000					1,150,000
2021/22							-
2022/23							-
2023/24							-
TOTAL	\$ 355,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,355,000

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 20-GG
PROGRAM #: 435
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Harriet Avenue Sidewalks

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	150,000		-			150,000
Construction		1,000,000				1,000,000
City Staff	55,000	150,000				205,000
Equipment						-
TOTAL	\$ 205,000	\$ 1,150,000	\$ -	\$ -	\$ -	\$ 1,355,000
Staff Hours	550	1,500				2,050

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2019/20				2020/21				2021/22				2022/23				2023/24				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design	X	X	X	X	X																
Bids Received								X													
Bid Award								X													
Construction									X	X	X	X									

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	20-HH	NEW PROJECT:	X
PROGRAM #:	604	ADD'L APPROP:	
DEPARTMENT:	Police	USEFUL LIFE:	15 yrs
CATEGORY:	Equipment		

PROJECT TITLE: Patrol and SWAT Equipment Replacement

PROJECT DESCRIPTION

After several critical incidents in California in the late 1980's and early 1990's where law enforcement found themselves without sufficient firepower to stop a significant hostile threat (Hollywood Bank Shootout, 101 California St.), we realized the need to have a longer range weapon capable of delivering precise shots with the ability to stop a hostile threat by someone with who possess equal firepower. In the very early 1990's, the Police Department issued each police officer a patrol rifle (AR15) after they successfully completed a POST mandated training course. Over the last three decades, these firearms have become vital to officer safety and critical in a crisis situation, such as an active shooter. The bulk of our current inventory of AR15's are at or near their life expectancy and are in need of replacement. We currently need to replace approximately 30 AR15's with new ones. These firearms are over 15 years old and some are even older (20 years old). This would also include replacement of magazine, slings, and sighting equipment for each firearm. Also, as a part of this project, we need to replace four of our SWAT sniper rifles with new rifles, scopes, and other minor equipment for each firearm. Our current sniper rifles range in age from 18 to 30 years old and have reached the end of their life expectancy as well. The sniper provides crucial officer safety to the SWAT team and is one of the main points of intelligence gathering during a critical incident. These firearms afford us the ability to have the most precise shot taken, should it be necessary, to protect our community and our officers.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

4.1 An improved feeling of safety within the community

ALTERNATIVES

We could continue to use the current firearms and fix them as they become inoperable. This is not recommended since the firearms could break during a critical incident, which could have significant impacts on officer safety and the safety of the community.

SOURCE OF FUNDING

	Grant						TOTAL
2019/20	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
2020/21							-
2021/22							-
2022/23							-
2023/24							-
TOTAL	\$ 75,000	\$ -	\$ 75,000				

PROJECT MANAGER: Joe Cefalu, Police Captain

CAPITAL PROJECT

PROJECT #: 20-HH
PROGRAM #: 604
DEPARTMENT: Police
CATEGORY: Equipment

PROJECT TITLE: Patrol and SWAT Equipment Replacement

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/24	2023/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services			-			-
Construction						-
City Staff		-				-
Equipment	75,000					75,000
TOTAL	\$ 75,000		\$ -	\$ -	\$ -	\$ 75,000
Staff Hours	25					25

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/24	2023/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2019/20				2020/21				2021/22				2022/23				2023/24				
	Q1	Q2	Q3	Q4																	
Acquisition				x																	
Design																					
Bids Received	x																				
Bid Award		x																			
Construction																					

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	20-PP	NEW PROJECT:	X
PROGRAM #:	730	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Parks and Open Space		

PROJECT TITLE: John D. Morgan Park Improvement (Budd) - Construction

PROJECT DESCRIPTION

This project will enhance and expand amenities located on the south end of John D. Morgan Park, near Budd Avenue. CIP FY18 and FY19 previously allocated \$300,000 to this project. The City was awarded \$1,000,000 from the Santa Clara County's All Inclusive Playground Grant in November 2018. Additional funds are needed to provide for the 50% local match and for tasks and items that the All Inclusive Playground Grant does not provide. The project will design and reconstruct the playgrounds to increase play value and features to allow all-inclusive play. Other amenities will be determined upon completion of the conceptual design phase.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

ALTERNATIVES

1. Do not move forward with improvements - repair elements as needed.

SOURCE OF FUNDING

	Park Fees	Grant AIPG					TOTAL
2019/20	\$ 775,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,775,000
2020/21	\$ 25,000						25,000
2021/22							-
2022/23							-
2023/24							-
TOTAL	\$ 800,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 20-PP
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks and Open Space

PROJECT TITLE: John D. Morgan Park Improvement (Budd)

CAPITAL COST DETAIL						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	180,000					180,000
Construction	1,570,000					1,570,000
City Staff	25,000	25,000				50,000
Equipment						-
TOTAL	\$ 1,775,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 1,800,000
Staff Hours	250	250		-		500

OPERATING BUDGET IMPACTS						
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2019/20				2020/21				2021/22				2022/23				2023/24				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design	X	X	X																		
Bids Received				X																	
Bid Award				X																	
Construction					X	X	X	X													

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

FY 2020-2024 CAPITAL IMPROVEMENT PLAN
UNFUNDED PROJECTS--SORTED BY CIP CATEGORY

Streets and Signals

Project	Newly Added	Total	Priority
Campisi Way - South Improvements	\$	300,000	High
Campisi Way - North Sidewalk Improvements		500,000	High
City Gateways		100,000	Medium
Citywide LED Streetlight Conversion		550,000	High
Curb Cuts [Biennial Program]		148,000	Medium
Deferred Street Maintenance [Additional Funds]		16,500,000	High
Hamilton / Grace Avenue Pedestrian Improvements		60,000	Medium
Hamilton / Hwy 17 Southbound Off Ramp Widening		2,000,000	Medium
Median Landscaping [Campbell, Bascom, Hamilton and Harriet Avenues]		2,065,000	Low
Pollard Road/Burrows Avenue Traffic Signals		300,000	Low
Sub-Total		\$ 22,523,000	

Community Center

Project	Newly Added	Total	Priority
Turf Conversion	\$	50,000	Medium
Track Resurfacing		300,000	High
Pool Improvements		5,000,000	Medium
Sub-Total		\$ 5,350,000	

Parks and Open Space

Project	Newly Added	Total	Priority
Future Park Acquisition (4-Acres)	\$	12,000,000	Medium
Los Gatos Creek Trail Extension		3,000,000	Medium
Orchard City Green Safe Zone		75,000	High
San Tomas Creek Trail - Construction Phase	X	\$ 5,300,000	Medium
Sub-Total		\$ 20,375,000	

Public Facility - Building

Project	Newly Added	Total	Priority
Ainsley House Garden Patio	\$	110,000	Medium
City Hall and Police Department Facility Needs		20,000,000	High
Comm. Dev. & Pub. Works Floor Space Imps.	X	250,000	Medium
Museum Warehouse Storage		94,000	Medium
Resurfacing of Public Parking Lots [Downtown, Parks]		150,000	Medium
Service Center Administrative Building Renovation		900,000	Medium
Sub-Total		\$ 21,504,000	

Public Facility - Equipment

Project	Newly Added	Total	Priority
Cablecasting Equipment Upgrade	\$	100,000	Medium
Sub-Total		\$100,000	

Public Facility - Information Technology

Project	Newly Added	Total	Priority
Telephone System Replacement	\$	400,000	High
Sub-Total		\$400,000	

TOTAL UNFUNDED PROJECTS

		Total	
TOTAL		\$ 70,252,000	



RESOLUTION NO. 12465

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL
ADOPTING THE CITY'S OPERATING AND CAPITAL BUDGET
FOR FISCAL YEAR 2019-20 (FY 20)**

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 20, 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;

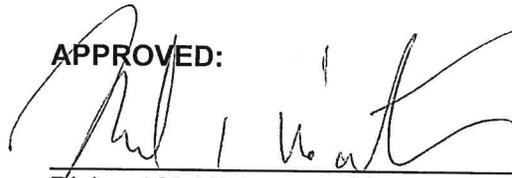
NOW, THEREFORE, BE IT RESOLVED by the City Council that as of July 1, 2019 the amount of \$67,787,677 be fixed as the amount necessary to meet all municipal operating requirements (excluding any further changes resulting from this public hearing and/or any miscellaneous corrections), and that the amount of \$11,550,900 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 \$79,338,577; 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 20 operating and capital budget or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 20 operating and capital budget document; and,

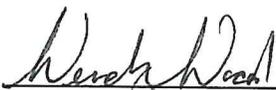
PASSED AND ADOPTED the 18th day of June, 2019, by the following roll call vote:

AYES: Councilmembers: Resnikoff, Bybee, Gibbons, Landry, Waterman
NOES: Councilmembers: None
ABSENT: Councilmembers: None

APPROVED:

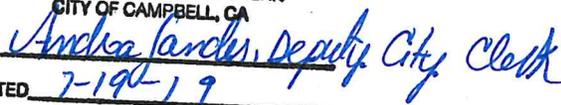

Richard M. Waterman, Mayor

ATTEST:


Wendy Wood, City Clerk

THE FOREGOING INSTRUMENT IS A TRUE
AND CORRECT COPY OF THE ORIGINAL
ON FILE IN THIS OFFICE.

ATTEST: WENDY WOOD, CITY CLERK
CITY OF CAMPBELL, CA

BY  Deputy City Clerk
DATED 7-19-19

RESOLUTION NO. 12466

A Resolution of the Campbell City Council Approving the Proposed Fiscal Years 2020-2024 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 2020-2024 CIP:

1. The proposed CIP is consistent with the City's General Plan, pursuant to §65401 of the State of California Government Code;
2. That the City Council finds the capital projects to be Categorically Exempt under CEQA and that these projects will not have a significant effect on the environment due to their location, cumulative impact or unusual circumstances; and

WHEREAS, based upon the foregoing findings of fact, the City Council further finds and concludes that:

1. The CIP is consistent with the General Plan; and
2. No substantial evidence has been presented from which a reasonable argument could be made that the CIP projects would have a significant adverse impact on the environment.

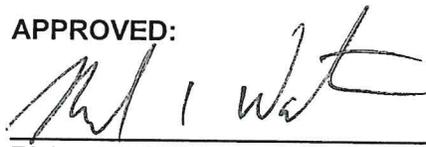
NOW, THEREFORE, BE IT RESOLVED that the City Council finds the proposed CIP to be consistent with the City's General Plan pursuant to §65401 of the State of California Government Code and finds the capital projects to be Categorically Exempt; and,

BE IT FURTHER RESOLVED that the City Council approves the Fiscal Year 2020-2024 Capital Improvement Plan with projects totaling \$21,847,450, including first year appropriations of \$5,805,450 for FY 20.

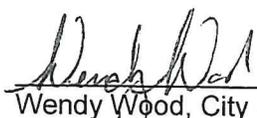
PASSED AND ADOPTED this 18th day of June, 2019, by the following roll call vote:

AYES: Councilmembers: Resnikoff, Bybee, Gibbons, Landry, Waterman
NOES: Councilmembers: None
ABSENT: Councilmembers: None

APPROVED:

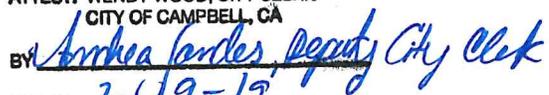

Richard M. Waterman, Mayor

ATTEST:


Wendy Wood, City Clerk

THE FOREGOING INSTRUMENT IS A TRUE
AND CORRECT COPY OF THE ORIGINAL
ON FILE IN THIS OFFICE.

ATTEST: WENDY WOOD, CITY CLERK
CITY OF CAMPBELL, CA

BY  Deputy City Clerk
DATED 2-09-19

RESOLUTION NO. 12449

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2019/20
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION**

WHEREAS, Proposition 4 was adopted by the voters of the State of California on November 6, 1979, adding Article XIII B of the California State Constitution; and

WHEREAS, Proposition 111 was adopted by the voters of the State of California on June 5, 1990, amending Article XIII B of the California State Constitution; and

WHEREAS, pursuant to Section 8 of Article XIII B of the California State Constitution, the City Council determines that the change in the cost of living shall be measured by the percentage change in Per Capita Personal Income as provided by the State of California Department of Finance from the preceding year and the change in population shall be measured by the change in the City of Campbell's population growth; and

WHEREAS, the City Council of the City of Campbell wishes to establish this appropriations limit for the Fiscal Year 2019/20 pursuant to Article XIII B of the California State Constitution;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Campbell hereby finds and determines that the appropriations limit for Fiscal Year 2019/20 is \$ 74,047,932.

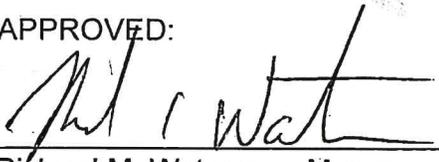
PASSED AND ADOPTED this 18th day of June, 2019 by the following roll call vote:

AYES: Councilmembers: Resnikoff, Bybee, Gibbons, Landry, Waterman

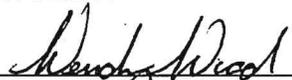
NOES: Councilmembers: None

ABSENT: Councilmembers: None

APPROVED:

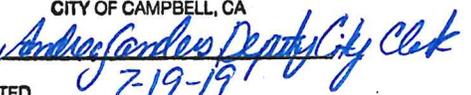

Richard M. Waterman, Mayor

ATTEST:


Wendy Wood, City Clerk

THE FOREGOING INSTRUMENT IS A TRUE
AND CORRECT COPY OF THE ORIGINAL
ON FILE IN THIS OFFICE.

ATTEST: WENDY WOOD, CITY CLERK
CITY OF CAMPBELL, CA

BY  Deputy City Clerk
DATED 7-19-19

Permanent Authorized Budgeted Personnel Positions*

Job Classification	FY 18 Number of Positions	FY 19 Number of Positions	FY 20 Number of Positions
Administrative Analyst I	-	-	1
Arborist	1	1	1
Accountant	1	1	2
Accounting Clerk II	2	2	2
Accounting Technician	1	1	1
Assistant Engineer	2	2	2
Assistant/Associate Planner	1	1	2
Associate Engineer	1	1	1
Building Division Manager/Building Official	1	1	1
Building Inspector	2	2	3
Building Maintenance Lead Worker	1	1	1
Building Maintenance Supervisor	1	1	1
Building Maintenance Worker	2	2	2
City Clerk	1	1	1
City Engineer	1	1	1
City Manager	1	1	1
Code Enforcement Officer	1	1	1
Communications and Public Engagement Coordinator	-	-	1
Communications Supervisor	1	1	1
Community Development Director	1	1	1
Community Services Officer	3	2	4
Deputy City Clerk	1	1	1
Deputy City Manager	1	1	1
Economic Development Specialist	-	-	1
Engineer Technician I	-	-	1
Environmental Programs Coordinator	-	-	1
Equipment Maintenance Supervisor	1	1	1
Executive Assistant	3	3	3
Executive Assistant to the City Manager	1	1	1
Finance Director	1	1	1
Finance Manager	1	1	1
Human Resources Analyst	1	1	1
Human Resources Manager	1	1	1
Human Resources Representative	1	1	1
Information Technology Administrator	1	1	3
Information Technology Manager	1	1	1
Information Technology Technician	2	2	-
Lighting & Traffic Signal Assistant	1	1	1
Lighting & Traffic Signal Supervisor	1	1	1
Lighting & Traffic Signal Technician	1	1	1
Maintenance Worker I/II	11	11	10
Mechanic I/II	1	1	1
Museum Collections Specialist	1	1	1
Office Assistant	3	2	2
Office Specialist	2	3	3
Park Maintenance Lead Worker	3	3	3
Park Maintenance Supervisor	1	1	1
Permit Technician	1	1	1
Planning Technician	-	-	1
Police Agent	6	6	6
Police Captain	2	2	2
Police Chief	1	1	1
Police Officer	28	30	30

* Does not include City Council and City Attorney

Permanent Authorized Budgeted Personnel Positions*

Job Classification	FY 18 Number of Positions	FY 19 Number of Positions	FY 20 Number of Positions
Police Records Specialist	6	6	6
Police Records Supervisor	1	1	1
Police Sergeant	7	7	7
Property/Evidence Specialist	1	1	1
Public Safety Dispatcher	9	9	9
Public Safety Systems Specialist	1	1	1
Public Works Director	1	1	1
Public Works Inspector	1	1	1
Public Works Superintendent	1	1	1
Recreation & Community Services Director	1	1	1
Recreation Program Coordinator	1	1	1
Recreation Supervisor	3	3	3
Recreation Services Manager	1	1	1
Recreation Specialist	5	5	6
Senior Accountant	1	1	-
Senior Building Inspector	-	-	1
Senior Civil Engineer	2	2	2
Senior Planner	2	2	2
Senior Public Works Inspector	1	1	1
Senior Services Supervisor	1	1	1
Street Maintenance Lead Worker	2	2	2
Street Maintenance Supervisor	1	1	1
Support Services Manager	1	1	1
Traffic Engineer	1	1	1
Utility Worker	1	1	1
Total Permanent Full-Time Positions	156	157	168
Assistant Engineer	0.50	0.50	0.50
Community Services Officer	0.55	0.75	0.75
Executive Assistant	1.60	1.60	1.60
Human Resources Representative	0.75	-	-
Mechanic I/II	0.80	0.90	0.90
Nutrition Site Manager	0.50	0.50	0.50
Recreation Supervisor	0.75	0.75	0.75
Traffic Engineer	0.50	-	-
Total Permanent Part-Time Positions	5.45	5.00	5.00
Administrative Analyst I	0.9	0.9	-
Assistant Engineer	1	1	1
Assistant/Associate Planner	1	1	-
Building Inspector	-	1	-
Senior Public Works Project Manager	-	-	1
Communications and Public Engagement Coordinator	0.5	0.5	-
Economic Development Specialist	-	1	-
Engineer Technician	-	1	-
Information Technology Administrator	0	-	-
Information Technology System Administrator	1	1	-
Maintenace Worker I/II	1	-	-
Planning Technician	1	1	-
Recreation Specialist (Youth Engagement)	1	1	-
Senior Building Inspector	1	1	-
Social Media Specialist	0.50	-	-
Total Limited-Term Positions	8.90	10.40	2.00

* Does not include City Council and City Attorney

FY 2020 Budget Development Calendar



2018

DECEMBER						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

2019

JANUARY						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

2019

FEBRUARY						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

2019

MARCH						
S	M	T	W	T	F	S
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

2019

APRIL						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

2019

MAY						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

2019

JUNE						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

KEY:

CITY HOLIDAY
CAPITAL IMPROVEMENT PROJECTS (CIP)
BUDGET DEADLINES TO DEPARTMENTS
BUDGET DEADLINES FROM DEPARTMENTS
STUDY SESSION or COUNCIL MTG

DECEMBER 2018

Dec 10	CIP Forms Distributed
Dec 13	PW Equip. & Project Forms & Instructions sent to Depts.
Dec 13	IT Equip. & Project Forms & Instructions sent to Depts.
Dec 17	November Reports Avail. Online for Mid-Year Changes
Dec 24- Jan 1	City Offices Closed

JANUARY 2019

Jan 11	PW Equipment & Project Requests DUE to PW
Jan 11	IT Equipment & Project Requests DUE to IT
Jan 11	Updated CIP Cash Flows available
Jan 18	Mid-Year Changes Due to FIN (based on Nov. Reports)
Jan 18	CIP Project Requests due to CM Office
Jan 18	Dept. Mid-Year Status Reports DUE to CM (Budget, FY 19 Work Plans & Performance Outcomes)
Jan 22	Distribute Round 1 Packets to Departments
Jan 24	CIP Meeting to Review Project Requests

FEBRUARY 2019

Feb 4-8	CM to Discuss Personnel Requests @ 1:1's
Feb 8	Round 1 Budget Requests DUE to Finance
Feb 8	New Fees or Fee Schedule Changes DUE to FIN
Feb 15	Personnel Requests DUE to HR
Feb 15	Changes to Mission State. / Ongoing Resp. DUE to CM
Feb 15	Proposed FY 20 Work Plans DUE to CM
Feb 20	CIC - Social Services Subgrants Study Session (tentative)
Feb 18-20	Review Proposed Work Plans w/ Dept. Heads @ 1:1's
Feb 22	Distribute Round 1 Budget Pages to Depts. for Proofing
Feb 22	Council Priority Workshop

MARCH 2019

Mar 1	Return Proofed Round 1 Budget pages to FIN
Mar 5	FY 19 Mid-Year Update Report to Council
Mar 11	Distribute Final Round 1 Pages to Depts. for Mtgs. w/ CM
Mar 14	CIC - Social Services Subgrants Study Session & Public Hearing
Mar 22	City Clerk to Notice Public Hearing - Fee Schedule
Mar 22	Final Work Plans DUE from CM to FIN

APRIL 2019

Apr 2	Return Proofed Round 2 Budget Pages to FIN
Apr 11	CIC - Social Services Subgrant & Public Hearing
Apr 16	Public Hearing & Adoption - User Fee Schedule & Charges
Apr 22	Budget Study Session (Program Overviews & Work Plans)

MAY 2019

May 7	Budget Study Session (Proposed CIP & Operating Budget)
May 14	CIP - Planning Commission Review (tentative)
May 21	CIC - City Council Action (tentative)
May 22	City Clerk to Notice Public Hearing - Budget Adoption
May 24	Significant Accomplishments DUE to CM & FIN
May 27	MEMORIAL Day Holiday

JUNE 2019

Jun 03	Introduction of FY 20 Operating & Capital Budget
Jun 18	Public Hearing & Adopt Capital Improvement Budget
Jun 18	Adoption of GANN Spending Limit



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Campbell
California**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

**California Society of
Municipal Finance Officers**

Certificate of Award

**Excellence Award for
Fiscal Year 2018-2019 Operating Budget**

Presented to the

City of Campbell

For meeting the criteria established to achieve the CSMFO Excellence Award for Budgeting.

December 19, 2018



Margaret Moggia

**Margaret Moggia
CSMFO President**

Sara J. Roush

**Sara Roush, Chair
Recognition Committee**

Dedicated Excellence in Municipal Financial Reporting

SUMMARY OF BUDGET PROCESS

The City of Campbell adopts an annual budget. There is one document containing both summary and detailed information on revenues and expenditure appropriations for the Fiscal Year beginning July 1, and ending June 30. In addition to the operating budget, the City Council adopts a five-year Capital Improvement Plan (CIP) from which new projects for the first year become an integral part of the proposed operating/capital budget. Typically, this process begins in late September with the distribution of CIP request forms and instructions and ends in mid-April or early May with Council's formal adoption of the five-year CIP. Although a CIP document is prepared separate from the budget document, the CIP information is incorporated into the budget document resulting in an operating/capital budget.

The formal operating budget preparation process begins in mid-December with distribution of budget packets containing the appropriate forms and instructions to assist the preparer. If desired, a budget kick-off meeting is scheduled for the purpose of outlining the budget calendar, as well as the process, procedures and forms to be used in the development of the budget. More importantly, this ensures that the budget is prepared in accordance with fiscal policies/guidelines and objectives established by the City Council. The time frames provided in the budget calendar reflect early involvement of City staff and the City Council in review and discussion of policy direction, goals and objectives concurrent with development of financial projections and service level requirements. With this approach, the necessary components that guide the process are incorporated into the proposed budget prior to formal submission to the City Council. Readers may be interested to know that all appropriations, excluding Capital Projects, lapse at year-end. This means that this budget only contains new appropriations for the Fiscal Year.

BUDGET AMENDMENTS

Because the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line-items within it. Various levels of administrative control are utilized to maintain the budget's integrity. Program Managers are accountable for the line-item level of control of their individual program budgets for operating revenues and expenditures as well as capital projects. Department Heads are accountable for the fund level of control for funds within their departments. Finance oversees the general level of accountability related to budgetary integrity through systems checks and balances and various internal controls. Budget adjustments can consist of two basic types; administrative adjustments or those requiring additional appropriations. The City Manager can authorize budget adjustments within the adopted budget or those requiring transfers from reserves of less than \$5,000. These are referred to as administrative budget adjustments. All budget adjustments that increase appropriations or any adjustments to capital projects must be approved by resolution of the City Council whether they are for the operating or capital budget.

A General Fund mid-year report is presented to the City Council in February of each year. Budget amendments resulting from that review are authorized by resolution of the City Council. The City strives to publish a budget that will qualify for the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) and the Excellence in Operating Budgeting Award from the California Society of Municipal Finance Officers (CSMFO).

The City Council has established formal Financial and Administrative Policies. These policies require a review of the General Fund (the City's largest fund) at the mid-point of the fiscal year. All appropriation adjustments are approved at that time by resolution of the City Council and implemented by the Finance Department. Excerpts from the Financial Policies Summary are incorporated within the Summary budget document.

BUDGET EXHIBITS

Summary of Exhibits

Exhibit A: This is a three-part summary. The first section, the **Summary of all Expenditures by Major Category**, summarizes total appropriations by program. It is considered to be the program's use of funds. The next Section of the form is the **Funding Source Summary** or source of funds. It identifies the major sources of funding for the program such as General Fund, Gas Tax, Etc.

The source and use sections must be equal in total dollars. In the unlikely circumstance that the two do not equal, budgeting a non-operating funding source such as beginning fund balance may be required.

Revenues Monitored by the Program. This third section of the form reflects revenue accounts that are projected and monitored by the respective program. Revenue titles and account numbers in addition to historical and projected data are reflected in this section. Total revenues may be less than, equal to, or greater than the preceding two sections of the form. Revenue documentation forms for each revenue account are completed to support both the revenue projection and fee resolution changes.

Employee Services Summary

Exhibit B: This exhibit is completed by the Finance Department once final salary and benefit information is available. Department heads and managers contact Finance when specific salary and benefit information is needed.

Personnel Allocation Detail

Exhibit B-1: This two-part exhibit serves as the detail to salary accounts #7001 and #7002 in Exhibit B. The top half of this form is for permanent personnel, and the bottom half is for temporary and contract personnel. The current fiscal years' full-time equivalents (FTE's) and related salary dollars (not including benefits) are identified in the shaded columns.

Supplies and Services Summary

Exhibit C: The line-item detail information that supports this exhibit is contained in Exhibit C-1. Line item total from Exhibit C-1 are brought forward to this exhibit. Both exhibits are equal in total dollars.

Supplies and Services Detail

Exhibit C-1: In this single exhibit, each line-item should contain narrative regarding the specific types of expenditures budgeted. Sub-total by line-item are totaled and transferred to the appropriate location on Exhibit C. Both exhibits are equal in total dollars.

Debt Service Detail

Exhibit D: This exhibit is used by the Finance program area to identify principal and interest payments related to debt service.

Transfers Detail

Exhibit E: This exhibit provides narrative similar to that reflected on Exhibit C-1. The primary difference is that this from pertains to interfund transfers. The information provided on this form rolls forward to the appropriate section of Exhibit A. The recipient fund and program number in addition to the intended use of the transferred funds is provided.

Program / Department / Fund Matrix

<u>Program Name</u>	<u>#</u>	<u>Department Name</u>	<u>Fund Name</u>	<u>#</u>
City Council	501	Legislative Bodies	General Fund	101
City Manager	510	City Manager - Administration	General Fund	101
City Clerk	511	Legislative Bodies	General Fund	101
Human Resources	515	City Manager - Administration	General Fund	101
Workers' Compensation Insurance	516	City Manager - Administration	Workers Comp. Trust	690
Information Technologies	547	City Manager	IT Pool	647
Measure O CIP	518	City Manager	Measure O	448
Community Svcs. Administration	524	Recreation & Comm. Services	General Fund	101
Senior Nutrition Program	525	Recreation & Comm. Services	General Fund	101
Adult Services	526	Recreation & Comm. Services	General Fund	101
Campbell Community Center	527	Recreation & Comm. Services	General Fund	101
Museum Services	528	Recreation & Comm. Services	General Fund	101
Heritage Theatre	529	Recreation & Comm. Services	General Fund	101
Sports, Aquatics & Fitness	531	Recreation & Comm. Services	General Fund	101
Preschool, Day Camp & Enrichment Classes	532	Recreation & Comm. Services	General Fund	101
Accounting	535	Finance Department	General Fund	101
Non-Departmental	540	Finance Department	General Fund	101
2016 Refunding Lease Revenue Bond	548	Debt Service	Debt Service	370
Community Facilities District #1	549	Finance Department	Community Facilities District #1	236
Comm. Dev. - Administration	550	Community Development	General Fund	101
Current Planning	551	Community Development	General Fund	101
Policy Development	552	Community Development	General Fund	101
CDBG Housing	553	Community Development	Housing & Comm. Dev.	208
Building	554	Community Development	General Fund	101
Economic Development	556	Community Development	General Fund	101
Housing Assistance	557	Community Development	Low-Moderate Income Housing	233
Legal Services	560	City Manager - Administration	General Fund	101
Police - Administration	601	Police Department	General Fund	101
Communications	602	Police Department	General Fund	101
Records	603	Police Department	General Fund	101
Special Enforcement Services	604	Police Department	General Fund	101
Field Services	605	Police Department	General Fund	101
Fire Protection Services	610	Police Department	General Fund	101
Public Works (PW) - Administration	701	Public Works Department	General Fund	101
Environmental Programs	715	Public Works Department	Solid Waste Mgmt.	209
Transportation Engineering	720	Public Works Department	General Fund	101
Engineering	730	Public Works Department	General Fund	101
Land Dev. / Envir. Programs	740	Public Works Department	General Fund	101
Community Facilities District #2	741	Public Works Department	Community Facilities District #2	237
PW Maintenance Administration	745	Public Works Department	General Fund	101
Vehicle & Equip. Maint. Services	750	Public Works Department	Motor Vehicle Pool	641
Street Maintenance	760	Public Works Department	Gas Tax	204
Signals & Lighting Maint.	770	Public Works Department	Lighting & Lndscp. Dist.	207
Park Maintenance	775	Public Works Department	Lighting & Lndscp. Dist.	207
Building Maintenance	780	Public Works Department	General Fund	101
Capital Projects	950	Capital Project	Capital Projects	435
Transfers-Out	990	Other Financing Sources		

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>	<u>Acronym</u>	<u>Description</u>
<u>ABAG</u>	Association of Bay Area Governments	<u>CESA</u>	California Emergency Services Association
<u>ADA</u>	American Disabilities Act	<u>CEQA</u>	California Environmental Quality Act
<u>AFIS</u>	Automated Fingerprint Identification System	<u>CFCIA</u>	California Finance Crimes Investigation Association
<u>AICP</u>	American Institute of Certified Planners	<u>CHIA</u>	California Homicide Investigators Association
<u>AMA</u>	American Museum Association	<u>CHP</u>	California Highway Patrol
<u>A/P</u>	Accounts Payable	<u>CIP</u>	Capital Improvement Plan
<u>APA</u>	American Payroll Association	<u>CIPR</u>	Capital Improvement Plan Reserve
<u>APA</u>	American Planning Association	<u>CJIC</u>	Criminal Justice Information Control
<u>APWA</u>	American Public Works Association	<u>CLEARs</u>	California Law Enforcement Association of Records Supervisor
<u>A/R</u>	Accounts Receivable	<u>CLETEP</u>	California Law Enforcement Technology Equipment Purchase
<u>ARRA</u>	Asphalt Recycling & Reclaiming Association	<u>CLETS</u>	California Law Enforcement Telecommunication System
<u>ASCAP</u>	American Society of Composers, Authors & Performers	<u>CMA</u>	Congestion Management Association
<u>ASIS</u>	American Society for Industrial Security	<u>CMEA</u>	Campbell Municipal Employees Association
<u>ATAP</u>	Association of Threat Assessment Professionals	<u>CMP</u>	Congestion Management Program
<u>AWS</u>	Automated Warrant System	<u>CMTA</u>	California Municipal Treasurers Association
<u>BAAQMD</u>	Bay Area Air Quality Management District	<u>CNOA</u>	California Narcotics Officers Association
<u>BFB</u>	Beginning Fund Balance	<u>CNT</u>	Crisis Negotiation Team
<u>BOMA</u>	Building Owners Managers Association	<u>COP</u>	Certificates of Participation
<u>BVP</u>	Bulletproof Vest Program	<u>CPCEA</u>	Campbell Police Civilian Employees Association
<u>CABO</u>	Certified Association of Building Officials	<u>CPOA</u>	California Police Officers Association
<u>CAD</u>	Computer Aided Dispatch	<u>CPR</u>	Cardio Pulmonary Resuscitation
<u>CAFR</u>	Comprehensive Annual Financial Report	<u>CPRS</u>	California Parks & Recreation Society
<u>CAHN</u>	California Association of Hostage Negotiators	<u>CSAIA</u>	California Sexual Assault Investigation Association
<u>CALPELRA</u>	California Public Employers Labor Relations Association	<u>CSMFO</u>	California Society of Municipal Finance Officers
<u>CAPE</u>	California Association of Property & Evidence	<u>CSO</u>	Community Service Officer
<u>CAPIO</u>	California Association of Public Information Officers	<u>CSRT</u>	Crime Scene Response Team
<u>CBO</u>	City Building Official	<u>CUHSD</u>	Campbell Union High School District
<u>CATO</u>	California Association of Tactical Officers	<u>CUSD</u>	Campbell Union School District
<u>CCUG</u>	California CLETS Users Group	<u>CWSA</u>	California Warrant Specialist Association
<u>CDBG</u>	Community Development Block Grant	<u>DA</u>	District Attorney
<u>CERT</u>	Community Emergency Response Team		

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>	<u>Acronym</u>	<u>Description</u>
<u>DCBA</u>	Downtown Campbell Business Association	<u>IIPP</u>	Injury/Illness Prevention Program
<u>DOIR</u>	Department of Industrial Relations	<u>IMLA</u>	International Municipal Lawyer's Association
<u>DRC</u>	Development Review Committee	<u>IMSA</u>	International Municipal Signal Association
<u>DUI</u>	Driving Under the Influence of Drugs or Alcohol	<u>IMIU</u>	Information Management Interface Unit
<u>EBS</u>	Employee Benefit Specialists	<u>ISU</u>	Investigative Services Unit
<u>ECOMM</u>	Emergency Communications	<u>IT</u>	Information Technology
<u>EIR</u>	Environmental Impact Report	<u>ITE</u>	Institute of Transportation Engineering
<u>EMPG</u>	Emergency Management Performance Grant	<u>ITS</u>	Intelligent Transportation Systems
<u>EOC</u>	Emergency Operations Center	<u>IVR</u>	Interactive Voice Response System
<u>EOS</u>	Employer & Occupational Services	<u>JAG</u>	Justice Assistance Grant
<u>ERAF</u>	Educational Revenue Augmentation Fund	<u>LAFCO</u>	Local Agency Formation Commission
<u>ESRI</u>	Environmental Systems Research Institute, Inc.	<u>LAIF</u>	Local Agency Investment Fund
<u>EVOC</u>	Emergency Vehicle Operations Course	<u>LCC</u>	League of California Cities
<u>FBI</u>	Federal Bureau of Investigation	<u>LEEC</u>	Law Enforcement Executive Council
<u>FOHT</u>	Friends of the Heritage Theatre	<u>LED</u>	Light Emitting Diodes
<u>FY</u>	Fiscal Year	<u>LID</u>	Local Improvement District
<u>GAAP</u>	Generally Accepted Accounting Principals	<u>LLD</u>	Lighting & Landscape District
<u>GASB</u>	Government Accounting Standards Board	<u>LLEBG</u>	Local Law Enforcement Block Grant
<u>GF</u>	General Fund	<u>MAC</u>	Moves, Adds & Changes
<u>GFOA</u>	Government Finance Officers Association	<u>MAIT</u>	Major Accident Investigation Team
<u>GIS</u>	Geographical Information Systems	<u>MERGE</u>	Mobile Emergency Response Group & Equipment
<u>GPS</u>	Global Positioning System	<u>MIC</u>	Millmen and Industrial Carpenters
<u>HCD</u>	Housing & Community Development	<u>MISAC</u>	Municipal Information Systems Association of California
<u>HDC</u>	Historic Downtown Campbell	<u>MMANC</u>	Municipal Management Assistants Northern California
<u>HDDTA</u>	High Density Drug Trafficking Area	<u>MOU</u>	Memorandum of Understanding
<u>HSIP</u>	Highway Safety Improvement Program	<u>MTC</u>	Metropolitan Transportation Commission
<u>HPB</u>	Historic Preservation Board	<u>MTEP</u>	Management Talent Exchange Program
<u>HR</u>	Human Resources	<u>NAFTO</u>	National Association of Field Training Officers
<u>HVAC</u>	Heating Ventilation Air Conditioning`	<u>NAGBOR</u>	Net Adjusted Gross Box Office Receipts
<u>ID</u>	Identification	<u>NEMA</u>	National Electrical Manufacturers Association
<u>IAPE</u>	International Association of Property & Evidence	<u>NPDES</u>	National Pollution Discharge Elimination System
<u>ICC</u>	International Code Council	<u>NOCA</u>	North of Campbell Avenue
<u>ICMA</u>	International City Management Association		
<u>ICS</u>	Incident Command System		

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>	<u>Acronym</u>	<u>Description</u>
<u>NRPA</u>	National Recreation Parks Association	<u>SCCSET</u>	Santa Clara County Special Enforcement Team
<u>NTOA</u>	National Tactical Officers Association	<u>SCVIU</u>	Santa Clara Valley Intelligence Unit
<u>NTMP</u>	Neighborhood Traffic Management Plan	<u>SCVWD</u>	Santa Clara Valley Water District
<u>OC</u>	Oleoresin Capsicum	<u>SLETS</u>	Sheriff's Law Enforcement Telecommunication System
<u>OCBH</u>	Orchard City Banquet Hall	<u>SIR</u>	Self Insured Retention
<u>OPEB</u>	Other Post-Employment Benefits	<u>SOCA</u>	South of Campbell Avenue
<u>OTS</u>	Office of Traffic Safety	<u>SSD</u>	Special Services Division
<u>PARS</u>	Public Agency Retirement System	<u>SV-ITS</u>	Silicon Valley-Intelligent Transportation Systems
<u>PAS</u>	Passive Alcohol Sensor	<u>SVACA</u>	Silicon Valley Animal Control Authority
<u>PCI</u>	Pavement Condition Index	<u>SVMG</u>	Silicon Valley Manufacturing Group
<u>PDA</u>	Priority Development Area	<u>SVRIP</u>	Silicon Valley Regional Interoperability Project
<u>PEP</u>	Personal Emergency Preparedness	<u>SWAT</u>	Special Weapons & Tactics
<u>PERS</u>	Public Employees' Retirement System	<u>TABS</u>	Tax Allocation Bonds
<u>PG&E</u>	Pacific Gas and Electric	<u>TOT</u>	Transient Occupancy Tax
<u>POA</u>	Police Officers' Association	<u>TRB</u>	Transportation Resources Board
<u>POST</u>	Peace Officers Training Standards	<u>UPS</u>	Uninterruptible Power Supply
<u>PPE</u>	Personal Protective Equipment	<u>URL</u>	Uniform Resource Locator
<u>PPT</u>	Permanent Part-Time	<u>URM</u>	Un-reinforced Masonry
<u>PSA</u>	Public Safety Assistant	<u>VC</u>	Vehicle Codes
<u>PW</u>	Public Works	<u>VMC</u>	Valley Medical Center
<u>R&CS</u>	Recreation & Community Services	<u>VPN</u>	Virtual Private Network
<u>RFP</u>	Request for Proposal	<u>VTA</u>	Valley Transportation Authority
<u>RMS</u>	Records Management Systems	<u>WAMA</u>	Western American Museum Association
<u>RPTTF</u>	Redevelopment Agency Property Tax Trust Fund	<u>WMD</u>	Weapons of Mass Destruction
<u>RSS</u>	Real Simple Syndication	<u>WWW</u>	World Wide Web
<u>RWQCB</u>	Regional Water Quality Control Board		
<u>SA</u>	Successor Agency		
<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		

GLOSSARY OF BUDGET TERMS

ACCRUAL BASIS OF ACCOUNTING - A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

ADOPTION - Formal action by the City Council which sets the spending limits for the fiscal year. The City's budget is adopted by Council resolution.

APPROPRIATION - Through an appropriation, the City Council legally authorizes the City to spend money and to incur obligations for specific purposes. Budgetary/operating fund appropriations lapse at the end of each fiscal year. Non-operating fund appropriations, on the other hand, continue in force until fully expended or until the City has accomplished or abandoned the purpose for which the Council granted the funds.

ASSESSED VALUATION - A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County Assessor for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change of ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

AUDIT - Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

BALANCED BUDGET – A budget is considered balanced where operating revenues, including budgeted use of reserves, meet or exceed operating expenditures. The City of Campbell adopts a balanced budget annually.

BONDS - A bond is a written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date) together with period interest at a specified rate.

GLOSSARY OF BUDGET TERMS

BUDGET - As the City's financial operating plan for the fiscal year, the budget displays the estimated expenditures (costs) for providing services and the estimated sources of revenue (income) to pay for them. Once the City Council adopts the budget, the total becomes the maximum spending limit. Campbell's budget operates on a fiscal year (July 1, through June 30) basis.

BUDGET AMENDMENT - The Council may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial and Administrative Policies set by Council.

BUDGET DOCUMENT - The instrument used by the City Council to present a comprehensive financial program to the appropriating body. Campbell's budget consists of two documents. The Budget contains a budget message to the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The document consists of exhibits that show, in detail, the information as to the past years' actual revenues, expenditures, and other data used in determining the estimates. In addition to the budget document, the appropriation resolution is necessary to put the budget into effect.

BUDGET MESSAGE - Included in the opening section of the budget, the Budget Message provides the Council and the public with a summary of the most important aspects of the budget, comparative data from previous fiscal years, goals and objectives, and the views and recommendations of the City Manager.

BUDGET POLICIES - General and specific guidelines adopted by the Council that govern the financial plan's preparation and administration.

CAPITAL IMPROVEMENT PLAN (CIP) - The plan or schedule of expenditures for major construction of roads, sidewalks, City facilities and/or park improvements and for the purchase of equipment. Campbell's CIP follows a five-year schedule and includes projects which cost \$25,000 or more to complete. The CIP is approved along with the adoption of the budget, which appropriates the first year of the CIP.

CONTINGENCY - A reserve set aside for emergency or unanticipated appropriations.

DEBT INSTRUMENT - Methods of borrowing funds, including General Obligation (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, and Certificates of Participation (COPs). (See Bonds.)

DEBT SERVICE - Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COP's).

GLOSSARY OF BUDGET TERMS

DEBT SERVICE FUNDS - Are used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

DEPARTMENT - A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In Campbell, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

EMPLOYEE SERVICES - A budget category which generally accounts for salaries of full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

ENCUMBRANCES - Commitments against an approved budget for unperformed (executory) contracts for goods or services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

EXPENDITURE - The outflow of funds paid or to be paid for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance is a commitment of funds to be expended. (See Encumbrances.)

FISCAL YEAR - The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

FIXED ASSETS - Non-consumable assets of a long-term nature such as land, buildings, machinery, furniture, and other equipment. The city has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5000.

FULL-TIME EQUIVALENTS (FTE) - The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating to 1.0 FTE. Correspondingly, a part-time employee who works 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted, however, are not included in net FTE totals.

FUND - Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the fund is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenues, expenditures, assets and liabilities. Each fund has a budget with exception of the General Fund (which accounts for general purpose actions and has unrestricted revenue sources). Each remaining fund typically has a unique funding source and purpose. Establishing funds enables the City to account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

GLOSSARY OF BUDGET TERMS

FUND BALANCE - Fund balance is the excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

GAAP - (Generally Accepted Accounting Principles) - Both industry and governments use Generally Accepted Accounting Principles as standards for accounting and reporting financial activity. The Governmental Accounting Standards Board (GASB) is the primary source of governmental GAAP.

GENERAL FUND - The primary operating fund of the City, all revenues that are not required by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

GENERAL OBLIGATION BONDS - Bonds for which the City pledges its full faith and credit for repayment. Debt Service is paid from property tax revenue levied (in the case of voter-approved bonds) or other general revenue.

GOAL - A statement of broad direction, purpose, or intent. In Campbell's budget, goals are synonymous with mission statements.

GRANT - External contributions, and/or gifts of cash, or other assets typically from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is Community Development Block Grant funding from the Federal Government.

INTERFUND TRANSFERS - When the City moves money between its various funds, it makes an interfund transfer, referred to as transfers-in and transfers-out. In aggregate, transfers in and out offset each other for the fiscal year.

INTERNAL SERVICE FUNDS - Are used to finance and account for goods and/or services provided by one City department to other City departments on a cost reimbursement basis.

LINE-ITEM BUDGET - A budget that lists detailed expenditure categories (salaries & benefits, office supplies, travel, dues, rents, etc.) separately, along with the amount budgeted for each specified category. The Summary Budget reflects the program rather than line-item budgets. The Detail Budget reflects the line-item detail. In Campbell, the line-item level is the level of accountability in a fiscal year.

MODIFIED ACCRUAL BASIS OF ACCOUNTING - Basis of accounting according to which (a) revenues are recognized in the accounting period in which they have become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

GLOSSARY OF BUDGET TERMS

MUNICIPAL CODE - A book that codifies the City Council approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

NON-DEPARTMENTAL - This program accounts for all expenditures that are not specifically designated to any operating department within the General Fund. Examples of expenses include insurance costs, general utilities and claims costs.

NON-OPERATING BUDGET - The non-operating budget contains non-operating funds which the City uses to finance projects with limited objectives and/or finite life spans. These budgets do not lapse at year end and are carried forward from year to year until the monies are fully expended or their purposes are accomplished or abandoned. As a matter of practice, Campbell budgets for all non-operating funds. The non-operating portion of the budget typically accounts for debts, reserves and capital projects funds.

OBJECTIVE - A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program or service level.

OBJECTS OF EXPENDITURE - The individual expenditure accounts used to record each type of expenditure incurred in City operations. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major objects or types of expenditure. The major objects of expenditure used in the budget are:

Employee Services - Salaries and benefits paid to City employees (permanent and temporary).

Supplies and Other Services - Office supplies; travel and related expenses; rents; contractual services; and memberships, dues and books.

Debt Service - Payments of principal and interest on debt instruments.

Capital Outlay - The purchase of non-consumable assets that exceed the capitalization limit of \$5000 and that are expected to have a useful life of more than one year. These would include furniture, fixtures, machinery and equipment.

Transfers - (See Interfund Transfers)

GLOSSARY OF BUDGET TERMS

ORDINANCE - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.

OPERATING BUDGET - The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens over the course of the fiscal year.

PARS - Public Agency Retirement System (PARS) for the City's temporary employees.

PERS - The State of California's Public Employee's Retirement System (PERS) for the City's employees.

PROGRAM - As subdivisions of departments, programs are budgetary or organizational units of government with limited sets of work responsibilities within their respective departments. Programs also serve to increase budgetary accountability. Campbell's budget is compiled on a program basis, each with an identified program manager.

RESERVE - An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose. Reserves are typically established and budgeted through Council policy action.

RESOLUTION - A special order of the City Council which has a lower legal standing than an ordinance.

RESOURCES - Total amounts available for appropriation including estimated revenues, interfund transfers, and beginning fund balances.

REVENUE - Sources of income which the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

SPECIAL REVENUE FUNDS - Are those which have been created in accordance with the requirements of State and Federal statutes or which require that the funds be used only for specific purposes.

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