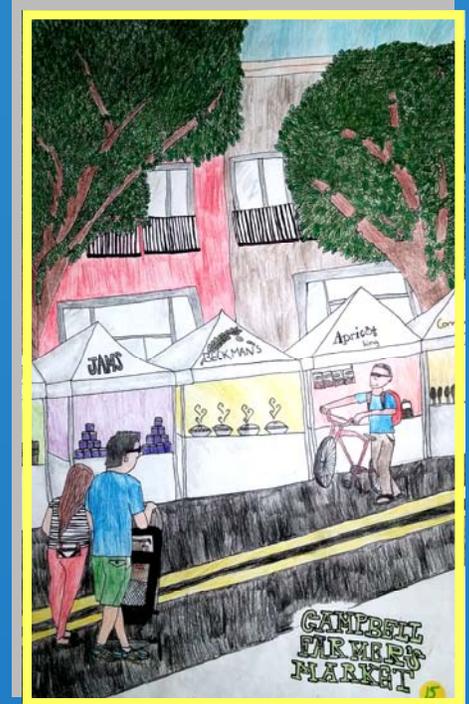


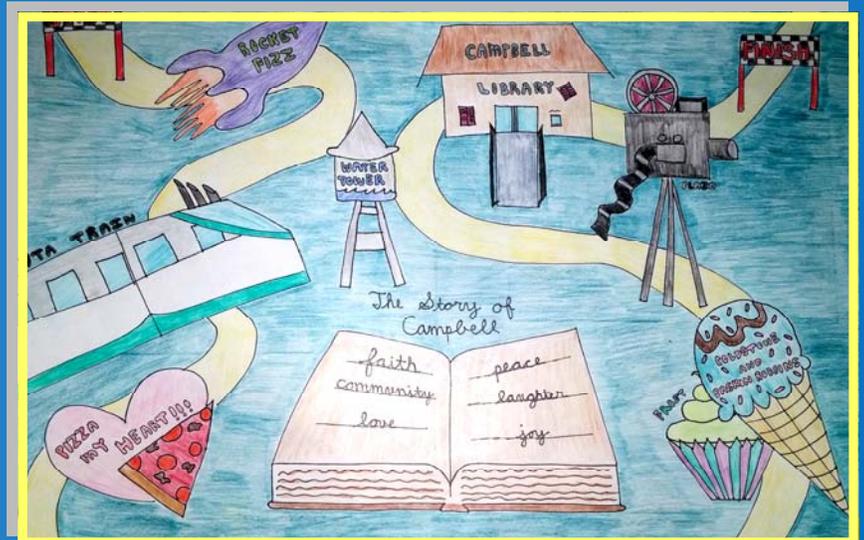
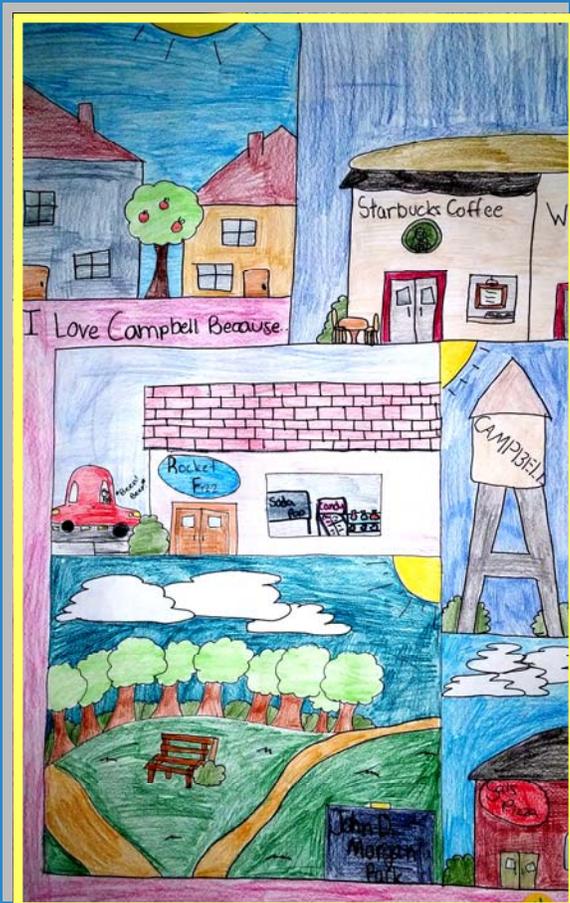
# CITY OF CAMPBELL, CALIFORNIA



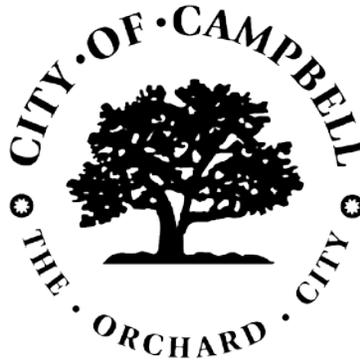
FISCAL YEAR 2015-2016  
OPERATING AND CAPITAL BUDGET

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2016-2020 FIVE-YEAR  
CAPITAL IMPROVEMENT PLAN



# *City of Campbell, California*



## *Fiscal Year 2015-2016 Operating / Capital Budget & 2016 - 2020 Five-Year Capital Improvement Plan*

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

*Under the Direction of Mark Linder, City Manager*

### *Cover Design:*

*Civic Improvement Commission - Annual 5<sup>th</sup> Grade Poster Contest Winners*

*1<sup>st</sup> Place - Cara Juan - Rolling Hills Middle School (upper left side)*

*2<sup>nd</sup> Place - Katherine Cordova - St. Lucy Parish School (upper right side)*

*3<sup>rd</sup> Place - Nicole Chang - St. Lucy Parish School (lower right side)*

*4<sup>th</sup> Place - Bethany Montalbano - St. Lucy Parish School (lower left side)*





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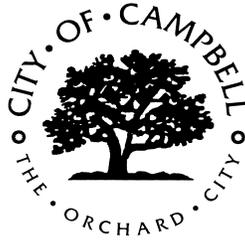
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July 1, 2015

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

I am pleased to present to you the fiscal year 2015-16 (FY 16) operating and capital budget. The adopted budget serves as a policy document, a financial plan, a communications device, and an operations guide, reflecting the policies, goals, programs and service priorities of the City Council and the community. It was developed based on direction provided by the City Council during the budget development process and recommendations made by each department that I've reviewed and approved.

The proposed FY 2016 budget reflects the third year of the City's latest budget strategy. In FY 2014, Council held firm with cost cutting measures such as furloughs, brought reserves including the Economic Fluctuations Reserve back to Council policy levels, and increased the reserve for the City's pension obligations. In FY 2015, furloughs were eliminated for most employees and some positions were added to help with the growing demand for services in the Planning and Building divisions. A position was also added to help the Police department with its growing technology needs. City-wide, additional investments were made in technology. The City incorporated the use of two-year limited term positions in some programs to keep up with a growing economy without overcommitting its staffing resources. The recommendations are proposed to be funded with a combination of ongoing operating revenue and reserves, primarily CIPR (Capital Improvement Plan Reserves), and General Plan Update Reserve, where appropriate, for expenditures considered to be one-time.

The proposed budget acknowledges that the economy is strong and the City has an ambitious list of current and future projects. City staff have never been busier. The themes in this proposed budget reflect the Council priorities which include: technology, project management and support, social media, General Plan update and economic development, among others. Additional staffing resources have been incorporated into various programs to provide needed support to keep up with increased service demands and/or to enhance the level of service that will be provided by the City.

One of the more significant work plan items for this year will be initiating a comprehensive review and update of the City's General Plan which could span multiple years and involve coordinating numerous meetings with stakeholders throughout the community and incorporating their feedback into the process and, ultimately, the final Plan document. Expanding efforts on economic development is also a key objective for the year which will pursue finding ways to

attract and retain businesses in the City. One way of doing this will be through improving communication efforts using current social media channels. With additional resources that will be focused on this critical forum for outreach, it is expected that this strategy will reap significant benefits.

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

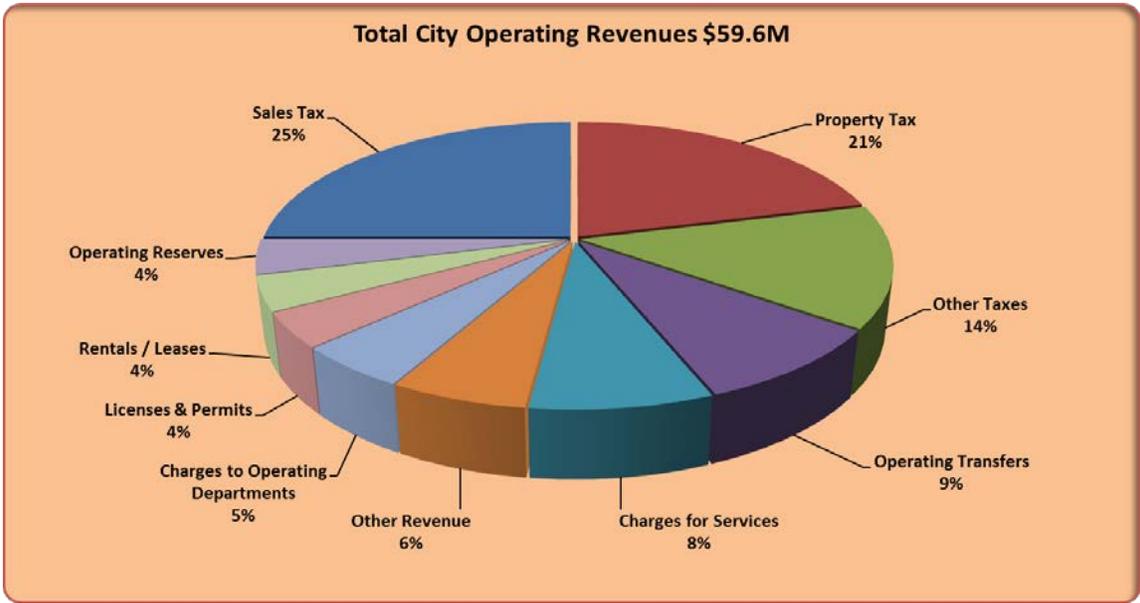
### **BUDGET SUMMARY**

**The combined FY 16 operating and capital budgets total \$64.2 million** including \$2.7 million in capital transfers. Related revenue sources total \$65.0 million indicating a balanced budget in which total revenues, including the use of reserves, meet or exceed total expenditures. The excess of total combined revenue over expenditures represents a surplus reflecting a balanced budget for all the City's funds.

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

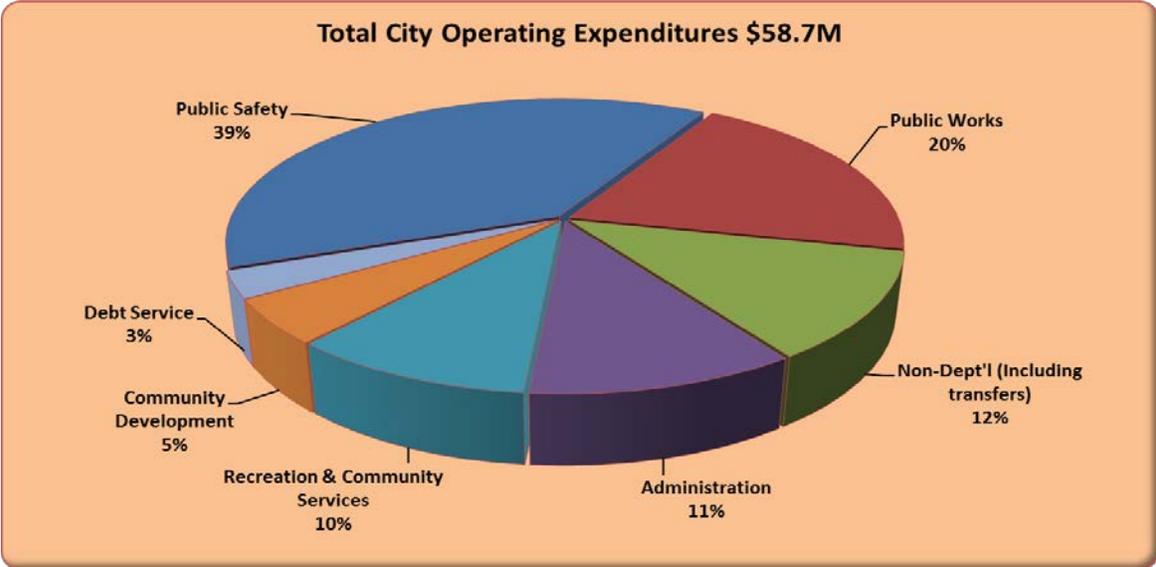
	FY 2015 - 16			FY 2014 - 15			Operating Budget Change	Percent Change
	Operating Budget	Capital Budget	Total Adopted Budget	Operating Budget	Capital Budget	Total Adopted Budget		
<b>Expenditures</b>	\$ 53,467,773	\$ 2,715,000	\$ 56,182,773	\$ 48,884,874	\$ 3,455,000	\$ 52,339,874	\$ 4,582,899	9.4%
<b>Transfers</b>	5,271,899	2,715,000	7,986,899	4,732,964	3,455,000	8,187,964	538,935	11.4%
<b>Total</b>	<b>\$ 58,739,672</b>	<b>\$ 5,430,000</b>	<b>\$ 64,169,672</b>	<b>\$ 53,617,838</b>	<b>\$ 6,910,000</b>	<b>\$ 60,527,838</b>	<b>\$ 5,121,834</b>	<b>9.6%</b>

**Operating Budget:** Overall, the operating budget increased 9.6% from the previous year, attributable to numerous factors, some of which were previously discussed. The total operating portion of the budget is \$58.7 million with related revenue sources of \$59.6 million. The budget reflects expenditures that are expected to recur annually as well as those that may be non-recurring or one-time in nature. Included in this year's budget are additional two-year limited term positions that are being funded with Capital Improvement Plan Reserve (CIPR) funds since they may not continue beyond that timeframe. Other significant contributors to the increased budget are due to partial funding for the General Plan update, purchase of new and replacement fleet vehicles and technology equipment and assessments for a new shared regional police communications network.



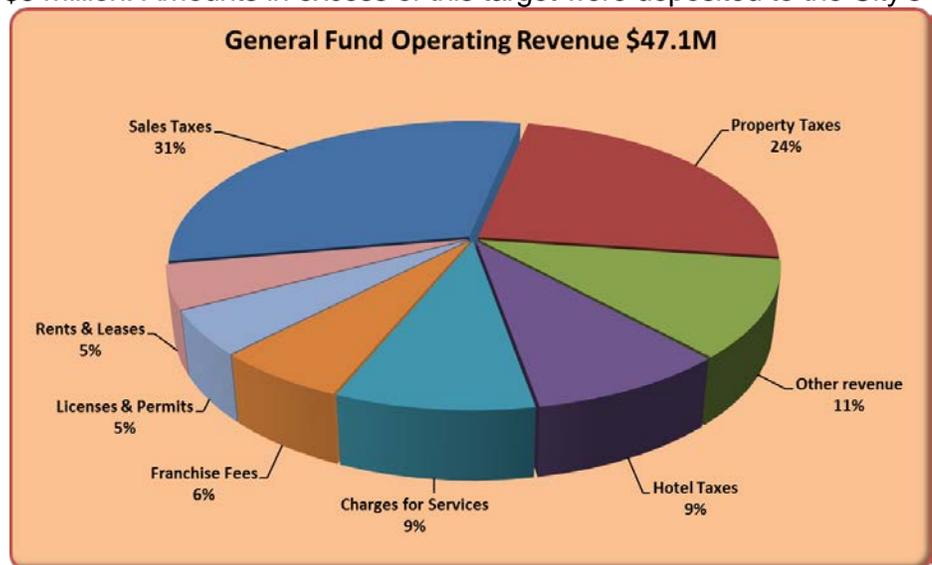
The chart to the above illustrates the various revenue sources that are collected by the City. Sales tax is the largest component followed by property tax making both of them critical components to the City's fiscal health. Unfortunately, these revenues are not always stable, and they are subject to fluctuations from year to year depending on the health of the economy. Other Taxes, such as franchise, transient occupancy and business license taxes comprise approximately 14% of all revenues. These, too, are impacted by the current business climate and can vary as well.

The chart below illustrates how the City's revenues are spent. The largest percentage of the budget is spent on public safety, composed of police and fire services. Public Works is the next largest component which includes engineering, land development and environmental services as well as parks and streets maintenance. Non-recurring or one-time expenditures are typically funded with a combination of one-time revenues, specific reserves and/or unreserved fund balances, all of which are considered to be revenue sources for purposes of presentation within



this document. The FY 16 operating budget relies on a total of \$2.5 million in non-recurring revenues, reserves and fund balances, to fund operating expenditures. The largest component is \$1.5 million in General Fund reserves, which includes \$0.6 million for funding the two-year limited term positions previously discussed, and \$1.0 million in various non-General Fund reserves needed primarily for replacement and upgrade of vehicles and various technology equipment.

**General Fund operating revenues and expenditures are budgeted at \$47.1 million and \$46.1 million, respectively,** indicating an anticipated surplus of approximately \$1 million. For the past several years, surpluses were used to fund the City’s Economic Fluctuations Reserve to a targeted policy level of \$6 million. Amounts in excess of this target were deposited to the City’s CIPR reserve for capital and other one-time funding for capital projects per the City’s financial policies. This year, \$0.5 million will be set aside as a reserve for the Civic Center Master Plan capital project, one of the City’s long-term infrastructure goals; the remaining \$0.5 million will be placed in reserve for various projects that Council indicated was important



to them, including bicycle transportation, community beautification, additional economic development resources, public art, volunteer recognition and marketing for the upcoming Super Bowl event.

**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 decreased compared to the previous year resulting primarily from several large projects being approved last year.

There are 15 capital projects requiring funding in FY 16. Project expenditures of \$2.7 million plus related inter-fund transfers of an additional \$2.7 million total \$5.4 million in capital appropriations. The largest component of these projects is \$0.6 million which will be spent on new park system improvements, \$0.9 million for street maintenance projects, and \$0.5 million for enhancements to the San Tomas Aquino Creek Trail. The full CIP, along with details of specific projects, can be found in the Capital Improvement Plan tab of this document.

## **REVENUES**

Revenue estimation is often a challenging task for cities, especially in times of economic downturn or during periods of economic recovery. In such an environment, past results are often not reliable indicators for predicting future outcomes or the magnitude of change from year to year. In addition, there is often a time lag between when the economy begins to change and the impact is felt by the City. Nevertheless, program managers evaluate comparative historical data and factor in necessary adjustments for inflation, changes in assumptions for anticipated volume or activity, and any fee increases. Lastly, the most current economic outlook is taken into consideration to derive the final and best estimates for the upcoming year. Total estimated revenue for FY 16 is \$65.0 million, including capital funding sources of \$5.4 million. This reflects an increase of \$4.4 million (7.2%) from the previous year. In looking at just the operating budget component, total revenue is estimated at \$59.6 million, an increase of \$5.8 million (10.9%) from the previous year.

It is important to note that the capital project budget can fluctuate significantly from year to year depending upon the number and magnitude of projects that are approved. Capital projects are generally one-time and long-term in nature, and they are funded with non-operating revenue so there is no impact on the operating budget funding sources. The operating and capital budgets contain transfers-in totaling \$5.3 million and \$2.7 million, respectively. Although this has a tendency to make the budget appear higher in total than it actually is, the transfers-in on the revenue side are offset by transfers-out on the expenditure side. Including transfers in the City's adopted budget is done to readily demonstrate that budgets are balanced and match the internal budgeting system.

**General Fund:** Contained within the budget are a variety of funds, each with its own source(s) of revenue. The budget document is organized by operating department, then by program within the department. The General Fund is the City's largest single fund where the majority of services are budgeted. It funds general services such as police, fire, parks, streets, recreation and administration. Therefore, the focus of this section of the budget message is on this fund. General Fund operating revenue, excluding capital funding sources is estimated to be \$47.1 million, an increase of \$4.9 million (11.6%) from the FY 15 adopted budget. The largest component of this increase is attributable to continued growth in sales tax receipts stemming from a strong and robust economy. Second to sales tax, licenses and permits are expected to see significant growth from last year due to a number of large development projects that are expected to come through. Other contributors to the increase are property tax revenues that are being driven by a strong housing market and also Transient Occupancy Tax (TOT) receipts that

continue to grow as the business and leisure travel industry remains strong as well.

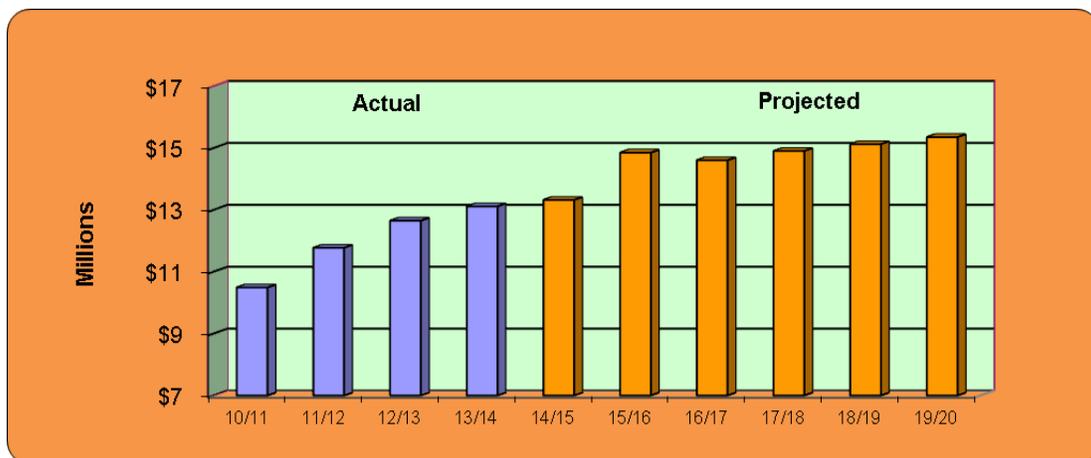
**Sales Tax:** Sales tax, the single largest revenue source for the General Fund, comprises approximately 33% of its net operating revenue base. Net revenues exclude reserves, which are not considered to be an on-going revenue source. The sales tax base is comprised of more than 1,300 diverse businesses throughout the City. While most of the City's largest sales tax producers can be considered stable businesses, they are still subject to fluctuations from regional and national economic conditions which can have a direct impact on the sales tax revenue base. The loss of any one of these top revenue generators could have a significant financial impact to the City.

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

Consequently, the FY 16 Sales Tax revenue estimate of \$14.8 million is \$1.5 million (11%) higher than FY 15 estimated actual revenue. The anticipated growth is based, in part, on recent performance and forecasts provided to the City by its sales tax consulting firm, MuniServices. Beyond that time, the growth assumption is conservatively estimated at 2% based on continued economic growth in addition to several new retail additions expected to come on line during the next two years.

The graph below reflects actual sales tax performance for the past five fiscal years and projected revenue through FY 20.

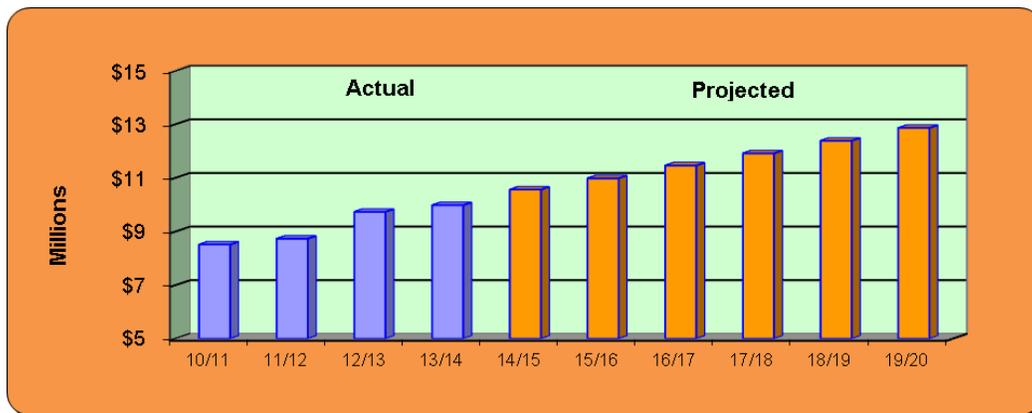
**Sales Tax Trend - General Fund**



**Property Tax:** Property tax revenue is the second largest source of revenue to the General Fund and one its most stable revenues over the past several years. Estimated FY 16 revenue is \$11.2 million, or 25% of net operating revenue, and is \$1.1 million (10.6%) higher than adopted FY 15 revenue. Real property continues to see growth as both residential and commercial property markets continue to experience strong demand. To a large degree, this is the result from the ongoing strength and expansion of the Silicon Valley region and the economy and its notable companies such as Apple, Cisco, eBay, Facebook, Google, LinkedIn, and Tesla, which have been continuing to hire and create numerous jobs while needing to expand their commercial facilities to accommodate the increased workforce. Silicon Valley, and the greater Bay Area metropolitan region, continues to see increased real estate prices where demand for housing exceeds the supply. Commercial properties, as well, are also seeing increases in value as demand continues for desirable space and location. The overall outlook for property value continues to be positive for the foreseeable future.

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

**Property Tax Trend - General Fund**

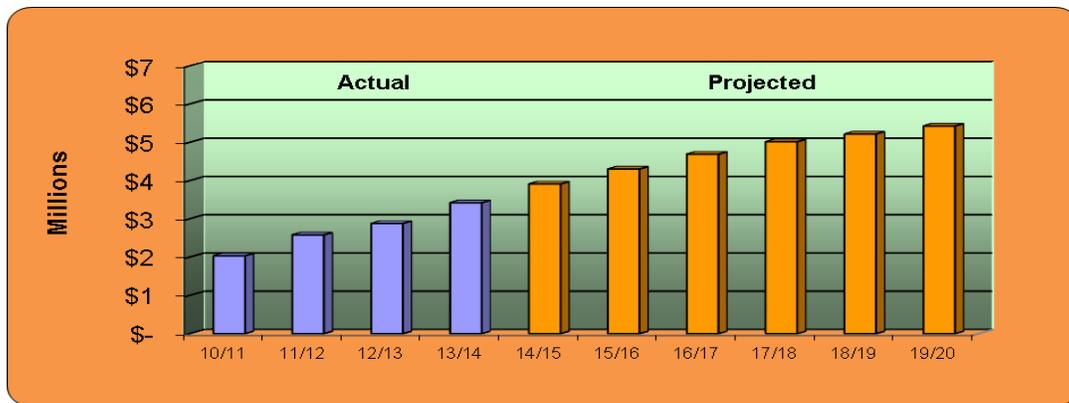


**Transient Occupancy Tax:** This tax, more commonly referred to as hotel/motel tax, or simply TOT, is derived from a 12% surcharge that is applied to the room rates of the City's hotels/motels. TOT revenue for FY 16 is budgeted at \$4.3 million, reflecting a \$0.4 million (10%) increase from revised FY 15 projections. With the continued strength of the business and leisure travel industry, as previously discussed, overall revenues have kept increasing as demand for temporary rooming shows no sign of letting up. Room revenues and occupancies remain high for all business class properties. With limited capacity to construct new hotel rooms, it is expected demand will continue to push revenues higher for the foreseeable future.

Key factors in developing the revenue projections are such things as historical trends, the number of available rooms, the occupancy rate, exemptions, new rooms coming on-line, and the weighted average room rate. Historically, Campbell hotels/motels have averaged occupancy rates of 85%. While occupancy rates have been exceeding this average over the past few years, the next couple of years are expected to continue to grow approximately 8% and leveling off

around 3% in the years beyond. The following chart depicts historical activity and projections for current and future years.

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

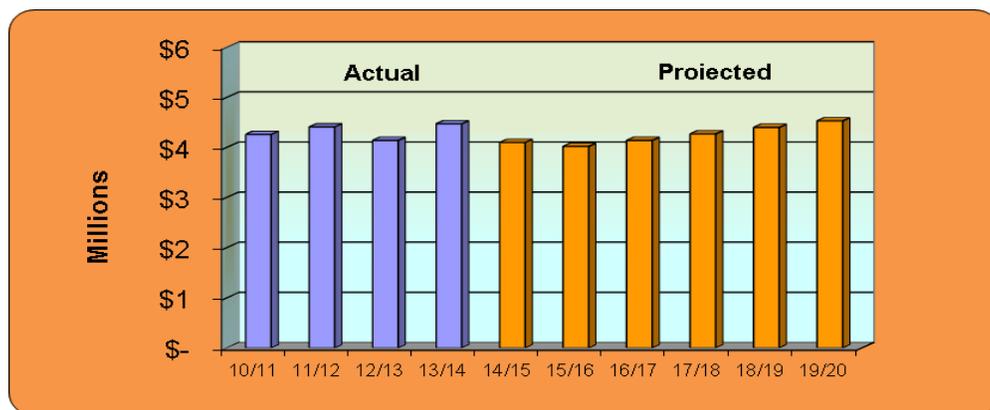


**Charges for Services:** Charges for services include revenues derived from a variety of sources, the largest being Recreation program fees that consist of classes/lessons, trips/tours, preschool and theater revenues. Other fees are charged for Police and Fire services; engineering services; zoning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

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

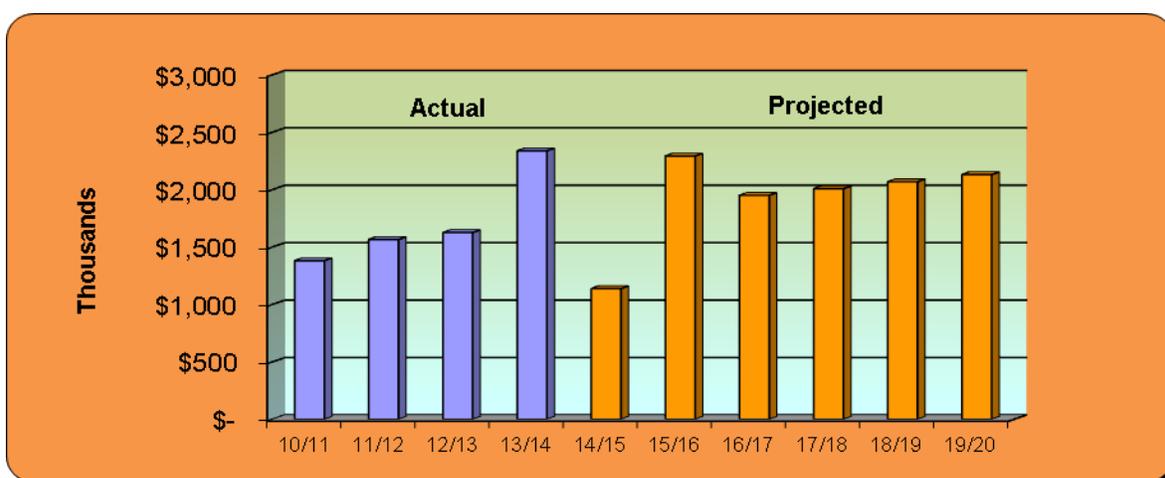
In addition to the cost of providing the service, other factors such as the allowable percentage of recovery, number of participants or attendees, inflationary factor, comparison to other agencies, and the historical trends are analyzed for nearly all fees and charges. The combined revenue for all user fees and charges is anticipated to generate \$4.0 million for the General Fund during FY 16, which is \$0.1 million (2.4%) lower than FY 15 estimated revenues. The following chart depicts historical activity and projections for current and future years:

### Charges for Services Trend - General Fund



**Licenses & Permits:** Revenues in this category are composed primarily of construction permits and advanced plan check fees. Also included are fire permits and other Building Division fee revenues. As can be seen from the chart below, revenues from this category fluctuate significantly with the level of development activity from year to year and are a challenge to estimate. The numbers, however, do serve as a measure of how the local economy is faring. Future estimates are based largely on historical averages adjusted for upcoming projects. Budgeted FY 16 revenues are \$2.3 million representing a 101% increase from projected FY 15 revenue. The large increase is due to timing of some projects in the previous year which were expected to be delayed into the following year. It is expected future activity will be closer to historical averages.

**Licenses & Permits Trend - General Fund**



**Lease Rental Income:** The City collects 90% of its rental income by leasing out space to tenants at its Community Center facility and a small amount from telecommunication antennas. Lease rental income represents approximately 3.4% of net General Fund operating revenues. FY 16 revenue is budgeted to decrease 2.1% from FY 15 projections to \$1.62 million. Rental income from this source is generally consistent from year to year, which is attributable to having a consistent tenant base and stable rents. Occupancy is expected to continue at or near capacity for the next year. However, the City is aware that occupancy levels can change unexpectedly. The revenue projections are based on actual lease contracts and estimated market rates for available space.

**Franchise Tax:** Franchise tax revenue is derived from fees charged to various utilities for doing business within the City. The fee is generally computed as a percentage of the gross income of the utility. This revenue source is budgeted to generate revenue of approximately \$2.8 million for FY 16, which is the same as the previous year. The estimate is developed from a combination of increased services/customers plus an inflationary factor averaging 2% on the historical amounts generated by utilities operating within the City limits, e.g. cable, water, garbage, gas and electric. Others are set contractually. Based on recent consumption trends, it is anticipated revenues will remain stable with the prior year.

**Other General Fund Revenues:** The remaining significant General Fund revenue sources consist of other miscellaneous income of \$0.9 million, operating transfers-in of \$1.4 million,

representing reimbursements from other funds for services provided by the General Fund, and reserves of \$1.5 million used to fund operating expenditures. Where appropriate, other revenue sources are projected to reflect modest inflationary increases and/or changes in activity levels.

### **Revenue - Other Funds**

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

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

Gas Tax revenue is considered a State-shared revenue. Projections for this revenue source come directly from the State on an annual basis. Revenue in funds such as the Lighting and Landscape District and Environmental Services are based on rates that are assessed to individual properties depending upon type of service being provided or type of property. Total operating revenues for Special Revenue funds for FY 16 are \$6.9 million, an increase of \$0.4 million (6.9%).

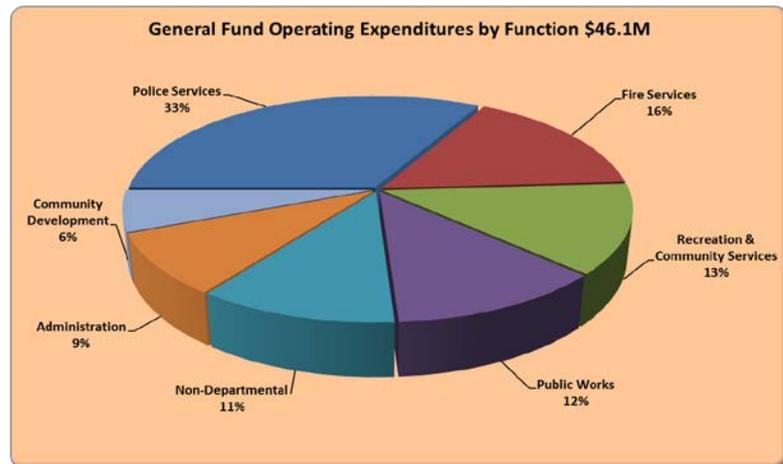
**Debt Service Funds** are incorporated within the budget due to various bond covenant requirements. Certificates of Participation (COP) debt service is funded by the General Fund with a partial reimbursement that is funded from monies provided by the County Redevelopment Property Tax Trust Fund (RPTTF). Effective February 1, 2012, pursuant to State legislation, the City's Redevelopment Agency was dissolved and provision made for tax increment revenue to flow through the County with only State-approved expenditures, including the COP debt, being funded via semi-annual payments to the City. Total funding sources for Debt Service funds for FY 16 are \$1.6 million, consistent with the previous year.

Three **Internal Service Funds** (Motor Vehicle, Information Technology and Workers' Compensation) are presented within the City's budget. Revenues in these funds are generated primarily through charge-backs to user departments depending upon the volume of assets and type of service provided by the specific fund. Costs that get recovered include staff time, repair, maintenance, claims payout and replacement of assets managed by the particular fund. Total revenues for Internal Service Funds for FY 16 are \$4.1 million, up \$0.5 million from the previous year, reflecting an increase in user charges for operations as well as funding for purchase of new and replacement equipment in both the Motor Vehicle and Information Technology funds.

## **EXPENDITURES**

As previously noted, the budget is comprised of operating and capital expenditures totaling \$64.2 million. Operating expenditures alone total \$58.7 million.

The General Fund, which is the primary operating fund for the City, comprises approximately 73% of total City operating expenditures. Special Revenue funds comprise 9%, Internal Service funds comprise 7% and other funds make up the balance at 11% of the total. Operating expenditures in the General Fund are budgeted at \$46.1 million which is 9.3% higher than the prior year adopted budget.



**Employee Services:** Personnel staffing represents an integral part of the City's annual budget. The combined number of budgeted permanent and permanent part-time FTE positions proposed in FY 16 is 164, a net increase of six positions from FY 15. With the increase in service demands and desire for enhanced services to the community, additional staffing was incorporated into this year's budget. Changes to the budget from the prior year include the following - in the City Manager's Office, a two year limited term Social Media Specialist (0.5 FTE) is being added as well as a two year limited term Administrative Analyst I (1.0 FTE) and an Information Technology Technician (1.0 FTE). In Recreation, a Recreation Specialist (0.5 FTE) is being added to staff the Youth Engagement program that is being brought back. In Finance, a Senior Accountant position (1.0 FTE) is replacing an Accountant (1.0 FTE) position. In Public Works, a (0.5 FTE) Project Engineer is being converted to a permanent Assistant Engineer in the Traffic division and a Temporary Lighting Assistant is being converted to a permanent Lighting and Traffic Signal Assistant.

In addition to these permanent position changes, there are increases in various temporary staffing across departments to help with needed short-term projects.

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

The salaries and benefits category represents all personnel-related costs and makes up the largest component of the General Fund expenditures. In fact, personnel costs are approximately 47% of the total budget. This percentage is relatively low compared to many other cities because fire personnel are provided by contract with the County and, therefore, do not show up as City personnel costs. For FY 16, salaries and benefits in the operating budget total \$30.3 million for all City funds, which is a \$2.6 million (9.2%) increase from the previous fiscal year.

The primary reasons for the growth were the increased staffing, described above, as well as modest employee wage increases and anticipated increases for City retirement contributions.

### **MULTI-YEAR COMPARATIVE ANALYSIS**

**General Fund - Revenues and Expenditures:** The comparative analysis that follows reflects the historical trend between General Fund revenues and expenditures covering the past five years as well as projections through FY 20. For a number of years, City revenues were unstable and did not keep up with increased service costs, creating two consecutive years of significant budget deficits during this time. To address this situation, the City developed a Budget Correction Strategy that resulted in numerous cutbacks and aligned expenditures with lowered revenue levels. New tax measures were also enacted to help bolster revenue. The result was a re-balancing of the budget that also provided for some replenishment of reserves that were drawn upon to fund the existing deficits. In the past five years, the economy has recovered and is growing at a modest rate which has resulted in recent surpluses. However, it is anticipated that the current business cycle may begin to turn downward over the next five years and projections have been adjusted accordingly.

The following chart depicts actual and projected operating revenues and expenditures, and illustrates the relative alignment of expenditures and revenues after implementing the Budget Corrections Strategy and for the years that follow. As is depicted, the City expects to realize a surplus in FY 16 and more modest surpluses through FY 18 with the later years showing slight deficits through FY 20. This is due to the anticipated changes in the economy.

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



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

The primary funding source for these funds is user charges. City program budgets contain line items for charges from the various pool funds. Included in these charges to other City departments or programs are the prorata share of the cost of operations of the particular fund in

addition to a replacement cost factor whenever physical assets such as vehicles and computers belong to the fund. As operating or replacement costs change or as asset inventories grow, the corresponding changes are reflected in the charges to the user departments. For FY 16, revenues and expenditures in these funds total \$4.1 and \$4.0 million, respectively. Expenditures increased \$0.7 million from the previous year's adopted budget reflecting the acquisition of new assets as well as an increase in Workers' Compensation claims. Annually, any assets scheduled for replacement are funded from reserves within the respective fund. This can and does result in large variances when making year-to-year budgetary comparisons. The various methodologies utilized to determine reserve levels and replacement charges are periodically evaluated and modified. Projections in future years have been estimated using a modest inflationary factor.

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

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

Expenditures in this fund are used for on-going maintenance of the City's street infrastructure. Revenue and expenditure totals for FY 16 are projected to be \$1.6 million, up slightly from the previous year's adopted budget. Projections for future years utilize a modest inflationary factor approximating 2% for revenues and expenditures.

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

In FY 16, operating revenues and expenditures total \$3.4 million. This includes operating transfers-in of \$1.4 million and transfers-out of \$0.1 million. The General Fund accounts for most of the total transfers-in as a subsidy to this fund. In other words, revenues from the assessment are not sufficient to cover the cost of services funded by the LLD. Details related to transfers-out may be found in Exhibit E of Program 775 in the Lighting and Landscape District Fund budget

worksheets. Projections for future years are based on inflationary increases approximating 2%.

**Environmental Services Fund:** This fund budgets and accounts for revenues and costs associated with administration and management of the City's solid waste collection and disposal, storm water management, and other environmental programs as needed or required. The City participates in a Solid Waste Joint Powers Authority (JPA) and utilizes a franchised solid waste and recycling provider who bills, collects, and remits revenues to the City related to services provided to Campbell residents and businesses. Fees remitted to the City include storm water, storm drain, solid waste, hazardous waste, and recycling fees. Operating revenues and expenditures for FY 15 are \$1.4 million, \$0.1 million higher than last fiscal year's adopted budget. Future years' costs are based on inflationary increases approximating 2%.

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

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

The unemployment rate is an important economic statistic as to the state of the economy in general. As of May 2015, the State seasonally adjusted unemployment rate was 6.2% compared to 7.2% the prior year. For Santa Clara County, the May unadjusted rate was 4.0%, a 1.0% reduction from last year's rate of 5.0%. Campbell has historically trended better than both the County and the State in its unemployment rate. In fact, as of May 2015, Campbell's unemployment rate was 2.9%, unadjusted, down from 3.6% 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 period.

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

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

With an increase in residential and commercial development activity, the City continues to address the overall impacts on the community of future development projects so that they remain manageable and environmentally balanced. While the current economic expansion has seen several large high density development projects come our way, the City is committed to environmental sustainability and preservation, including the creation and enforcement of policies that are consistent with environmental standards. The City is a certified "Green" organization, and will continue exploring ways to promote this in the community.

The City is also committed to providing reasonable health care coverage to its employees. As the general population ages, more reliance is placed upon the health care system to provide comprehensive coverage for employees and their families. However, the cost of providing health care and other post-retirement benefits coverage continues to escalate each year, often outpacing revenue growth. With the passage of the *Patient Protection and Affordable Care Act*, the City is also challenged with determining the impacts of providing affordable health care coverage to its employees. The City, like all employers, has to consider how to balance the level of on-going benefits it can offer with the cost of providing them. The City is also committed to pre-funding its obligation to provide retiree health benefits and has budgeted \$455,000 to partially pre-fund this obligation. Furthermore, it has built into its five-year projections additional increases so as to meet the required contribution targets with a goal to eventually achieve full funding.

Employee retirement costs have also been an ongoing challenge to maintaining a balanced budget. Although the City's retirement contribution budget increased by over 17% for FY 16, it is expected future changes in assumptions by CalPERS will result in additional rate increases next year and continuing for several years beyond. As a long-term strategy to combat the rising pension costs, several years ago the City enacted pension reform, with the help of its labor groups. Campbell was one of the first cities in the region to implement a lower second tier of retirement benefits for new hires of both its safety and non-safety personnel. As staff retire from the City or move to other employment and new staff is hired, increasingly larger savings are expected to accumulate over time.

Another significant and ongoing challenge is the need to maintain the City's infrastructure, particularly its streets and sidewalks. More than \$28 million dollars have been invested in the City's street infrastructure over the past 17 fiscal years, including \$3.5 million in FY 15 alone, and work will continue into this year with additional dollars set aside for this purpose. While the overall condition of streets has been good for the past several years, a significant amount of resources are required to maintain a "good" condition rating on an on-going basis. Consistent funding for maintaining this level is a challenge as costs continue to increase from year to year. The City plans to apply for various Federal and State grant funds to assist in funding annual needs. However, these are one time funds that are not guaranteed for the future. A vehicle impact fee was instituted a number of years ago to supplement funding of street maintenance needs. The 5-year Capital Improvement Plan (see CIP section of document) continues to

commit annual funding dollars for street maintenance to address this important issue.

With continued demand for enhancing services for the community, the deployment of technology remains an important issue for the City. To maintain the City's current and proposed standards of performance, and to protect systems from outside attacks and viruses, resources are required to ensure systems remain stable and reliable for all users. Additionally, the City's aging technology infrastructure is in need of upgrading or replacement. Building upon last year's increase in the technology budget, the current budget allocates additional funding for needed replacements and upgrades. Some of the projects slated for this budget year that address some of these issues are: replacement of the Exchange email environment, implementation of a new shared Computer Aided Dispatch system with another jurisdiction, implementing web-based building inspection scheduling, and implementing online business license renewals.

### **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 physical emergencies. The policies are reviewed periodically and modified only when deemed necessary to maintain or improve the fiscal health of the City. The financial policies are detailed in Exhibit 2 of this budget message.

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

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

### **FY 16 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 March 31<sup>st</sup>. Major work plan items, in addition to a list of the on-going responsibilities of each department, can be found within the department program sections of the budget document.

## **FY 15 SIGNIFICANT ACCOMPLISHMENTS**

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

## **STRATEGIC PLAN AND PERFORMANCE REPORTING**

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

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

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

## **BASIS OF BUDGETING**

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

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

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

**Budget Development:** Development of the operating and capital budget is a process that takes place over six months and is summarized by the budget calendar located in the Budget Reference section of this document. The City's financial policies establish a process whereby a budget study session is held with the City Council during the annual budget development process. This meeting is generally held during March/April timeframe. Council is presented with an overview of the City's fiscal condition and proposed work plans for the upcoming year. A study session was held on May 4<sup>th</sup> to discuss the operating budget and capital improvement plan and the proposed budget was introduced on May 27<sup>th</sup>.

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

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

## **BUDGET AND FINANCIAL AWARDS**

For the 22<sup>nd</sup> consecutive year, the City's budget received national recognition by earning the Government Finance Officers Association (GFOA) "Distinguished Budget Award". To receive the Distinguished Budget Presentation Award, a city must publish a budget document that serves as a policy document, a financial plan, a communications device, and an operations guide. We believe the FY 16 budget conforms to GFOA program requirements. Additionally, this is the 17<sup>th</sup> year an award of "Excellence in Budgeting" has been received from the California Society of Municipal Finance Officers (CSMFO). Copies of both awards appear in the Budget Reference Materials section of this document. It also should be noted that the City's Comprehensive Annual Financial Report has also been an award-winning document for excellence in financial reporting at both the State and national levels for many years.

## CONCLUSION AND ACKNOWLEDGEMENTS

The development of the FY 16 operating and capital budget was made possible through the cooperation of the City's employees, input and support from our community, and direction of the City Council. Although the City's budget challenges have eased for the time being, difficult economic times can return very quickly. Consequently, we continue to prioritize what is important for the City and to allocate available resources to those programs and services deemed to be critical to improving our community. Our ability to manage scarce resources is a key reason Campbell remains a vibrant and desirable place to live and work.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Linder', written in a cursive style.

Mark Linder  
City Manager

**FY 15 SIGNIFICANT ACCOMPLISHMENTS**

**City Manager's Department:**

**Program 510 – Administration:**

- Promoted and organized annual Job Shadow Day in collaboration with CUSD and Junior Achievement of Silicon Valley
- Conducted a comprehensive study and analysis on local and statewide minimum wage considerations
- Initiated planning for donation based public street art on City's traffic control utility boxes
- Organized and televised City Council candidates election forum on Campbell's Government Channel 26
- Completed audio-visual upgrades for Council Chamber and Doetsch Conference Room using grant funds
- In collaboration with Public Works Department, implemented new pilot parking permit program
- Organized the City Council's 2015 Priority Workshop Study session
- Participated in the Innovation Academy

**Program 511 - City Clerk:**

- Conducted the November 4, 2014 General Municipal Election
- Coordinated the biennial review and update of the Statement of Values
- Reviewed Campaign Finance Guidelines
- Participated in the Innovation Academy

**Program 515 - Human Resources:**

- Provided a successful volunteer luncheon honoring 220 volunteers
- Administered the Employee Service Awards in recognition of 19 employees
- Recognized 17 for Employee Value Awards
- Successfully conducted negotiations with all bargaining units
- Completed 17 recruitments in accordance with performance measurement outcomes
- Processed and administered 42 new Workers' Compensation claims
- Developed a Wellness Policy and formed a Wellness Committee

## **Exhibit 1**

### **Program 547 – Information Technologies Services:**

- Completed Technology Needs Assessment and updated of Technology Master Plan goals, presented findings to Council
- Developed and issued a Request for Proposal for WiFi in the Downtown, and presented finding and recommendations to Council
- Completed upgrade of employee desktop computing environment
- Replaced existing SunGard/Pentamotion financial system servers & upgraded FinPlus and ComPlus applications
- Replaced eSafe web/email security protection environment with Sophos Unified Threat Management
- Working with Police Department, replace VESTA 911 system for 911 Dispatch
- Worked with Police Department on replacement for CAD (computer aided dispatch) system
- Implemented “Justice Mobile” smartphones and application for the Police Department
- Replaced SLETS/CJIC workstations for Police Department
- Installed new VeriPic digital evidence manager application and integrated with the District Attorney’s Office for the Police Department
- Assumed support for existing SVITS (Silicon Valley Intelligent Transportation System) Traffic Monitoring systems and implemented “NetClock” for signal timing
- Replaced CAD (computer aided design) workstations for Public Works
- Replaced new versions of AutoCAD for Public Works Engineering
- Replaced ArcGIS (Mapping Software) for Community Development and Public Works
- Installed wireless access in Carriage House and Museum

### **Recreation & Community Services Department:**

#### **Program 524 – Administrative Services Program:**

- Hired Recreation Specialist to lead Youth Engagement initiative
- Established Youth Commission
- Formed PRC Subcommittee for Recreation Plan and conducted Focus Group Meetings
- Successfully transitioned staffing model from full-time Executive Assistant to temporary customer service team
- Transformed Recreation Office Lobby and Registration area with support from Building Maintenance and IT

**Program 525 – Senior Nutrition Program:**

- Successfully contracted with a new caterer to introduce Asian meals one day per week. The new meals have been very popular and contributed to the growth in attendance.

**Program 526 – Adult Services Program:**

- Adult Center staff worked with Building Maintenance and Information Technologies to complete Phase I renovation of the Adult Center public areas and offices
- In partnership with the Alzheimer’s Association, the Adult Center presented a special screening of the film, “Alive Inside,” a documentary which demonstrates music’s ability to combat memory loss. Attendees included community members, City staff, and gerontology professionals.
- Successfully implemented three special events: the 2nd Annual Chinese New Year Celebration, the Harvest Hoedown, and a Magical Holiday Celebration
- Adult Center streamlined the registration processes for classes and trips which have resulted in improved customer service and program efficiency

**Program 527 – Campbell Community Center Program:**

- Completed Athletic Field Use Policy Update
- Initiated the return of Field Attendants to oversee field use permits and picnic reservations as well as protect the park resources in Campbell
- Implemented eight Summer Concerts at Orchard City Green
- Took part in several Emergency Preparedness trainings and meetings including: C-POD training, Emergency Shelter Preparedness meeting, Emergency Operations Center training, monthly school fire drills, and safety inspections
- Campbell Community Center hosted several large public events including Relay for Life, Wipe Out Cancer, and the Eggstravaganza
- Community Center staff supported several city-wide events including the 100th Campbell Library event, Veteran’s Day, Memorial Day, American Liter Pick up Day, Arbor Day at John D. Morgan Park and the Park & Recreation Commission float in the Bunnies and Bonnets parade with PARKS MAKE LIFE BETTER branding

**Program 528 – Museum Services Program:**

- Ainsley House CIP remodel improved Ainsley House basement collection storage, alleviating many storage issues such as pest management, water infiltration, mold issues and some of the over-crowding
- Inventoried oversize maps and ledgers to begin digitization of oversized collection items.
- Reconciled collection catalog records with digital catalog records

**Program 528 – Museum Services Program Continued:**

- Curated successful Holiday decorations at the Ainsley House and well-attended Open House evening events in December
- Restructured Museum staffing to hire part-time Event Coordinator to oversee Museum event rentals and two part-time Guest Service Associates to staff the Historical Museum during public hours, resulting in the tripling of museum visitor count
- Increased Community Engagement through Senior Museum Specialist speaking engagements and participating in DCBA community events
- Increased Community Engagement through implementing History Happy Hour lecture series at the Ainsley House
- Installed WWI exhibit at City Hall
- Installed a successful exhibit at the Ainsley House on the Campbell High School that draws alumni from all over to view the memorabilia and hosted a well-attended exhibit reception for the exhibit
- Secured funds from Museum Foundation to install UV film on South facing downstairs windows in the Ainsley House
- Launched partnership with Public Works Department for native plant garden landscape project at the Historical Museum

**Program 529 – Heritage Theatre Program:**

- Successfully completed the 2014-2015 season of shows with 3 sellout performances: Art Garfunkel, A Celtic Christmas, and Wynonna

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

- Successfully transitioned the Campbell Wave Swim Team Head Coach position change, along with two new Assistant Coaches, to lead the Wave Swim Team
- In collaboration with the Building Maintenance Staff, completed the Campbell Community Center Weight Room CIP remodel project, which replaced older fitness equipment with newer pieces, increased exercise options while increasing floor space, and improved storage
- Implemented a new Lifeguard recruitment process, which includes an interview screening and invitation to the Lifeguard Academy training

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

- Restructured the Extreme Teens program to reduce costs and increase participation
- Remodeled the Leader-in-Training program from a fee-based activity to a free volunteer program, including a new application and interview screening process to select participants
- Implemented quarterly customer surveys to gauge satisfaction with recreation activities and identify improvements

**Finance Department**

**Program 535 – Accounting Services Program:**

- Received an unqualified audit opinion on the City's FY 2013-14 Comprehensive Annual Financial Report (CAFR) and received a national Certificate of Achievement award from the Government Financial Officers Association (GFOA)
- Received a Distinguished Budget Award from GFOA for the FY 2014-15 Budget Document
- Received an Operating Budget Excellence Award for Fiscal Year 2014-15 from the California Society of Municipal Finance Officers (CSMFO)
- Completed audits of the West Valley Solid Waste Management Authority and Transportation Development Act (TDA)
- Successfully completed software upgrade to SunGard Pentamotion financial system software modules (FINPLUS to version 5.0 and COMPLUS to version 9.0)

**Program 540 – Non-Departmental Program:**

- Reduced the number of open claims against the city by 28% from last year

**Community Development Department**

**Program 550 – Administration Program:**

- Participated in the Silicon Valley Economic Development Alliance (SVEDA)
- Attended an International Council of Shopping Center (ICSC) conference for Economic Development

**Program 551 – Current Planning Program:**

- Designated three properties for Historic Resources Inventory
- Mills Act program was extended indefinitely, up to a maximum of ten properties
- Historic Resources Board recommended one Mills Act property
- Historic Resources Board recommended one Landmark property
- City Council conducted a Study Session on the Pruneyard renovations
- City Council conducted a Study Session to consider a proposal to develop properties on Railway proposed by St. Anton Development.
- City Council approved a Zone Text Amendment to establish new provisions for Emergency Shelters and Transitional Housing
- City Council approved the Dillon Avenue (Robson) project consisting of 81 townhomes and 19 apartments
- City Council approved a mixed use development at 2305 Winchester Blvd. (Warmouth)
- City Council approved an 18 lot subdivision on Kennedy

**Program 552 – Policy Development Program:**

- City Council conducted a Study Session on the 2015-2023 Housing Element update
- City Council adopted the 2015-2023 Housing Element
- City Council conducted a Study Session on mix of uses in Downtown Campbell
- City Council conducted Study Session to consider planning for a Bascom Avenue Area Plan
- City Council heard three requests from developers seeking to amend the General Plan to allow residential development on land not zoned for such use
- The Planning Division continue to work on the DAAP Environmental Impact Report (EIR) and completed the Screencheck Draft Dell Avenue Area Plan

**Program 553 – Housing Program:**

- Performed over 100 inspections in eligible neighborhoods
- Identified numerous code violations and wrote approximately 130 letters
- Worked with Campbell PD on graffiti abatement
- Worked with the Building Department on several substandard residences

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

- Inspected over 300 new residential units (apartments, townhomes, single-family)
- Substantially completed the City wide survey of “soft-story” multi-family residences
- Issued over 1,300 Building Permits
- Began administrative process to enforce Civil Code Section 1101.1 (SB407) requiring water-conserving plumbing fixtures in all remodeling projects

**Legal Services Department**

**Program 560 – Legal Services:**

- Presentation of AB 1234 Ethics Program
- Assisted with update to Housing Element of the General Plan
- Assisted with update to Transportation Element of the General Plan to comply with Complete Streets mandate
- Assisted with update to Freeway Oriented Sign provision
- Negotiated Interoperability Agreement
- Negotiated Super Bowl Law Enforcement Agreement
- Obtained Injunction against person vandalizing City’s restrooms

**Public Safety Department**

**Program 602 - Support Services Division:**

- Recruited and hired two full-time Public Safety Dispatchers to fill two vacant positions.
- Recruited, hired, and trained a new Public Safety Systems Specialist to assist with PD – related IT projects
- Conducted a state-wide recruitment and interview process to fill the Support Services Manager position in anticipation of an August 2015 retirement
- Implemented a new digital evidence manager software system to assist in managing the Police Department’s digital evidence
- Completed an upgrade of the Police Department’s 9-1-1 system
- Installed VoIP emergency phones in the Communications Center as part of the Silicon Valley Regional Interoperability Authority regional backup IP telephone system
- Implemented a new, web-based parking citation software program

**Program 604 - Special Enforcement Division:**

- Hired two temporary Public Safety Assistants (PSA's) to work in our Traffic Division.
- Robbery Investigation - Investigated a robbery at The Pruneyard where two suspects assaulted the victims and brandished a pistol. One suspect was taken into custody and the other suspect was identified by detectives. Second suspect was later located and arrested and confessed to her involvement
- Commercial Burglary - Investigated a commercial burglary where DNA was located on evidence and the suspect was identified and later searched. Large amounts of stolen property, along with controlled substances, were located. Stolen items from three other residential burglaries were identified and a second suspect was also identified who was using stolen items from the burglaries to commit financial crimes.
- Arson - Detectives obtained information regarding an arson on Union Avenue. Detectives worked with Fire's Arson Unit and were able to interview and arrest the suspect responsible for the fire.
- Completed fifty sex registrant compliance checks
- Assisted with wire taps and arrests in the series of bank robbery take-overs
- Participated in two Santa Clara County Gang Task Force Operations, (one taking place in Campbell)
- Traffic Enforcement Programs – Officers participated in state and countywide traffic enforcement programs focusing on Distracted Driving, Seatbelt Usage, and DUI
- Tobacco Enforcement - Conducted tobacco sales sting operations in an effort to reduce the usage and purchase of tobacco products by minors.
- Child Abduction - Successfully investigated an attempted child abduction case that garnered major media attention and resulted in the arrest of the offender

**Program 604 - Field Services Division:**

- Successfully hired three new Police Officers (still in training) in order to fill current vacancies
- Assisted two additional Police Officers in completing their Field Training (FTO Program)
- Successfully investigated a narcotics distribution ring operating out of a 24 hour gas station. After several arrests and working with Planning, the station was no longer allowed to operate on a 24 hour basis.
- Recruited additional Police Explorer volunteers to boost our existing ranks
- Organized a regional training for "Coffee with a Cop" program with participants from eight different counties
- Partnered with a local business to host our first "Coffee with a Cop" event
- Coordinated EOC training for entire City EOC Staff

**Program 604 - Field Services Division Continued:**

- Implemented a CERT training procedure and approval so DSW workers are covered by State Disability if injured during a training event
- Acquired two storage sheds and equipment through grants for CERT and Emergency Preparedness for the City
- Made the most arrests per officer, and wrote the most reports per officer of all agencies in Santa Clara County

**Public Works Department**

**Program 720 – Transportation Engineering Program:**

- Updated the General Plan Circulation Element to be compliant with the California Complete Streets Act of 2008
- Secured a Priority Development Area (PDA) Planning Grant for the Transportation Improvement Plan for Campbell PDA Project
- Completed the retiming of traffic signals on Winchester Boulevard between Latimer Avenue and Hacienda Avenue

**Program 730 - Engineering Program:**

- Completed construction of the 2014 Annual Street Maintenance Projects – Hamilton Avenue Rehabilitation Project and the Hamilton Avenue Median and Roadway Rehabilitation Project
- Began construction of the Hacienda Avenue Green Street Improvement Project
- Began construction of the East Campbell Avenue Portals Project
- Completed the design of the Virginia Avenue Sidewalk Project
- Continued work with the City of San Jose on the San Tomas Aquino Creek Trail Feasibility Study

**Program 740 - Land Development and Environmental Programs:**

- Adoption of the ordinance regarding reduction or elimination of expanded polystyrene
- Established Community Facilities District No. 2 for management of stormwater facilities associated with new development and completed the first annexation into the new district
- Continued to divert more locally generated solid waste from landfills, through recycling and reuse, than State AB 939 legislation requires (3.8 lbs/person landfilled instead of allowable 5.2 lbs/person)
- Provided reviews and input on proposed new Municipal Regional Permit through the West Valley Clean Water Program and the Santa Clara Valley Urban Runoff Pollution Prevention Program
- Monitored, documented and reported on activities in response to NPDES, MRP and Annual Report requirements
- Assisted in the development of the agreements for the sale and lot line adjustment for the transfer of City corporation yard property

**Program 745 – Maintenance Administration Program:**

- Implemented a scheduled pavement crack sealing program
- Completed proactive sidewalk inspection and grinding contract

**Program 760 - Street Maintenance Program:**

- Worked with Santa Clara Valley Water District on multiple homeless encampment cleanups and created a Standard Operating Procedure for cleanups
- Completed special projects with City staff, including the traffic circle renovation at John D. Morgan Park, clean up and grading of Hamilton Avenue median Islands, Community Garden Expansion
- Completed Service Yard improvements for equipment & vehicle storage to accommodate the sale of a portion of the service yard property

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

- Completed LED streetlight installation pilot project

**Program 775 – Park Maintenance Program:**

- Redirected staff hours to create an in-house tree crew to address tree clearance issues. In a six month program, the crew pruned over 1200 street trees and planted 50 new trees
- Improved debris pickup program in heavy leaf areas
- Stolen copper wiring replaced at various Citywide locations within 14 days of theft

**Program 780 – Building Maintenance Program:**

- Completed facility improvement projects including the Adult Center at the Community Center and the Finance Department office area
- Repainted the exterior trim located outside of the Library
- Repaired fire damage of the Budd Ave restroom at John D. Morgan Park

**FINANCIAL POLICIES**

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

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

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

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

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

**FINANCIAL POLICIES**

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

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

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

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

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

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

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

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

**FINANCIAL POLICIES**

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

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

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

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

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

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

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

FINANCIAL POLICIES

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

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

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

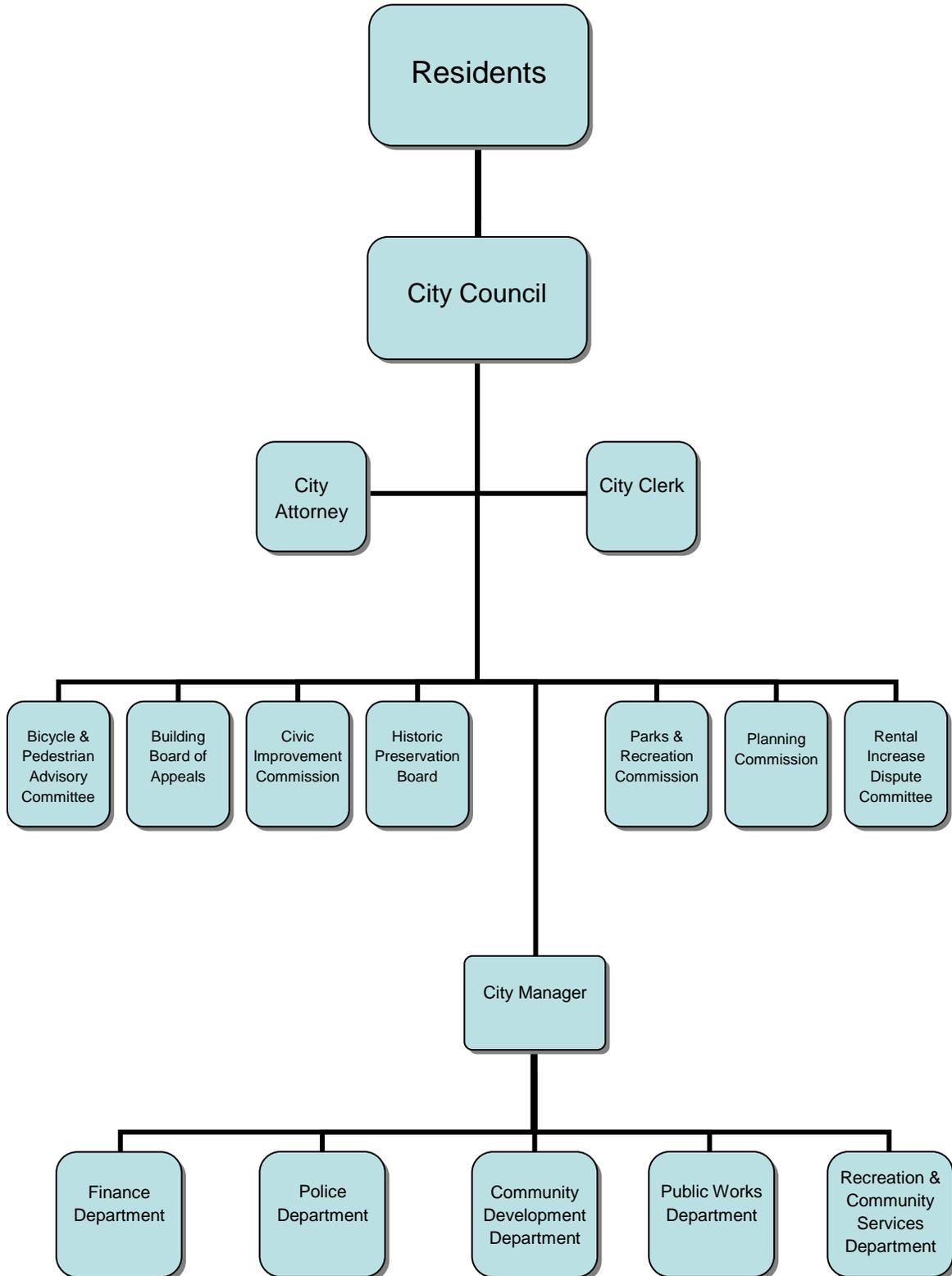
The City will restrict long-term borrowing to the funding of capital improvement projects and equipment. The term of debt shall not exceed the expected useful life of the capital improvement project or equipment. General obligation debt will not exceed 3.75% of the City's assessed value in accordance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

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

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

# General Organization

## 2015 - 2016



## **CITY OFFICIALS**

### **City Council**

Mayor – Jeffrey Cristina

Vice Mayor – Jason Baker

Councilmember – Michael Kotowski

Councilmember – Liz Gibbons

Councilmember – Paul Resnikoff

Note: Mayor serves an annual term from December to December. Names and positions are as of July 1, 2015.

### **City Administrative Staff**

City Manager – Mark Linder

Deputy City Manager – Al Bitto

City Clerk – Wendy Wood

City Attorney – William Seligmann

Community Development Director – Paul Kermoyan

Finance Director – Jesse Takahashi

Human Resources Manager – Jill Lopez

Police Chief – David Carmichael

Public Works Director – Todd Capurso

Recreation & Community Services Director – Regina Maurantonio

## **Community Vision**

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

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

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

## **Community Goals**

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

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

*To have attractive residential neighborhoods and business districts.*

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

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

## **Mission Statement**

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

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

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

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

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

## **CAMPBELL STATEMENT OF VALUES**

### ***Preamble:***

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

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

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

### ***Community***

As I serve Campbell:

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

### ***Honesty***

As I serve Campbell:

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

### ***Civility***

As I serve Campbell:

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

## ***Equality***

As I serve Campbell:

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

## ***Teamwork***

As I serve Campbell:

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

## ***Accountability***

As I serve Campbell:

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

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

*Adopted by the Campbell City Council on March 21, 2006  
Updated February 17, 2009, Resolution #10998  
Council reviewed / reaffirmed February 15, 2011, 2013, 2015*

# **CAMPBELL STRATEGIC PLAN ELEMENTS & OBJECTIVES**

## **1.0 Land Use**

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

## **2.0 Financial Health**

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

## **3.0 Transportation**

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

## **4.0 Public Safety**

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

## **5.0 Community Services / Recreation**

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

## CAMPBELL STRATEGIC PLAN ELEMENTS & OBJECTIVES

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

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

### **7.0 Environmental Programs**

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

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

### **8.0 Community Participation**

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



Adopted 11/94  
Updated 3/99

## COUNCIL COMMITTEE RESPONSIBILITIES

### MAYOR CRISTINA:

Advisory Commissioner Appointment Interview Subcommittee  
Assn. of Bay Area Governments  
Cities Association of Santa Clara County:  
    ABAG Representative (Alternate)  
City Atty. Performance/Comp. Subcommittee  
City Clerk Performance/Comp. Subcommittee  
City Mgr. Performance/Comp. Subcommittee  
County Expressway Policy Advisory Board  
Economic Development Subcommittee  
Santa Clara Valley Water District:  
    County Water Commission  
West Valley Mayor and Managers

### VICE MAYOR BAKER:

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

### COUNCILMEMBER GIBBONS:

Campbell Historical Museum & Ainsley House  
    Foundation Liaison  
CDBG Program Committee (County) (Alt.)  
Cities Association of Santa Clara County:  
    Board of Directors (Alt.)  
    Selection Committee (Alt.)  
County Expressway Policy Adv. Board (Alt.)  
County Library District JPA Board of Dir. (Alt.)  
Downtown Subcommittee  
Education Liaison Subcommittee  
Finance Subcommittee  
Friends of the Heritage Theatre Liaison (Alt.)  
Housing Rehabilitation Loan Committee  
Legislative Subcommittee  
Santa Clara Valley Water District:  
    County Water Commission (Alt.)  
20% Housing Committee (Successor Agency)

### COUNCILMEMBER KOTOWSKI:

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

### COUNCILMEMBER RESNIKOFF:

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

**\*\*appointed by other agencies**  
**Updated 2/18/2015**

## **COMMISSION, COMMITTEES, AND ADVISORY BOARDS**

### **Planning Commission**

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

### **Parks and Recreation Commission**

Scott Johnson, Chairperson  
Christine Scholberg, Vice Chairperson  
Jacquie Davidson  
Charles Gibson  
Scott Hughes  
Rich Ptaszynski  
Celest Walker

### **Civic Improvement Commission**

Sharon Teeter, Chairperson  
Carol Hoffman, Vice Chairperson  
Ann Herosy  
Traci Mitchell  
Madalyn Perrine  
Lucy Zheng  
Alan Zisser

### **Building Board of Appeal**

Bruno Marcelic  
Jim Morelan  
Jay Perrine  
Kevin Salazar  
Todd Zeman

### **Historical Preservation Board**

Todd Walter, Chairperson  
George Niczewicz, Vice Chairperson  
Susan Blake  
Laura Taylor Moore  
JoEllen Hernandez

### **Rental Increase Fact Finding Committee**

Lucy Zheng, Chairperson  
Eric Bracher, Landlord Representative  
John W. Figueroa, Landlord Representative  
Phil Doetsch, Tenant Representative  
Marla Sierras, Tenant Representative

### **Bicycle Committee**

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

Note: Names and Positions as of July 1, 2015

## Permanent Authorized Budgeted Personnel Positions

Job Classification	FY 14 Number of Positions	FY 15 Number of Positions	FY 16 Number of Positions
Accountant	2	2	1
Accounting Clerk II	2	2	2
Accounting Technician	1	1	1
Assistant Engineer	2	3	3
Assistant to the City Manager	1	1	-
Assistant/Associate Planner	2	1	1
Associate Civil Engineer	1	-	-
Building Division Manager/Building Official	1	1	1
Building Inspector	2	2	2
Building Maintenance Lead Worker	1	1	1
Building Maintenance Supervisor	-	1	1
Building Maintenance Worker	2	2	2
City Clerk	1	1	1
City Engineer	1	1	1
City Manager	1	1	1
Code Enforcement Officer/Inspector	1	1	1
Communications Supervisor	1	1	1
Community Development Director	1	1	1
Community Services Officer	3	3	3
Deputy City Clerk	1	1	1
Deputy City Manager	-	-	1
Equipment Maintenance Supervisor	1	1	1
Executive Assistant	4	4	3
Executive Assistant to the City Manager	1	1	1
Facilities Maintenance Manager	1	-	-
Finance Director	1	1	1
Finance Manager	1	1	1
Human Resources Analyst	-	-	1
Human Resources Manager	1	1	1
Human Resources Representative	1	1	-
Information Technology Administrator	1	1	1
Information Technology Manager	1	1	1
Information Technology Technician	1	1	2
Lighting & Traffic Signal Assistant	-	-	1
Lighting & Traffic Signal Supervisor	1	1	1
Lighting & Traffic Signal Technician	1	1	1
Mechanic I/II	1	1	1
Office Assistant	4	3	3
Office Specialist	-	1	1
Park Maintenance Lead Worker	2	3	3
Park Maintenance Supervisor	1	1	1
Park Maintenance Worker I/II	9	8	7
Permit Technician	1	1	1
Planning Manager	1	1	1
Police Agent	6	6	6
Police Captain	2	2	2
Police Chief	1	1	1
Police Officer	26	26	26
Police Officer Trainee	-	-	-
Police Records Specialist	4	5	5

## Permanent Authorized Budgeted Personnel Positions

Job Classification	FY 14 Number of Positions	FY 15 Number of Positions	FY 16 Number of Positions
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
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 Program Supervisor	3	3	3
Recreation Services Manager	1	1	1
Recreation Specialist	-	4	4
Senior Accountant	-	-	1
Senior Civil Engineer	2	2	2
Senior Museum Specialist	1	-	-
Senior Office Assistant	1	1	1
Senior Park Maintenance Worker/Arborist	-	-	1
Senior Planner	-	1	1
Senior Public Works Inspector	1	1	1
Senior Services Supervisor	1	1	1
Street Maintenance Field Supervisor	1	1	-
Street Maintenance Lead Worker	1	2	2
Street Maintenance Supervisor	-	-	1
Street Maintenance Worker I/II	5	4	4
Support Services Manager	1	1	1
Traffic Engineer	1	1	1
Utility Worker	1	1	1
Total Permanent Full-Time Positions	<b>144</b>	<b>149</b>	<b>150</b>
Administrative Analyst I	-	-	1
Assistant/Associate Planner	-	1	1
Information Technology Administrator	-	1	1
Museum Collections Specialist	-	1	1
Park Maintenance Worker	-	1	1
Senior Building Inspector	-	1	1
Social Media Specialist	-	-	0.5
Total Limited-Term Positions	<b>0</b>	<b>5</b>	<b>6.5</b>
Assistant Engineer	-	-	0.50
Community Services Officer	1.55	1.55	1.55
Executive Assistant	1.60	1.60	1.60
Human Resources Representative	0.75	0.75	0.75
Mechanic I/II	0.50	0.75	0.75
Museum Education Coordinator	0.75	0.75	-
Nutrition Site Manager	0.50	0.50	0.50
Office Assistant	0.90	0.90	0.90
Recreation Specialist (Youth Engagement)	-	-	0.50
Senior Museum Specialist	-	-	0.75
Total Permanent Part-Time Positions	<b>6.55</b>	<b>6.80</b>	<b>7.80</b>



TO:

Benjamin and Mary Campbell  
Founders of the City of Campbell



FROM:

Jeanette Watson  
Unofficial Town Historian & Councilwoman

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

---

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

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

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

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

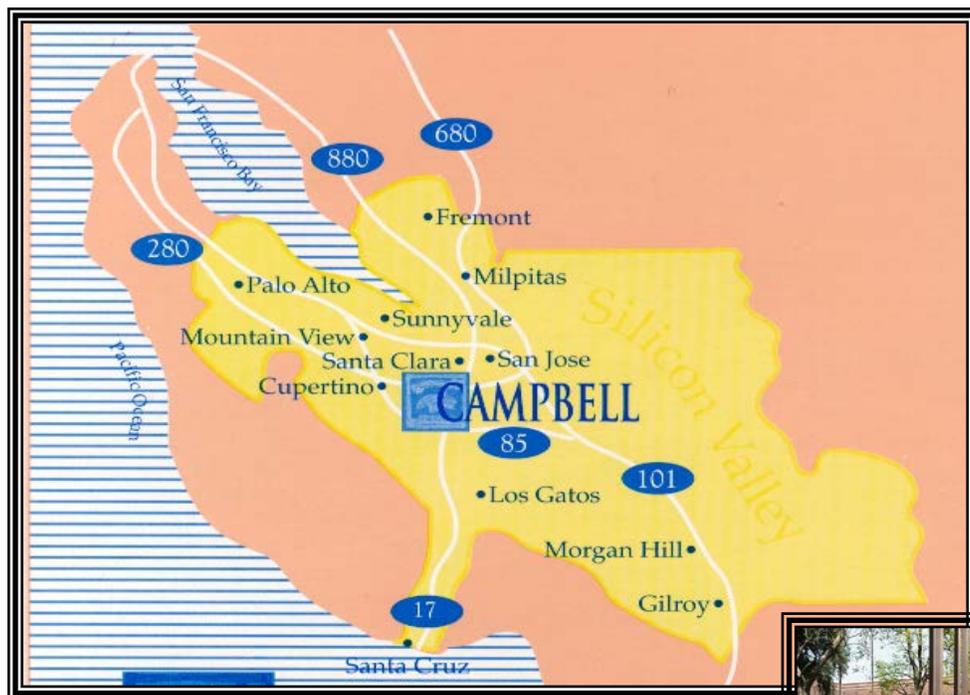
You'd be happy to know that we've had women on our City Council since 1985. It took thirty-three years to accomplish that feat. I'm sure that surprises you because there were three women on the first "town-council" which was established in 1892 at an Old Settler's Day celebration. However, the town wasn't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

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

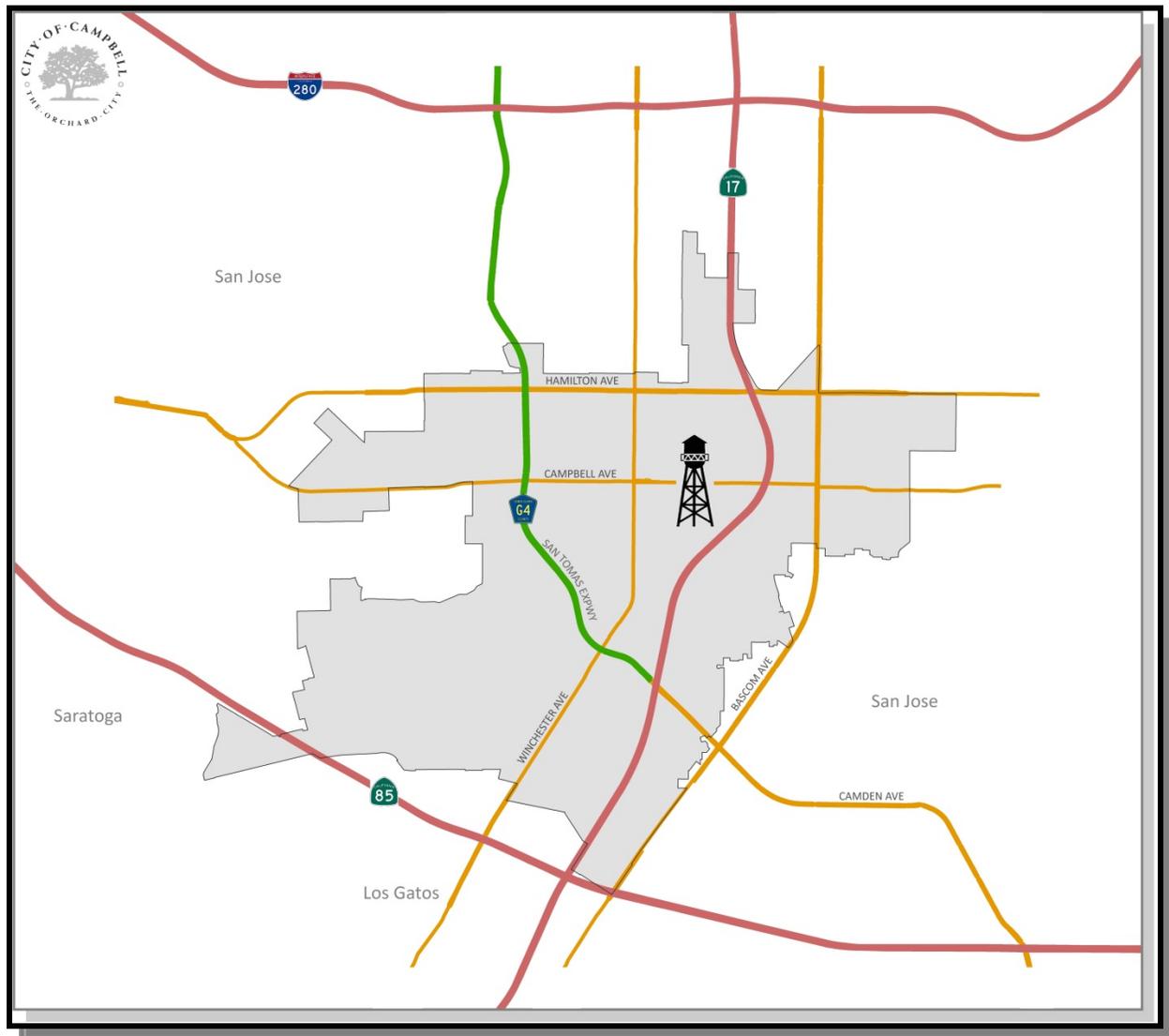
Your faithful servant, JMW

Note:

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

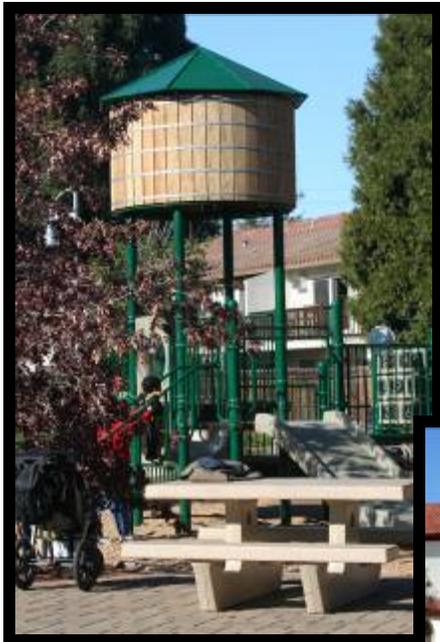


## Campbell Community Profile - Demographic Statistics (General)



- 50 Miles South of San Francisco
- Surrounded on Three Sides by San Jose
- 6.7 Square Miles
- Incorporated - March, 1952
- General Law City
- Council/Manager Form of Government
- Population – 41,857  
(As of 1/1/15- CA Department of Finance)
- 20,757 Registered Voters
- 10,524 (50.7%) Votes Cast in Last General Election
- Public Safety – 61 Police Employees (39 Sworn)
- Public Safety - Two Fire Stations
- Public Safety - Fire Services Contracted with the County of Santa Clara
- Total Permanent Budgeted Positions - 164

# Campbell Community Profile - Demographic Statistics (Infrastructure)



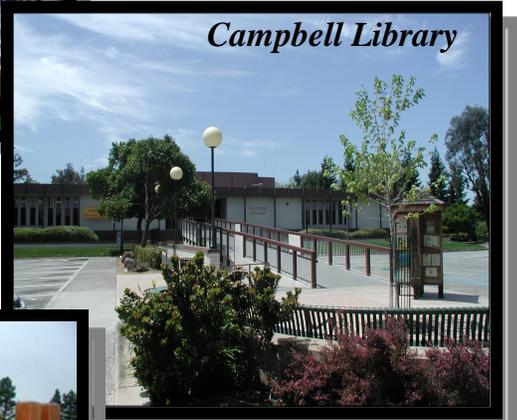
*Stojanovich Family Park*



*City Hall*



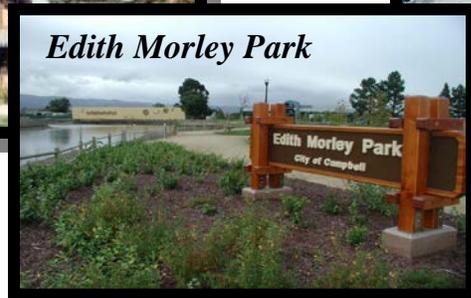
*Community Center*



*Campbell Library*



*Ainsley House*



*Edith Morley Park*

<u>Category</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
<b>Miles of Streets (Major / Secondary)</b>	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0	14.3 / 89.0
<b>Miles of Sewers (Storm / Sanitary) <sup>(1)</sup></b>	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0	42.25 / 484.0
<b>Miles of Sidewalks</b>	78.5	78.5	78.5	78.5	78.5
<b>Street Lights</b>	2,500	2,500	2,500	2,500	2,500
<b>Parks - Number of Acres</b>	107	107	107	107	107

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

## Campbell Community Profile - Demographic Statistics (Housing)



***Apartments***



***Single Family Homes***



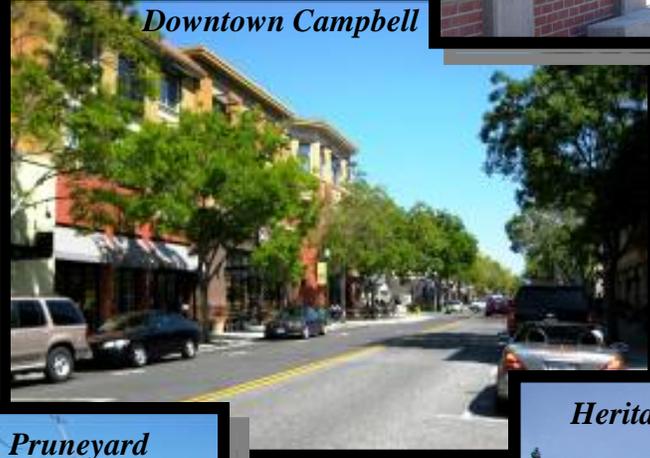
***Condominiums***

<u>Category</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
<b>Average Household Size <sup>(1)</sup></b>	2.46	2.47	2.39	2.42	2.33
<b>Number of Households <sup>(1)</sup></b>	18,271	17,852	17,852	17,010	17,035
<b>Median Age <sup>(1)</sup></b>	37.3	37.4	37.0	38.3	37.4
<b>Average Single Family Home <sup>(2)</sup></b>	\$1,198,036	\$1,004,380	\$857,505	\$764,111	\$643,600
<b>% of Households with Income of \$75,000 or Greater <sup>(1)</sup></b>	65.40%	65.00%	69.90%	62.30%	51.30%

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

<sup>(2)</sup> SCC Association of Realtors 04/2015

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



<u>Category</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Per Capita Income*	\$44,023	N/A	N/A	N/A	N/A
Jobs per Household <sup>(1)</sup>	N/A **	1.66	1.66	1.63	1.60
Employment Status <sup>(1)</sup>	37,169	32,337	31,674	31,298	31,246
Mean Family Income <sup>(1)</sup>	\$121,599	\$127,096	\$121,793	\$116,389	\$97,295
% of Adults over 25 with Bachelor's Degree or Higher <sup>(1)</sup>	45.8%	39.7%	45.9%	43.9%	44.0%

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

\* New as per 2015

\*\* No Longer reporting as per 2015

## **Major Employers**

(100 or More Employees - Listed Alphabetically)

24/7 Customer, Inc. ~ Service (150)  
Adorno Construction, Inc. ~ Construction (110)  
Barracuda Networks Inc. ~ Manufacturing (393)  
Bioreference Laboratories, Inc. ~ Medical Lab (201)  
Chargepoint, Inc. ~ Service (105)  
Children's Recovery Center ~ Hospital (111)  
City of Campbell ~ Government (164)  
Daley's Drywall & Taping, Inc. ~ Service (270)  
Dewinter Group ~ Construction (150)  
Durham School Services LP ~ Service (102)  
Friend Finder Networks, Inc. ~ Service (185)  
Fry's Electronics, Inc. ~ Retail (184)  
Hightail Inc. ~ Service (200)  
Home Depot ~ Retail (228)  
Kaiser Permanente Medical Group ~ Medical (146)  
Kohl's ~ Retail (112)  
Moss Adams ~ Service (179)  
On-Site.com ~ Service (120)  
Pacific Netsoft, Inc. ~ Service (138)  
Rock Bottom Brewery ~ Restaurant (107)  
Saama Technologies ~ Manufacturing (200)  
Safeway ~ Retail / Grocery / Service Station (250 -Two Locations)  
Senior Living Solutions, LLC ~ Service (130)  
South Bay Senior Solutions ~ Service (120)  
The Right Stuff Health Club ~ Fitness (120)  
Whole Foods ~ Retail / Grocery (260)

## **Principal Property Taxpayers**

(Listed Alphabetically)

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

## **Top 40 Sales Tax Producers**

(Listed Alphabetically)

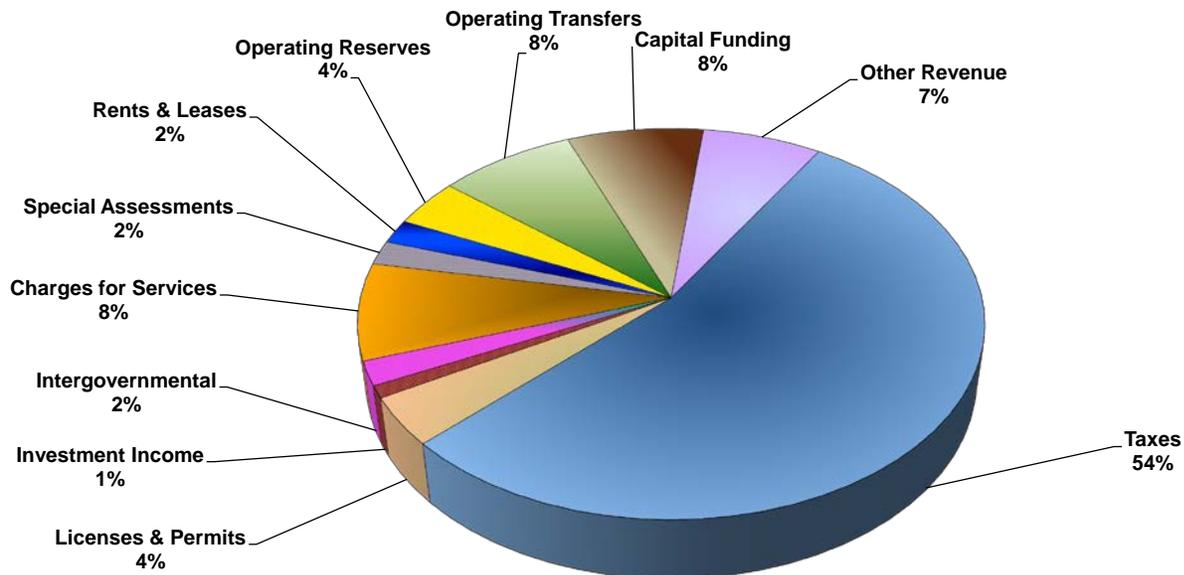
America's Tire ~ Retail Auto Supply  
Andro's Rostilj ~ Restaurants  
Aqui's ~ Restaurant  
Arco AM/PM Mini-Mart ~ Service Station  
Barracuda Networks ~ Electronic Equipment  
Bed Bath & Beyond ~ Retail Store  
C V S / Pharmacy ~ Retail Drug Store  
Chevron Station ~ Service Stations  
Cornerstone Technologies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



## Total City Revenue Summary

Revenue Source	FY 2014 Actual	FY 2015 Adopted	% Change	FY 2016 Adopted	% Change
<b>Taxes:</b>					
Property	\$ 11,086,802	\$ 10,928,000	-1.4%	\$ 12,006,000	9.9%
Sales	13,115,263	13,384,000	2.0%	14,850,000	11.0%
Franchise	2,917,263	2,813,500	-3.6%	2,850,500	1.3%
Transient Occupancy Taxes	3,417,412	3,509,000	2.7%	4,300,000	22.5%
Other Taxes	1,226,508	990,000	-19.3%	1,254,000	26.7%
Total Taxes	<u>31,763,248</u>	<u>31,624,500</u>	-0.4%	<u>35,260,500</u>	11.5%
Licenses & Permits	2,337,272	1,558,500	-33.3%	2,293,092	47.1%
Fines & Forfeitures	272,906	300,000	9.9%	300,000	0.0%
Investment Income	693,179	567,900	-18.1%	560,871	-1.2%
<b>Intergovernmental Revenue:</b>					
In-Lieu Tax	17,335	23,000	32.7%	18,000	-21.7%
Gasoline Tax	1,287,885	1,028,100	-20.2%	892,700	-13.2%
Community Development Block Grant	40,000	10,000	-75.0%	10,000	0.0%
Other	517,049	427,714	-17.3%	444,302	3.9%
Total Intergovernmental Revenue	<u>1,862,269</u>	<u>1,488,814</u>	-20.1%	<u>1,365,002</u>	-8.3%
Charges for Services	5,674,192	4,973,525	-12.3%	4,930,072	-0.9%
Rentals/Leases	1,597,382	1,650,000	3.3%	1,615,000	-2.1%
Other Revenue	2,989,969	1,396,820	-53.3%	1,417,719	1.5%
Special Assessments	1,309,838	1,303,094	-0.5%	1,303,094	0.0%
Charges to Operating Departments	2,213,684	2,574,178	16.3%	2,805,578	9.0%
Operating Fund Reserves (Beg. Fund Balance)	-	1,607,492	N/A	2,491,123	55.0%
Interfund Operating Transfers	4,685,549	4,732,964	1.0%	5,271,899	11.4%
Total Operating Revenue	<u>55,399,488</u>	<u>53,777,787</u>	-2.9%	<u>59,613,950</u>	10.9%
Capital Project Funding (Beg. Fund Balance)	-	2,775,000	N/A	1,710,000	-38.4%
Capital Project Funding (Revenue/Grants)	2,769,566	685,000	-75.3%	1,005,000	46.7%
Interfund Capital Transfers	3,238,145	3,455,000	6.7%	2,715,000	-21.4%
Total Revenue	<u>\$ 61,407,199</u>	<u>\$ 60,692,787</u>	-1.2%	<u>\$ 65,043,950</u>	7.2%

### Total City Revenue Summary - \$65,043,950



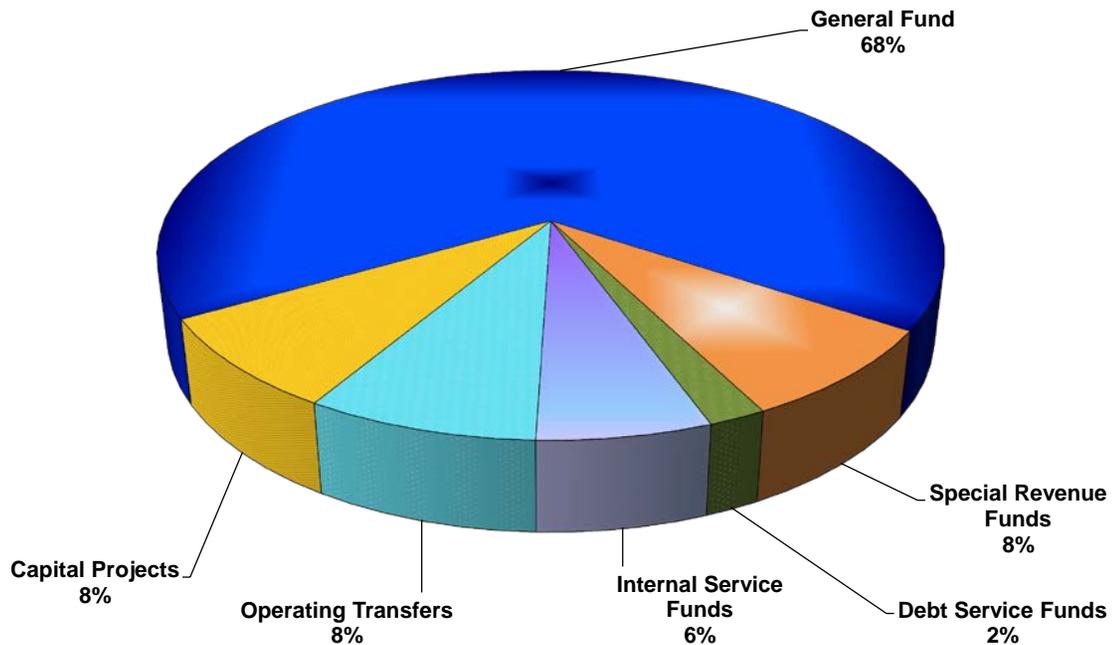
**Total City Revenue by Fund**  
**(Includes Capital Project Revenue & Transfers-In)**

<b>Fund</b>	<b>Fund Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>	<b>\$ Change</b>	<b>% Change</b>
101	General Fund	\$ 42,826,176	\$ 43,557,832	\$ 47,914,016	\$ 4,356,184	10.0%
202	Vehicle Impact Fees	477,353	365,000	370,000	5,000	1.4%
204	Gas Tax	1,655,395	1,469,900	1,619,835	149,935	10.2%
205	Asset Forfeiture (Drug Enforcement)	8,706	13,600	8,500	(5,100)	-37.5%
207	Lighting District	3,045,384	3,147,073	3,427,288	280,215	8.9%
208	Housing & Community Development	40,006	10,000	10,000	-	0.0%
209	Environmental Services	1,259,203	1,447,283	1,411,778	(35,505)	-2.5%
210	Supplemental Law Enforcement	100,559	-	-	-	N/A
212	State/County Grants	916,847	295,000	695,000	400,000	135.6%
216	TDA Grant	19,552	50,000	20,000	(30,000)	-60.0%
218	Federal Grants	1,924,802	79,000	22,000	(57,000)	-72.2%
233	Housing Assistance	39,820	109,598	119,817	10,219	9.3%
236	Community Facilities District #1	144,785	145,000	145,000	-	0.0%
237	Community Facilities District #2	-	16,094	16,094	-	0.0%
295	Parkland Dedication	1,812,608	1,203,000	965,000	(238,000)	-19.8%
366	Debt Service 2002 COP	562,032	874,233	871,394	(2,839)	-0.3%
367	Local Improvement District #30	88	-	-	-	N/A
368	Debt Service 1997 COP	733,546	730,210	732,150	1,940	0.3%
435	Capital Projects	3,315,714	3,455,000	2,715,000	(740,000)	-21.4%
641	Motor Vehicle Pool	994,216	1,381,678	1,563,078	181,400	13.1%
647	Information Technology Pool	1,087,300	1,730,286	1,769,000	38,714	2.2%
690	Worker's Compensation Insurance	403,941	586,000	642,000	56,000	9.6%
794	Museum Donations	39,528	20,000	-	(20,000)	-100.0%
795	Recreation Grants	128	7,000	7,000	-	0.0%
797	Senior Center Donations	(490)	-	-	-	N/A
<b>Total Revenue &amp; Transfers-In</b>		<b>\$ 61,407,199</b>	<b>\$ 60,692,787</b>	<b>\$ 65,043,950</b>	<b>\$ 4,351,163</b>	<b>7.2%</b>

## Total City Expenditure Summary

Fund	Fund Description	FY 2014 Actual	FY 2015 Adopted	% Change	FY 2016 Adopted	% Change
101	<b>General Fund</b>	\$ 36,293,810	\$ 39,378,688	8.5%	\$ 42,835,126	8.8%
	<b>Special Revenue Funds</b>					
204	Gas Tax	1,229,184	1,391,020	13.2%	1,542,535	10.9%
207	Lighting District	2,939,084	3,035,773	3.3%	3,315,988	9.2%
208/233	Housing & Community Development	66,201	119,231	80.1%	129,507	8.6%
Misc.	Grants & Other Special Revenue	102,894	5,000	-95.1%	5,000	0.0%
	<b>Total Special Revenue Funds</b>	<b>4,337,363</b>	<b>4,551,024</b>	<b>4.9%</b>	<b>4,993,030</b>	<b>9.7%</b>
Misc.	<b>Debt Service Funds</b>	<b>1,601,944</b>	<b>1,604,443</b>	<b>0.2%</b>	<b>1,603,544</b>	<b>-0.1%</b>
	<b>Internal Service Funds</b>					
641	Motor Vehicle Pool	1,115,513	1,270,559	13.9%	1,431,555	12.7%
647	Information Technology Pool	1,107,653	1,494,586	34.9%	1,965,316	31.5%
690	Worker's Compensation	(105,898)	585,574	-653.0%	639,202	9.2%
	<b>Total Internal Service Funds</b>	<b>2,117,268</b>	<b>3,350,719</b>	<b>58.3%</b>	<b>4,036,073</b>	<b>20.5%</b>
Misc.	<b>Interfund Operating Transfers</b>	<b>4,594,356</b>	<b>4,732,964</b>	<b>3.0%</b>	<b>5,271,899</b>	<b>11.4%</b>
	<b>Total Operating Expenditures</b>	<b>48,944,741</b>	<b>53,617,838</b>	<b>9.5%</b>	<b>58,739,672</b>	<b>9.6%</b>
Misc.	<b>Capital Projects &amp; Capital Transfers</b>	<b>6,353,138</b>	<b>6,910,000</b>	<b>8.8%</b>	<b>5,430,000</b>	<b>-21.4%</b>
	<b>Total Expenditures</b>	<b>\$ 55,297,879</b>	<b>\$ 60,527,838</b>	<b>9.5%</b>	<b>\$ 64,169,672</b>	<b>6.0%</b>

**Total City Expenditures Summary - \$64,169,672**



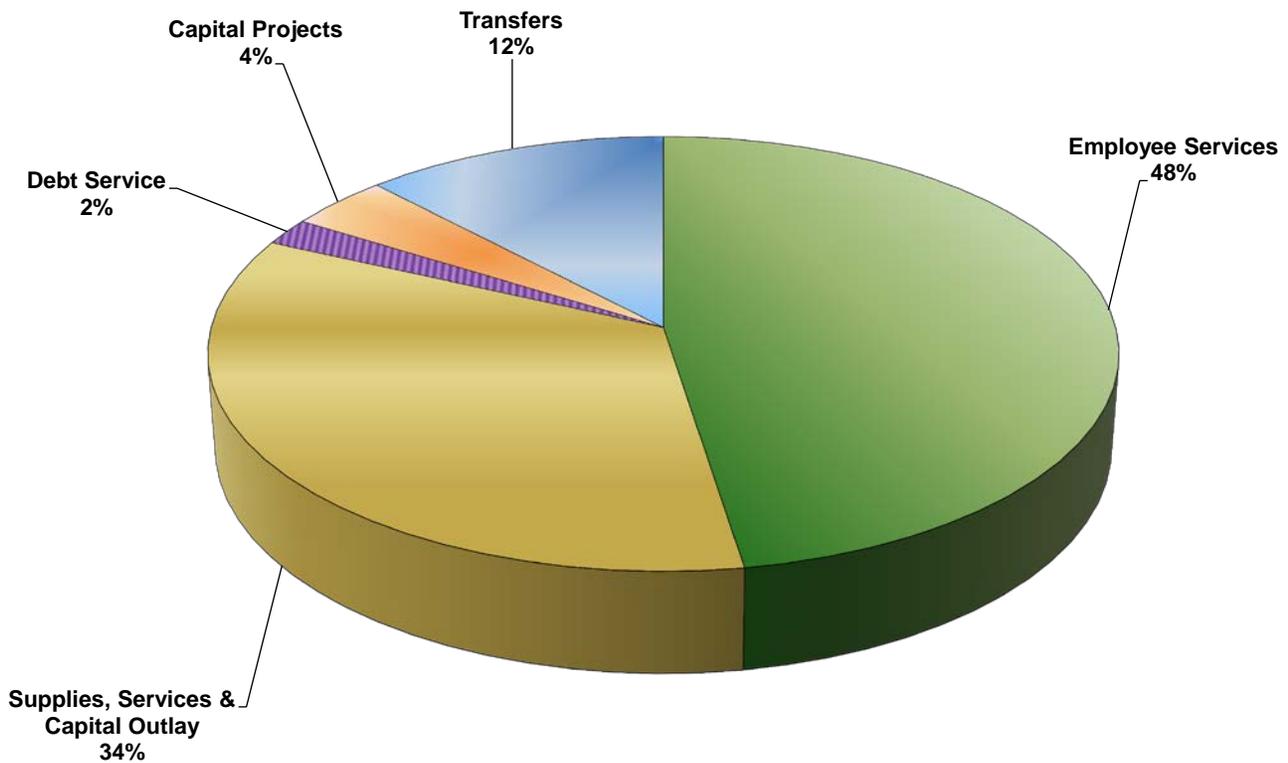
**Total City Expenditures by Fund**  
**(Includes Capital Project Expenditures & Transfers-Out)**

<b>Fund</b>	<b>Fund Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>	<b>\$ Change</b>	<b>% Change</b>
101	General Fund	\$ 40,827,174	\$ 43,557,134	\$ 46,892,127	\$ 3,334,993	7.7%
202	Vehicle Impact Fees	298,832	365,000	370,000	5,000	1.4%
204	Gas Tax	1,511,735	1,469,900	1,619,835	149,935	10.2%
205	Asset Forfeiture (Drug Enforcement)	9,731	13,600	8,500	(5,100)	-37.5%
207	Lighting District	3,045,384	3,147,073	3,427,288	280,215	8.9%
208	Housing & Community Development	33,935	9,633	9,690	57	0.6%
209	Environmental Services	1,193,277	1,356,754	1,411,778	55,024	4.1%
210	Supplemental Law Enforcement	100,000	-	-	-	N/A
212	State/County Grants	625,234	295,000	695,000	400,000	135.6%
216	TDA Grant	19,552	50,000	20,000	(30,000)	-60.0%
218	Federal Grants	391,264	79,000	22,000	(57,000)	-72.2%
233	Housing Assistance	32,266	109,598	119,817	10,219	9.3%
236	Community Facilities District #1	144,785	145,000	145,000	-	0.0%
237	Community Facilities District #2	-	12,284	15,020	2,736	22.3%
295	Parkland Dedication	26,443	1,200,000	965,000	(235,000)	-19.6%
366	Debt Service 2002 COP	868,398	874,233	871,394	(2,839)	-0.3%
367	Local Improvement District #30	-	-	-	-	N/A
368	Debt Service 1997 COP	733,546	730,210	732,150	1,940	0.3%
435	Capital Projects	3,209,179	3,455,000	2,715,000	(740,000)	-21.4%
641	Motor Vehicle Pool	1,160,513	1,315,559	1,476,555	160,996	12.2%
647	Information Technology Pool	1,132,553	1,730,286	2,007,316	277,030	16.0%
690	Worker's Compensation Insurance	(105,898)	585,574	639,202	53,628	9.2%
794	Museum Donations	36,240	20,000	-	(20,000)	-100.0%
795	Recreation Grants	-	7,000	7,000	-	0.0%
797	Senior Center Donations	3,736	-	-	-	N/A
<b>Total Revenue &amp; Transfers-In</b>		<b>\$ 55,297,879</b>	<b>\$ 60,527,838</b>	<b>\$ 64,169,672</b>	<b>\$ 3,641,834</b>	<b>6.0%</b>

## Total City Expenditures by Type

Description	FY 2014 Actual	FY 2015 Adopted	% Change	FY 2016 Adopted	% Change
Employee Services	\$ 25,211,320	\$ 27,769,647	10.1%	\$ 30,328,237	9.2%
Supplies, Services & Capital Outlay	17,537,121	19,510,784	11.3%	21,535,992	10.4%
Debt Service	1,601,944	1,604,443	0.2%	1,603,544	-0.1%
Capital Projects	3,209,179	3,455,000	7.7%	2,715,000	-21.4%
Transfers Out (Operating & Capital)	7,738,315	8,187,964	5.8%	7,986,899	-2.5%
<b>Total Expenditures</b>	<b>\$ 55,297,879</b>	<b>\$ 60,527,838</b>	<b>9.5%</b>	<b>\$ 64,169,672</b>	<b>6.0%</b>

**Total City Expenditures by Type - \$64,169,672**



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

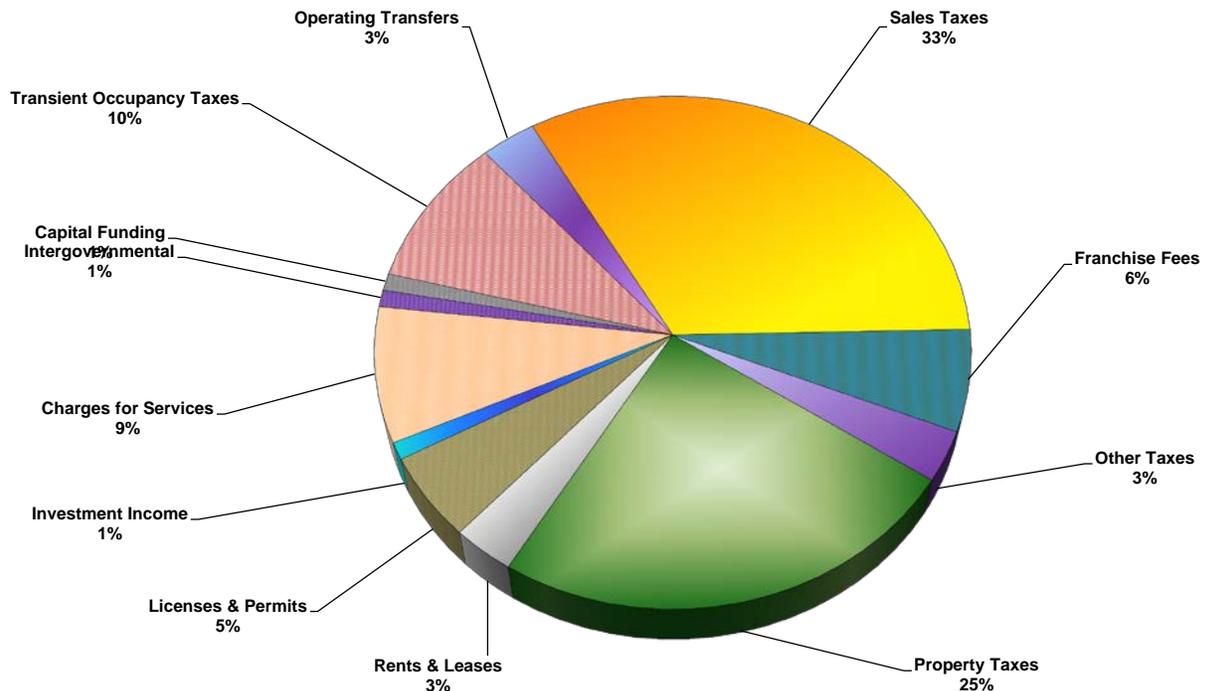
**Fiscal Year 2015-2016**

Fund	Fund Description	Adopted		Adopted	
		FY 2015 Transfers-In	FY 2015 Transfers-Out	FY 2016 Transfers-In	FY 2016 Transfers-Out
101	General Fund	\$ 1,375,598	\$ 4,178,446	\$ 1,390,978	\$ 4,057,001
<b>Special Revenue Funds</b>					
202	Vehicle Impact Fees	-	365,000	-	370,000
204	Gas Tax	439,300	78,880	504,300	77,300
205	Asset Forfeiture (Drug Enforcement)	-	13,600	-	8,500
207	Lighting District	1,121,573	111,300	1,401,788	111,300
208	Housing & Community Development	-	-	-	-
209	Environmental Services	521,500	1,356,754	511,500	1,411,778
210	Supplemental Law Enforcement	-	-	-	-
212	State/County Grants	-	295,000	-	695,000
216	TDA Grant	-	50,000	-	20,000
218	Federal Grants	-	79,000	-	22,000
233	Housing Assistance	-	-	-	-
236	Community Facilities District #1	-	140,000	-	140,000
237	Community Facilities District #2	-	12,284	-	15,020
295	Parkland Dedication	-	1,200,000	-	965,000
<b>Debt Service Funds</b>					
366	Debt Service 2002 COP	513,045	-	511,382	-
368	Debt Service 1997 COP	428,648	-	429,951	-
435	<b>Capital Projects Fund</b>	3,455,000	-	2,715,000	-
<b>Internal Service Funds</b>					
641	Motor Vehicle Pool	102,000	45,000	35,000	45,000
647	Information Technology Pool	231,300	235,700	487,000	42,000
690	Worker's Compensation Insurance	-	-	-	-
<b>Fiduciary Funds</b>					
794	Museum Donations	-	20,000	-	-
795	Recreation Grants	-	7,000	-	7,000
797	Senior Center Donations	-	-	-	-
<b>Total Transfers</b>		<b>\$ 8,187,964</b>	<b>\$ 8,187,964</b>	<b>\$ 7,986,899</b>	<b>\$ 7,986,899</b>

## General Fund Revenue Summary

Revenue Source	FY 2014 Actual	FY 2015 Adopted	% Change	FY 2016 Adopted	% Change
<b>Taxes:</b>					
Property	\$ 10,195,502	\$ 10,155,000	-0.4%	\$ 11,233,000	10.6%
Sales	13,115,263	13,384,000	2.0%	14,850,000	11.0%
Franchise	2,917,263	2,813,500	-3.6%	2,850,500	1.3%
Transient Occupancy Taxes	3,417,412	3,509,000	2.7%	4,300,000	22.5%
Other Taxes	1,226,508	990,000	-19.3%	1,254,000	26.7%
Total Taxes	30,871,948	30,851,500	-0.1%	34,487,500	11.8%
<b>Licenses &amp; Permits</b>	2,337,272	1,558,500	-33.3%	2,293,092	47.1%
<b>Fines &amp; Forfeitures</b>	272,906	300,000	9.9%	300,000	0.0%
<b>Investment Income</b>	266,187	215,000	-19.2%	223,000	3.7%
<b>Intergovernmental Revenue:</b>					
In-Lieu Tax	17,335	23,000	32.7%	18,000	-21.7%
Other	227,030	316,214	39.3%	339,802	7.5%
Total Intergovernmental Revenue	244,365	339,214	38.8%	357,802	5.5%
<b>Charges for Services</b>	4,497,803	4,066,218	-9.6%	4,022,765	-1.1%
<b>Rentals/Leases</b>	1,597,382	1,650,000	3.3%	1,615,000	-2.1%
<b>Other Revenue</b>	1,057,942	922,370	-12.8%	953,879	3.4%
<b>Operating Fund Reserves (Beg. Fund Balance)</b>	-	954,432	N/A	1,525,000	59.8%
<b>Interfund Operating Transfers</b>	1,680,371	1,375,598	-18.1%	1,390,978	1.1%
Total Operating Revenue	42,826,176	42,232,832	-1.4%	47,169,016	11.7%
<b>Capital Project Funding</b>	-	1,325,000	N/A	745,000	-43.8%
Total General Fund Revenue	\$ 42,826,176	\$ 43,557,832	1.7%	\$ 47,914,016	10.0%

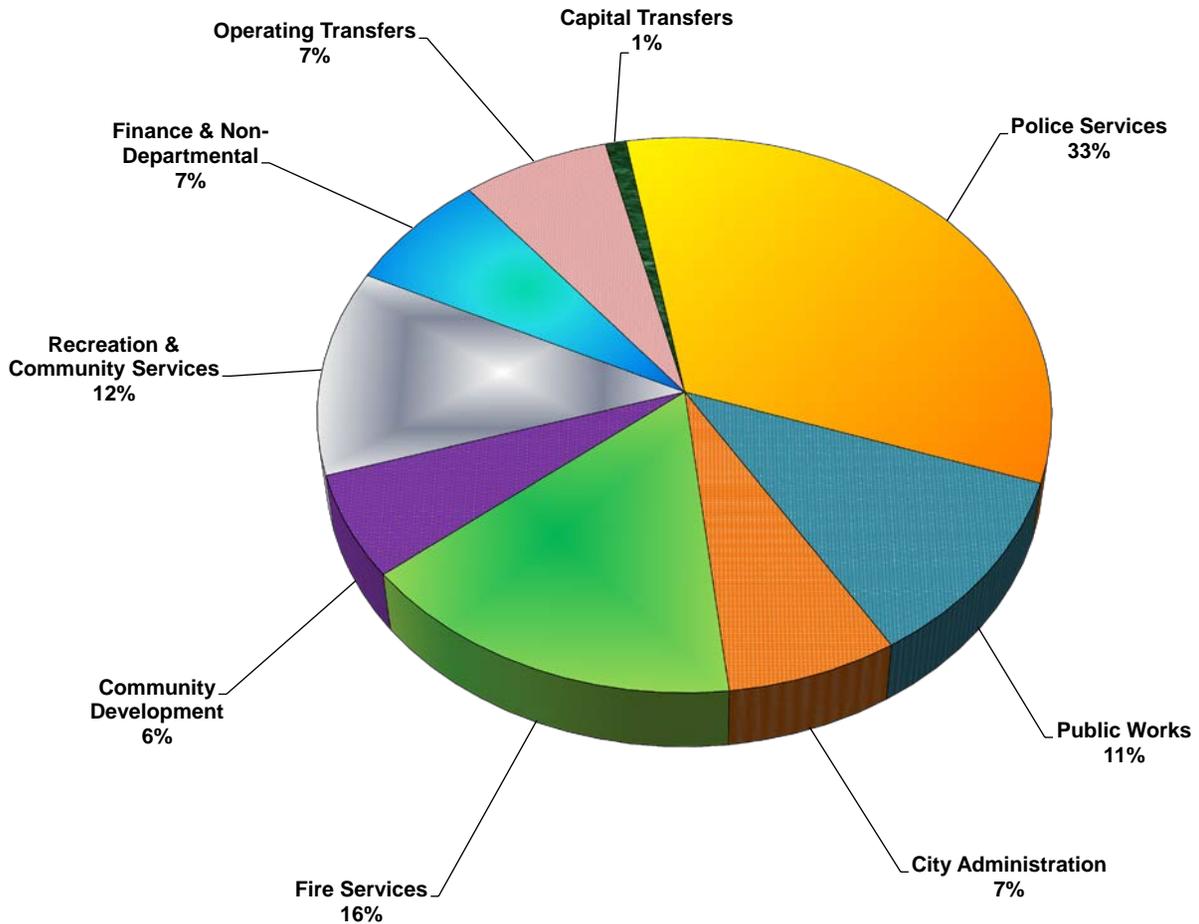
### General Fund Revenue Summary - \$47,914,016



## General Fund Expenditure Summary

Description	FY 2014 Actual	FY 2015 Adopted	% Change	FY 2016 Adopted	% Change
City Council	\$ 276,691	\$ 275,015	-0.6%	\$ 270,915	-1.5%
City Manager	1,545,307	1,570,922	1.7%	1,732,468	10.3%
City Clerk	360,564	431,311	19.6%	397,713	-7.8%
City Attorney	299,986	353,179	17.7%	382,066	8.2%
Recreation & Community Services	4,983,641	5,281,517	6.0%	5,728,695	8.5%
Finance	1,309,920	1,367,736	4.4%	1,545,326	13.0%
Non-Departmental	1,383,663	1,598,700	15.5%	1,642,300	2.7%
Community Development	1,758,831	2,096,550	19.2%	2,839,224	35.4%
Police	13,457,390	14,239,520	5.8%	15,417,217	8.3%
Fire	6,742,534	7,246,004	7.5%	7,515,180	3.7%
Public Works	4,175,283	4,918,234	17.8%	5,364,022	9.1%
Interfund Operating Transfers	2,591,601	2,853,446	10.1%	3,312,001	16.1%
<b>Total Operating Expenditures</b>	<b>38,885,411</b>	<b>42,232,134</b>	<b>8.6%</b>	<b>46,147,127</b>	<b>9.3%</b>
Interfund Capital Transfers	1,941,763	1,325,000	-31.8%	745,000	-43.8%
<b>Total Expenditures</b>	<b>\$ 40,827,174</b>	<b>\$ 43,557,134</b>	<b>6.7%</b>	<b>\$ 46,892,127</b>	<b>7.7%</b>

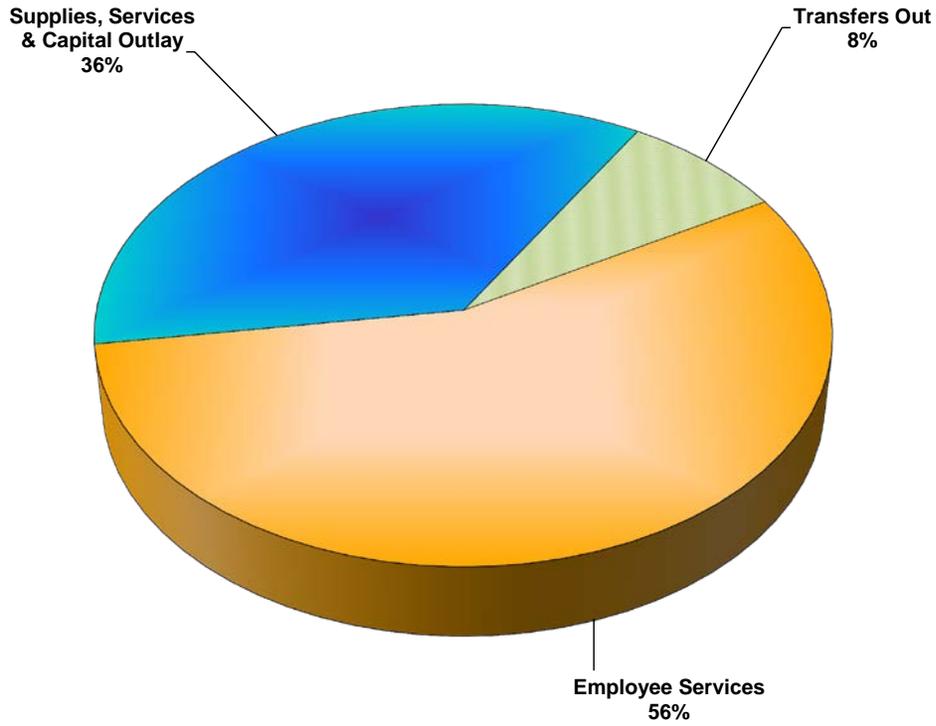
### General Fund Expenditures Summary - \$46,892,127



## General Fund Expenditures by Type

Description	FY 2014 Actual	FY 2015 Adopted	% Change	FY 2016 Adopted	% Change
Employee Services	\$ 21,728,357	\$ 23,997,693	10.4%	\$ 26,031,148	8.5%
Supplies, Services & Capital Outlay	14,565,453	15,380,995	5.6%	16,803,978	9.3%
Transfers Out (Operating & Capital)	4,533,364	4,178,446	-7.8%	4,057,001	-2.9%
<b>Total Expenditures</b>	<b>\$ 40,827,174</b>	<b>\$ 43,557,134</b>	<b>6.7%</b>	<b>\$ 46,892,127</b>	<b>7.7%</b>

**General Fund Expenditures by Type - \$46,892,127**

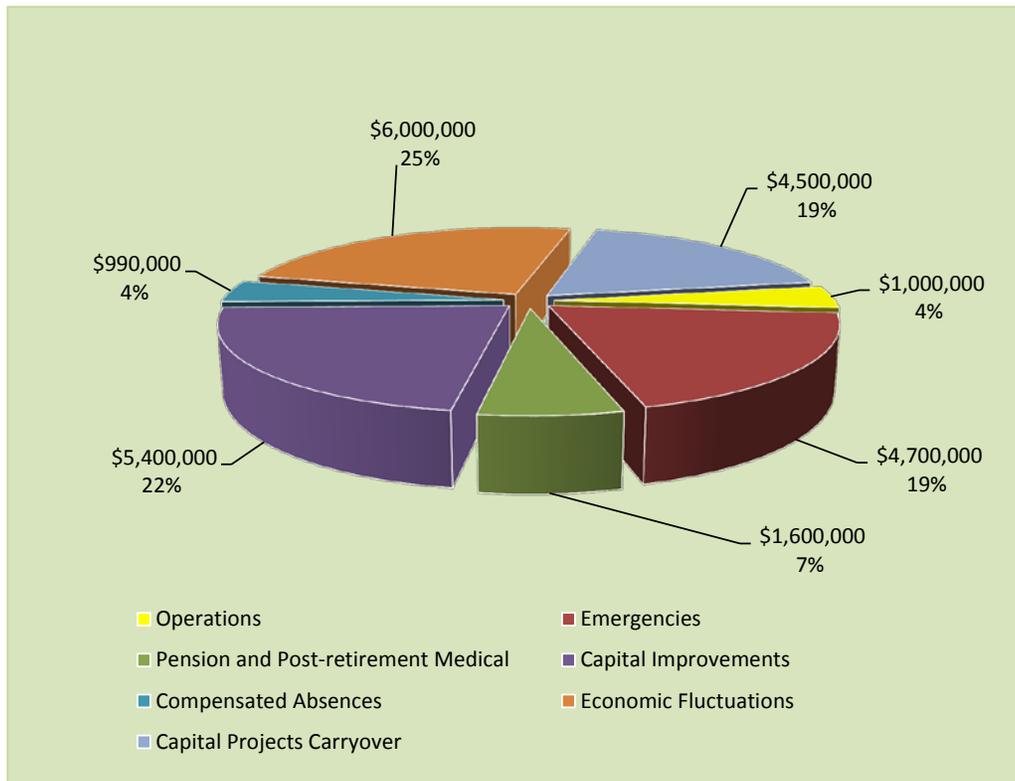


## Major General Fund Reserves / Designations - Comparative Statistics (Fiscal Years 11/12 thru 15/16)

<u>Reserves &amp; Designations</u>	<u>Actual 06/30/12</u>	<u>Actual 06/30/13</u>	<u>Actual 06/30/14</u>	<u>Estimated 06/30/15</u>	<u>Estimated 06/13/16</u>
Operations	\$ 1,000,000	\$ 987,225	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Emergencies	3,559,692	3,791,278	4,114,600	4,300,000	4,700,000
OPEB/PERS Retirement	1,103,000	1,352,000	1,552,000	1,600,000	1,600,000
Capital Improvements	4,257,603	5,014,779	5,984,523	6,100,000	5,400,000
Long Term Vacation & Sick Leave	947,721	864,283	817,171	950,000	990,000
Economic Fluctuations	5,500,000	6,000,000	6,000,000	6,000,000	6,000,000
Carryover Capital Projects	4,105,230	3,756,643	4,072,318	4,500,000	4,500,000

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

### Major General Fund Reserves & Designations - 6/13/16 (Estimated)





**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2015 - 2016**  
**All Funds Estimated Revenues**

AC #	Description	Actual FY 2012	Actual FY 2013	Actual FY 2014	Adopted FY 2015	Adopted FY 2016
	<b>Property Taxes:</b>					
4001	Current Year: Secured - General Fund	\$ 8,141,706	\$ 8,344,861	\$ 9,420,890	\$ 9,922,000	10,940,000
4001	Secured - Lighting District Fund	628,591	612,168	734,991	690,000	690,000
4002	Unsecured - General Fund	436,602	493,460	509,670	-	-
4002	Unsecured - Lighting District Fund	53,181	59,718	61,171	-	-
4005	Other Property Taxes - General Fund	-	7,965	-	-	-
4005	Other Property Taxes - All Funds except Gen. Fund	-	1,033	-	-	-
4006	Penalties - Delinquent Property Taxes	-	4,061	4,144	-	-
4007	RPTTF Pass Thru - General Fund	38,277	2,151	35,191	43,000	43,000
4007	RPTTF Pass Thru - Lighting District Fund	92,582	79,904	93,784	80,000	80,000
4008	Residual RPTTF Distribute - General Fund	121,281	876,407	215,240	190,000	250,000
4008	Residual RPTTF Distribute - Lighting District Fund	15,154	93,305	-	3,000	3,000
4011	Property Tax - ERAF	-	-	11,721	-	-
5001	Street Lighting Assessments	1,135,465	1,139,132	1,165,350	1,142,000	1,142,000
5004	Special Assessments - CFD #1 (Cambrian 36)	-	-	144,400	145,000	145,000
5005	Special Assessments - CFD #2	-	-	-	16,094	16,094
5002	Special Assessments	66	-	88	-	-
	Sub-Total	10,662,905	11,714,165	12,396,640	12,231,094	13,309,094
	<b>Taxes Other Than Property Taxes:</b>					
4110	Sales and Use Tax - General Fund	7,519,303	7,670,301	8,071,741	8,161,000	10,300,000
4112	Transactions & Use Tax - General Fund	2,200,924	2,368,402	2,499,154	2,513,000	2,650,000
4115	Sales Tax Backfill	2,057,180	2,611,065	2,544,368	2,710,000	1,900,000
4120	Franchises: P G & E - Electric	364,360	373,355	400,570	400,000	400,000
4121	P G & E - Gas	98,267	83,550	89,625	90,000	90,000
4122	Cable TV	383,906	395,995	414,436	404,500	404,500
4123	Garbage	1,538,048	1,629,248	1,696,744	1,602,000	1,602,000
4124	San Jose Water	143,261	155,427	169,183	180,000	180,000
4125	AT&T	130,122	138,617	146,705	137,000	174,000
4150	Motel Tax (Transient Lodging)	2,578,323	2,875,976	3,417,412	3,509,000	4,300,000
4151	Construction Tax	87,702	67,920	212,523	-	-
4152	Business Licenses	598,342	625,050	647,873	637,000	663,000
4153	Property Transfer Tax	199,791	285,293	354,112	341,000	579,000
4155	Farmers Market In Lieu (Business License)	12,000	12,000	12,000	12,000	12,000
	Sub-Total	17,911,529	19,292,199	20,676,446	20,696,500	23,254,500
	<b>Licenses and Permits - General Fund</b>					
4210	Construction Permits	1,083,106	1,046,860	1,857,564	1,120,000	1,591,497
4211	Advanced Plan Check Fee	316,634	443,251	272,904	300,000	494,349
4212	Building Dept General Revenue	13,824	9,792	9,365	13,000	32,856
4213	Plan Check Fee - Title 24 Energy	39,336	36,826	68,205	50,000	98,890
4241	Fire Permits	111,320	88,837	127,762	75,000	75,000
4271	Truck Permits	1,440	896	1,472	500	500
	Sub-Total	1,565,660	1,626,462	2,337,272	1,558,500	2,293,092
	<b>Fines, Forfeitures and Penalties - General Fund</b>					
4310	Vehicle Code Fines-City	58,828	52,742	58,797	300,000	300,000
4320	Vehicle Code Fines-County	157,217	170,488	164,317	-	-
4330	Vehicle Code Fines-State	42,374	33,017	36,015	-	-
4371	Code Enforcement Fines	1,600	-	13,745	-	-
4390	Misc Fines	36	-	32	-	-
	Sub-Total	260,055	256,247	272,906	300,000	300,000

**City of Campbell - Operating/Capital Budget  
Fiscal Year 2015 - 2016  
All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2016 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<b>Property Taxes:</b>					
4001	Current Year: Secured - General Fund	\$ 10,940,000				
4001	Secured - Lighting District Fund		690,000			
4002	Unsecured - General Fund	-				
4002	Unsecured - Lighting District Fund					
4005	Other Property Taxes - General Fund					
4005	Other Property Taxes - All Funds except Gen. Fund					
4006	Penalties - Delinquent Property Taxes					
4007	RPTTF Pass Thru - General Fund	43,000				
4007	RPTTF Pass Thru - Lighting District Fund		80,000			
4008	Residual RPTTF Distribute - General Fund	250,000				
4008	Residual RPTTF Distribute - Lighting District Fund		3,000			
4011	Property Tax - ERAF					
5001	Street Lighting Assessments		1,142,000			
5004	Special Assessments - CFD #1 (Cambrian 36)		145,000			
5005	Special Assessments - CFD #2		16,094			
5002	Special Assessments					
	Sub-Total	<b>11,233,000</b>	<b>2,076,094</b>	-	-	-
	<b>Taxes Other Than Property Taxes:</b>					
4110	Sales and Use Tax - General Fund	10,300,000				
4112	Transactions & Use Tax - General Fund	2,650,000				
4115	Sales Tax Backfill	1,900,000				
4120	Franchises: P G & E - Electric	400,000				
4121	P G & E - Gas	90,000				
4122	Cable TV	404,500				
4123	Garbage	1,602,000				
4124	San Jose Water	180,000				
4125	AT&T	174,000				
4150	Motel Tax (Transient Lodging)	4,300,000				
4151	Construction Tax	-				
4152	Business Licenses	663,000				
4153	Property Transfer Tax	579,000				
4155	Farmers Market In Lieu (Business License)	12,000				
	Sub-Total	<b>23,254,500</b>	-	-	-	-
	<b>Licenses and Permits - General Fund</b>					
4210	Construction Permits	1,591,497				
4211	Advanced Plan Check Fee	494,349				
4212	Building Dept General Revenue	32,856				
4213	Plan Check Fee - Title 24 Energy	98,890				
4241	Fire Permits	75,000				
4271	Truck Permits	500				
	Sub-Total	<b>2,293,092</b>	-	-	-	-
	<b>Fines, Forfeitures and Penalties - General Fund</b>					
4310	Vehicle Code Fines-City	300,000				
4320	Vehicle Code Fines-County					
4330	Vehicle Code Fines-State					
4371	Code Enforcement Fines					
4390	Misc Fines					
	Sub-Total	<b>300,000</b>	-	-	-	-

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2015 - 2016**  
**All Funds Estimated Revenues**

AC #	Description	Actual FY 2012	Actual FY 2013	Actual FY 2014	Adopted FY 2015	Adopted FY 2016
	<b><u>Revenue From Use of Money &amp; Property:</u></b>					
4410	Investment Earnings - General Fund	178,801	176,307	161,181	200,000	220,000
4410	Investment Earnings - Gas Tax Fund	12,333	10,299	10,085	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	19,550	(15)	6	-	-
4410	Investment Earnings - Environmental Services	2,972	2,180	1,847	2,000	-
4410	Investment Earnings - Supplemental Law Enforcement	800	487	351	-	-
4410	Investment Earnings - Federal Aid Urban Fund	4	-	-	-	-
4410	Investment Earnings - State & Local Grants	1,946	-	-	-	-
4410	Investment Earnings - Parkland Dedication Fund	6,151	4,856	11,072	3,000	-
4410	Investment Earnings - Debt Service Funds (COP)	-	-	-	-	-
4410	Investment Earnings - City COP Capital Projects	-	-	-	-	-
4410	Investment Earnings - Housing Assistance Fund	-	20,142	5,571	1,000	1,000
4410	Investment Earnings - Parks & Museum Fund	1,459	1,033	884	-	-
4410	Investment Earnings - Senior Center Fund	150	94	69	-	-
4410	Investment Earnings - Recreation Grant Fund	97	118	76	-	-
4431	GASB 31 Market Value Adjustment - General Fund	13,123	(214,972)	104,321	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	1,392	(17,363)	6,947	-	-
4450	Other Interest - General Fund	-	-	685	15,000	3,000
4450	Other Interest - All Funds except General Fund	381,956	350,096	390,084	351,900	336,871
5101	User Fees - Motor Pool	856,178	882,375	932,743	956,178	1,006,578
5104	User Fees - IT Pool	797,642	822,408	877,000	1,032,000	1,157,000
		-	-	-	-	-
	Sub-Total	2,274,554	2,038,045	2,502,922	2,561,078	2,724,449
	<b><u>Revenues From Other Agencies:</u></b>					
4510	Gasoline Tax 2105	185,914	176,790	275,963	196,300	240,000
4511	Gasoline Tax 2106	137,869	141,464	144,932	157,500	128,500
4512	Gasoline Tax 2107	266,849	289,695	295,382	241,200	328,000
4513	Gasoline Tax 2107.5	6,000	6,000	6,000	6,000	6,000
4516	Gasoline Tax 2103 - Gas Excise Tax	549,452	321,007	565,608	427,100	190,200
4520	Community Development Block Grant	62,688	60,150	71,338	60,000	10,000
4523	Other Grants	159,219	50,076	222,718	7,000	400,000
4525	TDA Grants	-	-	19,552	50,000	20,000
4526	Supplemental Law Enforcement	100,000	100,000	100,000	100,000	100,000
4528	VTA Funded Grant	1,126,223	631,521	1,479,886	-	-
4531	DOJ Grant	4,778	405	5,945	4,000	4,000
4533	Beverage Container Grant	10,934	10,959	10,848	-	-
4535	Surface Transportation Program	-	-	232,357	-	-
4537	Homeland Security Grant	1,593	-	-	-	-
4542	Signal Maint Cost Sharing	2,406	7,214	4,851	2,500	2,500
4543	Other State Grants	53,135	-	-	-	-
4544	Transit Shelter Advertising	4,184	4,729	7,236	6,000	6,000
4546	Highway Safety Improvement (HSIP)	9,552	164,767	(48,247)	-	-
4547	ARRA - American Recovery & Reinvestment Act	343,321	1,274	-	-	-
4549	ARRA - Tobacco Prevention Grant	18,732	-	-	-	-
4550	ABAG Grant	9,038	86,031	21,840	10,000	10,000
4553	State Housing Grant - B E G I N	2,256,000	-	-	-	-
4554	One Bay Area Grant (OBAG)	-	-	5,429	-	-
4555	Anti Drug Abuse Grant	-	-	-	18,000	-
4556	AB 109 Public Safety Realignment	-	-	140,000	70,000	70,000
4557	High Intensity Drug Trafficking Area Grant	-	-	-	-	18,000
4561	Senior Nutrition Program	44,895	45,275	48,751	50,214	73,802
4563	Water District Grant	-	87,339	307,290	-	-
4564	Santa Clara County Open Space Authority	81,629	-	-	-	-
4565	Bay Area Air Quality Management District - Veh Registration	-	-	116,851	-	-
4571	VTA Meas B Vehicle Registration	-	222,551	285,384	215,000	215,000
4572	VTA Meas B Regionla Project	-	-	42,133	-	-
4580	Motor Vehicle In Lieu Fees - General Fund	20,214	20,946	17,335	23,000	18,000
4581	Homeowners' Property Tax Relief - General Fund	42,831	41,692	42,809	45,000	45,000
4581	Homeowners' Property Tax Relief - Except Gen. Fund	5,155	5,030	5,116	-	-
4582	Abandoned Vehicle Fees - General Fund	100,665	93,796	79,842	80,000	80,000
4583	State Trailer Coach In Lieu Tax	-	-	-	-	-
4584	Mandated Costs - General Fund	13,357	9,193	19,176	15,000	15,000
4588	Post Reimbursements - General Fund	47,725	48,756	27,941	20,000	20,000
		-	-	-	-	-
	Sub-Total	5,664,358	2,626,660	4,554,266	1,803,814	2,000,002

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2015 - 2016**  
**All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2016 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<b>Revenue From Use of Money &amp; Property:</b>					
4410	Investment Earnings - General Fund	220,000				
4410	Investment Earnings - Gas Tax Fund					
4410	Investment Earnings - Housing & Comm. Dev. Fund					
4410	Investment Earnings - Environmental Services					
4410	Investment Earnings - Supplemental Law Enforcement					
4410	Investment Earnings - Federal Aid Urban Fund					
4410	Investment Earnings - State & Local Grants					
4410	Investment Earnings - Parkland Dedication Fund					
4410	Investment Earnings - Debt Service Funds (COP)					
4410	Investment Earnings - City COP Capital Projects					
4410	Investment Earnings - Housing Assistance Fund		1,000			
4410	Investment Earnings - Parks & Museum Fund					
4410	Investment Earnings - Senior Center Fund					
4410	Investment Earnings - Recreation Grant Fund					
4431	GASB 31 Market Value Adjustment - General Fund					
4431	GASB 31 Market Value Adjustment - Other Funds					
4450	Other Interest - General Fund	3,000				
4450	Other Interest - All Funds except General Fund		10,000	326,871		
5101	User Fees - Motor Pool				1,006,578	
5104	User Fees - IT Pool				1,157,000	
	Sub-Total	223,000	11,000	326,871	2,163,578	-
	<b>Revenues From Other Agencies:</b>					
4510	Gasoline Tax 2105		240,000			
4511	Gasoline Tax 2106		128,500			
4512	Gasoline Tax 2107		328,000			
4513	Gasoline Tax 2107.5		6,000			
4516	Gasoline Tax 2103 - Gas Excise Tax		190,200			
4520	Community Development Block Grant		10,000			
4523	Other Grants		400,000			
4525	TDA Grants		20,000			
4526	Supplemental Law Enforcement	100,000				
4528	VTA Funded Grant					
4531	DOJ Grant		4,000			
4533	Beverage Container Grant					
4535	Surface Transportation Program					
4537	Homeland Security Grant					
4542	Signal Maint Cost Sharing		2,500			
4543	Other State Grants					
4544	Transit Shelter Advertising	6,000				
4546	Highway Safety Improvement (HSIP)					
4547	ARRA - American Recovery & Reinvestment Act					
4549	ARRA - Tobacco Prevention Grant					
4550	ABAG Grant		10,000			
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			
4557	High Intensity Drug Trafficking Area Grant		18,000			
4561	Senior Nutrition Program	73,802				
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		215,000			
4572	VTA Meas B Regionla Project					
4580	Motor Vehicle In Lieu Fees - General Fund	18,000				
4581	Homeowners' Property Tax Relief - General Fund	45,000				
4581	Homeowners' Property Tax Relief - Except Gen. Fund					
4582	Abandoned Vehicle Fees - General Fund	80,000				
4583	State Trailer Coach In Lieu Tax					
4584	Mandated Costs - General Fund	15,000				
4588	Post Reimbursements - General Fund	20,000				
	Sub-Total	357,802	1,642,200	-	-	-

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2015 - 2016**  
**All Funds Estimated Revenues**

AC #	Description	Actual FY 2012	Actual FY 2013	Actual FY 2014	Adopted FY 2015	Adopted FY 2016
	<b>Charges for Current Services:</b>					
4609	Program Fees - Museum - General Fund	27,895	25,116	26,188	25,000	32,910
4610	Comm. Services - Ainsley House Rental - General Fund	31,456	29,857	34,686	29,000	49,365
4611	Comm Services - Museum Admission Fee - General Fund	6,873	6,455	6,701	6,000	7,000
4612	Comm Services - Sr Citizen Program - General Fund	177,283	164,053	175,673	185,594	179,781
4613	Program Fees: Sports - General Fund	349,337	349,520	373,319	419,071	409,202
4614	Program Fees: Aquatics - General Fund	216,488	245,500	265,229	256,466	265,466
4616	Program Fees: Picnic Fees - General Fund	20,921	22,971	24,113	24,175	23,304
4617	Program Fees: Day Camps - General Fund	422,283	395,296	426,304	396,153	378,860
4619	Program Fees: Classes - General Fund	479,990	430,900	363,956	339,059	353,542
4620	Program Fees: Preschool - General Fund	356,902	341,728	379,630	353,947	353,935
4621	Program Fees: Special Events - General Fund	3,229	1,085	185	-	-
4622	Program Fees: Fitness - General Fund	321,992	288,471	203,454	204,914	203,455
4625	Fund Raising - General Fund	3,029	4,966	1,924	-	-
4626	Program Fees: Classes - Adult Services - General Fund	151,280	146,427	114,137	127,015	129,780
4627	Vending Machine Sales - General Fund	8,963	7,625	3,983	2,400	2,400
4628	Comm Services - Skate Park Income	-	21,602	25,670	30,025	35,000
4629	Comm Services - Drop In Classes	-	-	134,928	116,819	130,000
4630	Comm Group - Special Events - General Fund	37,690	44,326	65,487	40,125	42,040
4631	Comm Group - Theatre Revenue	30,158	28,479	29,030	4,000	4,000
4632	Comm Group - Theatre Preservation Charge	59,501	59,413	70,680	-	-
4633	Comm Serves - Facility Fee	13,254	6,164	11,845	68,330	46,780
4643	Comm. Services - Concession & Merchandise	3,087	2,604	3,506	3,325	3,125
4644	Comm. Services - Theater Ticket Sales	206,276	191,650	195,719	181,300	191,820
4645	Sponsor/Program Advertising	52,909	43,345	68,402	56,500	54,700
4646	Theatre Program Ads	8,425	3,975	7,050	6,000	6,000
4660	Zoning Application Fees Planning - General Fund	402,596	241,787	395,379	250,000	235,300
4661	Microfilming Fee - General Fund	18,645	15,950	18,640	15,000	15,000
4663	Rental Dispute Resolution Fees - General Fund	-	-	59,635	54,000	54,000
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	54,014	62,945	-	-	-
4670	General Plan Maintenance Fee	61,908	60,264	113,865	-	-
4671	Code Enforcement Fee - General Fund	2,120	1,000	1,100	2,000	1,000
4690	Other Filing Fees - General Fund	11,799	9,143	8,988	10,000	10,000
4691	Special Police Department Services - General Fund	22,452	33,049	30,364	30,000	30,000
4692	Hazardous Materials Response Charges	139,695	57,025	-	130,000	130,000
4693	False Alarm Fees-PD - General Fund	26,681	25,406	43,374	25,000	25,000
4698	Cost Recovery - DUI - General Fund	27,275	16,982	15,821	18,000	18,000
4700	Cost Recovery - Booking Fees - General Fund	10	-	-	-	-
4701	Cost Recovery - General Fund	17,373	431	25,603	-	-
4701	Cost Recovery-Public Works	4,950	9,177	2,425	-	-
4704	Cost Recovery - Police Department	48,069	6,761	7,838	14,000	14,000
4705	Contract Revenue	5,460	5,792	7,200	5,000	5,000
4706	SCCSET Data Queries - Police Department	2,000	2,000	2,000	2,000	2,000
4707	CAL NENA Reimbursement - Police Department	3,396	-	-	3,000	3,000
4708	Phone System Maint Reimbursement - 911	-	2,311	7,944	7,000	7,000
4709	Vehicle Charging Stations	-	-	-	18,000	18,000
4710	Successor Agency Reimbursement	-	-	-	2,000	2,000
4720	Storm Water Fee	258,800	373,059	381,978	387,700	387,700
4721	Storm Drain Fees	21,292	29,564	30,105	15,000	15,000
4722	Eng & Subdivision Filing Fees - General Fund	257,168	344,504	323,577	300,000	300,000
4724	Solid Waste Rate Fees	-	158,560	273,328	394,607	394,607
4725	Project Salaries Revenue - General Fund	500,726	482,640	427,588	330,000	275,000
4725	Project Salaries Revenue - All Funds Except General Fund	-	-	-	85,000	85,000
4727	Motor Pool Reimbursement	-	-	4,000	-	-
4728	Traffic Engineering Fees - General Fund	77	75	100	-	-
4731	Vehicle Impact Fees (Construction)	127,022	129,509	247,354	140,000	140,000
4732	Vehicle Impact Fees (Garbage)	231,507	225,000	229,999	225,000	230,000
4760	Sale of Maps & Publications - General Fund	1,563	1,838	4,188	1,000	1,000
	Sub-Total	5,235,819	5,156,300	5,674,192	5,338,525	5,300,072

**City of Campbell - Operating/Capital Budget  
Fiscal Year 2015 - 2016  
All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2016 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<b>Charges for Current Services:</b>					
4609	Program Fees - Museum - General Fund	32,910				
4610	Comm. Services - Ainsley House Rental - General Fund	49,365				
4611	Comm Services - Museum Admission Fee - General Fund	7,000				
4612	Comm Services - Sr Citizen Program - General Fund	179,781				
4613	Program Fees: Sports - General Fund	409,202				
4614	Program Fees: Aquatics - General Fund	265,466				
4616	Program Fees: Picnic Fees - General Fund	23,304				
4617	Program Fees: Day Camps - General Fund	378,860				
4619	Program Fees: Classes - General Fund	353,542				
4620	Program Fees: Preschool - General Fund	353,935				
4621	Program Fees: Special Events - General Fund					
4622	Program Fees: Fitness - General Fund	203,455				
4625	Fund Raising - General Fund					
4626	Program Fees: Classes - Adult Services - General Fund	129,780				
4627	Vending Machine Sales - General Fund	2,400				
4628	Comm Services - Skate Park Income	35,000				
4629	Comm Services - Drop In Classes	130,000				
4630	Comm Group - Special Events - General Fund	42,040				
4631	Comm Group - Theatre Revenue	4,000				
4632	Comm Group - Theatre Preservation Charge					
4633	Comm Serves - Facility Fee	46,780				
4643	Comm. Services - Concession & Merchandise	3,125				
4644	Comm. Services - Theater Ticket Sales	191,820				
4645	Sponsor/Program Advertising	54,700				
4646	Theatre Program Ads	6,000				
4660	Zoning Application Fees Planning - General Fund	235,300				
4661	Microfilming Fee - General Fund	15,000				
4663	Rental Dispute Resolution Fees - General Fund	54,000				
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund					
4670	General Plan Maintenance Fee					
4671	Code Enforcement Fee - General Fund	1,000				
4690	Other Filing Fees - General Fund	10,000				
4691	Special Police Department Services - General Fund	30,000				
4692	Hazardous Materials Response Charges	130,000				
4693	False Alarm Fees-PD - General Fund	25,000				
4698	Cost Recovery - DUI - General Fund	18,000				
4700	Cost Recovery - Booking Fees - General Fund					
4701	Cost Recovery - General Fund					
4701	Cost Recovery-Public Works					
4704	Cost Recovery - Police Department	14,000				
4705	Contract Revenue				5,000	
4706	SCCSET Data Queries - Police Department	2,000				
4707	CAL NENA Reimbursement - Police Department	3,000				
4708	Phone System Maint Reimbursement - 911	7,000				
4709	Vehicle Charging Stations		18,000			
4710	Successor Agency Reimbursement				2,000	
4720	Storm Water Fee		387,700			
4721	Storm Drain Fees		15,000			
4722	Eng & Subdivision Filing Fees - General Fund	300,000				
4724	Solid Waste Rate Fees		394,607			
4725	Project Salaries Revenue - General Fund	275,000				
4725	Project Salaries Revenue - All Funds Except General Fund		85,000			
4727	Motor Pool Reimbursement					
4728	Traffic Engineering Fees - General Fund					
4731	Vehicle Impact Fees (Construction)		140,000			
4732	Vehicle Impact Fees (Garbage)		230,000			
4760	Sale of Maps & Publications - General Fund	1,000				
	<b>Sub-Total</b>	<b>4,022,765</b>	<b>1,270,307</b>	<b>-</b>	<b>7,000</b>	<b>-</b>

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2015 - 2016**  
**All Funds Estimated Revenues**

AC #	Description	Actual FY 2012	Actual FY 2013	Actual FY 2014	Adopted FY 2015	Adopted FY 2016
	<b>Other Revenues:</b>					
4111	Measure A - Street Maintenance					
4810	Rents & Leases - General Fund	1,251,200	1,452,170	1,597,382	1,650,000	1,615,000
4810	Rents & Leases - All funds except General Fund	4,666	4,163	-	-	-
4812	Donations - Historical Museum	57,605	42,474	38,218	20,000	-
4813	Donations - Senior Citizens Center	3,594	3,009	(600)	-	-
4816	Donations - Meal	12,568	13,124	14,176	12,000	19,000
4817	Donations - Misc. - General Fund	20	-	-	-	-
4818	Donations - Parks	7,401	-	-	-	-
4819	Other Rental Income	791,789	773,395	935,374	884,320	883,179
4821	Donations - Youth Scholar - General Fund	950	(1,021)	109	-	-
4824	Recreation Grant - Private	18,000	824	-	-	-
4825	Donations - Recreation	-	-	-	-	11,000
4827	Donations - State of the City	-	5,200	-	-	-
4890	Successor Agency ROPS Admin Reimb	-	-	-	-	11,000
4892	Asset Seizures	4,628	23,413	8,706	13,600	8,500
4920	Park Dedication Fees	447,462	701,114	1,795,324	-	-
4921	Project Revenue - Capital Project. Fund	-	30,314	77,569	-	-
4922	AB 939 Recycling - SCC	43,089	77,327	48,254	44,000	44,000
4924	Notice/Improvement/Obligation	4,216	3,393	4,374	2,000	2,000
4951	COP Debt Service Abatement	233,333	-	-	-	-
4960	Sale of Real or Personal Property - General Fund	-	-	-	3,000	3,000
4960	Sale of Real or Personal Property. - All Funds except Gen. Fund	8,351	12,050	12,423	8,500	8,500
4961	Gain on Sale	-	-	-	-	5,000
4962	Insurance Recovery - General Fund	5,410	1,712	62,791	5,000	-
4962	Insurance Recovery - Lighting District Fund	529	-	20,832	5,000	5,000
4962	Insurance Recovery - Motor Vehicle Pool Fund	9,268	84,872	50	10,000	10,000
4962	Insurance Recovery - Workers' Compensation Fund	211,261	-	-	-	-
4965	Other Revenue - General Fund	51,819	372,577	41,069	16,050	19,700
4965	Other Revenue - All Funds except General Fund	1,843	90,059	8,820	2,500	2,500
4966	Principal Repayment	-	-	-	370,850	385,340
4967	Expense Abatement - Bus Passes - General Fund	(857)	-	-	-	-
4971	Tree In Lieu Fee - General Fund	1,475	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	365,834	357,535	403,941	586,000	642,000
6070	Cash Over/Short - General Fund	12	-	49	-	-
	<b>Sub-Total</b>	<b>3,535,466</b>	<b>4,047,704</b>	<b>5,068,861</b>	<b>3,632,820</b>	<b>3,674,719</b>
	<b>Total Revenues - All Funds (Exhibit A)</b>	<b>47,110,346</b>	<b>46,757,782</b>	<b>53,483,505</b>	<b>48,122,331</b>	<b>52,855,928</b>
	Transfers-In - General Fund	1,151,771	1,496,704	1,680,371	1,375,598	1,390,978
	Transfers-In - All Funds except General Fund	2,270,823	6,212,859	6,243,323	6,812,366	6,595,921
6799	Residual Equity Transfer-in - From RDA Housing	4,045,175	-	-	-	-
6090	Beginning Fund Balance - <b>Operating</b> - General Fund	-	-	-	954,432	1,525,000
6090	Beg. Fund Balance - <b>Operating</b> - All Funds except Gen. Fund	-	-	-	653,060	966,123
6091	Beginning Fund Balance - <b>Capital</b> - General Fund	-	-	-	1,325,000	745,000
6091	Beg. Fund Balance - <b>Capital</b> - All Funds except Gen. Fund	-	-	-	1,450,000	965,000
	<b>Total Sources of Revenues</b>	<b>\$ 54,578,115</b>	<b>\$ 54,467,345</b>	<b>\$ 61,407,199</b>	<b>\$ 60,692,787</b>	<b>\$ 65,043,950</b>

**City of Campbell - Operating/Capital Budget  
Fiscal Year 2015 - 2016  
All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2016 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<b>Other Revenues:</b>					
4111	Measure A - Street Maintenance					
4810	Rents & Leases - General Fund	1,615,000				
4810	Rents & Leases - All funds except General Fund					
4812	Donations - Historical Museum					
4813	Donations - Senior Citizens Center					
4816	Donations - Meal	19,000				
4817	Donations - Misc. - General Fund					
4818	Donations - Parks					
4819	Other Rental Income	883,179				
4821	Donations - Youth Scholar - General Fund					
4824	Recreation Grant - Private					
4825	Donations - Recreation	11,000				
4827	Donations - State of the City					
4890	Successor Agency ROPS Admin Reimb	11,000				
4892	Asset Seizures		8,500			
4920	Park Dedication Fees					
4921	Project Revenue - Capital Project. Fund					
4922	AB 939 Recycling - SCC		44,000			
4924	Notice/Improvement/Obligation	2,000				
4951	COP Debt Service Abatement					
4960	Sale of Real or Personal Property - General Fund	3,000				
4960	Sale of Real or Personal Property. - All Funds except Gen. Fund				8,500	
4961	Gain on Sale	5,000				
4962	Insurance Recovery - General Fund					
4962	Insurance Recovery - Lighting District Fund		5,000			
4962	Insurance Recovery - Motor Vehicle Pool Fund				10,000	
4962	Insurance Recovery - Workers' Compensation Fund					
4965	Other Revenue - General Fund	19,700				
4965	Other Revenue - All Funds except General Fund		2,500			
4966	Principal Repayment		50,000	335,340		
4967	Expense Abatement - Bus Passes - General Fund					
4971	Tree In Lieu Fee - General Fund					
5142	Premiums - Workers' Compensation Insurance				642,000	
6070	Cash Over/Short - General Fund					
	<b>Sub-Total</b>	<b>2,568,879</b>	<b>110,000</b>	<b>335,340</b>	<b>660,500</b>	<b>-</b>
	<b>Total Revenues - All Funds (Exhibit A)</b>	<b>44,253,038</b>	<b>5,109,601</b>	<b>662,211</b>	<b>2,831,078</b>	<b>-</b>
	Transfers-In - General Fund	1,390,978				
	Transfers-In - All Funds except General Fund		2,417,588	941,333	522,000	2,715,000
6799	Residual Equity Transfer-in - From RDA Housing					
6090	Beginning Fund Balance - <b>Operating</b> - General Fund	1,525,000				
6090	Beg. Fund Balance - <b>Operating</b> - All Funds except Gen. Fund		338,123		621,000	7,000
6091	Beginning Fund Balance - <b>Capital</b> - General Fund	745,000				
6091	Beg. Fund Balance - <b>Capital</b> - All Funds except Gen. Fund		965,000			
	<b>Total Sources of Revenues</b>	<b>\$ 47,914,016</b>	<b>\$ 8,830,312</b>	<b>\$ 1,603,544</b>	<b>\$ 3,974,078</b>	<b>\$ 2,722,000</b>

**City of Campbell - Operating/Capital Budget**

**Fiscal Year 2015 - 2016**

**Summary of Expenditures by Governmental Function Fund Type**

	<b>Employee Services</b>	<b>Supplies &amp; Services</b>	<b>Capital Improvements</b>	<b>Debt Service</b>	<b>Transfers Out</b>	<b>Adopted FY 2016</b>
<b>General Government Administration:</b>						
501 City Council	\$ 128,915	\$ 142,000	-	-	-	\$ 270,915
510 CM - Administration	720,378	173,741	-	-	-	894,119
511 CM - City Clerk	294,602	103,111	-	-	-	397,713
515 CM - Human Resources	407,392	430,957	-	-	-	838,349
516 CM - Workers Compensation	44,252	594,950	-	-	-	639,202
535 Finance - Accounting	1,302,990	242,336	-	-	-	1,545,326
540 Finance - Non-Departmental	300,000	1,342,300	-	-	-	1,642,300
541 Finance - LID Debt Service	-	-	-	-	-	-
543 Finance - City COP Debt Svc.	-	-	-	871,394	-	871,394
544 Finance - 1997 COP Debt Svc.	-	-	-	732,150	-	732,150
547 CM - IT Services	838,264	1,127,052	-	-	-	1,965,316
549 Finance - CFD #1	-	5,000	-	-	-	5,000
560 City Attorney	373,309	8,757	-	-	-	382,066
<b>Sub-total</b>	<b>4,410,102</b>	<b>4,170,204</b>	<b>-</b>	<b>1,603,544</b>	<b>-</b>	<b>10,183,850</b>
<b>Recreation &amp; Community Services:</b>						
524 Administration	615,621	103,313	-	-	-	718,934
525 Senior Nutrition	100,071	113,564	-	-	-	213,635
526 Adult Services	494,068	147,864	-	-	-	641,932
527 Community Center	512,224	281,718	-	-	-	793,942
528 Museum	239,370	100,561	-	-	-	339,931
529 Theater	-	859,225	-	-	-	859,225
531 Sports & Aquatics	841,008	238,911	-	-	-	1,079,919
532 Special Interest Classes	713,429	367,748	-	-	-	1,081,177
<b>Sub-total</b>	<b>3,515,791</b>	<b>2,212,904</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,728,695</b>
<b>Public Safety:</b>						
601 PD - Administration	531,674	303,169	-	-	-	834,843
602 PD - Communications	1,724,832	432,318	-	-	-	2,157,150
603 PD - Records	1,039,378	160,547	-	-	-	1,199,925
604 PD - Special Enforcement Svcs.	3,054,055	211,474	-	-	-	3,265,529
605 PD - Field Services	7,104,001	855,769	-	-	-	7,959,770
610 Fire Administration	-	7,515,180	-	-	-	7,515,180
<b>Sub-total</b>	<b>13,453,940</b>	<b>9,478,457</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,932,397</b>
<b>Community Development:</b>						
550 CD - Planning	373,706	104,663	-	-	-	478,369
551 CD - Current Planning	535,243	31,914	-	-	-	567,157
552 CD - Policy Development	126,468	360,559	-	-	-	487,027
553 CD - Housing	9,690	-	-	-	-	9,690
554 CD - Bldg. Codes Regulations	998,017	195,646	-	-	-	1,193,663
556 CD - Economic Development	98,650	14,358	-	-	-	113,008
557 CD - Housing Assistance	52,017	67,800	-	-	-	119,817
<b>Sub-total</b>	<b>2,193,791</b>	<b>774,940</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,968,731</b>
<b>Public Works:</b>						
701 PW - Administration	573,187	86,672	-	-	-	659,859
715 PW - Environmental Services	-	-	-	-	-	-
720 PW - Transportation Eng.	291,752	84,661	-	-	-	376,413
730 PW - Engineering	862,709	82,672	-	-	-	945,381
740 PW - Land Development	664,331	545,351	-	-	-	1,209,682
745 PW - Maint. Administration	426,351	61,899	-	-	-	488,250
750 PW - Vehicle & Equip. Maint..	350,915	1,080,640	-	-	-	1,431,555
760 PW - Street Maintenance	898,329	644,206	-	-	-	1,542,535
770 PW - Signals & Lighting Maint.	395,082	435,881	-	-	-	830,963
775 PW - Park Maintenance	1,708,540	776,485	-	-	-	2,485,025
780 PW - Building Maintenance	583,417	1,101,020	-	-	-	1,684,437
741 PW - CFD #2	-	-	-	-	-	-
<b>Sub-total</b>	<b>6,754,613</b>	<b>4,899,487</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,654,100</b>
980 Operating Transfers Out (GF)	-	-	-	-	3,312,001	3,312,001
980 Transfers Out (Misc. Funds)	-	-	-	-	1,959,898	1,959,898
950 Capital Projects	-	-	2,715,000	-	-	2,715,000
990 Capital Transfers Out	-	-	-	-	2,715,000	2,715,000
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>2,715,000</b>	<b>-</b>	<b>7,986,899</b>	<b>10,701,899</b>
<b>Total - City</b>	<b>\$ 30,328,237</b>	<b>\$ 21,535,992</b>	<b>\$ 2,715,000</b>	<b>\$ 1,603,544</b>	<b>\$ 7,986,899</b>	<b>\$ 64,169,672</b>

**City of Campbell - Operating/Capital Budget**

**Fiscal Year 2015 - 2016**

**Summary of Expenditures by Governmental Function Fund Type**

	<b>General Fund</b>	<b>Special Revenue</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>Internal Service</b>	<b>Trust &amp; Agency</b>
<b>General Government Administration:</b>						
501 City Council	\$ 270,915	-	-	-	-	-
510 CM - Administration	894,119	-	-	-	-	-
511 CM - City Clerk	397,713	-	-	-	-	-
515 CM - Human Resources	838,349	-	-	-	-	-
516 CM - Workers Compensation	-	-	-	-	639,202	-
535 Finance - Accounting	1,545,326	-	-	-	-	-
540 Finance - Non-Departmental	1,642,300	-	-	-	-	-
541 Finance - LID Debt Service	-	-	-	-	-	-
543 Finance - City COP Debt Svc.	-	-	871,394	-	-	-
544 Finance - 1997 COP Debt Svc.	-	-	732,150	-	-	-
547 CM - IT Services	-	-	-	-	1,965,316	-
549 Finance - CFD #1	-	5,000	-	-	-	-
560 City Attorney	382,066	-	-	-	-	-
<b>Sub-total</b>	<b>5,970,788</b>	<b>5,000</b>	<b>1,603,544</b>	<b>-</b>	<b>2,604,518</b>	<b>-</b>
<b>Recreation &amp; Community Services:</b>						
524 Administration	718,934	-	-	-	-	-
525 Senior Nutrition	213,635	-	-	-	-	-
526 Adult Services	641,932	-	-	-	-	-
527 Community Center	793,942	-	-	-	-	-
528 Museum	339,931	-	-	-	-	-
529 Theater	859,225	-	-	-	-	-
531 Sports & Aquatics	1,079,919	-	-	-	-	-
532 Special Interest Classes	1,081,177	-	-	-	-	-
<b>Sub-total</b>	<b>5,728,695</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Safety:</b>						
601 PD - Administration	834,843	-	-	-	-	-
602 PD - Communications	2,157,150	-	-	-	-	-
603 PD - Records	1,199,925	-	-	-	-	-
604 PD - Special Enforcement Svcs.	3,265,529	-	-	-	-	-
605 PD - Field Services	7,959,770	-	-	-	-	-
610 Fire Administration	7,515,180	-	-	-	-	-
<b>Sub-total</b>	<b>22,932,397</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Community Development:</b>						
550 CD - Planning	478,369	-	-	-	-	-
551 CD - Current Planning	567,157	-	-	-	-	-
552 CD - Policy Development	487,027	-	-	-	-	-
553 CD - Housing	-	9,690	-	-	-	-
554 CD - Bldg. Codes Regulations	1,193,663	-	-	-	-	-
556 CD - Economic Development	113,008	-	-	-	-	-
557 CD - Housing Assistance	-	119,817	-	-	-	-
<b>Sub-total</b>	<b>2,839,224</b>	<b>129,507</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Works:</b>						
701 PW - Administration	659,859	-	-	-	-	-
715 PW - Environmental Services	-	-	-	-	-	-
720 PW - Transportation Eng.	376,413	-	-	-	-	-
730 PW - Engineering	945,381	-	-	-	-	-
740 PW - Land Development	1,209,682	-	-	-	-	-
745 PW - Maint. Administration	488,250	-	-	-	-	-
750 PW - Vehicle & Equip. Maint..	-	-	-	-	1,431,555	-
760 PW - Street Maintenance	-	1,542,535	-	-	-	-
770 PW - Signals & Lighting Maint.	-	830,963	-	-	-	-
775 PW - Park Maintenance	-	2,485,025	-	-	-	-
780 PW - Building Maintenance	1,684,437	-	-	-	-	-
741 PW - CFD #2	-	-	-	-	-	-
<b>Sub-total</b>	<b>5,364,022</b>	<b>4,858,523</b>	<b>-</b>	<b>-</b>	<b>1,431,555</b>	<b>-</b>
980 Operating Transfers Out (GF)	3,312,001	-	-	-	-	-
980 Transfers Out (Misc. Funds)	-	1,865,898	-	-	87,000	7,000
950 Capital Projects	-	-	-	2,715,000	-	-
990 Capital Transfers Out	745,000	1,970,000	-	-	-	-
<b>Sub-total</b>	<b>4,057,001</b>	<b>3,835,898</b>	<b>-</b>	<b>2,715,000</b>	<b>87,000</b>	<b>7,000</b>
<b>Total - City</b>	<b>\$ 46,892,127</b>	<b>\$ 8,828,928</b>	<b>\$ 1,603,544</b>	<b>\$ 2,715,000</b>	<b>\$ 4,123,073</b>	<b>\$ 7,000</b>

## DEBT MANAGEMENT

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

**Legal Debt Limit and General Obligation Debt:** The City's most recently calculated debt limit was \$271.3 million with \$0 of debt subject to the limit. The City also has no general obligation debt.

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

In July, 2002 the City received ratings of A+ from Standard and Poors (S&P) and A1 from Moody's Investors Service. Both rating agencies noted the City's impressive program of financial risk management and the well-reasoned allocation of reserve levels. In June 2009, S&P upgraded the City's rating to AAA where it stands currently.

### Certificates of Participation FY 16 to Maturity

Description	Final Maturity Date	Amount of Original Issue	Outstanding Principal	Outstanding Interest	Total
1997 Certificates of Participation	2028	\$ 13,480,000	\$ 12,635,000	\$ 6,123,791	\$ 18,758,791
2002 Certificates of Participation	2032	11,930,843	4,405,843	5,517,266	9,923,109
<b>Total</b>		<b><u>\$ 25,410,843</u></b>	<b><u>\$ 17,040,843</u></b>	<b><u>\$ 11,641,057</u></b>	<b><u>\$ 28,681,900</u></b>

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

### Annual Debt Service Payments to Maturity

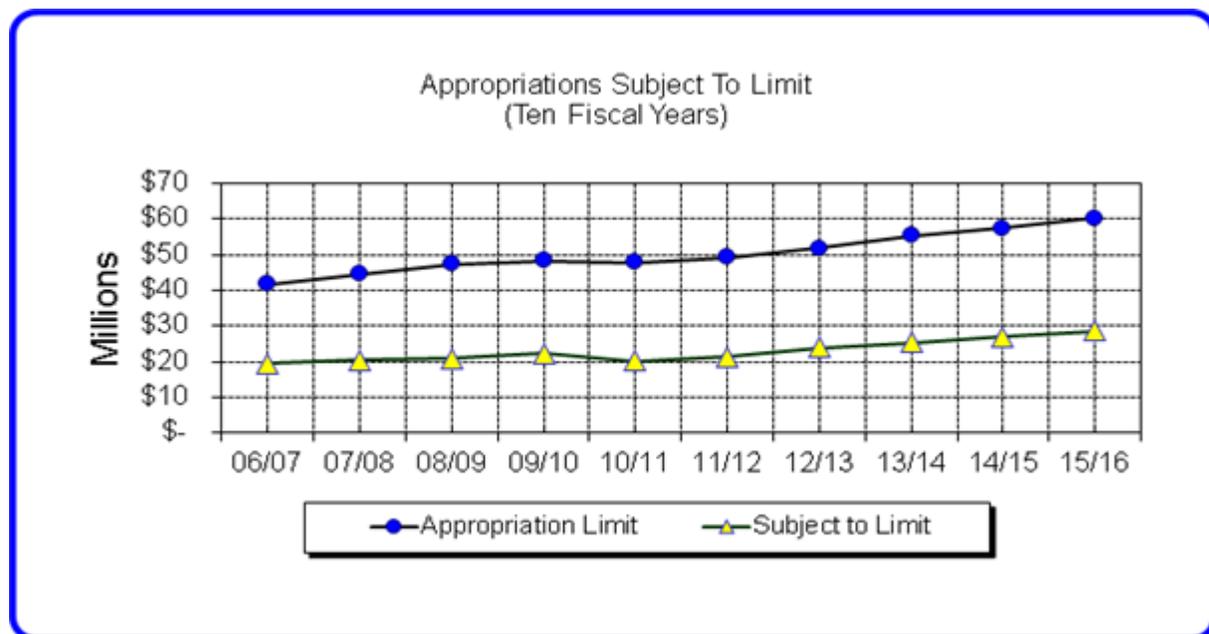
Fiscal Year	Total Principal	Total Interest	Total Debt Service
2016	\$ 810,000	\$ 789,544	\$ 1,599,544
2017	845,000	750,928	1,595,928
2019	885,000	711,016	1,596,016
2019	925,000	668,231	1,593,231
2020	-	-	-
Thereafter	<u>13,575,843</u>	<u>8,721,338</u>	<u>22,297,181</u>
<b>Total</b>	<b><u>\$17,040,843</u></b>	<b><u>\$11,641,057</u></b>	<b><u>\$ 28,681,900</u></b>

## GANN APPROPRIATIONS LIMIT

Article XIII B of the California State Constitution as enacted by Proposition 4, the Gann initiative of 1979, mandates a limit on the amount of proceeds of taxes that state and local governments can receive and appropriate (authorize to spend) each year. The purpose of this law is to limit government spending by putting a cap on the total proceeds of taxes that may be appropriated each year. The original Article XIII B was further modified by Proposition 111 and SB 88 approved by California voters in June of 1990. Proposition 111 allows cities more flexibility in choosing certain inflation and population factors to calculate the limit.

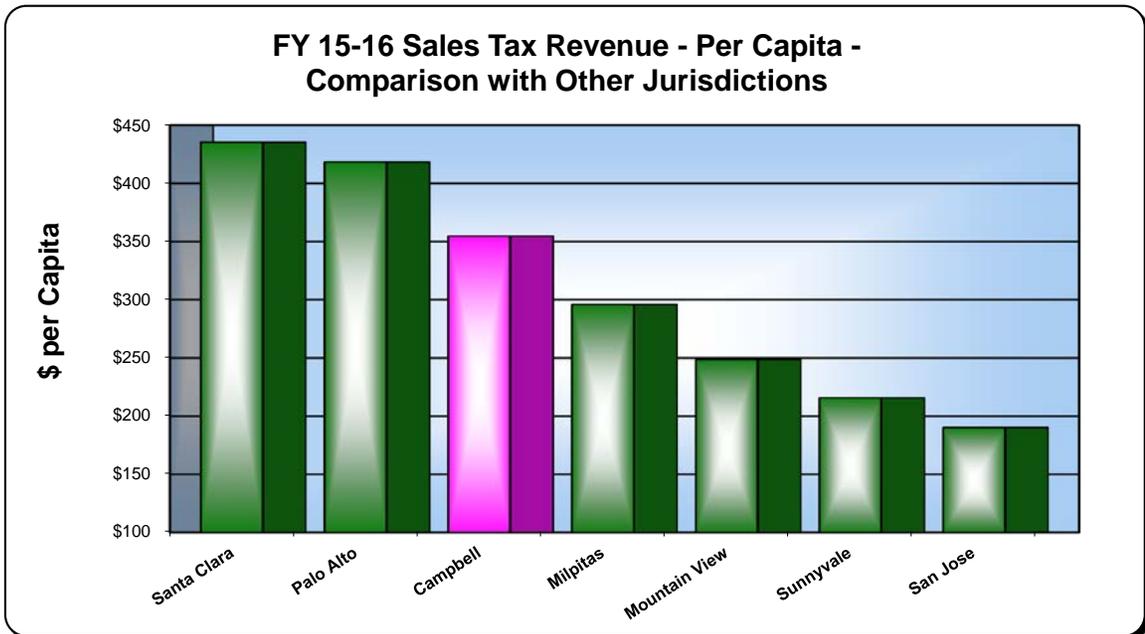
The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. Proposition 111 has modified those factors to allow cities to choose either the growth in California Per Capita Income or the growth in non-residential assessed valuation due to new construction in the City. Alternatively, the City could select a population growth factor represented by the population growth in Santa Clara County. Each year the City establishes its appropriations limit for the following fiscal year. The City of Campbell's appropriation limit for fiscal 2015-16 of \$60.3 million was adopted by Council via Resolution #11832, on June 16, 2015.

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 2015-16 calculations indicate the City of Campbell will again be significantly below the appropriations or spending limit. The City's appropriations limit of \$60.3 million for fiscal year 2015-16 is approximately \$2.9 million higher than the fiscal 2014-15 limit of \$57.4 million. For fiscal 2015-16, the City's proceeds of taxes subject to the appropriations limit are projected to be \$32.4 million. This is 53.8% of the legal appropriations limit. Any future amendments to the adopted appropriations from "proceeds of taxes" will be subject to the limit and will be calculated accordingly. As a result of the City's Gann calculations being so far under the legal limit, restraints on current or future budget deliberations are not contemplated.



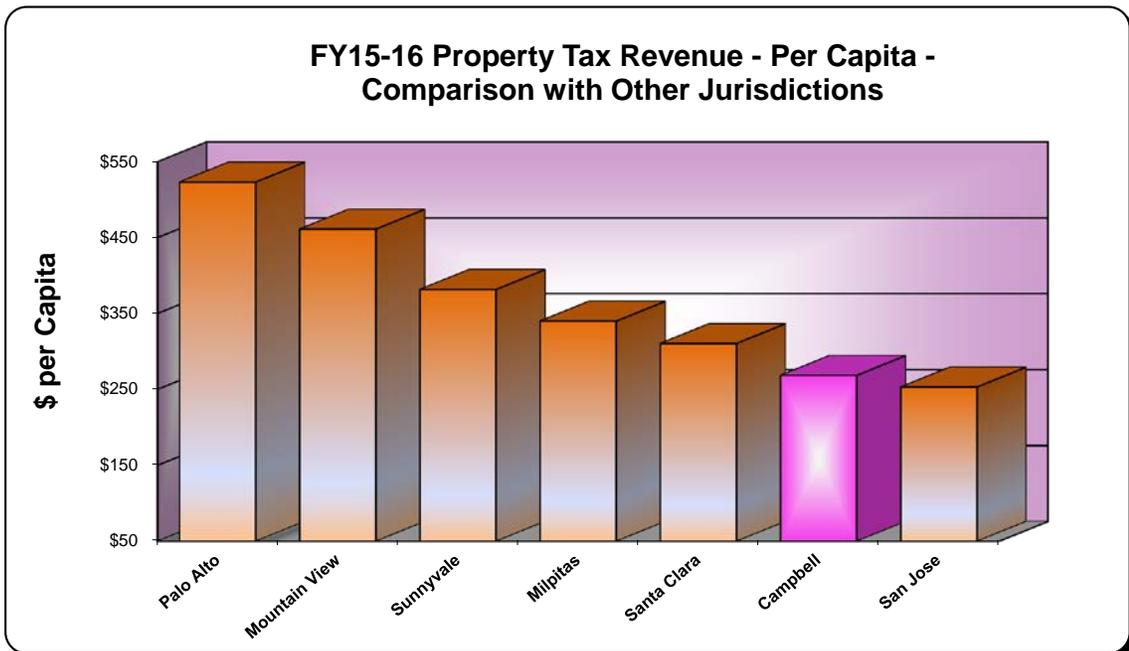
**Sales Tax Revenue  
Comparison With Other Jurisdictions  
FY 11-12 through FY 15-16**

City	Actual 2011-12	Actual 2012-13	Actual 2013-14	Budgeted 2014-15	Budgeted 2015-16
<b>Campbell</b>	\$ 9,576,483	\$ 12,649,769	\$ 13,115,263	\$ 13,384,000	\$ 14,850,000
% of General Fund	26%	32%	31%	32%	33%
Per Capita	234.37	309.59	324.85	318.72	354.78
<b>Milpitas</b>	\$ 19,403,068	\$ 20,908,000	\$ 19,766,138	\$ 20,606,000	\$ 21,490,000
% of General Fund	31%	32%	27%	29%	28%
Per Capita	287.56	313.54	291.34	293.99	295.98
<b>Mountain View</b>	\$ 15,939,373	\$ 16,744,001	\$ 16,935,660	\$ 17,607,780	\$ 19,379,690
% of General Fund	17%	17%	17%	18%	18%
Per Capita	213.31	222.44	222.08	229.32	248.73
<b>Palo Alto</b>	\$ 22,132,000	\$ 25,606,000	\$ 29,424,000	\$ 25,957,000	\$ 27,630,000
% of General Fund	14%	15%	17%	15%	15%
Per Capita	343.57	397.59	448.92	388.22	418.45
<b>San Jose</b>	\$ 154,026,546	\$ 163,751,105	\$ 173,411,643	\$ 180,024,000	\$ 190,260,000
% of General Fund	17%	19%	17%	18%	21%
Per Capita	160.65	166.49	176.31	179.93	190.16
<b>Santa Clara</b>	\$ 40,322,018	\$ 44,351,000	\$ 46,735,959	\$ 50,200,000	\$ 52,690,000
% of General Fund	26%	28%	27%	30%	29%
Per Capita	339.37	373.28	401.28	414.09	435.55
<b>Sunnyvale</b>	\$ 30,345,514	\$ 30,028,067	\$ 30,194,827	\$ 29,849,173	\$ 31,947,169
% of General Fund	23%	20%	19%	20%	20%
Per Capita	215.07	210.14	205.33	201.65	215.82



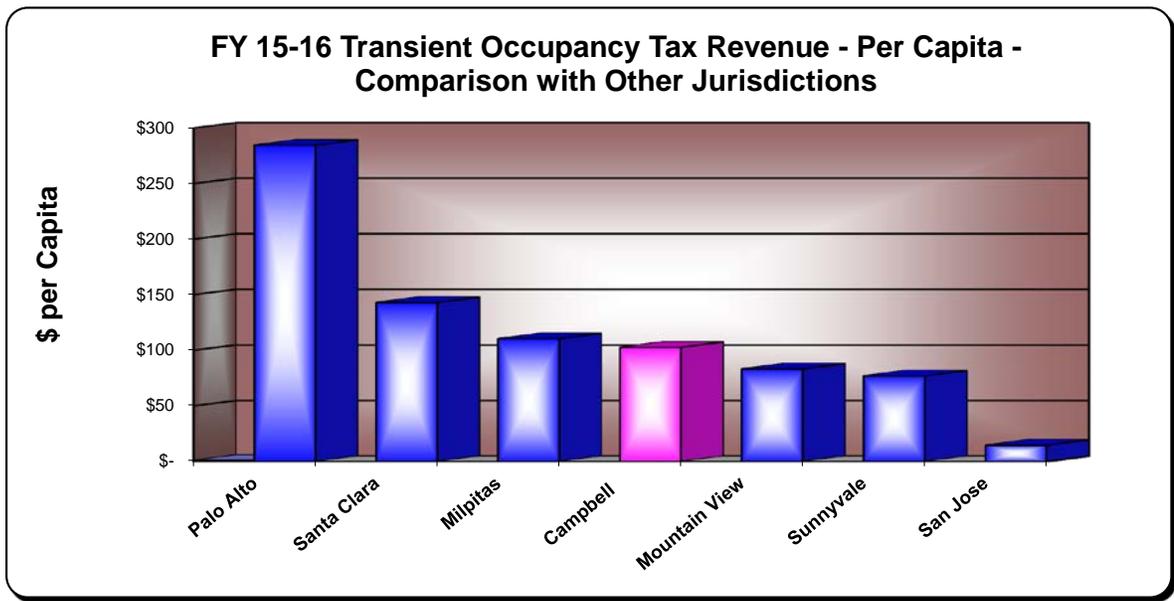
**Property Tax Revenue  
Comparison With Other Jurisdictions  
FY 11-12 through FY 15-16**

<u>City</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Budgeted 2014-15</u>	<u>Budgeted 2015-16</u>
<b>Campbell</b>	\$ 8,737,866	\$ 9,728,905	\$ 10,195,501	\$ 10,155,000	\$ 11,233,000
% of General Fund	24%	25%	24%	25%	25%
Per Capita	213.85	238.10	252.53	241.83	268.37
<b>Milpitas</b>	\$ 16,025,450	\$ 16,489,000	\$ 27,607,560	\$ 21,849,000	\$ 24,680,000
% of General Fund	26%	26%	38%	31%	32%
Per Capita	237.50	246.61	406.92	311.72	339.92
<b>Mountain View</b>	\$ 26,216,053	\$ 28,122,360	\$ 31,120,547	\$ 33,782,100	\$ 35,932,400
% of General Fund	28%	29%	30%	34%	34%
Per Capita	350.84	373.59	408.08	439.98	461.18
<b>Palo Alto</b>	\$ 26,494,000	\$ 28,742,000	\$ 30,587,000	\$ 31,927,000	\$ 34,542,000
% of General Fund	17%	17%	18%	19%	19%
Per Capita	411.29	446.28	466.66	477.51	523.13
<b>San Jose</b>	\$ 201,711,784	\$ 205,016,137	\$ 233,644,896	\$ 233,973,240	\$ 253,210,000
% of General Fund	22%	23%	23%	24%	28%
Per Capita	210.38	208.44	237.55	233.85	253.07
<b>Santa Clara</b>	\$ 28,347,475	\$ 31,747,458	\$ 39,138,491	\$ 34,355,000	\$ 37,550,000
% of General Fund	18%	20%	23%	21%	21%
Per Capita	238.59	267.21	336.05	284.06	310.40
<b>Sunnyvale</b>	\$ 43,407,026	\$ 44,555,857	\$ 50,293,385	\$ 53,511,242	\$ 56,486,757
% of General Fund	33%	29%	31%	36%	34.69%
Per Capita	307.64	311.81	342.00	361.49	381.60



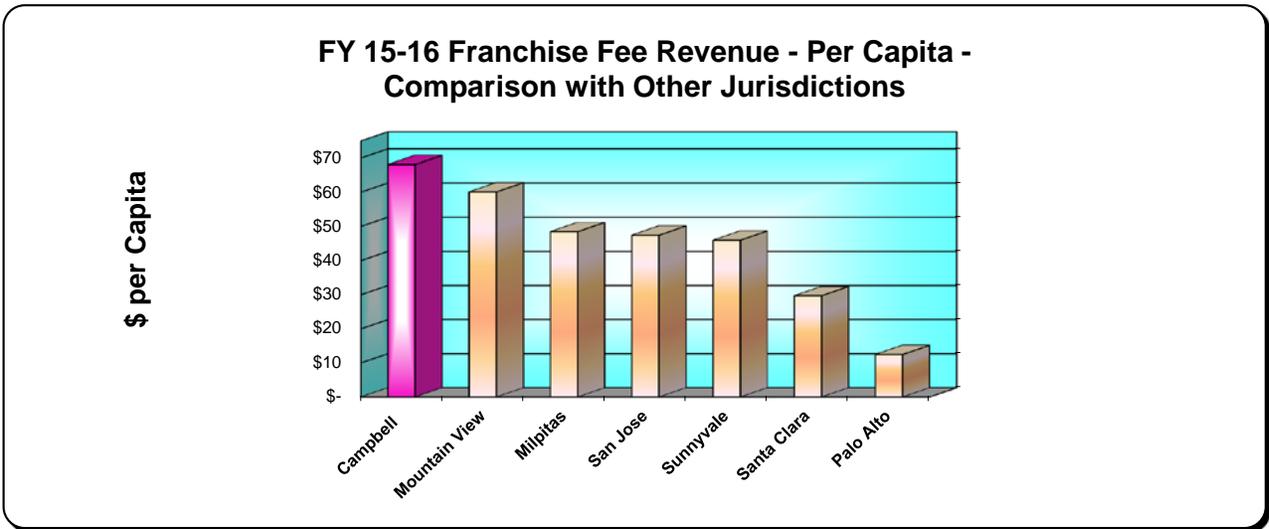
**Transient Occupancy Tax Revenue  
Comparison With Other Jurisdictions  
FY 11-12 through FY 15-16**

City	Actual 2011-12	Actual 2012-13	Actual 2013-14	Budgeted 2014-15	Budgeted 2015-16
<b>Campbell</b>	\$ 2,587,323	\$ 2,875,976	\$ 3,417,412	\$ 3,509,000	\$ 4,300,000
% of General Fund	7%	7%	8%	9%	9%
Per Capita	63.32	70.39	84.65	83.56	102.73
<b>Milpitas</b>	\$ 5,650,430	\$ 6,343,000	\$ 7,473,691	\$ 7,114,000	\$ 8,018,000
% of General Fund	9%	10%	10%	10%	11%
Per Capita	83.74	94.86	110.16	101.50	110.43
<b>Mountain View</b>	\$ 4,397,450	\$ 4,668,303	\$ 5,594,909	\$ 5,928,900	\$ 6,486,200
% of General Fund	5%	5%	5%	6%	6%
Per Capita	58.85	62.02	73.37	77.22	83.25
<b>Palo Alto</b>	\$ 9,664,000	\$ 10,794,000	\$ 12,255,000	\$ 14,156,000	\$ 18,791,000
% of General Fund	6%	6%	7%	8%	10%
Per Capita	150.02	167.60	186.97	211.72	284.59
<b>San Jose</b>	\$ 8,983,963	\$ 10,103,383	\$ 11,873,017	\$ 11,750,000	\$ 14,700,000
% of General Fund	1%	1%	1%	1%	2%
Per Capita	9.37	10.27	12.07	11.74	14.69
<b>Santa Clara</b>	\$ 11,483,363	\$ 13,046,576	\$ 15,140,910	\$ 15,110,000	\$ 17,300,000
% of General Fund	7%	8%	9%	9%	10%
Per Capita	96.65	109.81	130.00	124.94	143.01
<b>Sunnyvale</b>	\$ 7,777,583	\$ 9,016,052	\$ 10,858,671	\$ 12,436,990	\$ 11,397,216
% of General Fund	6%	6%	7%	8%	7%
Per Capita	55.12	63.10	73.84	84.02	76.99



**Franchise Fee Revenue  
Comparison With Other Jurisdictions  
FY 11-12 through FY 15-16**

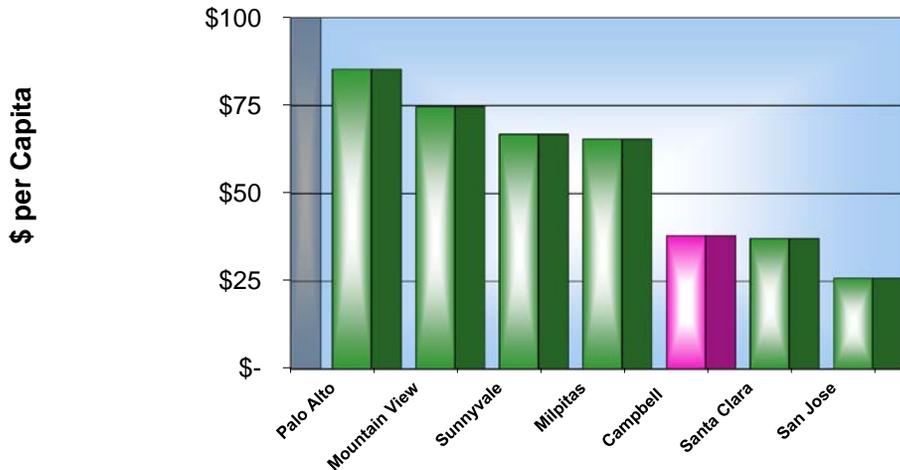
City	Actual 2011-12	Actual 2012-13	Actual 2013-14	Budgeted 2014-15	Budgeted 2015-16
<b>Campbell</b>	\$ 2,657,964	\$ 2,620,764	\$ 2,917,263	\$ 2,813,500	\$ 2,850,500
% of General Fund	7%	7%	7%	7%	6%
Per Capita	65.05	64.14	72.26	67.00	68.10
<b>Milpitas</b>	\$ 3,218,132	\$ 3,270,000	\$ 3,453,140	\$ 3,398,000	\$ 3,520,000
% of General Fund	5%	5%	5%	5%	5%
Per Capita	47.69	48.91	50.90	48.48	48.48
<b>Mountain View</b>	\$ 3,948,078	\$ 4,001,224	\$ 4,364,961	\$ 4,207,070	\$ 4,680,800
% of General Fund	4%	4%	4%	4%	4%
Per Capita	52.84	53.15	57.24	54.79	60.08
<b>Palo Alto</b>	-	\$ 1,201,000	\$ 900,000	\$ 824,000	\$ 824,000
% of General Fund	0.00%	0.72%	0.53%	0.49%	0.45%
Per Capita	-	18.65	13.73	12.32	12.48
<b>San Jose</b>	\$ 41,708,845	\$ 43,741,122	\$ 45,748,758	\$ 45,346,879	\$ 47,482,232
% of General Fund	5%	5%	5%	5%	5%
Per Capita	43.50	44.47	46.51	45.32	47.46
<b>Santa Clara</b>	\$ 3,361,039	\$ 3,342,501	\$ 3,515,786	\$ 3,459,100	\$ 3,593,935
% of General Fund	2%	2%	2%	2%	2%
Per Capita	28.29	28.13	30.19	28.60	29.71
<b>Sunnyvale</b>	\$ 6,372,876	\$ 6,461,568	\$ 6,694,336	\$ 6,871,846	\$ 6,809,616
% of General Fund	5%	4%	4%	5%	4%
Per Capita	45.17	45.22	45.52	46.42	46.00



**Building Permit Revenue  
Comparison With Other Jurisdictions  
FY 11-12 through FY 15-16**

<b>City</b>	<b>Actual 2011-12</b>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Budgeted 2014-15</b>	<b>Budgeted 2015-16</b>
<b>Campbell</b>	\$ 1,083,106	\$ 1,046,860	\$ 1,857,564	\$ 1,120,000	\$ 1,591,497
% of General Fund	3%	3%	4%	3%	3%
Per Capita	26.51	25.62	46.01	26.67	38.02
<b>Milpitas</b>	\$ 3,220,061	\$ 4,143,000	\$ 5,881,934	\$ 4,026,000	\$ 4,755,808
% of General Fund	5%	6%	8%	6%	6%
Per Capita	47.72	61.96	86.70	57.44	65.50
<b>Mountain View</b>	\$ 4,678,060	\$ 4,187,401	\$ 5,545,293	\$ 4,977,720	\$ 5,818,000
% of General Fund	5%	4%	5%	5%	5%
Per Capita	62.61	55.63	72.72	64.83	74.67
<b>Palo Alto</b>	\$ 4,700,000	\$ 7,430,000	\$ 6,020,000	\$ 5,439,000	\$ 5,635,000
% of General Fund	3%	4%	4%	3%	3%
Per Capita	72.96	115.37	91.85	81.35	85.34
<b>San Jose</b>	\$ 24,905,753	\$ 27,065,790	\$ 32,457,234	\$ 25,600,000	\$ 26,000,000
% of General Fund	3%	3%	3%	3%	3%
Per Capita	25.98	27.52	33.00	25.59	25.99
<b>Santa Clara</b>	\$ 5,051,661	\$ 2,769,715	\$ 2,881,893	\$ 2,700,000	\$ 4,500,000
% of General Fund	3%	2%	2%	2%	2%
Per Capita	42.52	23.31	24.74	22.32	37.20
<b>Sunnyvale</b>	\$ 3,537,633	\$ 3,586,960	\$ 11,734,734	\$ 11,682,497	\$ 9,900,421
% of General Fund	3%	2%	7%	7%	6%
Per Capita	25.07	25.10	79.80	78.92	66.88

**FY 15-16 Building Permit Revenue - Per Capita -  
Comparison with Other Jurisdictions**



## Fund Balance Analysis Fiscal Year 2014 - 2015

Fund Description	Fund #	Beginning Fund Balance Actual	Total Revenues & Transfers Estimated*	Total Expenditures & Transfers Estimated	Ending Fund Balance Estimated
General Fund	101	\$ 25,429,609	\$ 42,578,543	\$ 43,557,134	\$ 24,451,018
Gas Tax	202, 203, 204	1,763,329	1,834,900	2,629,900	968,329
Drug Enforcement	205	29,358	13,600	13,600	29,358
Lighting and Landscaping District	207	-	3,147,073	3,147,073	-
Community Development Block Grant	208	275,147	10,000	34,368	250,779
Environmental Services	209	730,815	1,364,807	1,356,754	738,868
Supplemental Law Enforcement	210	92,628	-	-	92,628
State/Other Grants	212	331,118	295,000	295,000	331,118
T.D.A.	216	(148)	50,148	50,000	-
Other Federal Grants	218	(171,928)	250,928	79,000	-
Housing Assistance Fund	233	9,542,005	61,000	109,598	9,493,407
Community Facilities District #1	236	-	145,000	145,000	-
Community Facilities District #2	237	-	16,094	12,284	3,810
Parkland Dedication Trust	295	2,754,076	3,000	1,200,000	1,557,076
2002 C.O.P. Debt Service	366	6,859,980	874,233	874,233	6,859,980
L.I.D. Debt Service	367	30,307	-	-	30,307
1997 C.O.P. Debt Service	368	-	730,210	730,210	-
City C.O.P. Projects	431	140,412	-	-	140,412
Capital Projects	435	271,324	6,393,111	6,393,111	271,324
Motor Vehicle Pool	641	958,770	1,076,678	1,241,037	794,411
Information Technologies Pool	647	1,326,474	1,270,300	1,540,032	1,056,742
Worker's Compensation Pool	690	737,111	586,000	585,574	737,537
Parks and Museum Trust	794	132,038	20,000	20,000	132,038
Recreation Grants-Private	795	12,789	1,211	7,000	7,000
Senior Citizen Trust	797	7,430	-	-	7,430
<b>Total</b>		<b>\$ 51,252,644</b>	<b>\$ 60,721,836</b>	<b>\$ 64,020,908</b>	<b>\$ 47,953,572</b>

\* Total revenues exclude beginning fund balance amounts.

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

## Fund Balance Analysis Fiscal Year 2015 - 2016

Fund Description	Fund #	Beginning Fund Balance Estimated	Total Revenues & Transfers Adopted*	Total Expenditures & Transfers Adopted	Ending Fund Balance Estimated
General Fund	101	\$ 24,451,018	\$ 45,644,016	\$ 46,892,127	\$ 23,202,907
Gas Tax	202, 203, 204	968,329	1,769,500	1,989,835	747,994
Drug Enforcement	205	29,358	8,500	8,500	29,358
Lighting and Landscaping District	207	-	3,427,288	3,427,288	-
Community Development Block Grant	208	250,779	10,000	9,690	251,089
Environmental Services	209	738,868	1,352,807	1,411,778	679,897
Supplemental Law Enforcement	210	92,628	-	-	92,628
State/Other Grants	212	331,118	695,000	695,000	331,118
T.D.A.	216	-	20,000	20,000	-
Other Federal Grants	218	-	22,000	22,000	-
Housing Assistance Fund	233	9,493,407	61,000	119,817	9,434,590
Community Facilities District #1	236	-	145,000	145,000	-
Community Facilities District #2	237	3,810	16,094	15,020	4,884
Parkland Dedication Trust	295	1,557,076	-	965,000	592,076
2002 C.O.P. Debt Service	366	6,859,980	871,394	871,394	6,859,980
L.I.D. Debt Service	367	30,307	-	-	30,307
1997 C.O.P. Debt Service	368	-	732,150	732,150	-
City C.O.P. Projects	431	140,412	-	-	140,412
Capital Projects	435	271,324	2,715,000	2,715,000	271,324
Motor Vehicle Pool	641	794,411	1,060,078	1,476,555	377,934
Information Technologies Pool	647	1,056,742	1,651,000	2,007,316	700,426
Worker's Compensation Pool	690	737,537	642,000	639,202	740,335
Parks and Museum Trust	794	132,038	-	-	132,038
Recreation Grants-Private	795	7,000	-	7,000	-
Senior Citizen Trust	797	7,430	-	-	7,430
<b>Total</b>		<b><u>\$ 47,953,572</u></b>	<b><u>\$ 60,842,827</u></b>	<b><u>\$ 64,169,672</u></b>	<b><u>\$ 44,626,727</u></b>

\* Total revenues exclude beginning fund balance amounts.

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

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

<b>Description</b>	<b>12/13 Actual</b>	<b>13/14 Actual</b>	<b>14/15 Estimated</b>	<b>15/16 Adopted</b>
<b>Fund balance, July 1</b>	\$ 22,243,928	\$ 23,429,315	\$ 25,429,609	\$ 24,451,018
Prior year adjustment	(16)	-	-	-
Total beginning fund balances	<u>22,243,912</u>	<u>23,429,315</u>	<u>25,429,609</u>	<u>24,451,018</u>
 <b>REVENUES:</b>				
Property Taxes	9,770,597	10,237,769	11,781,543	11,812,000
Sales and Use Taxes	12,649,768	13,115,263	13,384,000	14,850,000
Franchise and other taxes	6,722,611	7,561,182	6,971,500	7,825,500
Licenses and permits	2,213,828	3,057,428	1,558,500	2,293,092
Fines and forfeitures	302,199	332,100	300,000	300,000
Investment income	(38,665)	266,187	229,600	223,000
Intergovernmental revenues	222,695	209,500	339,214	357,802
Charges for services	3,449,197	3,522,570	4,066,218	4,022,765
Other revenues	2,620,549	3,028,587	2,572,370	2,568,879
Operating transfers-in	1,496,704	1,494,992	1,375,598	1,390,978
Total operating revenues	<u>39,409,483</u>	<u>42,825,578</u>	<u>42,578,543</u>	<u>45,644,016</u>
 <b>EXPENDITURES:</b>				
General Government	11,170,588	11,916,306	13,777,266	14,538,707
Public Safety	20,279,108	20,199,917	20,683,188	22,932,397
Public Works	3,882,765	4,176,238	4,918,234	5,364,022
Operating transfers-out	2,293,114	2,591,060	2,853,446	3,312,001
Total operating expenditures	<u>37,625,575</u>	<u>38,883,521</u>	<u>42,232,134</u>	<u>46,147,127</u>
Capital transfers-out	598,505	1,941,763	1,325,000	745,000
Total expenditures	<u>38,224,080</u>	<u>40,825,284</u>	<u>43,557,134</u>	<u>46,892,127</u>
 <b>FUND BALANCES:</b>				
Nonspendable	12,782	-	-	-
Committed	20,748,137	22,443,923	21,651,018	20,402,907
Assigned	1,681,171	1,881,401	1,800,000	1,800,000
Unassigned	987,225	1,104,285	1,000,000	1,000,000
Total reserves or designations:	<u>23,429,315</u>	<u>25,429,609</u>	<u>24,451,018</u>	<u>23,202,907</u>
 <b>Fund balance - June 30</b>	 <u>\$ 23,429,315</u>	 <u>\$ 25,429,609</u>	 <u>\$ 24,451,018</u>	 <u>\$ 23,202,907</u>

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

<b>Description</b>	<b>12/13 Actual</b>	<b>13/14 Actual</b>	<b>14/15 Estimated</b>	<b>15/16 Adopted</b>
<b>Fund balance, July 1</b>	\$ 1,355,792	\$ 1,441,146	\$ 1,763,329	\$ 968,329
<b>REVENUES:</b>				
Special Gas Tax 2105	176,790	275,963	196,300	240,000
Special Gas Tax 2106	141,464	144,932	157,500	128,500
Special Gas Tax 2107	289,695	295,382	241,200	328,000
Special Gas Tax 2107.5	6,000	55,594	6,000	6,000
Proposition 42 Gas Tax	321,007	516,014	427,100	-
Vehicle Impact Fees	354,509	477,353	365,000	370,000
Gas Tax 7360	-	-	-	190,200
Investment earnings	1,410	14,189	-	-
Other revenues	2,186	3,820	2,500	2,500
Operating transfers-in	323,300	349,500	439,300	504,300
Total revenues	<u>1,616,361</u>	<u>2,132,747</u>	<u>1,834,900</u>	<u>1,769,500</u>
<b>EXPENDITURES:</b>				
PW-Street Maintenance	1,024,091	1,229,181	1,391,020	1,542,535
Operating transfers-out	250,529	282,551	78,880	77,300
Total operating expenditures	<u>1,274,620</u>	<u>1,511,732</u>	<u>1,469,900</u>	<u>1,619,835</u>
Capital transfers-out	256,387	298,832	1,160,000	370,000
Total expenditures	<u>1,531,007</u>	<u>1,810,564</u>	<u>2,629,900</u>	<u>1,989,835</u>
<b>FUND BALANCES:</b>				
Nonspendable	1,441,146	1,763,329	968,329	747,994
Total reserves or designations	<u>1,441,146</u>	<u>1,763,329</u>	<u>968,329</u>	<u>747,994</u>
<b>Fund balance - June 30</b>	<u>\$ 1,441,146</u>	<u>\$ 1,763,329</u>	<u>\$ 968,329</u>	<u>\$ 747,994</u>

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

<u>Description</u>	<u>12/13 Actual</u>	<u>13/14 Actual</u>	<u>14/15 Estimated</u>	<u>15/16 Adopted</u>
<b>Fund balance, July 1</b>	\$ -	\$ -	\$ -	\$ -
<b>REVENUES:</b>				
Lighting & Landscaping Assessments	1,139,133	1,165,350	1,142,000	1,142,000
Property tax	757,853	891,300	770,000	770,000
Insurance claims refund	-	20,832	5,000	5,000
Residual RPTTF Distribution	93,305	-	3,000	3,000
Project Revenue Overhead Offset	-	-	85,000	85,000
Other revenues	16,391	12,392	20,500	20,500
Operating transfers-in	922,266	955,510	1,121,573	1,401,788
Total revenues	<u>2,928,948</u>	<u>3,045,384</u>	<u>3,147,073</u>	<u>3,427,288</u>
<b>EXPENDITURES:</b>				
PW-signals & lighting maintenance	717,494	725,122	740,798	830,963
PW-Park Maintenance	2,105,154	2,213,962	2,294,975	2,485,025
Operating transfers-out	106,300	106,300	111,300	111,300
Total expenditures	<u>2,928,948</u>	<u>3,045,384</u>	<u>3,147,073</u>	<u>3,427,288</u>
<b>FUND BALANCES:</b>				
Restricted	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total reserves or designations:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund balance - June 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

<b>Description</b>	<b>12/13 Actual</b>	<b>13/14 Actual</b>	<b>14/15 Estimated</b>	<b>15/16 Adopted</b>
<b>Fund balance, July 1</b>	\$ 1,441,714	\$ 269,076	\$ 275,147	\$ 250,779
Adjustment - loans transfer to Santa Clara County	(1,159,962)			
Fund balance - adjusted	<u>281,752</u>	<u>269,076</u>	<u>275,147</u>	<u>250,779</u>
<b>REVENUES:</b>				
Investment income	(15)	6	-	-
CDBG Grants	40,000	40,000	10,000	10,000
Other revenues	62,945	-	-	-
Operating transfers-in	-	-	-	-
Total revenues	<u>102,930</u>	<u>40,006</u>	<u>10,000</u>	<u>10,000</u>
<b>EXPENDITURES:</b>				
Housing	61,553	33,935	34,368	9,690
Rehabilitation	54,053	-	-	-
Total expenditures	<u>115,606</u>	<u>33,935</u>	<u>34,368</u>	<u>9,690</u>
<b>FUND BALANCES:</b>				
Nonspendable	269,076	275,147	250,779	251,089
Unassigned	-	-	-	-
Total reserves or designations:	<u>269,076</u>	<u>275,147</u>	<u>250,779</u>	<u>251,089</u>
<b>Fund balance - June 30</b>	<u>\$ 269,076</u>	<u>\$ 275,147</u>	<u>\$ 250,779</u>	<u>\$ 251,089</u>

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

<u>Description</u>	<u>12/13 Actual</u>	<u>13/14 Actual</u>	<u>14/15 Estimated</u>	<u>15/16 Adopted</u>
<b>Fund balance, July 1</b>	\$ 632,463	\$ 664,889	\$ 730,815	\$ 738,868
<b>REVENUES:</b>				
Solid waste fees	158,560	273,328	394,607	394,607
AB939 recycling	77,327	48,254	44,000	44,000
Storm water fees	373,059	381,978	387,700	387,700
Storm drain fees	29,564	30,105	15,000	15,000
Beverage container grant	10,959	10,848	-	-
Investment income	191	2,750	2,000	-
Operating transfers-in	511,940	511,940	521,500	511,500
Total revenues	<u>1,161,600</u>	<u>1,259,203</u>	<u>1,364,807</u>	<u>1,352,807</u>
<b>EXPENDITURES:</b>				
Operating transfers-out	1,128,202	1,183,202	1,306,754	1,411,778
Total operating expenditures	<u>1,128,202</u>	<u>1,183,202</u>	<u>1,306,754</u>	<u>1,411,778</u>
Capital transfers-out	972	10,075	50,000	-
Total expenditures	<u>1,129,174</u>	<u>1,193,277</u>	<u>1,356,754</u>	<u>1,411,778</u>
<b>FUND BALANCES:</b>				
Nonspendable	664,889	730,815	738,868	679,897
Total reserves or designations:	<u>664,889</u>	<u>730,815</u>	<u>738,868</u>	<u>679,897</u>
<b>Fund balance - June 30</b>	<u>\$ 664,889</u>	<u>\$ 730,815</u>	<u>\$ 738,868</u>	<u>\$ 679,897</u>

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

<u>Description</u>	<u>12/13 Actual</u>	<u>13/14 Actual</u>	<u>14/15 Estimated</u>	<u>15/16 Adopted</u>
<b>Fund balance, July 1</b>	\$ 6,217,949	\$ 9,534,451	\$ 9,542,005	\$ 9,540,883
Residual equity transfer in	3,692,500			
Fund balance - adjusted	<u>9,910,449</u>	<u>9,534,451</u>	<u>9,542,005</u>	<u>9,540,883</u>
<b>REVENUES:</b>				
Investment income	2,187	5,571	1,000	11,000
Rents and leases	4,163	-	-	-
Other revenues	84,703	34,249	27,878	50,000
Total revenues	<u>91,053</u>	<u>39,820</u>	<u>28,878</u>	<u>61,000</u>
	-			
<b>EXPENDITURES:</b>				
Housing assistance	31,183	32,266	30,000	69,817
Housing grant & loans	435,868	-	-	50,000
Total operating expenditures	<u>467,051</u>	<u>32,266</u>	<u>30,000</u>	<u>119,817</u>
Capital transfers-out	-	-	-	-
Total expenditures	<u>467,051</u>	<u>32,266</u>	<u>30,000</u>	<u>119,817</u>
<b>FUND BALANCES:</b>				
Nonspendable	8,748,314	8,764,548	8,764,548	8,764,548
Restricted	786,137	777,457	776,335	717,518
Unreserved, undesignated	-	-	-	-
Total reserves or designations:	<u>9,534,451</u>	<u>9,542,005</u>	<u>9,540,883</u>	<u>9,482,066</u>
<b>Fund balance - June 30</b>	<u>\$ 9,534,451</u>	<u>\$ 9,542,005</u>	<u>\$ 9,540,883</u>	<u>\$ 9,482,066</u>

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

<u>Description</u>	<u>12/13 Actual</u>	<u>13/14 Actual</u>	<u>14/15 Estimated</u>	<u>15/16 Adopted</u>
<b>Fund balance, July 1</b>	\$ -	\$ -	\$ -	\$ 3,810
Fund balance - adjusted	-	-	-	3,810
<b>REVENUES:</b>				
Special assessment			16,094	16,094
Other revenues			-	-
Operating transfers-in			-	-
Total revenues	-	-	16,094	16,094
<b>EXPENDITURES:</b>				
Community facility district			-	-
Operating transfers-out		-	12,284	15,020
Total operating expenditures	-	-	12,284	15,020
Capital transfer-out	-	-	-	-
Total expenditures	-	-	12,284	15,020
<b>FUND BALANCES:</b>				
Nonspendable	-	-	3,810	4,884
Unassigned	-	-	-	-
Total reserves or designations:	-	-	3,810	4,884
<b>Fund balance - June 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,810</u>	<u>\$ 4,884</u>

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

<b>Description</b>	<b>12/13 Actual</b>	<b>13/14 Actual</b>	<b>14/15 Adopted</b>	<b>15/16 Adopted</b>
<b>Fund balance, July 1</b>	\$ 7,462,351	\$ 7,166,346	\$ 6,859,980	\$ 6,859,980
<b>REVENUES:</b>				
Interest payments	90,692	79,436	67,248	53,652
Debt service reimbursement from RDA	-	-	-	-
Principal repayment	(26,910)	(26,910)	293,940	306,360
Operating transfers-in	510,786	509,506	513,045	511,382
Total revenues	<u>574,568</u>	<u>562,032</u>	<u>874,233</u>	<u>871,394</u>
<b>EXPENDITURES:</b>				
Principal repayments	650,000	675,000	710,000	740,000
Interest and fiscal charges	219,049	191,874	162,433	129,594
Administration fees	1,524	1,524	1,800	1,800
Total expenditures	<u>870,573</u>	<u>868,398</u>	<u>874,233</u>	<u>871,394</u>
<b>FUND BALANCES:</b>				
Nonspendable	<u>7,166,346</u>	<u>6,859,980</u>	<u>6,859,980</u>	<u>6,859,980</u>
Total reserves or designations:	<u>7,166,346</u>	<u>6,859,980</u>	<u>6,859,980</u>	<u>6,859,980</u>
<b>Fund balance - June 30</b>	<u>\$ 7,166,346</u>	<u>\$ 6,859,980</u>	<u>\$ 6,859,980</u>	<u>\$ 6,859,980</u>

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

<u>Description</u>	<u>12/13</u> <u>Actual</u>	<u>13/14</u> <u>Actual</u>	<u>14/15</u> <u>Estimated</u>	<u>15/16</u> <u>Adopted</u>
<b>Fund balance, July 1</b>	\$ -	\$ -	\$ -	\$ -
<b>REVENUES:</b>				
Investment income	277,359	276,014	274,652	273,219
Other revenue	26,910	26,910	26,910	28,980
Operating transfers-in	432,527	430,622	428,648	429,951
Total revenues	<u>736,796</u>	<u>733,546</u>	<u>730,210</u>	<u>732,150</u>
<b>EXPENDITURES:</b>				
Principal retirement	65,000	65,000	65,000	70,000
Interest and fiscal charges	671,796	668,546	665,210	662,150
Total expenditures	<u>736,796</u>	<u>733,546</u>	<u>730,210</u>	<u>732,150</u>
<b>FUND BALANCES:</b>				
Unassigned	-	-	-	-
Total reserves or designations:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund balance - June 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

<b>Description</b>	<b>12/13 Actual</b>	<b>13/14 Actual</b>	<b>14/15 Estimated</b>	<b>15/16 Adopted</b>
<b>Fund balance, July 1</b>	\$ 93,600	\$ 191,066	\$ 271,324	\$ 271,324
Prior year adjustment	138,797	-	-	-
Fund balance - adjusted	<u>232,397</u>	<u>191,066</u>	<u>271,324</u>	<u>271,324</u>
<b>REVENUES:</b>				
Project revenues	30,314	51,291	37,484	-
Capital transfers-in	3,495,039	3,238,145	6,355,627	2,715,000
Total revenues	<u>3,525,353</u>	<u>3,289,436</u>	<u>6,393,111</u>	<u>2,715,000</u>
<b>EXPENDITURES:</b>				
Capital outlay	3,566,684	3,209,178	6,393,111	2,715,000
Total expenditures	<u>3,566,684</u>	<u>3,209,178</u>	<u>6,393,111</u>	<u>2,715,000</u>
<b>FUND BALANCES:</b>				
Assigned	191,066	271,324	271,324	271,324
Total reserves or designations	<u>191,066</u>	<u>271,324</u>	<u>271,324</u>	<u>271,324</u>
<b>Fund balance - June 30</b>	<u>\$ 191,066</u>	<u>\$ 271,324</u>	<u>\$ 271,324</u>	<u>\$ 271,324</u>

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

<u>Description</u>	<u>12/13 Actual</u>	<u>13/14 Actual</u>	<u>14/15 Estimated</u>	<u>15/16 Adopted</u>
<b>Retained earnings at beginning of year</b>	\$ 1,103,131	\$ 1,125,070	\$ 958,770	\$ 794,411
<b>REVENUES:</b>				
Users fees and charges	882,375	932,743	956,178	1,006,578
Other revenue	84,872	4,050	10,000	10,000
Gain (loss) from sale of assets	15,220	12,423	8,500	8,500
Operating transfers - in	-	45,000	102,000	35,000
Total revenues	<u>982,467</u>	<u>994,216</u>	<u>1,076,678</u>	<u>1,060,078</u>
<b>EXPENSES:</b>				
Personnel services	296,618	304,182	337,978	350,915
Services and supplies	501,895	679,400	893,059	1,115,640
Depreciation	117,015	131,934	-	-
Operating transfers-out	45,000	45,000	10,000	10,000
Total operating expenses	<u>960,528</u>	<u>1,160,516</u>	<u>1,241,037</u>	<u>1,476,555</u>
Total expenses	<u>960,528</u>	<u>1,160,516</u>	<u>1,241,037</u>	<u>1,476,555</u>
Net income (loss)	<u>21,939</u>	<u>(166,300)</u>	<u>(164,359)</u>	<u>(416,477)</u>
<b>EQUITY:</b>				
Invested in capital assets	587,490	587,490	587,490	587,490
Unrestricted	<u>537,580</u>	<u>371,280</u>	<u>206,921</u>	<u>(209,556)</u>
<b>Total equity</b>	<u>\$ 1,125,070</u>	<u>\$ 958,770</u>	<u>\$ 794,411</u>	<u>\$ 377,934</u>

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

<u>Description</u>	<u>12/13</u> <u>Actual</u>	<u>13/14</u> <u>Actual</u>	<u>14/15</u> <u>Estimated</u>	<u>15/16</u> <u>Adopted</u>
Retained earnings at beginning of year	\$ 213,327	\$ 130,987	\$ 130,987	\$ 130,987
Adjustment to retained earnings	(57,077)	-	-	-
Retained earnings, restated	<u>156,250</u>	<u>130,987</u>	<u>130,987</u>	<u>130,987</u>
 <b>REVENUES:</b>				
Users fees and charges	822,408	877,000	1,032,000	1,157,000
Successor agency reimbursement	-	-	2,000	2,000
Other income	5,792	7,200	5,000	5,000
Operating transfers-in	17,000	203,100	231,300	487,000
Total revenues	<u>845,200</u>	<u>1,087,300</u>	<u>1,270,300</u>	<u>1,651,000</u>
 <b>EXPENSES:</b>				
Personnel Services	573,745	506,920	702,254	838,264
Services and supplies	372,807	544,258	602,078	1,156,552
Depreciation	87,969	56,473	-	-
Operating transfers-out	24,900	24,900	35,700	12,500
Total operating expenditures	<u>1,059,421</u>	<u>1,132,551</u>	<u>1,340,032</u>	<u>2,007,316</u>
Capital transfers-out	-	-	200,000	-
Total expenditures	<u>1,059,421</u>	<u>1,132,551</u>	<u>1,540,032</u>	<u>2,007,316</u>
 Net income (loss)	 <u>(214,221)</u>	 <u>(45,251)</u>	 <u>(269,732)</u>	 <u>(356,316)</u>
 <b>EQUITY:</b>				
Invested in capital assets	130,987	130,987	130,987	130,987
Unrestricted	<u>1,240,738</u>	<u>1,195,487</u>	<u>925,755</u>	<u>569,439</u>
 <b>Total equity</b>	 <u><u>\$ 1,371,725</u></u>	 <u><u>\$ 1,326,474</u></u>	 <u><u>\$ 1,056,742</u></u>	 <u><u>\$ 700,426</u></u>

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

<u>Description</u>	<u>12/13 Actual</u>	<u>13/14 Actual</u>	<u>14/15 Estimated</u>	<u>15/16 Adopted</u>
Retained earnings at beginning of year	\$ 1,161,181	\$ 227,272	\$ 737,111	\$ 737,537
<b>REVENUES:</b>				
Charges to operating departments	357,535	403,941	586,000	642,000
Insurance claims reimbursements	-	-	-	-
Total revenues	<u>357,535</u>	<u>403,941</u>	<u>586,000</u>	<u>642,000</u>
<b>EXPENSES:</b>				
Personnel services	38,510	39,294	40,624	44,202
Services and supplies	548,234	539,931	544,950	595,000
Change in accrued liability	704,700	(685,123)	-	-
Total expenses	<u>1,291,444</u>	<u>(105,898)</u>	<u>585,574</u>	<u>639,202</u>
Net income (loss)	<u>(933,909)</u>	<u>509,839</u>	<u>426</u>	<u>2,798</u>
<b>EQUITY:</b>				
Unrestricted	<u>\$ 227,272</u>	<u>\$ 737,111</u>	<u>\$ 737,537</u>	<u>\$ 740,335</u>

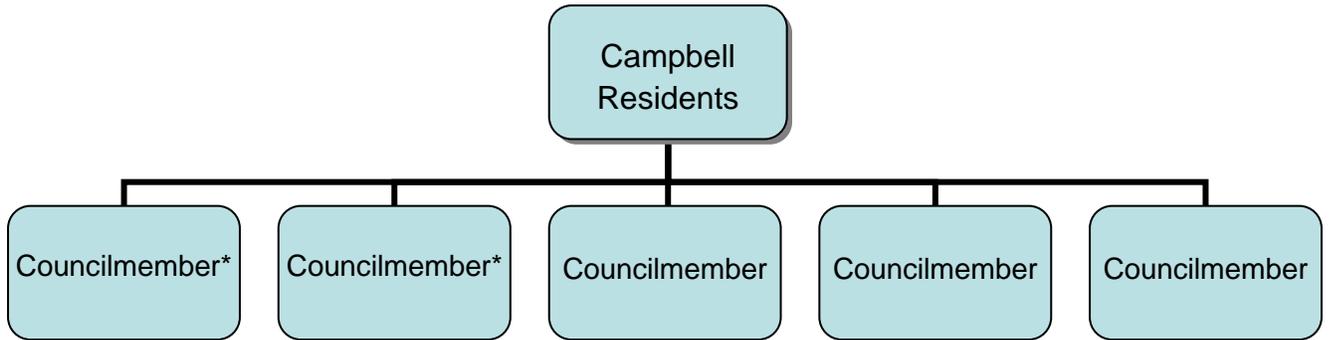


# City Council



# Campbell City Council

## 2015 - 2016



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

**CITY COUNCIL SUMMARY**

**Expenditure Summary**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Employee Services (Exhibit B)	\$ 121,670	\$ 120,985	\$ 130,815	\$ 128,915
Supplies, Services & Capital Outlay (Exhibit C)	132,542	155,706	144,200	142,000
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>254,212</b>	<b>276,692</b>	<b>275,015</b>	<b>270,915</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 254,212</b>	<b>\$ 276,692</b>	<b>\$ 275,015</b>	<b>\$ 270,915</b>

**Revenue Summary**

Program Revenue	\$ 5,200	\$ -	\$ -	\$ -
Transfers from Other Funds	50,529	50,529	52,300	52,300
Use of Reserves	-	-	-	-
Additional Fund Revenue	198,483	226,163	222,715	218,615
<b>Funding Source Total</b>	<b>\$ 254,212</b>	<b>\$ 276,692</b>	<b>\$ 275,015</b>	<b>\$ 270,915</b>

**Staffing (Full-Time Equivalents)**

<b>Permanent Position</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Council Member *	5.00	5.00	5.00	5.00
<b>Permanent</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Temporary Position</b>	-	-	-	-
<b>Temporary</b>	-	-	-	-
<b>Total Full Time Equivalents</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

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

**EXHIBIT A  
101.501**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Employee Services (Exhibit B)	\$ 121,670	\$ 120,985	\$ 130,815	\$ 128,915
Supplies, Services & Capital Outlay (Exhibit C)	132,542	155,706	144,200	142,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	254,212	276,692	275,015	270,915
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 254,212</b>	<b>\$ 276,692</b>	<b>\$ 275,015</b>	<b>\$ 270,915</b>

<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ 5,200	\$ -	\$ -	\$ -
Transfers from Other Funds	50,529	50,529	52,300	52,300
Use of Reserves	-	-	-	-
Additional Fund Revenue	198,483	226,163	222,715	218,615
<b>Funding Source Total</b>	<b>\$ 254,212</b>	<b>\$ 276,692</b>	<b>\$ 275,015</b>	<b>\$ 270,915</b>

<b>REVENUE DETAIL</b>					
<b>Description</b>	<b>Fund / Acct.</b>				
Donation - State of the City	4827	\$ 5,200	\$ -	\$ -	\$ -
<b>Program Revenue</b>		<b>\$ 5,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Gas Tax Fund (Congestion Management Dues)		\$ 50,529	\$ 50,529	\$ 52,300	\$ 52,300
<b>Transfers from Other Funds</b>		<b>\$ 50,529</b>	<b>\$ 50,529</b>	<b>\$ 52,300</b>	<b>\$ 52,300</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 198,483</b>	<b>\$ 226,163</b>	<b>\$ 222,715</b>	<b>\$ 218,615</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 254,212</b>	<b>\$ 276,692</b>	<b>\$ 275,015</b>	<b>\$ 270,915</b>

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

**EXHIBIT B  
101.501**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 36,955	\$ 37,295	\$ 38,130	\$ 38,130
<b>7002</b> Personnel - Temporary	-	-	-	-
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 36,955</b>	<b>\$ 37,295</b>	<b>\$ 38,130</b>	<b>\$ 38,130</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	4,243	4,857	6,550	7,230
<b>7107</b> Dental Insurance	8,943	9,300	9,840	10,140
<b>7108</b> Group Health Insurance	59,882	58,202	65,000	62,100
<b>7109</b> Group Life Insurance	930	930	960	960
<b>7110</b> Workers' Compensation Insurance	139	154	180	200
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	-	-	-	-
<b>7113</b> Medicare	793	621	555	555
<b>7114</b> Auto Allowance	9,785	9,626	9,600	9,600
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	-	-	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	-	-	-	-
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 84,715</b>	<b>\$ 83,690</b>	<b>\$ 92,685</b>	<b>\$ 90,785</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 121,670</b>	<b>\$ 120,985</b>	<b>\$ 130,815</b>	<b>\$ 128,915</b>

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

**EXHIBIT B-1  
 101.501**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Council Member *	5.00	5.00	5.00	5.00	\$ 38,130
* Council positions are not full-time					
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>\$ 38,130</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
101.501**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	694	381	500	500
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	20,457	16,257	12,000	14,200
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	17,429	16,707	17,600	18,200
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	74,763	79,777	84,100	84,100
<b>7435</b> Professional Development & Meetings	19,159	42,624	30,000	25,000
<b>7437</b> Staff Development	40	(40)	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 132,542</b>	<b>\$ 155,706</b>	<b>\$ 144,200</b>	<b>\$ 142,000</b>



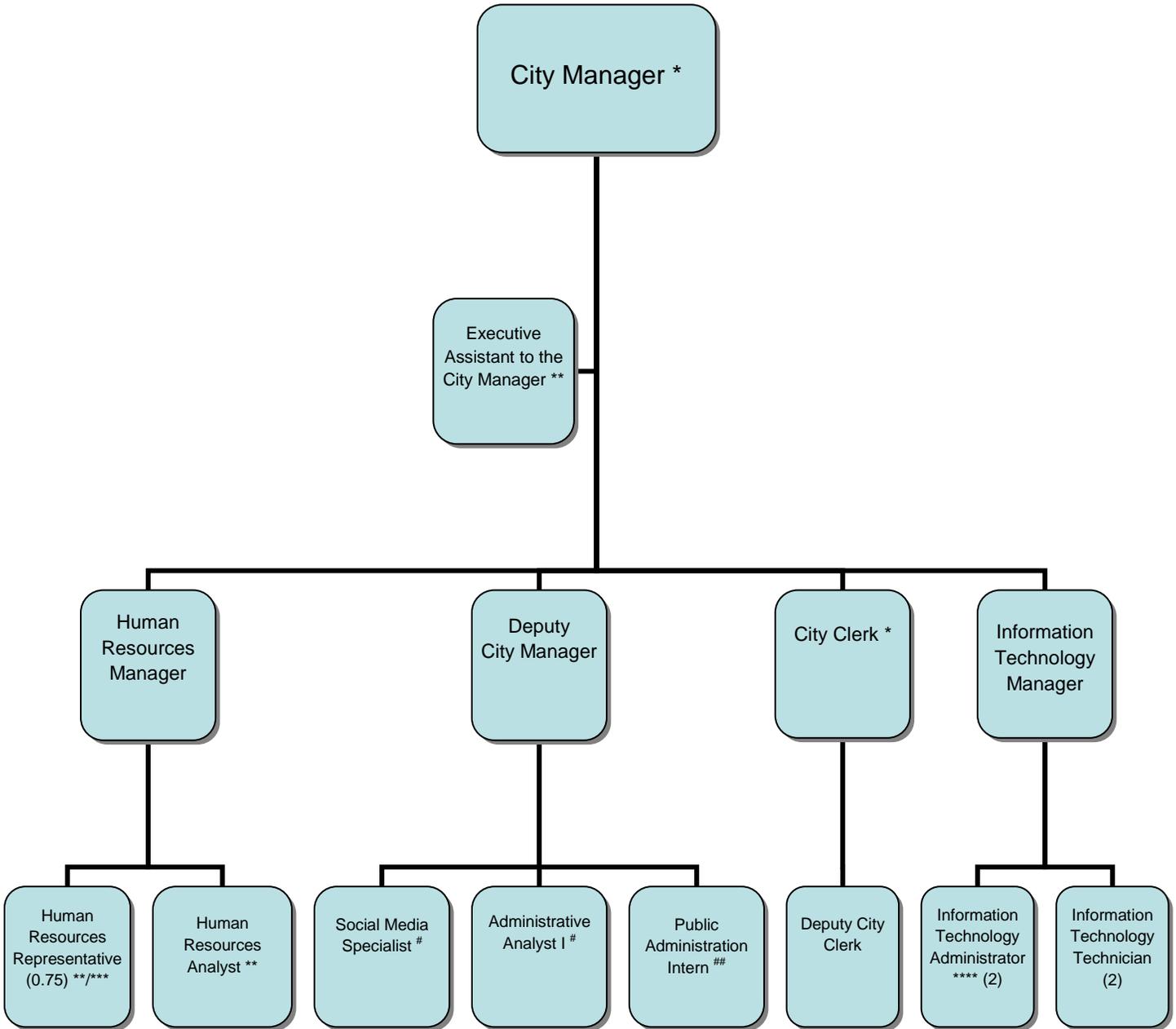


# City Manager



# City Manager's Office

2015-2016



\* Appointed by City Council

\*\* Confidential

\*\*\* Permanent Part-Time

\*\*\*\* 1 of 2 IT Admin. Positions @ 2-Year Limited Term

# 2-Year Limited Term

## Temporary

**CITY MANAGER PROGRAM SUMMARY**

**Expenditure Summary**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Employee Services (Exhibit B)	\$ 1,822,082	\$ 1,783,272	\$ 2,024,184	\$ 2,304,888
Supplies, Services & Capital Outlay (Exhibit C)	2,308,122	1,124,351	2,058,209	2,429,811
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>4,130,204</b>	<b>2,907,623</b>	<b>4,082,393</b>	<b>4,734,699</b>
Transfers Out (Exhibit E)	24,900	24,900	35,700	42,000
<b>Appropriation Total</b>	<b>\$ 4,155,104</b>	<b>\$ 2,932,523</b>	<b>\$ 4,118,093</b>	<b>\$ 4,776,699</b>

**Revenue Summary**

Program Revenue	\$ 3,066,567	\$ 3,344,936	\$ 3,641,500	\$ 3,894,500
Transfers from Other Funds	37,600	217,529	248,800	489,500
Use of Reserves	1,148,125	(464,588)	168,074	142,202
Additional Fund Revenue	1,060,887	1,088,574	1,293,395	1,501,878
<b>Funding Source Total</b>	<b>\$ 5,313,179</b>	<b>\$ 4,186,451</b>	<b>\$ 5,351,769</b>	<b>\$ 6,028,080</b>

**Staffing (Full-Time Equivalents)**

<b>Permanent Position</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Administrative Analyst I	-	-	-	0.20
Assistant to the City Manager	1.00	1.00	1.00	-
City Clerk	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Deputy City Manager	-	-	-	1.00
Executive Assistant to the City Manager	0.90	0.90	1.00	1.00
Human Resources Analyst	-	-	-	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Representative	1.50	1.75	1.75	0.75
Information Technology Administrator	1.00	1.00	2.00	2.00
Information Technology Manager	1.00	1.00	1.00	1.00
Information Technology Technician	1.80	1.00	1.00	2.00
Social Media Specialist	-	-	-	0.50
<b>Permanent</b>	<b>11.20</b>	<b>10.65</b>	<b>11.75</b>	<b>13.45</b>
<b>Temporary Position</b>				
Human Resources Intern	-	-	0.06	0.06
Information Technology Intern	0.15	0.35	0.35	0.35
Information Technology Technician	-	0.60	1.00	-
Management Intern	-	-	0.40	0.75
Project Manager	0.45	0.45	0.45	-
SVRIP Summer Intern	-	0.05	0.05	0.25
<b>Temporary</b>	<b>0.60</b>	<b>1.45</b>	<b>2.31</b>	<b>1.41</b>
<b>Total Full Time Equivalents</b>	<b>11.80</b>	<b>12.10</b>	<b>14.06</b>	<b>14.86</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Draft guidelines on individual Council member staff resource protocols
- Provide support to Public Works on analysis of revenue and expenditure options in connection with Park Impact Fees
- Update City's Social Media policy to add considerations for civic engagement tools (e.g., videos, FAQ's, and web design)

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Quarterly Council Agenda items presented as scheduled 90% of time	100%	100%	100%
<b>2</b>	City Manager's Office will respond to citizen concerns within 2 business days 85% of time	91%	97%	97%
<b>3</b>	Review and process Purchase Orders within two business days 90% of time	100%	100%	100%
<b>4</b>	Civic Improvement Commission agenda packets will be completed and transmitted four business days prior to meeting 95% of time	100%	100%	100%
<b>5</b>	Civic Improvement Commission annual Workplan Items will meet timelines 90% of time	100%	100%	100%
<b>6</b>	Public Information Workplan Items will meet timelines 90% of time	100%	100%	100%

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

**EXHIBIT A**  
**101.510**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 623,538	\$ 612,939	\$ 640,502	\$ 720,378
Supplies, Services & Capital Outlay (Exhibit C)	119,818	204,357	159,822	173,741
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	743,356	817,296	800,324	<b>894,119</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 743,356</b>	<b>\$ 817,296</b>	<b>\$ 800,324</b>	<b>\$ 894,119</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 1,878,831	\$ 2,052,445	\$ 2,016,500	\$ 2,088,500
Transfers from Other Funds	22,600	18,779	17,500	30,000
Use of Reserves	-	-	-	27,000
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 1,901,431</b>	<b>\$ 2,071,224</b>	<b>\$ 2,034,000</b>	<b>\$ 2,145,500</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Cable TV Franchise Fee	4122	\$ 395,995	\$ 414,436	\$ 404,500	\$ 404,500
AT&T Franchise Fee	4125	138,617	146,705	137,000	174,000
Tenant Lease Income	4810	1,344,102	1,491,304	1,475,000	1,510,000
Other Revenue	4965	117	-	-	-
<b>Program Revenue</b>		<b>\$ 1,878,831</b>	<b>\$ 2,052,445</b>	<b>\$ 2,016,500</b>	<b>\$ 2,088,500</b>
Environmental Services Fund	209	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
Recreation Grant (Van Sickle - SALA)	795	5,100	-	-	-
County Tobacco Prevention Grant	212	-	1,279	-	-
Information Technology	647	-	-	-	12,500
<b>Transfers from Other Funds</b>		<b>\$ 22,600</b>	<b>\$ 18,779</b>	<b>\$ 17,500</b>	<b>\$ 30,000</b>
CIPR - Limited Term Admin Analyst		\$ -	\$ -	\$ -	\$ 27,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,901,431</b>	<b>\$ 2,071,224</b>	<b>\$ 2,034,000</b>	<b>\$ 2,145,500</b>

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

**EXHIBIT B**  
**101.510**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 400,311	\$ 397,024	\$ 425,072	\$ 499,034
<b>7002</b> Personnel - Temporary	47,633	60,819	62,251	30,600
<b>7003</b> Personnel - Overtime	-	770	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 447,944</b>	<b>\$ 458,613</b>	<b>\$ 487,323</b>	<b>\$ 529,634</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	59,000	66,168	73,001	94,636
<b>7107</b> Dental Insurance	5,497	5,548	3,936	8,518
<b>7108</b> Group Health Insurance	52,608	48,654	51,336	59,476
<b>7109</b> Group Life Insurance	556	571	576	806
<b>7110</b> Workers' Compensation Insurance	1,476	1,677	2,316	2,797
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	2,172	2,168	2,184	3,554
<b>7113</b> Medicare	7,317	6,993	7,059	7,679
<b>7114</b> Auto Allowance	3,767	3,770	3,660	3,660
<b>7115</b> Cell Phone Allowance	863	860	840	840
<b>7118</b> Other Benefits Pay	8,811	9,459	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	24,560	-	-	-
<b>7122</b> Deferred Compensation Contribution	8,947	8,279	7,470	8,380
<b>7126</b> PARS 457 Retirement	20	180	801	398
<b>Total Benefits</b>	<b>\$ 175,594</b>	<b>\$ 154,327</b>	<b>\$ 153,179</b>	<b>\$ 190,744</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 623,538</b>	<b>\$ 612,939</b>	<b>\$ 640,502</b>	<b>\$ 720,378</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
City Manager	1.00	1.00	1.00	1.00	\$ 206,540
Assistant to the City Manager *	1.00	1.00	1.00	-	-
Executive Assistant to the City Manager	0.90	0.90	1.00	1.00	94,412
Deputy City Manager *	-	-	-	1.00	141,152
Administrative Analyst I **	-	-	-	0.20	19,802
Social Media Specialist ***	-	-	-	0.50	37,128
* Position Retitled FY 16					
** Balance in 524, 535, 550, 701 - 2-Yr. Limited Term					
***2-Year Limited Term					
<b>TOTAL</b>	<b>2.90</b>	<b>2.90</b>	<b>3.00</b>	<b>3.70</b>	<b>\$ 499,034</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Project Manager *	0.45	0.45	0.45	-	\$ -
Management Intern	-	-	0.40	0.75	23,400
SVRIP Summer Intern	-	0.05	0.05	0.25	7,200
* Moved to Econ Dev Prog FY 16					
<b>TOTAL</b>	<b>0.45</b>	<b>0.50</b>	<b>0.90</b>	<b>1.00</b>	<b>\$ 30,600</b>

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

**EXHIBIT C  
101.510**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	1,560	1,271	1,300	1,300
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	6,284	3,867	4,000	4,500
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	8,509	7,853	22,000	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	53,350	61,057	62,000	62,000
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	2,859	9,093	11,000	11,000
<b>7435</b> Professional Development & Meetings	11,442	23,262	15,000	25,000
<b>7437</b> Staff Development	(50)	(50)	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7443</b> Miscellaneous Expense	-	59,950	-	20,000
<b>7550</b> User Charges - Motor Pool	27	34	-	-
<b>7551</b> User Charges - IT Pool	35,837	38,019	44,522	49,941
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 119,818</b>	<b>\$ 204,357</b>	<b>\$ 159,822</b>	<b>\$ 173,741</b>

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

**EXHIBIT C-1**  
**101.510**  
**Page 1**

Description	FY 2016 Adopted
<b>7424 Office Expense</b>	
Office Supplies - Printed Forms	\$ 1,300
<b>7427 Special Departmental Expense</b>	
Citywide Employee Recognition	750
Civic Improvement Commission - Special Projects	250
Departmental Employee Recognition	200
Employees' Holiday Event/Annual Picnic Potluck	3,000
Special Supplies, Film Processing & Awards	300
	<b>4,500</b>
<b>7432 Other Contractual Services</b>	
Countywide 2-1-1 Initiative (United Way Silicon Valley)	2,000
Chamber of Commerce Information & Referral Contract	10,000
Social Service Grants:	50,000
Catholic Charities / Ombudsman Program	
Healthier Kids Foundation (Formerly - Family Health Foundation)	
Live Oak Adult Day Services	
Outreach & Escort - Case Management Services	
Saratoga Area Senior Coordination Council	
Senior Adult Legal Assistance (SALA)	
St. Vincent de Paul Society	
The Health Trust / Meals on Wheels	
West Valley Community Services	
	<b>62,000</b>
<b>7434 Memberships, Dues, Books</b>	
Dues:	11,000
Alliance for Innovation	
California Association of Public Information Officers (CAPIO)	
Campbell Chamber of Commerce	
Capitol Inquiry	
International City Management Association (ICMA)	
Joint Venture Silicon Valley	
National Notary Association	
Santa Clara County City Manager's Association	
States of California & Nevada Chapter of the National Association of Telecommunications Officers & Advisors (SCAN NATOA)	
	<b>\$ 11,000</b>
<b>SUBTOTAL page 1</b>	<b>\$ 78,800</b>

Description	FY 2016 Adopted
<b>7435 Professional Development &amp; Meetings</b> Conferences & Meetings (National League of Cities, League of California Cities, etc.)	<b>\$ 25,000</b>
<b>7443 Miscellaneous Expense</b> Innovation Contingency	<b>20,000</b>
<b>7551 User Charges - IT Pool</b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>49,941</b>
<b>SUBTOTAL page 2</b>	<b>\$ 94,941</b>
<b>TOTAL - Exhibit C-1</b>	<b>\$ 173,741</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Participate in any items resulting from Council Priority Session
- Participate in "State of the City" event

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	100% of legal notification requirements for Council Meetings are met	100%	100%	100%
<b>2</b>	90% of the Minutes, Resolutions and Ordinances will be scanned into document imaging within two weeks of City Council approval	100%	100%	100%
<b>3</b>	90% of the Minutes of City Council Meetings will be accurately prepared for approval at the next regular Council Meeting	100%	100%	100%
<b>4</b>	90% of the City Council meeting follow-up (correspondence, confirming documents, signatures, copy distribution, document filing) will be completed within two weeks of Council meeting date	100%	100%	100%

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

EXHIBIT A  
 101.511

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 255,500	\$ 268,081	\$ 272,779	\$ 294,602
Supplies, Services & Capital Outlay (Exhibit C)	74,168	92,483	158,532	103,111
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	329,668	360,564	431,311	<b>397,713</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 329,668</b>	<b>\$ 360,564</b>	<b>\$ 431,311</b>	<b>\$ 397,713</b>

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	329,668	360,564	431,311	397,713
<b>Funding Source Total</b>	<b>\$ 329,668</b>	<b>\$ 360,564</b>	<b>\$ 431,311</b>	<b>\$ 397,713</b>

REVENUE DETAIL				
Description	Fund / Acct.			
Program Revenue		\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 329,668	\$ 360,564	\$ 431,311
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 329,668</b>	<b>\$ 360,564</b>	<b>\$ 431,311</b>

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

**EXHIBIT B  
101.511**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 185,943	\$ 188,143	\$ 197,580	\$ 211,244
<b>7002</b> Personnel - Temporary	-	121	-	-
<b>7003</b> Personnel - Overtime	-	2,988	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 185,943</b>	<b>\$ 191,252</b>	<b>\$ 197,580</b>	<b>\$ 211,244</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	26,995	31,353	33,933	40,060
<b>7107</b> Dental Insurance	3,559	3,720	3,936	4,056
<b>7108</b> Group Health Insurance	25,595	26,620	28,092	29,316
<b>7109</b> Group Life Insurance	370	372	384	384
<b>7110</b> Workers' Compensation Insurance	569	673	937	1,115
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,380	1,386	1,392	1,704
<b>7113</b> Medicare	2,617	2,832	2,865	3,063
<b>7114</b> Auto Allowance	979	963	960	960
<b>7115</b> Cell Phone Allowance	367	361	360	360
<b>7118</b> Other Benefits Pay	2,310	4,469	-	-
<b>7119</b> Social Security	-	-	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	2,437	1,733	-	-
<b>7122</b> Deferred Compensation Contribution	2,379	2,346	2,340	2,340
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 69,557</b>	<b>\$ 76,829</b>	<b>\$ 75,199</b>	<b>\$ 83,358</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 255,500</b>	<b>\$ 268,081</b>	<b>\$ 272,779</b>	<b>\$ 294,602</b>

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

**EXHIBIT B-1  
 101.511**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
City Clerk	1.00	1.00	1.00	1.00	\$ 128,232
Deputy City Clerk	1.00	1.00	1.00	1.00	83,012
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>\$ 211,244</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
101.511**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7422 Advertising	18,298	22,551	16,000	16,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	28,716	29,845	40,500	40,500
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	416	543	900	700
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	4,822	5,637	6,000	6,000
7430 Professional & Specialized Services	2,540	8,345	8,000	8,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	923	1,080	1,100	1,100
7435 Professional Development & Meetings	180	5,110	4,000	5,000
7436 Election Expense	19		59,000	-
7437 Staff Development	(125)	(125)	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	1	-	200	200
7551 User Charges - IT Pool	18,378	19,497	22,832	25,611
7884 Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 74,168</b>	<b>\$ 92,483</b>	<b>\$ 158,532</b>	<b>\$ 103,111</b>

Description	FY 2016 Adopted
<b><u>7422 Advertising</u></b> Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc.	<b>\$ 16,000</b>
<b><u>7424 Office Expense</u></b> Office Supplies Postage for All Departments	2,500 38,000 <b>40,500</b>
<b><u>7427 Special Departmental Expense</u></b> Frames for City Council Proclamations/Resolutions Office Equipment	400 300 <b>700</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b> Mailing Machine (Year Three of Five-Year Lease) Supplies for Postage Machine U.S. Audio (Sony Recorder Maintenance & Supplies)	4,000 1,500 500 <b>6,000</b>
<b><u>7430 Professional &amp; Specialized Services</u></b> Codification of Ordinances Amending Campbell Municipal Code	<b>8,000</b>
<b><u>7434 Memberships, Dues, Books</u></b> CCAC, Notary, Newspaper	<b>1,100</b>
<b><u>7435 Professional Development &amp; Meetings</u></b> NCCCA, CCAC	<b>5,000</b>
<b><u>7550 User Charges - Motor Pool</u></b> Pool Vehicle Rental	<b>200</b>
<b><u>7551 User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>25,611</b>
<b>TOTAL</b>	<b>\$ 103,111</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Meet and confer with identified bargaining units
- Establish a Wellness Program independent of El Camino Hospital
- Implement AB1522, California's Paid Sick Leave Law
- Conduct classification audits/analysis for requested positions
- Implementation of ACA (Affordable Care Act) Policy and Procedure
- Explore new Occupational Medical Clinic Options

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

**PERFORMANCE OUTCOMES**

	Measure	FY 13	FY 14	FY 15
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	22,637	24,545	23,074
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 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 330,791	\$ 356,039	\$ 368,025	\$ 407,392
Supplies, Services & Capital Outlay (Exhibit C)	400,428	371,971	402,573	430,957
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	731,219	728,010	770,598	<b>838,349</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 731,219</b>	<b>\$ 728,010</b>	<b>\$ 770,598</b>	<b>\$ 838,349</b>

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	731,219	728,010	770,598	838,349
<b>Funding Source Total</b>	<b>\$ 731,219</b>	<b>\$ 728,010</b>	<b>\$ 770,598</b>	<b>\$ 838,349</b>

REVENUE DETAIL				
Description	Fund / Acct.			
		\$ -	\$ -	\$ -
<b>Program Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		\$ -	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		\$ -	\$ -	\$ -
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 731,219</b>	<b>\$ 728,010</b>	<b>\$ 770,598</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 731,219</b>	<b>\$ 728,010</b>	<b>\$ 770,598</b>

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

**EXHIBIT B**  
**101.515**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 242,197	\$ 254,252	\$ 264,469	\$ 290,102
<b>7002</b> Personnel - Temporary	-	221	1,500	3,000
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 242,197</b>	<b>\$ 254,473</b>	<b>\$ 265,969</b>	<b>\$ 293,102</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	35,096	42,053	45,420	55,014
<b>7107</b> Dental Insurance	5,396	5,465	5,510	5,678
<b>7108</b> Group Health Insurance	34,105	38,028	38,939	40,589
<b>7109</b> Group Life Insurance	547	532	538	538
<b>7110</b> Workers' Compensation Insurance	1,045	1,099	1,189	1,548
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,884	1,842	1,834	2,242
<b>7113</b> Medicare	3,953	4,035	3,858	4,251
<b>7114</b> Auto Allowance	783	770	768	768
<b>7115</b> Cell Phone Allowance	294	289	288	288
<b>7118</b> Other Benefits Pay	2,360	4,052	20	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	3,131	3,398	3,692	3,335
<b>7126</b> PARS 457 Retirement	-	3	-	39
<b>Total Benefits</b>	<b>\$ 88,594</b>	<b>\$ 101,567</b>	<b>\$ 102,056</b>	<b>\$ 114,290</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 330,791</b>	<b>\$ 356,039</b>	<b>\$ 368,025</b>	<b>\$ 407,392</b>

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

**EXHIBIT B-1  
101.515**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Human Resources Manager *	0.80	0.80	0.80	0.80	\$ 132,970
Human Resources Representative	1.50	1.75	1.75	0.75	65,488
Human Resources Analyst **	-	-	-	1.00	91,644
* Balance of Position in Program 516					
** Reclassify a HR Rep to Analyst					
<b>TOTAL</b>	<b>2.30</b>	<b>2.55</b>	<b>2.55</b>	<b>2.55</b>	<b>\$ 290,102</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Human Resources Intern	-	-	0.06	0.06	\$ 3,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>0.06</b>	<b>0.06</b>	<b>\$ 3,000</b>

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

**EXHIBIT C  
101.515**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7422</b> Advertising	4,345	275	1,000	1,000
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	1,309	884	750	750
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	5,813	5,028	4,500	6,200
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	122,938	78,567	91,650	91,650
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	344	1,064	750	750
<b>7435</b> Professional Development & Meetings	5,649	9,082	6,000	6,000
<b>7437</b> Staff Development	21,704	21,968	32,200	41,600
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7441</b> Special Community Services	6,204	6,760	6,500	7,700
<b>7442</b> Insurance Claims Expense	52,208	37,415	30,000	30,000
<b>7550</b> User Charges - Motor Pool	28	35	100	100
<b>7551</b> User Charges - IT Pool	13,783	14,622	17,123	19,207
<b>7625</b> Retiree Health Rebate	166,103	196,270	212,000	226,000
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 400,428</b>	<b>\$ 371,971</b>	<b>\$ 402,573</b>	<b>\$ 430,957</b>

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

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

Description	FY 2016 Adopted
<b><u>7422 Advertising</u></b>	
Job Announcement Posting	\$ 1,000
<b><u>7424 Office Expense</u></b>	
Office Supplies & Forms	750
<b><u>7427 Special Departmental Expense</u></b>	
City-wide Safety Supplies / Respirator Program	1,300
Fingerprinting - All New Permanent Employees and Temporary Recreation Employees as Required by Law	2,500
Health Fair	700
Negotiations Lunches	400
Oral Board Expenses	1,000
Travel Reimbursement - Out of Area Job Candidates	300
	<b>6,200</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Attorney Fees - Labor Relations	25,000
Bilingual Testing	300
Cal Opps	1,500
CalPERS Health Administration Fee - CalPERS	4,500
CalPERS Retired Members Health	1,500
City-Wide Safety Program / Injury & Illness Prevention Program (IIPP) Contract	17,500
Employee Relations Service (Includes Dues & Special Projects)	8,850
Hearing Conservation Program	700
Hepatitis B Vaccinations	1,100
Pre-employment Physicals (Not Clerical/Administrative)	3,000
Psychological Services (Critical Incident Debriefing/Fitness for Duty Evaluation)	1,100
Public Agency Retirement Systems (PARS) - Alternative to Social Security	13,000
Section 125 Administration Fee - EBS	11,100
Test Rental and Administration Fees	2,500
	<b>91,650</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books, Dues & Subscriptions	750
<b><u>7435 Professional Development &amp; Meetings</u></b>	
CALPELRA, CALPERS, LCW, PARMA	6,000
<b>SUBTOTAL page 1</b>	<b>\$ 106,350</b>

Description	FY 2016 Adopted
<b><u>7437 Staff Development</u></b>	
Annual Management Group/Department Head Training	\$ 2,500
Central Tuition Reimbursement	14,000
Employee Recognition	500
Employee Relations Consortium	4,000
Healthy Lifestyle	4,100
Human Resources Training (Sexual Harassment - AB-1825)	5,000
Management Talent Exchange Program (MTEP) - Leadership Academy	3,500
Service & Retirement Awards Program / Values Program	7,000
Wellness Program	1,000
	<b>41,600</b>
<b><u>7441 Special Community Services</u></b>	
Volunteer Recognition	<b>7,700</b>
<b><u>7442 Insurance Claims Expense</u></b>	
Payment of Unemployment Claims (Extended Payment of Claims)	<b>30,000</b>
<b><u>7550 User Charges - Motor Pool</u></b>	
Pool Vehicle Rental	<b>100</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>19,207</b>
<b><u>7625 Retiree Health Rebate</u></b>	
Upon retirement from the City of Campbell, employees who have completed at least seventeen years of service are eligible for health insurance reimbursement for self only up to \$325 per month (56 Participants).	<b>226,000</b>
<b>SUBTOTAL page 2</b>	<b>324,607</b>
<b>TOTAL EXHIBIT C-1</b>	<b>\$ 430,957</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	90% of claims are responded to within 5 working days	100%	100%	100%
<b>2</b>	Number of recordable industrial injures	23	19	25
<b>3</b>	Percent of annual increase (decrease) in the number of recordable work related injuries	(32%)	(17%)	32%

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

EXHIBIT A  
 690.516

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 38,509	\$ 39,294	\$ 40,624	\$ 44,252
Supplies, Services & Capital Outlay (Exhibit C)	1,252,934	(145,192)	544,950	594,950
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,291,443	(105,898)	585,574	639,202
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,291,443</b>	<b>\$ (105,898)</b>	<b>\$ 585,574</b>	<b>\$ 639,202</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 357,535	\$ 403,941	\$ 586,000	\$ 642,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	933,908	(509,839)	(426)	(2,798)
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 1,291,443</b>	<b>\$ (105,898)</b>	<b>\$ 585,574</b>	<b>\$ 639,202</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Charges to Operating Departments	5142	\$ 357,535	\$ 403,941	\$ 586,000	\$ 642,000
Insurance Claims Reimbursements	4962	-	-	-	-
<b>Program Revenue</b>		<b>\$ 357,535</b>	<b>\$ 403,941</b>	<b>\$ 586,000</b>	<b>\$ 642,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Workers Comp Insurance Beginning Fund Balance		\$ 933,908	\$ (509,839)	\$ (426)	\$ (2,798)
<b>Use of Fund Reserves</b>		<b>\$ 933,908</b>	<b>\$ (509,839)</b>	<b>\$ (426)</b>	<b>\$ (2,798)</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,291,443</b>	<b>\$ (105,898)</b>	<b>\$ 585,574</b>	<b>\$ 639,202</b>

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

EXHIBIT B  
 690.516

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7001 Personnel - Regular	\$ 29,430	\$ 29,115	\$ 30,855	\$ 33,242
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 29,430</b>	<b>\$ 29,115</b>	<b>\$ 30,855</b>	<b>\$ 33,242</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	4,308	4,905	5,299	6,304
7107 Dental Insurance	358	372	394	406
7108 Group Health Insurance	2,601	2,698	2,815	2,938
7109 Group Life Insurance	37	37	38	38
7110 Workers' Compensation Insurance	92	100	146	176
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	158	158	158	194
7113 Medicare	454	423	447	482
7114 Auto Allowance	196	193	192	192
7115 Cell Phone Allowance	73	72	72	72
7118 Other Benefits Pay	590	1,013	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	212	209	208	208
7126 PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 9,079</b>	<b>\$ 10,179</b>	<b>\$ 9,769</b>	<b>\$ 11,010</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 38,509</b>	<b>\$ 39,294</b>	<b>\$ 40,624</b>	<b>\$ 44,252</b>

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

EXHIBIT B-1  
 690.516

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Human Resources Manager *	0.20	0.20	0.20	0.20	\$ 33,242
* Balance of Position in Program 515					
<b>TOTAL</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>\$ 33,242</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
					\$ -
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
 690.516**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	50	50
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	-	-	-	-
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	54,172	64,822	47,900	47,900
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	41,406	47,662	47,000	47,000
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	452,656	427,447	450,000	500,000
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7668</b> Change in Accrual W/C Losses	704,700	(685,123)	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 1,252,934</b>	<b>\$ (145,192)</b>	<b>\$ 544,950</b>	<b>\$ 594,950</b>



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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Upgrade City's Active Directory (User Identity Management)
- Replace City's Exchange Email Environment
- Work with Police Department on CAD/RMS Replacement
- Replace Interactive Voice Response System for Building Inspections
- Implement Web Based Inspection Scheduling
- Add Cellular interface to Police Department's Message Switch
- Implement Electronic Timecards
- Implement Workflow for Purchase Requisition
- Implement Online Business License Renewals
- Upgrade City's Server Operating Systems
- Work with City Attorney to implement Email Retention
- Implement Digital Ally upgrade
- Implement Webcasting for Study Sessions
- Upgrade Granicus Webcasting Agendas
- Training on CMS/Website; Website Refresh
- Replace Police Department's Mobile Data Computers

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Core Business Applications will be available 98% of scheduled up-time	99%	99%	99%
<b>2</b>	Network servers will be maintained to provide for reliability consistent with the Core Business Applications availability goal	100%	100%	100%
<b>3</b>	An accurate and current inventory of City assets (workstations, servers & mobile) will be maintained	100%	100%	100%
<b>4</b>	98% of all Network back-ups are completed as scheduled	100%	100%	100%
<b>5</b>	The City's total per copy cost for black and white photocopies does not exceed \$.05	≤.01¢	≤.01¢	≤.01¢
<b>6</b>	The City's total per copy cost for color photocopies does not exceed \$.30	≤.09¢	≤.09¢	≤.09¢
<b>7</b>	Photocopying equipment will be available 95% of normal business hours	90%	95%	95%
<b>8</b>	Information Technology Requests for Service will be acknowledged within four hours during normal business hours, and completed within the timeframe agreed by the requestor and Information Technology for 95% of all requests	99%	90%	95%
<b>9</b>	90% of time Emergency Requests for Service will be acknowledged within one hour during normal business hours, and within two hours during nights and weekends	100%	100%	100%

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

**EXHIBIT A**  
**647.547**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 573,744	\$ 506,918	\$ 702,254	\$ 838,264
Supplies, Services & Capital Outlay (Exhibit C)	460,774	600,733	792,332	1,127,052
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,034,518	1,107,651	1,494,586	<b>1,965,316</b>
Transfers Out (Exhibit E)	24,900	24,900	35,700	42,000
<b>Appropriation Total</b>	<b>\$ 1,059,418</b>	<b>\$ 1,132,551</b>	<b>\$ 1,530,286</b>	<b>\$ 2,007,316</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 830,201	\$ 888,550	\$ 1,039,000	\$ 1,164,000
Transfers from Other Funds	15,000	198,750	231,300	459,500
Use of Reserves	214,217	45,251	168,500	118,000
Additional Fund Revenue	-	-	91,486	265,816
<b>Funding Source Total</b>	<b>\$ 1,059,418</b>	<b>\$ 1,132,551</b>	<b>\$ 1,530,286</b>	<b>\$ 2,007,316</b>

REVENUE DETAIL					
Description	Fund / Acct.				
IT Pool User Charges	5104	\$ 822,408	\$ 877,000	\$ 1,032,000	\$ 1,157,000
Contract Revenue	4705	5,793	7,200	5,000	5,000
Successor Agency Support	4710	2,000	4,350	2,000	2,000
<b>Program Revenue</b>		<b>\$ 830,201</b>	<b>\$ 888,550</b>	<b>\$ 1,039,000</b>	<b>\$ 1,164,000</b>
General Fund CIPR (New Equipment)	101	\$ 15,000	\$ 163,750	\$ 96,300	\$ 303,500
General Fund (Administrative Support)	101	-	35,000	135,000	156,000
State/Local Grant	212	-	-	-	-
General Plan Update Reserve	101	-	-	-	-
<b>Transfers from Other Funds</b>		<b>\$ 15,000</b>	<b>\$ 198,750</b>	<b>\$ 231,300</b>	<b>\$ 459,500</b>
IT Pool Fund Reserves (Replacement Equipment)		\$ 214,217	\$ 45,251	\$ 168,500	\$ 118,000
<b>Use of Fund Reserves</b>		<b>\$ 214,217</b>	<b>\$ 45,251</b>	<b>\$ 168,500</b>	<b>\$ 118,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 91,486</b>	<b>\$ 265,816</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,059,418</b>	<b>\$ 1,132,551</b>	<b>\$ 1,530,286</b>	<b>\$ 2,007,316</b>

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

**EXHIBIT B**  
**647.547**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 434,410	\$ 342,229	\$ 449,488	\$ 597,458
<b>7002</b> Personnel - Temporary	648	31,026	81,440	8,640
<b>7003</b> Personnel - Overtime	-	139	3,000	3,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 435,058</b>	<b>\$ 373,393</b>	<b>\$ 533,928</b>	<b>\$ 609,098</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	56,720	56,541	77,195	113,302
<b>7107</b> Dental Insurance	7,001	5,580	7,872	10,140
<b>7108</b> Group Health Insurance	48,243	40,376	56,124	73,200
<b>7109</b> Group Life Insurance	713	558	768	960
<b>7110</b> Workers' Compensation Insurance	3,719	3,746	7,679	9,764
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	2,475	1,980	2,592	3,900
<b>7113</b> Medicare	5,904	5,572	7,698	8,788
<b>7114</b> Auto Allowance	979	963	960	960
<b>7115</b> Cell Phone Allowance	1,020	722	1,440	1,800
<b>7118</b> Other Benefits Pay	4,581	8,473	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	2,701	5,055	-	-
<b>7122</b> Deferred Compensation Contribution	4,630	3,650	4,940	6,240
<b>7126</b> PARS 457 Retirement	-	310	1,058	112
<b>Total Benefits</b>	<b>\$ 138,686</b>	<b>\$ 133,525</b>	<b>\$ 168,326</b>	<b>\$ 229,166</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 573,744</b>	<b>\$ 506,918</b>	<b>\$ 702,254</b>	<b>\$ 838,264</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Information Technology Manager	1.00	1.00	1.00	1.00	\$ 152,276
Information Technology Administrator	1.00	1.00	1.00	1.00	126,734
Information Technology Administrator *	-	-	1.00	1.00	114,962
Information Technology Technician **	1.80	1.00	1.00	2.00	203,486
* Limited Term (2 years)					
** Reclass Temp in FY 16					
<b>TOTAL</b>	<b>3.80</b>	<b>3.00</b>	<b>4.00</b>	<b>5.00</b>	<b>\$ 597,458</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Information Technology Intern	0.15	0.35	0.35	0.35	\$ 8,640
Information Technology Technician *	-	0.60	1.00	-	-
* Reclass as Permanent in FY 16					
<b>TOTAL</b>	<b>0.15</b>	<b>0.95</b>	<b>1.35</b>	<b>0.35</b>	<b>\$ 8,640</b>

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

**EXHIBIT C**  
**647.547**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	15,843	15,234	14,880	17,000
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	3,350	9,534	20,500	20,500
<b>7425</b> Minor Tools & Equipment	2,049	6,666	19,000	11,000
<b>7427</b> Special Departmental Expense	-	-	-	-
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	267,041	275,688	379,300	748,700
<b>7430</b> Professional & Specialized Services	(6)	2,801	29,000	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	259	-	7,000	7,000
<b>7437</b> Staff Development	-	1,314	7,000	10,000
<b>7438</b> Other Charges	37,200	33,754	23,000	23,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7444</b> Depreciation	87,967	56,473	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7884</b> Machinery & Equipment	47,071	199,269	292,652	289,852
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 460,774</b>	<b>\$ 600,733</b>	<b>\$ 792,332</b>	<b>\$ 1,127,052</b>



Description	FY 2016 Adopted
<b>7429 Maintenance &amp; Operation of Equipment (Continued)</b>	
Software:	
Access Data Maintenance	\$ 1,200
Active Directory Upgrade	53,000
Adobe Creative Cloud Subscription	5,000
Autodesk AutoCAD Maintenance	6,000
ArcGIS & ArcView Support (ESRI)	2,700
CAD/RMS & FRS Map Source Code Escrow	1,750
Cellular Interface to Police Department Message Switch * (\$68K from CIPR)	85,000
Choice Ticketing Maintenance	5,000
Content Management System (CMS)	14,000
COPLINK Allocation	1,600
CopLogic On-Line Crime Reporting Maintenance	5,000
Critical Reach Support	400
Ecivis (Grant Finding & Tracking)	6,700
Electronic Business License Renewals *	25,000
Emergency Notification System	5,000
ESET Anti-Virus Subscription	7,500
Exchange Upgrade (Email) *	70,000
FTK Software Maintenance	900
Gasboy Communications & Reporting Maintenance	550
GIS System	8,000
Go Daddy SSL Certificates	500
Graffiti Tracking Software Maintenance	600
Granicus Webcasting	5,000
Granicus Social Media *	6,000
Interactive Voice Reponse Replacement & WebPermits * (\$8K from CIPR)	82,000
IWorQ (Work Orders, Citizen Request Management, Code Enforcement, Tree Inventory)	5,700
Justice Mobile MDM Smart Phones Police Department	500
KACE Software Management * (\$18K from CIPR)	20,000
<b>Software Subtotal</b>	<b>424,600</b>
* Funded or Partially Funded from CIPR	
<b>SUBTOTAL page 2</b>	<b>\$ 424,600</b>

Description	FY 2016 Adopted
<b>7429 Maintenance &amp; Operation of Equipment (Continued)</b>	
Software (Continued):	
LaserFiche - Document Management Maintenance	\$ 12,500
Liquidware Labs ProfileUnity	1,400
Miscellaneous Software Upgrades	10,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	23,000
Munimetrix	700
Netmotion Maintenance	2,000
Online Municipal Code - Book Publishing Corp.	825
Open Data Project	5,000
Palladium CAD/RMS Support	80,000
Past Perfect Maintenance	600
Peak Democracy **	9,000
PredPol Software	5,000
ServLet Exec Annual Maintenance	1,000
Sophos UTM Maintenance (A/V & Spam Filter)	7,100
Square Rigger - Vehicle Maintenance System	2,750
StreetSaver / Asset Management Maintenance	1,250
Sungard Public Sector (Pentamation) Software Maintenance	31,500
T model - Traffic Counts	750
Tidemark - Permit*Plan (Permitting)	14,000
TMS Maintenance / Upgrade - ADD	3,150
TrackIT Help Desk Software Upgrade - Information Technology	1,000
VeriPic Maintenance - Police Department	7,500
Veritas Back-up Executive	5,000
VieVu Maintenance	1,200
Visual Statement FX3 Software Maintenance	1,325
VMware ESX Maintenance & Support	4,500
Windows Server Licensing Upgrade *	18,500
<b>Software Total</b>	<b>675,150</b>
<b>Account 7429 Total</b>	<b>748,700</b>
* Funded or Partially Funded from CIPR	
** Funded from General Plan Update Reserve	
<b>SUBTOTAL page 3</b>	<b>\$ 250,550</b>

Description	FY 2016 Adopted
<b><u>7435 Professional Development &amp; Meetings</u></b> Conferences & Meetings, Mileage Reimbursement	<b>\$ 7,000</b>
<b><u>7437 Staff Development</u></b> City-Wide Specialized Technical Training	<b>10,000</b>
<b><u>7438 Other Charges</u></b> Maintenance - Photocopiers / Fax Machines Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	10,000 13,000 <b>23,000</b>
<b><u>7884 Machinery &amp; Equipment</u></b> Copiers (Lease - Year Five of Five Year Lease) Digital Ally Upgrade * Emailing Archiving Appliance * Equipment for Secondary Data Site * Mobile Data Computers (Replacement) Networking Equipment for Video Cameras * Scanners for Public Works & Community Development (Replacement) Storage Area Hardware (Lease - Year Five of Five Year Lease) Tape Library Backup (Replacement) VDI / Desktop Computers (Lease)	13,000 55,000 36,500 5,000 96,000 6,000 14,000 17,852 8,000 38,500 <b>289,852</b>
* Funded by CIPR	
<b>SUBTOTAL page 4</b>	<b>329,852</b>
<b>TOTAL EXHIBIT C-1</b>	<b>\$ 1,127,052</b>

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

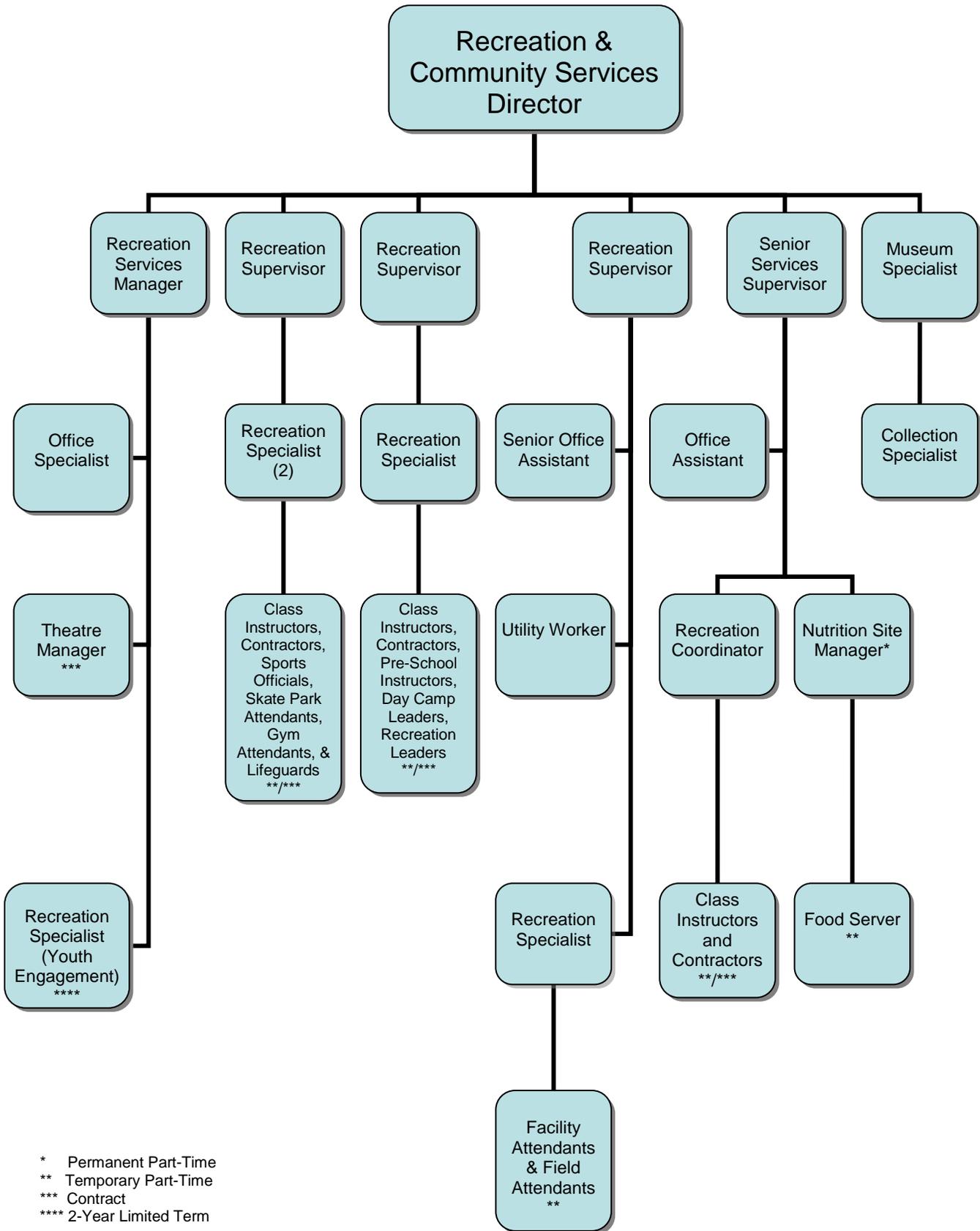
**EXHIBIT E  
 647.547**

Description	FY 2015 Adopted	FY 2016 Adopted
<b>9899</b> Transfers Out		
Finance - 535		
Accounting Clerk II - 15%	\$ 15,000	\$ 16,000
Accountant - 10%	12,700	13,500
Executive Assistant - 10%	8,000	-
City Manager - 510		
Executive Assistant to City Manager - 10%	-	12,500
<b>TOTAL EXHIBIT E</b>	<b>\$ 35,700</b>	<b>\$ 42,000</b>

# Recreation & Community Services



# Recreation & Community Services 2015 - 2016



## RECREATION & COMMUNITY SERVICES SUMMARY

### Expenditure Summary

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 2,941,895	\$ 2,937,615	\$ 3,281,122	\$ 3,515,791
Supplies, Services & Capital Outlay (Exhibit C)	1,899,730	2,036,375	2,000,395	2,212,904
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>4,841,625</b>	<b>4,973,990</b>	<b>5,281,517</b>	<b>5,728,695</b>
Transfers Out (Exhibit E)	65,007	39,976	27,000	7,000
<b>Appropriation Total</b>	<b>\$ 4,906,632</b>	<b>\$ 5,013,966</b>	<b>\$ 5,308,517</b>	<b>\$ 5,735,695</b>

### Revenue Summary

Program Revenue	\$ 3,702,123	\$ 3,970,920	\$ 3,805,802	\$ 3,854,146
Transfers from Other Funds	81,370	39,976	27,000	7,000
Use of Reserves	53,091	1,328	130,132	34,000
Additional Fund Revenue	1,070,048	1,001,742	1,345,583	1,840,549
<b>Funding Source Total</b>	<b>\$ 4,906,632</b>	<b>\$ 5,013,966</b>	<b>\$ 5,308,517</b>	<b>\$ 5,735,695</b>

### Staffing (Full-Time Equivalents)

Permanent Positions	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Administrative Analyst I	-	-	-	0.20
Collections Specialist	-	-	1.00	1.00
Community Center Supervisor	0.20	-	-	-
Education Coordinator	0.75	0.75	0.75	-
Executive Assistant	1.00	1.00	1.00	-
Nutrition Site Manager	0.50	0.50	0.50	0.50
Office Assistant	2.00	2.00	1.00	1.00
Office Specialist	-	-	1.00	1.00
Recreation & Community Services Director	1.00	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00	1.00
Recreation Services Manager	0.85	1.00	1.00	1.00
Recreation Specialist	-	-	4.00	4.50
Recreation Supervisor	2.80	3.00	3.00	3.00
Senior Museum Specialist	1.00	1.00	1.00	0.75
Senior Office Assistant	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00
Utility Worker	1.00	1.00	1.00	1.00
<b>Permanent</b>	<b>14.10</b>	<b>14.25</b>	<b>19.25</b>	<b>17.95</b>

**RECREATION & COMMUNITY SERVICES SUMMARY**

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

<b>Temporary Positions</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Adult Sports League Officials	1.30	1.19	1.10	0.64
Aquatic Instructor/Lifeguard	1.93	1.95	1.83	1.95
Building Attendant (Museum Support)	0.02	0.02	0.02	0.02
Building Attendants	3.00	3.00	3.00	3.46
Class Instructors	3.68	3.51	3.43	2.87
Clerical Relief	0.24	0.25	0.25	0.49
Collections Specialist	0.27	0.27	-	-
Customer Service Clerks	-	-	-	1.14
Day Camp Recreation Leader I, II, III	7.24	7.27	7.29	7.11
Day Camp Recreation Specialist	0.17	0.17	0.17	0.17
Day Camp Senior Recreation Specialist	0.56	0.56	0.25	0.25
Event Coordinator	-	-	-	0.57
Event Staff (was Building Attendant)	0.30	0.30	-	-
Facility Attendant Staff	0.12	0.12	0.19	0.20
Field Attendant	-	-	0.74	1.06
Fitness Program Class Instructors	1.30	1.15	0.83	0.92
Fitness Program Specialist	0.48	0.48	-	-
Fitness Program Staff (Drop-in)	3.07	3.41	3.05	3.80
Food Server	0.50	0.50	0.50	0.50
Guest Services Associate	-	-	-	0.49
Lifeguard/Instructor	0.11	0.11	0.11	0.13
MTEP Coverage	-	-	-	0.23
Preschool Aides	2.05	2.00	2.00	2.14
Preschool Teacher	2.35	2.49	1.93	1.99
Program Assistant	0.21	0.21	0.38	0.87
Recreation Intern	-	0.05	-	-
Recreation Leader	-	-	-	0.10
Recreation Specialist	0.84	1.20	1.22	1.25
Relief Food Server	0.03	0.03	0.03	-
Relief Site Manager	0.03	0.03	0.03	0.03
Skate Park Attendant	0.76	0.76	0.76	0.70
Skate Park Instructor	0.31	0.31	0.31	0.31
Sports Class Instructors	0.61	0.61	1.00	0.74
Support Staff	0.29	0.29	0.08	0.20
Swim Team Coaches	3.00	3.25	2.24	2.24
Work Experience Leader	-	-	-	0.48
<b>Temporary</b>	<b>36.27</b>	<b>36.46</b>	<b>34.23</b>	<b>38.42</b>
<b>Total Full Time Equivalents</b>	<b>50.37</b>	<b>50.71</b>	<b>53.48</b>	<b>56.37</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

- Provide direction to staff to produce high quality, cost effective recreation, senior citizen and cultural services for the citizens of Campbell
- Maintain cooperative relationships with the Campbell Union School District and the Campbell Union High School District to coordinate programs and issues concerning Campbell residents
- Set revenue and expenditure targets with staff
- Monitor departmental performance relating to customer service, financial and productivity measures
- Assist in the development of program work plans and monitor progress
- Serve as staff to the Parks and Recreation Commission
- Complete the departmental budget preparation process for fiscal year 2016-2017
- 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 2015
- Facilitate ongoing emergency preparedness training for staff

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Develop Community Center Improvements based on Recreation Plan recommendations (Parks & Recreation Commission {PRC})
- Implement Youth Engagement in partnership with school districts and library (PRC / Civic Improvement Commission)
- Implement strategies to fully utilize ActiveNet capabilities - specifically regarding fitness passes
- Continue to promote the benefits of Recreation through the Parks Make Life Better campaign
- Analyze options for Public Art expansion (PRC)

**PERFORMANCE OUTCOMES**

	Measure	FY 13	FY 14	FY 15
1	Percent actual to budgeted revenue for overall department	97%	103%	100%
2	Percent actual to budgeted expenditures for overall department	100%	99%	96%

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

**EXHIBIT A**  
**101.524**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 252,044	\$ 379,128	\$ 420,118	\$ 615,621
Supplies, Services & Capital Outlay (Exhibit C)	73,219	75,102	85,689	103,313
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	325,263	454,230	505,807	<b>718,934</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 325,263</b>	<b>\$ 454,230</b>	<b>\$ 505,807</b>	<b>\$ 718,934</b>

FUNDING SOURCE(s)				
Program Revenue	\$ (1,021)	\$ 109	\$ 200	\$ 11,000
Transfers from Other Funds	21,463	-	-	-
Use of Reserves	-	-	-	27,000
Additional Fund Revenue	304,821	454,121	505,607	680,934
<b>Funding Source Total</b>	<b>\$ 325,263</b>	<b>\$ 454,230</b>	<b>\$ 505,807</b>	<b>\$ 718,934</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Donations - Youth Scholarships	4821	\$ (1,021)	\$ 109	\$ -	\$ -
Branding Merchandise	4643	-	-	200	-
Donations - School District & Library	4825	-	-	-	11,000
<b>Program Revenue</b>		<b>\$ (1,021)</b>	<b>\$ 109</b>	<b>\$ 200</b>	<b>\$ 11,000</b>
County - Obesity Prevention Grant		\$ 21,463	\$ -	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ 21,463</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
CIPR - Limited Term Admin Analyst		\$ -	\$ -	\$ -	\$ 27,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 304,821</b>	<b>\$ 454,121</b>	<b>\$ 505,607</b>	<b>\$ 680,934</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 325,263</b>	<b>\$ 454,230</b>	<b>\$ 505,807</b>	<b>\$ 718,934</b>

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

**EXHIBIT B**  
**101.524**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 156,248	\$ 262,795	\$ 303,018	\$ 362,610
<b>7002</b> Personnel - Temporary	16,159	12,546	10,000	113,900
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 172,407</b>	<b>\$ 275,341</b>	<b>\$ 313,018</b>	<b>\$ 476,510</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	24,766	44,487	52,041	68,765
<b>7107</b> Dental Insurance	2,504	4,124	4,724	6,896
<b>7108</b> Group Health Insurance	18,423	30,192	34,358	43,262
<b>7109</b> Group Life Insurance	245	409	460	652
<b>7110</b> Workers' Compensation Insurance	610	992	4,143	2,648
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	964	1,670	1,824	2,968
<b>7113</b> Medicare	2,979	4,290	4,540	6,909
<b>7114</b> Auto Allowance	1,265	2,235	2,280	2,280
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	10,479	8,406	-	-
<b>7120</b> Sick Leave Payout	-	1,480	-	-
<b>7121</b> Leave Balance Payout	15,791	3,001	-	-
<b>7122</b> Deferred Compensation Contribution	1,550	2,411	2,600	3,250
<b>7126</b> PARS 457 Retirement	61	90	130	1,481
<b>Total Benefits</b>	<b>\$ 79,637</b>	<b>\$ 103,787</b>	<b>\$ 107,100</b>	<b>\$ 139,111</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 252,044</b>	<b>\$ 379,128</b>	<b>\$ 420,118</b>	<b>\$ 615,621</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00	\$ 172,306
Executive Assistant *	0.20	0.20	0.20	-	-
Office Assistant **	0.20	0.20	-	-	-
Office Specialist **	-	-	0.20	0.20	15,646
Recreation Services Manager ***	-	1.00	1.00	1.00	129,480
Recreation Specialist (Youth Engagement)	-	-	-	0.50	25,376
Administrative Analyst I ****	-	-	-	0.20	19,802
*Balance in Programs 531 & 532					
** Position Reclassified during FY 14 Balance in Programs 531 & 532					
*** Re-allocated from Prog 529-532					
**** Balance in 510, 535, 550, 701 2 Year Limited Term					
<b>TOTAL</b>	<b>1.40</b>	<b>2.40</b>	<b>2.40</b>	<b>2.90</b>	<b>\$ 362,610</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Clerical Relief (Vacation/Holiday)	0.17	0.17	0.17	0.41	\$ 17,500
Recreation Intern (One Year)	-	0.05	-	-	-
Customer Service Clerks	-	-	-	1.14	70,000
MTEP Coverage (One-Time Funding)	-	-	-	0.23	14,400
Recreation Leader *	-	-	-	0.10	2,000
Work Experience Leader *	-	-	-	0.48	10,000
*Youth Engagement Program					
<b>TOTAL</b>	<b>0.17</b>	<b>0.22</b>	<b>0.17</b>	<b>2.36</b>	<b>\$ 113,900</b>

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

**EXHIBIT C**  
**101.524**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	818	1,171	1,050	1,200
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	6,129	6,367	7,000	7,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	37,773	36,493	38,600	39,600
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	34	192	700	700
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	360	475	800	800
7435 Professional Development & Meetings	5,133	5,010	8,000	12,000
7437 Staff Development	-	1,023	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7441 Special Community Services	-	-	1,000	10,000
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	22,972	24,371	28,539	32,013
7884 Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 73,219</b>	<b>\$ 75,102</b>	<b>\$ 85,689</b>	<b>\$ 103,313</b>

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

EXHIBIT C-1  
 101.524  
 Page 1

Description	FY 2016 Adopted
<b><u>7421</u> Communications - Phones</b>	
E-Mail Newsletter Fees	\$ 600
FAX Line	600
	<b>1,200</b>
<b><u>7424</u> Office Expense</b>	
Office Supplies & Printing Expenses	<b>7,000</b>
<b><u>7427</u> Special Departmental Expense</b>	
American Society of Composers, Authors & Performers (ASCAP) BMI Licensing Fee, SESAC	1,400
Department Meetings	500
Departmental Employee Recognition	450
Lettering Machine Supplies	300
Motion Picture License	500
Recreation Activities Brochure (3 Per Year)	34,650
Other Department Wide Supplies	1,800
	<b>39,600</b>
<b><u>7430</u> Professional &amp; Specialized Services</b>	
Hepatitis B Vaccines (Lifeguards/Building Attendants)	200
TB Testing - Lifeguards, Day Camp Leaders, Instructors, Etc.	500
	<b>700</b>
<b><u>7434</u> Memberships, Dues, Books</b>	
Books	100
Dues (Includes Parks & Recreation Commission)	500
Subscriptions	200
	<b>800</b>
<b><u>7435</u> Professional Development &amp; Meetings</b>	
Conferences, Workshops & Meetings	<b>12,000</b>
<b><u>7441</u> Special Community Services</b>	
Youth Engagement (Contract events, program supplies, YAC Attack)	<b>10,000</b>
<b><u>7551</u> User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>32,013</b>
<b>TOTAL</b>	<b>\$ 103,313</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

- Operate the Campbell Lunch Program for older adults
- Share funding of program costs with Santa Clara County
- Provide administration for the program with Santa Clara County
- Coordinate services provided by the caterer, vendors and social service agencies
- Provide health and welfare counseling, and assistance with information and referral
- Coordinate VTA ParaTransit services with Outreach, Inc. for those individuals who cannot access the Nutrition Program by using public or private transportation
- Coordinate monthly volunteer opportunities
- 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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Further refine and monitor the growth of the Senior Nutrition Program attendance

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Total number of meals served as a percent of meals budgeted	101.5%	98.87%	135.2%
<b>2</b>	Average number of meals served per day as percent of meals budgeted	41 102%	42 100%	61 135%

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

EXHIBIT A  
 101.525

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 60,931	\$ 85,025	\$ 90,931	\$ 100,071
Supplies, Services & Capital Outlay (Exhibit C)	64,570	68,851	67,423	113,564
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	125,501	153,876	158,354	213,635
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 125,501</b>	<b>\$ 153,876</b>	<b>\$ 158,354</b>	<b>\$ 213,635</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 58,399	\$ 62,927	\$ 62,214	\$ 92,802
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	67,102	90,949	96,140	120,833
<b>Funding Source Total</b>	<b>\$ 125,501</b>	<b>\$ 153,876</b>	<b>\$ 158,354</b>	<b>\$ 213,635</b>

REVENUE DETAIL					
Description	Fund / Acct.				
County's Share of Nutrition Program	4561	\$ 23,546	\$ 48,751	\$ 27,139	\$ 45,163
County's Share of Room Usage	4561	4,574		5,062	8,437
County's Share of Personnel Costs	4561	17,155		18,013	20,202
Meal Donations	4816	13,124	14,176	12,000	19,000
<b>Program Revenue</b>		<b>\$ 58,399</b>	<b>\$ 62,927</b>	<b>\$ 62,214</b>	<b>\$ 92,802</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 67,102</b>	<b>\$ 90,949</b>	<b>\$ 96,140</b>	<b>\$ 120,833</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 125,501</b>	<b>\$ 153,876</b>	<b>\$ 158,354</b>	<b>\$ 213,635</b>

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

**EXHIBIT B**  
**101.525**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 29,916	\$ 45,102	\$ 47,774	\$ 54,948
<b>7002</b> Personnel - Temporary	11,473	11,670	14,805	14,280
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 41,389</b>	<b>\$ 56,772</b>	<b>\$ 62,579</b>	<b>\$ 69,228</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	90	90	90	90
<b>7106</b> Retirement	4,306	7,207	8,204	10,421
<b>7107</b> Dental Insurance	2,057	2,449	2,657	2,738
<b>7108</b> Group Health Insurance	8,552	11,192	11,913	12,554
<b>7109</b> Group Life Insurance	214	245	259	259
<b>7110</b> Workers' Compensation Insurance	571	790	1,567	1,500
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	316	419	810	988
<b>7113</b> Medicare	606	831	906	1,003
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	-	-	-	-
<b>7120</b> Sick Leave Payout	-	2,378	-	-
<b>7121</b> Leave Balance Payout	1,820	1,425	-	-
<b>7122</b> Deferred Compensation Contribution	861	1,063	1,755	1,105
<b>7126</b> PARS 457 Retirement	149	164	191	185
<b>Total Benefits</b>	<b>\$ 19,542</b>	<b>\$ 28,253</b>	<b>\$ 28,352</b>	<b>\$ 30,843</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 60,931</b>	<b>\$ 85,025</b>	<b>\$ 90,931</b>	<b>\$ 100,071</b>

CITY OF CAMPBELL

EXHIBIT B-1

OPERATING BUDGET - Personnel Allocation

101.525

PROGRAM : RECREATION & COMMUNITY SERVICES - NUTRITION PROGRAM

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Nutrition Site Manager	0.50	0.50	0.50	0.50	\$ 23,264
Senior Services Supervisor *	0.20	0.20	0.20	0.20	20,892
Utility Worker **	0.15	0.15	0.15	0.15	10,792
* Balance in Program 526					
** Balance in Prog 526, 527, 531 & 532					
<b>TOTAL</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>\$ 54,948</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Relief Site Manager	0.03	0.03	0.03	0.03	\$ 1,800
Relief Food Server	0.03	0.03	0.03	-	-
Food Server	0.50	0.50	0.50	0.50	12,480
<b>TOTAL</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.53</b>	<b>\$ 14,280</b>

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

**EXHIBIT C**  
**101.525**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	9,691	9,975	11,051	19,470
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	1,465	-	-	-
<b>7432</b> Other Contractual Services	53,414	58,876	56,372	94,094
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 64,570</b>	<b>\$ 68,851</b>	<b>\$ 67,423</b>	<b>\$ 113,564</b>



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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Implement best practices and standardized procedures for Recreation & Community Services Department special interest classes for seniors

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Attain 90% or better of desired membership base of 1,200	70% (843)	107% (1288)	77% (928)
<b>2</b>	Attain 80% enrollment in all classes	82%	65%	88%
<b>3</b>	45% of class participants are residents	42%	41%	46%
<b>4</b>	75% of surveyed participants rate activities as satisfactory or better	N/A	N/A	96%
<b>5</b>	Ratio of gross revenues to division direct expenses is 40% or greater	55%	51%	39%

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

EXHIBIT A  
 101.526

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 442,510	\$ 439,810	\$ 436,339	\$ 494,068
Supplies, Services & Capital Outlay (Exhibit C)	134,159	133,005	133,750	147,864
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	576,669	572,815	570,089	<b>641,932</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 576,669</b>	<b>\$ 572,815</b>	<b>\$ 570,089</b>	<b>\$ 641,932</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 315,447	\$ 291,734	\$ 312,609	\$ 309,561
Transfers from Other Funds	4,690	3,736	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	256,532	277,345	257,480	332,371
<b>Funding Source Total</b>	<b>\$ 576,669</b>	<b>\$ 572,815</b>	<b>\$ 570,089</b>	<b>\$ 641,932</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Classes	4612	\$ 164,053	\$ 175,673	\$ 185,594	\$ 179,781
Fund Raiser	4625	4,967	1,924	-	-
Program Fees	4626	146,427	114,137	127,015	129,780
<b>Program Revenue</b>		<b>\$ 315,447</b>	<b>\$ 291,734</b>	<b>\$ 312,609</b>	<b>\$ 309,561</b>
Senior Trust	797	\$ 4,690	\$ 3,736	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ 4,690</b>	<b>\$ 3,736</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 256,532</b>	<b>\$ 277,345</b>	<b>\$ 257,480</b>	<b>\$ 332,371</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 576,669</b>	<b>\$ 572,815</b>	<b>\$ 570,089</b>	<b>\$ 641,932</b>

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

**EXHIBIT B**  
**101.526**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 220,784	\$ 211,479	\$ 211,898	\$ 243,204
<b>7002</b> Personnel - Temporary	125,981	129,004	123,509	136,543
<b>7003</b> Personnel - Overtime	-	13	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 346,765</b>	<b>\$ 340,496</b>	<b>\$ 335,407</b>	<b>\$ 379,747</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	90	90	90	90
<b>7106</b> Retirement	31,860	34,456	36,392	46,121
<b>7107</b> Dental Insurance	5,628	5,548	5,805	5,982
<b>7108</b> Group Health Insurance	40,456	40,069	41,347	43,152
<b>7109</b> Group Life Insurance	585	555	567	567
<b>7110</b> Workers' Compensation Insurance	2,935	3,289	4,658	5,132
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,870	1,772	1,770	2,160
<b>7113</b> Medicare	3,987	3,871	4,861	5,505
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	1,138	10	-	-
<b>7120</b> Sick Leave Payout	-	2,034	-	-
<b>7121</b> Leave Balance Payout	1,424	2,077	-	-
<b>7122</b> Deferred Compensation Contribution	4,172	3,891	3,835	3,835
<b>7126</b> PARS 457 Retirement	1,600	1,650	1,607	1,777
<b>Total Benefits</b>	<b>\$ 95,745</b>	<b>\$ 99,314</b>	<b>\$ 100,932</b>	<b>\$ 114,321</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 442,510</b>	<b>\$ 439,810</b>	<b>\$ 436,339</b>	<b>\$ 494,068</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Senior Services Supervisor *	0.80	0.70	0.80	0.80	\$ 83,566
Recreation Program Coordinator	1.00	1.00	1.00	1.00	81,474
Office Assistant	1.00	1.00	1.00	1.00	67,372
Utility Worker **	0.15	0.15	0.15	0.15	10,792
* Balance in Program 525					
** Balance in Prog 525, 527, 531 & 532					
<b>TOTAL</b>	<b>2.95</b>	<b>2.85</b>	<b>2.95</b>	<b>2.95</b>	<b>\$ 243,204</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Lifeguard/Instructor	0.11	0.11	0.11	0.13	\$ 6,280
Class Instructors	1.93	1.83	1.75	1.90	118,743
Clerical Relief	0.07	0.08	0.08	0.08	3,200
Recreation Specialist (Trips)	0.24	0.22	0.22	0.25	8,320
<b>TOTAL</b>	<b>2.35</b>	<b>2.24</b>	<b>2.16</b>	<b>2.36</b>	<b>\$ 136,543</b>

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

**EXHIBIT C**  
**101.526**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	-	-	-	-
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	7,813	8,344	7,594	7,552
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	6,071	4,404	4,900	5,400
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	200	100	300	300
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	7,727	7,994	8,105	7,500
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	365	395	405	405
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	84	-	-
<b>7438</b> Other Charges	2,205	10,072	7,000	10,500
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7441</b> Special Community Service	82,211	72,367	71,148	77,740
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	50	50
<b>7551</b> User Charges - IT Pool	27,567	29,246	34,248	38,417
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>134,159</b>	<b>133,005</b>	<b>133,750</b>	<b>147,864</b>

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

EXHIBIT C-1  
 101.526  
 Page 1

Description	FY 2016 Adopted
<b><u>7424 Office Expense</u></b>	
Newsletter Mailing & Permit	\$ 963
Office Supplies	200
Printing of Membership Cards & Highlights Flyer	1,000
Printing of Monthly Newsletter	5,389
	<b>7,552</b>
<b><u>7427 Special Departmental Expense</u></b>	
Recreation Program Supplies	<b>5,400</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Piano Tuning, TV, DVD, Pool Table Repair, Keyboard, Etc.	<b>300</b>
<b><u>7432 Other Contractual Services</u></b>	
Case Management Augmentation	<b>7,500</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Dues - Supervisor & Coordinator	<b>405</b>
<b><u>7438 Other Charges</u></b>	
Active Fees and Charges	<b>10,500</b>
<b><u>7441 Special Community Service</u></b>	
Program Expenses for Special Events/Fund Raisers	5,740
Program Expenses for Trips	72,000
	<b>77,740</b>
<b><u>7550 User Charges - Motor Pool</u></b>	
Use of City Pool Vehicles	<b>50</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>38,417</b>
<b>TOTAL</b>	<b>\$ 147,864</b>

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

**MISSION STATEMENT**

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

**ON-GOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Implement the recently updated Field Use Policy (PRC)
- Develop a Special Event policy for Community Center Special Events

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	80% of available short-term rental space is scheduled	52%	60%	52%
<b>2</b>	Tenant lease rates are 90% or better of market rates for comparable office space in the Campbell/West Valley area	CMO Office	CMO Office	CMO Office
<b>3</b>	90% of available square footage feet is leased	CMO Office	CMO Office	CMO Office
<b>4</b>	50% of available athletic field time is reserved	57%	64%	50%

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

**EXHIBIT A**  
**101.527**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 378,860	\$ 421,262	\$ 455,270	\$ 512,224
Supplies, Services & Capital Outlay (Exhibit C)	410,215	379,341	267,547	281,718
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	789,075	800,603	722,817	793,942
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 789,075</b>	<b>\$ 800,603</b>	<b>\$ 722,817</b>	<b>\$ 793,942</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 561,683	\$ 611,847	\$ 565,130	\$ 562,823
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	227,392	188,756	157,687	231,119
<b>Funding Source Total</b>	<b>\$ 789,075</b>	<b>\$ 800,603</b>	<b>\$ 722,817</b>	<b>\$ 793,942</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees-Picnic Fees	4616	22,971	24,113	24,175	23,304
Community Group Sponsored Event	4630	1,000	-	3,125	5,040
Tenant Lease Income	4810	1,542	1,859	-	-
Other Rental Income	4819	524,594	576,029	525,880	523,679
Other Income	4965	3,951	5,863	1,050	1,700
Vending Machine Concession	4627	7,625	3,983	2,400	2,400
Summer Concerts *	4645	-	-	8,500	6,700
* Moved from Program 531 in FY 15					
<b>Program Revenue</b>		<b>\$ 561,683</b>	<b>\$ 611,847</b>	<b>\$ 565,130</b>	<b>\$ 562,823</b>
ABAG Grant	212	-	-	-	-
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
General Fund - CIPR		-	-	-	-
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 227,392</b>	<b>\$ 188,756</b>	<b>\$ 157,687</b>	<b>\$ 231,119</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 789,075</b>	<b>\$ 800,603</b>	<b>\$ 722,817</b>	<b>\$ 793,942</b>

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

**EXHIBIT B**  
**101.527**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 175,513	\$ 203,801	\$ 244,014	\$ 271,657
<b>7002</b> Personnel - Temporary	119,759	112,516	88,988	101,385
<b>7003</b> Personnel - Overtime	54	135	1,000	1,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 295,326</b>	<b>\$ 316,453</b>	<b>\$ 334,002</b>	<b>\$ 374,042</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	360	360	360	360
<b>7106</b> Retirement	25,203	34,029	41,907	51,516
<b>7107</b> Dental Insurance	4,477	4,990	7,085	7,301
<b>7108</b> Group Health Insurance	31,827	36,509	50,458	52,661
<b>7109</b> Group Life Insurance	466	499	691	691
<b>7110</b> Workers' Compensation Insurance	4,895	5,148	7,941	9,015
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,487	1,594	2,160	2,635
<b>7113</b> Medicare	4,554	4,851	4,828	5,406
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	1,610	1,281	-	2,600
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	3,838	10,593	-	-
<b>7122</b> Deferred Compensation Contribution	3,237	3,539	4,680	4,680
<b>7126</b> PARS 457 Retirement	1,580	1,417	1,158	1,317
<b>Total Benefits</b>	<b>\$ 83,534</b>	<b>\$ 104,810</b>	<b>\$ 121,268</b>	<b>\$ 138,182</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 378,860</b>	<b>\$ 421,262</b>	<b>\$ 455,270</b>	<b>\$ 512,224</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Recreation Supervisor *	0.80	1.00	1.00	1.00	\$ 104,458
Senior Office Assistant	1.00	1.00	1.00	1.00	74,484
Utility Worker **	0.60	0.60	0.60	0.60	43,169
Recreation Specialist (Facilities)	-	-	1.00	1.00	49,546
* Balance in Program 531					
** Balance in Prog 525, 526, 531 & 532					
	<b>2.40</b>	<b>2.60</b>	<b>3.60</b>	<b>3.60</b>	<b>\$ 271,657</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Support Staff	0.29	0.29	0.08	0.20	\$ 5,120
Building Attendants	3.00	3.00	3.00	3.46	71,955
Field Attendant	-	-	0.74	1.06	24,310
<b>TOTAL</b>	<b>3.29</b>	<b>3.29</b>	<b>3.82</b>	<b>4.72</b>	<b>\$ 101,385</b>

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

**EXHIBIT C**  
**101.527**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 370,679	\$ 331,228	\$ 204,750	\$ 213,352
<b>7421</b> Communications - Phones	190	5,479	5,640	3,480
<b>7423</b> Clothing & Personal Expense	431	792	900	900
<b>7424</b> Office Expense	-	196	-	-
<b>7425</b> Minor Tools & Equipment	5,742	1,954	7,400	11,000
<b>7427</b> Special Departmental Expense	8,558	9,806	4,850	5,000
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	481	917	2,800	1,700
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	421	500	500
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	170	175	175
<b>7435</b> Professional Development & Meetings	-	(184)	-	-
<b>7437</b> Staff Development	-	246	-	-
<b>7438</b> Other Charges	4,989	8,798	11,000	11,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7441</b> Special Community Services	767	21	6,700	9,000
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	18,378	19,497	22,832	25,611
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 410,215</b>	<b>\$ 379,341</b>	<b>\$ 267,547</b>	<b>\$ 281,718</b>

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

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

Description	FY 2016 Adopted
<b><u>7420 Utilities - Electricity/Gas/Water</u></b>	
PG&E (Community Center) *	\$ 149,412
Sewer (Community Center)	5,613
Water (Community Center)	58,327
	<b>213,352</b>
<b><u>7421 Communications - Phones</u></b>	
Cell Phones for Field Attendants & Building Attendants	360
Comcast Internet Services	3,120
	<b>3,480</b>
<b><u>7423 Clothing &amp; Personal Expense</u></b>	
Shirts & Sweatshirts for Part-Time Staff	<b>900</b>
<b><u>7425 Minor Tools &amp; Equipment</u></b>	
AED for Room Q80 and C35	3,600
Meeting Room Equip. (Portable Whiteboard, Mic Cords, Surge Protectors, Ext. Cords, etc.)	2,400
Replacement Signs (New Tenants, Vandalism Replacement)	5,000
	<b>11,000</b>
<b><u>7427 Special Departmental Expense</u></b>	
Meeting Supplies	200
Miscellaneous Batteries, Flashlights, Emergency Preparedness, Etc.	500
Miscellaneous OCBH equipment	1,100
Tables (Replacement)	1,400
Safety, First Aid, Personal Protective Equipment (PPE)	1,800
	<b>5,000</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Repairs to Microphones, TV's, PA's, AV Equipment, Piano Tuning, etc.	350
LCD Projector Replacement Lamps in OCBH	1,350
	<b>1,700</b>
<b><u>7431 Promotional Expense</u></b>	
Calendars - Holiday Cards to Renters / Tenants	<b>500</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
California Park & Recreation Society (CPRS)	<b>175</b>
* Portion attributable to Heritage Theatre transferred to Program 529	
<b>SUBTOTAL page 1</b>	<b>\$ 236,107</b>

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

EXHIBIT C-1  
 101.527  
 Page 2

Description	FY 2016 Adopted
<b>7438 Other Charges</b> Active Fees and Charges	<b>\$ 11,000</b>
<b>7441 Special Community Services</b> (9) Concert Bands, Supplies, Porta-Potties	<b>9,000</b>
<b>7551 User Charges - IT Pool</b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>25,611</b>
<b>SUBTOTAL page 2</b>	<b>45,611</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 281,718</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Develop and grow the Museum's post World War II modern history collection
- Further develop the Museum's long-term goals as directed by City Council

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Ainsley Gardens are rented 75% of the time during peak available days	69% 29/44	55% 24/44	50% 22/44
<b>2</b>	Museum Education reaches 5,000 school children annually (on site field trips and off site outreach)	5,189	5,143	5,501
<b>3</b>	Visitor & event attendance reaches goals (5,000 total ): - Ainsley House visitors* - 1,500 - Historical Museum visitors* - 500 - Ainsley House Garden Events - 3,000  *general public and museum members	N/A • 1,434 • 445 • N/A	N/A • 1,454 • 306 • N/A	4,710 • 1,669 • 628 • 2,413
<b>4</b>	Museum volunteers complete 4,000 volunteer hours annually	N/A	N/A	4,203
<b>5</b>	50% of museum donations are processed for accession into the collection within one year of donation	N/A	N/A	63%

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

**EXHIBIT A**  
**101.528**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 192,009	\$ 201,896	\$ 271,207	\$ 239,370
Supplies, Services & Capital Outlay (Exhibit C)	76,288	72,935	84,767	100,561
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	268,297	274,831	355,974	<b>339,931</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 268,297</b>	<b>\$ 274,831</b>	<b>\$ 355,974</b>	<b>\$ 339,931</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 61,428	\$ 67,575	\$ 60,000	\$ 89,275
Transfers from Other Funds	54,000	36,240	20,000	-
Use of Reserves	-	-	65,000	-
Additional Fund Revenue	152,869	171,016	210,974	250,656
<b>Funding Source Total</b>	<b>\$ 268,297</b>	<b>\$ 274,831</b>	<b>\$ 355,974</b>	<b>\$ 339,931</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees	4609	25,116	26,188	25,000	\$ 32,910
Rental Fees	4610	29,857	34,686	29,000	49,365
Admission Fees	4611	6,455	6,701	6,000	7,000
<b>Program Revenue</b>		<b>\$ 61,428</b>	<b>\$ 67,575</b>	<b>\$ 60,000</b>	<b>\$ 89,275</b>
Museum Trust	794	39,000	30,000	20,000	\$ -
Museum Trust - Museum Foundation fo Collections Specialist	794	15,000	6,240	-	-
<b>Transfers from Other Funds</b>		<b>\$ 54,000</b>	<b>\$ 36,240</b>	<b>\$ 20,000</b>	<b>\$ -</b>
Beginning Fund Balance - CIPR*		-	-	65,000	\$ -
* Limited Term Position					
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 152,869</b>	<b>\$ 171,016</b>	<b>\$ 210,974</b>	<b>\$ 250,656</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 268,297</b>	<b>\$ 274,831</b>	<b>\$ 355,974</b>	<b>\$ 339,931</b>

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

**EXHIBIT B**  
**101.528**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 108,746	\$ 111,924	\$ 168,288	\$ 115,908
<b>7002</b> Personnel - Temporary	33,414	39,014	17,676	61,185
<b>7003</b> Personnel - Overtime	27	713	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 142,187</b>	<b>\$ 151,651</b>	<b>\$ 185,964</b>	<b>\$ 177,093</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	15,668	18,251	28,901	21,981
<b>7107</b> Dental Insurance	2,859	3,444	5,904	4,056
<b>7108</b> Group Health Insurance	17,331	21,558	38,544	25,689
<b>7109</b> Group Life Insurance	282	344	576	384
<b>7110</b> Workers' Compensation Insurance	622	777	2,693	3,067
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	894	1,086	1,800	1,464
<b>7113</b> Medicare	2,018	2,061	2,696	2,566
<b>7114</b> Auto Allowance	135	17	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	537	168	-	-
<b>7120</b> Sick Leave Payout	1,407	-	-	-
<b>7121</b> Leave Balance Payout	5,903	-	-	-
<b>7122</b> Deferred Compensation Contribution	1,800	2,074	3,900	2,275
<b>7126</b> PARS 457 Retirement	366	465	229	795
<b>Total Benefits</b>	<b>\$ 49,822</b>	<b>\$ 50,246</b>	<b>\$ 85,243</b>	<b>\$ 62,277</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 192,009</b>	<b>\$ 201,896</b>	<b>\$ 271,207</b>	<b>\$ 239,370</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Senior Museum Specialist	1.00	1.00	1.00	0.75	\$ 66,362
Education Coordinator	0.75	0.75	0.75	-	-
Recreation Services Manager	0.10	-	-	-	-
Senior Services Supervisor	-	0.10	-	-	-
Collections Specialist	-	-	1.00	1.00	49,546
<b>TOTAL</b>	<b>1.85</b>	<b>1.85</b>	<b>2.75</b>	<b>1.75</b>	<b>\$ 115,908</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Facility Attendant Staff	0.12	0.12	0.19	0.20	\$ 5,100
Building Attendant (Museum Support)	0.02	0.02	0.02	0.02	576
Collections Specialist **	0.27	0.27	-	-	-
Program Assistant	0.21	0.21	0.38	0.87	27,614
Event Coordinator	-	-	-	0.57	17,655
Guest Services Associate	-	-	-	0.49	10,240
** Funded by Museum Foundation FY 13 & 14					
<b>TOTAL</b>	<b>0.62</b>	<b>0.62</b>	<b>0.59</b>	<b>2.15</b>	<b>\$ 61,185</b>

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

**EXHIBIT C**  
**101.528**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 15,522	\$ 15,914	\$ 13,467	\$ 19,000
<b>7421</b> Communications - Phones	760	696	800	800
<b>7423</b> Clothing & Personal Expense	3,579	-	-	-
<b>7424</b> Office Expense	-	343	1,000	1,000
<b>7425</b> Minor Tools & Equipment	343	-	-	-
<b>7427</b> Special Departmental Expense	18,804	16,214	25,592	31,292
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	344	396	1,000	1,000
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	2,719	1,508	1,500	3,300
<b>7432</b> Other Contractual Services	15,823	16,919	16,776	16,758
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	243	1,000	1,000
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	300	-	-
<b>7438</b> Other Charges	-	842	800	800
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	16	64	-	-
<b>7551</b> User Charges - IT Pool	18,378	19,497	22,832	25,611
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 76,288</b>	<b>\$ 72,935</b>	<b>\$ 84,767</b>	<b>\$ 100,561</b>

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

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

Description	FY 2016 Adopted
<b><u>7420</u> Utilities - Electricity/Gas/Water</b>	
Electricity & Gas - PG&E (Museum & Ainsley House)	\$ 16,475
Sewer (Museum & Ainsley House)	525
Water (Museum & Ainsley House)	2,000
	<b>19,000</b>
<b><u>7421</u> Communications - Phones</b>	
Telephone Line for Alarm System, Computer Network, FAX Machine (Visa/MC)	<b>800</b>
<b><u>7424</u> Office Expense</b>	
Museum Operations	<b>1,000</b>
<b><u>7427</u> Special Departmental Expense</b>	
Collections Supplies	5,000
Conservation of Artifacts	5,000
Educational Programs	8,000
Exhibit Expenses	4,000
Garden Supplies	1,000
Other Program Supplies (Family Fun Spooky Night, Open House)	1,000
Lecture Program Supplies	1,192
Volunteer Training Supplies	400
Ainsley House 90th Anniversary Event (one-time)	5,700
	<b>31,292</b>
<b><u>7429</u> Maintenance &amp; Operation of Equipment</b>	
Ainsley House Alarm Monitoring & Repairs	500
Historical Museum Alarm Monitoring & Repairs	500
	<b>1,000</b>
<b><u>7431</u> Promotional Expense</b>	
Ainsley House 90th Anniversary Event (one-time)	2,300
Marketing Expenses - Ainsley House Holiday Brochure, Exhibit Guides	1,000
	<b>3,300</b>
<b>SUBTOTAL page 1</b>	<b>\$ 56,392</b>

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

EXHIBIT C-1  
 101.528  
 Page 2

Description	FY 2016 Adopted
<b>7432 Other Contractual Services</b>	
Awning Cleaning	\$ 750
Museum Custodial Services	16,008
	<b>16,758</b>
<b>7434 Memberships, Dues, Books</b>	
Books / Dues	<b>1,000</b>
<b>7438 Other Charges</b>	
Active Net Fees & Charges	<b>800</b>
<b>7551 User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>25,611</b>
<b>SUBTOTAL page 2</b>	<b>44,169</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 100,561</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 – 2016**

- Develop 2015-16 Season of Shows

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	60% of all prime dates are booked.	48% 81/170	53% 94/179	51% 87/171
<b>2</b>	Sponsorship revenue is 7% of overall Theatre expenses.	6%	7.7%	4%
<b>3</b>	Ratio of gross revenues (net of P&E) to expenses is 70% or greater.	73%	82%	97%
<b>4</b>	75% of available tickets for City Season shows will be sold.	82%	73%	82%
<b>5</b>	General Fund subsidy of Theatre Program to be \$200,000/year or less.	\$195,050	\$150,389	TBD

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

**EXHIBIT A**  
**101.529**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 21,678	\$ 3,902	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	691,355	809,378	827,327	859,225
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	713,033	813,280	827,327	859,225
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 713,033</b>	<b>\$ 813,280</b>	<b>\$ 827,327</b>	<b>\$ 859,225</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 577,397	\$ 713,280	\$ 669,195	\$ 659,225
Transfers from Other Funds	-	-	-	-
Use of Reserves	35,636	-	58,132	-
Additional Fund Revenue	100,000	100,000	100,000	200,000
<b>Funding Source Total</b>	<b>\$ 713,033</b>	<b>\$ 813,280</b>	<b>\$ 827,327</b>	<b>\$ 859,225</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Theatre Revenue Donations	4631	\$ 2,479	\$ 29,030	\$ 4,000	\$ 4,000
FOHT Operation Support	4631	26,000	-	-	-
Preservation & Facility Surcharge	4632	59,413	-	-	-
Facility Fee (Operating Revenue)	4633	6,165	62,233	68,330	46,780
Concession & Merchandise	4643	2,604	3,506	3,125	3,125
Ticket Sales	4644	191,650	195,719	181,300	191,820
Sponsorships	4645	36,210	56,279	48,000	48,000
Program Advertising	4646	3,975	7,050	6,000	6,000
Theatre Rental Income	4819	248,801	359,345	358,440	359,500
Other Revenue	4965	100	118	-	-
<b>Program Revenue</b>		<b>\$ 577,397</b>	<b>\$ 713,280</b>	<b>\$ 669,195</b>	<b>\$ 659,225</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Theatre Preservation & Enhancement	3666	\$ 35,636	\$ -	\$ 58,132	\$ -
<b>Use of Fund Reserves</b>		<b>\$ 35,636</b>	<b>\$ -</b>	<b>\$ 58,132</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 200,000</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 713,033</b>	<b>\$ 813,280</b>	<b>\$ 827,327</b>	<b>\$ 859,225</b>

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

**EXHIBIT B**  
**101.529**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 15,770	\$ 2,656	\$ -	\$ -
<b>7002</b> Personnel - Temporary	-	-	-	-
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 15,770</b>	<b>\$ 2,656</b>	<b>\$ -</b>	<b>\$ -</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	2,336	473	-	-
<b>7107</b> Dental Insurance	268	46	-	-
<b>7108</b> Group Health Insurance	1,966	341	-	-
<b>7109</b> Group Life Insurance	28	5	-	-
<b>7110</b> Workers' Compensation Insurance	54	11	-	-
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	119	20	-	-
<b>7113</b> Medicare	268	48	-	-
<b>7114</b> Auto Allowance	202	25	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	508	252	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	159	27	-	-
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 5,908</b>	<b>\$ 1,246</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 21,678</b>	<b>\$ 3,902</b>	<b>\$ -</b>	<b>\$ -</b>

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

EXHIBIT B-1  
 101.529

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Recreation Services Manager *	0.15	-	-	-	-
* Moved to Program 524 in FY 14					
<b>TOTAL</b>	<b>0.15</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

**EXHIBIT C**  
**101.529**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 27,899	\$ 32,016	\$ 37,200	\$ 34,890
<b>7421</b> Communications - Phones	1,206	3,988	6,960	6,960
<b>7422</b> Advertising	52,176	44,421	49,600	50,300
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	9,454	7,769	10,000	13,500
<b>7425</b> Minor Tools & Equipment	54	65	100	100
<b>7427</b> Special Departmental Expense	29,900	58,386	43,020	43,020
<b>7428</b> Maint of Buildings, Structures & Grounds	812	13,312	1,300	1,300
<b>7429</b> Maintenance & Operation of Equipment	10,229	13,952	6,600	6,600
<b>7430</b> Professional & Specialized Services	473,853	544,911	566,999	574,974
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	23,488	23,904	27,500	45,464
<b>7433</b> Insurance & Surety Bonds	10,878	9,098	10,800	10,800
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	23,839	28,311	33,000	32,900
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	27,567	29,246	34,248	38,417
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 691,355</b>	<b>\$ 809,378</b>	<b>\$ 827,327</b>	<b>\$ 859,225</b>

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

**EXHIBIT C-1**  
**101.529**  
**Page 1**

Description	FY 2016 Adopted
<b><u>7420</u></b> <b>Utilities - Electricity/Gas/Water</b>	
Gas & Electricity	\$ 33,000
Sewer	890
Water	1,000
	<b>34,890</b>
<b><u>7421</u></b> <b>Communications - Phones</b>	
Cell Phone for Theatre Staff, Comcast, Wifi	<b>6,960</b>
<b><u>7422</u></b> <b>Advertising</b>	
Marketing for Co-produced & Season Shows	49,000
Theatre Marketing & Advertising	1,300
	<b>50,300</b>
<b><u>7424</u></b> <b>Office Expense</b>	
Box Office Supplies	3,500
Office Supplies	3,000
Postage	7,000
	<b>13,500</b>
<b><u>7425</u></b> <b>Minor Tools &amp; Equipment</b>	
Tool Box & Miscellaneous Tools	<b>100</b>
<b><u>7427</u></b> <b>Special Departmental Expense</b>	
First Aid Kits, Supplies & Equipment	100
Maintenance & Janitorial Supplies	200
Photo Framing	220
Piano Tuning	500
Production Equipment & Supplies	2,500
Special Program Expenses based on 1 Season (6 Shows):	
Catering for Performers (Shows)	7,000
Performer Lodging	2,000
Performer Transportation	2,000
Program Printing (Moved from 7422 in FY 08 & Added Programs for Co-Promotes)	6,500
Special Equipment Rental	22,000
	<b>43,020</b>
<b>SUBTOTAL page 1</b>	<b>\$ 148,770</b>

Description	FY 2016 Adopted
<b>7428 <u>Maint of Buildings, Structures &amp; Grounds</u></b>	
General Repairs for Customer Use-Related Damages (Reimbursable)	<b>\$ 1,300</b>
<b>7429 <u>Maintenance &amp; Operation of Equipment</u></b>	
Preventative Maintenance Agreements:	
HVAC System	1,500
Repairs to Walkie Talkies, Elevators, etc.	500
Routine Service & Repairs:	
Lighting Equipment	250
Microphone & Public Address System Repairs	250
Service Agreements:	
D&V Sound Annual Maintenance Contract	1,500
Elevator Maintenance	2,000
Fire / Intrusion / Burglar Alarm Monitoring	600
	<b>6,600</b>
<b>7430 <u>Professional &amp; Specialized Services</u></b>	
Contract for Theatre Management & Theatre Manager	195,100
Fund Development & Volunteer Expenses	1,000
In-House Production Talent (Based on One Season)	116,600
Other Reimbursable Expenses	700
Part-Time Labor (Technicians, Box Office Staff, Production Manager)	249,774
On-going Operations:	
Box Office & House Manager	\$ 55,304
Marketing/Media Relations	40,500
Production Manager	10,875
Technical Staff	19,597
	<u>\$ 126,276</u>
Reimbursable Labor:	
Box Office @ Events	\$ 9,693
House Manager @ Events	14,580
Technical Staff	99,225
	<u>\$ 123,498</u>
	<b><u>\$ 249,774</u></b>
Annual Research Fee	2,200
Co-promote Producer Split	9,600
	<b>574,974</b>
<b>SUBTOTAL page 2</b>	<b>\$ 582,874</b>

Description	FY 2016 Adopted
<b>7432 Other Contractual Services</b>	
Box Office Ticketing Software Support (\$17,000 is one time)	\$ 20,000
Carpet Cleaning	3,600
Custodial Services & Upholstery Cleaning	18,564
Security Services for In-House Productions	3,300
	<b>45,464</b>
<b>7433 Insurance &amp; Surety Bonds</b>	
Show Insurance (Annual Policy Based on Attendance or Square Feet & Number of Shows)	<b>10,800</b>
<b>7438 Other Charges</b>	
Active Fees and Charges (Rentals)	6,000
American Society of Composers, Authors & Producers (ASCAP) / Broadcast Music, Inc. License Fee (Based on 5 Shows & Rentals)	2,500
Credit Card Transaction & Bank Fees	16,000
Internet Ticketing Fees	8,400
	<b>32,900</b>
<b>7551 User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/FAX	<b>38,417</b>
<b>SUBTOTAL page 3</b>	<b>127,581</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 859,225</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Implement best practices and standardized procedures for Recreation & Community Services Department special interest classes for fitness and sports

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Attain 70% of capacity or better in all programs.	52%	62%	58%
<b>2</b>	50% of participants are residents	43%	49%	50%
<b>3</b>	75% of surveyed participants rate activities as satisfactory or better	NEW	NEW	90%
<b>4</b>	Ratio of gross revenues to division expenses is 107% or greater.	110%	117%	102%
<b>5</b>	Revenue for Drop-In Programs to exceed direct expenses by 50%.	41%	45%	52%

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

**EXHIBIT A**  
**101.531**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 693,184	\$ 701,736	\$ 878,024	\$ 841,008
Supplies, Services & Capital Outlay (Exhibit C)	134,136	162,503	185,345	238,911
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	827,320	864,240	1,063,369	1,079,919
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 827,320</b>	<b>\$ 864,240</b>	<b>\$ 1,063,369</b>	<b>\$ 1,079,919</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 912,258	\$ 1,014,725	\$ 1,027,295	\$ 1,043,123
Transfers from Other Funds	-	-	7,000	7,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	(84,938)	(150,485)	29,074	29,796
<b>Funding Source Total</b>	<b>\$ 827,320</b>	<b>\$ 864,240</b>	<b>\$ 1,063,369</b>	<b>\$ 1,079,919</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees:					
Sports	4613	\$ 349,520	\$ 373,319	\$ 419,071	\$ 409,202
Aquatics	4614	245,500	265,229	256,466	265,466
Fitness	4622	288,501	203,455	204,914	203,455
Skate Park	4628	21,602	25,670	30,025	35,000
Summer Concerts *	4645	7,135	12,123	-	-
Drop In Classes	4629	-	134,929	116,819	130,000
* Moved to Program 527 in FY 15					
<b>Program Revenue</b>		<b>\$ 912,258</b>	<b>\$ 1,014,725</b>	<b>\$ 1,027,295</b>	<b>\$ 1,043,123</b>
Recreation Donations (Van Sickle) 795					
		\$ -	\$ -	\$ 7,000	\$ 7,000
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>
Use of Fund Reserves					
		\$ -	\$ -	\$ -	\$ -
<b>Additional Fund Subsidy</b>		<b>\$ (84,938)</b>	<b>\$ (150,485)</b>	<b>\$ 29,074</b>	<b>\$ 29,796</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 827,320</b>	<b>\$ 864,240</b>	<b>\$ 1,063,369</b>	<b>\$ 1,079,919</b>

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

**EXHIBIT B**  
**101.531**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 121,450	\$ 120,204	\$ 245,204	\$ 238,438
<b>7002</b> Personnel - Temporary	481,287	495,555	483,138	458,965
<b>7003</b> Personnel - Overtime	432	927	2,000	2,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 603,169</b>	<b>\$ 616,686</b>	<b>\$ 730,342</b>	<b>\$ 699,403</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	30	30	30	30
<b>7106</b> Retirement	17,466	22,953	42,110	45,217
<b>7107</b> Dental Insurance	2,867	2,918	7,576	6,996
<b>7108</b> Group Health Insurance	20,439	20,085	53,961	50,466
<b>7109</b> Group Life Insurance	283	285	740	663
<b>7110</b> Workers' Compensation Insurance	10,336	11,016	19,108	14,494
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	904	911	2,310	2,526
<b>7113</b> Medicare	7,868	9,354	10,560	10,110
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	565	35	-	650
<b>7120</b> Sick Leave Payout	8,494	2,959	-	-
<b>7121</b> Leave Balance Payout	12,430	6,147	-	-
<b>7122</b> Deferred Compensation Contribution	2,127	2,005	5,005	4,485
<b>7126</b> PARS 457 Retirement	6,206	6,352	6,282	5,968
<b>Total Benefits</b>	<b>\$ 90,015</b>	<b>\$ 85,050</b>	<b>\$ 147,682</b>	<b>\$ 141,605</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 693,184</b>	<b>\$ 701,736</b>	<b>\$ 878,024</b>	<b>\$ 841,008</b>

## CITY OF CAMPBELL

EXHIBIT B-1

## OPERATING BUDGET - Personnel Allocation

101.531

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Recreation Supervisor *	1.00	1.20	1.00	1.00	\$ 104,458
Executive Assistant **	0.40	0.40	0.40	-	-
Community Center Supervisor ***	0.20	-	-	-	-
Office Assistant **/****	0.40	0.40	-	-	-
Office Specialist **/****	-	-	0.40	0.40	31,291
Utility Worker *****	0.05	0.05	0.05	0.05	3,597
Recreation Specialist (Aquatics)	-	-	1.00	1.00	49,546
Recreation Specialist (Fitness)	-	-	1.00	1.00	49,546
* 0.20 FTE to Program 532 in FY 15					
** Balance in Programs 524 & 532					
*** Moved to Program 527					
**** Position reclassified in FY 14					
***** Balance in Prog 525, 526, 527, 532					
<b>TOTAL</b>	<b>2.05</b>	<b>2.05</b>	<b>3.85</b>	<b>3.45</b>	<b>\$ 238,438</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
<b>SPORTS:</b>					
Adult Sports League Officials	1.30	1.19	1.10	0.64	\$ 18,438
Youth League/Camp Leaders	1.51	0.98	1.50	1.37	37,257
Sports Class Instructors	0.61	0.61	1.00	0.74	63,212
Recreation Specialist	-	0.98	0.50	0.50	18,980
<b>AQUATICS:</b>					
Swim Team Coaches (5)	3.00	3.25	2.24	2.24	78,720
Aquatic Instructor/Lifeguard	1.93	1.95	1.83	1.95	44,216
<b>FITNESS:</b>					
Fitness Program Specialist	0.48	0.48	-	-	-
Fitness Program Staff (Drop-in)	3.07	3.41	3.05	3.80	104,919
Fitness Program Class Instructors	1.30	1.15	0.83	0.92	66,733
<b>SUMMER CONCERTS</b>					
Event Staff (was Building Attendant)*	0.30	0.30	-	-	-
<b>SKATE PARK</b>					
Skate Park Attendant	0.76	0.76	0.76	0.70	15,330
Skate Park Instructor	0.31	0.31	0.31	0.31	11,160
* Moved to Program 527 in FY 15					
<b>TOTAL</b>	<b>14.57</b>	<b>15.37</b>	<b>13.12</b>	<b>13.17</b>	<b>\$ 458,965</b>

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

**EXHIBIT C**  
**101.531**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	8,543	11,041	23,155	23,155
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	5,548	1,546	5,300	6,500
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	50,408	55,150	58,179	105,369
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	492	400	400
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	1,091	-	-
<b>7438</b> Other Charges	12,792	32,387	39,000	39,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7441</b> Special Community Services	42,981	46,174	42,188	45,280
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	81	-	-	-
<b>7551</b> User Charges - IT Pool	13,783	14,622	17,123	19,207
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 134,136</b>	<b>\$ 162,503</b>	<b>\$ 185,345</b>	<b>\$ 238,911</b>

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

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

Description	FY 2016 Adopted
<b><u>7427 Special Departmental Expense</u></b>	
Aquatics & Swim Team Supplies (Lane Line, Kickboards, Lifeguard & First Aid Supplies)	\$ 2,200
Children's Fitness Equipment	7,000
Fitness / Lap Swim Supplies / Weight Room Supplies / Tables & Chairs	3,975
Fitness Room Equipment Replacement (3 Spin Bikes)	5,520
Skate Park Membership	100
Sports Program Supplies	4,360
	<b>23,155</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Maintenance and Parts for Skate Park	1,200
Maintenance and Parts for Fitness Center Equipment	5,300
	<b>6,500</b>
<b><u>7432 Other Contractual Services</u></b>	
Payment for Adult Basketball League Referees	47,190
Payment for Sport Camp (Soccer Camps) and Contract Class Instructors	58,179
	<b>105,369</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books, Dues, Subscriptions	400
<b><u>7438 Other Charges</u></b>	
Active Fees and Charges	<b>39,000</b>
<b><u>7441 Special Community Services</u></b>	
Aquatics Supplies	2,200
Fitness Supplies (Includes Fun Run Supplies)	18,000
Sports Supplies	18,080
Westmont Pool Rental (Swim Team Summer 2012)	7,000
	<b>45,280</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>19,207</b>
<b>TOTAL</b>	<b>\$ 238,911</b>



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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Implement best practices and standardized procedures for Recreation & Community Services Department special interest classes for preschoolers and youth

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Attain 75% of capacity in all programs.	59%	69%	80%
<b>2</b>	75% of surveyed participants rate activities as satisfactory or better	N/A	N/A	93%
<b>3</b>	50% of participants are residents.	54%	51%	51%
<b>4</b>	Ratio of gross revenues to division expenses is 115% or greater.	96%	111%	120%

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

**EXHIBIT A**  
**101.532**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 900,679	\$ 704,856	\$ 729,233	\$ 713,429
Supplies, Services & Capital Outlay (Exhibit C)	315,788	335,260	348,547	367,748
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,216,467	1,040,115	1,077,780	1,081,177
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,216,467</b>	<b>\$ 1,040,115</b>	<b>\$ 1,077,780</b>	<b>\$ 1,081,177</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 1,168,980	\$ 1,170,075	\$ 1,089,159	\$ 1,086,337
Transfers from Other Funds	1,217	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	46,270	(129,960)	(11,379)	(5,160)
<b>Funding Source Total</b>	<b>\$ 1,216,467</b>	<b>\$ 1,040,115</b>	<b>\$ 1,077,780</b>	<b>\$ 1,081,177</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees:					
Day Camp	4617	\$ 395,296	\$ 426,304	\$ 396,153	\$ 378,860
Classes	4619	430,870	363,956	339,059	353,542
Pre-School	4620	341,729	379,630	353,947	353,935
Special Events	4621	1,085	185	-	-
<b>Program Revenue</b>		<b>\$ 1,168,980</b>	<b>\$ 1,170,075</b>	<b>\$ 1,089,159</b>	<b>\$ 1,086,337</b>
Recreation Donations (Van Sickle)					
		\$ 1,217	\$ -	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ 1,217</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Use of Fund Reserves					
		\$ -	\$ -	\$ -	\$ -
<b>Additional Fund Subsidy</b>		<b>\$ 46,270</b>	<b>\$ (129,960)</b>	<b>\$ (11,379)</b>	<b>\$ (5,160)</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,216,467</b>	<b>\$ 1,040,115</b>	<b>\$ 1,077,780</b>	<b>\$ 1,081,177</b>

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

**EXHIBIT B**  
**101.532**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 261,999	\$ 167,152	\$ 203,226	\$ 195,298
<b>7002</b> Personnel - Temporary	511,910	437,285	407,724	410,860
<b>7003</b> Personnel - Overtime	567	2,415	2,000	2,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 774,476</b>	<b>\$ 606,852</b>	<b>\$ 612,950</b>	<b>\$ 608,158</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	30	30	30	30
<b>7106</b> Retirement	38,043	30,926	34,902	37,036
<b>7107</b> Dental Insurance	5,675	3,910	5,608	4,968
<b>7108</b> Group Health Insurance	40,866	26,543	39,945	35,838
<b>7109</b> Group Life Insurance	590	386	548	471
<b>7110</b> Workers' Compensation Insurance	6,122	5,794	15,675	7,824
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	2,033	1,257	1,710	1,794
<b>7113</b> Medicare	11,765	9,297	8,862	8,786
<b>7114</b> Auto Allowance	1,011	125	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	3,205	2,177	-	-
<b>7120</b> Sick Leave Payout	-	2,959	-	-
<b>7121</b> Leave Balance Payout	6,289	6,147	-	-
<b>7122</b> Deferred Compensation Contribution	3,914	2,740	3,705	3,185
<b>7126</b> PARS 457 Retirement	6,660	5,712	5,298	5,339
<b>Total Benefits</b>	<b>\$ 126,203</b>	<b>\$ 98,004</b>	<b>\$ 116,283</b>	<b>\$ 105,271</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 900,679</b>	<b>\$ 704,856</b>	<b>\$ 729,233</b>	<b>\$ 713,429</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Recreation Program Supervisor *	1.00	0.80	1.00	1.00	\$ 104,458
Executive Assistant **	0.40	0.40	0.40	-	-
Recreation Services Manager ***	0.75	-	-	-	-
Utility Worker ****	0.05	0.05	0.05	0.05	3,597
Office Assistant **	0.40	0.40	-	-	-
Office Specialist **	-	-	0.40	0.40	31,291
Recreation Specialist (Preschool)	-	-	1.00	1.00	55,952
* Moved from Program 321					
** Balance in Programs 524 & 531 Office Assistant reclassified to Office Specialist in FY 14					
*** Transferred to Program 524					
**** Balance in Prog 525, 526 & 531					
<b>TOTAL</b>	<b>2.60</b>	<b>1.65</b>	<b>2.85</b>	<b>2.45</b>	<b>\$ 195,298</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Day Camp Senior Recreation Specialist	0.56	0.56	0.25	0.25	\$ 12,480
Day Camp Recreation Specialist	0.17	0.17	0.17	0.17	6,912
Day Camp Recreation Leader I, II, III	7.24	7.27	7.29	7.11	161,529
Class Instructors	1.75	1.68	1.68	0.97	50,181
Preschool Teacher	2.35	2.49	1.93	1.99	91,514
Preschool Aides	2.05	2.00	2.00	2.14	69,264
Recreation Specialist	0.60	-	0.50	0.50	18,980
<b>TOTAL</b>	<b>14.72</b>	<b>14.17</b>	<b>13.82</b>	<b>13.13</b>	<b>\$ 410,860</b>

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

**EXHIBIT C  
101.532**

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

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	9,852	1,746	5,040	4,910
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	165,995	173,386	154,438	168,155
<b>7433</b> Insurance & Surety Bonds	425	-	-	-
<b>7434</b> Memberships, Dues, Books	(100)	312	540	530
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	428	-	-
<b>7438</b> Other Charges	20,305	51,360	65,000	65,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7441</b> Special Community Services	109,901	108,027	112,113	116,347
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	221	-	-	-
<b>7551</b> User Charges - IT Pool	9,189	-	11,416	12,806
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 315,788</b>	<b>\$ 335,260</b>	<b>\$ 348,547</b>	<b>\$ 367,748</b>

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

**EXHIBIT C-1**  
**101.532**  
**Page 1**

Description	FY 2016 Adopted
<b><u>7427 Special Departmental Expense</u></b>	
Expendable Supplies - Classes	\$ 1,210
Expendable Supplies - Day Camp	1,200
Expendable Supplies - Pre-School	2,400
Laminating Machine Supplies	100
	<b>4,910</b>
<b><u>7432 Other Contractual Services</u></b>	
Payment for Contract Class Instructors (e.g., Art Classes, Gardening, Music Together, Gymnastics, Economic Driving School)	<b>168,155</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Dues	430
Subscriptions	100
	<b>530</b>
<b><u>7438 Other Charges</u></b>	
Active Fees and Charges	<b>65,000</b>
<b><u>7441 Special Community Services</u></b>	
Classes	6,657
Day Camps (Trip Buses; Day camp T-Shirts, Etc.)	95,650
Pre-School	14,040
	<b>116,347</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>12,806</b>
<b>TOTAL</b>	<b>\$ 367,748</b>

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

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

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	65,007	39,976	27,000	7,000
<b>Appropriation Total</b>	<b>\$ 65,007</b>	<b>\$ 39,976</b>	<b>\$ 27,000</b>	<b>\$ 7,000</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 47,552	\$ 38,648	\$ 20,000	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	17,455	1,328	7,000	7,000
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 65,007</b>	<b>\$ 39,976</b>	<b>\$ 27,000</b>	<b>\$ 7,000</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Museum Trust - Interest Revenue	794.4410	1,033	885	-	-
Museum Trust - Museum Donations	794.4812	42,474	38,218	20,000	-
Parks Donations	794.4818	-	-	-	-
Recreation Grant - Interest Revenue	795.4410	118	76	-	-
Recreation Grant - Private Grants	795.4824	-	-	-	-
Recreation Grant - Donation	795.4825	824	-	-	-
Adult Services Trust - Interest Rev	797.4410	94	69	-	-
Adult Services Trust - Donations	797.4813	3,009	(600)	-	-
<b>Program Revenue</b>		<b>\$ 47,552</b>	<b>\$ 38,648</b>	<b>\$ 20,000</b>	<b>\$ -</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Museum Donations Fund Balance	794	10,493	(2,863)	-	-
Recreation Donations Fund Balance	795	5,375	(76)	7,000	7,000
Senior Services Donations Fund Balance	797	1,587	4,267	-	-
<b>Use of Fund Reserves</b>		<b>\$ 17,455</b>	<b>\$ 1,328</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 65,007</b>	<b>\$ 39,976</b>	<b>\$ 27,000</b>	<b>\$ 7,000</b>

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

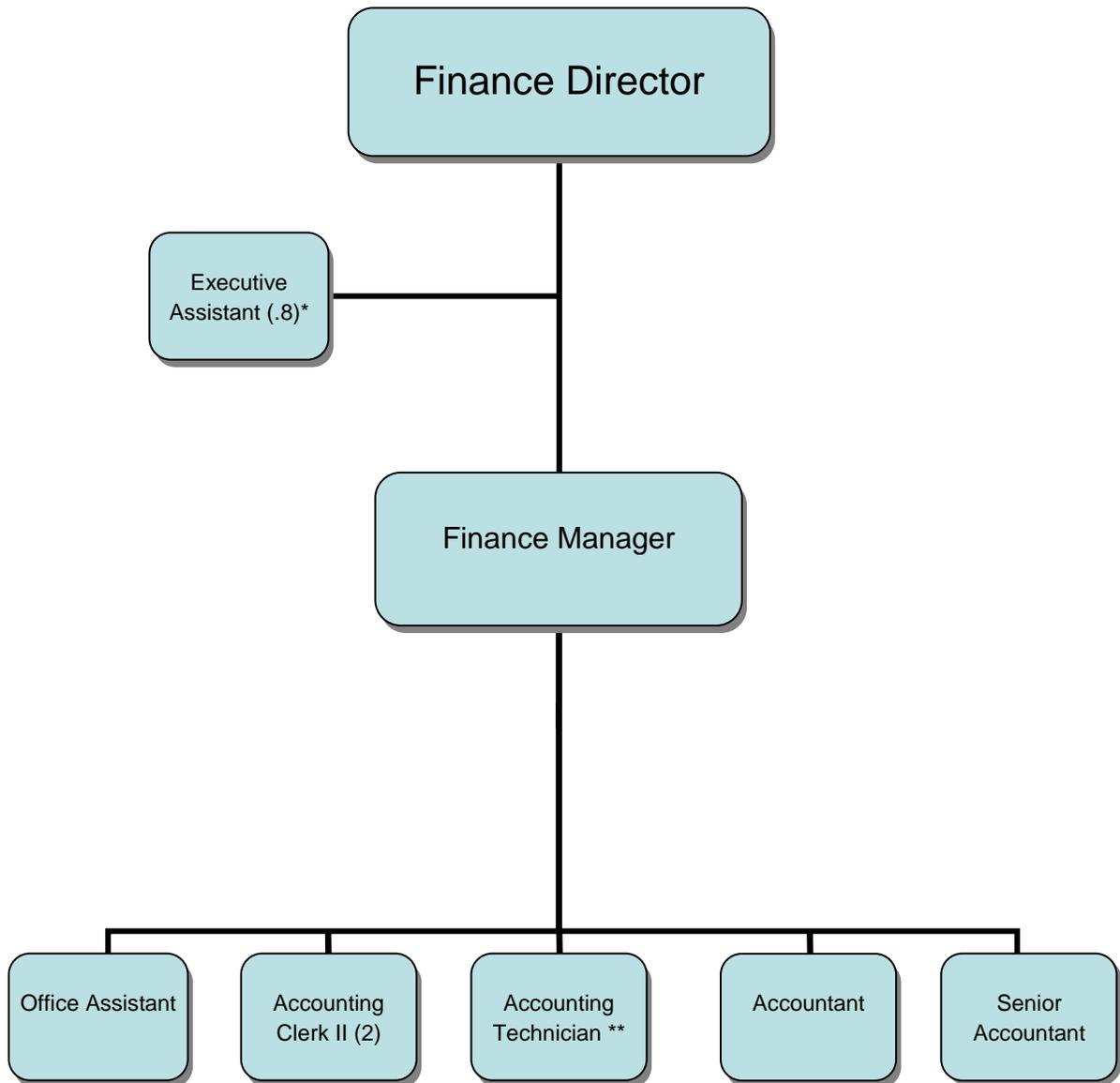
EXHIBIT E  
 794, 795 & 797

Description	FY 2015 Adopted	FY 2016 Adopted
<b><u>9899 Operating Transfers Out</u></b>		
<b>Fund 794 Museum Donations</b>		
Museum Services Program (101.528)	\$ 20,000	\$ -
<b><u>9899 Operating Transfers Out</u></b>		
<b>Fund 795 Recreation Donations</b>		
Sports, Aquatics Fitness Program (101.531)	7,000	7,000
<b><u>9899 Operating Transfers Out</u></b>		
<b>Fund 797 Senior Citizens Donations</b>		
Adult Services Program (101.526)	-	-
<b>TOTAL</b>	<b>\$ 27,000</b>	<b>\$ 7,000</b>

# Finance Department



# Finance Department 2015 - 2016



\* Permanent Part-Time

\*\* Confidential

## FINANCE DEPARTMENT PROGRAM SUMMARY

### Expenditure Summary

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 1,080,693	\$ 1,115,863	\$ 1,463,003	\$ 1,602,990
Supplies, Services & Capital Outlay (Exhibit C)	1,413,851	1,579,660	1,508,433	1,589,636
Debt Service (Exhibit D)	1,607,369	1,601,944	1,604,443	1,603,544
<b>Total Before Transfers</b>	<b>4,101,913</b>	<b>4,297,467</b>	<b>4,575,879</b>	<b>4,796,170</b>
Transfers Out (Exhibit E)	-	141,891	140,000	140,000
<b>Appropriation Total</b>	<b>\$ 4,101,913</b>	<b>\$ 4,439,358</b>	<b>\$ 4,715,879</b>	<b>\$ 4,936,170</b>

### Revenue Summary

Program Revenue	\$ 27,551,510	\$ 29,247,331	\$ 29,644,750	\$ 33,260,211
Transfers from Other Funds	1,020,354	1,016,941	1,028,393	1,021,833
Use of Reserves	480,000	-	98,000	125,000
Additional Fund Revenue	704,951	1,303,668	1,490,700	1,534,300
<b>Funding Source Total</b>	<b>\$ 29,756,815</b>	<b>\$ 31,567,940</b>	<b>\$ 32,261,843</b>	<b>\$ 35,941,344</b>

### Staffing (Full-Time Equivalents)

Permanent Position	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Accountant	2.00	2.00	2.00	1.00
Accounting Clerk II	2.00	2.00	2.00	2.00
Accounting Technician	1.00	1.00	1.00	1.00
Administrative Analyst I	-	-	-	0.20
Executive Assistant	-	0.80	0.80	0.80
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
<b>Permanent</b>	<b>8.00</b>	<b>8.80</b>	<b>8.80</b>	<b>9.00</b>
<b>Temporary Position</b>				
Clerical Relief	0.30	0.30	0.30	0.30
Finance Intern	-	0.12	0.12	0.12
<b>Temporary</b>	<b>0.30</b>	<b>0.42</b>	<b>0.42</b>	<b>0.42</b>
<b>Total Full Time Equivalents</b>	<b>8.30</b>	<b>9.22</b>	<b>9.22</b>	<b>9.42</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 – 2016**

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

**PERFORMANCE OUTCOMES**

	Measure	FY 13	FY 14	FY 15
1	90% of invoices are processed within 45 days.	100%	100%	100%
2	Number of A/P checks generated annually.	4958	5005	4994
3	Number of invoices processed annually.	10,412	10,130	10,255
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	75%	100%	100%
5	100% of the time, file all mandatory State and Federal reports within required timelines.	100%	100%	100%
6	Percent of time an unqualified audit opinion is received.	100%	100%	100%
7	80% of audit management letter comments implemented.	100%	100%	100%
8	95% of budget calendar milestones are met.	100%	100%	100%
9	90% of time miscellaneous accounts receivable billings are generated within 30 days.	97%	100%	100%
10	100% of bi-weekly payroll will be processed accurately and on schedule.	100%	100%	100%
11	100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.	100%	100%	100%
12	Number of payroll checks generated annually.	8,094	8,386	8,201
13	90% of business license billings will be generated within 30 days of scheduled expiration date.	100%	100%	100%
14	99% of idle funds placed in interest bearing investments.	99%	99%	94%
15	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	83%	79%	83%

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

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

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 1,048,315	\$ 1,115,863	\$ 1,163,003	\$ 1,302,990
Supplies, Services & Capital Outlay (Exhibit C)	183,006	194,057	204,733	242,336
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,231,321	1,309,920	1,367,736	<b>1,545,326</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,231,321</b>	<b>\$ 1,309,920</b>	<b>\$ 1,367,736</b>	<b>\$ 1,545,326</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 27,115,193	\$ 28,678,055	\$ 28,837,000	\$ 32,453,000
Transfers from Other Funds	67,040	66,813	76,700	70,500
Use of Reserves	-	-	-	27,000
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 27,182,233</b>	<b>\$ 28,744,868</b>	<b>\$ 28,913,700</b>	<b>\$ 32,550,500</b>

REVENUE DETAIL					
Description	Fund / Acct.				
	4001-4006,				
Property Tax	4011	\$ 8,850,347	\$ 9,945,071	\$ 9,922,000	\$ 10,940,000
Property tax Pass-Thru (2%)	4007	2,151	35,191	43,000	43,000
Redevelopment Prop Tax Trust Fund	4008	876,407	215,240	190,000	250,000
Sales & Use Tax	4110	7,670,301	8,071,741	8,161,000	10,300,000
Sales Tax Backfill	4115	2,611,065	2,544,368	2,710,000	1,900,000
Transactions & Use Tax	4112	2,368,402	2,499,154	2,513,000	2,650,000
Franchise Fee - Electric	4120	373,355	400,570	400,000	400,000
Franchise Fee - Gas	4121	83,550	89,625	90,000	90,000
Transient Occupancy Tax	4150	2,875,976	3,417,412	3,509,000	4,300,000
Real Property Transfer Tax	4153	285,293	354,112	341,000	579,000
Investment Earnings	4410	176,307	161,181	200,000	220,000
GASB 31 Market Value Adjustment	4431	(214,972)	104,321	-	-
Other Interest	4450	-	685	15,000	3,000
Other Grants	4523	-	1,275		
State Motor Vehicle in Lieu Tax	4580	20,950	17,335	23,000	18,000
Homeowners Property Tax Relief	4581	41,692	42,809	45,000	45,000
Mandated Cost Reimbursement	4584	9,193	19,176	15,000	15,000
Successor Agency Admin. Reimb.	4710/4890	92,454	20,908	-	11,000
Sale of Real/Personal Property	4960	-	-	3,000	3,000
Insurance Claims Reimbursement	4962	1,712	62,791	5,000	5,000
Other Revenue	4965	365,960	27,217	15,000	18,000
Business License Tax	4152	625,050	647,873	637,000	663,000
<b>Program Revenue</b>		<b>\$ 27,115,193</b>	<b>\$ 28,678,055</b>	<b>\$ 28,837,000</b>	<b>\$ 32,453,000</b>

REVENUE DETAIL CONTINUED

		FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Description	Fund / Acct.				
Information Technologies Pool	647	\$ 24,900	\$ 24,900	\$ 35,700	\$ 29,500
Environmental Services	209	31,000	31,000	31,000	31,000
Motor Vehicle Pool	641	10,000	10,000	10,000	10,000
ABAG Risk Mitigation	212	1,140	913	-	-
<b>Transfers from Other Funds</b>		<b>\$ 67,040</b>	<b>\$ 66,813</b>	<b>\$ 76,700</b>	<b>\$ 70,500</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 27,182,233</b>	<b>\$ 28,744,868</b>	<b>\$ 28,913,700</b>	<b>\$ 32,550,500</b>

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

**EXHIBIT B**  
**101.535**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 739,567	\$ 755,428	\$ 817,784	\$ 909,924
<b>7002</b> Personnel - Temporary	24,178	7,184	21,720	21,720
<b>7003</b> Personnel - Overtime	946	1,032	2,000	2,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 764,691</b>	<b>\$ 763,644</b>	<b>\$ 841,504</b>	<b>\$ 933,644</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	109,179	125,122	140,445	172,558
<b>7107</b> Dental Insurance	14,325	16,155	17,712	18,658
<b>7108</b> Group Health Insurance	106,184	114,522	125,861	134,248
<b>7109</b> Group Life Insurance	1,490	1,601	1,728	1,766
<b>7110</b> Workers' Compensation Insurance	2,475	2,880	3,925	4,921
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	5,154	5,426	5,784	7,214
<b>7113</b> Medicare	12,152	12,816	12,172	13,509
<b>7114</b> Auto Allowance	2,324	2,011	2,280	2,280
<b>7115</b> Cell Phone Allowance	-	99	-	-
<b>7118</b> Other Benefits Pay	8,747	7,955	-	2,600
<b>7120</b> Sick Leave Payout	-	6,630	-	-
<b>7121</b> Leave Balance Payout	11,389	46,412	-	-
<b>7122</b> Deferred Compensation Contribution	10,205	10,591	11,310	11,310
<b>7126</b> PARS 457 Retirement	-	-	282	282
<b>Total Benefits</b>	<b>\$ 283,624</b>	<b>\$ 352,218</b>	<b>\$ 321,499</b>	<b>\$ 369,346</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 1,048,315</b>	<b>\$ 1,115,863</b>	<b>\$ 1,163,003</b>	<b>\$ 1,302,990</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Finance Director	1.00	1.00	1.00	1.00	\$ 178,827
Finance Manager	1.00	1.00	1.00	1.00	137,654
Senior Accountant *	-	-	-	1.00	108,056
Accountant *	2.00	2.00	2.00	1.00	101,254
Accounting Technician	1.00	1.00	1.00	1.00	87,652
Accounting Clerk II	2.00	2.00	2.00	2.00	147,565
Office Assistant	1.00	1.00	1.00	1.00	67,372
Executive Assistant	-	0.80	0.80	0.80	61,742
Administrative Analyst I **	-	-	-	0.20	19,802
* Reclassify Vacant Accountant Position					
** Balance in 510, 524, 550, 701 2 Year Limited Term					
<b>TOTAL</b>	<b>8.00</b>	<b>8.80</b>	<b>8.80</b>	<b>9.00</b>	<b>\$ 909,924</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Clerical Relief	0.30	0.30	0.30	0.30	\$ 18,720
Finance Intern	-	0.12	0.12	0.12	3,000
<b>TOTAL</b>	<b>0.30</b>	<b>0.42</b>	<b>0.42</b>	<b>0.42</b>	<b>\$ 21,720</b>

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

**EXHIBIT C**  
**101.535**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	3,920	8,376	6,000	6,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	166	464	800	800
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	168	800	800
<b>7430</b> Professional & Specialized Services	55,749	43,333	52,250	70,750
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	2,625	4,000	4,000
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,156	2,522	2,035	2,500
<b>7435</b> Professional Development & Meetings	2,307	3,104	4,000	5,000
<b>7437</b> Staff Development	851	367	-	-
<b>7438</b> Other Charges	68,307	79,470	72,000	82,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	11	-	50	50
<b>7551</b> User Charges - IT Pool	50,539	53,628	62,798	70,436
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 183,006</b>	<b>\$ 194,057</b>	<b>\$ 204,733</b>	<b>\$ 242,336</b>

Description	FY 2016 Adopted
<b><u>7424 Office Expense</u></b>	
Check and Other Forms Printing	\$ 3,250
Office Supplies	1,250
Specialized Printing of Tabs for Budget, Capital Improvement Plan and Annual Financial Report	1,500
	<b>6,000</b>
<b><u>7427 Special Departmental Expense</u></b>	
Departmental Employee Recognition	300
Meeting Expenses	500
	<b>800</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Filing System (Herman) & Folder Sealer	<b>800</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Annual Audit	45,000
Budget and CAFR Review Program	850
CalPERS - GASB 68 Reports	3,500
Collection Services Fees (AR & DUI)	900
Direct & Overlapping Bonded Debt Statement	500
Mandated Cost Reimbursement (Per Contract)	3,200
Off-Site Storage	1,800
OPEB Actuarial Valuation at 6/30/15	15,000
	<b>70,750</b>
<b><u>7432 Other Contractual Services</u></b>	
Third Party Safekeeping - Bank of New York	<b>4,000</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Dues: APA, CMTA, CSMFO & GFOA	1,600
Subscriptions & Publications: Payroll Newsletters, American Payroll Association (APA), Government Accounting/Audit Update Financial Reporting, Wall Street Journal, Miscellaneous Governmental Publications	900
	<b>2,500</b>
<b><u>7435 Professional Development &amp; Meetings</u></b>	
Employee Training	<b>5,000</b>
<b><u>7438 Other Charges</u></b>	
Property Tax Administration Fees - County (Includes TCAS Amortization Software)	<b>82,000</b>
<b><u>7550 User Charges - Motor Pool</u></b>	
Use of City Hall Pool Cars	<b>50</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax Equipment	<b>70,436</b>
<b>TOTAL</b>	<b>\$ 242,336</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 – 2016**

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Number of liability claims filed.	23	22	14
<b>2</b>	Total annual liability and property claims expense.	\$47,085	\$60,968	\$74,759
<b>3</b>	Liability and property claims premium no more than 3% of total annual payroll.	1.94%	1.76%	1.78%

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

**EXHIBIT A  
101.540**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 32,378	\$ -	\$ 300,000	\$ 300,000
Supplies, Services & Capital Outlay (Exhibit C)	1,230,845	1,382,709	1,298,700	1,342,300
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,263,223	1,382,709	1,598,700	<b>1,642,300</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,263,223</b>	<b>\$ 1,382,709</b>	<b>\$ 1,598,700</b>	<b>\$ 1,642,300</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 68,272	\$ 69,041	\$ -	\$ -
Transfers from Other Funds	10,000	10,000	10,000	10,000
Use of Reserves	480,000	-	98,000	98,000
Additional Fund Revenue	704,951	1,303,668	1,490,700	1,534,300
<b>Funding Source Total</b>	<b>\$ 1,263,223</b>	<b>\$ 1,382,709</b>	<b>\$ 1,598,700</b>	<b>\$ 1,642,300</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Rental / Leases	4810	\$ 1,200	\$ 1,200	\$ -	\$ -
Other Revenue	4965	66	1,905	-	-
Successor Agency ROPS Support	4710/4890	67,006	65,936	-	-
<b>Program Revenue</b>		<b>\$ 68,272</b>	<b>\$ 69,041</b>	<b>\$ -</b>	<b>\$ -</b>
Lighting & Landscaping District	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>Transfers from Other Funds</b>		<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
General Fund Successor Agency Advance	3655	\$ 200,000	\$ -	\$ -	\$ -
General Fund General Liability Reserve	3659	30,000		-	-
General Fund PERS/OPEB Reserve	3671 & 3680	250,000		98,000	98,000
<b>Use of Fund Reserves</b>		<b>\$ 480,000</b>	<b>\$ -</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 704,951</b>	<b>\$ 1,303,668</b>	<b>\$ 1,490,700</b>	<b>\$ 1,534,300</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,263,223</b>	<b>\$ 1,382,709</b>	<b>\$ 1,598,700</b>	<b>\$ 1,642,300</b>

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

EXHIBIT B  
 101.540

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7001 Personnel - Regular	\$ -	\$ -	\$ -	\$ -
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	-	-	-	-
7107 Dental Insurance	-	-	-	-
7108 Group Health Insurance	-	-	-	-
7109 Group Life Insurance	-	-	-	-
7110 Workers' Compensation Insurance	-	-	-	-
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	-	-	-	-
7113 Medicare	-	-	-	-
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	32,378	-	300,000	300,000
7122 Deferred Compensation Contribution	-	-	-	-
7126 PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 32,378</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 32,378</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>

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

**EXHIBIT C  
101.540**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 207,760	\$ 203,869	\$ 215,000	\$ 215,000
<b>7421</b> Communications - Phones	50,982	42,870	50,000	45,000
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	3,910	7,337	5,200	5,200
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	16,144	-	400	400
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	55,762	43,820	20,000	34,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	335,030	329,683	347,900	302,000
<b>7434</b> Memberships, Dues, Books	1,370	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	231,854	44,223	33,200	33,700
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	880	940	1,000	1,000
<b>7442</b> Insurance Claims Expense	47,086	60,968	50,000	50,000
<b>7448</b> Other Interest Expense	67	-	2,000	2,000
<b>7458</b> Annexation Expense	-	199,000	199,000	199,000
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7626</b> Retiree Health Prefunding	280,000	450,000	375,000	455,000
<b>7661</b> Reserve Set-Aside	-	-	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 1,230,845</b>	<b>\$ 1,382,709</b>	<b>\$ 1,298,700</b>	<b>\$ 1,342,300</b>

Description	FY 2016 Adopted
<b>7420 Utilities - Electricity/Gas/Water</b>	
PG&E (City Hall, Service Center)	
Second Street Parking Garage	
Water (City Hall, Service Center, Library)	
West Valley Sanitation (Annual Service Charge for City Hall)	<b>\$ 215,000</b>
<b>7421 Communications - Phones</b>	
Telephone - City Hall Local/Long Distance Calls	
- City Hall Modem Connection for Financial System	
- Emergency Lines	
- Fax Lines (City Hall)	
- Switchboard	
	<b>45,000</b>
<b>7424 Office Expense</b>	
Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	<b>5,200</b>
<b>7427 Special Departmental Expense</b>	
Annual "Clean-Out Your Files" Day Promotional Materials and Refreshments	<b>400</b>
<b>7430 Professional &amp; Specialized Services</b>	
Sales Tax Audit - MuniServices Revenue Share Estimate (Offset w/ New Revenue)	28,000
STARS - Quarterly Sales Tax Report	6,000
	<b>34,000</b>
<b>7433 Insurance &amp; Surety Bonds</b>	
Comprehensive Insurance Premiums:	
Fidelity Bonds	1,000
Liability Insurance Pool	270,000
Property	31,000
	<b>302,000</b>
<b>7438 Other Charges</b>	
Armored Car Service	6,200
Credit Card Transaction Fees (City Hall Cashiering)	26,000
Pay Pal	1,500
	<b>33,700</b>
<b>SUB-TOTAL PAGE 1</b>	<b>\$ 635,300</b>

Description	FY 2016 Adopted
<b>7440</b> <u>Fees Paid to State</u> Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	<b>\$ 1,000</b>
<b>7442</b> <u>Insurance Claims Expense</u> General Liability Self-Insured Retention (SIR)	<b>50,000</b>
<b>7448</b> <u>Other Interest Expense</u> Estimated Interest on Refundable Faithful Performance Deposits	<b>2,000</b>
<b>7458</b> <u>Annexation Expense</u> Annexation Payment to City of San Jose (#3 of 40)	<b>199,000</b>
<b>7626</b> <u>Retiree Health Prefunding</u> GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB 6/30/13 Valuation)	<b>455,000</b>
<b>SUB-TOTAL PAGE 2</b>	<b>\$ 707,000</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 1,342,300</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

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

**EXHIBIT A**  
**236.549**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	2,894	5,000	5,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	2,894	5,000	5,000
Transfers Out (Exhibit E)	-	141,891	140,000	140,000
<b>Appropriation Total</b>	<b>\$ -</b>	<b>\$ 144,785</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>

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

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

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

**EXHIBIT C**  
**236.549**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones				
<b>7423</b> Clothing & Personal Expense				
<b>7424</b> Office Expense				
<b>7425</b> Minor Tools & Equipment				
<b>7427</b> Special Departmental Expense				
<b>7428</b> Maintenance of Buildings, Structures & Grounds				
<b>7429</b> Maintenance & Operation of Equipment				
<b>7430</b> Professional & Specialized Services	-	1,437	3,500	3,500
<b>7431</b> Promotional Expense				
<b>7432</b> Other Contractual Services				
<b>7433</b> Insurance & Surety Bonds				
<b>7434</b> Memberships, Dues, Books				
<b>7435</b> Professional Development & Meetings				
<b>7437</b> Staff Development				
<b>7438</b> Other Charges	-	1,457	1,500	1,500
<b>7439</b> Bad Debts				
<b>7440</b> Fees Paid to State				
<b>7442</b> Insurance Claims Expense				
<b>7550</b> User Charges - Motor Pool				
<b>7551</b> User Charges - IT Pool				
<b>7884</b> Machinery & Equipment				
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ -</b>	<b>\$ 2,894</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

Description	FY 2016 Adopted
<u>7430 Professional &amp; Specialized Services</u> CFD Administrative Services	\$ 3,500
<u>7438 Other Charges</u> Santa Clara County Administrative Fees	1,500
<p style="text-align: right;"><b>TOTAL</b></p>	<p style="text-align: right;"><b>\$ 5,000</b></p>

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

EXHIBIT E  
 236.549

Description	FY 2015 Adopted	FY 2016 Adopted
<b><u>9899 Operating Transfer Out</u></b>		
PD Field Services - 101.605	\$ 70,000	\$ 70,000
Fire Services - 101.610	70,000	70,000
<b>TOTAL</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>

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

**EXHIBIT A**  
**101.980**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services	\$ -	\$ 6,200	\$ 135,000	\$ 156,000
Supplies & Services	1,334,800	1,350,023	1,578,453	1,848,668
Equipment	15,000	295,250	198,300	366,000
Debt Service	943,314	940,128	941,693	941,333
<b>Appropriation Total</b>	<b>\$ 2,293,114</b>	<b>\$ 2,591,601</b>	<b>\$ 2,853,446</b>	<b>\$ 3,312,001</b>

FUNDING SOURCE(s)				
General Fund Revenues	\$ 2,278,114	\$ 2,296,351	\$ 2,520,146	\$ 2,790,001
CIPR	15,000	295,250	333,300	513,000
Construction Tax Reserve	-	-	-	-
General Plan Update Reserve	-	-	-	9,000
<b>Funding Source Total</b>	<b>\$ 2,293,114</b>	<b>\$ 2,591,601</b>	<b>\$ 2,853,446</b>	<b>\$ 3,312,001</b>

REVENUE DETAIL					
Description	Fund / Acct.				
General Fund Revenues		\$ -	\$ 6,200	\$ -	\$ -
Environmental Services - Garbage Franchise		511,940	511,940	521,500	511,500
Debt Service		943,314	940,128	941,693	941,333
CMLD Subsidy		822,860	838,083	1,056,953	1,337,168
<b>General Fund Revenues</b>		<b>\$ 2,278,114</b>	<b>\$ 2,296,351</b>	<b>\$ 2,520,146</b>	<b>\$ 2,790,001</b>
CIPR - Vehicle & Equipment Pool - Equip		\$ -	\$ 45,000	\$ 102,000	\$ 35,000
CIPR - Information Technology Pool - Equip		15,000	198,750	96,300	322,000
CIPR - Information Technology Pool - Position		-	-	135,000	156,000
CIPR - Park Maintenance - Water Use/Cost		-	40,000	-	-
CIPR - Park Maintenance - JDM Equip Repairs		-	11,500	-	-
<b>Capital Improvement Reserve</b>		<b>\$ 15,000</b>	<b>\$ 295,250</b>	<b>\$ 333,300</b>	<b>\$ 513,000</b>
Construction Tax Reserve		-	-	-	-
<b>Construction Tax Reserve</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
General Plan Update Reserve (IT Software)		\$ -	\$ -	\$ -	\$ 9,000
<b>General Plan Update Reserve</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,000</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 2,293,114</b>	<b>\$ 2,591,601</b>	<b>\$ 2,853,446</b>	<b>\$ 3,312,001</b>

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

EXHIBIT E  
 101.980

Description	FY 2015 Adopted	FY 2016 Adopted
<b><u>9899 Operating Transfer Out</u></b>		
Lighting & Landscaping District - 207.775 Park Maintenance (Subsidy)	\$ 1,056,953	\$ 1,337,168
Debt Service - City 2002 COP - 366.543	513,045	511,382
Debt Service - 1997 COP Street Maintenance - 368.544	428,648	429,951
Public Works - Environmental Programs - 209.715 (Garbage Franchise)	521,500	511,500
Public Works - Vehicle & Equipment Maint. - 641.750 (New Equipment) *	102,000	35,000
Information Technology - 647.547 (New Equipment) *	96,300	322,000
Information Technology - 647.547 (IT Administrator - Limited Term Position) *	135,000	156,000
Information Technology - 647.547 (Peak Democracy Software) **	-	9,000
* Funded from CIPR ** General Plan Update Reserve		
<b>General Fund Operating Transfers Total</b>	<b>\$ 2,853,446</b>	<b>\$ 3,312,001</b>

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

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

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services	\$ 21,783	\$ 1,279	\$ -	\$ -
Supplies & Services	78,110	21,840	10,000	10,000
Equipment	5,000	-	-	-
<b>Appropriation Total</b>	<b>\$ 104,893</b>	<b>\$ 23,119</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

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

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

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

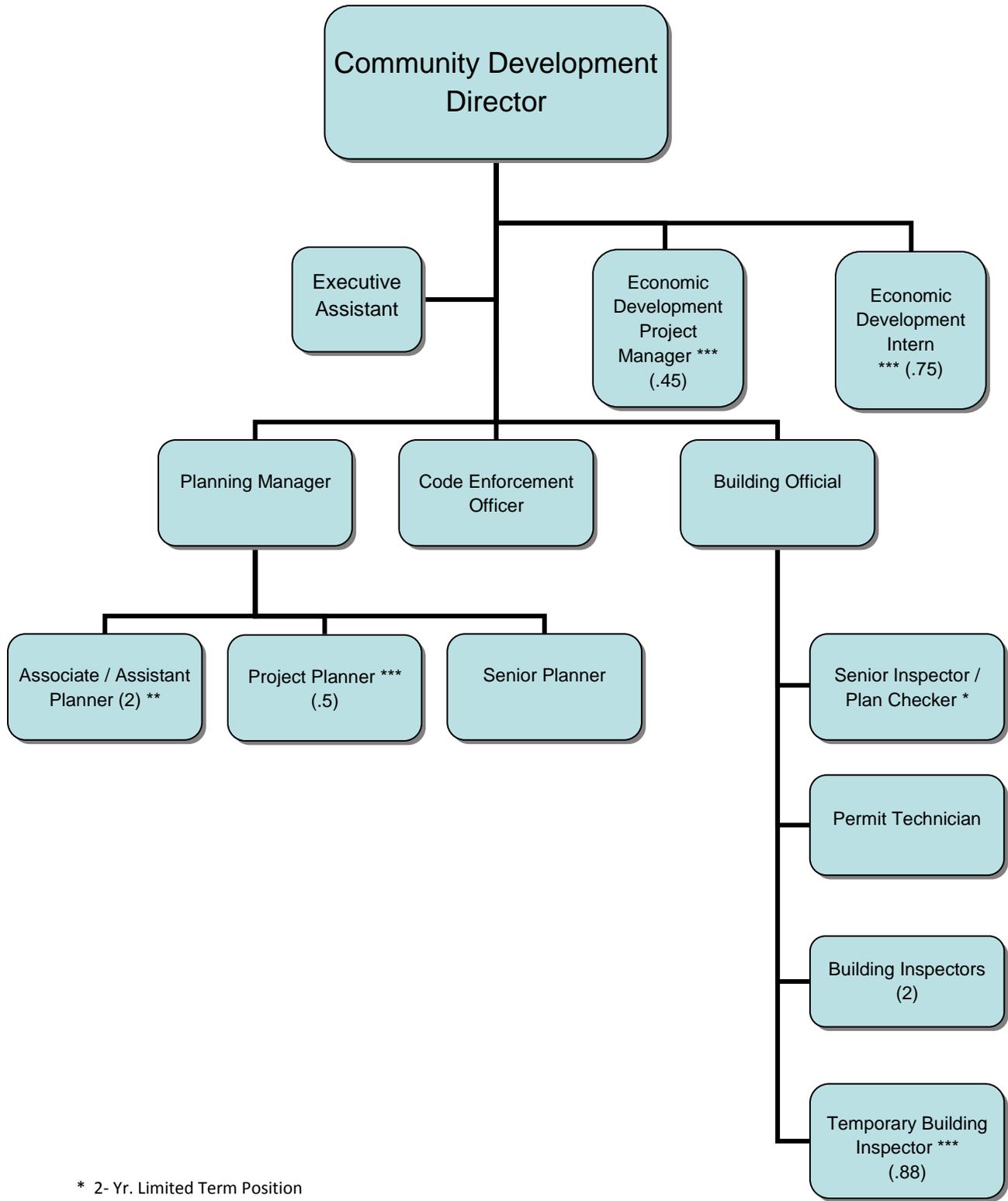
EXHIBIT E  
 Misc Funds

Description	FY 2015 Adopted	FY 2016 Adopted
<b><u>9899 Operating Transfer Out</u></b>		
<b>Association of Bay Area Governments (ABAG Grant):</b>		
Park Maintenance 207.775 - Risk Mitigation (Tree Trimming)	\$ 10,000	\$ 10,000
Community Center 101.527 - Risk Mitigation (Defibrillator)	-	-
Information Technology 647.547 - Risk Mitigation (Predictive Policing)	-	-
<b>Santa Clara County Grant:</b>		
<b>State of California Grant:</b>		
<b>Federal Grant:</b>		
	\$ 10,000	\$ 10,000

# Community Development



# Community Development Department 2015-2016



\* 2- Yr. Limited Term Position  
 \*\* 1 Position @ 2 Yr. Limited Term  
 \*\*\* Temporary

**COMMUNITY DEVELOPMENT PROGRAM SUMMARY**

**Expenditure Summary**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Employee Services (Exhibit B)	\$ 1,398,724	\$ 1,394,780	\$ 1,872,583	\$ 2,193,791
Supplies, Services & Capital Outlay (Exhibit C)	658,528.00	430,251.07	343,198.00	774,940.00
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>2,057,252.00</b>	<b>1,825,031.29</b>	<b>2,215,781.00</b>	<b>2,968,731.00</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 2,057,252</b>	<b>\$ 1,825,031</b>	<b>\$ 2,215,781</b>	<b>\$ 2,968,731</b>

**Revenue Summary**

Program Revenue	\$ 2,175,327	\$ 3,101,383	\$ 2,062,000	\$ 2,710,892
Transfers from Other Funds	-	-	-	-
Use of Reserves	334,461.00	(13,625.59)	303,231.00	745,507.00
Additional Fund Revenue	435,010.00	379,684.09	412,443.00	717,261.00
<b>Funding Source Total</b>	<b>\$ 2,944,798</b>	<b>\$ 3,467,442</b>	<b>\$ 2,777,674</b>	<b>\$ 4,173,660</b>

**Staffing (Full-Time Equivalents)**

<b>Permanent Position</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Administrative Analyst I	-	-	-	0.20
Assistant/Associate Planner	2.00	2.00	1.00	1.00
Associate Planner (Limited Term)	-	-	1.00	1.00
Building Division Manager / Bldg Official	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00
Executive Assistant	0.90	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Building Inspector	-	-	1.00	1.00
Senior Planner	-	-	1.00	1.00
<b>Permanent</b>	<b>9.90</b>	<b>10.00</b>	<b>12.00</b>	<b>12.20</b>
<b>Temporary Position</b>				
Building Inspector	0.88	0.88	0.88	0.88
Building Intern (Imaging Assistant)	-	-	-	0.64
Economic Development Intern	-	-	-	0.75
Planning Intern	0.13	0.13	0.13	0.13
Project Manager	-	-	-	0.45
Project Planner	-	0.50	0.50	0.50
<b>Temporary</b>	<b>1.01</b>	<b>1.51</b>	<b>1.51</b>	<b>3.35</b>
<b>Total Full Time Equivalents</b>	<b>10.91</b>	<b>11.51</b>	<b>13.51</b>	<b>15.55</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 – 2016**

- Establish formal, externally provided skills training for all planning commissioners

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	90% of call backs made within one business day.	98%	95%	96%
<b>2</b>	100% of public notices are filed accurately.	100%	99%	98%

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

**EXHIBIT A**  
**101.550**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 329,104	\$ 313,341	\$ 330,124	\$ 373,706
Supplies, Services & Capital Outlay (Exhibit C)	34,178	90,927	98,728	104,663
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	363,282	404,267	428,852	<b>478,369</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 363,282</b>	<b>\$ 404,267</b>	<b>\$ 428,852</b>	<b>\$ 478,369</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 117,326	\$ 174,653	\$ 241,000	\$ 159,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	27,000
Additional Fund Revenue	245,956	229,614	187,852	292,369
<b>Funding Source Total</b>	<b>\$ 363,282</b>	<b>\$ 404,267</b>	<b>\$ 428,852</b>	<b>\$ 478,369</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Telecommunications Facility Rents/Leases	4810	\$ 105,326	\$ 103,018	\$ 175,000	\$ 105,000
Farmers Market In-Lieu Fee	4155	12,000	12,000	12,000	-
Rental Dispute Fee *	4663	-	59,635	54,000	54,000
* Moved from 553 CDBG Prog					
<b>Program Revenue</b>		<b>\$ 117,326</b>	<b>\$ 174,653</b>	<b>\$ 241,000</b>	<b>\$ 159,000</b>
		\$ -	\$ -	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
CIPR - Limited Term Admin Analyst		\$ -	\$ -	\$ -	\$ 27,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 245,956</b>	<b>\$ 229,614</b>	<b>\$ 187,852</b>	<b>\$ 292,369</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 363,282</b>	<b>\$ 404,267</b>	<b>\$ 428,852</b>	<b>\$ 478,369</b>

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

**EXHIBIT B**  
**101.550**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 170,985	\$ 211,321	\$ 243,829	\$ 272,842
<b>7002</b> Personnel - Temporary	21,780	17,033	-	-
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 192,765</b>	<b>\$ 228,354</b>	<b>\$ 243,829</b>	<b>\$ 272,842</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	25,232	37,614	41,876	51,742
<b>7107</b> Dental Insurance	3,926	4,120	4,133	4,462
<b>7108</b> Group Health Insurance	26,993	30,452	29,500	32,782
<b>7109</b> Group Life Insurance	377	412	403	422
<b>7110</b> Workers' Compensation Insurance	858	905	1,156	1,441
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,244	1,459	1,471	1,850
<b>7113</b> Medicare	3,204	3,508	3,536	3,957
<b>7114</b> Auto Allowance	212	907	1,416	1,284
<b>7115</b> Cell Phone Allowance	17	214	360	324
<b>7118</b> Other Benefits Pay	651	2,676	-	-
<b>7120</b> Sick Leave Payout	37,578	-	-	-
<b>7121</b> Leave Balance Payout	33,002	-	-	-
<b>7122</b> Deferred Compensation Contribution	2,815	2,719	2,444	2,600
<b>7126</b> PARS 457 Retirement	230	-	-	-
<b>Total Benefits</b>	<b>\$ 136,339</b>	<b>\$ 84,987</b>	<b>\$ 86,295</b>	<b>\$ 100,864</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 329,104</b>	<b>\$ 313,341</b>	<b>\$ 330,124</b>	<b>\$ 373,706</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Community Development Director *	1.00	1.00	1.00	0.90	\$ 155,356
Planning Manager **	0.20	0.10	0.10	0.10	14,672
Executive Assistant	0.90	1.00	1.00	1.00	83,012
Administrative Analyst I ***	-	-	-	0.20	19,802
* 0.10 FTE Allocated to Prog 556					
** Balance funded in programs 551 & 552					
*** Balance in 510, 524, 535 & 701 Progs					
2 Year Limited Term					
<b>TOTAL</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>	<b>2.20</b>	<b>\$ 272,842</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
	-	-	-	-	\$ -
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C**  
**101.550**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7422</b> Advertising	3,455	5,016	4,000	4,000
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	3,375	3,833	3,500	4,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	207	158	325	325
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	230	515	515
<b>7430</b> Professional & Specialized Services	3,938	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	54,000	54,000	54,000
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	88	865	3,800	5,000
<b>7435</b> Professional Development & Meetings	4,430	5,704	8,000	12,000
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	307	123	-	-
<b>7551</b> User Charges - IT Pool	18,378	20,997	24,588	24,823
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 34,178</b>	<b>\$ 90,927</b>	<b>\$ 98,728</b>	<b>\$ 104,663</b>

Description	FY 2016 Adopted
<b><u>7422 Advertising</u></b> Publication of Legal Notices, EIR's, Etc.	\$ 4,000
<b><u>7424 Office Expense</u></b> Miscellaneous Printings, Maps, Publications, Office Supplies, Etc. Reproduction for General Plan & Public Meetings	4,000
<b><u>7427 Special Departmental Expense</u></b> Employee Recognition	325
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b> Microfiche Service Contract	515
<b><u>7432 Other Contractual Services</u></b> Rental Dispute Mediation (Project Sentinel) *	54,000
<b><u>7434 Memberships, Dues, Books</u></b> Books; Director & SCCAPO Dues & Subscriptions - APA, AICP & CDBG	5,000
<b><u>7435 Professional Development &amp; Meetings</u></b> All Staff (11 Employees) : APA, League of California Cities, Workshops, Build it Green, Historic Preservation Board	12,000
<b><u>7551 User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	24,823
<b>TOTAL</b>	<b>\$ 104,663</b>

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

**MISSION STATEMENT**

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

**ONGOING PROGRAM RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 – 2016**

- Begin comprehensive update to the City's Sign Ordinance
- Complete Wireless Ordinance Update per State Law changes and improve focus

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	80% of inquiry phone calls and emails are returned within one business day.	97%	95%	96%
<b>2</b>	90% of minor building permits receive a response within five business days.	96%	93%	85%
<b>3</b>	85% of major building permits receive a response within ten business days.	99%	98%	85%
<b>4</b>	100% of completeness letters are sent out within 30 days.	100%	100%	100%
<b>5</b>	100% permit-streamlining to applicable projects are completed within six months.	100%	100%	100%
<b>6</b>	90% of hearings are held within 60 days of application completeness.	99%	90%	98%

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

**EXHIBIT A**  
**101.551**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 233,040	\$ 322,651	\$ 453,493	\$ 535,243
Supplies, Services & Capital Outlay (Exhibit C)	15,760	58,370	19,145	31,914
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	248,800	381,021	472,638	<b>567,157</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 248,800</b>	<b>\$ 381,021</b>	<b>\$ 472,638</b>	<b>\$ 567,157</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 241,787	\$ 395,379	\$ 250,000	\$ 235,300
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	120,000	145,000
Additional Fund Revenue	7,013	(14,358)	102,638	186,857
<b>Funding Source Total</b>	<b>\$ 248,800</b>	<b>\$ 381,021</b>	<b>\$ 472,638</b>	<b>\$ 567,157</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Zoning Fees	4660	\$ 241,787	\$ 395,379	\$ 250,000	\$ 235,300
<b>Program Revenue</b>		<b>\$ 241,787</b>	<b>\$ 395,379</b>	<b>\$ 250,000</b>	<b>\$ 235,300</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Beginning Fund Balance - CIPR *		-	-	\$ 120,000	\$ 145,000
* Limited Term Position					
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>\$ 145,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 7,013</b>	<b>\$ (14,358)</b>	<b>\$ 102,638</b>	<b>\$ 186,857</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 248,800</b>	<b>\$ 381,021</b>	<b>\$ 472,638</b>	<b>\$ 567,157</b>

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

**EXHIBIT B  
101.551**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 168,732	\$ 208,668	\$ 296,986	\$ 348,402
<b>7002</b> Personnel - Temporary	4,360	19,213	39,000	39,000
<b>7003</b> Personnel - Overtime	3,112	5,981	4,000	15,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 176,204</b>	<b>\$ 233,862</b>	<b>\$ 339,986</b>	<b>\$ 402,402</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	24,369	37,038	51,004	66,071
<b>7107</b> Dental Insurance	2,812	3,925	5,708	5,882
<b>7108</b> Group Health Insurance	20,655	27,059	40,676	42,452
<b>7109</b> Group Life Insurance	292	386	556	556
<b>7110</b> Workers' Compensation Insurance	1,288	1,968	4,227	5,393
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,032	1,374	1,836	2,242
<b>7113</b> Medicare	2,834	3,635	4,873	5,618
<b>7114</b> Auto Allowance	530	788	480	480
<b>7115</b> Cell Phone Allowance	41	100	-	-
<b>7118</b> Other Benefits Pay	991	2,628	-	-
<b>7120</b> Sick Leave Payout	-	1,683	-	-
<b>7121</b> Leave Balance Payout	-	5,767	-	-
<b>7122</b> Deferred Compensation Contribution	1,935	2,401	3,640	3,640
<b>7126</b> PARS 457 Retirement	57	39	507	507
<b>Total Benefits</b>	<b>\$ 56,836</b>	<b>\$ 88,789</b>	<b>\$ 113,507</b>	<b>\$ 132,841</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 233,040</b>	<b>\$ 322,651</b>	<b>\$ 453,493</b>	<b>\$ 535,243</b>

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

**EXHIBIT B-1  
 101.551**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Planning Manager *	0.50	0.50	0.50	0.50	\$ 73,362
Assistant/Associate Planner **	1.80	1.40	0.70	0.70	80,066
Associate Planner (Limited Term) ***	-	-	1.00	1.00	106,340
Senior Planner ****	-	-	0.70	0.70	88,634
* Balance Funded in 550 & 552					
** Balance Funded in Program 552					
*** Limited Term (2-Years)					
**** Balance Funded in Program 557					
	<b>2.30</b>	<b>1.90</b>	<b>2.90</b>	<b>2.90</b>	<b>\$ 348,402</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Planning Intern	0.13	0.13	0.13	0.13	\$ 5,000
Project Planner	-	0.50	0.50	0.50	34,000
	<b>0.13</b>	<b>0.63</b>	<b>0.63</b>	<b>0.63</b>	<b>\$ 39,000</b>

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

**EXHIBIT C**  
**101.551**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	230	150	500	1,000
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maint. & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	41,159	-	10,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,747	1,139	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	13,783	15,922	18,645	20,914
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 15,760</b>	<b>\$ 58,370</b>	<b>\$ 19,145</b>	<b>\$ 31,914</b>

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

**EXHIBIT C-1**  
**101.551**  
**Page 1**

Description	FY 2016 Adopted
<b><u>7427</u></b> <b><u>Special Departmental Expense</u></b> Historic Preservation Board Projects	\$ 1,000
<b><u>7430</u></b> <b><u>Professional &amp; Specialized Services</u></b> Architectual Advisory Services	10,000
<b><u>7551</u></b> <b><u>User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	20,914
<p style="text-align: right;"><b>TOTAL</b></p>	<p style="text-align: right;"><b>\$ 31,914</b></p>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

- Manage and update the General Plan as needed
- Monitor State and Federal legal decisions, judicial decisions and regulations affecting planning, land use, and environmental review
- Represent the City on regional issues affecting land use and planning
- 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 2015 – 2016**

- Complete preparation of the Dell Avenue Area Plan
- Begin comprehensive update to the General Plan
- Historic Designation Policy Review to understand impact upon property owners

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	85% of policy development milestones and projects are completed according to the approved Work Plan.	60%	60%	65%

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

**EXHIBIT A**  
**101.552**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 177,447	\$ 118,711	\$ 112,160	\$ 126,468
Supplies, Services & Capital Outlay (Exhibit C)	4,594	45,717	9,793	360,559
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	182,041	164,428	121,953	<b>487,027</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 182,041</b>	<b>\$ 164,428</b>	<b>\$ 121,953</b>	<b>\$ 487,027</b>

**FUNDING SOURCE(s)**

Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	350,000
Additional Fund Revenue	182,041	164,428	121,953	137,027
<b>Funding Source Total</b>	<b>\$ 182,041</b>	<b>\$ 164,428</b>	<b>\$ 121,953</b>	<b>\$ 487,027</b>

**REVENUE DETAIL**

Description	Fund / Acct.				
General Plan Maintenance Fee *	4670	\$ 60,264	\$ 113,865	\$ -	\$ 116,369
* Non-Operating Revenue					
<b>Program Revenue</b>		<b>\$ 60,264</b>	<b>\$ 113,865</b>	<b>\$ -</b>	<b>\$ 116,369</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Beginning Fund Balance - CIPR (Housing Element)		-	.	-	-
Beginning Fund Balance - CIPR (General Plan)		-	-	-	-
General Plan Update Reserve	3677	-	-	-	350,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 182,041</b>	<b>\$ 164,428</b>	<b>\$ 121,953</b>	<b>\$ 137,027</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 242,305</b>	<b>\$ 278,293</b>	<b>\$ 121,953</b>	<b>\$ 603,396</b>

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

**EXHIBIT B  
101.552**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 132,131	\$ 83,858	\$ 82,978	\$ 93,003
<b>7002</b> Personnel - Temporary	-	825	-	-
<b>7003</b> Personnel - Overtime	2,239	1,226	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 134,370</b>	<b>\$ 85,909</b>	<b>\$ 82,978</b>	<b>\$ 93,003</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	19,098	13,874	14,250	17,637
<b>7107</b> Dental Insurance	2,088	1,347	1,377	1,419
<b>7108</b> Group Health Insurance	15,040	10,294	9,835	10,263
<b>7109</b> Group Life Insurance	217	132	135	135
<b>7110</b> Workers' Compensation Insurance	974	522	694	863
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	754	512	497	609
<b>7113</b> Medicare	1,942	1,296	1,204	1,349
<b>7114</b> Auto Allowance	318	519	384	384
<b>7115</b> Cell Phone Allowance	25	60	-	-
<b>7118</b> Other Benefits Pay	1,117	1,364	-	-
<b>7120</b> Sick Leave Payout	-	459	-	-
<b>7121</b> Leave Balance Payout	-	1,573	-	-
<b>7122</b> Deferred Compensation Contribution	1,504	848	806	806
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 43,077</b>	<b>\$ 32,802</b>	<b>\$ 29,182</b>	<b>\$ 33,465</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 177,447</b>	<b>\$ 118,711</b>	<b>\$ 112,160</b>	<b>\$ 126,468</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Planning Manager *	0.30	0.40	0.40	0.40	\$ 58,689
Assistant/Associate Planner **	0.20	0.30	0.30	0.30	34,314
* Balance Funded in Programs 550 & 551					
** Balance Funded in Programs 551 & 557					
<b>TOTAL</b>	<b>0.50</b>	<b>0.70</b>	<b>0.70</b>	<b>0.70</b>	<b>\$ 93,003</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
					\$ -
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C**  
**101.552**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	1,707	3,500	3,500
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	37,973	-	350,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	663	-	-
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	4,594	5,374	6,293	7,059
7884 Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 4,594</b>	<b>\$ 45,717</b>	<b>\$ 9,793</b>	<b>\$ 360,559</b>

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

**EXHIBIT C-1**  
**101.552**  
**Page 1**

Description	FY 2016 Adopted
<b>7427 <u>Special Departmental Expense</u></b> Local Area Formation Commission (LAFCO) Fee - Mandate	\$ 3,500
<b>7430 <u>Professional &amp; Specialized Services</u></b> Consultants to prepare Comprehensive update to General Plan & EIR * (Estimated Cost of \$1 Million Over 3 Years - FY 16 Phase I)	350,000
<b>7551 <u>User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	7,059
<p>* Funded from General Plan Maintenance Fee Reserve &amp; CIPR</p> <p style="text-align: right;"><b>TOTAL</b></p>	<p><b>\$ 360,559</b></p>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Resolve 75% of investigated code cases.	75%	75%	75%

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

**EXHIBIT A**  
**208.553**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 41,276	\$ 17,769	\$ 9,633	\$ 9,690
Supplies, Services & Capital Outlay (Exhibit C)	20,277	16,166	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	61,553	33,935	9,633	9,690
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 61,553</b>	<b>\$ 33,935</b>	<b>\$ 9,633</b>	<b>\$ 9,690</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 103,093	\$ 40,006	\$ 10,000	\$ 10,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	(41,540)	(6,071)	(367)	(310)
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 61,553</b>	<b>\$ 33,935</b>	<b>\$ 9,633</b>	<b>\$ 9,690</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Support Services:					
CDBG County Rehab.	4520	\$ -	\$ -	\$ -	\$ -
CDBG County Code Enforcement	4520	40,000	40,000	10,000	10,000
Other Revenue	4965	148	6	-	-
Rental Dispute Fees	4663	62,945	-	-	-
<b>Program Revenue</b>		<b>\$ 103,093</b>	<b>\$ 40,006</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Beginning Fund Balance		\$ (41,540)	\$ (6,071)	\$ (367)	\$ (310)
<b>Use of Fund Reserves</b>		<b>\$ (41,540)</b>	<b>\$ (6,071)</b>	<b>\$ (367)</b>	<b>\$ (310)</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 61,553</b>	<b>\$ 33,935</b>	<b>\$ 9,633</b>	<b>\$ 9,690</b>

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

**EXHIBIT B**  
**208.553**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7001 Personnel - Regular	\$ 27,180	\$ 13,077	\$ 6,769	\$ 6,850
7002 Personnel - Temporary	5,115	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 32,295</b>	<b>\$ 13,077</b>	<b>\$ 6,769</b>	<b>\$ 6,850</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	11	11
7106 Retirement	3,896	2,127	1,162	1,299
7107 Dental Insurance	545	483	138	142
7108 Group Health Insurance	3,091	1,385	981	1,024
7109 Group Life Insurance	57	44	13	13
7110 Workers' Compensation Insurance	291	133	328	110
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	181	142	42	51
7113 Medicare	479	201	98	99
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	9	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	374	167	91	91
7126 PARS 457 Retirement	67	-	-	-
<b>Total Benefits</b>	<b>\$ 8,981</b>	<b>\$ 4,692</b>	<b>\$ 2,864</b>	<b>\$ 2,840</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 41,276</b>	<b>\$ 17,769</b>	<b>\$ 9,633</b>	<b>\$ 9,690</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Building Inspector *	0.05	0.05	-	-	\$ -
Code Enforcement Officer *	0.26	0.25	0.07	0.07	6,850
* Balance Funded in Program 554					
<b>TOTAL</b>	<b>0.31</b>	<b>0.30</b>	<b>0.07</b>	<b>0.07</b>	<b>\$ 6,850</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C**  
**208.553**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	2,342	16,054	-	-
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	17,935	112	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 20,277</b>	<b>\$ 16,166</b>	<b>\$ -</b>	<b>\$ -</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Install public computer workstation at lobby counter
- Complete the inventory of “soft-shell” apartment units
- Continue to implement process to close-out unresolved code cases
- Review inspection process with intent to increase efficiencies at inspector level

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	85% of all plan check submittals are given first review for compliance with codes within ten days of submittal.	100%	100%	100%
<b>2</b>	85% of time all inspections are made the day following the request.	100%	100%	100%
<b>3</b>	80% of simple tenant improvements and minor permits are issued over-the-counter. *	95%	95%	95%
<b>4</b>	90% of permit application for plan review are checked for completeness, compiled and proper routing within 2-hours of submittal.	85%	85%	85%
<b>5</b>	90% of plan review applications are given preliminary review for completeness, valuation and proper routing within 3 days of submittal. *	100%	100%	100%
<b>6</b>	80% of "Final" permits having plans are pulled from active storage and formatted for digital imaging within 5 days of final inspection.	60%	70%	70%
<b>7</b>	90% of all minor nuisance complaints resolved within 30 days.	65%	85%	85%
<b>8</b>	90% of code enforcement inquiries are responded to within three business days.	85%	85%	85%

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

**EXHIBIT A**  
**101.554**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 587,847	\$ 590,043	\$ 925,375	\$ 998,017
Supplies, Services & Capital Outlay (Exhibit C)	146,675	219,072	147,732	195,646
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	734,522	809,115	1,073,107	<b>1,193,663</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 734,522</b>	<b>\$ 809,115</b>	<b>\$ 1,073,107</b>	<b>\$ 1,193,663</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 1,622,068	\$ 2,451,525	\$ 1,500,000	\$ 2,233,592
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	135,000	165,000
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 1,622,068</b>	<b>\$ 2,451,525</b>	<b>\$ 1,635,000</b>	<b>\$ 2,398,592</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Construction Tax *	4151	\$ 67,920	\$ 212,523	\$ -	\$ -
Construction Permits	4210	1,046,860	1,857,564	1,120,000	1,591,497
Advance Plan Check Fees	4211	443,251	272,904	300,000	494,349
Building Division General Revenue	4212	9,792	9,365	13,000	32,856
Plan Check Fee - Title 24 Energy	4213	36,826	68,205	50,000	98,890
Document Imaging Fees	4661	15,950	18,640	15,000	15,000
Code Enforcement Fees	4671	1,000	1,100	2,000	1,000
Code Enforcement Fines	4371	-	9,645	-	-
Other Revenue	4965	469	1,579	-	-
* Non-Operating Revenue					
<b>Program Revenue</b>		<b>\$ 1,622,068</b>	<b>\$ 2,451,525</b>	<b>\$ 1,500,000</b>	<b>\$ 2,233,592</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Beginning Fund Balance - CIPR *		\$ -	\$ -	\$ 135,000	\$ 165,000
* Limited Term Position					
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 135,000</b>	<b>\$ 165,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,622,068</b>	<b>\$ 2,451,525</b>	<b>\$ 1,635,000</b>	<b>\$ 2,398,592</b>

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

**EXHIBIT B**  
**101.554**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 384,535	\$ 379,511	\$ 605,286	\$ 642,904
<b>7002</b> Personnel - Temporary	63,400	60,447	72,800	92,800
<b>7003</b> Personnel - Overtime	804	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 448,739</b>	<b>\$ 439,959</b>	<b>\$ 678,086</b>	<b>\$ 735,704</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	450	450	440	590
<b>7106</b> Retirement	55,730	62,129	103,952	121,921
<b>7107</b> Dental Insurance	6,609	7,889	11,670	12,026
<b>7108</b> Group Health Insurance	47,385	50,703	83,175	86,804
<b>7109</b> Group Life Insurance	687	776	947	1,139
<b>7110</b> Workers' Compensation Insurance	4,246	4,388	24,987	13,528
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	2,393	2,677	3,150	4,581
<b>7113</b> Medicare	6,918	6,775	9,833	10,669
<b>7114</b> Auto Allowance	979	963	960	960
<b>7115</b> Cell Phone Allowance	1,101	1,344	1,080	1,440
<b>7118</b> Other Benefits Pay	3,760	2,153	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	3,513	4,379	-	-
<b>7122</b> Deferred Compensation Contribution	4,513	4,672	6,149	7,449
<b>7126</b> PARS 457 Retirement	824	786	946	1,206
<b>Total Benefits</b>	<b>\$ 139,108</b>	<b>\$ 150,084</b>	<b>\$ 247,289</b>	<b>\$ 262,313</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 587,847</b>	<b>\$ 590,043</b>	<b>\$ 925,375</b>	<b>\$ 998,017</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Building Division Manager / Bldg Official	1.00	1.00	1.00	1.00	\$ 145,580
Building Inspector	1.95	1.95	2.00	2.00	204,008
Code Enforcement Officer *	0.74	0.75	0.93	0.93	91,014
Permit Technician	1.00	1.00	1.00	1.00	80,060
Senior Building Inspector **	-	-	1.00	1.00	122,242
* Balance in Program 553					
** Limited Term (2 years)					
<b>TOTAL</b>	<b>4.69</b>	<b>4.70</b>	<b>5.93</b>	<b>5.93</b>	<b>\$ 642,904</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Temporary Building Inspector	0.88	0.88	0.88	0.88	\$ 72,800
Building Intern (Imaging Assistant)*	-	-	-	0.64	20,000
* \$15/ hr = 1,333 hours					
<b>TOTAL</b>	<b>0.88</b>	<b>0.88</b>	<b>0.88</b>	<b>1.52</b>	<b>\$ 92,800</b>

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

**EXHIBIT C**  
**101.554**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	438	-	500	500
<b>7423</b> Clothing & Personal Expense	-	-	150	150
<b>7424</b> Office Expense	5,983	6,381	4,000	5,000
<b>7425</b> Minor Tools & Equipment	-	77	150	150
<b>7427</b> Special Departmental Expense	-	93	-	-
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	81,178	145,134	70,000	110,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,123	3,720	3,200	3,200
<b>7435</b> Professional Development & Meetings	296	1,386	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	20,901	22,087	22,663	23,848
<b>7551</b> User Charges - IT Pool	36,756	40,194	47,069	52,798
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 146,675</b>	<b>\$ 219,072</b>	<b>\$ 147,732</b>	<b>\$ 195,646</b>

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

EXHIBIT C-1  
 101.554  
 Page 1

Description	FY 2016 Adopted
<b>7421 <u>Communications - Phones</u></b> Cellular Phones & Service	\$ 500
<b>7423 <u>Clothing &amp; Personal Expense</u></b> Replacement for Damaged Clothing	150
<b>7424 <u>Office Expense</u></b> Printing, Maps, Etc.	5,000
<b>7425 <u>Minor Tools &amp; Equipment</u></b> Miscellaneous Equipment & Supplies	150
<b>7430 <u>Professional &amp; Specialized Services</u></b> Contract plan Checking - Structural Engineer Fees Graffiti Abatement	90,000 20,000 <b>110,000</b>
<b>7434 <u>Memberships, Dues, Books</u></b> Books California Association of Building Officials (CABO) Dues International Code Council (ICC) Dues	1,500 600 1,100 <b>3,200</b>
<b>7550 <u>User Charges - Motor Pool</u></b> Use of City Vehicles	<b>23,848</b>
<b>7551 <u>User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>52,798</b>
<b>TOTAL</b>	<b>\$ 195,646</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

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

**EXHIBIT A**  
**101.556**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ 98,650
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	14,358
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	<b>113,008</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 113,008</b>

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

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

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

**EXHIBIT B**  
**101.556**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular				\$ 17,262
<b>7002</b> Personnel - Temporary				73,251
<b>7003</b> Personnel - Overtime				-
<b>7005</b> Personnel - POST				-
<b>7103</b> Personnel - Holiday Pay				-
<b>Total Salaries</b>	-	-	-	<b>\$ 90,513</b>
<b>7104</b> Meal Allowance				\$ -
<b>7105</b> Uniform Allowance				-
<b>7106</b> Retirement				3,274
<b>7107</b> Dental Insurance				203
<b>7108</b> Group Health Insurance				1,529
<b>7109</b> Group Life Insurance				19
<b>7110</b> Workers' Compensation Insurance				478
<b>7111</b> Unemployment Insurance				
<b>7112</b> Group Disability Insurance				97
<b>7113</b> Medicare				1,313
<b>7114</b> Auto Allowance				132
<b>7115</b> Cell Phone Allowance				36
<b>7118</b> Other Benefits Pay				-
<b>7120</b> Sick Leave Payout				-
<b>7121</b> Leave Balance Payout				-
<b>7122</b> Deferred Compensation Contribution				104
<b>7126</b> PARS 457 Retirement				952
<b>Total Benefits</b>	-	-	-	<b>\$ 8,137</b>
<b>Total Salary &amp; Benefits</b>	-	-	-	<b>\$ 98,650</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Community Development Director *	-	-	-	0.10	\$ 17,262
* Balance in Prog 550					
<b>TOTAL</b>	-	-	-	<b>0.10</b>	<b>\$ 17,262</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Project Manager *	-	-	-	0.45	\$ 48,251
Economic Development Intern	-	-	-	0.75	25,000
* Moved from Prog 510 in FY 16					
<b>TOTAL</b>	-	-	-	<b>1.20</b>	<b>\$ 73,251</b>

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

**EXHIBIT C**  
**101.556**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones				
<b>7422</b> Advertising				4,000
<b>7423</b> Clothing & Personal Expense				
<b>7424</b> Office Expense				4,000
<b>7425</b> Minor Tools & Equipment				
<b>7427</b> Special Departmental Expense				
<b>7428</b> Maint. of Buildings, Structures & Grounds				
<b>7429</b> Maint. & Operation of Equipment				
<b>7430</b> Professional & Specialized Services				
<b>7431</b> Promotional Expense				
<b>7432</b> Other Contractual Services				
<b>7433</b> Insurance & Surety Bonds				
<b>7434</b> Memberships, Dues, Books				600
<b>7435</b> Professional Development & Meetings				3,000
<b>7437</b> Staff Development				
<b>7438</b> Other Charges				
<b>7439</b> Bad Debts				
<b>7440</b> Fees Paid to State				
<b>7442</b> Insurance Claims Expense				
<b>7550</b> User Charges - Motor Pool				
<b>7551</b> User Charges - IT Pool				2,758
<b>7884</b> Machinery & Equipment				
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,358</b>

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

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

Description	FY 2016 Adopted
<b><u>7422 Advertising</u></b> Promote Campbell	\$ 4,000
<b><u>7424 Office Expense</u></b> Office Supplies, Etc.	4,000
<b><u>7434 Memberships, Dues, Books</u></b> ICSC & DCBA Membership, Publication Subscriptions	600
<b><u>7435 Professional Development &amp; Meetings</u></b> ICSC Conferences, Workshops	3,000
<b><u>7551 User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	2,758
<b>TOTAL</b>	<b>\$ 14,358</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2015-2016**

- Conduct affordable housing study session to analyze density bonus, residential impact fees, inclusionary housing, and development impact fees

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

**EXHIBIT A**  
**233.557**

Description	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Actual	Adopted	Adopted
Employee Services (Exhibit B)	\$ 30,010	\$ 32,266	\$ 41,798	\$ 52,017
Supplies, Services & Capital Outlay (Exhibit C)	437,044	-	67,800	67,800
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	467,054	32,266	109,598	<b>119,817</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 467,054</b>	<b>\$ 32,266</b>	<b>\$ 109,598</b>	<b>\$ 119,817</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 91,053	\$ 39,820	\$ 61,000	\$ 61,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	376,001	(7,554)	48,598	58,817
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 467,054</b>	<b>\$ 32,266</b>	<b>\$ 109,598</b>	<b>\$ 119,817</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Investment Interest	4410	\$ 20,142	\$ 5,571	\$ 1,000	\$ 1,000
Loan Interest Revenue	4450	(17,955)	34,249	10,000	10,000
Loan Principal Repayment	4966	-	-	50,000	50,000
Rent/Lease Revenue	4810	4,163	-	-	-
B E G I N State Housing Loans	4553	-	-	-	-
Other Revenue	4965	84,703	-	-	-
<b>Program Revenue</b>		<b>\$ 91,053</b>	<b>\$ 39,820</b>	<b>\$ 61,000</b>	<b>\$ 61,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Beginning Fund Balance		\$ 376,001	\$ (7,554)	\$ 48,598	\$ 58,817
<b>Use of Fund Reserves</b>		<b>\$ 376,001</b>	<b>\$ (7,554)</b>	<b>\$ 48,598</b>	<b>\$ 58,817</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 467,054</b>	<b>\$ 32,266</b>	<b>\$ 109,598</b>	<b>\$ 119,817</b>

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

**EXHIBIT B**  
**233.557**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 3,963	\$ 19,649	\$ 30,295	\$ 37,986
<b>7002</b> Personnel - Temporary	24,050	375	-	-
<b>7003</b> Personnel - Overtime	60	965	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 28,073</b>	<b>\$ 20,988</b>	<b>\$ 30,295</b>	<b>\$ 37,986</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	579	3,197	5,203	7,204
<b>7107</b> Dental Insurance	83	369	590	608
<b>7108</b> Group Health Insurance	599	2,661	4,205	4,388
<b>7109</b> Group Life Insurance	9	33	58	58
<b>7110</b> Workers' Compensation Insurance	188	249	438	612
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	27	104	180	220
<b>7113</b> Medicare	402	339	439	551
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	-	-	-	-
<b>7120</b> Sick Leave Payout	-	918	-	-
<b>7121</b> Leave Balance Payout	-	3,145	-	-
<b>7122</b> Deferred Compensation Contribution	50	263	390	390
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 1,937</b>	<b>\$ 11,278</b>	<b>\$ 11,503</b>	<b>\$ 14,031</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 30,010</b>	<b>\$ 32,266</b>	<b>\$ 41,798</b>	<b>\$ 52,017</b>

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

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

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Assistant/Associate Planner	-	0.30	-	-	\$ -
Senior Planner	-	-	0.30	0.30	37,986
<b>TOTAL</b>	-	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>\$ 37,986</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
					\$ -
<b>TOTAL</b>	-	-	-	-	<b>\$ -</b>

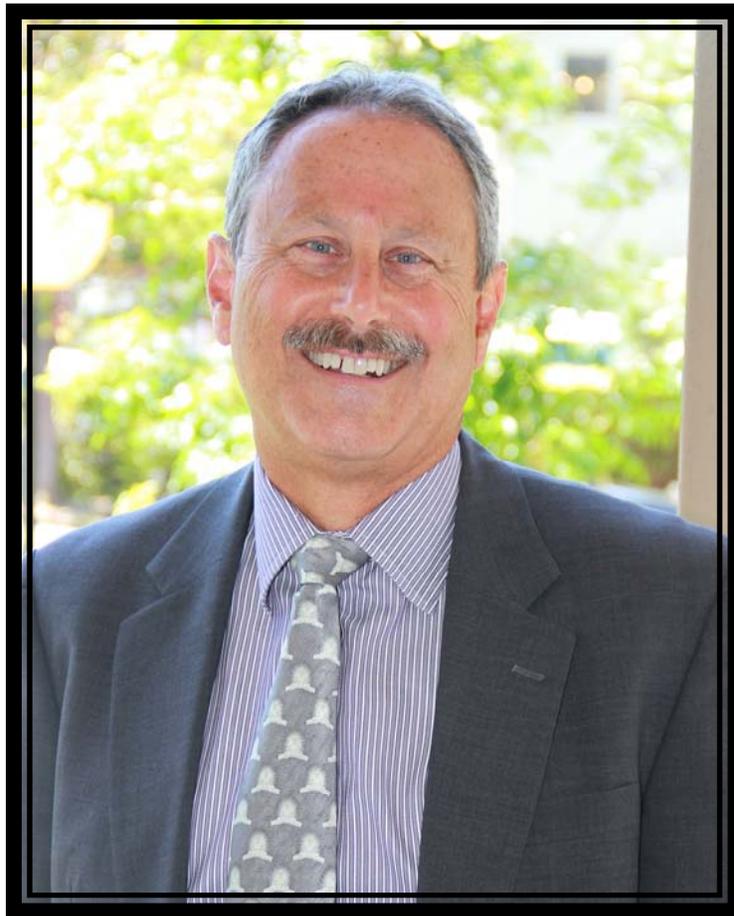
**CITY OF CAMPBELL**  
**OPERATING BUDGET - Supplies & Services Summary**  
**PROGRAM : COMMUNITY DEVELOPMENT - HOUSING ASSISTANCE**

**EXHIBIT C**  
**233.557**

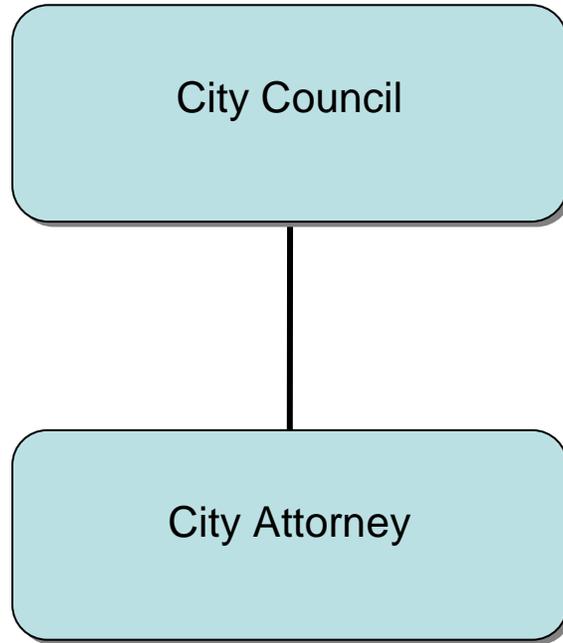
Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7422</b> Advertising	-	-	200	200
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	100	100
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	-	-	-	-
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	-	17,500	17,500
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	113,000	-	50,000	50,000
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7451</b> Loss on Sale of Property	323,427	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7880</b> Property Acquisition	617	-	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Supplies, Services &amp; Capital Outlay</b>	<b>\$ 437,044</b>	<b>\$ -</b>	<b>\$ 67,800</b>	<b>\$ 67,800</b>

Description	FY 2016 Adopted
<b>7422 Advertising</b>	
Promote Housing Assistance Availability	\$ 200
<b>7424 Office Expense</b>	
Office Supplies	100
<b>7430 Professional &amp; Specialized Services</b>	
General Consulting & Legal Services	15,000
Santa Clara County Homeless Study	2,500
	<b>17,500</b>
<b>7439 Bad Debts</b>	
Loan Forgiveness (Bankruptcy, Foreclosures, Short Sales)	<b>50,000</b>
<b>TOTAL</b>	<b>\$ 67,800</b>

# Legal Services



# Legal Services 2015 - 2016



## LEGAL SERVICES PROGRAM SUMMARY

### Expenditure Summary

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 227,905	\$ 296,140	\$ 344,617	\$ 373,309
Supplies, Services & Capital Outlay (Exhibit C)	2,592	3,845	8,562	8,757
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>230,497</b>	<b>299,985</b>	<b>353,179</b>	<b>382,066</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 230,497</b>	<b>\$ 299,985</b>	<b>\$ 353,179</b>	<b>\$ 382,066</b>

### Revenue Summary

Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	230,497	299,985	353,179	382,066
<b>Funding Source Total</b>	<b>\$ 10,210,578</b>	<b>\$ 11,162,939</b>	<b>\$ 12,324,452</b>	<b>\$ 13,245,617</b>

### Staffing (Full-Time Equivalents)

Permanent Position	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
City Attorney *	1.00	1.00	1.00	1.00
<b>Permanent</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Temporary Position</b>				
<b>Temporary</b>	-	-	-	-
<b>Total Full Time Equivalents</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Prepare updates to at least four chapters of the Municipal Code, including various chapters of the business licensing title
- Align the City's Massage Ordinance with new State law

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Complete review of 85% of all contract and other documents submitted for review within two (2) weeks of submission.	82%	82%	80%
<b>2</b>	Provide a response to 70% of all requests for a written opinion within four (4) weeks of submission.	97%	97%	94%
<b>3</b>	Provide a response to 85% of all requests for oral advice within two (2) working days of submission.	96%	100%	100%
<b>4</b>	Obtain a favorable outcome in at least 60% of all cases adjudicated to a final conclusion.	100%	100%	100%
<b>5</b>	Personally attend at least 85% of all regular City Council Meetings.	100%	96%	100%
<b>6</b>	Personally attend at least 85% of all regular Planning Commission Meetings.	100%	95%	90%
<b>7</b>	Provide approximately 1,200 hours of legal assistance annually.	1,131 hrs	1,287 hrs	1,392 hrs
<b>8</b>	Complete major workplan items within one (1) fiscal year.	1	1	4
<b>9</b>	Provide at least 250 office hours at City Hall each year.	327 hrs	343 hrs	396 hrs

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

EXHIBIT A  
 101.560

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 227,905	\$ 296,140	\$ 344,617	\$ 373,309
Supplies, Services & Capital Outlay (Exhibit C)	2,592	3,845	8,562	8,757
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	230,497	299,985	353,179	<b>382,066</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 230,497</b>	<b>\$ 299,985</b>	<b>\$ 353,179</b>	<b>\$ 382,066</b>

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	230,497	299,985	353,179	382,066
<b>Funding Source Total</b>	<b>\$ 230,497</b>	<b>\$ 299,985</b>	<b>\$ 353,179</b>	<b>\$ 382,066</b>

REVENUE DETAIL					
Description	Fund / Acct.				
		\$ -	\$ -	\$ -	\$ -
<b>Program Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 230,497</b>	<b>\$ 299,985</b>	<b>\$ 353,179</b>	<b>\$ 382,066</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 230,497</b>	<b>\$ 299,985</b>	<b>\$ 353,179</b>	<b>\$ 382,066</b>

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

**EXHIBIT B  
101.560**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 174,110	\$ 235,329	\$ 268,872	\$ 282,216
<b>7002</b> Personnel - Temporary	-	-	-	-
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 174,110</b>	<b>\$ 235,329</b>	<b>\$ 268,872</b>	<b>\$ 282,216</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	24,834	28,731	46,176	53,519
<b>7107</b> Dental Insurance	1,789	1,860	1,968	2,028
<b>7108</b> Group Health Insurance	23,946	25,848	21,444	28,800
<b>7109</b> Group Life Insurance	186	186	192	192
<b>7110</b> Workers' Compensation Insurance	515	774	1,274	1,490
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	-	-	792	972
<b>7113</b> Medicare	2,525	3,412	3,899	4,092
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	-	-	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	-	-	-	-
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 53,795</b>	<b>\$ 60,811</b>	<b>\$ 75,745</b>	<b>\$ 91,093</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 227,905</b>	<b>\$ 296,140</b>	<b>\$ 344,617</b>	<b>\$ 373,309</b>

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

**EXHIBIT B-1  
 101.560**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
City Attorney *	1.00	1.00	1.00	1.00	\$ 282,216
* Retainer and additional hourly charges per contract. Not a full-time position.					
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>\$ 282,216</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
101.560**

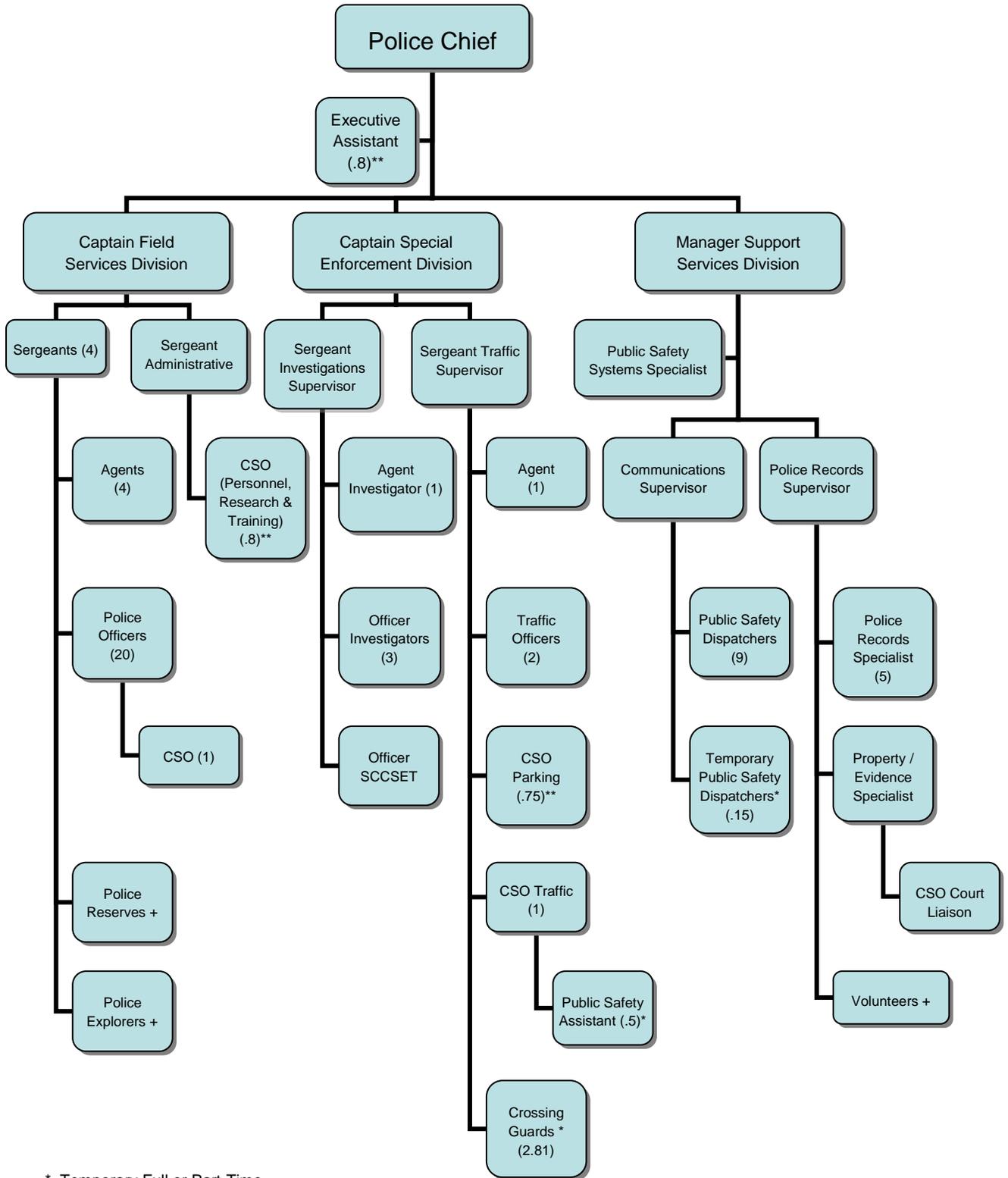
<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	15	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	183	23	500	500
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	600	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	880	960	3,920	3,976
<b>7435</b> Professional Development & Meetings	595	1,287	3,000	3,000
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	919	975	1,142	1,281
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 2,592</b>	<b>\$ 3,845</b>	<b>\$ 8,562</b>	<b>\$ 8,757</b>

Description	FY 2016 Adopted
<b><u>7427</u> Special Departmental Expense</b>	
Federal Express / Printing / Photocopying	\$ 500
<b><u>7434</u> Memberships, Dues, Books</b>	
Matthew-Bender On-line Publications:	1,056
California Litigation	
California Real Estate Law	
Case Reporters	
Statutes	
Continuing Education of the Bar Publications	2,225
IMLA	695
	<b>3,976</b>
<b><u>7435</u> Professional Development &amp; Meetings</b>	
League of California Cities Conference & Webinar	<b>3,000</b>
<b><u>7551</u> User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>1,281</b>
<b>TOTAL</b>	<b>\$ 8,757</b>

# Public Safety



# Police Department 2015 - 2016



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

**PUBLIC SAFETY PROGRAM SUMMARY**

**Expenditure Summary**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Employee Services (Exhibit B)	\$ 12,255,376	\$ 11,864,106	\$ 12,530,522	\$ 13,453,940
Supplies, Services & Capital Outlay (Exhibit C)	8,023,732	8,335,818	8,955,002	9,478,457
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>20,279,108</b>	<b>20,199,925</b>	<b>21,485,524</b>	<b>22,932,397</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 20,279,108</b>	<b>\$ 20,199,925</b>	<b>\$ 21,485,524</b>	<b>\$ 22,932,397</b>

**Revenue Summary**

Program Revenue	\$ 685,553	\$ 684,986	\$ 851,000	\$ 851,000
Transfers from Other Funds	35,119	154,824	252,600	240,500
Use of Reserves	-	-	-	-
Additional Fund Revenue	19,558,436	19,360,115	20,381,924	21,840,897
<b>Funding Source Total</b>	<b>\$ 20,279,108</b>	<b>\$ 20,199,925</b>	<b>\$ 21,485,524</b>	<b>\$ 22,932,397</b>

**Staffing (Full-Time Equivalents)**

<b>Permanent Positions</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Communications Supervisor	1.00	1.00	1.00	1.00
Community Services Officer	4.55	4.55	4.55	4.55
Executive Assistant	0.80	0.80	0.80	0.80
Police Agent	6.00	6.00	6.00	6.00
Police Captain	2.00	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00	1.00
Police Officer	25.00	26.00	26.00	26.00
Police Records Specialist	4.00	4.00	5.00	5.00
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
Support Services Manager	1.00	1.00	1.00	1.00
<b>Permanent</b>	<b>63.35</b>	<b>64.35</b>	<b>66.35</b>	<b>66.35</b>
<b>Temporary Positions</b>				
Crossing Guards	2.81	2.81	2.81	2.81
Part-Time Dispatcher (Per Diem Basis)	0.15	0.15	0.15	0.15
Part-Time Police Clerk	1.20	1.20	0.20	0.20
Public Safety Assistant	0.50	0.50	0.50	0.50
<b>Temporary</b>	<b>4.66</b>	<b>4.66</b>	<b>3.66</b>	<b>3.66</b>
<b>Total Full Time Equivalents</b>	<b>68.01</b>	<b>69.01</b>	<b>70.01</b>	<b>70.01</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**PERFORMANCE OUTCOMES**

	Measure	FY 13	FY 14	FY 15
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 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 513,331	\$ 532,370	\$ 488,910	\$ 531,674
Supplies, Services & Capital Outlay (Exhibit C)	279,574	281,709	313,426	303,169
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	792,905	814,079	802,336	<b>834,843</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 792,905</b>	<b>\$ 814,079</b>	<b>\$ 802,336</b>	<b>\$ 834,843</b>

FUNDING SOURCE(S)				
Program Revenue	66,295	28,060	20,000	\$ 20,000
Transfers from Other Funds	13,806	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	712,804	786,019	782,336	814,843
<b>Funding Source Total</b>	<b>\$ 792,905</b>	<b>\$ 814,079</b>	<b>\$ 802,336</b>	<b>\$ 834,843</b>

REVENUE DETAIL					
Description	Fund / Acct.				
POST Reimbursement	4588	\$ 48,756	\$ 27,941	\$ 20,000	\$ 20,000
DUI Cost Recovery *	4698	16,982	110	-	-
Other Revenue	4965	557	9	-	-
* Moved to Program 604 in FY 14.					
<b>Program Revenue</b>		<b>\$ 66,295</b>	<b>\$ 28,060</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
Association of Bay Area Government Grants	212	\$ 13,806	\$ -	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ 13,806</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 712,804</b>	<b>\$ 786,019</b>	<b>\$ 782,336</b>	<b>\$ 814,843</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 792,905</b>	<b>\$ 814,079</b>	<b>\$ 802,336</b>	<b>\$ 834,843</b>

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

**EXHIBIT B  
101.601**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 236,094	\$ 235,833	\$ 242,308	\$ 263,643
<b>7002</b> Personnel - Temporary	-	-	-	-
<b>7003</b> Personnel - Overtime	83,213	91,810	100,000	100,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 319,307</b>	<b>\$ 327,643</b>	<b>\$ 342,308</b>	<b>\$ 363,643</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	1,100	1,100	-	-
<b>7106</b> Retirement	86,758	93,187	97,508	114,899
<b>7107</b> Dental Insurance	4,730	4,947	3,936	4,056
<b>7108</b> Group Health Insurance	31,263	31,631	25,889	27,066
<b>7109</b> Group Life Insurance	501	504	384	384
<b>7110</b> Workers' Compensation Insurance	12,594	14,214	11,640	14,019
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,400	1,396	1,392	1,704
<b>7113</b> Medicare	5,629	5,806	3,513	3,823
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	2,126	7,519	-	-
<b>7120</b> Sick Leave Payout	33,735	28,234	-	-
<b>7121</b> Leave Balance Payout	11,761	13,760	-	-
<b>7122</b> Deferred Compensation Contribution	2,427	2,428	2,340	2,080
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 194,024</b>	<b>\$ 204,726</b>	<b>\$ 146,602</b>	<b>\$ 168,031</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 513,331</b>	<b>\$ 532,370</b>	<b>\$ 488,910</b>	<b>\$ 531,674</b>

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

**EXHIBIT B-1  
 101.601**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Police Chief	1.00	1.00	1.00	1.00	\$ 197,233
Executive Assistant	0.80	0.80	0.80	0.80	66,410
<b>TOTAL</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>\$ 263,643</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
101.601**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	1,106	2,438	1,000	1,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	4,844	4,271	2,800	3,500
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	146,497	142,153	159,822	159,111
<b>7431</b> Promotional Expense	4,508	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	6,424	5,681	7,200	7,200
<b>7435</b> Professional Development & Meetings	12,350	10,706	12,000	12,000
<b>7437</b> Staff Development	50,550	59,856	70,000	55,000
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	34,917	37,107	37,772	39,747
<b>7551</b> User Charges - IT Pool	18,378	19,497	22,832	25,611
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>7450</b> Booking Fees	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 279,574</b>	<b>\$ 281,709</b>	<b>\$ 313,426</b>	<b>\$ 303,169</b>

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

**EXHIBIT C-1**  
**101.601**  
**Page 1**

Description	FY 2016 Adopted
<b><u>7424 Office Expense</u></b>	
Office Supplies	\$ 1,000
<b><u>7427 Special Departmental Expense</u></b>	
Department Employee Recognition	800
Department Meeting	1,000
Miscellaneous Equipment/Training	700
Other Department-Wide Supplies	1,000
	<b>3,500</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Annual Update & Reprint of General Order Manual - Lexipol	5,550
Cal-ID Santa Clara Automated Fingerprint System (Fee Calculated by Usage)	22,438
Contracted Background Checks	10,000
Contracted Legal Service	3,000
Crime Lab Fees	118,123
	<b>159,111</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books & Subscriptions	1,200
Dues	6,000
	<b>7,200</b>
<b><u>7435 Professional Development &amp; Meetings</u></b>	
Professional Development	<b>12,000</b>
<b><u>7437 Staff Development</u></b>	
Training Costs (Includes POST Training)	<b>55,000</b>
<b><u>7550 User Charges - Motor Pool</u></b>	
Use of City Vehicles	<b>39,747</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>25,611</b>
<b>TOTAL</b>	<b>\$ 303,169</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Purchase and replacement of Police Computer Aided Dispatch, Records Management System, and Mobile Data Computer System Replacements (Multi-year Project)

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	90% of incoming 9-1-1 calls are answered within ten seconds	97%	96%	96%
<b>2</b>	90% of emergency calls for service are dispatched in less than two minutes	98%	96%	97%

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

**EXHIBIT A  
101.602**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Employee Services (Exhibit B)	\$ 1,448,039	\$ 1,471,791	\$ 1,661,881	\$ 1,724,832
Supplies, Services & Capital Outlay (Exhibit C)	211,072	213,521	245,091	432,318
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,659,111	1,685,312	1,906,972	2,157,150
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,659,111</b>	<b>\$ 1,685,312</b>	<b>\$ 1,906,972</b>	<b>\$ 2,157,150</b>

<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ 27,717	\$ 51,318	\$ 35,000	\$ 35,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,631,394	1,633,994	1,871,972	2,122,150
<b>Funding Source Total</b>	<b>\$ 1,659,111</b>	<b>\$ 1,685,312</b>	<b>\$ 1,906,972</b>	<b>\$ 2,157,150</b>

<b>REVENUE DETAIL</b>					
<b>Description</b>	<b>Fund / Acct.</b>				
CAL NENA/APCO Reimbursement	4707	\$ -	\$ 7,944	\$ 3,000	\$ 3,000
9-1-1 Phone Maintenance Reimb.	4708	2,311	-	7,000	7,000
False Alarm Fees	4693	25,406	43,374	25,000	25,000
<b>Program Revenue</b>		<b>\$ 27,717</b>	<b>\$ 51,318</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 1,631,394</b>	<b>\$ 1,633,994</b>	<b>\$ 1,871,972</b>	<b>\$ 2,122,150</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,659,111</b>	<b>\$ 1,685,312</b>	<b>\$ 1,906,972</b>	<b>\$ 2,157,150</b>

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

**EXHIBIT B  
101.602**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 947,155	\$ 897,921	\$ 1,096,457	\$ 1,114,238
<b>7002</b> Personnel - Temporary	8,560	9,090	10,000	10,000
<b>7003</b> Personnel - Overtime	79,410	76,655	60,000	70,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	42,832	43,653	45,174	45,271
<b>Total Salaries</b>	<b>\$ 1,077,957</b>	<b>\$ 1,027,319</b>	<b>\$ 1,211,631</b>	<b>\$ 1,239,509</b>
<b>7104</b> Meal Allowance	\$ 1,062	\$ 1,225	\$ 200	\$ 200
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	142,468	159,648	196,065	219,888
<b>7107</b> Dental Insurance	18,428	18,872	22,632	23,322
<b>7108</b> Group Health Insurance	155,244	156,333	184,614	191,652
<b>7109</b> Group Life Insurance	2,828	2,762	3,168	3,168
<b>7110</b> Workers' Compensation Insurance	3,216	3,570	5,340	7,067
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	6,219	6,079	6,996	8,538
<b>7113</b> Medicare	15,580	15,547	16,045	16,298
<b>7114</b> Auto Allowance	489	481	480	480
<b>7115</b> Cell Phone Allowance	551	542	540	540
<b>7118</b> Other Benefits Pay	2,910	36,782	-	-
<b>7120</b> Sick Leave Payout	-	11,069	-	-
<b>7121</b> Leave Balance Payout	8,245	19,171	-	-
<b>7122</b> Deferred Compensation Contribution	12,731	12,304	14,040	14,040
<b>7126</b> PARS 457 Retirement	111	87	130	130
<b>Total Benefits</b>	<b>\$ 370,082</b>	<b>\$ 444,472</b>	<b>\$ 450,250</b>	<b>\$ 485,323</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 1,448,039</b>	<b>\$ 1,471,791</b>	<b>\$ 1,661,881</b>	<b>\$ 1,724,832</b>

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

**EXHIBIT B-1  
101.602**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 66,997
Communications Supervisor	1.00	1.00	1.00	1.00	109,803
Public Safety Dispatcher	9.00	9.00	9.00	9.00	833,272
Public Safety Systems Specialist **	-	-	1.00	1.00	104,166
* Balance in Program 603					
** Position Added in FY 15					
<b>TOTAL</b>	<b>10.50</b>	<b>10.50</b>	<b>11.50</b>	<b>11.50</b>	<b>\$ 1,114,238</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Part-Time Dispatcher (Per Diem Basis)	0.15	0.15	0.15	0.15	\$ 10,000
<b>TOTAL</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>\$ 10,000</b>

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

**EXHIBIT C  
101.602**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	59,541	55,480	52,500	52,500
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	1,320	745	900	900
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	4,249	3,622	7,300	3,300
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	22,950	12,505	28,500	28,500
<b>7430</b> Professional & Specialized Services	62,504	72,972	77,088	259,283
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,305	1,414	1,600	1,600
<b>7435</b> Professional Development & Meetings	(577)	3,420	3,000	3,000
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	52	-	-	-
<b>7551</b> User Charges - IT Pool	59,728	63,365	74,203	83,235
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 211,072</b>	<b>\$ 213,521</b>	<b>\$ 245,091</b>	<b>\$ 432,318</b>

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

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

Description	FY 2016 Adopted
<b><u>7421 Communications - Phones</u></b>	
9-1-1 Phone System Maintenance *	\$ 7,000
Automated Warrant System Phone Line	300
California Law Enforcement Telecommunication System (CLETS) Dedicated Phone Line	4,200
Cell Phones Service and Use Charges	11,000
Telephone Lines and Service (Modems, Radios, Call Boxes, Automated Warrant System (AWS) & Phone Lines, Etc.)	30,000
	<b>52,500</b>
<b><u>7424 Office Expense</u></b>	
Dispatch Office Supplies	<b>900</b>
<b><u>7427 Special Departmental Expense</u></b>	
Cell Phones (Replacement)	1,500
Communications Supplies	750
Headsets	1,050
	<b>3,300</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Base Station / Remote Sites	10,000
Mobiles, Portables	6,500
Other Repairs & Parts (Not Covered by Maintenance Contracts; Installation of Assets)	3,000
Radio Control System	5,000
Replacement Batteries	3,000
Security System Repairs	1,000
	<b>28,500</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Automated Warrant System User Fee - Direct Connect & Not Direct Connect	8,000
California Law Enforcement Telecommunications System Access Fee (Direct Connect)	7,500
Dispatch console cleaning (every other year)	1,000
Pruneyard Tower Repeater Lease	3,000
Sheriff's Law Enforcement Telecommunication System (includes CJIC Not Direct)	15,848
SVRIA Assessment & E-Comm Maintenance	39,200
Wireless Data for Patrol Vehicles (\$40 Per Month x 18 Vehicles)	8,640
Silicon Valley Regional Comm. System (SVRCS) Assessment	176,095
	<b>259,283</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books & Subscriptions	900
Dues	700
	<b>1,600</b>
* Reimbursed by State	
<b>SUBTOTAL page 1</b>	<b>\$ 346,083</b>

Description	FY 2016 Adopted
<b>7435 Professional Development &amp; Meetings</b> CAL NENA or APCO Conference & Quarterly Meetings *	<b>\$ 3,000</b>
<b>7551 User Charges - IT Pool</b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>83,235</b>
* Funded by State 9-1-1 Program	
<b>SUBTOTAL page 2</b>	<b>86,235</b>
<b>TOTAL EXHIBIT C-1</b>	<b>\$ 432,318</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Purchase and replacement of Police Computer Aided Dispatch, Records Management System, and Mobile Data Computer System Replacements (Multi-year Project)

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	85% of report requests submitted to the Records Division will be processed within 7 business days of receipt	98%	92%	95%

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

**EXHIBIT A  
101.603**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 886,423	\$ 909,507	\$ 981,866	\$ 1,039,378
Supplies, Services & Capital Outlay (Exhibit C)	126,527	124,058	147,661	160,547
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,012,950	1,033,564	1,129,527	1,199,925
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,012,950</b>	<b>\$ 1,033,564</b>	<b>\$ 1,129,527</b>	<b>\$ 1,199,925</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 45,757	\$ 39,352	\$ 40,000	\$ 40,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	967,193	994,212	1,089,527	1,159,925
<b>Funding Source Total</b>	<b>\$ 1,012,950</b>	<b>\$ 1,033,564</b>	<b>\$ 1,129,527</b>	<b>\$ 1,199,925</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Other Filing Fees	4690	9,143	8,988	10,000	10,000
Cost Recovery (Court Liaison) *	4704	3,565	-	-	-
Special Police Services: Reports, Fingerprints, Impounds, Etc.	4691	33,049	30,364	30,000	30,000
* Discontinued in FY 14					
<b>Program Revenue</b>		<b>\$ 45,757</b>	<b>\$ 39,352</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 967,193</b>	<b>\$ 994,212</b>	<b>\$ 1,089,527</b>	<b>\$ 1,159,925</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,012,950</b>	<b>\$ 1,033,564</b>	<b>\$ 1,129,527</b>	<b>\$ 1,199,925</b>

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

**EXHIBIT B  
101.603**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 552,513	\$ 546,253	\$ 628,078	\$ 659,114
<b>7002</b> Personnel - Temporary	53,166	55,390	11,648	11,648
<b>7003</b> Personnel - Overtime	2,570	10,897	4,000	4,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	24,453	23,726	27,270	28,423
<b>Total Salaries</b>	<b>\$ 632,702</b>	<b>\$ 636,266</b>	<b>\$ 670,996</b>	<b>\$ 703,185</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	4,582	4,273	5,335	5,325
<b>7106</b> Retirement	83,965	93,912	112,547	130,385
<b>7107</b> Dental Insurance	13,556	14,133	16,728	17,238
<b>7108</b> Group Health Insurance	113,400	115,582	137,886	143,088
<b>7109</b> Group Life Insurance	2,045	2,047	2,400	2,400
<b>7110</b> Workers' Compensation Insurance	4,301	4,920	9,675	7,262
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	4,551	4,554	5,196	6,342
<b>7113</b> Medicare	8,087	8,189	9,276	9,726
<b>7114</b> Auto Allowance	489	481	480	480
<b>7115</b> Cell Phone Allowance	917	902	900	900
<b>7118</b> Other Benefits Pay	3,608	3,853	-	2,600
<b>7120</b> Sick Leave Payout	2,973	2,875	-	-
<b>7121</b> Leave Balance Payout	1,310	7,739	-	-
<b>7122</b> Deferred Compensation Contribution	9,246	9,062	10,296	10,296
<b>7126</b> PARS 457 Retirement	691	720	151	151
<b>Total Benefits</b>	<b>\$ 253,721</b>	<b>\$ 273,241</b>	<b>\$ 310,870</b>	<b>\$ 336,193</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 886,423</b>	<b>\$ 909,507</b>	<b>\$ 981,866</b>	<b>\$ 1,039,378</b>

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

**EXHIBIT B-1  
101.603**

Permanent Personnel	Full-Time Equivalentents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 66,997
Police Records Supervisor	1.00	1.00	1.00	1.00	92,477
Police Records Specialist **	4.00	4.00	5.00	5.00	346,666
Property/Evidence Specialist	1.00	1.00	1.00	1.00	76,648
Community Services Officer	1.00	1.00	1.00	1.00	76,326
* Balance of Position in Program 602					
** 1.0 FTE Changed from Temporary in FY 15					
<b>TOTAL</b>	<b>7.50</b>	<b>7.50</b>	<b>8.50</b>	<b>8.50</b>	<b>\$ 659,114</b>

Temporary Personnel	Full-Time Equivalentents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Part-Time Police Clerk *	1.20	1.20	0.20	0.20	\$ 11,648
* 1.0 FTE Records Specialist to Permanent in FY 15					
<b>TOTAL</b>	<b>1.20</b>	<b>1.20</b>	<b>0.20</b>	<b>0.20</b>	<b>\$ 11,648</b>

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

**EXHIBIT C  
101.603**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	15,374	15,876	16,000	16,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	17,705	11,400	17,500	19,000
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	1,030	1,089	3,600	-
<b>7430</b> Professional & Specialized Services	3,904	2,225	6,800	6,800
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	245	200	300	300
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	38	50	-	-
<b>7438</b> Other Charges	9,866	9,560	6,425	9,600
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	259	795	-	-
<b>7551</b> User Charges - IT Pool	78,106	82,863	97,036	108,847
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 126,527</b>	<b>\$ 124,058</b>	<b>\$ 147,661</b>	<b>\$ 160,547</b>

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

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

Description	FY 2016 Adopted
<b><u>7424 Office Expense</u></b>	
Departmental Office Supplies	<b>\$ 16,000</b>
<b><u>7427 Special Departmental Expense</u></b>	
Parking Citation Hand Held Ticketing Device - Paper and Supplies	1,600
Automated Fingerprint Identification System (AFIS) Supplies	500
Evidence Equipment & Supplies	2,000
Gun/Drug Disposal	500
Miscellaneous Equipment/Supplies (Film, Forms, Etc. Re: Informal Bookings)	2,000
Moving / Warning Citations	3,500
Mug Shot Supplies (Ink & Paper)	1,000
Parking Enforcement Citations	1,100
Postage, Post Office Box Rental, Notices & Miscellaneous Supplies	800
Special Forms/Materials	3,000
Parking Citation Hand Held Ticketing Device	3,000
	<b>19,000</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Crime Reports.Com (Public Engines)	1,200
Fingerprint Checks (Department of Justice & County Fee)	900
Livescan Applicant Fingerprinting	500
Parking Citation Web-Based Service (\$300/mo.)	3,600
Parking Ticket Hearing Official	600
	<b>6,800</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Dues	<b>300</b>
<b><u>7438 Other Charges</u></b>	
Water Service	1,300
Hazardous Material Pickup	1,400
Linen Service - Men's & Women's Locker Rooms	2,500
Shredding Service	4,400
	<b>9,600</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>108,847</b>
<b>TOTAL</b>	<b>\$ 160,547</b>

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

**MISSION STATEMENT**

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

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

**ONGOING RESPONSIBILITIES**

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	95% of victims contacted within 24 hours of case assignment	100%	100%	100%
<b>2</b>	95% of cases assigned for investigation that are closed and/or inactivated	100%	100%	100%
<b>3</b>	Traffic enforcement index of at least 21 *	38.38	45.54	37.08
<b>4</b>	80% of abandoned vehicle complaints responded to within 48 hours of receipt.	100%	100%	100%
<b>5</b>	Percentage of traffic concerns received where resources are assigned	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 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 2,712,848	\$ 2,769,422	\$ 2,825,669	\$ 3,054,055
Supplies, Services & Capital Outlay (Exhibit C)	150,122	180,763	191,997	211,474
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,862,970	2,950,185	3,017,666	3,265,529
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 2,862,970</b>	<b>\$ 2,950,185</b>	<b>\$ 3,017,666</b>	<b>\$ 3,265,529</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 399,922	\$ 431,449	\$ 451,000	\$ 451,000
Transfers from Other Funds	1,830	-	95,000	92,500
Use of Reserves	-	-	-	-
Additional Fund Revenue	2,461,218	2,518,736	2,471,666	2,722,029
<b>Funding Source Total</b>	<b>\$ 2,862,970</b>	<b>\$ 2,950,185</b>	<b>\$ 3,017,666</b>	<b>\$ 3,265,529</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Traffic Fines	4310/4320/4330	\$ 256,247	\$ 259,129	\$ 300,000	\$ 300,000
SCCSET Data Queries	4706	2,000	2,000	2,000	2,000
Special Events-Comm Group Sponsor	4630	43,326	65,487	37,000	37,000
Cost Recovery - Special Details	4704	3,196	7,838	14,000	14,000
Abandoned Vehicle Abatement	4582	93,796	79,842	80,000	80,000
Other Revenue	4965	1,357	1,442	-	-
DUI Cost Recovery	4698	-	15,711	18,000	18,000
* Moved from Program 601 in FY 14					
<b>Program Revenue</b>		<b>\$ 399,922</b>	<b>\$ 431,449</b>	<b>\$ 451,000</b>	<b>\$ 451,000</b>
Asset Forfeiture Funds	205	\$ -	\$ -	\$ -	\$ 4,500
Anti-Drug Abuse Grant *	218	-	-	18,000	-
HIDTA Grant (SCCSET)	218	-	-	-	18,000
Emergency Management Performance Grant	218	-	-	7,000	-
Alcohol Beverage Control	212	1,830	-	-	-
AB 109 Public Safety Realignment Law	212	-	-	70,000	70,000
* SCCSET Overtime Reimbursement					
<b>Transfers from Other Funds</b>		<b>\$ 1,830</b>	<b>\$ -</b>	<b>\$ 95,000</b>	<b>\$ 92,500</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 2,461,218</b>	<b>\$ 2,518,736</b>	<b>\$ 2,471,666</b>	<b>\$ 2,722,029</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 2,862,970</b>	<b>\$ 2,950,185</b>	<b>\$ 3,017,666</b>	<b>\$ 3,265,529</b>

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

**EXHIBIT B**  
**101.604**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 1,313,980	\$ 1,384,156	\$ 1,445,865	\$ 1,519,388
<b>7002</b> Personnel - Temporary	80,490	100,647	114,715	114,715
<b>7003</b> Personnel - Overtime	133,369	121,629	111,000	120,000
<b>7005</b> Personnel - POST	74,708	72,417	72,940	84,628
<b>7103</b> Personnel - Holiday Pay	63,350	66,861	67,754	71,357
<b>Total Salaries</b>	<b>\$ 1,665,897</b>	<b>\$ 1,745,711</b>	<b>\$ 1,812,274</b>	<b>\$ 1,910,088</b>
<b>7104</b> Meal Allowance	-	-	-	-
<b>7105</b> Uniform Allowance	\$ 11,639	\$ 13,395	\$ 12,295	\$ 12,295
<b>7106</b> Retirement	597,942	620,764	650,720	744,964
<b>7107</b> Dental Insurance	21,137	23,385	22,704	26,364
<b>7108</b> Group Health Insurance	167,577	184,544	191,139	193,152
<b>7109</b> Group Life Insurance	2,473	2,592	2,688	2,688
<b>7110</b> Workers' Compensation Insurance	65,754	72,964	93,051	106,230
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,980	1,980	7,992	9,756
<b>7113</b> Medicare	21,949	23,509	22,629	23,696
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	20,815	8,882	-	5,200
<b>7120</b> Sick Leave Payout	59,127	6,555	-	-
<b>7121</b> Leave Balance Payout	67,506	55,666	-	-
<b>7122</b> Deferred Compensation Contribution	8,224	8,447	8,684	18,129
<b>7126</b> PARS 457 Retirement	828	1,028	1,493	1,493
<b>Total Benefits</b>	<b>\$ 1,046,951</b>	<b>\$ 1,023,711</b>	<b>\$ 1,013,395</b>	<b>\$ 1,143,967</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 2,712,848</b>	<b>\$ 2,769,422</b>	<b>\$ 2,825,669</b>	<b>\$ 3,054,055</b>

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

**EXHIBIT B-1**  
**101.604**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 183,934
Police Sergeant	2.00	2.00	2.00	2.00	276,880
Police Agent	2.00	2.00	2.00	2.00	242,694
Police Officer	6.00	6.00	6.00	6.00	689,402
Community Services Officer	1.75	1.75	1.75	1.75	126,478
<b>TOTAL</b>	<b>12.75</b>	<b>12.75</b>	<b>12.75</b>	<b>12.75</b>	<b>\$ 1,519,388</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Public Safety Assistant	0.50	0.50	0.50	0.50	\$ 27,040
Crossing Guards	2.81	2.81	2.81	2.81	87,675
<b>TOTAL</b>	<b>3.31</b>	<b>3.31</b>	<b>3.31</b>	<b>3.31</b>	<b>\$ 114,715</b>

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

**EXHIBIT C**  
**101.604**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	4,589	3,170	5,500	5,500
<b>7424</b> Office Expense	1,574	615	1,500	1,500
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	10,778	29,893	23,600	16,500
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	2,358	862	3,550	4,050
<b>7430</b> Professional & Specialized Services	27,425	30,670	41,270	56,400
<b>7431</b> Promotional Expense	6,272	13,552	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,077	354	1,750	1,750
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	(100)	362	-	-
<b>7438</b> Other Charges	2,672	2,254	4,000	4,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	33,749	35,666	36,624	38,539
<b>7551</b> User Charges - IT Pool	59,728	63,365	74,203	83,235
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 150,122</b>	<b>\$ 180,763</b>	<b>\$ 191,997</b>	<b>\$ 211,474</b>

Description	FY 2016 Adopted
<b>7423 Clothing &amp; Personal Expense</b>	
Clothing & Badges - Explorer / PSA Uniforms	\$ 1,000
Crime Scene Response Team (CSRT) Uniforms	200
Crossing Guard Uniforms	1,000
ISU Shirts & Jackets	300
Miscellaneous Equipment	500
Motorcycle Officer Uniforms	1,500
SWAT Uniforms	1,000
	<b>5,500</b>
<b>7424 Office Expense</b>	
Office & Desk Supplies	<b>1,500</b>
<b>7427 Special Departmental Expense</b>	
Community Emergency Response Team (CERT) Equipment	3,000
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
Computer Forensic Investigation Equipment*	1,500
GPS Tracker Fees	1,300
	<b>16,500</b>
<b>7429 Maintenance &amp; Operation of Equipment</b>	
Maintenance of Special Weapons & Tactics (SWAT) Equipment	300
Passive Alcohol Sensor (PAS) Device Calibration & Repair	1,000
Radar Trailer Repair	500
Radar Unit Calibration / Lidar Calibration / Vehicle Calibration	2,000
Recorders, Camera & Video Equipment	250
	<b>4,050</b>
* Asset Forfeiture Funds	
<b>SUBTOTAL page 1</b>	<b>\$ 27,550</b>

Description	FY 2016 Adopted
<b>7430 Professional &amp; Specialized Services</b>	
Advanced Tracking Systems (Annual Fee)	\$ 1,200
Audio/Video Tape Transcription (Contracted)	1,500
Cell Phone Download Reader - Annual Subscription Fee	3,500
Comcast Cable	2,500
Computer Crime Investigations Internet Service Provider	1,200
Mobile PD - Smartphone application	5,000
Private Database Searches (CLEAR / TLO)	16,500
San Tomas Expressway - California Highway Patrol Contract	8,000
Sexual Assault Exams (Valley Medical Center)	12,000
Sketch Artist Fees	1,000
Monitored Surveillance System (Bay Alarm)*	3,000
Search Warrant Fees (Cell/Tower)	1,000
	<b>56,400</b>
<b>7434 Memberships, Dues, Books</b>	
Books	250
Dues	1,500
	<b>1,750</b>
<b>7438 Other Charges</b>	
Transportation (Prisoner Transport Fees)	2,500
Vehicle Abatement (Towing Fees)	1,500
	<b>4,000</b>
<b>7550 User Charges - Motor Pool</b>	
Use of City Vehicles	<b>38,539</b>
<b>7551 User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>83,235</b>
* Asset Forfeiture Funds	
<b>SUBTOTAL page 2</b>	<b>183,924</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 211,474</b>

Description	FY 2016 Adopted
<b>7430 Professional &amp; Specialized Services</b>	
Advanced Tracking Systems (Annual Fee)	\$ 1,200
Audio/Video Tape Transcription (Contracted)	1,500
Cell Phone Download Reader - Annual Subscription Fee	3,500
Comcast Cable	2,500
Computer Crime Investigations Internet Service Provider	1,200
Mobile PD - Smartphone application	5,000
Private Database Searches (CLEAR / TLO)	16,500
San Tomas Expressway - California Highway Patrol Contract	8,000
Sexual Assault Exams (Valley Medical Center)	12,000
Sketch Artist Fees	1,000
Monitored Surveillance System (Bay Alarm)*	3,000
Search Warrant Fees (Cell/Tower)	1,000
	<b>56,400</b>
<b>7434 Memberships, Dues, Books</b>	
Books	250
Dues	1,500
	<b>1,750</b>
<b>7438 Other Charges</b>	
Transportation (Prisoner Transport Fees)	2,500
Vehicle Abatement (Towing Fees)	1,500
	<b>4,000</b>
<b>7550 User Charges - Motor Pool</b>	
Use of City Vehicles	<b>38,539</b>
<b>7551 User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>83,235</b>
* Asset Forfeiture Funds	
<b>SUBTOTAL page 2</b>	<b>183,924</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 211,474</b>

**GENERAL FUND - (101)**  
**Police - Field Services Program (605)**  
**Program Managers - Field Services Division Commander**

**MISSION STATEMENT**

**Enhance the safety of the community by providing a full range of effective police field services.**

**ONGOING RESPONSIBILITIES**

- Provide effective patrol and traffic services
- Support other City departments in problem solving efforts
- Enhance the quality of life in business and residential areas through code enforcement and promptly alert other City departments to the presence of property that appears to be unsanitary or unsafe

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Respond to 90% of emergency calls for service within five minutes	88%	95%	91%
<b>2</b>	Respond to 90% of non-emergency calls for service within twenty minutes	99%	97%	95%

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

**EXHIBIT A  
101.605**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Employee Services (Exhibit B)	\$ 6,694,735	\$ 6,181,017	\$ 6,572,196	\$ 7,104,001
Supplies, Services & Capital Outlay (Exhibit C)	751,598	793,233	810,823	855,769
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	7,446,333	6,974,250	7,383,019	7,959,770
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 7,446,333</b>	<b>\$ 6,974,250</b>	<b>\$ 7,383,019</b>	<b>\$ 7,959,770</b>

<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ -	\$ 7,045	\$ 100,000	\$ 100,000
Transfers from Other Funds	19,483	119,824	87,600	78,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	7,426,850	6,847,381	7,195,419	7,781,770
<b>Funding Source Total</b>	<b>\$ 7,446,333</b>	<b>\$ 6,974,250</b>	<b>\$ 7,383,019</b>	<b>\$ 7,959,770</b>

<b>REVENUE DETAIL</b>					
<b>Description</b>	<b>Fund / Acct.</b>				
Supplemental Law Enforcement Grant	4526	\$ -	\$ -	\$ 100,000	\$ 100,000
Other Revenue	4965	-	2,945	-	-
Code Enforcement Fines	4371	-	4,100	-	-
<b>Program Revenue</b>		<b>\$ -</b>	<b>\$ 7,045</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
Asset Forfeiture Fund	205	\$ 3,500	\$ 6,988	\$ 13,600	\$ 4,000
Federal Grant (Bulletproof Vest Reimb)	218	405	5,945	4,000	4,000
Association of Bay Area Governments	212	15,578	-	-	-
Community Facilities District #1	236	-	106,891	70,000	70,000
<b>Transfers from Other Funds</b>		<b>\$ 19,483</b>	<b>\$ 119,824</b>	<b>\$ 87,600</b>	<b>\$ 78,000</b>
General Fund - CIPR		-	-	-	-
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 7,426,850</b>	<b>\$ 6,847,381</b>	<b>\$ 7,195,419</b>	<b>\$ 7,781,770</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 7,446,333</b>	<b>\$ 6,974,250</b>	<b>\$ 7,383,019</b>	<b>\$ 7,959,770</b>

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

**EXHIBIT B  
101.605**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 3,367,075	\$ 3,275,483	\$ 3,535,303	\$ 3,694,160
<b>7002</b> Personnel - Temporary	22,004	6,604	-	-
<b>7003</b> Personnel - Overtime	293,097	212,317	200,000	240,000
<b>7005</b> Personnel - POST	184,557	170,348	175,880	182,637
<b>7103</b> Personnel - Holiday Pay	178,545	170,254	180,659	188,732
<b>Total Salaries</b>	<b>\$ 4,045,278</b>	<b>\$ 3,835,006</b>	<b>\$ 4,091,842</b>	<b>\$ 4,305,529</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	35,725	33,099	33,232	33,232
<b>7106</b> Retirement	1,505,129	1,449,368	1,605,129	1,829,038
<b>7107</b> Dental Insurance	53,409	52,244	54,624	64,896
<b>7108</b> Group Health Insurance	428,846	425,790	473,993	476,478
<b>7109</b> Group Life Insurance	5,872	5,588	6,336	6,336
<b>7110</b> Workers' Compensation Insurance	169,229	169,644	217,530	253,901
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,453	1,443	19,392	23,664
<b>7113</b> Medicare	61,044	58,900	51,266	53,572
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	367	361	288	360
<b>7118</b> Other Benefits Pay	86,442	18,105	-	10,400
<b>7120</b> Sick Leave Payout	79,363	4,218	-	-
<b>7121</b> Leave Balance Payout	204,892	110,609	-	-
<b>7122</b> Deferred Compensation Contribution	17,686	16,643	18,564	46,595
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 2,649,457</b>	<b>\$ 2,346,011</b>	<b>\$ 2,480,354</b>	<b>\$ 2,798,472</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 6,694,735</b>	<b>\$ 6,181,017</b>	<b>\$ 6,572,196</b>	<b>\$ 7,104,001</b>

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

**EXHIBIT B-1  
 101.605**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 183,934
Police Sergeant	5.00	5.00	5.00	5.00	674,700
Police Agent	4.00	4.00	4.00	4.00	485,388
Police Officer *	19.00	20.00	20.00	20.00	2,212,752
Community Services Officer	1.80	1.80	1.80	1.80	137,386
* 1.0 FTE Position Added for Annexation FY 14					
<b>TOTAL</b>	<b>30.80</b>	<b>31.80</b>	<b>31.80</b>	<b>31.80</b>	<b>\$ 3,694,160</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
101.605**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	7,592	9,671	10,000	9,000
<b>7424</b> Office Expense	1,412	1,141	1,200	1,200
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	76,873	109,100	94,450	112,150
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	2,462	3,718	3,000	5,000
<b>7430</b> Professional & Specialized Services	19,540	25,145	25,000	29,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	293,636	274,249	284,000	279,052
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	953	435	1,000	1,000
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	(250)	279	-	-
<b>7438</b> Other Charges	216	185	1,000	1,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	271,058	286,446	294,137	309,520
<b>7551</b> User Charges - IT Pool	78,106	82,863	97,036	108,847
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 751,598</b>	<b>\$ 793,233</b>	<b>\$ 810,823</b>	<b>\$ 855,769</b>

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

EXHIBIT C-1  
 101.605  
 Page 1

Description	FY 2016 Adopted
<b><u>7423 Clothing &amp; Personal Expense</u></b>	
Badge Replacement	\$ 400
Baseball Caps	400
Cleaning (Reserves, PSA's, and Explorer Uniforms)	1,500
Name Tags and Cap Pieces	500
Officer Rain Gear	1,200
Public Safety Assistant (PSA) Uniforms	500
Reserve Uniforms & Safety Equipment	2,400
Special Duty Uniforms	1,500
Uniform Repair/Replacement	600
	<b>9,000</b>
<b><u>7424 Office Expense</u></b>	
Office Supplies	<b>1,200</b>
<b><u>7427 Special Departmental Expense</u></b>	
Patrol Supplies:	
AED (Automated External Defibrillators for Patrol Vehicles)	3,800
Batteries	1,800
Bio-Hazard Supplies	1,000
Cones / Flares	500
First Aid Supplies / AED Supplies	4,000
Flashlights	1,000
Replacement Sirens, Light Bars, Control Boxes	5,500
In-Car Video Cameras	4,300
Safety & Leather Gear	1,000
Vehicle Beat Pack Supplies	1,300
Evidence Supplies:	
Barrier Tape	500
Digital Cameras	1,000
Digital Voice Recorders	1,000
Photo Storage Medium	1,000
Fingerprint Supplies	500
Narcotic Kits	1,000
Firearms Supplies:	
Ammunition	40,000
Range Supplies (Cleaning Solution/Targets/Ear & Eye Protection)	3,000
<b>Subtotal</b>	<b>72,200</b>
* Asset Forfeiture Funds	
<b>SUBTOTAL page 1</b>	<b>\$ 82,400</b>

Description	FY 2016 Adopted
<b><u>7427 Special Departmental Expense (Continued)</u></b>	
Other Supplies:	
AR-15 Rifles/Shotgun Replacement / Repairs *	\$ 4,000
Bulletproof Vests (50% Reimbursed by Federal Government)	8,000
Chemical Agents	1,000
Division Meetings	750
Emergency Preparedness Equipment & Supplies	1,000
Memory Flash Cards for In-Car Video Recorders (State Law AB-820, Chapter 264)	800
Taser Cartridges	1,000
Taser Weapons	4,000
Vehicle Stripes	3,000
Vie Vu Repair	500
Vie Vu Replacement (one-time cost)	15,900
<b>Subtotal</b>	<b>39,950</b>
<b>Account Total</b>	<b>112,150</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Fire Extinguisher Service	500
In-Car Video Repair (Preventive & Repair)	500
Miscellaneous Repairs	500
Repairs for Damages to Citizen Property	1,000
Weapons Repair / Maintenance	2,500
	<b>5,000</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Alcohol Blood, Breath and Urine Tests	16,000
Emergency Clean-Up / Call Outs	3,000
Pistol Range Use	5,000
Mobile EOC Costs (Satellite Phone / TV / Internet)	4,000
Range Storage - Alarm & Electricity Fees	1,000
	<b>29,000</b>
<b><u>7432 Other Contractual Services</u></b>	
Silicon Valley Animal Control Authority Services (Shelter & Field Services)	<b>279,052</b>
* Asset Forfeiture Funds	
<b>SUBTOTAL page 2</b>	<b>\$ 353,002</b>

Description	FY 2016 Adopted
<b>7434</b> <u>Memberships, Dues, Books</u> Books, Dues & Subscriptions	\$ 1,000
<b>7438</b> <u>Other Charges</u> Towing, PD Vehicle Malfunctions / Mobile Emergency Response Group & Equipment (MERGE) Course Rental	1,000
<b>7550</b> <u>User Charges - Motor Pool</u> Use of Vehicles	309,520
<b>7551</b> <u>User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	108,847
<b>SUBTOTAL page 3</b>	<b>420,367</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 855,769</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Respond to 90% of all fire related calls for service within seven minutes or less	100%	100%	100%
<b>2</b>	Respond to 90% of all medical related calls for service within eight minutes or less	100%	100%	100%

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

**EXHIBIT A  
101.610**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	6,504,839	6,742,534	7,246,004	7,515,180
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,504,839	6,742,534	7,246,004	7,515,180
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 6,504,839</b>	<b>\$ 6,742,534</b>	<b>\$ 7,246,004</b>	<b>\$ 7,515,180</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 145,862	\$ 127,762	\$ 205,000	\$ 205,000
Transfers from Other Funds	-	35,000	70,000	70,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	6,358,977	6,579,772	6,971,004	7,240,180
<b>Funding Source Total</b>	<b>\$ 6,504,839</b>	<b>\$ 6,742,534</b>	<b>\$ 7,246,004</b>	<b>\$ 7,515,180</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Fire Permits	4241	\$ 88,837	\$ 127,762	\$ 75,000	\$ 75,000
Hazardous Waste Cleanup	4692	57,025	-	130,000	130,000
<b>Program Revenue</b>		<b>\$ 145,862</b>	<b>\$ 127,762</b>	<b>\$ 205,000</b>	<b>\$ 205,000</b>
Community Facilities District #1	236	\$ -	\$ 35,000	\$ 70,000	\$ 70,000
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 6,358,977</b>	<b>\$ 6,579,772</b>	<b>\$ 6,971,004</b>	<b>\$ 7,240,180</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 6,504,839</b>	<b>\$ 6,742,534</b>	<b>\$ 7,246,004</b>	<b>\$ 7,515,180</b>

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

**EXHIBIT C  
101.610**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	-	-	-	-
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	6,504,839	6,742,534	7,246,004	7,515,180
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 6,504,839</b>	<b>\$ 6,742,534</b>	<b>\$ 7,246,004</b>	<b>\$ 7,515,180</b>

Description	FY 2016 Adopted
<b>7432 Other Contractual Services</b>	
Santa Clara County Fire Department (SCCFD) Service Contract *	
FY 15 Base Contract	\$ 7,246,004
FY 16 Increase	269,176
	<b>7,515,180</b>
* Includes Paramedic Services	
<p style="text-align: right;"><b>TOTAL</b></p>	<b>\$ 7,515,180</b>

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

**EXHIBIT A**  
**Misc PD Grants**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 100,768	\$ 100,000	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	100,768	100,000	-	-
Transfers Out (Exhibit E)	35,119	155,816	112,600	100,500
<b>Appropriation Total</b>	<b>\$ 135,887</b>	<b>\$ 255,816</b>	<b>\$ 112,600</b>	<b>\$ 100,500</b>

FUNDING SOURCE(s)					
Asset Forfeiture Funds	205	\$ 23,413	\$ 9,731	\$ 13,600	\$ 8,500
Local Grant	212	31,214	-	-	-
State Grant	212	100,487	240,351	70,000	70,000
Federal Grant	218	405	6,085	29,000	22,000
<b>Funding Source Total</b>		<b>\$ 155,519</b>	<b>\$ 256,167</b>	<b>\$ 112,600</b>	<b>\$ 100,500</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Asset Seizure	205.4892	\$ 23,413	\$ 8,706	\$ 13,600	\$ 8,500
Asset Forfeiture Beginning Fund Balance	205.3799	-	1,025	-	-
<b>Asset Forfeiture</b>		<b>\$ 23,413</b>	<b>\$ 9,731</b>	<b>\$ 13,600</b>	<b>\$ 8,500</b>
Association of Bay Area Governments	212.4550	\$ 29,384	\$ -	\$ -	-
County - Alcohol Beverage Control	212.4523	1,830	-	-	-
<b>Local Grant</b>		<b>\$ 31,214</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Supplemental Law Enforcement Grant	210.4526	\$ 100,000	\$ 100,000	\$ -	\$ -
Supplemental Law Enforce Grant Interest	210.4410	487	351	-	-
AB 109 Public Safety Realignment Law	212.4556	-	140,000	70,000	70,000
<b>State Grant</b>		<b>\$ 100,487</b>	<b>\$ 240,351</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
Emergency Management Performance Grant	218.4523	-	140	7,000	-
Bulletproof Vest Reimbursement Grant	218.4531	405	5,945	4,000	4,000
County - HIDTA Grant (SCCSET)	218.4557	-	-	-	18,000
Anti-Drug Abuse	218.4555	-	-	18,000	-
<b>Federal Grant</b>		<b>\$ 405</b>	<b>\$ 6,085</b>	<b>\$ 29,000</b>	<b>\$ 22,000</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 155,519</b>	<b>\$ 256,167</b>	<b>\$ 112,600</b>	<b>\$ 100,500</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Employee Services  
 PROGRAM : Police Department Grants - Supplemental Law Enforcement Grant (Community Service Officer)

EXHIBIT B  
 210.606

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7001 Personnel - Regular	\$ 66,947	\$ 64,553	\$ -	\$ -
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	3,176	3,098	-	-
<b>Total Salaries</b>	<b>\$ 70,123</b>	<b>\$ 67,651</b>	<b>\$ -</b>	<b>\$ -</b>
7104 Meal Allowance	-	-	-	-
7105 Uniform Allowance	676	662	-	-
7106 Retirement	9,578	11,000	-	-
7107 Dental Insurance	1,554	1,610	-	-
7108 Group Health Insurance	13,777	14,081	-	-
7109 Group Life Insurance	283	258	-	-
7110 Workers' Compensation Insurance	2,089	2,172	-	-
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	527	537	-	-
7113 Medicare	1,006	936	-	-
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	1,155	1,093	-	-
7126 PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 30,645</b>	<b>\$ 32,349</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 100,768</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>

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

EXHIBIT E  
 Misc PD Grants

Description	FY 2015 Adopted	FY 2016 Adopted
<b><u>9899 Operating Transfer Out</u></b>		
Asset Forfeiture (205)		
PD Special Enforcement (604) - Forensic Investigation Equipment	\$ -	\$ 1,500
PD Special Enforcement (604) - Monitored Surveillance System	-	3,000
PD Field Services (605) - AR-15 Replacement Rifles/Shotgun Replacement	13,600	4,000
Association of Bay Area Governments (212)		
PD Administration (601) - Risk Mitigation	\$ -	\$ -
PD Field Services (605) - Tasers	-	-
State - AB 109 Public Safety Realignment Law		
PD Special Enforcement (604) - Prisoner Release	\$ 70,000	\$ 70,000
Federal - Emergency Management Preparedness		
PD Special Enforcement (604) - CERT Equipment & Materials	\$ 7,000	\$ -
Federal - Bulletproof Vest Reimbursement Grant		
PD Field Services (605)	\$ 4,000	\$ 4,000
Federal - Anti-Drug Abuse Grant		
PD Special Enforcement (604) - SCCSET Overtime Reimbursement	\$ 18,000	\$ -
Federal - High Intensity Drug Trafficking Area Grant (218)		
PD Special Enforcement (604) - SCCSET (HIDTA Grant)	\$ -	\$ 18,000
<b>TOTAL</b>	<b>\$ 112,600</b>	<b>\$ 100,500</b>

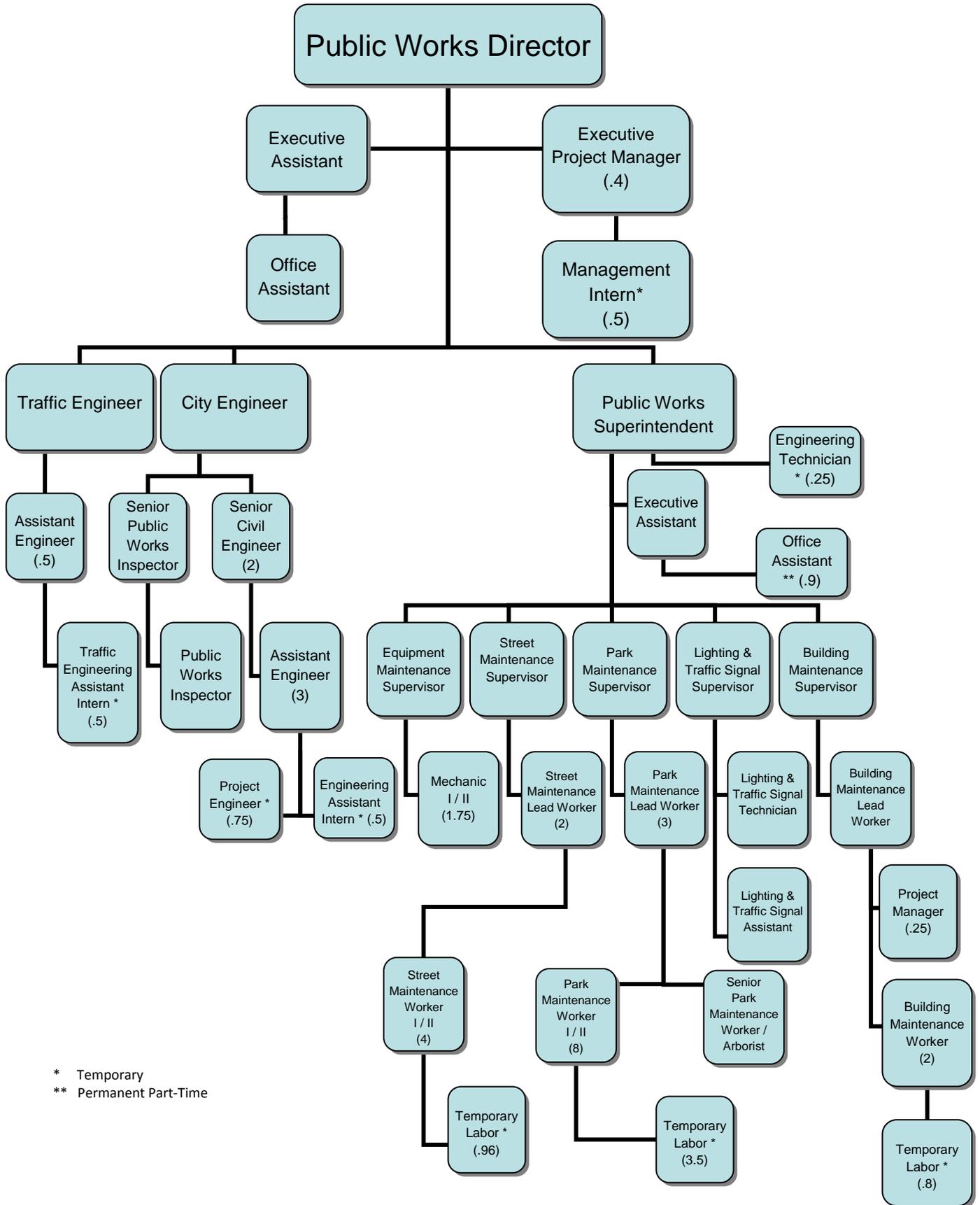


# Public Works



# Public Works Department

## 2015 - 2016



\* Temporary  
 \*\* Permanent Part-Time

**PUBLIC WORKS DEPARTMENT PROGRAM SUMMARY**

**Expenditure Summary**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Employee Services (Exhibit B)	\$ 5,312,099	\$ 5,598,553	\$ 6,122,801	\$ 6,754,613
Supplies, Services & Capital Outlay (Exhibit C)	3,333,057	3,860,511	4,492,785	4,899,487
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>8,645,156</b>	<b>9,459,064</b>	<b>10,615,586</b>	<b>11,654,100</b>
Transfers Out (Exhibit E)	1,530,031	1,627,128	1,554,218	1,660,398
<b>Appropriation Total</b>	<b>\$ 10,175,187</b>	<b>\$ 11,086,192</b>	<b>\$ 12,169,804</b>	<b>\$ 13,314,498</b>

**Revenue Summary**

Program Revenue	\$ 7,211,452	\$ 7,747,305	\$ 7,309,679	\$ 7,169,679
Transfers from Other Funds	2,826,991	2,971,674	3,123,871	3,433,266
Use of Reserves	16,939	38,466	478,666	918,232
Additional Fund Revenue	2,080,733	2,295,741	2,792,695	3,187,540
<b>Funding Source Total</b>	<b>\$ 12,136,115</b>	<b>\$ 13,053,186</b>	<b>\$ 13,704,911</b>	<b>\$ 14,708,717</b>

**PUBLIC WORKS DEPARTMENT PROGRAM SUMMARY**

**Staffing (Full-Time Equivalents)**

<b>Permanent Positions</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Administrative Analyst I	-	-	-	0.20
Assistant Engineer	1.90	2.00	3.00	3.50
Associate Civil Engineer	1.00	1.00	-	-
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00
Building Maintenance Supervisor	-	-	1.00	1.00
Building Maintenance Worker	2.00	2.00	2.00	2.00
City Engineer	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Executive Assistant	1.00	2.00	2.00	2.00
Facilities Maintenance Manager	1.00	1.00	-	-
Lighting & Traffic Signal Assistant	-	-	-	1.00
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00
Maintenance Worker I / II	5.00	5.00	4.00	4.00
Mechanic I / II	1.50	1.50	1.75	1.75
Office Assistant	1.90	1.90	1.90	1.90
Office Specialist	1.00	-	-	-
Park Maintenance Lead Worker	2.00	2.00	3.00	3.00
Park Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Worker I / II	9.00	9.00	9.00	8.00
Public Works Director	-	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Senior Civil Engineer	2.00	2.00	2.00	2.00
Senior Park Maint Worker/Arborist	-	-	-	1.00
Senior Public Works Inspector	1.00	1.00	1.00	1.00
Street Maintenance Field Supervisor	1.00	1.00	1.00	-
Street Maintenance Lead Worker	1.00	1.00	2.00	2.00
Street Maintenance Supervisor	-	-	-	1.00
Traffic Engineer	1.00	1.00	1.00	1.00
<b>Permanent</b>	<b>41.30</b>	<b>42.40</b>	<b>43.65</b>	<b>45.35</b>
<b>Temporary Positions</b>				
Engineering Assistant (Intern)	0.75	1.00	1.00	1.00
Engineering Technician	-	0.25	0.25	0.25
Executive Project Manager	0.40	0.40	0.40	0.40
Management Intern	-	-	0.60	0.50
Project Engineer	1.00	1.00	1.50	0.75
Project Manager (One-Time Projects)	-	-	0.25	0.25
Temporary Building Maintenance Worker	-	0.80	0.80	0.80
Temporary Labor	2.50	2.75	2.75	3.50
Temporary Lighting Assistant	0.77	0.77	0.96	-
Temporary Staffing	0.25	0.48	0.48	0.96
Traffic Engineering Assistant (Intern)	0.25	0.25	0.50	0.50
Weekend Park Maintenance	0.20	0.20	-	-
Weekend Work Furlough Supervisor	-	0.20	-	-
<b>Temporary</b>	<b>6.12</b>	<b>8.10</b>	<b>9.49</b>	<b>8.91</b>
<b>Total Full Time Equivalents</b>	<b>47.42</b>	<b>50.50</b>	<b>53.14</b>	<b>54.26</b>

**GENERAL FUND - (101)**  
**Public Works - Department Administration Program (701)**  
**Program Manager - Public Works Director**

**MISSION STATEMENT**

**Provide effective administrative direction and management of Public Works Department programs including the design and construction of public facilities; land development review; Lighting and Landscape District administration; traffic engineering; environmental programs; and parks, streets, vehicle and traffic signal and lighting maintenance.**

**ONGOING RESPONSIBILITIES**

- Provide administrative and clerical support services to the Engineering, Traffic and Environmental Divisions
- Manage the development of the department's annual budget and Capital Improvement Program submittals
- Schedule and coordinate items requiring City Council action
- Monitor monthly financial reports
- Monitor performance measures
- Ensure timely completion of Employee Performance Reviews
- Prepare quarterly work program status reports
- Assist with major redevelopment project implementation
- Assist with capital project implementation
- Continue document imaging implementation

**WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Continue Civic Center Master Plan process (or subsequent related work)
- Develop Area Plan for Cambrian 36 area
- Develop and Implement plan for next round of LED Streetlight conversion

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

**EXHIBIT A  
101.701**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 238,606	\$ 459,109	\$ 493,470	\$ 573,187
Supplies, Services & Capital Outlay (Exhibit C)	69,959	54,260	111,114	86,672
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	308,565	513,369	604,584	<b>659,859</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 308,565</b>	<b>\$ 513,369</b>	<b>\$ 604,584</b>	<b>\$ 659,859</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 155,427	\$ 169,183	\$ 180,000	\$ 180,000
Transfers from Other Funds	112,800	142,800	142,800	142,800
Use of Reserves	-	-	50,000	47,000
Additional Fund Revenue	40,338	201,386	231,784	290,059
<b>Funding Source Total</b>	<b>\$ 308,565</b>	<b>\$ 513,369</b>	<b>\$ 604,584</b>	<b>\$ 659,859</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Franchise - San Jose Water	4124	\$ 155,427	\$ 169,183	\$ 180,000	\$ 180,000
Tree in Lieu Fee	4971	-	-	-	-
<b>Program Revenue</b>		<b>\$ 155,427</b>	<b>\$ 169,183</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>
Lighting & Landscaping District	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Environmental Programs	209	102,800	132,800	132,800	132,800
<b>Transfers from Other Funds</b>		<b>\$ 112,800</b>	<b>\$ 142,800</b>	<b>\$ 142,800</b>	<b>\$ 142,800</b>
Beginning Fund Balance - CIPR		\$ -	\$ -	\$ 50,000	\$ 20,000
CIPR - Admin Analyst (Limited Term)		-	-	-	27,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 47,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 40,338</b>	<b>\$ 201,386</b>	<b>\$ 231,784</b>	<b>\$ 290,059</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 308,565</b>	<b>\$ 513,369</b>	<b>\$ 604,584</b>	<b>\$ 659,859</b>

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

**EXHIBIT B  
101.701**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 129,120	\$ 295,497	\$ 305,822	\$ 365,683
<b>7002</b> Personnel - Temporary	53,344	47,836	67,858	64,858
<b>7003</b> Personnel - Overtime	-	23	500	500
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 182,464</b>	<b>\$ 343,355</b>	<b>\$ 374,180</b>	<b>\$ 431,041</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	18,572	49,011	52,522	69,347
<b>7107</b> Dental Insurance	3,573	5,766	5,904	6,490
<b>7108</b> Group Health Insurance	26,132	41,472	42,708	47,470
<b>7109</b> Group Life Insurance	372	558	576	614
<b>7110</b> Workers' Compensation Insurance	555	1,163	3,950	2,976
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,160	1,974	1,992	2,582
<b>7113</b> Medicare	2,702	5,092	5,428	6,244
<b>7114</b> Auto Allowance	40	1,423	1,320	1,320
<b>7115</b> Cell Phone Allowance	367	722	360	360
<b>7118</b> Other Benefits Pay	-	4,922	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	2,669	3,650	3,640	3,900
<b>7126</b> PARS 457 Retirement	-	2	890	843
<b>Total Benefits</b>	<b>\$ 56,142</b>	<b>\$ 115,754</b>	<b>\$ 119,290</b>	<b>\$ 142,146</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 238,606</b>	<b>\$ 459,109</b>	<b>\$ 493,470</b>	<b>\$ 573,187</b>

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

**EXHIBIT B-1  
101.701**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Public Works Director	-	1.00	1.00	1.00	\$ 195,497
Executive Assistant	1.00	1.00	1.00	1.00	83,012
Office Assistant	1.00	1.00	1.00	1.00	67,372
Administrative Analyst I *	-	-	-	0.20	19,802
* Balance in 510, 524, 535, 550 2 Year Limited Term					
<b>TOTAL</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.20</b>	<b>\$ 365,683</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Executive Project Manager	0.40	0.40	0.40	0.40	\$ 49,858
Management Intern *	-	-	0.60	0.50	15,000
* 1 year term (Extended)					
<b>TOTAL</b>	<b>0.40</b>	<b>0.40</b>	<b>1.00</b>	<b>0.90</b>	<b>\$ 64,858</b>

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

**EXHIBIT C  
101.701**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	1,358	1,357	1,100	1,100
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	2,804	3,308	4,000	4,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	3,102	3,043	3,600	3,600
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	1,754	2,203	2,000	2,000
<b>7430</b> Professional & Specialized Services	16,250	-	50,000	20,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	847	261	750	750
<b>7435</b> Professional Development & Meetings	7,088	4,894	4,000	4,000
<b>7437</b> Staff Development	-	190	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	10	-	-
<b>7551</b> User Charges - IT Pool	36,756	38,994	45,664	51,222
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 69,959</b>	<b>\$ 54,260</b>	<b>\$ 111,114</b>	<b>\$ 86,672</b>

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

**EXHIBIT C-1**  
**101.701**  
**Page 1**

Description	FY 2016 Adopted
<b><u>7421</u></b> <b>Communications - Phones</b> Monthly Fees - Cellular Telephones	<b>\$ 1,100</b>
<b><u>7424</u></b> <b>Office Expense</b> Office Supplies	<b>4,000</b>
<b><u>7427</u></b> <b>Special Departmental Expense</b> Departmental Employee Recognition Drafting Materials, Special Events, Special Equipment, Etc.	1,100 2,500 <b>3,600</b>
<b><u>7429</u></b> <b>Maintenance &amp; Operation of Equipment</b> Engineering Copier	<b>2,000</b>
<b><u>7430</u></b> <b>Professional &amp; Specialized Services</b> Financing Analysis Services related to Civic Center Master Plan *	<b>20,000</b>
<b><u>7434</u></b> <b>Memberships, Dues, Books</b> Books, Dues & Subscriptions	<b>750</b>
<b><u>7435</u></b> <b>Professional Development &amp; Meetings</b> Professional Development & Meetings	<b>4,000</b>
<b><u>7551</u></b> <b>User Charges - IT Pool</b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>51,222</b>
<b>TOTAL</b>	<b>\$ 86,672</b>

\* Funded from CIPR

**ENVIRONMENTAL SERVICES FUND - (209)**  
**Public Works - Environmental Services Program (715)**  
**Program Manager - City Engineer**

**MISSION STATEMENT**

**Monitor environmental program revenues for solid waste, storm water, and other miscellaneous sources of funds.**

**ONGOING RESPONSIBILITIES**

- Transfer out of solid waste and storm water revenues to other City programs

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	City of Campbell Solid Waste Maximum Disposal (pounds/person/day)	3.8	4.1	4.2

In 2007 the State of California Integrated Waste Management Division established a target maximum solid waste disposal for each local agency. The City of Campbell's target is to dispose of less than 5.2 lbs/person/day.

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM : PUBLIC WORKS - ENVIRONMENTAL SERVICES

EXHIBIT A  
 209.715

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	1,128,202	1,193,277	1,306,754	1,411,778
<b>Appropriation Total</b>	<b>\$ 1,128,202</b>	<b>\$ 1,193,277</b>	<b>\$ 1,306,754</b>	<b>\$ 1,411,778</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 651,649	\$ 746,360	\$ 841,307	\$ 841,307
Transfers from Other Funds	511,940	511,940	521,500	511,500
Use of Reserves	-	11,724	32,476	58,971
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 1,163,589</b>	<b>\$ 1,270,024</b>	<b>\$ 1,395,283</b>	<b>\$ 1,411,778</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Storm Water Fees - WV Sanitation	4720	\$ 373,059	\$ 381,978	\$ 387,700	\$ 387,700
Storm Drain Fees	4721	29,564	30,105	15,000	15,000
AB939 Recycling - Santa Clara County	4922	77,327	48,254	44,000	44,000
Solid Waste - Beverage Container Grant	4533	10,959	10,848	-	-
Storm Drain Fee Interest	4410	2,180	1,847	-	-
Solid Waste Fees	4724	158,560	215,484	221,078	221,078
Solid Waste Revenue (10 Yr Contract)	4724	-	57,844	173,529	173,529
<b>Program Revenue</b>		<b>\$ 651,649</b>	<b>\$ 746,360</b>	<b>\$ 841,307</b>	<b>\$ 841,307</b>
General Fund - Transfers-In		\$ 511,940	\$ 511,940	\$ 521,500	\$ 511,500
<b>Transfers from Other Funds</b>		<b>\$ 511,940</b>	<b>\$ 511,940</b>	<b>\$ 521,500</b>	<b>\$ 511,500</b>
Solid Waste - Beginning Fund Balance		\$ -	\$ -	\$ -	\$ (15,529)
Storm Water - Beginning Fund Balance		-	11,724	32,476	74,500
Storm Drain - Beginning Fund Balance		-	-	-	-
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ 11,724</b>	<b>\$ 32,476</b>	<b>\$ 58,971</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,163,589</b>	<b>\$ 1,270,024</b>	<b>\$ 1,395,283</b>	<b>\$ 1,411,778</b>

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

**EXHIBIT E  
 209.715**

Description	FY 2015 Adopted	FY 2016 Adopted
<b>Solid Waste:</b>		
City Manager Administration - #101.510	\$ 12,500	\$ 12,500
Public Works Department Administration - #101.701	102,000	102,000
Public Works - Engineering (Street Maintenance) - #101.730	60,000	60,000
Public Works - Land Development / Environmental - #101.740	180,578	180,578
Public Works - Street Maintenance - #204.760	373,000	436,000
Public Works - Maintenance Administration - #101.745	57,500	57,500
Public Works - Parks Maintenance - #207.775	45,000	45,000
Public Works - Building Maintenance - #101.780	15,000	15,000
Finance Department - Accounting - #101.535	26,000	26,000
	<b>871,578</b>	<b>934,578</b>
<b>Storm Water:</b>		
Public Works Department Administration - #101.701	30,800	30,800
Public Works - Engineering - #101.730	25,000	25,000
Public Works Land Development / Environmental - #101.740	334,376	374,400
Public Works - Street Maintenance - #204.760	20,000	22,000
City Manager - Administration - #101.510	5,000	5,000
Finance Department - Accounting - #101.535	5,000	5,000
	<b>420,176</b>	<b>462,200</b>
<b>Storm Drain Fees:</b>		
Public Works Engineering - #101.730	<b>15,000</b>	<b>15,000</b>
<b>TOTAL</b>	<b>\$ 1,306,754</b>	<b>\$ 1,411,778</b>

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

**MISSION STATEMENT**

**Manage, including monitoring and planning improvements to, the City's surface transportation system to achieve safe and efficient movement of pedestrians, bicyclists, and vehicles within and through the community in the most cost-effective and equitable manner possible.**

**ONGOING RESPONSIBILITIES**

- Collect and analyze traffic volume, accident, speed, and related data
- Manage traffic signal timing and coordination
- Determine the need for traffic regulation and control, and direct the placement and operation of traffic controls according to Council policy and traffic engineering standards
- Respond to citizen requests for changes in traffic controls and for evaluation of other traffic engineering issues
- Work with neighborhood groups, as appropriate, to evaluate traffic issues, identify appropriate alternatives, and develop recommendations
- Support the Engineering Division's design and construction of capital improvement projects
- Represent the City in regional and interagency transportation programs and projects, including congestion management, arterial and freeway operations, public transit planning and development, project funding, and bikeway planning
- Prepare and submit mandated reports to the Santa Clara Valley Transportation Agency and Caltrans
- Staff the City's Bicycle and Pedestrian Advisory Committee
- Support the Redevelopment Agency, Community Development Department, and the Engineering Division in the review of development projects and General Plan changes
- Identify and apply for outside funding sources suitable for transportation-related projects in the City
- Prepare an annual traffic-vehicle-pedestrian accident report
- Manage annual bicycle and pedestrian safety improvement projects
- Review, in conjunction with the Police Department, current list of Neighborhood Traffic Management Program (NTMP) special enforcement zone streets and revise as necessary
- Participate, as appropriate, in implementation and operation of Silicon Valley-Intelligent Transportation Systems (SV-ITS) Projects

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

**WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- East Campbell Avenue Portals Project – provide construction support
- Hacienda Avenue Green Street Improvement Project – provide construction support
- County Expressway Plan 2040 – serve on Technical Working Group
- Virginia Avenue Sidewalk Project – provide construction support
- Harriet Avenue/McCoy Avenue/San Tomas Aquino Road Signalization Project – design and construction
- Great Streets (Bascom Avenue) – provide support to VTA
- Transportation Improvement Plan for Campbell PDA – provide support to VTA
- Bicycle Map – provide design support

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	95% of Congestion Management Program (CMP) roadways meet CMP Level Of Service standards	100%	100%	88.9%
<b>2</b>	Number of pedestrian accidents and percent of total of all accidents	26 4.5%	17 3.3%	14 2.5%
<b>3</b>	Number of bicycle accidents and percent of total of all accidents	24 4.2%	28 5.4%	37 6.5%
<b>4</b>	Number of injury accidents and percent of total of all accident.	98 17.0%	71 13.6%	74 13.0%
<b>5</b>	80% of Traffic Service Requests responded to within 30 days	99.2%	98.2%	97.9%

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

**EXHIBIT A**  
**101.720**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 238,380	\$ 229,155	\$ 256,233	\$ 291,752
Supplies, Services & Capital Outlay (Exhibit C)	24,027	25,430	76,882	84,661
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	262,407	254,585	333,115	<b>376,413</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 262,407</b>	<b>\$ 254,585</b>	<b>\$ 333,115</b>	<b>\$ 376,413</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 5,700	\$ 8,808	\$ 36,500	\$ 31,500
Transfers from Other Funds	200,000	163,362	26,580	25,000
Use of Reserves	35,000	-	65,000	70,000
Additional Fund Revenue	21,707	82,415	205,035	249,913
<b>Funding Source Total</b>	<b>\$ 262,407</b>	<b>\$ 254,585</b>	<b>\$ 333,115</b>	<b>\$ 376,413</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Truck Permits	4271	\$ 896	\$ 1,472	\$ 500	\$ 500
Transit Shelter Advertising	4544	4,729	7,236	6,000	6,000
Traffic Engineering Services	4728	75	100	-	-
Cost Recovery	4701	-	-	-	-
Project Overhead Offset *	4725	-	-	30,000	25,000
<b>Program Revenue</b>		<b>\$ 5,700</b>	<b>\$ 8,808</b>	<b>\$ 36,500</b>	<b>\$ 31,500</b>
Gas Tax Fund	204	\$ 200,000	\$ 163,362	\$ 26,580	\$ 25,000
<b>Transfers from Other Funds</b>		<b>\$ 200,000</b>	<b>\$ 163,362</b>	<b>\$ 26,580</b>	<b>\$ 25,000</b>
Construction Tax Reserve		\$ 35,000		\$ 35,000	\$ 35,000
Beginning Fund Balance - CIPR		-		30,000	35,000
<b>Use of Fund Reserves</b>		<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ 70,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 21,707</b>	<b>\$ 82,415</b>	<b>\$ 205,035</b>	<b>\$ 249,913</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 262,407</b>	<b>\$ 254,585</b>	<b>\$ 333,115</b>	<b>\$ 376,413</b>

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

**EXHIBIT B  
 101.720**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 169,040	\$ 131,782	\$ 139,942	\$ 199,648
<b>7002</b> Personnel - Temporary	4,585	43,183	65,520	15,600
<b>7003</b> Personnel - Overtime	-	-	500	500
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 173,625</b>	<b>\$ 174,965</b>	<b>\$ 205,962</b>	<b>\$ 215,748</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	68	-	-	75
<b>7106</b> Retirement	24,802	22,276	24,034	37,861
<b>7107</b> Dental Insurance	2,606	1,860	1,968	4,056
<b>7108</b> Group Health Insurance	18,156	13,511	14,076	22,122
<b>7109</b> Group Life Insurance	271	186	192	384
<b>7110</b> Workers' Compensation Insurance	1,719	1,654	3,018	3,468
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,064	792	792	1,704
<b>7113</b> Medicare	2,794	2,741	2,979	3,121
<b>7114</b> Auto Allowance	979	963	960	960
<b>7115</b> Cell Phone Allowance	367	361	360	360
<b>7118</b> Other Benefits Pay	3,892	5,046	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	6,381	3,294	-	-
<b>7122</b> Deferred Compensation Contribution	1,596	1,043	1,040	1,690
<b>7126</b> PARS 457 Retirement	60	462	852	203
<b>Total Benefits</b>	<b>\$ 64,755</b>	<b>\$ 54,190</b>	<b>\$ 50,271</b>	<b>\$ 76,004</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 238,380</b>	<b>\$ 229,155</b>	<b>\$ 256,233</b>	<b>\$ 291,752</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM : PUBLIC WORKS - TRANSPORTATION ENGINEERING**

**EXHIBIT B-1  
 101.720**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Traffic Engineer	1.00	1.00	1.00	1.00	\$ 147,284
Assistant Engineer *	0.45	0.50	-	0.50	52,364
* FY 15 Moved to Program 740 with Temp Backfill. New Position FY 16					
<b>TOTAL</b>	<b>1.45</b>	<b>1.50</b>	<b>1.00</b>	<b>1.50</b>	<b>\$ 199,648</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Traffic Engineering Assistant (Intern)	0.25	0.25	0.50	0.50	\$ 15,600
Project Engineer	-	-	0.50	-	-
<b>TOTAL</b>	<b>0.25</b>	<b>0.25</b>	<b>1.00</b>	<b>0.50</b>	<b>\$ 15,600</b>

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

**EXHIBIT C  
 101.720**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	4,560	-	10,500	10,500
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	215	7,500	7,500
<b>7430</b> Professional & Specialized Services	-	5,000	30,000	35,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,089	718	1,050	1,050
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	18,378	19,497	27,832	30,611
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 24,027</b>	<b>\$ 25,430</b>	<b>\$ 76,882</b>	<b>\$ 84,661</b>



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

**MISSION STATEMENT**

**Design and construct Public Works maintenance and Capital Improvement Program (CIP) projects in a timely and cost-effective manner; administer special engineering programs; regulate and inspect construction operations within the public right-of-way.**

**ONGOING RESPONSIBILITIES**

- Perform project planning, engineering design, cost estimating, bid advertisement, and construction management services for Public Works Engineering projects
- Manage schedules and budgets for Public Works Engineering projects
- Conduct periodic street assessment surveys and evaluate and recommend pavement maintenance treatments using the computerized Pavement Management Program
- Participate in MTC's Pavement Maintenance Program
- Issue permits for construction within the public right-of-way
- Perform field inspections of construction within the public right-of-way
- Coordinate one-year maintenance inspections, accept work and release permits/bonds
- Coordinate effectively with other agencies regarding public works construction
- Provide engineering support for Capital Improvement Program development
- Provide engineering support to Traffic Engineering and other departments as needed

**WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Establish priorities for the Park Improvement Master Plan (Park Impact Fees)
- Winchester Boulevard Underground Utility District – coordinate with PG&E and other utilities to complete construction
- Hacienda Avenue Green Street Improvement Project – complete construction and final reporting
- East Campbell Avenue Portals Project – complete construction and final reporting
- FY 2015 Annual Street Maintenance Project – Arterial Rehabilitation – construction
- FY 2016 Annual Street Maintenance Project – design
- Virginia Avenue Sidewalk Project – complete construction and final reporting
- San Tomas Aquino Creek Trail – design
- Miscellaneous Storm Drain Improvement Project – design
- 2016 Accessibility Ramp Project – design and construction
- Pavement Management Program – update street condition survey
- Harriet McCoy STAR Traffic Signal Project – construction inspection and support
- Assist as needed for completion of Park Improvement Master Plan
- Park System Improvement Projects – design and construction following completion of Park Improvement Master Plan

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Average cost of design and construction engineering is 18%	17%	17%	26%
<b>2</b>	75% of City's pavement network is at a PCI of 70 or greater	85%	66.3%	66.3%
<b>3</b>	Mean PCI of City's pavement network	73%	74	74

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

**EXHIBIT A  
101.730**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
Employee Services (Exhibit B)	\$ 1,156,887	\$ 1,182,172	\$ 865,092	\$ 862,709
Supplies, Services & Capital Outlay (Exhibit C)	52,144	55,879	69,514	82,672
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,209,031	1,238,051	934,606	<b>945,381</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,209,031</b>	<b>\$ 1,238,051</b>	<b>\$ 934,606</b>	<b>\$ 945,381</b>

<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ 487,871	\$ 461,158	\$ 303,000	\$ 253,000
Transfers from Other Funds	146,783	198,660	100,000	100,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	574,377	578,233	531,606	592,381
<b>Funding Source Total</b>	<b>\$ 1,209,031</b>	<b>\$ 1,238,051</b>	<b>\$ 934,606</b>	<b>\$ 945,381</b>

<b>REVENUE DETAIL</b>					
<b>Description</b>	<b>Fund/Acct.</b>				
Project Overhead Offset	4725	\$ 482,640	\$ 427,588	\$ 300,000	\$ 250,000
Sale of Maps / Publications	4760	1,838	4,188	1,000	1,000
Notice of Improvement Obligation	4924	3,393	4,374	2,000	2,000
Cost Recovery (Other Agency)	4701	-	25,008	-	-
<b>Program Revenue</b>		<b>\$ 487,871</b>	<b>\$ 461,158</b>	<b>\$ 303,000</b>	<b>\$ 253,000</b>
Lighting & Landscaping District	207	\$ 30,000	\$ 30,000	\$ -	\$ -
Environmental Programs	209	95,000	100,000	100,000	100,000
Gas Tax Fund	204	-	68,660	-	-
VTA Project Readiness	212	21,783	-	-	-
<b>Transfers from Other Funds</b>		<b>\$ 146,783</b>	<b>\$ 198,660</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 574,377</b>	<b>\$ 578,233</b>	<b>\$ 531,606</b>	<b>\$ 592,381</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,209,031</b>	<b>\$ 1,238,051</b>	<b>\$ 934,606</b>	<b>\$ 945,381</b>

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

**EXHIBIT B  
101.730**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
7001 Personnel - Regular	\$ 768,312	\$ 778,313	\$ 539,533	\$ 577,209
7002 Personnel - Temporary	116,315	81,109	121,160	65,080
7003 Personnel - Overtime	1,894	259	3,000	3,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 886,521</b>	<b>\$ 859,681</b>	<b>\$ 663,693</b>	<b>\$ 645,289</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	518	557	450	450
7106 Retirement	112,017	127,987	92,660	109,463
7107 Dental Insurance	11,549	12,364	8,856	9,126
7108 Group Health Insurance	83,302	88,850	63,162	65,916
7109 Group Life Insurance	1,201	1,221	864	864
7110 Workers' Compensation Insurance	8,076	9,136	13,824	10,347
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	4,430	4,461	2,988	3,654
7113 Medicare	14,008	13,935	9,580	9,314
7114 Auto Allowance	2,936	2,710	1,440	1,440
7115 Cell Phone Allowance	734	722	540	540
7118 Other Benefits Pay	12,527	8,055	-	-
7120 Sick Leave Payout	-	7,104	-	-
7121 Leave Balance Payout	9,910	36,520	-	-
7122 Deferred Compensation Contribution	7,690	7,815	5,460	5,460
7126 PARS 457 Retirement	1,468	1,054	1,575	846
<b>Total Benefits</b>	<b>\$ 270,366</b>	<b>\$ 322,491</b>	<b>\$ 201,399</b>	<b>\$ 217,420</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 1,156,887</b>	<b>\$ 1,182,172</b>	<b>\$ 865,092</b>	<b>\$ 862,709</b>

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

**EXHIBIT B-1  
 101.730**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
City Engineer *	1.00	1.00	0.50	0.50	\$ 83,439
Senior Civil Engineer **	2.00	2.00	1.00	1.00	142,730
Assistant Engineer ***	1.00	1.00	2.00	2.00	230,920
Senior Public Works Inspector	1.00	1.00	1.00	1.00	120,120
Public Works Inspector ****	1.00	1.00	-	-	-
* 0.50 FTE Moved to Land Development 740					
** 1.0 FTE Moved to Land Dev 740					
*** Assoc Engineer Moved from Land Dev. Filled with Assistant Engineer FY 15					
**** 1.0 FTE Moved to Land Development					
<b>TOTAL</b>	<b>6.00</b>	<b>6.00</b>	<b>4.50</b>	<b>4.50</b>	<b>\$ 577,209</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Engineering Assistant (Intern)	0.25	0.50	0.50	0.50	\$ 15,080
Project Engineer	1.00	1.00	1.00	0.50	50,000
<b>TOTAL</b>	<b>1.25</b>	<b>1.50</b>	<b>1.50</b>	<b>1.00</b>	<b>\$ 65,080</b>

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

**EXHIBIT C  
101.730**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	250	250
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	1,500
<b>7427</b> Special Departmental Expense	-	-	-	200
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	-	2,000	2,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,392	1,713	1,500	2,050
<b>7435</b> Professional Development & Meetings	-	272	4,700	9,350
<b>7437</b> Staff Development	(125)	-	100	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	14,121	14,900	15,300	16,100
<b>7551</b> User Charges - IT Pool	36,756	38,994	45,664	51,222
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 52,144</b>	<b>\$ 55,879</b>	<b>\$ 69,514</b>	<b>\$ 82,672</b>

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

EXHIBIT C-1  
 101.730  
 Page 1

Description	FY 2016 Adopted
<b>7423 <u>Clothing &amp; Personal Expense</u></b>	
Safety Clothing and Damaged Clothing Repair	\$ 250
<b>7425 <u>Minor Tools &amp; Equipment</u></b>	
Survey Equipment	1,500
<b>7427 <u>Special Departmental Expense</u></b>	
Employee Recognition	200
<b>7430 <u>Professional &amp; Specialized Services</u></b>	
Supplemental Engineering & Storm Water Consultant Services (As Needed)	2,000
<b>7434 <u>Memberships, Dues, Books</u></b>	
Books	500
Dues	1,450
Subscriptions	100
	<b>2,050</b>
<b>7435 <u>Professional Development &amp; Meetings</u></b>	
APWA Monthly Meetings	600
APWA Annual Conference	5,250
League of Cities - PW Inst.	500
Inspector Training	800
Engineer Training	800
Teleconferences	400
MTEP registration	1,000
	<b>9,350</b>
<b>7550 <u>User Charges - Motor Pool</u></b>	
Use of City Vehicles	16,100
<b>7551 <u>User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	51,222
<b>TOTAL</b>	<b>\$ 82,672</b>

**GENERAL FUND - (101)**  
**Public Works - Land Development / Environmental Programs (740)**  
**Program Manager - City Engineer**

**MISSION STATEMENT**

**Provide review of land development and subdivision projects ensuring compliance with appropriate laws, City ordinances, and mitigation of project impacts. Administer, plan and manage the City's solid waste collection and disposal, storm water management, and other environmental programs as needed.**

**ONGOING RESPONSIBILITIES**

- Provide Engineering staff support to the City's Development Review process
- Provide Engineering staff support to the Building Permit process as required
- Plan check maps, street improvement plans, and grading and drainage plans
- Tend public counter and issue land development permits for construction within the public right-of-way
- Evaluate and recommend updates of Land Development Engineering fees, permit forms and handouts
- Prepare budget and monitor expenditures and revenues, including cost recovery
- Coordinate and implement solid waste programs to comply with legislative mandates regarding solid waste reduction, monitor annual diversion rates and assist with preparation of annual report
- Manage the City's solid waste franchised refuse collection contract, landfill contract, recycling contract, yard waste contract, and household hazardous waste contract
- Coordinate and facilitate implementation of programs to comply with the City's National Pollutant Discharge Elimination System permit
- Provide staff liaison to West Valley Solid Waste Joint Powers Authority
- Provide storm water management liaison to Santa Clara Valley Water District, County Fire, West Valley Sanitation District, and West Valley Clean Water Program, including budget submittal for program funding and required annual reports
- Administer the City's Lighting and Landscape Assessment District (LLD)

**WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Provide assistance to Public Works Maintenance regarding the implementation of Community Facilities District No. 2
- Assist in the implementation of updated Vehicle Impact Fee associated with new Solid Waste collection vehicles
- Prepare options for the use and maintenance of the alleyways in the City
- Complete GIS updates for the City's storm drain facilities
- Develop new procedures as necessary for compliance with the storm water Municipal Regional Permit
- Coordinate an update of the City's Standard Specifications and Details for Public Works Construction

**GENERAL FUND - (101)**  
**Public Works - Land Development / Environmental Programs (740)**

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	80% of development application reviews completed within ten working days	87%	89%	91%

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

**EXHIBIT A**  
**101.740**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 181,576	\$ 182,775	\$ 598,432	\$ 664,331
Supplies, Services & Capital Outlay (Exhibit C)	354,041	435,231	505,727	545,351
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	535,617	618,006	1,104,159	<b>1,209,682</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 535,617</b>	<b>\$ 618,006</b>	<b>\$ 1,104,159</b>	<b>\$ 1,209,682</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 1,973,752	\$ 2,020,851	\$ 1,902,000	\$ 1,902,000
Transfers from Other Funds	487,402	487,402	552,618	595,378
Use of Reserves	-	-	30,000	20,000
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 2,461,154</b>	<b>\$ 2,508,253</b>	<b>\$ 2,484,618</b>	<b>\$ 2,517,378</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Franchise - Garbage	4123	\$ 1,629,248	\$ 1,696,744	\$ 1,602,000	\$ 1,602,000
Engineering & Subdivision Filing Fees	4722	344,504	324,107	300,000	300,000
<b>Program Revenue</b>		<b>\$ 1,973,752</b>	<b>\$ 2,020,851</b>	<b>\$ 1,902,000</b>	<b>\$ 1,902,000</b>
Environmental Services - Storm Water	209	\$ 307,902	\$ 307,902	\$ 334,376	\$ 374,400
Environmental Programs - Solid Waste	209	179,500	179,500	180,578	180,578
Community Facilities District #2	237	-	-	2,664	5,400
Lighting and Landscape District	207	-	-	35,000	35,000
<b>Transfers from Other Funds</b>		<b>\$ 487,402</b>	<b>\$ 487,402</b>	<b>\$ 552,618</b>	<b>\$ 595,378</b>
General Fund - CIPR		\$ -		\$ 30,000	\$ 20,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 2,461,154</b>	<b>\$ 2,508,253</b>	<b>\$ 2,484,618</b>	<b>\$ 2,517,378</b>

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

**EXHIBIT B**  
**101.740**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 125,353	\$ 101,916	\$ 427,379	\$ 454,073
<b>7002</b> Personnel - Temporary	9,501	34,527	15,080	40,080
<b>7003</b> Personnel - Overtime	1,037	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 135,891</b>	<b>\$ 136,443</b>	<b>\$ 442,459</b>	<b>\$ 494,153</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	150	150	300	300
<b>7106</b> Retirement	17,983	18,058	73,398	86,111
<b>7107</b> Dental Insurance	1,919	1,844	6,888	7,098
<b>7108</b> Group Health Insurance	13,934	13,467	49,146	51,288
<b>7109</b> Group Life Insurance	199	184	672	672
<b>7110</b> Workers' Compensation Insurance	550	1,387	10,429	7,960
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	636	589	2,388	2,922
<b>7113</b> Medicare	1,964	2,214	6,416	7,166
<b>7114</b> Auto Allowance	-	-	1,440	1,440
<b>7115</b> Cell Phone Allowance	-	-	540	540
<b>7118</b> Other Benefits Pay	-	-	-	-
<b>7120</b> Sick Leave Payout	2,862	2,862	-	-
<b>7121</b> Leave Balance Payout	3,946	3,946	-	-
<b>7122</b> Deferred Compensation Contribution	1,418	1,299	4,160	4,160
<b>7126</b> PARS 457 Retirement	124	333	196	521
<b>Total Benefits</b>	<b>\$ 45,685</b>	<b>\$ 46,332</b>	<b>\$ 155,973</b>	<b>\$ 170,178</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 181,576</b>	<b>\$ 182,775</b>	<b>\$ 598,432</b>	<b>\$ 664,331</b>

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

**EXHIBIT B-1**  
**101,740**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Associate Civil Engineer *	1.00	1.00	-	-	\$ -
Senior Civil Engineer **	-	-	1.00	1.00	142,730
Assistant Engineer ***	0.45	0.50	1.00	1.00	115,460
City Engineer **	-	-	0.50	0.50	83,439
Public Works Inspector **	-	-	1.00	1.00	112,444
* Transferred 1.0 FTE Assoc Engineer to Program 730 in FY 15					
** Moved from Program 730					
*** Moved 0.50 FTE from Prog 720 in FY 15					
<b>TOTAL</b>	<b>1.45</b>	<b>1.50</b>	<b>3.50</b>	<b>3.50</b>	<b>\$ 454,073</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Engineering Assistant (Intern)	0.50	0.50	0.50	0.50	\$ 15,080
Project Engineer	-	-	-	0.25	25,000
<b>TOTAL</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.75</b>	<b>\$ 40,080</b>

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

**EXHIBIT C**  
**101.740**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	200	200
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	735	15,413	12,600	5,700
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	306,953	374,814	423,539	465,563
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	32,607	30,275	48,915	48,915
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	(63)	115	1,585	1,435
<b>7435</b> Professional Development & Meetings	-	-	1,500	3,900
<b>7437</b> Staff Development	-	-	1,000	1,600
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	4,619	4,866	4,972	5,232
<b>7551</b> User Charges - IT Pool	9,190	9,749	11,416	12,806
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 354,041</b>	<b>\$ 435,231</b>	<b>\$ 505,727</b>	<b>\$ 545,351</b>

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

**EXHIBIT C-1**  
**101.740**  
**Page 1**

Description	FY 2016 Adopted
<b>7423 <u>Clothing &amp; Personal Expense</u></b>	
Safety Clothing	\$ 200
<b>7427 <u>Special Departmental Expense</u></b>	
Lighting & Landscape District (LLD) - Data Processing (Santa Clara County)	1,200
Public Awareness Campaign - Stormwater **	-
Public Education Material	800
County Recorder Fees	1,000
County Recorder Map Update	2,500
Employee Recognition	200
	<b>5,700</b>
<b>7430 <u>Professional &amp; Specialized Services</u></b>	
Supplemental Land Development Engineering Services	60,000
West Valley Clean Water Program **	329,400
West Valley Solid Waste Management Authority **	47,163
LLA Management Services	5,000
CFD #2 Management Services	4,000
Cambrian 36 Area Plan *	20,000
	<b>465,563</b>
<b>7432 <u>Other Contractual Services</u></b>	
Household Hazardous Waste Supplemental Services **	23,915
Storm Drain Cleaning (West Valley Sanitation District) **	25,000
	<b>48,915</b>
<b>7434 <u>Memberships, Dues, Books</u></b>	
Books & Subscriptions	500
Dues / Registration	935
	<b>1,435</b>
<b>7435 <u>Professional Development &amp; Meetings</u></b>	
Professional Development & Meetings	<b>3,900</b>
<b>7437 <u>Staff Development</u></b>	
Staff Development	<b>1,600</b>
<b>7550 <u>User Charges - Motor Pool</u></b>	
Use of City Vehicles	<b>5,232</b>
<b>7551 <u>User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>12,806</b>
* Funded by CIPR	
** Funded by Environmental Services Program (715)	
<b>TOTAL</b>	<b>\$ 545,351</b>

**COMMUNITY FACILITIES DISTRICT #2 FUND- (237)  
Public Works – Community Facilities District #2 (741)  
Program Manager – City Engineer**

**MISSION STATEMENT**

**Administer the special tax revenues generated from Community Facilities District No. 2 (Public Services – Storm Water Treatment and Related Facilities) and account for related expenditures.**

**ONGOING RESPONSIBILITIES**

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

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Summary of Exhibits**  
**PROGRAM : PUBLIC WORKS - COMMUNITY FACILITIES DISTRICT #2**

**EXHIBIT A**  
**237.741**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	-	-	12,284	15,020
<b>Appropriation Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,284</b>	<b>\$ 15,020</b>

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ 16,094	\$ 16,094
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	(3,810)	(1,074)
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,284</b>	<b>\$ 15,020</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Community Facilities District #2	5005	\$ -	\$ -	\$ 16,094	\$ 16,094
Assessment					
<b>Program Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,094</b>	<b>\$ 16,094</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
CFD #2 - Beginning Fund Balance		\$ -	\$ -	\$ (3,810)	\$ (1,074)
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,810)</b>	<b>\$ (1,074)</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,284</b>	<b>\$ 15,020</b>

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

EXHIBIT E  
 237.741

Description	FY 2015 Adopted	FY 2016 Adopted
<b><u>9899 Operating Transfers Out</u></b>		
CFD #2		
Public Works - Engineering - #101.730	\$ -	\$ -
Public Works Land Development / Environmental - #101.740	2,664	5,400
Public Works - Park Maintenance - #207.775	9,620	9,620
<b>TOTAL</b>	<b>\$ 12,284</b>	<b>\$ 15,020</b>

**GENERAL FUND - (101)  
Public Works - Maintenance Administration Program (745)  
Program Manager - Public Works Superintendent**

**MISSION STATEMENT**

**Provide cost-effective management oversight for the maintenance of the City's infrastructure, including public right-of-way facilities, parks, grounds, traffic signals, and streetlights, as well as the City's vehicles and equipment.**

**ONGOING RESPONSIBILITIES**

- Provide personnel and budget administration for the Maintenance Division
- Manage citizen requests for Maintenance Division service
- Provide public information concerning maintenance activities
- Coordinate the annual Arbor Day observance
- Serve as Safety Coordinator for the Maintenance Division
- Assure Maintenance Division adherence to the Injury and Illness Prevention Program
- Administer the City's motor pool, shopping cart collection, integrated pest management program, and the underground storage tank designated operator contract
- Support the Parks and Recreation Commission
- Optimize the use of community volunteers
- Track adherence to performance standards
- Coordinate Maintenance Division Review, as needed, for Capital Improvement Program and private development projects
- Keep the Hazardous Materials Management Plan and Storm Water Pollution Prevention Plans up-to-date
- Oversee and coordinate maintenance personnel for special events
- Participate in Emergency Operation Center (EOC) drills
- Oversee the operation of the Community Garden at Edith Morley Park
- Develop annual sidewalk repair and street tree planting location lists
- Develop and implement cost savings in all Sections
- Coordinate City-wide garage sale, residential clean-up and West Valley Clean Water Program litter pick-up events
- Coordinate home composting classes in the City with the Santa Clara County Home Composting Education Program
- Continue sidewalk inspection program

**WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Review the feasibility and benefits of hiring an energy consultant to develop energy saving projects
- Update all of the Maintenance Section's Performance Measures and Outcomes
- Support the completion of the new fleet maintenance software project

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

**EXHIBIT A**  
**101.745**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 329,480	\$ 357,716	\$ 392,096	\$ 426,351
Supplies, Services & Capital Outlay (Exhibit C)	42,305	50,254	58,975	61,899
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	371,785	407,970	451,071	<b>488,250</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 371,785</b>	<b>\$ 407,970</b>	<b>\$ 451,071</b>	<b>\$ 488,250</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 32	\$ -	\$ -	\$ -
Transfers from Other Funds	102,500	102,500	102,500	102,500
Use of Reserves	-	-	-	-
Additional Fund Revenue	269,253	305,470	348,571	385,750
<b>Funding Source Total</b>	<b>\$ 371,785</b>	<b>\$ 407,970</b>	<b>\$ 451,071</b>	<b>\$ 488,250</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Miscellaneous Fines (Shopping Cart)	4390	\$ 32	\$ -	\$ -	\$ -
<b>Program Revenue</b>		<b>\$ 32</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Lighting & Landscaping District (LLA-1)	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Environmental Programs *	209	57,500	57,500	57,500	57,500
Motor Vehicle Pool	641	35,000	35,000	35,000	35,000
* Includes Beverage Container Grant Funds					
<b>Transfers from Other Funds</b>		<b>\$ 102,500</b>	<b>\$ 102,500</b>	<b>\$ 102,500</b>	<b>\$ 102,500</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 269,253</b>	<b>\$ 305,470</b>	<b>\$ 348,571</b>	<b>\$ 385,750</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 371,785</b>	<b>\$ 407,970</b>	<b>\$ 451,071</b>	<b>\$ 488,250</b>

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

**EXHIBIT B**  
**101.745**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 186,828	\$ 248,327	\$ 271,342	\$ 293,260
<b>7002</b> Personnel - Temporary	62,301	-	13,000	13,000
<b>7003</b> Personnel - Overtime	712	1,334	1,000	1,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 249,841</b>	<b>\$ 249,662</b>	<b>\$ 285,342</b>	<b>\$ 307,260</b>
<b>7104</b> Meal Allowance	\$ 45	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	27,343	41,778	46,601	55,614
<b>7107</b> Dental Insurance	4,585	5,580	5,904	6,084
<b>7108</b> Group Health Insurance	31,716	38,368	40,706	42,524
<b>7109</b> Group Life Insurance	477	558	576	576
<b>7110</b> Workers' Compensation Insurance	1,231	1,876	2,683	3,377
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,631	1,979	1,992	2,436
<b>7113</b> Medicare	3,985	4,216	4,123	4,441
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	203	359	360	360
<b>7118</b> Other Benefits Pay	3,537	8,285	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	1,799	1,535	-	-
<b>7122</b> Deferred Compensation Contribution	3,087	3,520	3,640	3,510
<b>7126</b> PARS 457 Retirement	-	-	169	169
<b>Total Benefits</b>	<b>\$ 79,639</b>	<b>\$ 108,055</b>	<b>\$ 106,754</b>	<b>\$ 119,091</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 329,480</b>	<b>\$ 357,716</b>	<b>\$ 392,096</b>	<b>\$ 426,351</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM : PUBLIC WORKS - MAINTENANCE ADMINISTRATION**

**EXHIBIT B-1  
 101.745**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Public Works Superintendent	1.00	1.00	1.00	1.00	\$ 149,614
Office Specialist *	1.00	-	-	-	-
Office Assistant	0.90	0.90	0.90	0.90	60,634
Executive Assistant *	-	1.00	1.00	1.00	83,012
* Position reclassified in FY 14					
<b>TOTAL</b>	<b>2.90</b>	<b>2.90</b>	<b>2.90</b>	<b>2.90</b>	<b>\$ 293,260</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Engineering Technician *	-	0.25	0.25	0.25	\$ 13,000
* Position Retitled from GIS Intern in FY 16					
<b>TOTAL</b>	<b>-</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>\$ 13,000</b>

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

**EXHIBIT C**  
**101.745**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	6,131	6,048	9,400	9,400
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	3,395	4,685	4,500	4,500
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	9,052	8,721	13,600	13,600
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	-	-	500
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	290	132	850	850
<b>7435</b> Professional Development & Meetings	3,662	7,503	7,000	7,000
<b>7437</b> Staff Development	-	2,211	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	5,992	6,332	6,502	6,842
<b>7551</b> User Charges - IT Pool	13,783	14,622	17,123	19,207
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 42,305</b>	<b>\$ 50,254</b>	<b>\$ 58,975</b>	<b>\$ 61,899</b>

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

EXHIBIT C-1  
 101.745  
 Page 1

Description	FY 2016 Adopted
<b>7421 Communications - Phones</b>	
Cellular Phones & Pager Rentals	\$ 9,400
<b>7424 Office Expense</b>	
Office Supplies, Forms, Diskettes, Etc.	4,500
<b>7427 Special Departmental Expense</b>	
Alarm System, Furniture, Comcast Cable	4,600
Community Garage Sale Advertising, Publicity, Etc. (Recycling Map*)	3,000
Employee Recognition	1,000
Great American Litter Pick-Up *	5,000
	<b>13,600</b>
<b>7430 Professional &amp; Specialized Services</b>	
Blueprints, Drafting & Printing	500
<b>7434 Memberships, Dues, Books</b>	
Books	165
Dues - Maintenance Superintendents Association; California Parks & Recreation Society; Arbor Day Foundation, American Public Works Associations, Etc.	685
	<b>850</b>
<b>7435 Professional Development &amp; Meetings</b>	
Professional Development & Meetings	7,000
<b>7550 User Charges - Motor Pool</b>	
Use of City Vehicles	6,842
<b>7551 User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	19,207
<b>TOTAL</b>	<b>\$ 61,899</b>

\* Funded from Environmental Services Fund (Beverage Recycling Grant)

**MOTOR VEHICLE POOL FUND - (641)**  
**Public Works - Vehicle & Equipment Maintenance Services Program (750)**  
**Program Manager - Equipment Maintenance Supervisor**

**MISSION STATEMENT**

**Provide quality, timely, and cost-effective maintenance and repair services for the City's vehicles and equipment.**

**ONGOING RESPONSIBILITIES**

- Establish and maintain records and cost accounting information
- Develop, schedule and accomplish preventive maintenance programs for each vehicle and piece of equipment
- Procure parts, supplies, publications, tools, equipment and specialty services
- Provide service and repairs to safety vehicles and equipment on a priority basis
- Provide vehicle inspections for the Police Department as requested for major accidents
- Procure new vehicles and equipment in cooperation with end-users
- Monitor and maintain permits for underground tanks
- Administer the annual fuel contract
- Procure and outfit budgeted vehicles and equipment
- Dispose of all surplus vehicles and equipment

**WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Oversee the installation of new gas pumps and the implementation of the new Fleet Management Software
- Update storage racks and equipment to accommodate the revamping of space at Service Yard due to the sale of a section of service yard property to Robson homes

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	80% of preventative maintenance is completed on schedule	90%	90%	90%
<b>2</b>	Public Safety vehicle availability is 85%	93%	90%	92%

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

EXHIBIT A  
 641.750

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 296,618	\$ 304,184	\$ 323,921	\$ 350,915
Supplies, Services & Capital Outlay (Exhibit C)	618,909	811,332	946,638	1,080,640
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	915,527	1,115,516	1,270,559	1,431,555
Transfers Out (Exhibit E)	45,000	45,000	45,000	45,000
<b>Appropriation Total</b>	<b>\$ 960,527</b>	<b>\$ 1,160,516</b>	<b>\$ 1,315,559</b>	<b>\$ 1,476,555</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 982,468	\$ 949,216	\$ 974,678	\$ 1,025,078
Transfers from Other Funds	-	45,000	102,000	35,000
Use of Reserves	(21,941)	166,300	305,000	503,000
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 960,527</b>	<b>\$ 1,160,516</b>	<b>\$ 1,381,678</b>	<b>\$ 1,563,078</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Sale of Property	4960	\$ 12,050	\$ 12,423	\$ 8,500	\$ 8,500
Insurance Claims Refunds	4962	84,872	50	10,000	10,000
Motor Pool (Dept Charges)	5101	882,375	932,743	956,178	1,006,578
Other Revenue	4965	3,171	-	-	-
Reimbursement (Lease Rebate)	4727	-	4,000	-	-
<b>Program Revenue</b>		<b>\$ 982,468</b>	<b>\$ 949,216</b>	<b>\$ 974,678</b>	<b>\$ 1,025,078</b>
General Fund - CIPR	101	\$ -	\$ 45,000	\$ 102,000	\$ 35,000
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 102,000</b>	<b>\$ 35,000</b>
Motor Pool - Beginning Fund Balance		\$ (21,941)	\$ 166,300	\$ 305,000	\$ 503,000
<b>Use of Fund Reserves</b>		<b>\$ (21,941)</b>	<b>\$ 166,300</b>	<b>\$ 305,000</b>	<b>\$ 503,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 960,527</b>	<b>\$ 1,160,516</b>	<b>\$ 1,381,678</b>	<b>\$ 1,563,078</b>

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

**EXHIBIT B**  
**641.750**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 206,435	\$ 203,253	\$ 211,508	\$ 224,604
<b>7002</b> Personnel - Temporary	-	-	-	-
<b>7003</b> Personnel - Overtime	378	289	500	500
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 206,813</b>	<b>\$ 203,542</b>	<b>\$ 212,008</b>	<b>\$ 225,104</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	900	900	990	990
<b>7106</b> Retirement	27,669	33,157	36,325	42,594
<b>7107</b> Dental Insurance	5,204	5,412	5,220	6,084
<b>7108</b> Group Health Insurance	44,389	45,487	52,470	54,243
<b>7109</b> Group Life Insurance	558	558	576	576
<b>7110</b> Workers' Compensation Insurance	6,631	7,704	9,675	12,131
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,517	1,536	1,800	2,196
<b>7113</b> Medicare	3,304	3,420	3,067	3,257
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	367	361	360	360
<b>7118</b> Other Benefits Pay	(2,059)	800	-	1,950
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	1,325	1,306	1,430	1,430
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 89,805</b>	<b>\$ 100,643</b>	<b>\$ 111,913</b>	<b>\$ 125,811</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 296,618</b>	<b>\$ 304,184</b>	<b>\$ 323,921</b>	<b>\$ 350,915</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Personnel Allocation**  
**PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE**

**EXHIBIT B-1**  
**641.750**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 101,316
Mechanic I / II	1.50	1.50	1.75	1.75	123,288
<b>TOTAL</b>	<b>2.50</b>	<b>2.50</b>	<b>2.75</b>	<b>2.75</b>	<b>\$ 224,604</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C**  
**641.750**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	2,081	2,717	2,900	4,000
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	2,844	4,642	2,480	3,000
<b>7426</b> Gasoline & Diesel	171,973	195,338	190,000	175,000
<b>7427</b> Special Departmental Expense	1,852	1,454	3,450	4,000
<b>7428</b> Maint of Buildings, Structures & Grounds	1,742	594	500	500
<b>7429</b> Maintenance & Operation of Equipment	151,261	189,333	156,400	161,500
<b>7430</b> Professional & Specialized Services	3,063	6,372	8,500	8,500
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	125	394	400	400
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7444</b> Depreciation	117,015	131,934	-	-
<b>7550</b> User Charges - Motor Pool	140,284	148,201	152,176	160,129
<b>7551</b> User Charges - IT Pool	18,378	19,497	22,832	25,611
<b>7884</b> Machinery & Equipment	8,291	110,855	407,000	538,000
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 618,909</b>	<b>\$ 811,332</b>	<b>\$ 946,638</b>	<b>\$ 1,080,640</b>

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

EXHIBIT C-1  
 641.750  
 Page 1

Description	FY 2016 Adopted
<b>7423 <u>Clothing &amp; Personal Expense</u></b>	
Damage to Clothing & Personal Property	
Uniform/Laundry Service	\$ 4,000
<b>7425 <u>Minor Tools &amp; Equipment</u></b>	
Special Automotive Hand Tools and Diagnostic Software	3,000
<b>7426 <u>Gasoline &amp; Diesel</u></b>	
Fuel, Oil, Etc.	175,000
<b>7427 <u>Special Departmental Expense</u></b>	
Shop Alarm System Charges, Rental of Back-up Equipment, 3 Storage Cabinets, Etc.	2,000
Storage Cabinets (Three)	2,000
	<b>4,000</b>
<b>7428 <u>Maint of Buildings, Structures &amp; Grounds</u></b>	
Shop Equipment Repair & Fuel Island Repair	500
<b>7429 <u>Maintenance &amp; Operation of Equipment</u></b>	
Commercial Repairs, Painting, Bodywork, Etc.. (Including Reimbursable Repairs to Damaged Property)	115,000
Small Equipment Repair	5,000
Compressor Maintenance	1,500
Miscellaneous Parts	40,000
	<b>161,500</b>
<b>7430 <u>Professional &amp; Specialized Services</u></b>	
Certified Underground Storage Tank and Liner Inspections	3,500
Fuel Storage Tank Testing, Emergency Repairs, BAAQMD Testing	5,000
	<b>8,500</b>
<b>7434 <u>Memberships, Dues, Books</u></b>	
Books - Shop Manuals, etc.	370
Dues - Public Fleet Supervisors Association	30
	<b>400</b>
<b>7444 <u>Depreciation</u></b>	
Depreciation of Equipment	0
<b>SUBTOTAL page 1</b>	<b>\$ 356,900</b>

Description	FY 2016 Adopted
<b>7550 <u>User Charges - Motor Pool</u></b>	
Use of City Vehicles & Other Non-Highway Equipment	<b>\$ 160,129</b>
<b>7551 <u>User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>25,611</b>
<b>7884 <u>Machinery &amp; Equipment</u></b>	
Replacement *	
<b><u>100-500 Series</u></b>	
Unit 288    Streets - SASE Vacuum	5,000
<b><u>1200 Series</u></b>	
Unit 1248  Police Unmarked Vehicle	42,000
Unit 1250  Police Unmarked Vehicle	42,000
Unit 1251  Police Unmarked Vehicle	42,000
Unit 1252  Police Unmarked Vehicle	42,000
<b><u>2000 Series (Light Duty Trucks)</u></b>	
Unit 2067  Sig & Light Service Bed (Replace w/ Small Boom Truck)	100,000
Unit 2086  F250 w/ Dump (Replace w/ Heavier Dump)	70,000
<b><u>5000 Series (Heavy Equipment)</u></b>	
Unit 5028  Streets - CASE Loader (Replace w/ backhoe)	135,000
Unit 5036  Parks - Small Motorized Cart	20,000
Unit 5059  Parks - Bluebird Lawncomb	5,000
	<b>503,000</b>
New Equipment **	
<b><u>5000 Series (Heavy Equipment)</u></b>	
Unit 0000  Streets - Concrete Saw	15,000
Unit 0000  Streets - Seal Coat Machine	20,000
	<b>35,000</b>
<b>7884 Machinery &amp; Equipment Total</b>	<b>538,000</b>
* Funded from Motor Pool Beginning Fund Balance	
** Funded from CIPR	
<b>SUBTOTAL page 2</b>	<b>723,740</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 1,080,640</b>

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

EXHIBIT E  
 641.750

Description	FY 2015 Adopted	FY 2016 Adopted
<b><u>9899 Operating Transfers Out</u></b>		
Public Works Maintenance Administration - # 101.745	\$ 35,000	\$ 35,000
Public Works Administration - # 101.701	-	-
Finance Department - # 101.535	10,000	10,000
<b>TOTAL</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>

**GAS TAX FUND - (204)**  
**Public Works - Street Maintenance Program (760)**  
**Program Manager - Street Maintenance Supervisor**

**MISSION STATEMENT**

**Preserve the City’s capital assets and minimize hazards by performing timely and effective right-of-way maintenance by providing preventive maintenance and repair of roadways, pedestrian facilities, storm drains, signs, parking and other City facilities.**

**ONGOING RESPONSIBILITIES**

- Effectively manage the procurement and use of contractors, staff, materials and equipment
- Monitor the condition of facilities within the public rights-of-way for maintenance needs
- Oversee street sweeping, litter pickup, shopping cart removals, and illegal sign and graffiti removal
- Provide clean-up and other support for hazardous materials spills and other accidents
- Assist with the preparation of plans, specifications and estimates for right-of-way maintenance contracts
- Receive, interpret and accomplish work orders for new signing and markings on a timely basis
- Support special events
- Administer street and parking lot sweeping contracts
- Complete repainting of all school crosswalks and legends by the opening of the school year
- Administer the annual centerline striping contract
- Proactively identify and repair sidewalk hazards in high pedestrian traffic areas of the City
- Continue sidewalk inspection and repair program for high use areas
- Coordinate and oversee emergency street repairs

**WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Complete the data collection for the City’s sign inventory and complete a replacement schedule for sign replacement
- Create Standard Operating Procedure for all of the Streets Section core services
- Complete the revamping of space at Service Yard due to the sale of a section of service yard property to Robson homes

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	95% of emergency call-outs responded to within two hours	96%	100%	100%
<b>2</b>	90% of sidewalk repair requests are inspected and marked within five working days	95%	96%	97%
<b>3</b>	80% of traffic work orders completed within 20 days	95.8%	90%	87.9%

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

**EXHIBIT A**  
**204.760**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 661,588	\$ 714,217	\$ 795,041	\$ 898,329
Supplies, Services & Capital Outlay (Exhibit C)	362,503	514,964	595,979	644,206
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,024,091	1,229,181	1,391,020	<b>1,542,535</b>
Transfers Out (Exhibit E)	250,529	282,551	78,880	77,300
<b>Appropriation Total</b>	<b>\$ 1,274,620</b>	<b>\$ 1,511,732</b>	<b>\$ 1,469,900</b>	<b>\$ 1,619,835</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 947,440	\$ 1,301,790	\$ 1,030,600	\$ 895,200
Transfers from Other Funds	323,300	349,500	439,300	504,300
Use of Reserves	3,880	(139,558)	-	220,335
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 1,274,620</b>	<b>\$ 1,511,732</b>	<b>\$ 1,469,900</b>	<b>\$ 1,619,835</b>

REVENUE DETAIL					
Gas Tax - 2105	4510	\$ 176,790	\$ 275,963	\$ 196,300	\$ 240,000
Gas Tax - 2106	4511	141,464	144,932	157,500	128,500
Gas Tax - 2107	4512	289,695	295,382	241,200	328,000
Gas Tax - 2107.5	4513	6,000	6,000	6,000	6,000
Rev & Tax Code 7360-Gas Excise Tax	4516	321,007	565,608	427,100	190,200
Metal Recycling Revenue	4965	-	-	2,500	2,500
Other Revenue	4965	2,185	3,820	-	-
Interest Revenue	4410	10,299	10,085	-	-
<b>Program Revenue</b>		<b>\$ 947,440</b>	<b>\$ 1,301,790</b>	<b>\$ 1,030,600</b>	<b>\$ 895,200</b>
Lighting & Landscaping Dist. - Tsfrs.	207	\$ 46,300	\$ 46,300	\$ 46,300	\$ 46,300
Environmental Services - Transfers In	209	277,000	297,000	393,000	458,000
Community Facilities District #1	236	-	-	-	-
General Fund	101	-	6,200	-	-
<b>Transfers from Other Funds</b>		<b>\$ 323,300</b>	<b>\$ 349,500</b>	<b>\$ 439,300</b>	<b>\$ 504,300</b>
Gas Tax - Beginning Fund Balance	204	\$ 3,880	\$ (139,558)	\$ -	\$ 220,335
<b>Use of Fund Reserves</b>		<b>\$ 3,880</b>	<b>\$ (139,558)</b>	<b>\$ -</b>	<b>\$ 220,335</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,274,620</b>	<b>\$ 1,511,732</b>	<b>\$ 1,469,900</b>	<b>\$ 1,619,835</b>

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

EXHIBIT B  
 204.760

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7001 Personnel - Regular	\$ 366,693	\$ 420,357	\$ 484,930	\$ 532,530
7002 Personnel - Temporary	38,450	30,341	20,000	40,000
7003 Personnel - Overtime	12,460	13,228	14,000	15,000
7005 Personnel - POST	-	629	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 417,603</b>	<b>\$ 464,554</b>	<b>\$ 518,930</b>	<b>\$ 587,530</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	4,659	4,976	5,250	5,250
7106 Retirement	55,517	75,477	83,283	100,989
7107 Dental Insurance	10,832	12,190	12,408	14,196
7108 Group Health Insurance	110,270	124,784	133,560	137,844
7109 Group Life Insurance	1,116	1,254	1,344	1,344
7110 Workers' Compensation Insurance	14,351	16,436	24,484	30,921
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	3,564	3,925	4,200	5,124
7113 Medicare	5,936	7,013	7,322	8,301
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	252	360	720
7118 Other Benefits Pay	13,204	-	-	1,950
7120 Sick Leave Payout	211	-	-	-
7121 Leave Balance Payout	20,543	-	-	-
7122 Deferred Compensation Contribution	3,319	3,472	3,640	3,640
7126 PARS 457 Retirement	463	(114)	260	520
<b>Total Benefits</b>	<b>\$ 243,985</b>	<b>\$ 249,663</b>	<b>\$ 276,111</b>	<b>\$ 310,799</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 661,588</b>	<b>\$ 714,217</b>	<b>\$ 795,041</b>	<b>\$ 898,329</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Personnel Allocation**  
**PROGRAM : PUBLIC WORKS - STREET MAINTENANCE**

**EXHIBIT B-1**  
**204.760**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Street Maintenance Field Supervisor	1.00	1.00	1.00	-	\$ -
Street Maintenance Lead Worker	1.00	1.00	2.00	2.00	153,504
Maintenance Worker I / II *	5.00	5.00	4.00	4.00	271,136
Street Maintenance Supervisor	-	-	-	1.00	107,890
* Flexible Staffing					
Maintenance Worker II					
Maintenance Worker I					
<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>\$ 532,530</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Temporary Staffing *	0.25	0.48	0.48	0.48	\$ 20,000
Temporary Staffing **	-	-	-	0.48	20,000
* Funded from Environmental Services					
Fund 209 for Heavy Leaf Pickup					
** Funded from Environmental Services					
Fund 209 for Street Tree Trimming					
<b>TOTAL</b>	<b>0.25</b>	<b>0.48</b>	<b>0.48</b>	<b>0.96</b>	<b>\$ 40,000</b>

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

**EXHIBIT C  
204.760**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	1,220	2,220	850	1,000
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	1,210	1,661	1,000	1,000
<b>7427</b> Special Departmental Expense	222	230	-	-
<b>7428</b> Maintenance of Buildings, Structures & Ground	83,239	93,640	93,000	98,000
<b>7429</b> Maintenance & Operation of Equipment	-	8	750	1,000
<b>7430</b> Professional & Specialized Services	2,000	1,497	2,100	2,100
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	100,123	231,479	308,000	340,500
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	400	400
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	180	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	169,715	179,355	184,171	193,803
<b>7551</b> User Charges - IT Pool	4,594	4,874	5,708	6,403
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 362,503</b>	<b>\$ 514,964</b>	<b>\$ 595,979</b>	<b>\$ 644,206</b>

Description	FY 2016 Adopted
<b>7423 <u>Clothing &amp; Personal Expense</u></b>	
Damage to Clothing, Rain Gear Replacement, Temporary Labor Uniforms, Etc.	\$ 1,000
<b>7425 <u>Minor Tools &amp; Equipment</u></b>	
Miscellaneous Small Tools & Equipment	1,000
<b>7428 <u>Maintenance of Buildings, Structures &amp; Grounds</u></b>	
Asphalt, Crack Sealant, Traffic Paint, Signs, Metal/Wood Posts, Barricades, Etc.	83,000
Street Sweeping Signage*	10,000
Rental of Equipment	5,000
	<b>98,000</b>
<b>7429 <u>Maintenance &amp; Operation of Equipment</u></b>	
Miscellaneous Equipment Repair: Sign Applicator, Drill Breaker, Paint Shaker, Compressors, Etc.	1,000
<b>7430 <u>Professional &amp; Specialized Services</u></b>	
Annual Street Report Preparation	2,100
<b>7432 <u>Other Contractual Services</u></b>	
Centerline Striping and Thermoplastic	40,000
Downtown Sidewalk and Trash Receptacle Cleaning	15,500
Emergency and/or Specialized Street Repairs / Traffic Work Orders	10,000
Miscellaneous Storm Drain Repairs *	22,000
Parking Lot & Garage Sweeping & Cleaning *	25,000
Sidewalk Curb / Gutter Repair (Emergencies)	30,000
Storm Drain Filter & Interceptor Cleaning *	6,000
Street Sweeping (Including Heavy Leaf Pickup) *	150,000
Waste Oil / Paint Hauling	2,000
Weekend Service - Downtown Litter Cars *	20,000
Trash Capture Devices *	20,000
	<b>340,500</b>
<b>7434 <u>Memberships, Dues, Books</u></b>	
Books & Training Videos & Dues	400
<b>7550 <u>User Charges - Motor Pool</u></b>	
Use of City Vehicles & Other Non-Highway Equipment	193,803
<b>7551 <u>User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	6,403
* Funding from Environmental Services Programs	
<b>TOTAL</b>	<b>\$ 644,206</b>

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

EXHIBIT E  
 204.760

Description	FY 2015 Adopted	FY 2016 Adopted
<b><u>9899 Operating Transfers Out</u></b>		
City Council for Congestion Management Association (CMA) Dues - # 101.501	\$ 52,300	\$ 52,300
Transportation Engineering Program - #101.720	26,580	25,000
Engineering Program - #101.730	-	-
<b>TOTAL</b>	<b>\$ 78,880</b>	<b>\$ 77,300</b>

**LIGHTING AND LANDSCAPE ACT FUND - (207)  
Public Works - Signals and Lighting Maintenance Program (770)  
Program Manager - Lighting & Traffic Signal Supervisor**

**MISSION STATEMENT**

**Provide high quality, cost-effective lighting services for all public streets, City parks, City parking facilities and grounds for City-owned facilities. Maintain and adjust traffic signals to optimize safety, cost-effectiveness and traffic flow.**

**ONGOING RESPONSIBILITIES**

- Operate and maintain over 2000 City-owned street lights and 42 intersections with traffic signal systems
- Remove unauthorized signing and graffiti from lighting and traffic signal standards
- Install new light standards as requested, which meet established criteria
- Test and inspect all new traffic and existing signal cabinets
- Assist with the preparation of plans, specifications and estimates for signal and lighting projects and provide inspection assistance
- Mark City-owned underground lighting and traffic signal facilities at the request of Underground Service Alert
- Assist in implementation of traffic signal upgrades and modifications
- Maintain Special Event lighting and other specialty electrical requirements
- Coordinate traffic signal modifications with multiple agencies

**WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Assist with the conversion of street lights to LED fixtures as resources allow
- Provide construction assistance in the installation of a new traffic signal at Harriet Avenue/McCoy Avenue/and San Tomas Aquino Road
- Support the Cabinet Replacement Project by providing Engineering assistance and inspection
- Complete the revamping of space at Service Yard due to the sale of a section of service yard property to Robson homes
- Actively participate in the Department's Safety Committee and assignments

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	95% of emergency call-outs responded to within two (2) hours	100%	100%	100%
<b>2</b>	85% of streetlight outages repaired within ten (10) working day.	88%	97%	97%
<b>3</b>	100% of Underground Service Alert utility location requests responded to within seven (7) working days	100%	100%	100%

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Summary of Exhibits**  
**PROGRAM : PUBLIC WORKS - SIGNALS & LIGHTING**

**EXHIBIT A**  
**207.770**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 293,682	\$ 299,380	\$ 316,217	\$ 395,082
Supplies, Services & Capital Outlay (Exhibit C)	423,811	425,742	424,581	435,881
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	717,493	725,122	740,798	<b>830,963</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 717,493</b>	<b>\$ 725,122</b>	<b>\$ 740,798</b>	<b>\$ 830,963</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 865,422	\$ 922,099	\$ 798,500	\$ 798,500
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	(147,929)	(196,977)	(57,702)	32,463
<b>Funding Source Total</b>	<b>\$ 717,493</b>	<b>\$ 725,122</b>	<b>\$ 740,798</b>	<b>\$ 830,963</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Campbell Municipal Lighting Dist. - Prop. Ta:	4001-4582	\$ 677,949	\$ 802,632	\$ 690,000	\$ 690,000
USA Marking Fees	4701	7,050	-	-	-
Insurance Claims Refund	4962	-	20,832	5,000	5,000
Signal Maintenance Cost Sharing	4542	7,214	4,851	2,500	2,500
Redevelopment Prop Tax Trust Fund	4008	93,305	-	3,000	3,000
Property Tax Pass-Thru (RDA)	4007	79,904	93,784	80,000	80,000
Electric Vehicle Charging Stations	4709	-	-	18,000	18,000
<b>Program Revenue</b>		<b>\$ 865,422</b>	<b>\$ 922,099</b>	<b>\$ 798,500</b>	<b>\$ 798,500</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ (147,929)</b>	<b>\$ (196,977)</b>	<b>\$ (57,702)</b>	<b>\$ 32,463</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 717,493</b>	<b>\$ 725,122</b>	<b>\$ 740,798</b>	<b>\$ 830,963</b>

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

**EXHIBIT B  
207.770**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 175,137	\$ 175,969	\$ 177,174	\$ 249,994
<b>7002</b> Personnel - Temporary	31,612	32,920	42,000	-
<b>7003</b> Personnel - Overtime	7,921	6,458	6,500	6,500
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 214,670</b>	<b>\$ 215,348</b>	<b>\$ 225,674</b>	<b>\$ 256,494</b>
<b>7104</b> Meal Allowance	\$ 9	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	1,500	1,500	1,500	2,250
<b>7106</b> Retirement	25,347	28,894	30,428	47,409
<b>7107</b> Dental Insurance	3,469	3,608	3,480	6,084
<b>7108</b> Group Health Insurance	35,958	36,688	38,160	59,076
<b>7109</b> Group Life Insurance	372	372	384	576
<b>7110</b> Workers' Compensation Insurance	6,365	7,019	10,627	13,502
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,188	1,188	1,200	2,196
<b>7113</b> Medicare	3,330	3,292	3,178	3,625
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	360
<b>7118</b> Other Benefits Pay	-	-	-	1,950
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	1,060	1,042	1,040	1,560
<b>7126</b> PARS 457 Retirement	414	429	546	-
<b>Total Benefits</b>	<b>\$ 79,012</b>	<b>\$ 84,032</b>	<b>\$ 90,543</b>	<b>\$ 138,588</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 293,682</b>	<b>\$ 299,380</b>	<b>\$ 316,217</b>	<b>\$ 395,082</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM : PUBLIC WORKS - SIGNALS & LIGHTING**

**EXHIBIT B-1  
 207.770**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00	\$ 101,316
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00	84,760
Lighting & Traffic Signal Assistant *	-	-	-	1.00	63,918
* Reclass Temp Position					
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>\$ 249,994</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Temporary Lighting Assistant	0.77	0.77	0.96	-	\$ -
<b>TOTAL</b>	<b>0.77</b>	<b>0.77</b>	<b>0.96</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
207.770**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 267,259	\$ 211,715	\$ 220,504	\$ 224,000
7421 Communications - Phones	6,137	5,097	5,000	5,200
7423 Clothing & Personal Expense	65	319	600	900
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	605	999	1,000	1,000
7427 Special Departmental Expense	405	6,751	7,050	7,050
7428 Maintenance of Buildings, Structures & Ground	-	-	-	-
7429 Maintenance & Operation of Equipment	82,507	128,510	116,690	118,690
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	1,100	1,050	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	2,128	3,189	2,200	2,200
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	39	-	-
7438 Other Charges	8,382	9,620	8,000	8,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	32,251	34,083	34,998	36,828
7551 User Charges - IT Pool	22,972	24,371	28,539	32,013
7884 Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 423,811</b>	<b>\$ 425,742</b>	<b>\$ 424,581</b>	<b>\$ 435,881</b>

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

**EXHIBIT C-1**  
**207.770**  
**Page 1**

Description	FY 2016 Adopted
<b><u>7420</u> Utilities - Electricity/Gas/Water</b>	
Parks & Other Lighting	\$ 5,000
Street Lighting	175,000
Traffic Signals	44,000
	<b>224,000</b>
<b><u>7421</u> Communications - Phones</b>	
Controllers, Modem, Phone Lines, Etc.	<b>5,200</b>
<b><u>7423</u> Clothing &amp; Personal Expense</b>	
Repair of Damaged Clothing; Staff Rain Gear; Safety Gear & Vests for Three Temporary Labor Uniforms	<b>900</b>
<b><u>7425</u> Minor Tools &amp; Equipment</b>	
Miscellaneous New Tools	<b>1,000</b>
<b><u>7427</u> Special Departmental Expense</b>	
Downtown Tree Lighting and Banners	6,200
Trailer & Storage Unit Alarms	200
Underground Service Alert One Call System Fee (Required by Law)	650
	<b>7,050</b>
<b><u>7429</u> Maintenance &amp; Operation of Equipment</b>	
Cost Share Agreement with the City of San Jose for Operation of Shared Signals	8,160
Cost Share Agreement with Santa Clara County for San Tomas Expressway Shared Signals	1,530
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)	87,000
Stolen Wire Replacement	7,000
Maintenance / Repair EV Charging Stations	6,000
	<b>118,690</b>
<b><u>7434</u> Memberships, Dues, Books</b>	
Books - National Electrical Manufacturers Association (NEMA) Manual; Elect. Code Updates	400
Dues - California Street Light Association;	1,500
International Municipal Signal Association (IMSA); Traffic Signal Association	300
	<b>2,200</b>
<b>SUBTOTAL page 1</b>	<b>\$ 359,040</b>

Description	FY 2016 Adopted
<b>7438 Other Charges</b>	
Property Tax Administration Fees	\$ 8,000
<b>7550 User Charges - Motor Pool</b>	
Use of City Vehicles & Other Non-Highway Equipment	36,828
<b>7551 User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	32,013
SUBTOTAL page 2	76,841
TOTAL Exhibit C-1	\$ 435,881

**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 2015 – 2016**

- Establish priorities for the Park Improvement Master Plan (Park Impact Fees) \*
- Complete the Park Asset Inventory and establish a repair/replacement criteria for park infrastructure
- Create an Urban Forest Management Plan
- Complete the transfer of tree data to a new management database
- Monitor drought conditions and restrictions and adjust citywide watering schedules as required.
- Complete the revamping of space at the Service Yard due to the sale of a section of the service yard property to Robson homes

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	95% of emergency tree work is mitigated within one day	100%	100%	95%
<b>2</b>	90% of landscaped medians, parks and civic grounds maintained at a rating of 3 (4 point scale/bi-annual survey)	95%	85%	81%

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

**EXHIBIT A**  
**207.775**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 1,413,701	\$ 1,468,932	\$ 1,542,466	\$ 1,708,540
Supplies, Services & Capital Outlay (Exhibit C)	691,450	745,030	752,509	776,485
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,105,151	2,213,962	2,294,975	<b>2,485,025</b>
Transfers Out (Exhibit E)	106,300	106,300	111,300	111,300
<b>Appropriation Total</b>	<b>\$ 2,211,451</b>	<b>\$ 2,320,262</b>	<b>\$ 2,406,275</b>	<b>\$ 2,596,325</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 1,141,260	\$ 1,167,775	\$ 1,227,000	\$ 1,227,000
Transfers from Other Funds	922,266	955,510	1,121,573	1,401,788
Use of Reserves	-	-	-	-
Additional Fund Revenue	147,929	196,977	57,702	(32,463)
<b>Funding Source Total</b>	<b>\$ 2,211,455</b>	<b>\$ 2,320,262</b>	<b>\$ 2,406,275</b>	<b>\$ 2,596,325</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Lighting & Landscape Assessment	5001	1,139,133	1,165,350	1,142,000	1,142,000
Cost Recovery	4701	2,127	2,425	-	-
Project Overhead Offset	4725	-	-	85,000	85,000
Donations - Parks	4818	-	-	-	-
<b>Program Revenue</b>		<b>\$ 1,141,260</b>	<b>\$ 1,167,775</b>	<b>\$ 1,227,000</b>	<b>\$ 1,227,000</b>
Environmental Services	209	45,000	45,000	45,000	45,000
General Fund Subsidy	101	822,860	889,583	1,056,953	1,337,168
ABAG Risk Mitigation	212	54,406	20,927	10,000	10,000
Community Facilities District #2	237	-	-	9,620	9,620
<b>Transfers from Other Funds</b>		<b>\$ 922,266</b>	<b>\$ 955,510</b>	<b>\$ 1,121,573</b>	<b>\$ 1,401,788</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 147,929</b>	<b>\$ 196,977</b>	<b>\$ 57,702</b>	<b>\$ (32,463)</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 2,211,455</b>	<b>\$ 2,320,262</b>	<b>\$ 2,406,275</b>	<b>\$ 2,596,325</b>

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

**EXHIBIT B  
207.775**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 821,226	\$ 829,206	\$ 896,564	\$ 967,820
<b>7002</b> Personnel - Temporary	120,247	133,960	102,000	133,000
<b>7003</b> Personnel - Overtime	25,923	27,367	30,000	30,000
<b>7005</b> Personnel - POST	-	6,607	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 967,396</b>	<b>\$ 997,139</b>	<b>\$ 1,028,564</b>	<b>\$ 1,130,820</b>
<b>7104</b> Meal Allowance	\$ 18	\$ 27	\$ -	\$ -
<b>7105</b> Uniform Allowance	8,250	8,250	9,750	9,750
<b>7106</b> Retirement	120,249	138,497	153,977	183,539
<b>7107</b> Dental Insurance	20,861	21,719	22,620	26,364
<b>7108</b> Group Health Insurance	208,005	214,383	248,040	250,992
<b>7109</b> Group Life Insurance	2,231	2,234	2,496	2,496
<b>7110</b> Workers' Compensation Insurance	33,555	37,998	46,653	59,452
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	7,308	7,334	7,800	9,756
<b>7113</b> Medicare	16,221	16,533	14,480	15,962
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	3,473	150	-	10,400
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	17,737	16,225	-	-
<b>7122</b> Deferred Compensation Contribution	6,890	6,779	6,760	7,280
<b>7126</b> PARS 457 Retirement	1,507	1,663	1,326	1,729
<b>Total Benefits</b>	<b>\$ 446,305</b>	<b>\$ 471,793</b>	<b>\$ 513,902</b>	<b>\$ 577,720</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 1,413,701</b>	<b>\$ 1,468,932</b>	<b>\$ 1,542,466</b>	<b>\$ 1,708,540</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Personnel Allocation  
PROGRAM : PUBLIC WORKS - PARK MAINTENANCE**

**EXHIBIT B-1  
207.775**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 117,812
Park Maintenance Lead Worker	2.00	2.00	3.00	3.00	230,256
Park Maintenance Worker I / II */***	9.00	9.00	8.00	7.00	482,056
Park Maintenance Worker I / II **	-	-	1.00	1.00	57,346
Senior Park Maint Worker/Arborist	-	-	-	1.00	80,350
* Flexible Staffing Park Maintenance Worker I Park Maintenance Worker II					
** Limited Term (1 year) (Extended)					
*** Reclass to Senior/Arborist					
<b>TOTAL</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>\$ 967,820</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Temporary Labor	2.50	2.75	2.75	3.50	\$ 133,000
Weekend Work Furlough Supervisor	-	0.20	-	-	-
Weekend Park Maintenance	0.20	0.20	-	-	-
<b>TOTAL</b>	<b>2.70</b>	<b>3.15</b>	<b>2.75</b>	<b>3.50</b>	<b>\$ 133,000</b>

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

**EXHIBIT C  
207.775**

<b>Description</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 237,152	\$ 250,626	\$ 230,000	\$ 230,000
<b>7421</b> Communications - Phones	2,285	1,994	3,000	3,000
<b>7423</b> Clothing & Personal Expense	1,150	1,688	1,800	2,000
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	9,453	4,388	4,500	4,500
<b>7427</b> Special Departmental Expense	4,145	4,162	5,000	14,000
<b>7428</b> Maintenance of Buildings, Structures & Ground	159,266	166,869	173,000	178,000
<b>7429</b> Maintenance & Operation of Equipment	1,490	2,180	4,000	3,000
<b>7430</b> Professional & Specialized Services	521	1,687	5,000	5,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	119,718	146,237	154,000	154,620
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	390	260	750	750
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	(125)	(125)	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	142,222	150,442	154,336	162,408
<b>7551</b> User Charges - IT Pool	13,783	14,622	17,123	19,207
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 691,450</b>	<b>\$ 745,030</b>	<b>\$ 752,509</b>	<b>\$ 776,485</b>

Description	FY 2016 Adopted
<b>7420 Utilities - Electricity/Gas/Water</b> San Jose Water; Pacific Gas & Electric; West Valley Sanitation District	<b>\$ 230,000</b>
<b>7421 Communications - Phones</b> Irrigation Controller Phone Charges	<b>3,000</b>
<b>7423 Clothing &amp; Personal Expense</b> Damage to Personal Clothing; Rain Gear & Glove Replacement; Temporary Labor Uniforms	<b>2,000</b>
<b>7425 Minor Tools &amp; Equipment</b> Shovels, Rakes, Small Hand Tools (Pliers, Screwdrivers, Etc.)	<b>4,500</b>
<b>7427 Special Departmental Expense</b> Special Projects / Volunteer Support Play Equipment Replacement	5,000 9,000 <b>14,000</b>
<b>7428 Maintenance of Buildings, Structures &amp; Grounds</b> Backflow Maintenance & Replacements Chemicals, Fertilizer, Seed, Ground Cover, Sod, Shrubs, Trees, Fibar  Equipment Rental Maintenance of Park Furniture, Playground Equip., Irrigation, Fences, Pumps, Electrical, Plu Pest Control Small Power Equipment	12,000 85,000  3,000 60,000 10,000 8,000 <b>178,000</b>
<b>7429 Maintenance &amp; Operation of Equipment</b> Alarms Landscaping Equipment Maintenance & Repairs	2,000 1,000 <b>3,000</b>
<b>7430 Professional &amp; Specialized Services</b> Arborist Consulting and Other Park Consultant Services	<b>5,000</b>
<b>SUBTOTAL page 1</b>	<b>\$ 439,500</b>



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

EXHIBIT E  
 207.775

Description	FY 2015 Adopted	FY 2016 Adopted
<b><u>9899 Operating Transfers Out</u></b>		
Administrative Cost Allocation - Non-Departmental # 101.540	\$ 10,000	\$ 10,000
General Departmental Administration # 101.701	10,000	10,000
Land Development # 101.740	35,000	35,000
Maintenance Administration # 101.745	10,000	10,000
Street Maintenance - Sidewalk Repair # 204.760	46,300	46,300
<b>TOTAL</b>	<b>\$ 111,300</b>	<b>\$ 111,300</b>

**GENERAL FUND - (101)  
Public Works - Building Maintenance Program (780)  
Program Manager – Building Maintenance Supervisor**

**MISSION STATEMENT**

**Effectively and efficiently maintain all City buildings for maximum operation, safety, comfort and a pleasing visual appearance.**

**ON-GOING PROGRAM RESPONSIBILITIES**

- Provide effective custodial maintenance and repair services to City buildings
- Plan, manage and oversee all improvements, maintenance and repairs to buildings
- Provide efficient, professional and courteous service to all customers
- Coordinate and supervise tenant improvements at the Community Center
- Improve energy efficiency in all City buildings when and wherever possible
- Propose, plan, manage and administer all Capital Improvement Projects related to building preservation, remodeling, safety and operations
- Carryout specified IIPP training and inspection requirements
- Provide set-ups and take-downs for Community Center facility uses, supervise uses; and insure the security of the facility
- Provide support, expertise and equipment to/for community special events, City activities and departmental programs and operations
- Maintain the Community Center swimming pool to required health and safety codes
- Provide support and expertise to other departments on maintenance and repair issues
- Initiate all Building Maintenance Special Projects
- Serve as departmental Safety Coordinator

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2015 - 2016**

- Deliver refresh projects for City Hall - continue
- Complete all special projects approved in the FY16 budget
- Complete the revamping of space at the Service Yard due to the sale of a section of the service yard property to Robson homes

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>1</b>	Cost per square foot to maintain City buildings	\$3.53	\$4.36	\$4.36
<b>2</b>	50 % of work orders are completed within three working days	88%	79%	87.9%

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

**EXHIBIT A**  
**101.780**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 501,581	\$ 400,912	\$ 539,833	\$ 583,417
Supplies, Services & Capital Outlay (Exhibit C)	693,908	742,389	950,866	1,101,020
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,195,489	1,143,301	1,490,699	<b>1,684,437</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,195,489</b>	<b>\$ 1,143,301</b>	<b>\$ 1,490,699</b>	<b>\$ 1,684,437</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 431	\$ 65	\$ -	\$ -
Transfers from Other Funds	20,000	15,000	15,000	15,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,175,058	1,128,236	1,475,699	1,669,437
<b>Funding Source Total</b>	<b>\$ 1,195,489</b>	<b>\$ 1,143,301</b>	<b>\$ 1,490,699</b>	<b>\$ 1,684,437</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Cost Recovery	4701	\$ 431	\$ 65	\$ -	\$ -
<b>Program Revenue</b>		<b>\$ 431</b>	<b>\$ 65</b>	<b>\$ -</b>	<b>\$ -</b>
Environmental Services	209	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Santa Clara County Grant*	212	5,000	-	-	-
* Hydra Stations at Community Center					
<b>Transfers from Other Funds</b>		<b>\$ 20,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 1,175,058</b>	<b>\$ 1,128,236</b>	<b>\$ 1,475,699</b>	<b>\$ 1,669,437</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,195,489</b>	<b>\$ 1,143,301</b>	<b>\$ 1,490,699</b>	<b>\$ 1,684,437</b>

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

**EXHIBIT B**  
**101.780**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7001</b> Personnel - Regular	\$ 305,480	\$ 223,643	\$ 304,968	\$ 329,076
<b>7002</b> Personnel - Temporary	24,867	55,238	80,000	80,000
<b>7003</b> Personnel - Overtime	2,481	3,118	2,500	3,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 332,828</b>	<b>\$ 281,999</b>	<b>\$ 387,468</b>	<b>\$ 412,076</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	1,800	1,800	2,400	2,400
<b>7106</b> Retirement	44,880	36,945	52,374	62,406
<b>7107</b> Dental Insurance	7,151	5,572	7,872	8,112
<b>7108</b> Group Health Insurance	51,628	40,366	56,064	58,512
<b>7109</b> Group Life Insurance	728	557	768	768
<b>7110</b> Workers' Compensation Insurance	8,660	6,836	18,666	22,093
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	2,507	1,829	2,400	2,928
<b>7113</b> Medicare	4,258	4,767	5,581	5,932
<b>7114</b> Auto Allowance	6,742	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	-	1,474	-	1,950
<b>7120</b> Sick Leave Payout	473	-	-	-
<b>7121</b> Leave Balance Payout	34,593	14,463	-	-
<b>7122</b> Deferred Compensation Contribution	5,006	3,852	5,200	5,200
<b>7126</b> PARS 457 Retirement	327	452	1,040	1,040
<b>Total Benefits</b>	<b>\$ 168,753</b>	<b>\$ 118,912</b>	<b>\$ 152,365</b>	<b>\$ 171,341</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 501,581</b>	<b>\$ 400,912</b>	<b>\$ 539,833</b>	<b>\$ 583,417</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Personnel Allocation**  
**PROGRAM : PUBLIC WORKS - BUILDING MAINTENANCE**

**EXHIBIT B-1**  
**101.780**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Facilities Maintenance Manager *	1.00	1.00	-	-	\$ -
Building Maintenance Supervisor	-	-	1.00	1.00	91,842
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00	87,422
Building Maintenance Worker	2.00	2.00	2.00	2.00	149,812
* Reclassified as Build Maint Supervisor					
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$ 329,076</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2016 Adopted
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	
Temporary Building Maintenance Work	-	0.80	0.80	0.80	\$ 40,000
Project Manager (One-Time Projects)	-	-	0.25	0.25	40,000
<b>TOTAL</b>	<b>-</b>	<b>0.80</b>	<b>1.05</b>	<b>1.05</b>	<b>\$ 80,000</b>

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

**EXHIBIT C**  
**101.780**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ 111,000	\$ 111,000
<b>7421</b> Communications - Phones	4,059	3,276	3,520	4,000
<b>7422</b> Advertising	496	-	-	-
<b>7423</b> Clothing & Personal Expense	-	329	900	900
<b>7424</b> Office Expense	861	-	-	-
<b>7425</b> Minor Tools & Equipment	1,004	1,166	1,250	1,250
<b>7427</b> Special Departmental Expense	86,302	86,386	92,000	96,000
<b>7428</b> Maintenance of Buildings, Structures & Grounds	209,498	260,908	310,430	432,175
<b>7429</b> Maintenance & Operation of Equipment	81,163	72,031	88,500	92,300
<b>7430</b> Professional & Specialized Services	-	77	500	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	276,010	281,646	301,500	318,000
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	200	200
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	11,543	12,199	12,527	13,182
<b>7551</b> User Charges - IT Pool	22,972	24,371	28,539	32,013
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 693,908</b>	<b>\$ 742,389</b>	<b>\$ 950,866</b>	<b>\$ 1,101,020</b>

Description	FY 2016 Adopted
<b>7420 Utilities - Electricity/Gas/Water</b> PG&E, Sewer, Water Services *	<b>\$ 111,000</b>
<b>7421 Communications - Phones</b> Alarms & Telephone Lines / DSL for John D. Morgan Park Video Camera Jack Fischer Park and New Camera	3,000 1,000 <b>4,000</b>
<b>7423 Clothing &amp; Personal Expense</b> Damaged Clothing; Replace Rain Gear; City T-Shirts & Uniforms for Part-Time Employees	<b>900</b>
<b>7425 Minor Tools &amp; Equipment</b> Miscellaneous Tools For Shop & Replacement Hammers, Drills, Saws, Shovels, Etc.	<b>1,250</b>
<b>7427 Special Departmental Expense</b> Batteries for Drills, Flashlights, Pagers, Etc. Custodial & Light bulb Supplies for Downtown Parking Garage Custodial Supplies & Lights (All Buildings) Miscellaneous Unanticipated Equipment & Supplies Pool Supplies (Salt, Sodium Hypo-Chlorite, & CO2 Test Kits) Rental of Special Maintenance Equipment Signs	500 1,500 77,000 1,000 13,500 2,000 500 <b>96,000</b>
<b>7428 Maintenance of Buildings, Structures &amp; Grounds</b> General Maintenance: Ainsley House, Carriage House & Museum City Hall Community Center - Painting / General Downtown Parking Garage Firehouse Museum & Offices Park Buildings - JDM, Campbell, Fischer, & Morley Service Center	5,000 20,000 80,000 2,000 6,000 12,000 5,000 <b>Subtotal</b> <b>130,000</b>
* Costs related to tenant leases only. Community Center and Theatre costs accounted for in respective programs 527 & 529.	
<b>SUBTOTAL page 1</b>	<b>\$ 343,150</b>

Description	FY 2016 Adopted
<b>7428 Maintenance of Buildings, Structures &amp; Grounds (Continued)</b>	
Special Projects:	
City Hall (2 Projects)	\$ 39,500
IT Cabling Projects	15,675
Community Center (9 Projects)	200,000
Museum /Ainsley House (1 Project)	20,000
Service Center (1 Project)	12,000
Parks (1 Project)	15,000
<b>Subtotal</b>	<b>302,175</b>
<b>Account Total</b>	<b>432,175</b>
<b>7429 Maintenance &amp; Operation of Equipment</b>	
Miscellaneous:	
Radios, Overhead Doors, Elevators, High Lift, Ponds (Light Repair, Chlorine Tabs, Cleaning Equip.), Etc.	5,000
Routine Service & Repairs:	
Boilers & HVAC Units	22,000
Fire Alarm Equipment (Heat Detectors, Wiring, Horns, Etc.)	4,000
Fire Extinguisher Re-Charge Program (All City Buildings)	4,500
Microphone & General P.A. System Repairs (Council Chambers & Portable Units)	1,000
Pool Equipment (Aqua King Portable Vacuum)	2,500
Service Agreements:	
Annual Check of Fire Alarm System	5,000
Burglar Alarm (Community Center)	1,500
Elevator Maintenance (City Hall, Community Center & Parking Garage)	8,500
Emergency Generators (City Hall, EOC, Service Center, Community Center & Portable) (New Generator at Community Center for Information Technology)	8,500
Emergency Lighting Systems (Theatre & Parking Garage)	1,500
Fire Alarm Monitoring (City Hall)	500
Fire Alarm Monitoring (Community Center)	1,700
Fire Alarm Monitoring (Parking Garage)	550
Heating, Ventilation, Air Conditioning (HVAC) Units	25,000
Panic Alarm Monitoring (City Hall)	550
	<b>92,300</b>
<b>SUBTOTAL page 2</b>	<b>\$ 394,475</b>

Description	FY 2016 Adopted
<b>7432 Other Contractual Services</b>	
Custodial Services:	
Citizen Callouts for Janitorial Services	\$ 500
City Hall, Police Department, Service Center & Downtown Parking Garage	42,000
Community Center	215,000
Parks Buildings	51,000
Upholstery Cleaning	1,000
Battery & Light Recycling	1,500
Emergency Pool Service	1,000
Furniture Moving	2,500
Pest Control/Abatement (All Buildings)	2,000
Removal of Bio-Hazardous Waste	500
Window Washing - Semi-Annual (Ainsley House & Museum)	1,000
	<b>318,000</b>
<b>7434 Memberships, Dues, Books</b>	
Books, Reference & Training Manuals	<b>200</b>
<b>7550 User Charges - Motor Pool</b>	
Use of City Vehicles	<b>13,182</b>
<b>7551 User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>32,013</b>
<b>SUBTOTAL page 3</b>	<b>363,395</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 1,101,020</b>



**DEBT SERVICE FUNDS - (366-368)**  
**Finance Department - Debt Service Programs (543 - 544)**  
**Program Manager - Finance Manager**

**MISSION STATEMENT**

Effectively administer debt service related to the City's Certificates of Participation.

**ONGOING RESPONSIBILITIES**

- Account for all transactions related to bond principal and interest on Special
- Invest all idle funds in accordance with the City's Investment Policy and ensure safety, provide liquidity, and obtain a market yield in that specific order
- Pay principal and interest on maturities of debt in a timely manner
- Coordinate accounting of bond proceeds subject to arbitrage and related Federal reporting
- Restructure outstanding debt when economically feasible
- Monitor service levels and performance reporting standards for this program
- Submit Continuing Disclosure Statement by February 1<sup>st</sup>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Summary of Exhibits**  
**PROGRAM : FINANCE - DEBT SERVICE - 2002 CERTIFICATES of PARTICIPATION**

**EXHIBIT A**  
**366.543**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	870,573	868,398	874,233	871,394
Total Before Transfers	\$ 870,573	\$ 868,398	\$ 874,233	\$ 871,394
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 870,573</b>	<b>\$ 868,398</b>	<b>\$ 874,233</b>	<b>\$ 871,394</b>
<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ 63,776	\$ 52,526	\$ 361,188	\$ 360,012
Transfers from Other Funds	510,787	509,506	513,045	511,382
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 574,563</b>	<b>\$ 562,032</b>	<b>\$ 874,233</b>	<b>\$ 871,394</b>

<b>REVENUE DETAIL</b>					
Description	Fund / Acct.				
Other Interest - Successor Agency	4450	\$ -	\$ 79,436	\$ 67,248	\$ 53,652
Other Interest - RDA Advance	4450	90,686	-	-	-
Principal Repayment - Successor Agency	4966	-	(26,910)	293,940	306,360
Principal Repayment - RDA Advance	4966	(26,910)	-	-	-
<b>Program Revenue</b>		<b>\$ 63,776</b>	<b>\$ 52,526</b>	<b>\$ 361,188</b>	<b>\$ 360,012</b>
General Fund Subsidy	6899	\$ 510,787	\$ 509,506	\$ 513,045	\$ 511,382
<b>Transfers from Other Funds</b>		<b>\$ 510,787</b>	<b>\$ 509,506</b>	<b>\$ 513,045</b>	<b>\$ 511,382</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 574,563</b>	<b>\$ 562,032</b>	<b>\$ 874,233</b>	<b>\$ 871,394</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Debt Service**  
**PROGRAM : FINANCE - DEBT SERVICE - 2002 CERTIFICATES of PARTICIPATION**

**EXHIBIT D**  
**366.543**

Description	Due Date	PRINCIPAL 7775	INTEREST 7776	FEEs 7777	FY 2016 Adopted
2002 Certificates of Participation	10/1/15 4/1/16	\$ 740,000	\$ 73,584 56,010	\$ 1,800	\$ 815,384 56,010
<b>TOTAL</b>		\$ 740,000	\$ 129,594	\$ 1,800	\$ 871,394

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Summary of Exhibits**  
**PROGRAM : FINANCE - DEBT SERVICE - 1997 CERTIFICATES of PARTICIPATION**

**EXHIBIT A**  
**368.544**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	736,796	733,546	730,210	732,150
Total Before Transfers	\$ 736,796	\$ 733,546	\$ 730,210	\$ 732,150
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 736,796</b>	<b>\$ 733,546</b>	<b>\$ 730,210</b>	<b>\$ 732,150</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 304,269	\$ 302,924	\$ 301,562	\$ 302,199
Transfers from Other Funds	432,527	430,622	428,648	429,951
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 736,796</b>	<b>\$ 733,546</b>	<b>\$ 730,210</b>	<b>\$ 732,150</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Other Interest - Successor Agency	4450	\$ -	\$ 276,014	\$ 274,652	\$ 273,219
Other Interest - RDA Advance	4450	277,359	-	-	-
Principal Repayment - Successor Agency	4966		26,910	26,910	28,980
Principal Repayment - RDA Advance	4966	26,910	-	-	-
<b>Program Revenue</b>		<b>\$ 304,269</b>	<b>\$ 302,924</b>	<b>\$ 301,562</b>	<b>\$ 302,199</b>
General Fund Subsidy	6899	\$ 432,527	\$ 430,622	\$ 428,648	\$ 429,951
<b>Transfers from Other Funds</b>		<b>\$ 432,527</b>	<b>\$ 430,622</b>	<b>\$ 428,648</b>	<b>\$ 429,951</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 736,796</b>	<b>\$ 733,546</b>	<b>\$ 730,210</b>	<b>\$ 732,150</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Debt Service  
 PROGRAM : FINANCE - DEBT SERVICE - 1997 CERTIFICATES of PARTICIPATION**

**EXHIBIT D  
 368.544**

Description	Due Date	PRINCIPAL 7775	INTEREST 7776	FEES 7777	FY 2016 Adopted
1997 Certificates of Participation	10/1/15 4/1/16	\$ 70,000	\$ 330,872 329,078	\$ 2,200	\$ 403,072 329,078
<b>TOTAL</b>		\$ 70,000	\$ 659,950	\$ 2,200	\$ 732,150



## 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 16 budget approval process.

### Summary

As shown below, the proposed FY 2016-20 CIP contains 21 projects of which 11 are new. The remaining projects were previously included in the City's adopted CIP, including three projects requiring additional appropriations.

<b>New Capital Projects</b>	<b>Total Budget</b>	<b>Timing</b>	<b>Source of Funds</b>
Civic Center – Refresh Improvements	\$50,000	Year 1	CIPR
Curb Gutter Replacement	\$125,000	Annual	CT
Downtown Campbell Sound Wall	\$25,000	Year 1	CIPR
Hard Court Resurfacing	\$75,000	Year 1	Park
L.G. Creek Trail- Seal Coating	\$50,000	Year 1	Park
Main Gym Bleacher Upgrade	\$120,000	Year 1	CIPR
S. Valley Radio Communication System	\$900,000	Year 2	CIPR
Sidewalk Replacement	\$250,000	Year 1	CIPR
Sign Reflectivity	\$55,000	Year 1	CIPR
Spin Bike Replacements	\$30,000	Year 1	CIPR
W. Campbell Ave.-Downtown ITS	\$80,000	Year 1	CIPR

<b>Additional Appropriations</b>	<b>Total Budget</b>	<b>Timing</b>	<b>Source of Funds</b>
Accessibility Ramps	\$150,000	Biannual	CT
Annual Street Maintenance	\$4,640,000	Annual	CIPR/Grants/VIF
Bike/Ped. Traffic Safety Improvements	\$225,000	Annual	CT/Grants

<b>Existing Projects</b>	<b>Total Budget</b>	<b>Timing</b>	<b>Source of Funds</b>
ADA Transition Plan Improvements	\$100,000	Years 2 & 4	CIPR
Hamilton/Hwy 17. SB Off-Ramp	\$1,500,000	Year 3	Private-Grants
Harriet Ave. Rehabilitation	\$3,000,000	Year 3	Grants
L.G. Creek W. Trail Expansion	\$2,900,000	Year 4	Grants
Misc. Storm Drainage Improvements	\$100,000	Years 2 & 4	Environmental Services
Park System Improvements	\$1,200,000	Years 1 & 2	Park
S. Tomas Aquino Creek Trail Enhance.	\$520,000	Year 1	Park/Private-Grants
<b>Total Projects – All Years</b>	<b>\$16,095,000</b>		

Year 1 projects that require appropriations for FY 2016 are as follows:

<b>Year 1 Projects</b>	<b>Budget Appropriation</b>	<b>Source of Funds</b>
Accessibility Ramps	\$50,000	CT
Annual Street Maintenance	\$940,000	CIPR/Grant/VIF
Bike/Pedestrian Traffic Safety Improvements	\$45,000	CT/Grant
Civic Center Refresh Improvements	\$50,000	CIPR
Curb Gutter Replacement	\$25,000	CT
Downtown Campbell Sound Wall	\$25,000	CIPR
Hard Court Resurfacing	\$75,000	Park
L.G. Creek Trail – Seal Coating	\$50,000	Park
Park System Improvements	\$600,000	Park
San Tomas Aquino Creek Trail Enhancements	\$520,000	Grants-Pvt./Park
Sidewalk Replacement	\$50,000	CIPR
Sign Reflectivity	\$55,000	CIPR
W. Campbell Ave. – Downtown ITS	\$80,000	CIPR
Main Gym Bleacher Upgrade	\$120,000	CIPR
Spin Bike Replacements	\$30,000	CIPR
<b>TOTAL</b>	<b>\$2,715,000</b>	

### **Project Funding Sources**

Revenue for project expenditures comes from a number of funding sources, both restricted and discretionary. For projects appropriated in the 2016-20 CIP, the primary sources of funding for projects are Grant/Private funds of \$9.0 million, the Capital Improvement Plan Reserve (CIPR) of \$3.2 million, Vehicle Impact Fees of \$1.9 million and Park Dedication Fees of \$1.6 million. Other funding sources include Construction Tax and Environmental Services fees.

The CIPR, which is part of the General Fund, is the City’s most flexible funding source and has historically been used for a wide range of project expenditures. By established Council Policy, the CIPR receives a portion of available General Fund surplus at fiscal year-end. The availability of funds for the CIPR is dependent on actual expenditures and revenues in a given fiscal year. In years where revenues are strong or expenditures are lower than anticipated, the CIPR increases. In years where revenues are lean and reserves are needed to balance the City’s budget, the CIPR does not increase and proposed projects are required to be deferred or placed on the City’s Unfunded Projects list.

The City is not budgeting for any available surplus for CIPR in FY 16 however, it is anticipated FY 15 will close out with a surplus that will increase CIPR resources.

### **Environmental Review**

On May 26, 2015, 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 2016-20 CIP is prepared in accordance with certain assumptions about funding constraints, operating budget implications, City priorities, and work plans as summarized below:

- Project and equipment costs, where applicable, are based on departmental estimates. Cost estimates are based on current market and contract experience on similar projects, where available, or order of magnitude cost estimates for larger projects in the early phases of design. Projects managed by Public Works include “soft costs” such as staff costs for project management, design, inspection and administration, and consultant services as necessary.
- Ongoing operating costs for annual maintenance and technical support are projected for each capital project and as appropriate, are reflected in the operating budget. For the current capital plan, due to the nature of the projects included in the plan, none of the projects are expected to have a significant impact on the operating budget. None of them will require additional staffing nor increased operating costs.
- Existing work plans, ongoing programs and service level requirements were taken into consideration in project scheduling.

### **Project Selection Criteria**

Criteria used in evaluating project requests include:

- The project’s relationship to the City’s strategic goals and objectives.
- The project’s impact on the operating budget (if any).
- The nature of the project in terms of preservation of City assets versus new construction or acquisition.
- Available financing.
- Consequences of not completing the project (e.g., employee and/or public safety, etc.)

### **Exhibits:**

- 1 CIP Summaries
- 2 CIP 5-Year Cash Flow Analysis
- 3 Capital Project Descriptions

## Capital Improvement Plan Summaries

### By Responsible Department

Police Department	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
<b>Project</b>						
Silicon Valley Radio Communications Systems (SVRCS)	\$ -	\$ 900,000	\$ -	\$ -	\$ -	\$ 900,000
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>

Public Works						
Project						
Accessibility Ramps	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
ADA Transition Plan Improvements	-	50,000	-	50,000	-	100,000
Annual Street Maintenance	940,000	944,000	948,000	954,000	854,000	4,640,000
Bike/Pedestrian and Traffic Safety Improvements	45,000	45,000	45,000	45,000	45,000	225,000
<b>Civic Center - Refresh Improvements</b>	50,000	-	-	-	-	50,000
<b>Curb Gutter Replacement</b>	25,000	25,000	25,000	25,000	25,000	125,000
<b>Downtown Campbell Sound Wall</b>	25,000	-	-	-	-	25,000
Hamilton / Hwy 17 Southbound Off Ramp Widening	-	-	1,500,000	-	-	1,500,000
<b>Hard Court Resurfacing</b>	75,000	-	-	-	-	75,000
Harriet Avenue Rehabilitation Project	-	-	3,000,000	-	-	3,000,000
Los Gatos Creek Trail Extension	-	-	-	2,900,000	-	2,900,000
<b>Los Gatos Creek Trail - Seal Coating</b>	50,000	-	-	-	-	50,000
Miscellaneous Storm Drainage Improvements	-	50,000	-	50,000	-	100,000
Park System Improvements	600,000	600,000	-	-	-	1,200,000
San Tomas Aquino Creek Trail Enhancement Project	520,000	-	-	-	-	520,000
<b>Sidewalk Replacement</b>	50,000	50,000	50,000	50,000	50,000	250,000
<b>Sign Reflectivity</b>	55,000	-	-	-	-	55,000
<b>West Campbell Avenue - Downtown ITS</b>	80,000	-	-	-	-	80,000
<b>Sub-total</b>	<b>\$ 2,565,000</b>	<b>\$ 1,764,000</b>	<b>\$ 5,618,000</b>	<b>\$ 4,074,000</b>	<b>\$ 1,024,000</b>	<b>\$ 15,045,000</b>

Recreation & Community Services						
Project						
Bleacher Upgrade - Main Gym	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Spin Bike Replacements	30,000	-	-	-	-	30,000
<b>Sub-total</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>GRAND TOTAL</b>	<b>\$ 2,715,000</b>	<b>\$ 2,664,000</b>	<b>\$ 5,618,000</b>	<b>\$ 4,074,000</b>	<b>\$ 1,024,000</b>	<b>\$ 16,095,000</b>

## Capital Improvement Plan Summaries By Category

Community Center	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
<b>Project</b>						
Bleacher Upgrade - Main Gym	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Spin Bike Replacements	30,000	-	-	-	-	30,000
<b>Sub-total</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>

Parks & Open Space						
<b>Project</b>						
Hard Court Resurfacing	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Park System Improvements	600,000	600,000	-	-	-	1,200,000
San Tomas Aquino Creek Trail Enhancement Project	520,000	-	-	-	-	520,000
<b>Sub-total</b>	<b>\$1,195,000</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,795,000</b>

Public Facility (Buildings)						
<b>Project</b>						
Civic Center - Refresh Improvements	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>Sub-total</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

Public Facility (Equipment)						
<b>Project</b>						
ADA Transition Plan Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Silicon Valley Radio Communications Systems (SVRCS)	-	900,000	-	-	-	900,000
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>

Streets & Signals						
<b>Project</b>						
Accessibility Ramps	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Annual Street Maintenance	940,000	944,000	948,000	954,000	854,000	4,640,000
Bike/Pedestrian and Traffic Safety Improvements	45,000	45,000	45,000	45,000	45,000	225,000
Curb Gutter Replacement	25,000	25,000	25,000	25,000	25,000	125,000
Downtown Campbell Sound Wall	25,000	-	-	-	-	25,000
Hamilton / Hwy 17 Southbound Off Ramp Widening	-	-	1,500,000	-	-	1,500,000
Harriet Avenue Rehabilitation Project	-	-	3,000,000	-	-	3,000,000
Los Gatos Creek Trail Extension	-	-	-	2,900,000	-	2,900,000
Los Gatos Creek Trail - Seal Coating	50,000	-	-	-	-	50,000
Miscellaneous Storm Drainage Improvements	-	50,000	-	50,000	-	100,000
Sidewalk Replacement	50,000	50,000	50,000	50,000	50,000	250,000
Sign Reflectivity	55,000	-	-	-	-	55,000
West Campbell Avenue - Downtown ITS	80,000	-	-	-	-	80,000
<b>Sub-total</b>	<b>\$1,320,000</b>	<b>\$1,114,000</b>	<b>\$5,618,000</b>	<b>\$4,024,000</b>	<b>\$1,024,000</b>	<b>\$13,100,000</b>

<b>GRAND TOTAL</b>	<b>\$2,715,000</b>	<b>\$2,664,000</b>	<b>\$5,618,000</b>	<b>\$4,074,000</b>	<b>\$1,024,000</b>	<b>\$16,095,000</b>
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## Capital Improvement Plan Summaries

### By Funding Source

Capital Improvement Reserve	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Project						
ADA Transition Plan Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Annual Street Maintenance	355,000	355,000	355,000	355,000	255,000	1,675,000
<b>Civic Center - Refresh Improvements</b>	50,000	-	-	-	-	50,000
<b>Downtown Campbell Sound Wall</b>	25,000	-	-	-	-	25,000
<b>Sidewalk Replacement</b>	50,000	50,000	50,000	50,000	50,000	250,000
<b>Sign Reflectivity</b>	55,000	-	-	-	-	55,000
Silicon Valley Radio Communications Systems (SVRCS)	-	900,000	-	-	-	900,000
<b>Spin Bike Replacements</b>	30,000	-	-	-	-	30,000
West Campbell Avenue - Downtown ITS	80,000	-	-	-	-	80,000
<b>Sub-total</b>	<b>\$ 645,000</b>	<b>\$ 1,355,000</b>	<b>\$ 405,000</b>	<b>\$ 455,000</b>	<b>\$ 305,000</b>	<b>\$ 3,165,000</b>

Construction Tax						
Project						
Accessibility Ramps	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Bike/Pedestrian and Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
<b>Curb Gutter Replacement</b>	25,000	25,000	25,000	25,000	25,000	125,000
<b>Sub-total</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 400,000</b>

Environmental Services Funds						
Project						
Miscellaneous Storm Drainage Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>

Grants / Private						
Project						
Annual Street Maintenance	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 1,075,000
Bike/Pedestrian and Traffic Safety Improvements	20,000	20,000	20,000	20,000	20,000	100,000
Hamilton / Hwy 17 Southbound Off Ramp Widening	-	-	1,500,000	-	-	1,500,000
Harriet Avenue Rehabilitation Project	-	-	3,000,000	-	-	3,000,000
Los Gatos Creek Trail Extension	-	-	-	2,900,000	-	2,900,000
San Tomas Aquino Creek Trail Enhancement Project	400,000	-	-	-	-	400,000
<b>Sub-total</b>	<b>\$ 635,000</b>	<b>\$ 235,000</b>	<b>\$ 4,735,000</b>	<b>\$ 3,135,000</b>	<b>\$ 235,000</b>	<b>\$ 8,975,000</b>

## Capital Improvement Plan Summaries

### By Funding Source

Park Dedication	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
<b>Project</b>						
Bleacher Upgrade - Main Gym	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Hard Court Resurfacing	75,000	-	-	-	-	75,000
Los Gatos Creek Trail - Seal Coating	50,000	-	-	-	-	50,000
Park System Improvements	600,000	600,000	-	-	-	1,200,000
San Tomas Aquino Creek Trail Enhancement Project	120,000	-	-	-	-	120,000
<b>Sub-total</b>	<b>\$ 965,000</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,565,000</b>

Vehicle Impact Fees - Garbage						
Project						
Annual Street Maintenance	\$ 230,000	\$ 234,000	\$ 238,000	\$ 244,000	\$ 244,000	\$ 1,190,000
<b>Sub-total</b>	<b>\$ 230,000</b>	<b>\$ 234,000</b>	<b>\$ 238,000</b>	<b>\$ 244,000</b>	<b>\$ 244,000</b>	<b>\$ 1,190,000</b>

Vehicle Impact Fees - Building Permits						
Project						
Annual Street Maintenance	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000
<b>Sub-total</b>	<b>\$ 140,000</b>	<b>\$ 700,000</b>				

<b>GRAND TOTAL</b>	<b>\$2,715,000</b>	<b>\$ 2,664,000</b>	<b>\$5,618,000</b>	<b>\$4,074,000</b>	<b>\$1,024,000</b>	<b>\$16,095,000</b>
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**CIP Five Year Cash Flow Analysis  
FY 2015-16 Through FY 2019-20**

EXHIBIT 2

**CIPR - Designated Fund Balance - Fund 101**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total FY16 to 20
Designated CIP Fund Balance-- July 1	\$ 4,426,523	\$ 3,136,523	\$ 1,781,523	\$ 1,176,523	\$ 521,523	4,426,523
Add Projected Revenues:						
Projected Surplus Estimated at FYE	-	200,000	-	-	-	200,000
Total Projected Resources	-	200,000	-	-	-	200,000
Less Projected Expenditures:						
Five Year CIP Proposed	645,000	1,355,000	405,000	455,000	305,000	3,165,000
Two Year Approved Postions	445,000	-	-	-	-	445,000
Operating & Capital Budget Adj.	200,000	200,000	200,000	200,000	200,000	1,000,000
Operating Budget BFBs	-	-	-	-	-	-
Sub-Total Expenditures	1,290,000	1,555,000	605,000	655,000	505,000	4,610,000
<b>Projected Available Fund Balance</b>	<b>\$ 3,136,523</b>	<b>\$ 1,781,523</b>	<b>\$ 1,176,523</b>	<b>\$ 521,523</b>	<b>\$ 16,523</b>	<b>\$ 16,523</b>

**Construction Tax - Designated Fund Balance - Fund 101**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total FY16 to 20
Designated Fund Balance--July 1	\$ 132,833	\$ 97,833	\$ 112,833	\$ 77,833	\$ 92,833	\$ 132,833
Add Projected Revenues:						
Construction Tax	65,000	65,000	65,000	65,000	65,000	325,000
Total Projected Revenues	65,000	65,000	65,000	65,000	65,000	325,000
Less Projected Expenditures:						
Civic Center Pedestrian Pathway Improvement	-	-	-	-	-	-
Five Year CIP Proposed	100,000	50,000	100,000	50,000	100,000	400,000
Sub-Total Expenditures	100,000	50,000	100,000	50,000	100,000	400,000
<b>Projected Fund Balance Designation</b>	<b>\$ 97,833</b>	<b>\$ 112,833</b>	<b>\$ 77,833</b>	<b>\$ 92,833</b>	<b>\$ 57,833</b>	<b>\$ 57,833</b>

**CIP Five Year Cash Flow Analysis  
FY 2015-16 Through FY 2019-20**

**Env. Services Storm Drain Reserves - Fund Balance - Fund 209**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total FY16 to 20
	Environ. Svcs.	Environ. Svcs.	Environ. Svcs.	Environ. Svcs.	Environ. Svcs.	Environ Svcs.
	Storm Drain Res	Storm Drain Res	Storm Drain Res	Storm Drain Res	Storm Drain Res	Storm Drain Res
	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance
	FD 209	FD 209	FD 209	FD 209	FD 209	FD 209
Available Reserve--July 1	\$ 115,218	\$ 135,718	\$ 106,218	\$ 126,718	\$ 97,218	\$ 115,218
Add Projected Revenues:						
Environmental Services Fund						-
Investment income	500	500	500	500	500	2,500
Carryover Projects						
Five Year CIP Proposed	-	50,000	-	50,000	-	100,000
Sub-Total Expenditures	-	50,000	-	50,000	-	100,000
<b>Projected Available Reserve</b>	<b>\$ 135,718</b>	<b>\$ 106,218</b>	<b>\$ 126,718</b>	<b>\$ 97,218</b>	<b>\$ 117,718</b>	<b>\$ 117,718</b>

**Other Grants - Fund Balance - Funds 212, 216 & 218**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total FY16 to 20
	Other Grants	Other Grants	Other Grants	Other Grants	Other Grants	Other Grants
	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance
	FD 212, 216, 218	FD 212, 216, 218	FD 212, 216, 218	FD 212, 216, 218	FD 212, 216, 218	FD 212, 216, 218
Fund Balance--July 1	2,027,578	5,212,678	5,402,678	3,877,678	762,678	2,027,578
Federal Grants (Fund 218)						-
Grants(SCVWD,SCC,MTC,HSIP)	739,200	-	-	-	-	739,200
CDBG						-
Regional Trans Improvement Program						-
Gas Tax Revenue/Other Grants/STP/CMAQ	2,870,900	215,000	3,000,000	-	-	6,085,900
Total Projected Revenues	3,820,100	425,000	3,210,000	20,000	20,000	7,495,100
Carryforward projects						
Five Year CIP Proposed	635,000	235,000	4,735,000	3,135,000	235,000	8,975,000
Sub-Total Expenditures	635,000	235,000	4,735,000	3,135,000	235,000	8,975,000
<b>Projected Available Fund Balance</b>	<b>\$ 5,212,678</b>	<b>\$ 5,402,678</b>	<b>\$ 3,877,678</b>	<b>\$ 762,678</b>	<b>\$ 547,678</b>	<b>\$ 547,678</b>

**CIP Five Year Cash Flow Analysis  
FY 2015-16 Through FY 2019-20**

**Vehicle Impact - Fund Balance - Fund 202**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total FY16 to 20
Available Reserve--July 1	\$ 303,118	\$ 303,401	\$ 303,684	\$ 303,967	\$ 304,250	\$ 303,118
Add Projected Revenues:						
Vehicle Impact Fees	140,000	140,000	140,000	140,000	140,000	700,000
Solid Waste Vehicle Impact Fees	230,000	234,000	238,000	244,000	244,000	1,190,000
Investment income	283	283	283	283	283	1,415
<b>Total Projected Revenues</b>	<b>370,283</b>	<b>374,283</b>	<b>378,283</b>	<b>384,283</b>	<b>384,283</b>	<b>1,891,415</b>
Less Projected Expenditures:						
Carryforward from prior years	-	-	-	-	-	-
Five Yr. CIP Proposed	370,000	374,000	378,000	384,000	384,000	1,890,000
<b>Sub-Total Expenditures</b>	<b>370,000</b>	<b>374,000</b>	<b>378,000</b>	<b>384,000</b>	<b>384,000</b>	<b>1,890,000</b>
<b>Projected Available Fund Balance</b>	<b>\$ 303,401</b>	<b>\$ 303,684</b>	<b>\$ 303,967</b>	<b>\$ 304,250</b>	<b>\$ 304,533</b>	<b>\$ 304,533</b>

**Parkland Dedication - Undesignated Fund Balance - Fund 295**

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total FY16 to 20
Parkland Ded.	Parkland Ded.	Parkland Ded.	Parkland Ded.	Parkland Ded.	Parkland Ded.	Parkland Ded.
Undesignated	Undesignated	Undesignated	Undesignated	Undesignated	Undesignated	Undesignated
Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance
FD 295	FD 295	FD 295	FD 295	FD 295	FD 295	FD 295
Cash - Liabilities Balance--July 1	\$ 2,215,452	\$ 1,590,540	\$ 1,414,398	\$ 1,835,614	\$ 2,263,148	\$ 2,215,452
Add: Projected Revenues:						
Advance from General Fund Reserves						-
Parkland Ded. Fees	306,856	400,000	400,000	400,000	400,000	1,906,856
<b>Total Projected Revenues</b>	<b>340,088</b>	<b>423,858</b>	<b>421,216</b>	<b>427,534</b>	<b>433,947</b>	<b>2,046,643</b>
Five Yr. CIP Proposed	965,000	600,000	-	-	-	1,565,000
<b>Sub-Total Expenditures</b>	<b>965,000</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,565,000</b>
<b>Projected Available Fund Balance</b>	<b>\$ 1,590,540</b>	<b>\$ 1,414,398</b>	<b>\$ 1,835,614</b>	<b>\$ 2,263,148</b>	<b>\$ 2,697,096</b>	<b>\$ 2,697,096</b>
<b>CIP Totals--All Funding Sources</b>	<b>\$ 2,715,000</b>	<b>\$ 2,664,000</b>	<b>\$ 5,618,000</b>	<b>\$ 4,074,000</b>	<b>\$ 1,024,000</b>	<b>\$ 16,095,000</b>

# CAPITAL PROJECT

**PROJECT #:** 15-DD  
**PROGRAM #:** 780  
**DEPARTMENT:** Public Works  
**CATEGORY:** Public Facility - Building

**NEW PROJECT:**  
**ADD'L APPROP:** X  
**USEFUL LIFE:** 15 Years



**PROJECT TITLE:** Civic Center - Refresh

## PROJECT DESCRIPTION

This improvement project will include multiple maintenance projects to upgrade and renovate primarily interior City Hall customer service areas. Scope of work includes sheetrock, retexture walls, paint, lighting upgrades, floor and window treatments, office furniture, and public service counter reconfigurations.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan 5.3 - Safe, attractive and efficient parks and buildings that operate for the maximum community use, benefit and enjoyment.

## ALTERNATIVES

1. Do not proceed with improvements.
2. Fund a reduced level of improvements through the operating budget.

## SOURCE OF FUNDING

	CIPR						TOTAL
2015/16	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2016/17							-
2017/18							-
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>				

**PROJECT MANAGER:** Alex Mordwinow, Public Works Superintendent

# CAPITAL PROJECT

PROJECT #: 15-DD  
 PROGRAM #: 780  
 DEPARTMENT: Public Works  
 CATEGORY: Public Facility - Building

PROJECT TITLE: Civic Center - Refresh

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	10,000					10,000
Construction	38,000					38,000
City Staff	2,000					2,000
Equipment						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
Staff Hours	200					200

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2015/16				2016/17				2017/18				2018/19				2019/20				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design	X																				
Bids Received		X																			
Bid Award		X																			
Construction			X																		

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 16-DD  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**NEW PROJECT:** X  
**ADD'L APPROP:**  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** Curb & Gutter Replacement

## PROJECT DESCRIPTION

Replacement of damaged curb and gutter on an annual basis. The proposed amount of capital funding would allow for approximately 400 linear feet to be replaced annually.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 3.1 - Safe residential neighborhoods; and Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

## ALTERNATIVES

1. Complete stop-gap maintenance work only.
2. Fund the at an alternate level.

## SOURCE OF FUNDING

	Const. Tax						TOTAL
2015/16	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
2016/17	25,000						25,000
2017/18	25,000						25,000
2018/19	25,000						25,000
2019/20	25,000						25,000
<b>TOTAL</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ 125,000</b>				

**PROJECT MANAGER:** Alex Mordwinow, Public Works Superintendent

# CAPITAL PROJECT

PROJECT #: 16-DD  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Streets & Signals

PROJECT TITLE: Curb & Gutter Replacement

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	20,000	20,000	20,000	20,000	20,000	100,000
City Staff	5,000	5,000	5,000	5,000	5,000	25,000
Equipment						-
<b>TOTAL</b>	<b>\$ 25,000</b>	<b>\$ 125,000</b>				
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	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		

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 16-EE  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**NEW PROJECT:** X  
**ADD'L APPROP:**  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** Downtown Campbell Sound Wall

## PROJECT DESCRIPTION

This project will evaluate, renovate, make structural repairs, patch cracks and repaint the sound wall on Orchard City Drive.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 1.5 - An attractive community with an enhanced image; Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles; Strategic Plan Objective 3.7 - Streets that operate efficiently and effectively.

## ALTERNATIVES

1. Do not approve project.

## SOURCE OF FUNDING

	CIPR						TOTAL
2015/16	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
2016/17							-
2017/18							-
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>				

**PROJECT MANAGER:** Michelle Quinney, City Engineer

# CAPITAL PROJECT

PROJECT #: 16-EE  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Streets & Signals

PROJECT TITLE: Downtown Campbell Sound Wall

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	22,500					22,500
City Staff	2,500					2,500
Equipment						-
<b>TOTAL</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

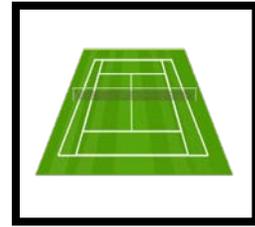
PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received	X																			
Bid Award	X																			
Construction		X																		

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 16-FF  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks & Open Space

**NEW PROJECT:** X  
**ADD'L APPROP:**  
**USEFUL LIFE:** 15-20 Years



**PROJECT TITLE:** Hard Court Resurfacing

## PROJECT DESCRIPTION

Resurface tennis courts and handball courts at Community Center and basketball courts at Campbell Parks.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address the following Strategic Plan Objective: 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

## ALTERNATIVES

1. Phase recommended project over a longer period of time.

## SOURCE OF FUNDING

	Parks						TOTAL
2015/16	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
2016/17							-
2017/18							-
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>				

**PROJECT MANAGER:** Alex Mordwinow, Public Works Superintendent

# CAPITAL PROJECT

PROJECT #: 16-FF  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Parks & Open Space

PROJECT TITLE: Hard Court Resurfacing

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	70,000					70,000
City Staff	5,000					5,000
Equipment						-
<b>TOTAL</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>
Staff Hours	80					80

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2015/16				2016/17				2017/18				2018/19				2019/20				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design																					
Bids Received		X																			
Bid Award			X																		
Construction			X																		

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 16-GG  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks & Open Space

**NEW PROJECT:** X  
**ADD'L APPROP:**  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** Los Gatos Creek Trail - Seal Coating

## PROJECT DESCRIPTION

This project will maintain the integrity of the trail. If deferred, may result in additional asphalt repairs prior to the application of seal coat.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Goal 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

## ALTERNATIVES

1. Take no action to seal coat the trail.

## SOURCE OF FUNDING

	Park Fees						TOTAL
2015/16	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2016/17							-
2017/18							-
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>				

**PROJECT MANAGER:** Michelle Quinney, Civil Engineer

# CAPITAL PROJECT

PROJECT #: 15-NN  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Parks & Open Space

PROJECT TITLE: Los Gatos Creek Trail - Seal Coating

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	45,000					45,000
City Staff	5,000					5,000
Equipment						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X	X	X																	
Bids Received				X																
Bid Award				X																
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 16-HH  
**PROGRAM #:** 531  
**DEPARTMENT:** Rec. & Comm. Svcs.  
**CATEGORY:** Community Center  
**NEW PROJECT:** X  
**ADD'L APPROP:**  
**USEFUL LIFE:** 15 Years



**PROJECT TITLE:** Bleacher Upgrade - Main Gym

## PROJECT DESCRIPTION

The Main Gym bleachers are over 25 years old and are broken in several areas. The bleacher wood is peeling, splintered, and cracked in various areas throughout the structure. The hardware, springs, legs, levers, and wheels are cracked, bent, brittle, and rusted in areas as well. Pulling out the bleachers for programming has become increasingly difficult, often requiring more than the two staff members on the campus to assist with pulling out the bleachers. The bleachers are segmented, however the segments do not have hand rails as recommended by safety standards. The bleachers are used for Adult Sports Leagues throughout the week, the ten-week Youth Basketball League, and various school and private group rentals.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Strategic Plan Objective 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

## ALTERNATIVES

1. Remove the existing bleachers and adversely impact the youth and adult sports programming in the Main Gym.

## SOURCE OF FUNDING

	Parks						TOTAL
2015/16	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
2016/17							-
2017/18							-
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ 120,000</b>				

**PROJECT MANAGER:** Regina Maurantonio, Recreation & Community Services Director

# CAPITAL PROJECT

PROJECT #: 16-HH  
 PROGRAM #: 531  
 DEPARTMENT: Rec. & Comm. Svcs.  
 CATEGORY: Community Center

PROJECT TITLE: Bleacher Upgrade - Main Gym

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff	5,000					5,000
Equipment	115,000					115,000
<b>TOTAL</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000</b>
Staff Hours	100					100

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2015/16				2016/17				2017/18				2018/19				2019/20				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design																					
Bids Received	X																				
Bid Award	X																				
Construction		X																			

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 602  
**DEPARTMENT:** Police  
**CATEGORY:** Public Facility - Equipment  
**NEW PROJECT:**  
**ADD'L APPROP:** X  
**USEFUL LIFE:** 8 Years



**PROJECT TITLE:** Silicon Valley Radio Communications Systems (SVRCS)

## PROJECT DESCRIPTION

SVRCS is a proposed county-wide, digital radio communications system in the 700MHz band that will allow public safety and government agencies in Santa Clara County and state-wide to improve voice interoperability. While much of the SVRCS is grant funded, agencies are required to fund replacement of their consoles and subscriber units. Subscriber units are mobile and portable radios. It is estimated that the total cost for replacement of the subscriber units will be approximately \$600,000.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

An improved feeling of safety in the community. (4.1)

## ALTERNATIVES

Project may be able to be deferred depending upon dependability of existing equipment and the ability of the Silicon Valley Regional Interoperability Authority to meet project milestones.

## SOURCE OF FUNDING

	CIPR						TOTAL
2015/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016/17	900,000						900,000
2017/18							-
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>				

**PROJECT MANAGER:** Lisa Tait, Support Services Manager

# CAPITAL PROJECT

PROJECT #: XX  
 PROGRAM #: 602  
 DEPARTMENT: Police  
 CATEGORY: Public Facility - Equipment

PROJECT TITLE: Silicon Valley Radio Communications Systems (SVRCS)

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						\$ -
Construction						\$ -
City Staff						\$ -
Equipment		900,000				\$ 900,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>
Staff Hours						\$ -

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						\$ -
Capital Outlay		900,000				\$ 900,000
Debt Service						\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received					X															
Bid Award						X														
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 16-JJ  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**NEW PROJECT:** X  
**ADD'L APPROP:**  
**USEFUL LIFE:** 20Years



**PROJECT TITLE:** Sidewalk Replacement

## PROJECT DESCRIPTION

This project will replace damaged sidewalks with new concrete instead of asphalt. Backlog estimated at \$500,000. Would address approximately 60 repairs per year and allow staff to address 20 sidewalk backlog locations.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

## ALTERNATIVES

1. Take no action and not restore the sidewalk replacement program.

## SOURCE OF FUNDING

	CIPR						TOTAL
2015/16	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2016/17	50,000						50,000
2017/18	50,000						50,000
2018/19	50,000						50,000
2019/20	50,000						50,000
<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>				

**PROJECT MANAGER:** Alex Mordwinow, Public Works Superintendent

# CAPITAL PROJECT

PROJECT #: 16-JJ  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Streets & Signals

PROJECT TITLE: Sidewalk Replacement

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	50,000	50,000	50,000	50,000	50,000	250,000
City Staff						-
Equipment						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 250,000</b>				
Staff Hours	100	100	100	100	100	500

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

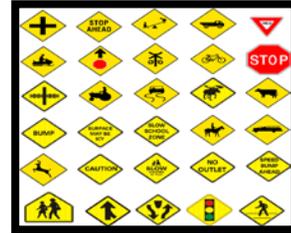
PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received	X				X				X				X				X			
Bid Award	X				X				X				X				X			
Construction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 16-KK  
**PROGRAM #:** 720  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**NEW PROJECT:** X  
**ADD'L APPROP:**  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** Sign Reflectivity

## PROJECT DESCRIPTION

Federal mandate to inventory and assess all traffic regulatory signs. Staff has submitted a grant applications for matching amount.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 3.4 - Streets that are safe, clean, and well-maintained

## ALTERNATIVES

1. Do nothing. Address median signal pole or sign knockdowns as they occur.

## SOURCE OF FUNDING

	CIPR						TOTAL
2015/16	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
2016/17							-
2017/18							-
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>				

**PROJECT MANAGER:** Matthew Jue, Traffic Engineer

# CAPITAL PROJECT

PROJECT #: 16-KK  
 PROGRAM #: 720  
 DEPARTMENT: Public Works  
 CATEGORY: Streets & Signals

PROJECT TITLE: Sign Reflectivity

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	50,000					50,000
City Staff	5,000					5,000
Equipment						-
<b>TOTAL</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>
Staff Hours	100					100

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X	X																		
Bids Received			X																	
Bid Award			X																	
Construction			X	X																

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 16-MM  
**PROGRAM #:** 531  
**DEPARTMENT:** Rec. & Comm. Svcs.  
**CATEGORY:** Community Center  
**NEW PROJECT:** X  
**ADD'L APPROP:**  
**USEFUL LIFE:** 7-10 Yrs



**PROJECT TITLE:** Spin Bike Replacements

## PROJECT DESCRIPTION

Spin class is the most popular fitness program offered through Campbell Recreation. Eighteen well-attended classes of various levels and abilities are offered each week, with an average of 800 users per month. The majority of the current spin bike fleet was initially purchased 12 years ago. The fleet is rapidly deteriorating from high use frequency. Seat saddle support stems are snapping, pedals and chains breaking, and bikes are becoming rusted. Rubber grips on handles are tearing, thus exposing metal edges, seat saddles have split and torn, seat and bike adjustments have rusted making some bikes unstable during use. The spin bikes are in need of replacement.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Strategic Plan Objective 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

## ALTERNATIVES

1. The Spin bike fleet continues to deteriorate, the class sizes are forced to reduce enrollment number and therefore decrease revenues from Recreation's most popular fitness classes.

## SOURCE OF FUNDING

	CIPR						TOTAL
2015/16	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
2016/17							-
2017/18							-
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>				

**PROJECT MANAGER:** Regina Maurantonio, Recreation & Community Services Director

# CAPITAL PROJECT

PROJECT #: 16-MM  
 PROGRAM #: 531  
 DEPARTMENT: Rec. & Comm. Svcs.  
 CATEGORY: Community Center

PROJECT TITLE: Spin Bike Replacements

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff						-
Equipment	30,000					30,000
<b>TOTAL</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received	X																			
Bid Award	X																			
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 16-NN  
**PROGRAM #:** 720  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**NEW PROJECT:** X  
**ADD'L APPROP:**  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** West Campbell Avenue-Downtown ITS

## PROJECT DESCRIPTION

Replace old traffic signal controllers and provide communication equipment to link four West Campbell Avenue signals (Fulton Street, San Tomas Aquino Road, Victor Avenue, and Jeffers Way) and five Downtown signals (Civic Center Drive at Central Avenue and North First Street; Campbell Avenue at Third Street and Civic Center Drive West; Orchard City Drive at South First Street) to the City's Advanced Traffic Management System (ATMS) in City Hall

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 3.7 - Streets that operate efficiently and effectively

## ALTERNATIVES

1. Do not approve project.

## SOURCE OF FUNDING

	CIPR						TOTAL
2015/16	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
2016/17							-
2017/18							-
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>				

**PROJECT MANAGER:** Matthew Jue, Traffic Engineer

# CAPITAL PROJECT

PROJECT #: 16-NN  
 PROGRAM #: 720  
 DEPARTMENT: Public Works  
 CATEGORY: Streets & Signals

PROJECT TITLE: West Campbell Avenue-Downtown ITS

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	3,000					3,000
Construction	5,000					5,000
City Staff	2,000					2,000
Equipment	70,000					70,000
<b>TOTAL</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>
Staff Hours	24					24

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2015/16				2016/17				2017/18				2018/19				2019/20				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design	X	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 #:** 16-AA  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**NEW PROJECT:**  
**ADD'L APPROP:** X  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** Accessibility Ramps

## PROJECT DESCRIPTION

This project addresses curb ramps throughout the City. The installation of American's with Disability Act (ADA) compliant curb ramps is consistent with the City's ADA Transition Plan. Funding from Construction Tax revenue supports this bi-annual improvement project.

## 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.

## ALTERNATIVES

1. Reduce or increase the number of accessible curb ramps for installation each year.

## SOURCE OF FUNDING

	Const. Tax						TOTAL
2015/16	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2016/17							-
2017/18	50,000						50,000
2018/19							-
2019/20	50,000						50,000
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>				

**PROJECT MANAGER:** Michelle Quinney, City Engineer

# CAPITAL PROJECT

PROJECT #: 16-AA  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Streets & Signals

PROJECT TITLE: Accessibility Ramps

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	43,000		43,000		43,000	129,000
City Staff	7,000		7,000		7,000	21,000
Equipment						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 150,000</b>
Staff Hours	80		80		80	240

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design			X								X									X
Bids Received				X								X								X
Bid Award				X								X								X
Construction					X	X							X	X						

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 16-BB  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**NEW PROJECT:**  
**ADD'L APPROP:** X  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** Annual Street Maintenance

## PROJECT DESCRIPTION

This project addresses City-wide annual street maintenance including resurfacing of arterials and collector streets. Additional appropriations are included to recognize increases in 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. Complete stop-gap maintenance work only.
2. Fund the City's pavement maintenance program at an alternate level.

## SOURCE OF FUNDING

	CIPR	Veh. Impact - Bldg. Permits	Veh. Impact - Garbage	VTA - Measure B			TOTAL
2015/16	\$ 355,000	\$ 140,000	\$ 230,000	\$ 215,000	\$ -	\$ -	\$ 940,000
2016/17	355,000	140,000	234,000	215,000	-	-	944,000
2017/18	355,000	140,000	238,000	215,000	-	-	948,000
2018/19	355,000	140,000	244,000	215,000	-	-	954,000
2019/20	255,000	140,000	244,000	215,000	-	-	854,000
<b>TOTAL</b>	<b>\$ 1,675,000</b>	<b>\$ 700,000</b>	<b>\$ 1,190,000</b>	<b>\$1,075,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,640,000</b>

**PROJECT MANAGER:** Michelle Quinney, City Engineer

# CAPITAL PROJECT

PROJECT #: 16-BB  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Streets & Signals

PROJECT TITLE: Annual Street Maintenance

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	30,000	30,000	30,000	30,000	30,000	150,000
Construction	810,000	814,000	818,000	824,000	724,000	3,990,000
City Staff	100,000	100,000	100,000	100,000	100,000	500,000
Equipment						-
<b>TOTAL</b>	<b>\$ 940,000</b>	<b>\$ 944,000</b>	<b>\$ 948,000</b>	<b>\$ 954,000</b>	<b>\$ 854,000</b>	<b>\$ 4,640,000</b>
Staff Hours	1,100	1,100	1,100	1,100	1,100	5,500

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2015/16				2016/17				2017/18				2018/19				2019/20				
	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

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:**  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Public Facility

**NEW PROJECT:**  
**ADD'L APPROP:** X  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** ADA Transition Plan Improvements

## PROJECT DESCRIPTION

Consistent with the City's American's with Disability Act (ADA) Transition Plan, this project continues to implement identified improvements at the Community Center, Service Center, City Hall and other City facilities. Scope of work includes modifications to doors, bathroom fixtures and public counters.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

## ALTERNATIVES

1. Phase improvements and revise funding level.

## SOURCE OF FUNDING

	CIPR						TOTAL
2015/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016/17	50,000						50,000
2017/18	-						-
2018/19	50,000						50,000
2019/20	-						-
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>				

**PROJECT MANAGER:** Michelle Quinney, City Engineer

# CAPITAL PROJECT

PROJECT #:  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Public Facility

PROJECT TITLE: ADA Transition Plan Improvements

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction		43,000		43,000		86,000
City Staff		7,000		7,000		14,000
Equipment						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 50,000</b>		<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Staff Hours		80		80		160

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design					X								X							
Bids Received						X								X						
Bid Award						X								X						
Construction							X	X							X	X				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets and Signals

**NEW PROJECT:**  
**ADD'L APPROP:**  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** Hamilton / Hwy 17 Southbound Off Ramp Widening

## PROJECT DESCRIPTION

This project will widen and re-configure the lanes at southbound Highway 17 off ramp at Hamilton Avenue to create a dedicated through lane onto Salmar Avenue, three dedicated Southbound left turn lanes and a dedicated right turn lane onto Hamilton Avenue. Project design is funded from private developer fees. Construction would only proceed upon receipt of grant funding or additional developer fees.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address the following Strategic Plan Objectives: 3.6 - Streets that serve the needs of adjacent land uses; and Objective 3.7 - Streets that operate efficiently and effectively.

## ALTERNATIVES

1. Take no action to change the existing configuration.

## SOURCE OF FUNDING

	Grants / Private						TOTAL
2015/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016/17							-
2017/18	1,500,000						1,500,000
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>				

**PROJECT MANAGER:** Michelle Quinney, City Engineer

# CAPITAL PROJECT

PROJECT #: XX  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Streets and Signals

PROJECT TITLE: Hamilton / Hwy 17 Southbound Off Ramp Widening

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services			200,000			200,000
Construction			1,200,000			1,200,000
City Staff			100,000			100,000
Equipment						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>
Staff Hours			900			900

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design									X	X	X									
Bids Received											X									
Bid Award											X									
Construction											X	X								

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:**  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**NEW PROJECT:** X  
**ADD'L APPROP:**  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** Harriet Avenue Rehabilitation Project

## PROJECT DESCRIPTION

This project will evaluate and design opportunities to reduce street pavement width and implement green street design/traffic calming components to Harriet Avenue between San Tomas Aquino Road and Westmont Avenue. Project would only proceed upon receipt of grant funding, with an anticipated 20% local match requirement on the part of the City. Matching funds have not yet been identified.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 1.5 - An attractive community with an enhanced image; Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles; Strategic Plan Objective 3.7 - Streets that operate efficiently and effectively; Strategic Plan Objective 3.8 - Local serving streets that reflect a "small town" atmosphere; Strategic Plan Objective 7.3 - Participation in water quality protection programs and water conservation efforts.

## ALTERNATIVES

1. Consider phasing of project
2. Continue maintenance of entire street in pavement maintenance program.

## SOURCE OF FUNDING

	Grants / Private						TOTAL
2015/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016/17							-
2017/18	3,000,000						3,000,000
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>				

**PROJECT MANAGER:** Michelle Quinney, City Engineer

# CAPITAL PROJECT

PROJECT #:  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Streets & Signals

PROJECT TITLE: Harriet Avenue Rehabilitation Project

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services			100,000			100,000
Construction			2,500,000			2,500,000
City Staff			400,000			400,000
Equipment						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>
Staff Hours			4,300			4,300

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition									X											
Design									X	X	X	X	X							
Bids Received													X	X						
Bid Award														X						
Construction														X	X	X				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:**  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks & Open Space

**NEW PROJECT:**  
**ADD'L APPROP:**  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** Los Gatos Creek Trail Extension

## PROJECT DESCRIPTION

This project will design and construct bicycle trail improvements on the west side of Los Gatos Creek Trail from Creekside Way to Campbell Avenue. Project is identified in "Valley Transportation Authority (VTA) Valley Transportation Plan 2040" as an approved Bicycle Expenditure Program (BEP) Project and is eligible for VTA BEP Funding (depending on availability) as well as OBAG funding. Grant funds would be used for construction and the required local match would be used for design.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Goal 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

## ALTERNATIVES

1. Take no action to expand the trail system.

## SOURCE OF FUNDING

	Grants						TOTAL
2015/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016/17							-
2017/18							-
2018/19	2,900,000						2,900,000
2019/20							-
<b>TOTAL</b>	<b>\$ 2,900,000</b>	<b>\$ -</b>	<b>\$ 2,900,000</b>				

**PROJECT MANAGER:** Michelle Quinney, Civil Engineer

# CAPITAL PROJECT

**PROJECT #:**  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks & Open Space

**PROJECT TITLE:** Los Gatos Creek Trail Extension

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services				200,000		200,000
Construction				2,500,000		2,500,000
City Staff				200,000		200,000
Equipment						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,900,000</b>	<b>\$ -</b>	<b>\$ 2,900,000</b>
Staff Hours				210		210

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design													X	X	X					
Bids Received																X				
Bid Award																X				
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**NEW PROJECT:**  
**ADD'L APPROP:**  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** Miscellaneous Storm Drainage Improvements

## PROJECT DESCRIPTION

This biennial maintenance project provides minor drainage improvements to streets to increase safety and decrease pavement deterioration. Environmental Services Funds support this project.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objective 3.4 - Streets that are safe, clean and well maintained; and Objective 3.6 - Streets that serve the needs of adjacent land uses.

## ALTERNATIVES

1. Allow the current conditions to remain and continue stop gap maintenance efforts.
2. Submit each individual location/project site and improvement to the City Council for approval.

## SOURCE OF FUNDING

	Env't'l. Services						TOTAL
2015/16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016/17	50,000						50,000
2017/18							-
2018/19	50,000						50,000
2019/20							-
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>				

**PROJECT MANAGER:** Michelle Quinney, City Engineer

# CAPITAL PROJECT

PROJECT #:  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Streets & Signals

PROJECT TITLE:       **Miscellaneous Storm Drainage Improvements**

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction		43,000		43,000		86,000
City Staff		7,000		7,000		14,000
Equipment						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Staff Hours		100		100		200

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2015/16				2016/17				2017/18				2018/19				2019/20			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received					X								X							
Bid Award						X								X						
Construction						X								X						

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 15-NN  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks & Open Space

**NEW PROJECT:**  
**ADD'L APPROP:** X'  
**USEFUL LIFE:** 20 Years



**PROJECT TITLE:** San Tomas Aquino Creek Trail Enhancement

## PROJECT DESCRIPTION

This project will design and construct the trail improvements along San Tomas Aquino Creek between Sillaci Drive and McCoy Avenue. The City of San Jose has indicated support and dedication of an additional \$100,000 toward the trail enhancements.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles. 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

## ALTERNATIVES

1. Take no action to improve or expand this trail system.

## SOURCE OF FUNDING

	Park Dedication	Grants					TOTAL
2015/16	\$ 120,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 520,000
2016/17							-
2017/18							-
2018/19							-
2019/20							-
<b>TOTAL</b>	<b>\$ 120,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 520,000</b>

**PROJECT MANAGER:** Michelle Quinney, City Engineer

# CAPITAL PROJECT

PROJECT #: 15-NN  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Parks & Open Space

PROJECT TITLE: San Tomas Aquino Creek Trail Enhancement

CAPITAL COST DETAIL						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	75,000					75,000
Construction	375,000					375,000
City Staff	50,000					50,000
Equipment	20,000					20,000
<b>TOTAL</b>	<b>\$ 520,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 520,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2015/16				2016/17				2017/18				2018/19				2019/20				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design																					
Bids Received	X																				
Bid Award	X																				
Construction		X	X	X																	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# FY 2016-2020 CAPITAL IMPROVEMENT PLAN

## UNFUNDED PROJECTS--SORTED BY CIP CATEGORY

### Streets and Signals

Project	Newly Added	Total	Priority
City Gateways		\$ 100,000	Medium
Curb Cuts [Biennial Program]		148,000	Medium
Deferred Street Maintenance [Additional Funds]		16,500,000	High
Hamilton Ave./STEX Signal Priority System		200,000	Low
Median Landscaping [Campb., Basc., Hamilt. and Harriet Aves.]		2,065,000	Low
Pollard Rd./Burrows Ave. Traffic Signals		175,000	Low
Street Name Sign Replacement		150,000	Low
UPS/LED Traffic Signal Upgrades		300,000	Medium
Virgina Ave. Sidewalks		<u>517,000</u>	Medium
<b>Sub-Total</b>		<b>\$ 20,155,000</b>	

### Community Center

Project	Newly Added	Total	Priority
Adult Center & Recreation Expansion		\$ 8,750,000	Low
Swimming Pool Deck Improvements (Awning/Seating)		84,000	Medium
Track Resurfacing		<u>500,000</u>	Medium
<b>Sub-Total</b>		<b>\$ 9,334,000</b>	

### Parks and Open Space

Project	Newly Added	Total	Priority
Future Park Acquisition (4-Acres)		<u>\$ 12,000,000</u>	Low
<b>Sub-Total</b>		<b>\$ 12,000,000</b>	

### Public Facility - Building

Project	Newly Added	Total	Priority
Car Ports for Marked Police Vehicles		\$ 140,000	Medium
New Campbell Library		20,000,000	Medium
Resurfacing of Public Parking Lots [Downtown, Parks]		150,000	Low
Service Center Facility Improvements		<u>350,000</u>	Medium
<b>Sub-Total</b>		<b>\$ 20,640,000</b>	

### TOTAL UNFUNDED PROJECTS

		Total
<b>TOTAL</b>		<b><u>\$ 62,129,000</u></b>

## Capital Improvement Projects

<u>Project</u>	<u>FY 2016 Adopted</u>	<u>% of Total</u>
Accessibility Ramps	\$ 50,000	1.8%
Annual Street Maintenance	940,000	34.6%
Bike/Pedestrian/Traffic Safety Improvements	45,000	1.7%
Curb Gutter Replacement	25,000	0.9%
Downtown Campbell Sound Wall	25,000	0.9%
Hard Court Resurfacing	75,000	2.8%
Los Gatos Creek Trail Seal Coating	50,000	1.8%
Main Gym Bleacher Upgrade	120,000	4.4%
Sidewalk Replacement	50,000	1.8%
Sign Reflectivity	55,000	2.0%
Spin Bike Replacement	30,000	1.1%
West Campbell Ave Downtown ITS	80,000	2.9%
Civic Center Refresh	50,000	1.8%
Park System Improvements	600,000	22.1%
San Tomas Aquino Creek Trail Enhancements	520,000	19.2%
	<b><u>\$ 2,715,000</u></b>	<b>100.0%</b>

<u>Source of Project Funding</u>	<u>FY 2016 Adopted</u>	<u>% of Total</u>
Capital Improvement Reserve	\$ 645,000	23.8%
Construction Tax Reserve	100,000	3.7%
COP Bond Proceeds	-	0.0%
Vehicle Impact Fees	370,000	13.6%
Gas Tax	-	0.0%
Environmental Services Reserve	-	0.0%
State & Local Grants	635,000	23.4%
Federal Grants	-	0.0%
Parkland Dedication Fees	965,000	35.5%
Private Revenue	-	0.0%
Information Technology Pool	-	0.0%
	<b><u>\$ 2,715,000</u></b>	<b>100.0%</b>

<u>Source of Project Funding</u>	<u>FY 2016 Adopted</u>	<u>% of Total</u>
Community Center	\$ 105,000	3.9%
Parks & Open Space	1,170,000	43.1%
Public Facility - Building	50,000	1.8%
Public Facility - Equipment	120,000	4.4%
Public Facility - ADA Improvements	50,000	1.8%
Streets & Signals	1,220,000	44.9%
	<b><u>2,715,000</u></b>	<b>100.0%</b>

**CITY OF CAMPBELL**  
**CAPITAL BUDGET - Summary of Exhibits**  
**PROGRAM : CAPITAL PROJECTS**

**EXHIBIT A**  
**435.950**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Employee Services (Exhibit B)	\$ 482,640	\$ 427,588	\$ 331,000	\$ 223,500
Supplies, Services & Capital Outlay (Exhibit C)	3,084,044	2,781,591	3,124,000	2,491,500
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	3,566,684	3,209,179	3,455,000	<b>2,715,000</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 3,566,684</b>	<b>\$ 3,209,179</b>	<b>\$ 3,455,000</b>	<b>\$ 2,715,000</b>

FUNDING SOURCE(s)				
City Funding	\$ 842,565	\$ 335,350	\$ 3,140,000	\$ 2,080,000
Government Grants	2,329,445	385,179	315,000	635,000
Private Funding	30,314	77,569	-	-
<b>Funding Source Total</b>	<b>\$ 3,202,324</b>	<b>\$ 798,098</b>	<b>\$ 3,455,000</b>	<b>\$ 2,715,000</b>

REVENUE DETAIL					
Description	Fund				
Capital Improvement Reserve	101	\$ 598,505	\$ -	\$ 1,305,000	\$ 645,000
Construction Tax Reserve	101	-	-	20,000	100,000
Vehicle Impact Fees	202	212,175	298,832	365,000	370,000
Environmental Services	209	972	10,075	50,000	-
Parkland Dedication	295	30,913	26,443	1,200,000	965,000
Information Technologies Pool Fund	647	-	-	200,000	-
<b>City Funding</b>		<b>\$ 842,565</b>	<b>\$ 335,350</b>	<b>\$ 3,140,000</b>	<b>\$ 2,080,000</b>
County/Local Agency Funding	212	\$ -	\$ -	\$ 215,000	\$ -
State Funding	212/216	-	-	50,000	635,000
Federal Funding	218	2,329,445	385,179	50,000	-
<b>Government Grants</b>		<b>\$ 2,329,445</b>	<b>\$ 385,179</b>	<b>\$ 315,000</b>	<b>\$ 635,000</b>
Private Revenue	435	\$ 30,314	\$ 77,569	\$ -	\$ -
<b>Private Funding</b>		<b>\$ 30,314</b>	<b>\$ 77,569</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 3,202,324</b>	<b>\$ 798,098</b>	<b>\$ 3,455,000</b>	<b>\$ 2,715,000</b>

**CITY OF CAMPBELL**  
**CAPITAL BUDGET - Employee Services**  
**PROGRAM : CAPITAL PROJECTS**

**EXHIBIT B**  
**435.950**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7130 Project Salary & Benefits (Reimb. Dept Chgs)	\$ 482,640	\$ 427,588	\$ 331,000	\$ 223,500
<b>Total Employee Services</b>	<b>\$ 482,640</b>	<b>\$ 427,588</b>	<b>\$ 331,000</b>	<b>\$ 223,500</b>

**CITY OF CAMPBELL**  
**CAPITAL BUDGET - Supplies & Services Summary**  
**PROGRAM : CAPITAL PROJECTS**

**EXHIBIT C**  
**435.950**

Description	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
7424 Office Expense	\$ -	\$ -	\$ -	\$ -
7430 Professional & Specialized Services	442,663	520,182	290,000	133,000
7432 Other Contractual Services	-	-	-	-
7880 Land	-	-	-	-
7881 Right of Way	-	-	-	-
7882 Buildings	-	-	-	-
7883 Improvements	2,641,381	2,135,771	1,946,000	2,238,500
7884 Machinery & Equipment	-	125,638	888,000	120,000
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 3,084,044</b>	<b>\$ 2,781,591</b>	<b>\$ 3,124,000</b>	<b>\$ 2,491,500</b>





**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL  
ADOPTING THE CITY'S OPERATING AND CAPITAL BUDGET  
FOR FISCAL YEAR 2015-16 (FY 16)**

**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 16, 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, 2015 the amount of \$58,739,672 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 \$5,430,000 be fixed as the amount necessary to meet the capital requirements of the City and that the same is hereby approved, confirmed and adopted at the combined total of \$64,169,672; 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 16 operating and capital budget or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 16 operating and capital budget document; and,

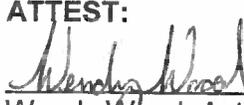
**PASSED AND ADOPTED** the 16<sup>th</sup> day of June, 2015, by the following roll call vote:

**AYES:** Councilmembers: Gibbons, Resnikoff, Kotowski, Baker, Cristina  
**NOES:** Councilmembers: None  
**ABSENT:** Councilmembers: None

**APPROVED:**

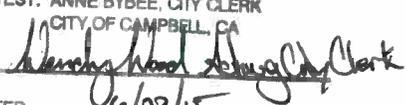
  
\_\_\_\_\_  
Jeffrey R. Cristina, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Wendy Wood, Acting City Clerk

THE FOREGOING INSTRUMENT IS A TRUE  
AND CORRECT COPY OF THE ORIGINAL  
ON FILE IN THIS OFFICE.

ATTEST: ANNE BYBEE, CITY CLERK  
CITY OF CAMPBELL, CA

BY:   
\_\_\_\_\_  
Wendy Wood, Acting City Clerk

DATED 6/23/15

RESOLUTION NO. 11843

**A Resolution of the Campbell City Council Approving the Proposed Fiscal Years 2016-2020 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 2016-2020 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 2016-2020 Capital Improvement Plan with projects totaling \$16,095,000, including first year appropriations of \$2,715,000 for FY 16.

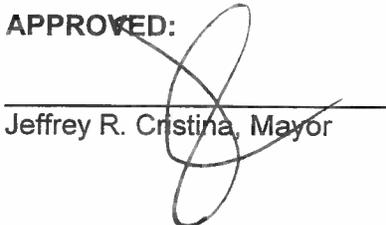
**PASSED AND ADOPTED** this 16<sup>th</sup> day of June, 2015, by the following roll call vote:

**AYES:** Councilmembers: Gibbons, Resnikoff, Kotowski, Baker, Cristina

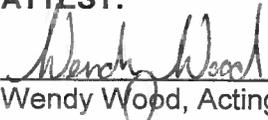
**NOES:** Councilmembers: None

**ABSENT:** Councilmembers: None

**APPROVED:**

  
\_\_\_\_\_  
Jeffrey R. Cristina, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Wendy Wood, Acting City Clerk

RESOLUTION NO. 11844

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL  
ESTABLISHING GENERAL FUND RESERVES FOR THE CIVIC CENTER MASTER PLAN  
AND OTHER PROJECTS OF IMPORTANCE TO THE CITY COUNCIL**

**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 16, and there has been submitted to the City Council a proposed budget for the capital expenditures related to City projects, and

**WHEREAS**, the FY 16 operating budget projects an excess of estimated revenues over budgeted expenditures of approximately \$1 million, and

**WHEREAS**, the City Council has determined that there is a need for additional funding for the Civic Center Master Plan in the amount of \$500,000 and an additional \$500,000 for various other capital and non-capital projects around the City which may benefit from these additional funds including the following projects:

- a. Bicycle transportation
- b. Carriage House Kitchen
- c. Community beautification
- d. Community Emergency Response Training (CERT) supplies
- e. Economic development
- f. iPads for Planning Commission
- g. Public art
- h. Super Bowl 50 marketing
- i. Volunteer recognition

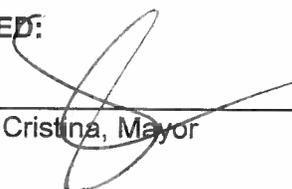
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Campbell that a General Fund reserve be established on July 1, 2015 in the amount of \$500,000 for the Civic Center Master Plan, which may be appropriated in whole or parts following Council approval, and

**BE IT FURTHER RESOLVED** that a General Fund reserve be established on July 1, 2015 in the amount of \$500,000 for the purposes identified in items a-i of this resolution, which may be appropriated in whole or parts following Council approval.

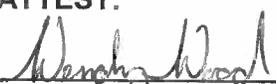
**PASSED AND ADOPTED** the 16<sup>th</sup> day of June, 2015, by the following roll call vote:

**AYES:** Councilmembers: Gibbons, Resnikoff, Kotowski, Baker, Cristina  
**NOES:** Councilmembers: None  
**ABSENT:** Councilmembers: None

**APPROVED:**

  
\_\_\_\_\_  
Jeffrey R. Cristina, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Wendy Wood, Acting City Clerk

# Budget Awards



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Campbell  
California**

For the Fiscal Year Beginning

**July 1, 2014**

Executive Director

G F O A   A W A R D

# Budget Awards



CSMFO AWARD

# FY 2016 Budget Development Calendar

Nov 2014						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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- November 2014**  
 11/3 CIP Forms Distributed  
 11/24 Update CIP Cash Flows
- December 2014**  
 12/1 CIP Project Requests due to CM Office  
 12/11 CIP Kick-Off Meeting  
 12/15 CIC - Social Services Subgrant Applications Released  
 12/17 IT Equipment & Project Forms & Instructions Sent to Depts.  
 12/17 Motor Pool/Vehicle Equipment, Bldg/ Facility Maint. Forms & Instructions Sent to Depts.
- January 2015**  
 1/9 Mid-year Changes due to Finance (based on Nov Reports)  
 1/15 Motor Pool/Vehicle Equipment, Bldg. & Facility Maint. Requests due to PW  
 1/15 IT Equipment & Project Requests due to IT  
 1/15 Distribute Round 1 Budget Packets to Departments  
 1/16 Dept. Mid-year Status Reports to CM (Budget, FY 15 Work Plans & Performance Outcomes)  
 1/26 Council Priority Workshop  
 1/30 CIC - Social Services Subgrants - Applications Due
- February 2015**  
 2/3 Mid-year Update Report to Council  
 2/4 Proposed FY 16 Work Plans Due to City Manager & Personnel Requests due to HR Office  
 2/9-2/13 Review Proposed Work Plans with Dept. Heads @ 1/1's  
 2/12 CIC - Social Services Subgrants - Study Session  
 2/13 Round 1 Budget Requests Due to Finance  
 2/13 Changes to Mission Statement/Ongoing Responsibilities due to CM Office  
 2/27 Distribute Round 1 Budget Pages to Depts. for Proofing
- March 2015**  
 3/5 Return Proofed Round 1 Budget Pages to Finance  
 3/12 Distribute Final Round 1 Budget Pages to Dept.'s for Meetings w/CM  
 3/12 Fee Schedule Changes Due to Finance  
 3/12 CIC - Social Services Subgrant - Study Session & Public Hearing  
 3/16-3/20 Departmental Budget Meetings w/City Manager & Finance Director  
 3/25 Final Work Plans Due from CM to Finance  
 3/31 Return Proofed Round 2 Budget Pages to Finance  
 3/31 Budget Study Session (Program Overviews and Work plans)
- April 2015**  
 4/9 CIC - Social Services Subgrant - Public Hearing  
 4/21 Public Hearing & Adoption of User Fee Schedule & Charges
- May 2015**  
 5/4 Special Budget Study Session - Operating Budget and CIP  
 5/6 City Clerk to Notice Public Hearing - Budget Adoption  
 5/14 CIC - Social Services Subgrant - City Council Action  
 5/19 Distribution of Proposed Budget to Council  
 5/22 Significant Accomplishments Due to CM & FIN  
 5/26 CIP - Planning Commission Review  
 5/27 Introduction of FY 16 Operating & Capital Budget (Public Hearing)
- June 2015**  
 6/16 Public Hearing & Adoption of Operating & Capital Budget  
 6/16 Adoption of Gann Spending Limit

May 2015						
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Oct 2015						
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## **SUMMARY OF BUDGET PROCESS**

The City of Campbell adopts an annual budget. There is one document containing both summary and detailed information on revenues and expenditure appropriations for the Fiscal Year beginning July 1, and ending June 30. In addition to the operating budget, the City Council adopts a five-year Capital Improvement Plan (CIP) from which new projects for the first year become an integral part of the proposed operating/capital budget. Typically, this process begins in late September with the distribution of CIP request forms and instructions and ends in mid April or early May with Council's formal adoption of the five-year CIP. Although a CIP document is prepared separate from the budget document, the CIP information is incorporated into the budget document resulting in an operating/capital budget.

The formal operating budget preparation process begins in mid December with distribution of budget packets containing the appropriate forms and instructions to assist the preparer. If desired, a budget kick-off meeting is scheduled for the purpose of outlining the budget calendar, as well as the process, procedures and forms to be used in the development of the budget. More importantly, this ensures that the budget is prepared in accordance with fiscal policies/guidelines and objectives established by the City Council. The time frames provided in the budget calendar reflect early involvement of City staff and the City Council in review and discussion of policy direction, goals and objectives concurrent with development of financial projections and service level requirements. With this approach, the necessary components that guide the process are incorporated into the proposed budget prior to formal submission to the City Council. Readers may be interested to know that all appropriations, excluding Capital Projects, lapse at year-end. This means that this budget only contains new appropriations for the Fiscal Year.

## **BUDGET AMENDMENTS**

Because the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line-items within it. Various levels of administrative control are utilized to maintain the budget's integrity. Program Managers are accountable for the line-item level of control of their individual program budgets for operating revenues and expenditures as well as capital projects. Department Heads are accountable for the fund level of control for funds within their departments. Finance oversees the general level of accountability related to budgetary integrity through systems checks and balances and various internal controls. Budget adjustments can consist of two basic types; administrative adjustments or those requiring additional appropriations. The City Manager can authorize budget adjustments within the adopted budget or those requiring transfers from reserves of less than \$5,000. These are referred to as administrative budget adjustments. All budget adjustments that increase appropriations or any adjustments to capital projects must be approved by resolution of the City Council whether they are for the operating or capital budget.

A General Fund mid-year report is presented to the City Council in February of each year. Budget amendments resulting from that review are authorized by resolution of the City Council. The City strives to publish a budget that will qualify for the Distinguished Budget Presentation Award from the Government Finance Officer's Association (GFOA) and the Excellence in Operating Budgeting Award from the California Society of Municipal Finance Officers (CSMFO).

The City Council has established formal Financial and Administrative Policies. These policies require a review of the General Fund (the City's largest fund) at the mid-point of the fiscal year. All appropriation adjustments are approved at that time by resolution of the City Council and implemented by the Finance Department. Excerpts from the Financial Policies Summary are incorporated within the Summary budget document.

## BUDGET EXHIBITS

### Summary of Exhibits

**Exhibit A:** This is a three-part summary. The first section, the **Summary of all Expenditures by Major Category**, summarizes total appropriations by program. It is considered to be the program's use of funds. The next Section of the form is the **Funding Source Summary** or source of funds. It identifies the major sources of funding for the program such as General Fund, Gas Tax, Etc.

The source and use sections must be equal in total dollars. In the unlikely circumstance that the two do not equal, budgeting a non-operating funding source such as beginning fund balance may be required.

**Revenues Monitored by the Program.** This third section of the form reflects revenue accounts that are projected and monitored by the respective program. Revenue titles and account numbers in addition to historical and projected data are reflected in this section. Total revenues may be less than, equal to, or greater than the preceding two sections of the form. Revenue documentation forms for each revenue account are completed to support both the revenue projection and fee resolution changes.

### Employee Services Summary

**Exhibit B:** This exhibit is completed by the Finance Department once final salary and benefit information is available. Department heads and managers contact Finance when specific salary and benefit information is needed.

### Personnel Allocation Detail

**Exhibit B-1:** This two-part exhibit serves as the detail to salary accounts #7001 and #7002 in Exhibit B. The top half of this form is for permanent personnel, and the bottom half is for temporary and contract personnel. The current fiscal years' full-time equivalents (FTE's) and related salary dollars (not including benefits) are identified in the shaded columns.

### Supplies and Services Summary

**Exhibit C:** The line-item detail information that supports this exhibit is contained in Exhibit C-1. Line item total from Exhibit C-1 are brought forward to this exhibit. Both exhibits are equal in total dollars.

### Supplies and Services Detail

**Exhibit C-1:** In this single exhibit, each line-item should contain narrative regarding the specific types of expenditures budgeted. Sub-total by line-item are totaled and transferred to the appropriate location on Exhibit C. Both exhibits are equal in total dollars.

### Debt Service Detail

**Exhibit D:** This exhibit is used by the Finance program area to identify principal and interest payments related to debt service.

### Transfers Detail

**Exhibit E:** This exhibit provides narrative similar to that reflected on Exhibit C-1. The primary difference is that this from pertains to interfund transfers. The information provided on this form rolls forward to the appropriate section of Exhibit A. The recipient fund and program number in addition to the intended use of the transferred funds is provided.

## Program / Department / Fund Matrix

<u>Program Name</u>	<u>#</u>	<u>Department Name</u>	<u>Fund Name</u>	<u>#</u>
City Council	501	Legislative Bodies	General Fund	101
City Manager	510	City Manager - Administration	General Fund	101
City Clerk	511	Legislative Bodies	General Fund	101
Human Resources	515	City Manager - Administration	General Fund	101
Workers' Compensation Insurance	516	City Manager - Administration	Workers Comp. Trust	690
Information Technologies	547	City Manager	IT Pool	647
Community Svcs. Administration	524	Recreation & Comm. Services	General Fund	101
Senior Nutrition Program	525	Recreation & Comm. Services	General Fund	101
Adult Services	526	Recreation & Comm. Services	General Fund	101
Campbell Community Center	527	Recreation & Comm. Services	General Fund	101
Museum Services	528	Recreation & Comm. Services	General Fund	101
Heritage Theatre	529	Recreation & Comm. Services	General Fund	101
Sports, Aquatics & Fitness	531	Recreation & Comm. Services	General Fund	101
Preschool, Day Camp & Enrichment Classes	532	Recreation & Comm. Services	General Fund	101
Accounting	535	Finance Department	General Fund	101
Non-Departmental	540	Finance Department	General Fund	101
2002 C.O.P. Debt Service	543	Debt Service	Debt Service - C.O.P.	366
1997 C.O.P. Debt Service	544	Debt Service	Debt Service - C.O.P.	368
Community Facilities District #1	549	Finance Department	Community Facilities District #1	236
Comm. Dev. - Administration	550	Community Development	General Fund	101
Current Planning	551	Community Development	General Fund	101
Policy Development	552	Community Development	General Fund	101
Housing	553	Community Development	Housing & Comm. Dev.	208
Building	554	Community Development	General Fund	101
Economic Development	556	Community Development	General Fund	101
Housing Assistance	557	Community Development	Low-Moderate Income Housing	233
Legal Services	560	City Manager - Administration	General Fund	101
Police - Administration	601	Police Department	General Fund	101
Communications	602	Police Department	General Fund	101
Records	603	Police Department	General Fund	101
Special Enforcement Services	604	Police Department	General Fund	101
Field Services	605	Police Department	General Fund	101
Fire Protection Services	610	Police Department	General Fund	101
Public Works (PW) - Administration	701	Public Works Department	General Fund	101
Environmental Programs	715	Public Works Department	Solid Waste Mgmt.	209
Transportation Engineering	720	Public Works Department	General Fund	101
Engineering	730	Public Works Department	General Fund	101
Land Dev. / Envir. Programs	740	Public Works Department	General Fund	101
Community Facilities District #2	741	Public Works Department	Community Facilities District #2	237
PW Maintenance Administration	745	Public Works Department	General Fund	101
Vehicle & Equip. Maint. Services	750	Public Works Department	Motor Vehicle Pool	641
Street Maintenance	760	Public Works Department	Gas Tax	204
Signals & Lighting Maint.	770	Public Works Department	Lighting & Lndscp. Dist.	207
Park Maintenance	775	Public Works Department	Lighting & Lndscp. Dist.	207
Building Maintenance	780	Public Works Department	General Fund	101
Capital Projects	950	Capital Project	Capital Projects	435
Transfers-Out	990	Other Financing Sources		

## **FUND DESCRIPTIONS**

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

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

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

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

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

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

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

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

**Community Development Block Grant Fund** - budgets and accounts for federal block grants to community development.

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

## **FUND DESCRIPTIONS**

**Drug Enforcement Revenue Fund** - budgets and accounts for revenues received through asset seizure from any drug related convictions.

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

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

**1915 Act Bond Debt Service Fund** - budgets and accounts for the assessments received and the payment of principal and interest under the Improvement Bond Act of 1915. (See Glossary - LIDs)

**City COP Funds** - budgets and accounts for City debt service for the 1997 and 2002 Certificates of Participation.

### **CAPITAL PROJECTS FUNDS:**

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

**COP Projects** - budgets and accounts for City capital projects funded by the 1997 and 2002 COPs.

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

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

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

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

## List of Funds

101	General Fund *
202	Special Revenue Fund (Vehicle Impact)
204	Gas Tax
205	Asset Forfeiture Fund
207	Lighting & Landscape District
208	Housing & Community Development
209	Environmental Services
210	Supplemental Law Enforcement
212	State & Other Grants (State & Local)
216	TDA Grant
218	Federal Grants
233	Low-Moderate Income Housing
236	Community Facilities District #1
237	Community Facilities District #2
295	Parkland Dedication
366	Debt Service - City C.O.P.
367	Debt Service - LID #30
368	Debt Service - 1997 C.O.P.
435	Capital Projects Fund *
641	Motor Vehicle Pool
647	Information Technologies Pool
690	Workers Compensation
794	Parks and Museum
797	Adult Center

\* Indicates Individual Major Fund

## List of Programs

### City Council

501 City Council

### City Manager

510 Administration  
511 City Clerk  
515 Human Resources  
516 Workers Compensation Self-Insurance  
547 Information Technologies

### Recreation & Community Services

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

### Finance

535 Accounting  
540 Non-Departmental  
541 L.I.D. Debt Service  
543 2002 C.O.P. Debt Service  
544 1997 C.O.P. Debt Service  
549 Community Facilities District #1

### Community Development

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

## List of Programs

### Legal Services

560 Legal Services

### Police

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

### Public Works

701 Department Administration  
715 Environmental Programs  
720 Transportation Engineering  
730 Engineering  
740 Land Development / Environmental Programs  
741 Community Facilities District #2  
745 Maintenance Administration  
750 Vehicle & Equipment Maintenance  
760 Street Maintenance  
770 Signals & Lighting Maintenance  
775 Park Maintenance  
780 Building Maintenance

### Capital Projects

950 City Capital Projects.

### Transfers

980 Operating Transfers Out  
990 Capital Transfers Out

## **REVENUE DEFINITIONS**

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

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

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

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

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

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

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

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

## **REVENUE DEFINITIONS**

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

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

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

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

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>AAM</u></b>	American Association of Museums
<b><u>ABAG</u></b>	Association of Bay Area Governments
<b><u>ADA</u></b>	American Disabilities Act
<b><u>AELE</u></b>	Americans for Law Enforcement
<b><u>AFIS</u></b>	Automated Fingerprint Identification System
<b><u>AICP</u></b>	American Institute of Certified Planners
<b><u>AMA</u></b>	American Museum Association
<b><u>AOT</u></b>	Advanced Officer Training
<b><u>A/P</u></b>	Accounts Payable
<b><u>APA</u></b>	American Payroll Association
<b><u>APA</u></b>	American Planning Association
<b><u>APC</u></b>	Armored Personnel Carrier
<b><u>APWA</u></b>	American Public Works Association
<b><u>A/R</u></b>	Accounts Receivable
<b><u>ARK</u></b>	Ark
<b><u>ARRA</u></b>	American Recovery and Reinvestment Act
<b><u>ARRA</u></b>	Asphalt Recycling & Reclaiming Association
<b><u>ASCAP</u></b>	American Society of Composers, Authors & Performers
<b><u>ASIS</u></b>	American Society for Industrial Security
<b><u>ATAP</u></b>	Association of Threat Assessment Professionals
<b><u>AT &amp; T</u></b>	American Telephone & Telegraph
<b><u>AWS</u></b>	Automated Warrant System
<b><u>BAAQMD</u></b>	Bay Area Air Quality Management District
<b><u>BCS</u></b>	Budget correction Strategy
<b><u>BFB</u></b>	Beginning Fund Balance
<b><u>BOMA</u></b>	Building Owners Managers Association
<b><u>BVP</u></b>	Bulletproof Vest Program
<b><u>CABO</u></b>	Certified Association of Building Officials
<b><u>CAD</u></b>	Computer Aided Dispatch
<b><u>CAFR</u></b>	Comprehensive Annual Financial Report
<b><u>CAHN</u></b>	California Association of Hostage Negotiators
<b><u>CALPELRA</u></b>	California Public Employers Labor Relations Association
<b><u>CAPE</u></b>	California Association of Property & Evidence
<b><u>CAPIO</u></b>	California Association of Public Information Officers
<b><u>CBO</u></b>	City Building Official
<b><u>CATO</u></b>	California Association of Tactical Officers
<b><u>CCUG</u></b>	California CLETS Users Group

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>CDBG</u></b>	Community Development Block Grant
<b><u>CERT</u></b>	Community Emergency Response Team
<b><u>CESA</u></b>	California Emergency Services Association
<b><u>CEQA</u></b>	California Environmental Quality Act
<b><u>CFCIA</u></b>	California Finance Crimes Investigation Association
<b><u>CHIA</u></b>	California Homicide Investigators Association
<b><u>CHP</u></b>	California Highway Patrol
<b><u>CIP</u></b>	Capital Improvement Plan
<b><u>CIPR</u></b>	Capital Improvement Plan Reserve
<b><u>CJIC</u></b>	Criminal Justice Information Control
<b><u>CLEARs</u></b>	California Law Enforcement Association of Records Supervisor
<b><u>CLETEP</u></b>	California Law Enforcement Technology Equipment Purchase
<b><u>CLETS</u></b>	California Law Enforcement Telecommunication System
<b><u>CMA</u></b>	Congestion Management Association
<b><u>CMEA</u></b>	Campbell Municipal Employees Association
<b><u>CMP</u></b>	Congestion Management Program
<b><u>CMTA</u></b>	California Municipal Treasurers Association
<b><u>CNOA</u></b>	California Narcotics Officers Association
<b><u>CNT</u></b>	Crisis Negotiation Team
<b><u>COP</u></b>	Certificates of Participation
<b><u>CPCEA</u></b>	Campbell Police Civilian Employees Association
<b><u>CPOA</u></b>	California Police Officers Association
<b><u>CPR</u></b>	Cardio Pulmonary Resuscitation
<b><u>CPRS</u></b>	California Parks & Recreation Society
<b><u>CPT</u></b>	Continued Professional Training
<b><u>CRA</u></b>	California Redevelopment Association
<b><u>CSAIA</u></b>	California Sexual Assault Investigation Association
<b><u>CSMFO</u></b>	California Society of Municipal Finance Officers
<b><u>CSO</u></b>	Community Service Officer
<b><u>CSRT</u></b>	Crime Scene Response Team
<b><u>CUHSD</u></b>	Campbell Union High School District
<b><u>CUSD</u></b>	Campbell Union School District
<b><u>CWSA</u></b>	California Warrant Specialist Association
<b><u>DA</u></b>	District Attorney
<b><u>DARE</u></b>	Drug Abuse Resistance Education
<b><u>DCBA</u></b>	Downtown Campbell Business Association
<b><u>DDA</u></b>	Disposition Development Agreement

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>DDLA</u></b>	Disposition Development & Loan Agreement
<b><u>DNA</u></b>	Deoxyribonucleic Acid
<b><u>DOIR</u></b>	Department of Industrial Relations
<b><u>DRC</u></b>	Development Review Committee
<b><u>DUI</u></b>	Driving Under the Influence of Drugs or Alcohol
<b><u>EBS</u></b>	Employee Benefit Specialists
<b><u>ECOMM</u></b>	Emergency Communications
<b><u>EIR</u></b>	Environmental Impact Report
<b><u>EMPG</u></b>	Emergency Management Performance Grant
<b><u>EOC</u></b>	Emergency Operations Center
<b><u>EOS</u></b>	Employer & Occupational Services
<b><u>ERAF</u></b>	Educational Revenue Augmentation Fund
<b><u>ESGR</u></b>	Employer Support for Guard and Reserve
<b><u>ESO</u></b>	Economic Social Opportunities
<b><u>ESRI</u></b>	Environmental Systems Research Institute, Inc.
<b><u>EVOC</u></b>	Emergency Vehicle Operations Course
<b><u>FBI</u></b>	Federal Bureau of Investigation
<b><u>FOCUS</u></b>	Focusing Our Vision
<b><u>FOHT</u></b>	Friends of the Heritage Theatre
<b><u>FTK</u></b>	Forensic Took Kit
<b><u>FY</u></b>	Fiscal Year
<b><u>GAAP</u></b>	Generally Accepted Accounting Principals
<b><u>GASB</u></b>	Government Accounting Standards Board
<b><u>GF</u></b>	General Fund
<b><u>GFOA</u></b>	Government Finance Officers Association
<b><u>GIS</u></b>	Geographical Information Systems
<b><u>GL</u></b>	General Ledger
<b><u>GPS</u></b>	Global Positioning System
<b><u>GTS</u></b>	Government Tech Series Software
<b><u>HCD</u></b>	Housing & Community Development
<b><u>HDC</u></b>	Historic Downtown Campbell
<b><u>HDDTA</u></b>	High Density Drug Trafficking Area
<b><u>HSIP</u></b>	Highway Safety Improvement Program
<b><u>HPB</u></b>	Historic Preservation Board
<b><u>HR</u></b>	Human Resources
<b><u>HVAC</u></b>	Heating Ventilation Air Conditioning`
<b><u>ID</u></b>	Identification

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>IAPE</u></b>	International Association of Property & Evidence
<b><u>ICC</u></b>	International Code Council
<b><u>ICMA</u></b>	International City Management Association
<b><u>ICS</u></b>	Incident Command System
<b><u>IIPP</u></b>	Injury/Illness Prevention Program
<b><u>IMLA</u></b>	International Municipal Lawyer's Association
<b><u>IMSA</u></b>	International Municipal Signal Association
<b><u>IMIU</u></b>	Information Management Interface Unit
<b><u>ISU</u></b>	Investigative Services Unit
<b><u>IT</u></b>	Information Technologies (Previously Referred to as MIS)
<b><u>ITE</u></b>	Institute of Transportation Engineering
<b><u>ITS</u></b>	Intelligent Transportation Systems
<b><u>IVR</u></b>	Interactive Voice Response System
<b><u>JAG</u></b>	Justice Assistance Grant
<b><u>LAFCO</u></b>	Local Agency Formation Commission
<b><u>LAIF</u></b>	Local Agency Investment Fund
<b><u>LCC</u></b>	League of California Cities
<b><u>LEEC</u></b>	Law Enforcement Executive Council
<b><u>LED</u></b>	Light Emitting Diodes
<b><u>LID</u></b>	Local Improvement District
<b><u>LLD</u></b>	Lighting & Landscape District
<b><u>LLEBG</u></b>	Local Law Enforcement Block Grant
<b><u>MAC</u></b>	Moves, Adds & Changes
<b><u>MAIT</u></b>	Major Accident Investigation Team
<b><u>MERGE</u></b>	Mobile Emergency Response Group & Equipment
<b><u>MIC</u></b>	Millmen and Industrial Carpenters
<b><u>MIS</u></b>	Management Information Systems (Now Referred to as IT)
<b><u>MISAC</u></b>	Municipal Information Systems Association of California
<b><u>MMANC</u></b>	Municipal Management Assistants Northern California
<b><u>MSI</u></b>	Message Switch Interface
<b><u>MOU</u></b>	Memorandum of Understanding
<b><u>MTBE</u></b>	Methyl Tertiary Butyl Ether
<b><u>MTC</u></b>	Metropolitan Transportation Commission
<b><u>MTEP</u></b>	Management Talent Exchange Program
<b><u>NAFTO</u></b>	National Association of Field Training Officers
<b><u>NAGBOR</u></b>	Net Adjusted Gross Box Office Receipts

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>NEMA</u></b>	National Electrical Manufacturers Association
<b><u>NPDES</u></b>	National Pollution Discharge Elimination System
<b><u>NOCA</u></b>	North of Campbell Avenue
<b><u>NRPA</u></b>	National Recreation Parks Association
<b><u>NTOA</u></b>	National Tactical Officers Association
<b><u>NTMP</u></b>	Neighborhood Traffic Management Plan
<b><u>OC</u></b>	Oleoresin Capsicum
<b><u>OCBH</u></b>	Orchard City Banquet Hall
<b><u>OPEB</u></b>	Other Post-Employment Benefits
<b><u>OTS</u></b>	Office of Traffic Safety
<b><u>PARS</u></b>	Public Agency Retirement System
<b><u>PAS</u></b>	Passive Alcohol Sensor
<b><u>PCI</u></b>	Pavement Condition Index
<b><u>PDA</u></b>	Priority Development Area
<b><u>PEP</u></b>	Personal Emergency Preparedness
<b><u>PERS</u></b>	Public Employees' Retirement System
<b><u>PG&amp;E</u></b>	Pacific Gas and Electric
<b><u>POA</u></b>	Police Officers' Association
<b><u>POST</u></b>	Peace Officers Training Standards
<b><u>PPE</u></b>	Personal Protective Equipment
<b><u>PPT</u></b>	Permanent Part-Time
<b><u>PSA</u></b>	Public Safety Assistant
<b><u>PW</u></b>	Public Works
<b><u>R&amp;CS</u></b>	Recreation & Community Services
<b><u>RDA</u></b>	Redevelopment Agency
<b><u>RFP</u></b>	Request for Proposal
<b><u>RMS</u></b>	Records Management Systems
<b><u>RPTTF</u></b>	Redevelopment Agency Property Tax Trust Fund
<b><u>RSS</u></b>	Real Simple Syndication
<b><u>RWQCB</u></b>	Regional Water Quality Control Board
<b><u>SAN</u></b>	Storage Area Network
<b><u>SANCRA</u></b>	Sports Association of Northern California Recreation Agencies
<b><u>SARC</u></b>	Site & Architectural Review Committee
<b><u>SCBA</u></b>	Self-Contained Breathing Apparatus
<b><u>SCC</u></b>	Santa Clara County
<b><u>SCCCA</u></b>	Santa Clara County Cities Association
<b><u>SCCAPO</u></b>	Santa Clara County Association of Planning Officials

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>SCCATO</u></b>	Santa Clara County Association of Training Officers
<b><u>SCCFD</u></b>	Santa Clara County Fire Department
<b><u>SCCSET</u></b>	Santa Clara County Special Enforcement Team
<b><u>SCVIU</u></b>	Santa Clara Valley Intelligence Unit
<b><u>SCVWD</u></b>	Santa Clara Valley Water District
<b><u>SLETS</u></b>	Sheriff's Law Enforcement Telecommunication System
<b><u>SIR</u></b>	Self Insured Retention
<b><u>SOCA</u></b>	South of Campbell Avenue
<b><u>SSD</u></b>	Special Services Division
<b><u>SV-ITS</u></b>	Silicon Valley-Intelligent Transportation Systems
<b><u>SVACA</u></b>	Silicon Valley Animal Control Authority
<b><u>SVMG</u></b>	Silicon Valley Manufacturing Group
<b><u>SVRIP</u></b>	Silicon Valley Regional Interoperability Project
<b><u>SWAT</u></b>	Special Weapons & Tactics
<b><u>TABS</u></b>	Tax Allocation Bonds
<b><u>TBD</u></b>	To Be Determined
<b><u>TMS</u></b>	Training Manager System
<b><u>TOT</u></b>	Transient Occupancy Tax
<b><u>TRAK</u></b>	Technology to Recover Abducted Kids
<b><u>TRB</u></b>	Transportation Resources Board
<b><u>UPS</u></b>	Uninterruptible Power Supply
<b><u>URL</u></b>	Uniform Resource Locator
<b><u>URM</u></b>	Un-reinforced Masonry
<b><u>VC</u></b>	Vehicle Codes
<b><u>VMC</u></b>	Valley Medical Center
<b><u>VPN</u></b>	Virtual Private Network
<b><u>VTA</u></b>	Valley Transportation Authority
<b><u>WAMA</u></b>	Western American Museum Association
<b><u>WMD</u></b>	Weapons of Mass Destruction
<b><u>WWW</u></b>	World Wide Web

## **GLOSSARY OF BUDGET TERMS**

**ACCRUAL BASIS OF ACCOUNTING** - A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

**ADOPTION** - Formal action by the City Council which sets the spending limits for the fiscal year. The City's budget is adopted by Council resolution.

**APPROPRIATION** - Through an appropriation, the City Council legally authorizes the City to spend money and to incur obligations for specific purposes. Budgetary/operating fund appropriations lapse at the end of each fiscal year. Non-operating fund appropriations, on the other hand, continue in force until fully expended or until the City has accomplished or abandoned the purpose for which the Council granted the funds. Spending cannot exceed the level of appropriation without the Council's approval. Campbell's budget is appropriated at the total City and total RDA level but, for control purposes is accounted for at the line-item level.

**ASSESSED VALUATION** - A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County Assessor for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change of ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

**AUDIT** - Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

**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 principle 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 encompasses fiscal year (July 1, through June 30).

**BUDGET AMENDMENT** - The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial and Administrative Policies set by Council.

**BUDGET DOCUMENT** - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. Campbell's budget consists of two documents. The Budget contains a budget message to the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The document consists of detailed schedules supporting the summary pages. These schedules show, in detail, the information as to the past years' actual revenues, expenditures, and other data used in determining the estimates. In addition to the budget document, the appropriation resolution is necessary to put the budget into effect.

**BUDGET MESSAGE** - Included in the opening section of the budget, the Budget Message provides the Council and the Public with a general summary of the most important aspects of the budget, comparative data from previous fiscal years, goals and objectives, and the views and recommendations of the City Manager.

**BUDGET POLICIES** - General and specific guidelines adopted by the Council that govern the financial plan's preparation and administration.

**CAPITAL IMPROVEMENT PLAN (CIP)** - The plan or schedule of expenditures for major construction of roads, sidewalks, City facilities and/or park improvements and for the purchase of equipment. Campbell's CIP follows a five-year schedule and includes projects which cost \$25,000 or more to complete. Although the City adopts the CIP budget in a process which is separate from the adoption of the budget, the budget incorporates the first two years of the seven-year CIP.

**CONTINGENCY** - A reserve set aside for emergency or unanticipated appropriations.

**DEBT INSTRUMENT** - Methods of borrowing funds, including General Obligation (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, Certificates of Participation (COPs), and assessment district bonds (LIDs). (See Bonds.)

**DEBT SERVICE** - Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COP's).

## **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 reserves funds to be expended. (See Encumbrances.)

**FISCAL YEAR** - The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

**FIXED ASSETS** - Non-consumable assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The city has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$500.

**FULL-TIME EQUIVALENTS (FTE)** - The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating 1.0 FTE. Correspondingly, a part-time employee who worked 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted, however, are not included in net FTE totals.

**FUND** - Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the fund is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenues, expenditures, assets and liabilities. Each fund has a budget with exception of the General Fund (which accounts for general purpose actions and has unrestricted revenue sources). Each remaining fund typically has a unique funding source and purpose. Establishing funds enables the City to account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

## **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 allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

**GENERAL OBLIGATION BONDS** - Bonds for which the City pledges its full faith and credit for repayment. Debt Service is paid from property tax revenue levied (in the case of voter-approved bonds) or other general revenue.

**GOAL** - A statement of broad direction, purpose, or intent. In Campbell's budget, goals are synonymous with mission statements.

**GRANT** - External contributions, and/or gifts of cash, or other assets typically from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is Community Development Block Grant funding from the Federal Government.

**INTERFUND TRANSFERS** - When the City moves money between its various funds, it makes an interfund transfer, referred to as transfers-in and transfers-out. In aggregate, transfers in and out offset each other for the fiscal year.

**INTERNAL SERVICE FUNDS** - Are used to finance and account for goods and/or services provided by one City department to other City departments on a cost reimbursement basis.

**LID** - In a Local Improvement District (LID), the City makes special assessments against certain properties to defray part or all of the cost of a specific improvement or service, which it deems, will primarily benefit the subject properties. The assessments are levied on the property tax roll and are paid in full or in installments over a set period of time.

**LINE-ITEM BUDGET** - A budget that lists detailed expenditure categories (salaries & benefits, office supplies, travel, dues, rents, etc.) separately, along with the amount budgeted for each specified category. The Summary Budget reflects the program rather than line-item budgets. The Detail Budget reflects the line-item detail. In Campbell, the line-item level is the level of accountability in a fiscal year.

## **GLOSSARY OF BUDGET TERMS**

**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.

**MUNICIPAL CODE** - A book that codifies the City Council approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

**NON-DEPARTMENTAL** - This department has the sole purpose of accounting for all expenditures that the City cannot specifically designate to any operating department within the General Fund. Examples of expenses include shared paper products and contracts with outside agencies, etc.

**NON-OPERATING BUDGET** - The non-operating budget contains non-operating funds which the City uses to finance projects with limited objectives and/or finite life spans. These budgets do not lapse at year end and are carried forward from year to year until the monies are fully expended or their purposes are accomplished or abandoned. As a matter of practice, Campbell budgets for all non-operating funds. The non-operating portion of the budget typically accounts for debts, reserves and capital projects funds.

**OBJECTIVE** - A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program or service level.

**OBJECTS OF EXPENDITURE** - The individual expenditure accounts used to record each type of expenditure incurred in City operations. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major objects or types of expenditure. The major objects of expenditure used in the budget are:

**Employee Services** - Salaries and benefits paid to City employees (permanent and temporary).

**Supplies and Other Services** - Office supplies; travel and related expenses; rents; contractual services; and memberships, dues and books.

**Debt Service** - Payments of principal and interest on debt instruments.

**Capital Outlay** - The purchase of non-consumable assets that exceed the capitalization limit of \$500 and that are expected to have a useful life of more than one year. These would include furniture, fixtures, machinery and equipment.

**Transfers** - (See Interfund Transfers)

## **GLOSSARY OF BUDGET TERMS**

**ORDINANCE** - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.

**OPERATING BUDGET** - The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens.

**PARS** - Public Agency Retirement System (PARS) for the City's temporary employees.

**PERS** - The State of California's Public Employee's Retirement System (PERS) for the City's employees.

**PROGRAM** - As subdivisions of departments, programs are budgetary or organizational units of government with limited sets of work responsibilities within their respective departments. Programs also serve to increase budgetary accountability. Campbell's budget is compiled on a program basis, each with an identified program manager.

**RESERVE** - An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose. Reserves are typically established and budgeted through Council policy action.

**RESOLUTION** - A special order of the City Council which has a lower legal standing than an ordinance.

**RESOURCES** - Total amounts available for appropriation including estimated revenues, interfund transfers, and beginning fund balances.

**REVENUE** - Sources of income which the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

**SPECIAL REVENUE FUNDS** - Are those which have been created in accordance with the requirements of State and Federal statutes or which require that the funds be used only for specific purposes.

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