



City of Campbell, California



*Fiscal Year 2013-2014
Operating & Capital Budget
&
2014-2018 Five-Year
Capital Improvement Plan*

City of Campbell, California



Fiscal Year 2013-2014 Operating / Capital Budget & 2014 - 2018 Five-Year Capital Improvement Plan

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*Cover:
Cambrian 36 & Central Park Neighborhood Area Celebration of
Annexation to Campbell on May 1, 2013*



TABLE OF CONTENTS

Budget Message

Budget Message from the City Manager	i
Budget Summary	ii
Revenues	v
Expenditures	xi
Multi-Year Comparative Analysis	xii
Economic and Fiscal Issues Facing the City	xiv
Long-Term Financial Planning.....	xvi
Fiscal 14 Major Work Plan Items	xvii
FY 13 Significant Accomplishments	xvii
Strategic Plan and Performance Reporting	xvii
Basis of Budgeting.....	xvii
Budget and Financial Awards.....	xviii
Conclusion and Acknowledgements.....	xix
Exhibit 1, FY 13 Significant Accomplishments	xx
Exhibit 2, Financial Policies	xxiv

City & Community Information

General Organization	1
City Officials	2
Community Vision, Goals and Mission Statement	3
Campbell Statement of Values.....	4
Campbell Strategic Plan Elements & Objectives	6
Council Committee Responsibilities.....	8
Commissions, Committees and Advisory Boards	9
Permanent Authorized Budgeted Personnel Positions	10
Campbell's Heritage From 1846 to Today.....	12
Campbell Community Profile - Demographic Statistics	14
Major Employers (Listed Alphabetically)	18
Principal Property Taxpayers (Listed Alphabetically)	18
Top 40 Sales Tax Producers (Listed Alphabetically)	19



TABLE OF CONTENTS

Financial Summaries

Total City - All Funds.....	21
General Fund	27
Operating/Capital Budget - All Funds Estimated Revenues	32
Operating/Capital Budget - Summary of Expenditures by Government Function and Fund	38
Debt Management.....	42
Gann Appropriations Limit.....	43
Revenue Comparison with Other Jurisdictions	44

Fund Balances

Fund Balance Summaries - All Funds.....	49
Revenues - Expenditures - Fund Balances (By Fund).....	51

City Council

City Council	65
Campbell City Council Organization Chart	66
Summary	67
City Council Program (501)	68

City Administration

City Manager.....	75
City Manager's Office Organization Chart	76
City Manager Department Summary	77
Administration Program (510).....	78
City Clerk Program (511).....	86
Human Resources Program (515).....	93
Workers' Compensation Self-Insurance Program (516).....	100

Recreation & Community Services

Recreation & Community Services	107
Recreation & Community Services Organization Chart.....	108
Recreation & Community Services Department Summary.....	109
Administrative Services Program (524)	111
Senior Nutrition Program (525).....	117
Adult Services Program (526).....	123



TABLE OF CONTENTS

Campbell Community Center Program (527)	130
Museum Services Program (528)	137
Heritage Theatre Program (529).....	145
Sports, Aquatics & Fitness Program (531)	153
Trips / Tours & Classes Program (532)	160
Transfers Out – Recreation Donation Funds.....	167

Finance & Non-Departmental

Finance Department.....	169
Finance Department Organization Chart.....	170
Finance Department Summary.....	171
Accounting Services Program (535).....	172
Non-Departmental Program (540)	179
Information Technology Program (547).....	185
Community Facilities District (549)	195
Transfers Out - General Fund (101.980)	197
Transfers Out - Miscellaneous Funds (Misc. 980).....	199

Community Development

Community Development.....	201
Community Development Organization Chart.....	202
Community Development Department Summary	203
Administration Program (550).....	204
Current Planning Program (551).....	210
Policy Development Program (552).....	216
Housing Program (553)	222
Building Codes Regulation Program (554)	227
City Housing Trust Program (557).....	234

Legal Services

Legal Services.....	239
Legal Services Organization Chart.....	240
Legal Services Program Summary	241
Legal Services Program (560)	242



TABLE OF CONTENTS

Public Safety

Public Safety	249
Police Department Organization Chart	250
Public Safety Program Summary	251
Administration Program (601)	252
Communications Program (602)	258
Records Program (603)	265
Special Enforcement Program (604)	271
Field Services Program (605)	278
Fire Protection Services Program (610)	285

Public Works

Public Works	289
Public Works Department Organization Chart	290
Public Works Department Summary	291
Department Administration Program (701)	293
Environmental Services Program (715)	299
Transportation Engineering Program (720)	302
Engineering Program (730)	309
Land Development / Environmental Program (740)	315
Maintenance Administration Program (745)	322
Vehicle & Equipment Maintenance Program (750)	328
Street Maintenance Program (760)	336
Signals & Lighting Maintenance Program (770)	343
Parks Maintenance Program (775)	350
Building Maintenance Program (780)	358

Debt Service

Debt Service Programs (543– 544)	367
C.O.P. Debt Service	368
1997 C.O.P. Debt Service	370



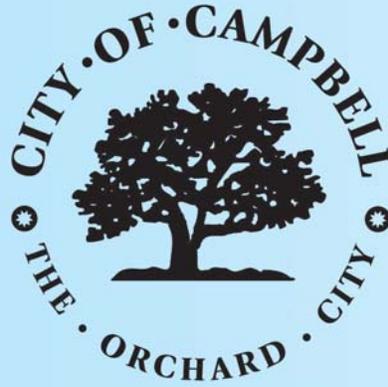
TABLE OF CONTENTS

Capital Improvement Plan

Capital Improvement Plan Summary	373
Capital Improvement Plan Summaries - Exhibit 1	377
Capital Improvement Plan Five Year Cash Flow Analysis - Exhibit 2	381
Capital Improvement Plan Flow Chart	385
Capital Projects - Exhibit 3	386
Capital Improvement Plan - By Project - Category & Funding Source	426
Capital Projects Program (435.950)	427
Transfers-Out - Capital Projects Program (Misc. 990)	431

Budget Reference Materials

Resolution Adopting the City's Operating & Capital Budget for FY 2013-14	433
Resolution Adopting the Capital Improvement Plan FY 2014-2018	434
Budget Awards	435
FY 2013-2014 Budget Calendar	437
Summary of Budget Process	438
Budget Amendments	438
Budget Exhibits	439
Budget Exhibits Flow Chart	440
Program / Department / Fund Matrix	441
Fund Descriptions	442
List of Funds	444
List of Programs	445
Revenue Definitions	447
Glossary of Acronyms	449
Glossary of Budget Terms	455
Index	461



Budget Message



July 1, 2013

Honorable Mayor and Members of the City Council:

I am pleased to present to you the fiscal year 2013-14 (FY 14) 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.

Through much of the past decade, the City has weathered an economic recession and difficult fiscal conditions. Only with the combined efforts of all stakeholders to reduce expenditures and enhance revenues, the City's fiscal health has improved steadily in recent years. A key theme that emerged with this year's budget was to re-assess the organizational staffing levels and operational needs of the community after years of budget tightening and reduced financial resources. For many years, the City has struggled to maintain high levels of service to the public with dwindling revenues. With the recent economic storm now having passed and the City experiencing a period of stable revenues, it was necessary to take a closer look at our current service delivery models and determine whether they would achieve organizational objectives for sustainability over the long-term. This budget represents the beginning of a three-year review to ensure that services needed by the community are provided in a manner that is consistent with good business practice while meeting the City's operational objectives and over-arching goals.

This year's budget contains a number of highlights. First of all, it incorporates the financial impacts related to the Cambrian 36 and Central Park annexations which took place in May, 2013. The annexation, which adds 428 parcels and approximately 1,200 new residents, required Campbell to pay the City of San Jose for lost revenues for the next 40 years. The budget also includes related increases in revenues from property, sales and transient occupancy taxes, and revenue from a newly established community facilities district tax approved by the new residents. It also accounts for related expenditures including the addition of a new police officer needed to provide service to the area.

Other highlights included in this year's budget are the addition of contingency funding to address a number of Council priority objectives that resulted from a priority setting workshop; updates of two sections of the General Plan--the Housing Element and Land Use and Transportation Element; restoration of the Public Works Director position which was unfilled for the past two years; increased pre-funding of the City's post-retirement health obligation; and setting aside additional funds for an expected increase in the City's pension liability beginning next year.

The budget also contains increased funding for City Attorney services, increases in temporary staffing, purchase of deferred and new infrastructure such as vehicles and aged or obsolete equipment as well as for facility maintenance. Lastly, additional funding is also included for a number of technology related needs for upgrading older equipment as well as to implement desired initiatives. The increased expenditures 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. The result is an overall budget that continues and enhances the program and service levels from the prior year that the residents of Campbell have indicated are important to them.

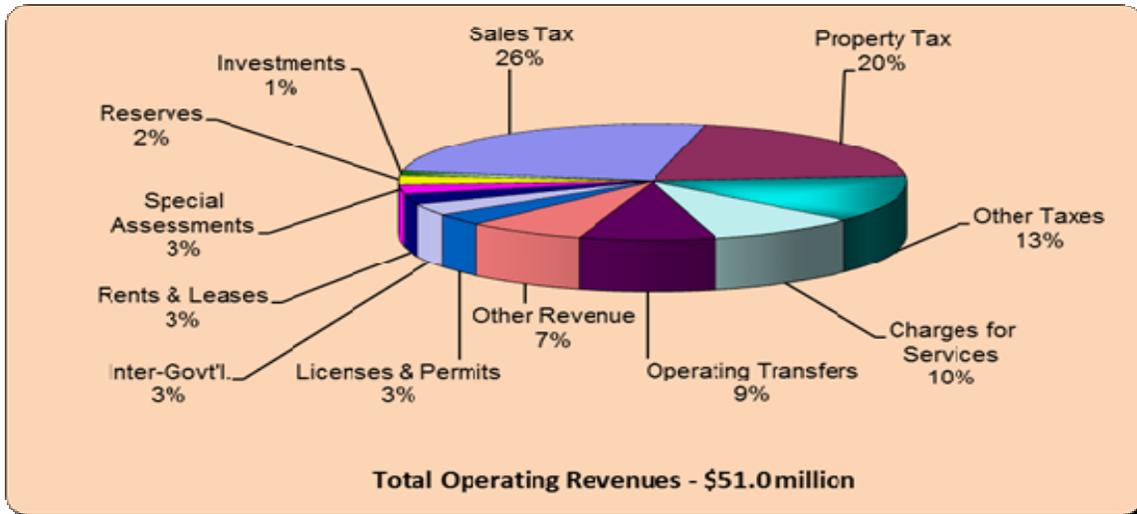
BUDGET SUMMARY

The combined FY 14 operating and capital budgets total \$66.5 million including \$7.9 million in capital transfers. Related revenue sources total \$66.9 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 modest surplus reflecting a balanced budget for all the City's funds.

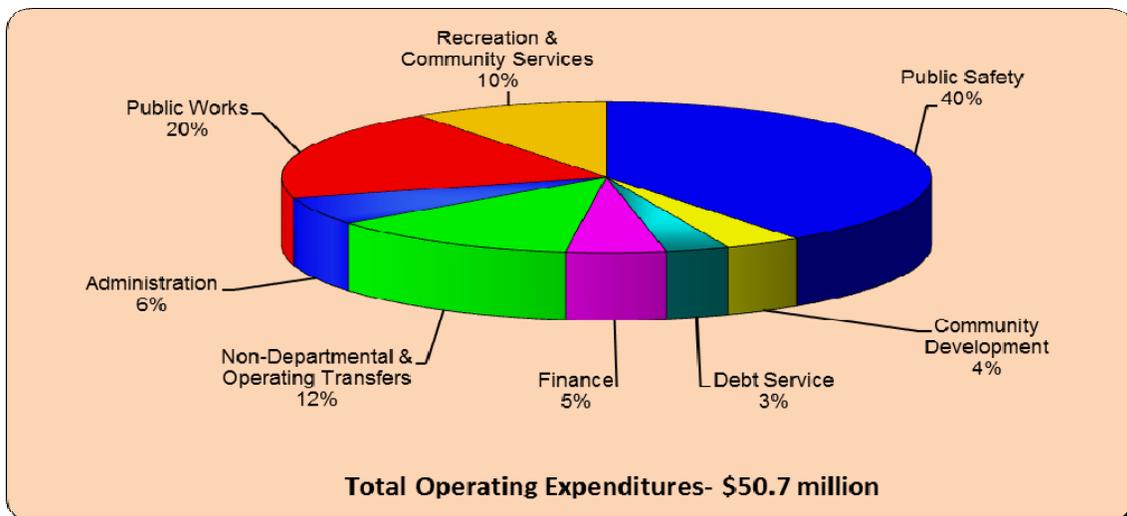
The following table depicts the total operating and capital budget for the City compared to the prior fiscal year:

	FY 2013 - 14			FY 2012 - 13			\$ Change Operating Budget	% Change
	Operating Budget	Capital Budget	Total Adopted Budget	Operating Budget	Capital Budget	Total Adopted Budget		
Expenditures	\$ 50,698,150	\$ 7,906,960	\$ 58,605,110	\$ 46,345,109	\$ 1,586,000	\$ 47,931,109	\$ 4,353,041	9.4%
Transfers	-	7,906,960	7,906,960	-	1,586,000	1,586,000	-	n/a
Total	\$ 50,698,150	\$ 15,813,920	\$ 66,512,070	\$ 46,345,109	\$ 3,172,000	\$ 49,517,109	\$ 4,353,041	9.4%

Operating Budget: Overall, the operating budget increased 9.4% over the previous year, attributable to numerous factors, many of which were previously discussed. The total operating portion of the budget is \$50.7 million with related revenue sources of \$51.0 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. Consistent with the City's fiscal policies, on-going expenditures are funded with on-going revenues.



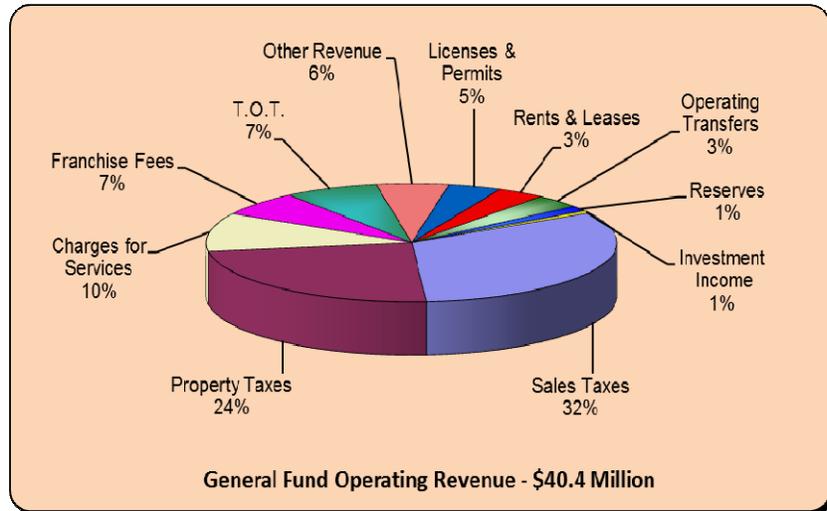
The chart above illustrates the various revenues sources for the City. Sales tax is the largest component followed by property tax making both of them critical pieces to the City's fiscal health. Unfortunately, these revenues are not always stable, and they can fluctuate from year to year depending on the health of the local, State or Federal economies. Other Taxes, such as franchise, transient occupancy and business license taxes comprise approximately 13% of all revenues. These, too, are somewhat dependent upon the current business climate and can vary as well.



The chart above illustrates how the City's revenues are spent. The largest percentage of the budget is spent on public safety, comprised 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 14 operating budget relies on a total of \$1.3 million in non-recurring

revenues, reserves and fund balances, to fund operating expenditures. The largest component is \$0.6 million various General Fund reserves that will be used to fund specific expenditures. In light of anticipating a small surplus, no funding from the Economic Fluctuations Reserve was budgeted for this year.

General Fund operating revenues and expenditures are budgeted at \$40.4 million and \$40.2 million, respectively. The \$0.2 million difference represents a budgeted surplus which, if realized, would either be used toward replenishing the City's Economic Fluctuations Reserve back to its targeted level of \$6 million or be added to the Capital Improvement Project Reserve (CIPR) toward funding capital project needs.



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 5 year CIP has increased compared to the previous year resulting primarily from \$3.7 million in new grant funds for the East Campbell Avenue Portals project.

There are 13 capital projects requiring funding in FY 14. Project expenditures of \$7.9 million plus related inter-fund transfers of an additional \$7.9 million total \$15.8 million in capital appropriations. The largest component of these projects is \$4.2 million which will be spent for the East Campbell Avenue Portals project and \$1.2 million for various street maintenance projects. The full CIP, along with details of specific projects, can be found in the Capital Improvement Plan tab of this document.

REVENUES

Revenue estimation presents one of the greatest challenges for cities, especially during times of economic downturn as well as 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. 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 14 is \$66.9 million, including capital funding sources of \$15.8 million. This reflects an increase of \$16.7 million (33.2%) from the previous year. In looking at just the operating budget component, total revenue is \$51.0 million, an increase of \$4.0 million from the previous year (8.6%).

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 \$4.4 million and \$7.9 million, respectively. Although this has a tendency to make the budget appear higher in total than it actually is, the transfers-in on the revenue side are offset by transfers-out on the expenditure side. Including transfers in the City's adopted budget is done to readily demonstrate that budgets are balanced and match the internal budgeting system.

General Fund: Contained within the budget are a variety of funds, each with its own source(s) of revenue. The budget document is organized by operating department, then by program within the department. The General Fund is the City's largest single fund where the majority of services are budgeted. It funds general services such as police, fire, parks, streets, 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 and use of operating reserves/beginning fund balances, is estimated to be \$40.4 million, an increase of \$1.5 million (3.8%) from projected FY 13 revenues and \$2.9 million (7.7%) from the FY 13 adopted budget. The largest component of this increase is attributable to continued growth in sales tax receipts stemming from growth in retail sales. The other significant component is the growth in Transient Occupancy Tax (TOT) receipts realized during the past year reflecting strong industry performance that is expected to continue into next year. Lastly, property tax revenue is also improved from the previous year due to the continued strength in the real estate market.

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.

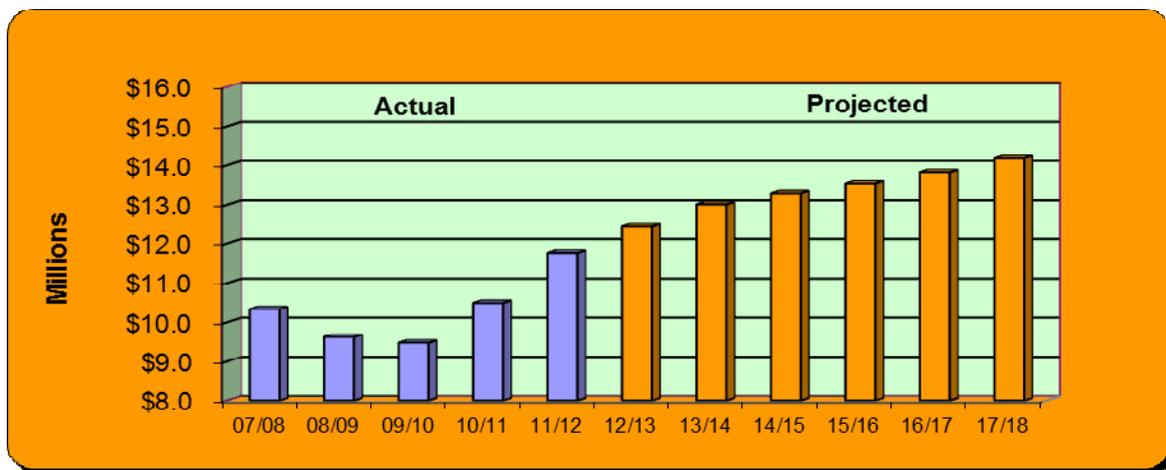
Growth in the sales tax base is limited because the City is largely "built out" with little room for new retail development and growing reliance on "in-fill" projects of smaller scale and

redevelopment of existing parcels. In addition, increased regional competition and the impact of electronic commerce continue to erode the revenues of some of the City's larger existing sales tax producers. By comparison, other Silicon Valley cities and the State overall have seen higher levels of sales tax growth, on average, due to their capacity to accommodate new retail business when the economy expands. Campbell has, however, recently seen some improvement in its business-to-business category, while other categories also continue to perform well.

Consequently, the FY 14 Sales Tax revenue estimate of \$13.0 million is \$0.6 million (4.5%) higher than FY 13 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 improvement in the economy plus some modest new retail additions planned to come on line during the next couple of years.

The graph below reflects actual sales tax performance for the past five fiscal years and projected revenue through FY 18.

Sales Tax Trend - General Fund

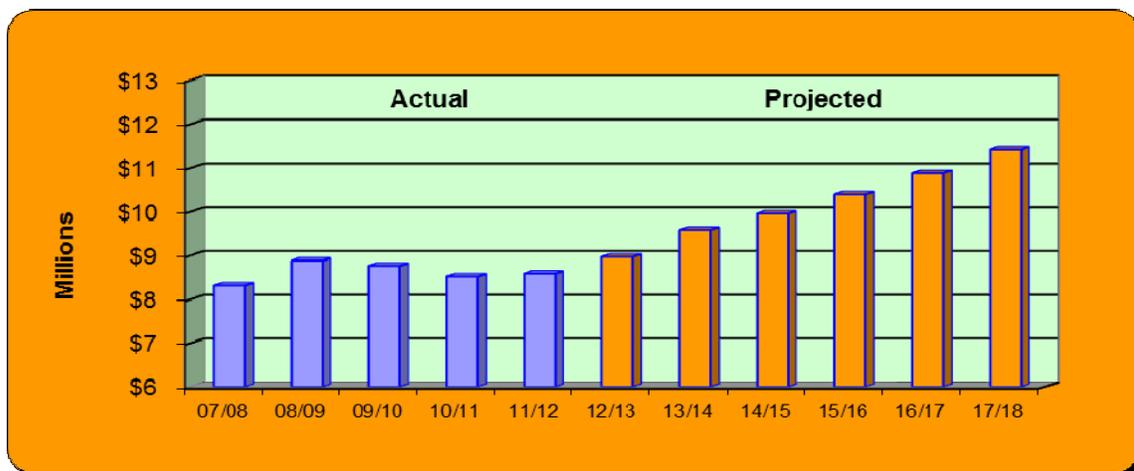


Property Tax: Property tax revenue is the second largest source of revenue to the General Fund. Estimated FY 14 revenue is \$9.6 million, or 24% of net operating revenue, and is \$0.7 million (7.7%) higher than adopted FY 13 revenue. Real property continues to see improvement with both residential and commercial property markets experiencing strong demand, the latter being bolstered from the ongoing growth of Silicon Valley notable companies such as Apple, Facebook and Google, which have had continued to have a tremendous impact on real estate values around the region as they seek more space for expanding operations in a competitive market. The County is once again seeing multiple-offer home sales which are commonplace as well as final sales price exceeding listing prices as housing stock returns to more normal condition where demand for housing exceeds the supply. This condition is expected to continue for the foreseeable future.

Beginning in fiscal year 1993, and continuing for the past 20 years, the City has cumulatively lost in excess of \$21 million in property tax revenue due to State legislated takeaways. Under the enabling “Education Revenue Augmentation Fund” (ERAF) legislation, the State, as a means to fix a significant budgetary deficit, began diverting local government property tax revenues to the ERAF to help fund its fiscal obligation to schools. The *ongoing revenue loss to the City* is approximately *\$1.5 million annually* for which there is no end in sight.

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 expected to grow at 4% next year with future projections as high as 5% over the next few years.

Property Tax Trend - General Fund

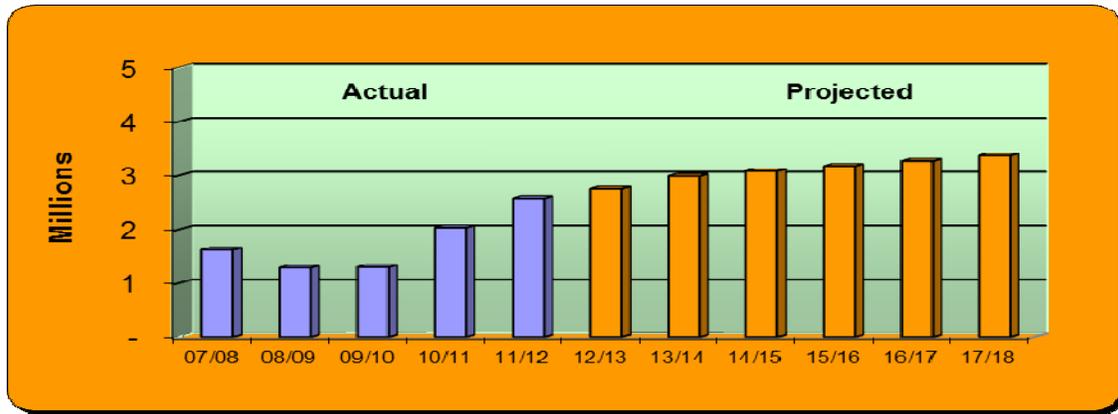


Transient Occupancy Tax: This tax, more commonly referred to as hotel/motel tax, or simply TOT, is derived from a 12% surcharge that is applied to the room rates of the City’s hotels/motels. TOT revenue for FY 14 is budgeted at \$3.0 million, reflecting a \$0.2 million increase from revised FY 13 projections. The overall growth in this revenue source since 2010 is due to a combination of having a new hotel open in 2011, a 2% voter-approved increase in the tax rate that became effective during the 2nd half of 2011 and an overall improvement in average room revenue and occupancies.

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 exceeded this average over the past year, future growth is expected to slow to about 3% annually.

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

Transient Occupancy Tax (TOT) Trend - General Fund

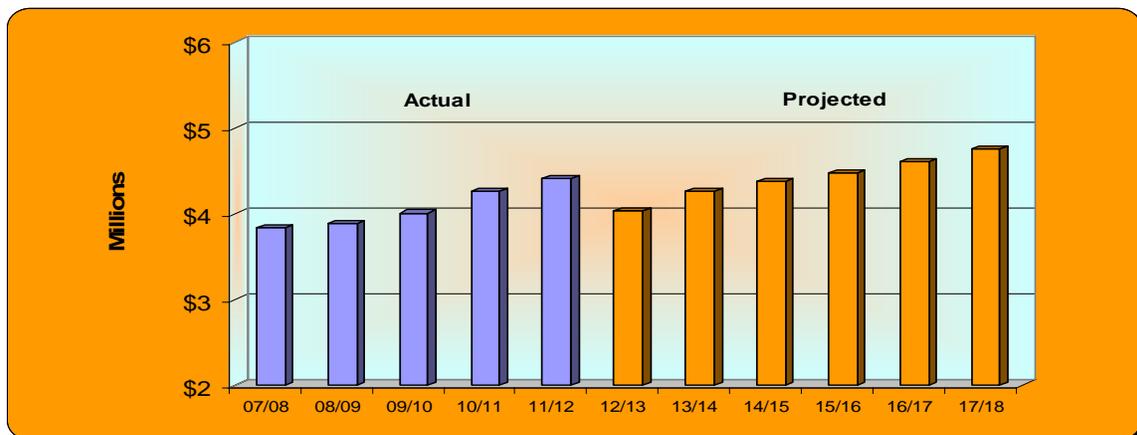


Charges for Services: Charges for services include revenues derived from a variety of sources, the largest being Recreation program fees that consist of classes/lessons, trips/tours, preschool and theater revenues. Other fees are charged for Police and Fire services; engineering services; zoning review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

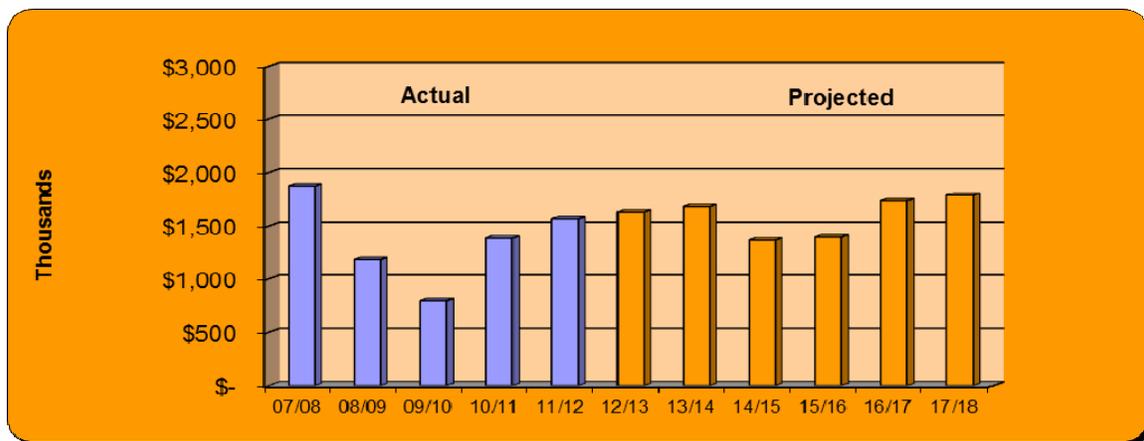
In addition to the cost of providing the service, other factors such as the allowable percentage of recovery, number of participants or attendees, inflationary factor, comparison to other agencies, and the historical trends are analyzed for nearly all fees and charges. The combined revenue for all user fees and charges is anticipated to generate \$4.3 million for the General Fund during FY 14, which is \$0.2 million (5.7%) higher than FY 13 projected 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 comprised 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 14 revenues are \$1.7 million representing a 3% increase from projected FY 13 revenue. Development and construction activity is expected to continue to fare well into next fiscal year.

Licenses & Permits Trend - General Fund



Lease Rental Income: The City collects rental income by leasing out space to tenants at its Community Center facility. Lease rental income represents approximately 3.7% of net General Fund operating revenues. FY 14 revenue is budgeted to increase 3.5% from FY 13 projections to \$1.5 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 projected to generate General Fund revenue of approximately \$2.7 million for FY 14, an increase of less than \$0.1 million from 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 \$1.5 million, representing reimbursements from other funds for services provided by the General Fund, and reserves of \$0.6 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 and two new funds added this year—Community Facilities District #1 which will account for special tax proceeds related to the Cambrian 36 and Central Park annexations and City Housing Trust which will account for housing assets transferred from the former Redevelopment Agency last year upon its dissolution by the State.

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 14 are \$6.0 million, an increase of \$0.7 million (13%).

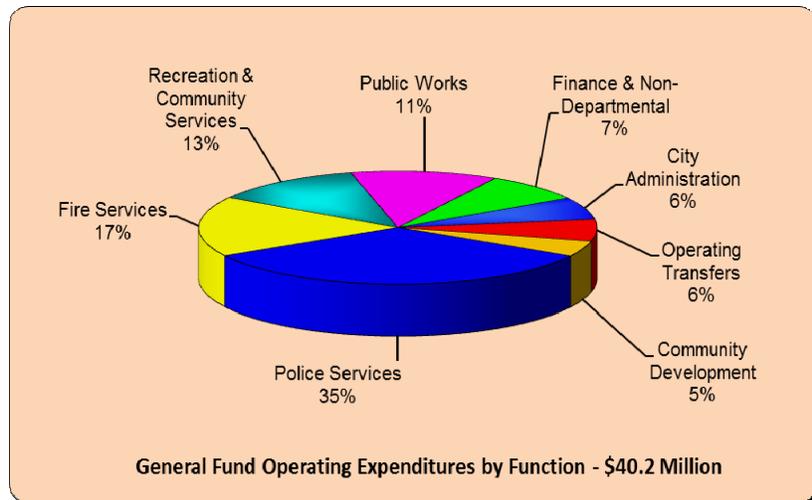
Debt Service Funds are incorporated within the budget due to various bond covenant requirements. Certificates of Participation (COP) debt service is funded by the General Fund with a partial reimbursement that is funded from monies provided by the County Redevelopment Property Tax Trust Fund (RPTTF). 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 14 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 14 are \$2.9 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 \$66.5 million. Operating expenditures alone total \$50.7 million.

The General Fund, the primary operating fund for the City, comprises approximately 80% of total City operating expenditures. Special Revenue funds comprise 12%, Internal Service funds comprise 6% and other funds make up the balance at 3% of the total. Operating expenditures in the General Fund are budgeted at \$40.2 million which is 8.8% higher than the prior year adopted budget.



Employee Services: Staffing resources are an integral part of the City's annual budget. The combined number of budgeted permanent and permanent part-time FTE positions proposed in FY 14 is 152, a net increase of three positions from FY 13. The Public Works Director, a position that was frozen as part of past budget cuts, is being restored as well as 0.8 FTE of an Executive Assistant in the Finance Department which was also eliminated as a budget correction strategy. An additional Police Officer is included due to the newly annexed neighborhoods that bring an additional 1,200 residents to the City and, along with it, the need for additional police services. A 0.25 FTE increase in a Human Resources Analyst is also included due to increased workload demands and increased recruitment activity in the City. Offsetting the increase was a 1.0 FTE decrease in an IT Technician position. In addition to these permanent position changes, various increases in temporary staffing were included in a number of departments Citywide.

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.

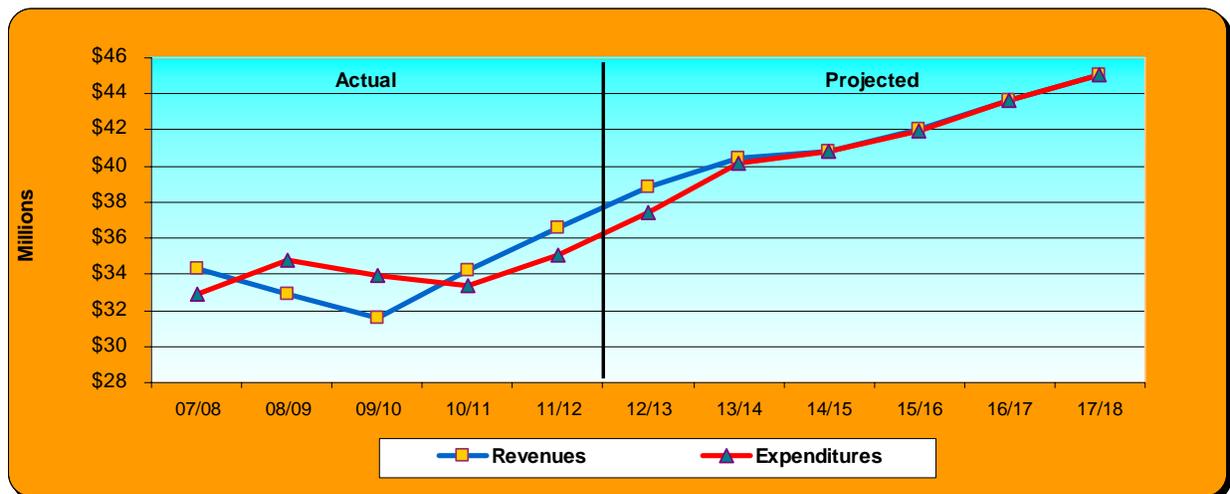
The salaries and benefits category represents all personnel-related costs and makes up the largest component of the General Fund expenditures. In fact, personnel costs are approximately 51% of the total budget. This percentage is relatively low compared to many other cities because fire personnel are provided by contract with the County and, therefore, do not show up as City personnel costs. For FY 14, salaries and benefits in the operating budget total \$25.7 million for all City funds, which is a \$1.5 million (6.2%) 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 18. For a number of years, City revenues were unstable and did not keep up with increased service costs, creating two consecutive years of budget deficits during this time. To address this situation, the City developed a Budget Correction Strategy that resulted in significant cutbacks and aligned expenditures with lowered revenue levels. New tax measures were also enacted to help bolster revenue. The result was a re-balancing of the budget that also provided for some replenishment of reserves that were drawn upon to fund the existing deficits.

The following chart depicts actual and projected operating revenues and expenditures, and illustrates the relative alignment of expenditures and revenues three years after implementing the Budget Corrections Strategy and for the years that follow. As is depicted, the City expects to realize modest surpluses in its General Fund and expects to break even in the several years following. It should be noted that a good portion of the surplus shown for FY 14 is due to one-time development revenue that is not expected to continue into the following year. However, beyond FY 14, the surplus and breakeven is based on recurring revenues and/or expenditures.

Comparative Analysis: General Fund - Revenues to Expenditures



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

The primary funding source for these funds is user charges. City program budgets contain line items for charges from the various pool funds. Included in these charges to other City departments or programs are the pro-rata share of the cost of operations of the particular fund in addition to a replacement cost factor whenever physical assets such as vehicles and computers belong to the fund. As operating or replacement costs change or as asset inventories grow, the corresponding changes are reflected in the charges to the user departments. For FY 14, revenues and expenditures in these funds total \$2.9 million. Expenditures increased \$0.5 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 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 14 are projected to be \$1.5 million, an increase of \$0.1 million 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 14, operating revenues and expenditures total \$2.9 million. This includes operating transfers-in of \$1.0 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 14 are \$1.2 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 recent improvements in the economy, maintaining good fiscal health remains an ongoing priority for the City. Achieving this objective preserves the City's ability to continue providing important programs and services to the community. Through the past decade of economic difficulties that have proved a challenge, 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 by 15% 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. Consequently, even though revenues have improved to a large degree, cost containment efforts are key to ensuring the future sustainability of important programs and services.

One of the biggest threats to the City's fiscal health has been, and continues to be, the State of California. Over the years, the State has found ways to divert revenues previously counted on by local governments to help balance budgets. The most recent take-away was the State's initiative in 2011 to dissolve redevelopment agencies Statewide and use the monies gained as a result to help balance its own budget deficit. The City was impacted in a number of ways. First, the loss of RDA revenues severely curtailed the City's ability to provide low and moderate income housing in the future. Also constrained were resources devoted to economic development. The ongoing impact to the General Fund is estimated at \$0.7 million annually in additional debt service payment and staffing costs previously funded by the RDA. Fortunately, recent revenue growth has helped lessen the overall fiscal impact of this significant revenue loss. Nonetheless, these are funds that could have been used to provide additional services to the community. Instead, they will now serve as backfill for lost RDA funding.

The unemployment rate is also an important economic statistic as to the state of the economy in general. As of June 2013, the State seasonally adjusted unemployment rate was 8.5% compared to 10.7% the prior year. For Santa Clara County, the unadjusted rate was 6.8%, a 1.9% reduction from last year's June rate of 8.7%. Campbell has historically trended better than both the County and the State in its unemployment rate. In fact, as of June 2013, Campbell's unemployment rate was 5.8%, unadjusted, down from 7.5% 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 a prior period.

Growth and new development within the City pose both opportunities as well as challenges. Campbell is essentially "built out", meaning there are no significant areas of undeveloped land in the city limits available for improvement. Therefore, the challenge is to focus on "in-fill" projects, consisting of smaller individual parcels of land dispersed throughout the City or redevelopment

of existing structures whose current use may be enhanced by new development. 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 group to obtain feedback on how best to approach various issues, maintaining a diversified and stable economic base, marketing the community to targeted businesses, and working to retain and grow existing businesses. The City is currently working to develop a master plan to expand an existing research and development park by adding 1 million square feet of new space to the area. This would potentially allow growing companies already in Campbell to stay in the City by having larger sites available to relocate as well as attract new businesses to the City.

Along the lines of growth and new development, an area of specific concern is limited capacity for 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 2-3% growth 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. 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 most recent example of this was the recent renovation of the City's Orchard City Banquet Hall in which the building was certified LEED Gold.

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 \$450,000 to partially pre-fund this obligation. Furthermore, it has built into its 5-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 7% for FY 14, it is expected future changes in assumptions by CalPERS will result in additional rate increases beginning 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 will accumulate over time.

Another significant and ongoing challenge is the need to maintain the City's infrastructure, particularly its streets and sidewalks. More than \$23 million dollars have been invested in the City's street infrastructure over the past 15 fiscal years, including \$3 million in FY 13 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 will continue to be a challenge. 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. The 5-year Capital Improvement Plan (see CIP section of document) continues to commit annual funding dollars for street maintenance to address this important need.

Lastly, 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 technology infrastructure is aging and many components are reaching end of life. Additional resources are being set aside in this year's budget to fund needed replacements and upgrades over the next couple of years through use of reserve funds that are available to partially meet these needs. Some of the projects slated for this budget year that address some of these issues are: replacing desktop computers with virtual desktop infrastructure, implementing a web content management system including a website redesign, replacing financial system servers and applications, expanding the use of Wi-Fi in City Hall and at the Community Center and installation of high-speed data in all police patrol vehicles.

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

Lastly, the City also develops a 5-year capital improvement plan (see CIP section of document) that serves as a strategic plan for meeting capital needs over a similar period of time. It

incorporates information from the 5-year operating projections into the model to know what internal funding sources may be available in each of the future years. This allows the City to plan and maintain flexibility in how and when capital projects will take place.

FISCAL 14 MAJOR WORK PLAN ITEMS

Departmental work plan items for the upcoming budget year were presented and discussed with the City Council at a study session on April 16th. Major work plan items, in addition to a list of the ongoing responsibilities of each department, can be found within the department program sections of the budget document.

FY 13 SIGNIFICANT ACCOMPLISHMENTS

The City was able to realize numerous significant accomplishments during the past year. The key accomplishments, summarized by department, are shown in Exhibit 1 to this budget message.

STRATEGIC PLAN AND PERFORMANCE REPORTING

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

At the beginning of each program budget section, the individual program mission statement 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 City & Community Information section of this document. The City's financial policies establish a process whereby a budget study session is held with the City Council during the annual budget development process. This meeting is generally held during March/April timeframe. Council is presented with an overview of the City's fiscal condition and proposed work plans for the upcoming year. A study session was held on May 6th to discuss the operating budget and capital improvement plan and the proposed budget was introduced on June 4th.

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 20th consecutive year, the City's budget received national recognition by earning the Government Finance Officer's 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 14 budget conforms to GFOA program requirements. Additionally, this is the 15th 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 14 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 make every effort to continue prioritizing what is important for the City and to allocate available resources to those programs and services deemed to be critical to 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 my Executive Assistant, Sherrie Doherty, for their dedication and hard work required in coordinating, developing, and publishing this budget document.

Respectfully submitted,



Mark Linder
City Manager

FY 13 SIGNIFICANT ACCOMPLISHMENTS

City Manager's Department

Program 510 – Administration:

- Served on City's Content Management System (CMS) committee and assisted in needs analysis and selection of CMS vendor
- Assisted in planning and implementation of transition of staff support of Civic Improvement Commission to Recreation and Community Services
- Coordinated with Public Works to modify City's Purchasing Policy to discourage polystyrene procurement for City operations and events
- Completed City Council Strategic Planning Workshop
- Successfully completed City update of Americans with Disabilities Act Transition Plan and associated community meetings
- Organized and managed second year of City's Neighborhood Association Grant Assistance Program and associated public meetings
- Increased usage of Nextdoor.com social media to engage Campbell neighborhoods resulting in a tenfold increase in subscribers in less than twelve months of launch
- Identified and recruited members of, and implemented City's Youth Engagement Committee
- Coordinated "ribbon cutting" of Cambrian 36 and Central Park neighborhoods annexation into Campbell

Program 511 – City Clerk:

- Administered November 6, 2012 General Municipal election process
- Conducted April 16, 2013 Mail Ballot Election for Community Facilities District No. 1
- Coordinated biennial review and update of Statement of Values
- Coordinated annual Advisory Commission recognition dinner
- Monitored AB 1234 compliance – Ethics Training for elected and appointed officials

Program 515 – Human Resources:

- Provided a successful volunteer luncheon honoring 233 volunteers.
- Administered the Employee Service Awards in recognition of 34 employees.
- Conducted negotiations with Campbell Police Civilian Employee Association and Campbell Municipal Employee Association
- Established Resolutions for mid-managers and confidential employees
- Provided mandatory AB 1825 harassment training for supervisory staff
- Offered the Voluntary Reduction of Hours Program
- Conducted benchmark position total compensation salary surveys for affected bargaining units and unrepresented employees

Program 515 – Human Resources (continued):

- Participated in the Santa Clara County Leadership Academy Committee
- Participated in the Regional Internship Program
- Completed ten recruitments in accordance with performance measure outcomes, including two executive level recruitments
- Conducted annual open enrollment for all employees and hosted Health and Benefits Fair
- Processed and administered fifteen new Workers' Compensation claims
- Processed and managed nine new Long Term Disability claims

Recreation & Community Services Department:

- Successfully celebrated the 25th anniversary of the Campbell Community Center and highlighted community groups and individuals who played a critical role in fostering the Campbell Recreation Community
- Implemented Orchard City Organics which was an initiative to educate community members and City employees about community supported agriculture and encourage healthier eating. The program was grant funded through Santa Clara County Public Health – Communities Putting Prevention to Work Obesity Prevention Grant.
- Completed vendor selection and beginning stages of transitioning to a new registration and facilities management system
- Successfully completed Rescue 25 fundraising and restoration. Rescue 25 is housed at Union Fire Station and has been used for parades and events.
- Assisted the continued development of the Museum Foundation/Friends of the Heritage Theatre by providing technical resources on fundraising and strategic planning as well as providing on-going staff support for special events and programs
- Conducted a fee study on Aquatics programs in the area and implemented an increase in fees with support of participants
- Worked cooperatively with all Recreation Supervisors to develop consistent training materials that reach all program areas
- Revised building use policies to address community needs, clarify current processes and update necessary fee adjustments
- Participated in emergency preparedness training, developed and implemented training programs for Community Center emergency preparedness

Recreation & Community Services Department (continued):

- Selected staff attended an American Red Cross (ARC) Care and Shelter Training for the West Valley Region, a Care and Shelter Manager's Training, hosted an ARC Region Shelter Operation Drill, participated in the 2012 Silicon Valley ShakeOut Exercise Drill, and completed a Community Center evacuation drill.
- Received \$10,000 grant from Kaiser Permanent in support of the pre-concert Let's Move, Let's Play activities
- Resident Youth Sports Organization policies were updated and approved by the Park and Recreation Commission to include additional requirements for groups to obtain residency status. Additionally, groups are now required to submit a "Responsible Facility Use Plan" outlining how their group will enforce rules on parking, litter, noise, and enforcing the no smoking/no alcohol ordinance during their field uses at the City.
- Completed the recruitment of two vacant full-time Recreation Supervisors
- Developed a new partnership with the Adult Center, Talbot Tours and Collette Vacations to offer extended trips to Adult Center members.
- Initiated a collaboration between the Adult Center and the Museum foundation to successfully execute the Sweet Soiree fundraiser. The event raised funds for the Adult Center and Museum and also served as a vehicle for marketing and community building.
- The Adult Center entered into an internship agreement with San Jose State University School of Social Work Program to host their first intern. During the 8-month internship, Heather Venable provided information, assistance and support for the Adult Center programs.
- In partnership with Hospice of the Valley and Bay Area News Group, the Adult Center hosted a two-part Health Care Decisions Series. The workshops focused on the importance of documenting health care choices in advance of a medical event, so families are not making these decisions in times of crisis.
- Identified programs and events to attract younger seniors to the Adult Center and increase membership. Programs such as a new iPad class and a Book Club.
- Successfully executed the 2nd annual Meet & Greet Swap Meet which is a fundraising event for the Adult Center Trust Fund for program scholarships.

Finance Department

Program 535 – Accounting Services Program:

- Took the lead in establishing the City's first Community Facilities District for newly annexed territory to collect a new special tax to fund services in this area; this involved coordinating a mail-in ballot election that garnered a 90% yes vote
- Implemented the Affordable Care Act requirement to report individual employee health care costs on the 2012 Form W-2.

Program 535 – Accounting Services Program (continued):

- Received a GFOA Certificate of Excellence in Financial Reporting for the FY 2012 Comprehensive Annual Financial Report.
- Completed a State of California Board of Equalization Sales Tax audit which resulted in no findings.
- Completed a State Controller's Office Gas Tax audit with no negative findings.
- Completed the remaining Redevelopment Agency dissolution activities including various mandated audits by the County and State Controller's Office.
- Received a Notice of Completion from the State Department of Finance acknowledging our compliance with all of the State RDA Dissolution requirements

Program 547 – Information Technologies Services:

- Assisted in the replacement and migration to a new Recreation registration software program (Active.net) and negotiated lower charges from the hosted service provider
- Issued an RFP for replacement of desktop personal computers including the piloting of virtual desktop infrastructure that will replace workstations over a three year period
- Replaced existing anti-virus/malware product with an enhanced product resulting in a lower-cost solution for the City
- Coordinated a Citywide committee to replace the main City copier and two ancillary copiers resulting in more streamlined, more reliable and lower-cost solution than what was previously in place
- Assisted the Police Department in implementing a new predictive crime fighting software tool including negotiating a contract and configuring the system
- Assisted the Police Department in replacement of an identification card printer including research and installation of the replacement system
- Assisted the Community Development Department in expanding its use of the IworQ Code Enforcement application and related report writing capabilities
- Assisted the Recreation and Community Services Department in identifying and implementing a new electronic media for distributing the Department's Activity Guide that allows residents to quickly peruse the pages, zoom in or out and share with friends on Facebook or Twitter
- Upgraded the City's internet connection to 20mb on a fiber connection enabling faster and more reliable connections to support increased user demand for bandwidth
- Initiated a pilot program to install high-speed data to Police patrol vehicles that will allow officers in the field secure access to the City's network and public safety databases
- Replaced Public Works Department radios with narrow-band equipment
- Coordinated a Citywide committee to implement a new web content management system including redesign of existing website

Community Development Department

Program 550 – Administration:

- Cambrian 36/Central Park Annexation
 - LAFCO approved the Annexation/Reorganization
 - The City Council established the effective date of May 1, 2013
 - The City’s and LAFCO’s decisions were filed with the State Board of Equalization
 - The annexation/reorganization became effective.
 - The City held a ribbon cutting ceremony in the neighborhood

Program 551 – Current Planning:

- Dell Avenue Area Plan
 - Conducted a City Council Study Session to identify issues in order to assist staff’s preparation of a Request for Proposal (RFP).
 - Prepared the draft RFP
 - Obtained City Council approval to circulate the RFP
 - Circulated the RFP twice to obtain sufficient proposals
- Conducted a City Council Study Session to consider a land swap with the City’s Corporation Yard in exchange of constructing a new facility
- Worked with the Historic Preservation Board (HPB) to identify properties eligible for the Mills Act, including moving homes onto the City’s HRI
- Conducted outreach efforts to property owners with potentially significant historic properties
- Provided the City Council a list of twelve homes for inclusion on the HRI
- In conjunction with the Planning Commission, processed numerous applications for new downtown businesses

Program 552 – Policy Development:

- Conducted a City Council Study Session to discuss the status of the Regional Housing Needs Association (RHNA) process
- Processed the Underground Utilities Ordinance through Planning Commission and obtained City Council approval
- Updated the City’s Inclusionary Housing Ordinance
- Obtained Planning Commission recommendation on a Tree Ordinance update and presented the recommendation to the City Council for decision
- Program 554 – Building Codes Regulation
- Created green building handouts
- Presented revised definitions of “remodel” and “new building” to City Council for decision

Legal Services

- Prepare updates to at least four Chapters of the Municipal Code, including multiple Chapters of Title 5 – Business Licensing

Public Safety Department

Support Services:

- Worked with Building Maintenance to remodel and furnish a new office next to the existing evidence storage room for the Property/Evidence Specialist.
- Worked with Building Maintenance to upgrade and update the shelving in the evidence room to a Spacesaver filing system, allowing us to maximize utilization of storage space and increase operating efficiencies.
- Completed tasks related to Cambrian 36 Annexation to allow for a seamless transition of services from the Sheriff's Office and San Jose P.D. to Campbell P.D.
- Recruited and hired a full-time, permanent Records Specialist to fill a vacancy due to a retirement.
- Participated in the process to select a vendor and implement a Content Management System for the City's website.
- Implemented Predictive Policing (PREDPOL) software to assist the patrol division in more effectively allocating resources to prevent and reduce crime.
- Enhanced the Police Department's use of Social Media by creating a Twitter account to disseminate information to the community.

Special Enforcement Division:

- Worked with Building Maintenance to remove the dilapidated storage containers from the PD parking lot and construct a new building to handle our storage needs. This was successfully timed to coincide with the remodel of the evidence room to provide temporary evidence storage during construction.
- Identified and obtained arrest warrants for five suspects involved in a high profile commercial burglary of an electronics store.
- Secured grant funding from ABC to conduct "Shoulder-tap" undercover enforcement operations focused on reducing underage purchase and consumption of alcohol beverages.
- Participated in several State and Countywide traffic enforcement programs focused on Distracted Driving, Seatbelt Usage, and DUI.
- Conducted several tobacco sales sting operations in an effort to reduce the usage and purchase of tobacco products by minors.

Field Services Division:

- Implemented a Police Explorer Post including the recruitment, selection, and training of youth in our community interested in pursuing a potential career in law enforcement.
- Participated in the Best in The West SWAT Competition with 29 other SWAT teams from throughout the state, taking home third place team award for combined combat course as well as winning the Top Gun Award.
- Coordinated the investigation of a multi-agency gang sweep involving departments from throughout the county and resulting in the seizure of large quantities of narcotics, weapons, cash, and many arrests for serious offenses.
- Successfully hired and trained two new Police Officers in order to fill current vacancies.

Public Works Department

Engineering:

- Completed Campbell Avenue Resurfacing Phase II Project from Hunt Way to Jeffers Way.
- Coordinated and assisted in completion of the main trench installation phase of Underground Utility District #9.
- Completed planning phase of Hacienda Avenue Green Street Improvement Project and adopted Hacienda Avenue Green Street Standard.
- Designed, bid, awarded and substantially completed the overlay of Kim Louise Drive/White Oaks Road in cooperation with Caltrans and the County of Santa Clara.
- Designed and expedited the installation of 20 ADA accessibility ramps at various locations within the City, funded in part by CDBG funds.
- Designed, bid, awarded and substantially completed the construction of the Winchester Boulevard Phase II Improvement Project including sidewalks on Budd Avenue, using \$1.5M of Congestion Mitigation and Air Quality grant funding.
- Designed, bid and awarded the \$1.2M Residential and Collector Street Rehabilitation Project 13-BB.
- Applied for and received \$28,600 in Pavement Management Technical Assistance Program (PTAP) grant funds for use in updating the City's Pavement Maintenance Program.
- Completed 95% design of East Campbell Avenue Portals Project and selected Public Artist.
- Obtained an Award of Excellence for Park Planning at the California Park and Recreation Society (CPRS) State Annual Awards Program for the Stojanovich Family Park project.

Transportation Engineering:

- Installed over 30 signs for the Radar Speed Feedback Signs Project. This project is funded with \$198,000 in federal Highway Safety Improvement Program (HSIP) grant funds. By using San Jose's competitive bid results and favorable bid prices, staff was able to purchase ten additional signs that were not in the original project scope.
- Secured over \$4,500,000 in transportation grant funds for various projects including a \$3,718,260 One Bay Area Grant (OBAG) for the Campbell Avenue Portals Project (Construction Phase), \$708,240 Vehicle Emissions Reduction Based at Schools (VERBS) grant for the Virginia Avenue Sidewalk Project, and \$125,000 Vehicle Registration Fees (VRF) grant for the Hamilton-Bascom Intelligent Transportation Systems (ITS) Project.
- Coordinated and reviewed the Neighborhood Traffic Management Program at the Council Study Session held on September 18, 2012.

Land Development:

- Coordinated with the developer, staff and Council for a potential Community Facilities District associated with the 9 unit residential development at 1181 Abbott Avenue. The development was approved by the Planning Commission on March 26, 2013.
- Processed the permit issuance for the Merrill Gardens mixed use development at 2105 Winchester Blvd., consisting of 127 senior living units and 16,950 SF of commercial space.
- Processed the permit issuance for the Penny Lane mixed use development at 655 W Hamilton Avenue, consisting of 108 residential units and 11,149 SF of commercial space.
- Processed the permit issuance for the Bay West Development mixed use project at 1677 S. Bascom Avenue, consisting of 168 residential units and 15,295 SF of commercial space.

Environmental:

- Implemented the "Baseline Trash Load and Short Term Trash Load Reduction Plan" as required by the Federal Clean Water Act to achieve 40% reduction of trash in local waterways, including installation of 23 full capture devices within storm drain inlets on Hamilton and Bascom Avenues.
- Began negotiations with solid waste collection contractor for extension of collection agreement beyond the 2014 expiration date.
- 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).
- Began development of an ordinance for restrictions on the use of single-use carryout bags.
- Coordinated the City's participation in the Wyland Foundation National Mayor's Challenge for Water Conservation, with Campbell finishing 4th nationwide for cities with populations between 30,000 and 99,999.

Maintenance:

- Painted the Museum Building and tower using volunteers and donated paint
- Renovated the City Hall gym and added an additional 100 square feet of workout space, and created a safer workout environment for employees
- Assisted with the development of the ADA Transition Plan.
- Remodeled and enhanced the Police Department's evidence room by adding more space and an office
- Received recertification as a Bay Area Green Business
- Instructed students from Delphi Academy how to identify the many species of trees at the Campbell Community Center
- Installed two exit doors in the pre-school located in Building K to meet State mandates in addition to other Community Center improvements
- Installed signage at the downtown Second Street parking garage
- Installed signs at the Campbell Community Center for Delphi Academy and for the new layout for the Downtown Farmer's Market
- Installed charging station at the Second Street Parking Garage
- Purchased three electric vehicles with lease incentives and State rebates
- Replaced and installed two Police Department storage units
- Provided supervision and guidance to volunteer groups for large volunteer projects including the Edith Morley Park sign restoration, renovation of the circular landscaped median at the Community Center, landscaping at various parks
- Installed a new roof on the Community Center pre-school building
- Installed a concrete retaining wall at the corporation yard

FINANCIAL POLICIES

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

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

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

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

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

FINANCIAL POLICIES

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

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

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 insure that coverage limits are reasonable. The capitalization threshold used in determining if an improvement, building or other asset acquisition for infrastructure qualifies for capitalization is \$100,000 with a useful life of greater than two years.

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

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

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

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

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

FINANCIAL POLICIES

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

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

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

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

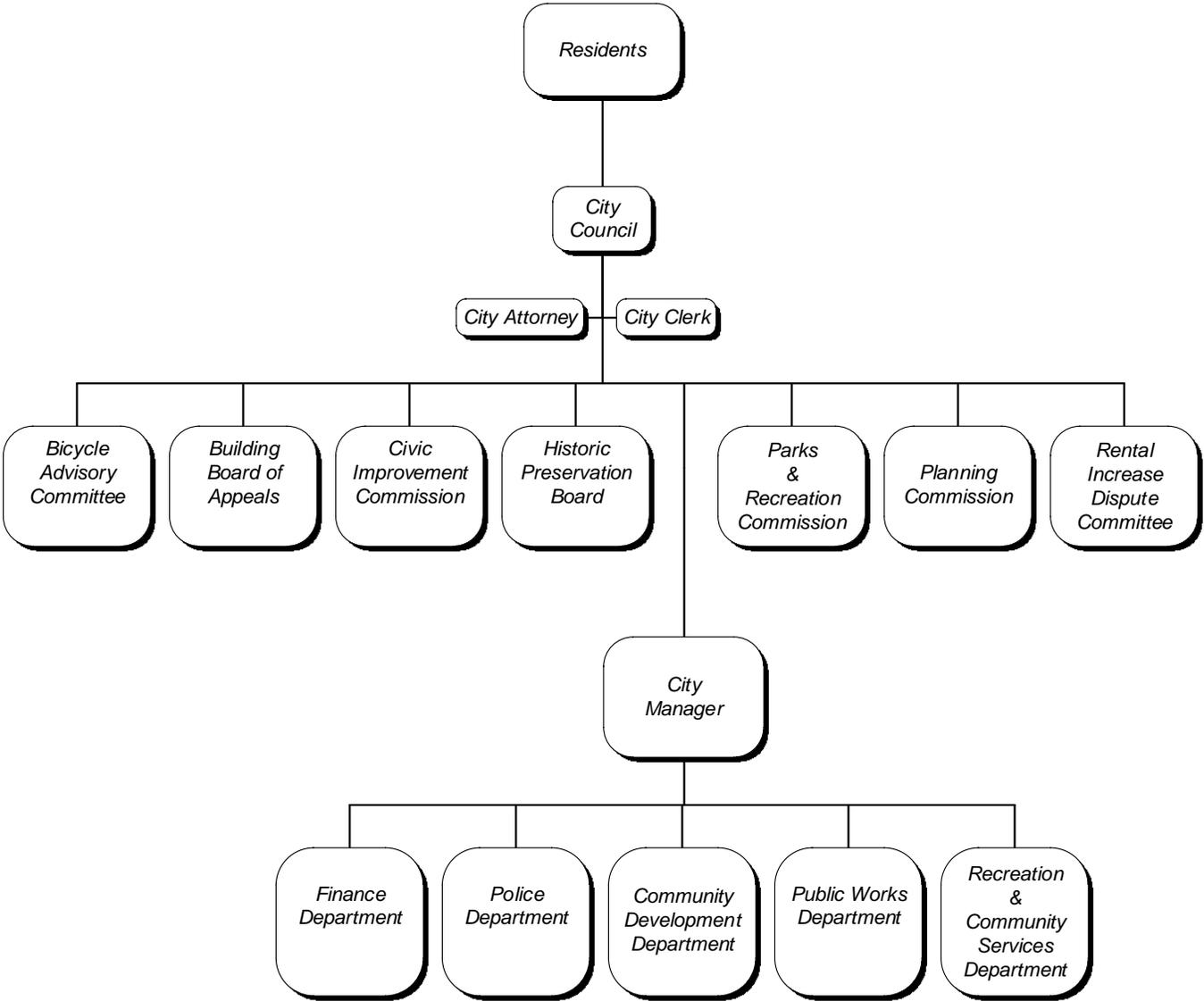
The City will maintain good communications with bond rating agencies about its financial condition. The City will use refunding techniques where appropriate to allow for the restructuring of its current outstanding debt to remove or change restrictive covenants, and/or to reduce annual debt service in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

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



City & Community Information

General Organization 2013 - 2014



CITY OFFICIALS

City Council

Mayor – Evan D. Low

Vice Mayor – Richard M. Waterman

Councilmember – Jason T. Baker

Councilmember – Jeffrey R. Cristina

Councilmember – Michael F. Kotowski

Note: Mayor serves an annual term from December to December. Names and positions are as of July 1, 2013.

City Administrative Staff

City Manager – Mark Linder

City Clerk – Anne Bybee

City Attorney – William Seligmann

Community Development Director – Paul Kermoyan

Finance Director – Jesse Takahashi

Human Resources Manager – Jill Lopez

Police Chief – Gregory Finch

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

Council reviewed / reaffirmed February 19, 2013

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 LOW

Advisory Commissioner Appointment Interview Subcommittee
City Attorney, City Clerk and City Manager Performance Compensation Subcommittee
CDBG Program Committee (County) (Alternate)
Education Liaison Subcommittee
Legislative Subcommittee
National League of Cities - President, Asian Pacific Municipal Officials *
Recycling Waste Reduction Commission *
Valley Transportation Authority Board (Alternate) *
West Valley Mayors and Managers
West Valley Sanitation District
West Valley Solid Waste Authority JPA

VICE-MAYOR WATERMAN

Association of Bay Area Governments
City Attorney, City Clerk and City Manager
Performance Compensation Subcommittee
CDBG Program Committee
County Library District JPA Board of Directors
(Alternate)
Downtown Subcommittee
Economic Development Subcommittee
Finance Subcommittee
Housing Rehabilitation Loan Subcommittee
(Alternate)
League of California Cities: *
Revenue and Taxation Committee
Santa Clara Valley Water District:
County Water Commission (Alternate)
Flood Control Advisory Committee (Alternate)
Silicon Valley Animal Control Authority Board (Alternate)
20% Housing Subcommittee (Successor Agency)
Valley Transportation Authority Policy Advisory
Committee
Website Design Subcommittee

COUNCILMEMBER CRISTINA

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

Council Responsibilities Effective 2/21/2013

*Appointed by other agencies

COUNCILMEMBER BAKER

Advisory Commissioner Appointment Interview
Subcommittee
Cities Association of Santa Clara County
Board of Directors
Selection Committee
County Library District JPA Board of Directors
Economic Development Subcommittee
Emergency Preparedness Council
Housing Rehabilitation Loan Subcommittee
League of California Cities *
Public Safety Policy Committee
Legislative Subcommittee
20% Housing Subcommittee (Successor Agency)
West Valley Cities Representative to Silicon Valley
Interoperability Authority (SVRIA)*

COUNCILMEMBER KOTOWSKI

Association of Bay Area Governments (Alternate)
Campbell Historical Museum & Ainsley House
Foundation Liaison
Cities Association of Santa Clara County Board of
Directors (Alternate)
County Expressway Policy Advisory Board (Alternate)
Education Liaison Subcommittee
Finance Subcommittee
League of California Cities: *
Community Services Policy Committee
Valley Transportation Authority Policy Advisory
Committee (Alternate)
Website Design Subcommittee
West Valley Sanitation District (Alternate)
West Valley Solid Waste Authority JPA (Alternate)

COMMISSIONS, COMMITTEES AND ADVISORY BOARDS

Planning Commission

Philip Reynolds, Jr., Chairperson
Paul Resnikoff, Vice Chairperson
Cynthia Dodd
Pamela Finch
Yvonne Kendall
Michael Rich
Robert A. Roseberry

Parks & Recreation Commission

Rich Ptaszynski, Chairperson
Charles Gibson, Vice Chairperson
Jacquie Davidson
Scott Hughes
Scott Johnson
Christine Scholberg
Renee Small

Civic Improvement Commission

Ann Herosy, Chairperson
Jill Brewer, Vice Chairperson
Toni Gregorio-Bunch
Traci Mitchell
Madalyn Perrine
Alan Zisser
Vacant

Building Board of Appeals

Bruno Marcelic
Jim Morelan
Jay Perrine
Kevin Salazar
Todd Zeman

Historical Preservation Board

Todd Walter, Chairperson
JoElle Hernandez, Vice Chairperson
Susan Blake
Masel Sheehan
Laura Taylor Moore

Rental Increase Dispute Fact Finding Committee

Eric Bracher
Phil Doetsch
John W. Figueroa
Vacant
Vacant

Bicycle Committee

Brian Conroy
David Pasfield
Laura Smith
Paul Tuttle
Herman Wadler

Note: Names and positions as of 07/1/13

PERMANENT AUTHORIZED BUDGETED PERSONNEL POSITIONS

Job Classification	FY 12 Number of Positions	FY 13 Number of Positions	FY 14 Number of Positions	FY 14 Monthly Pay Ranges
City Manager	1	1	1	N/A
Police Chief	1	1	1	\$10,703 - \$15,500
Police Captain	2	2	2	11,259 - 13,689
City Engineer	1	1	1	10,827 - 13,162
Public Works Director	-	-	1	10,703 - 15,500
Community Development Director	1	1	1	10,703 - 14,000
Finance Director	1	1	1	10,703 - 14,000
Recreation & Community Services Director	1	1	1	10,703 - 14,000
Human Resources Manager	1	1	1	10,578 - 12,858
Building Division Manager/Building Official	1	1	1	9,593 - 11,663
Planning Manager	1	1	1	9,593 - 11,663
Public Works Superintendent	1	1	1	9,593 - 11,663
Senior Civil Engineer (1 FTE until 12/31/10 then will be frozen.) #	2	2	2	9,593 - 11,663
Traffic Engineer	1	1	1	9,593 - 11,663
Information Technology Manager	1	1	1	9,486 - 11,531
Assistant to the City Manager	1	1	1	9,217 - 11,203
Finance Manager	1	1	1	9,217 - 11,203
Police Sergeant	7	7	7	8,825 - 10,728
City Clerk	1	1	1	8,254 - 10,030
Recreation Services Manager	1	1	1	8,245 - 10,023
Support Services Manager	1	1	1	8,226 - 9,999
Associate Civil Engineer	1	1	1	8,135 - 9,890
Police Agent	6	6	6	7,935 - 9,644
Facilities Maintenance Manager	1	1	1	7,844 - 9,536
Information Technology Administrator	1	1	1	7,760 - 9,434
Senior Public Works Inspector	1	1	1	7,567 - 9,203
Police Officer	25	25	26	7,393 - 8,980
Communications Supervisor	1	1	1	7,307 - 8,889
Park Maintenance Supervisor	1	1	1	7,265 - 8,829
Assistant Engineer (1 FTE reduced to .9) #	2	2	2	7,207 - 8,764
Building Inspector	2	2	2	7,085 - 8,616
Public Works Inspector	1	1	1	7,085 - 8,616
Code Enforcement Officer/Inspector	1	1	1	6,629 - 8,058
Equipment Maintenance Supervisor	1	1	1	6,613 - 8,037
Lighting & Traffic Signal Supervisor	1	1	1	6,613 - 8,037
Police Officer Trainee	-	-	-	6,585 - -
Street Maintenance Field Supervisor	1	1	1	6,546 - 7,958
Information Technology Technician	2	2	1	6,531 - 7,938
Accountant	2	2	2	6,516 - 7,921
Recreation Program Supervisor	3	3	3	6,454 - 7,854
Senior Services Supervisor	1	1	1	6,454 - 7,854
Public Safety Dispatcher	8	9	9	6,322 - 7,685
Police Records Supervisor	1	1	1	6,153 - 7,477
Assistant/Associate Planner	2	2	2	6,051 - 8,593
Executive Assistant to the City Manager (Reduced to .9) #	1 *	1 *	1 *	5,974 - 7,260
Senior Museum Specialist	1	1	1	5,602 - 6,813
Accounting Technician	1 *	1 *	1 *	5,548 - 6,743
Lighting & Traffic Signal Technician	1	1	1	5,529 - 6,721
Human Resources Technician	-	-	1 */ **	5,526 - 6,716
Building Maintenance Lead Worker	1	1	1	5,374 - 6,537

PERMANENT AUTHORIZED BUDGETED PERSONNEL POSITIONS

Job Classification	FY 12 Number of Positions	FY 13 Number of Positions	FY 14 Number of Positions	FY 14 Monthly Pay Ranges
Deputy City Clerk	1	1	1	\$ 5,289 - \$ 6,433
Executive Assistant	3	4	4	5,289 - 6,433
Property/Evidence Specialist	1	1	1	5,101 - 6,200
Community Services Officer (2 FTE's reduced .20 ea = 4.6 FTE's.) #	5	5	5	5,081 - 6,177
Recreation Program Coordinator	1	1	1	5,045 - 6,133
Park Maintenance Lead Worker	2	2	2	5,008 - 6,088
Street Maintenance Lead Worker	1	1	1	5,008 - 6,088
Accounting Clerk II	2	2	2	4,933 - 5,991
Permit Technician	1	1	1	4,907 - 5,970
Building Maintenance Worker	2	2	2	4,887 - 5,946
Police Records Specialist (1 FTE reduced .5 = 4.5) #	4.5	4	4	4,835 - 5,877
Museum Education Coordinator (FTE = .75) #	1	1	1	4,803 - 5,837
Office Specialist	2	-	-	4,795 - 5,828
Mechanic I/II	1	1	1	4,598 - 6,540
Senior Office Assistant	1	1	1	4,567 - 5,551
Utility Worker	1	1	1	4,426 - 5,385
Office Assistant (1 FTE reduced to .9) #	3	4	5	4,131 - 5,028
Park Maintenance Worker I/II	9	9	9	4,124 - 5,538
Street Maintenance Worker I/II	5	5	5	4,124 - 5,538
Redevelopment Coordinator	1	- ##	- ##	- - -
Total Permanent Full-Time Positions	<u>146</u>	<u>145</u>	<u>148</u>	

Permanent Part-Time	Number of Positions	Number of Positions	Number of Positions	Hourly Pay Ranges
Public Safety Dispatcher	0.50	0.00	0.00	\$ 36.48 - \$ 44.33
Human Resources Technician	1.50 *	1.50 *	0.75 */ **	31.88 - 38.74
Executive Assistant (Finance & Police Department)	0.80	0.80	1.60	30.52 - 37.11
Mechanic I/II	0.50	0.50	0.50	26.53 - 32.27
Nutrition Site Manager	0.50	0.50	0.50	16.62 - 20.22
Food Server	0.50	0.00	0.00	- - -
Housing & Community Development Coordinator	0.75	0.00	0.00 **	- - -
Total Permanent Part-Time Positions	<u>5.05</u>	<u>3.30</u>	<u>3.35</u>	

* Confidential

** One .75 Position Increased to Full Time Position

FTE Reduced due to Budget Correction Strategy

Positions eliminated due to dissolution of the Redevelopment Agency



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.

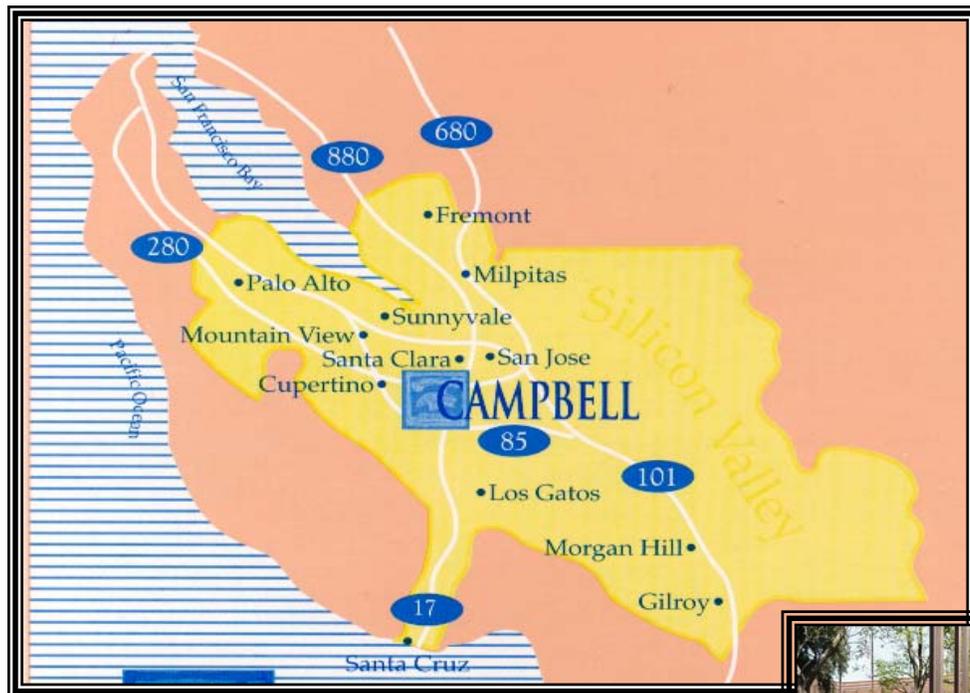
You'd be happy to know that we've had women on our City Council since 1985. It took thirty-three years to accomplish that feat. I'm sure that surprises you because there were three women on the first "town-council" which was established in 1892 at an Old Settler's Day celebration. However, the town wasn't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

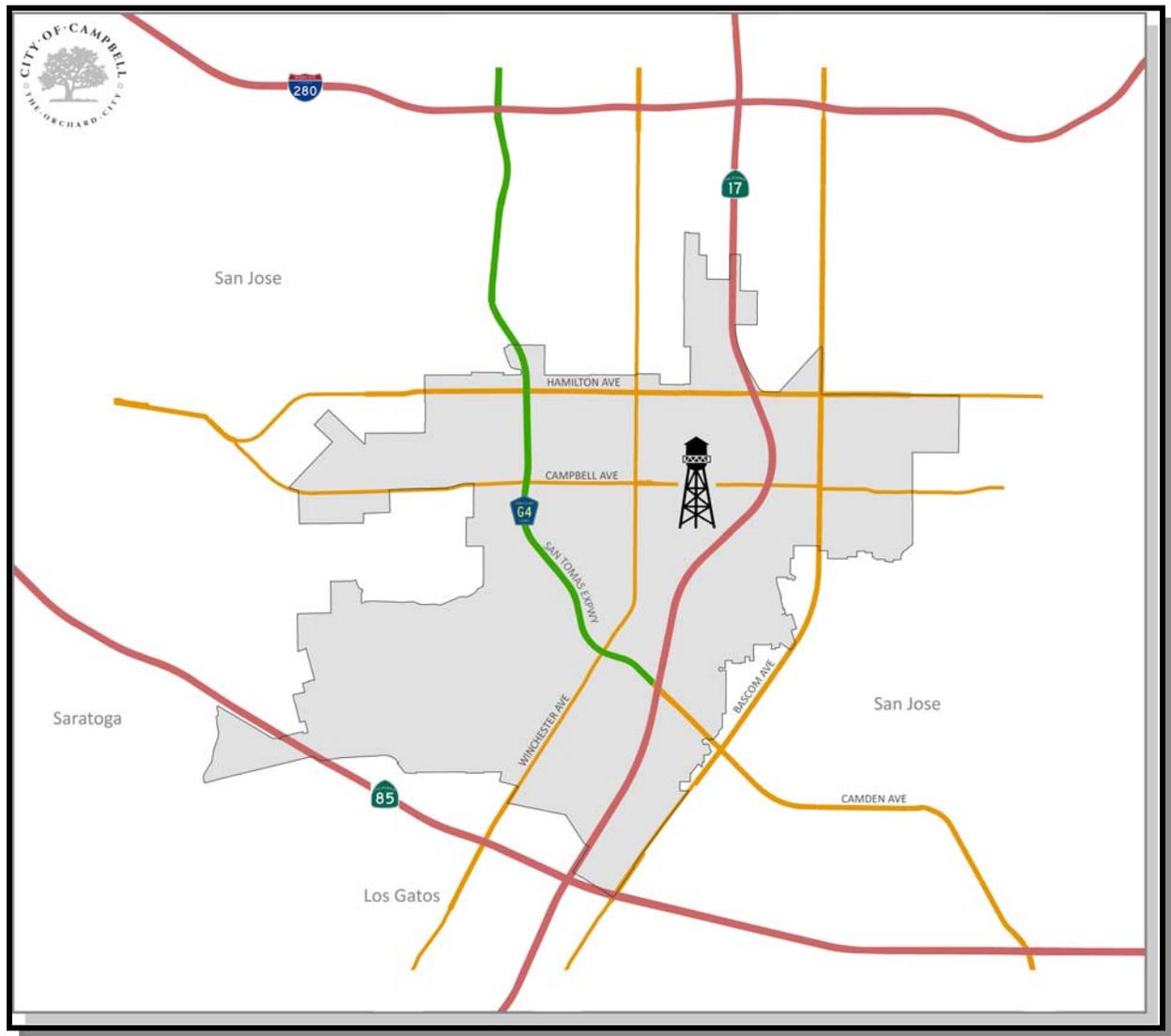
Your faithful servant, JMW

Note:

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



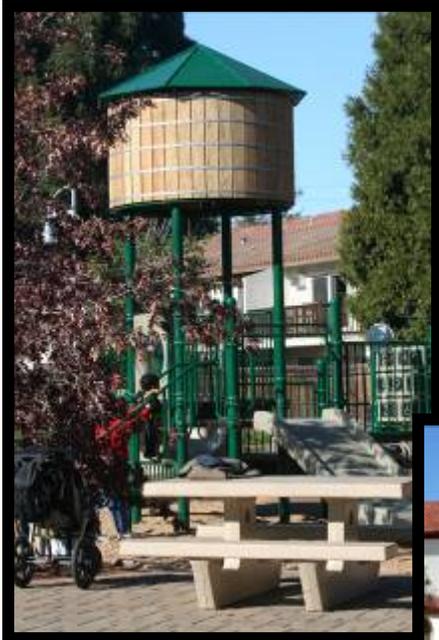
Campbell Community Profile - Demographic Statistics (General)



- 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 - 40,404
(As of 1/1/13 - CA Department of Finance)
- 20,873 Registered Voters
- 13,753 (68.4%) Votes Cast in Last General Election
- Public Safety - 67 Police Employees (41 Sworn)
- Public Safety - Two Fire Stations
- Public Safety - Fire Services Contracted with the County of Santa Clara
- Total Permanent Positions - 176 *

* As of 7/1/13 – 24 Positions are Frozen or Unfunded

Campbell Community Profile - Demographic Statistics (Infrastructure)



Stojanovich Family Park



Community Center



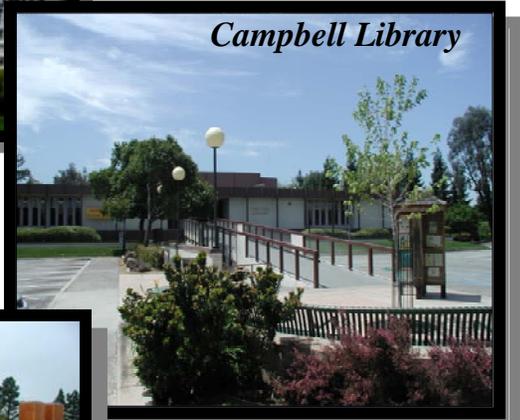
City Hall



Ainsley House



Edith Morley Park



Campbell Library

<u>Category</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Miles of Streets (Major / Secondary)	14.6 / 89.0	14.6 / 89.0	14.3 / 89.0	14.3 / 89.0
Miles of Sewers (Storm / Sanitary) ⁽¹⁾	52.00 / 591.0	52.00 / 591.0	42.25 / 484.0	42.25 / 484.0
Miles of Sidewalks	78.5	78.5	78.5	78.5
Street Lights	2,500	2,500	2,500	2,535
Parks - Number of Acres	107	107	107	107

⁽¹⁾ West Valley Sanitation District

Campbell Community Profile - Demographic Statistics (Housing)



Apartments



Single Family Homes



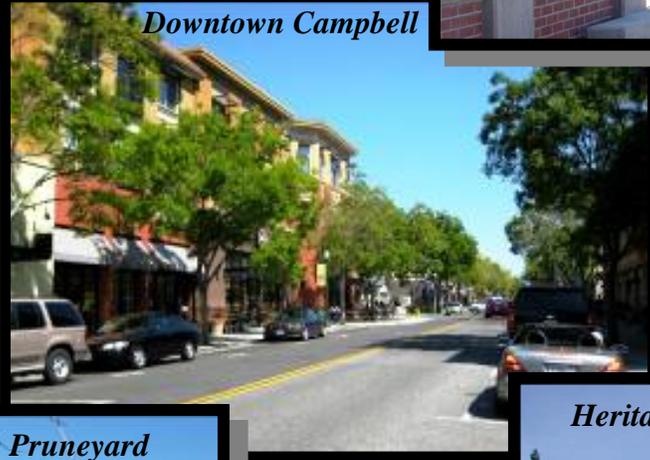
Condominiums

<u>Category</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Average Household Size ⁽¹⁾	2.39	2.42	2.33	2.37
Number of Households ⁽¹⁾	17,852	17,010	17,035	16,852
Median Age ⁽¹⁾	37.0	38.3	37.4	39.4
Average Single Family Home ⁽²⁾	\$857,505	\$764,111	\$643,600	\$790,611
% of Households with Income of \$75,000 or Greater ⁽¹⁾	69.90%	62.30%	51.30%	49.6%

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

⁽²⁾ SCC Association of Realtors 04/2013

Campbell Community Profile - Demographic Statistics (Employment & Education)



<u>Category</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Jobs per Household ⁽¹⁾	1.66	1.63	1.6	1.61
Employed Residents ⁽¹⁾	31,674	31,298	31,246	30,794
Mean Family Income ⁽¹⁾	\$121,793	\$116,389	\$97,295	\$96,548
% of Adults over 25 with Bachelor's Degree or Higher ⁽¹⁾	45.9%	43.9%	44.0%	44.1%

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

Major Employers

(100 or More Employees - Listed Alphabetically)

24/7 Customer, Inc. ~ Service (150)
Barracuda Networks Inc ~ Manufacturing (393)
Children's Recovery Center ~ Hospital (111)
City of Campbell ~ Government (153)
Chargepoint, Inc. ~ Service (120)
Durham School Services LP ~ Service (134)
Fry's Electronics, Inc. ~ Retail (229)
Home Depot ~ Retail (189)
Hunter Laboratories ~ Manufacturing (200)
Kaiser Permanente Medical Group ~ Outpatient (145)
Kohl's ~ Retail (112)
Mohler, Nixon & Williams Accountancy ~ Service (165)
Moss Adams ~Service (161)
On-Site.com ~ Service (120)
Pacific Netsoft, Inc. ~ Service (138)
Saama Technologies ~ Manufacturing (182)
Safeway ~ Retail / Grocery / Service Station (274 -Two Locations)
Senior Living Solutions, LLC ~ Service (150)
South Bay Senior Solutions ~ (120)
West Valley Construction ~ Construction (250)
Whole Foods ~ Retail / Grocery (250)
You Send It, Inc ~ Service (200)

Principal Property Taxpayers

(Listed Alphabetically)

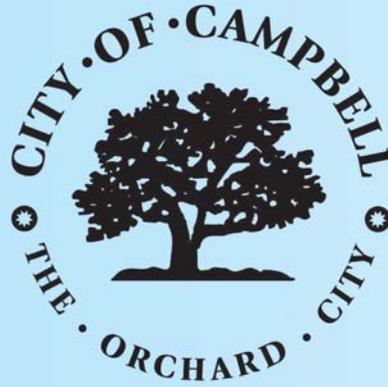
Bay Apartment Communities Inc. ~ Residential Real Estate
Blackhawk Parent LLC ~ Retail / Electronics
Buzolich Marc W Trustee & Etal. ~ Commercial Real Estate
Campbell Technology Park LLC ~ Commercial Real Estate
EQR - Connor, LLC
Fund X PY Campbell, LLC
Hamilton Plaza Investors, LLC ~ Commercial Real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

Top 40 Sales Tax Producers

(Listed Alphabetically)

America's Tire ~ Retail Auto Supply
Aqui's ~ Restaurant
Arco AM/PM Mini-Mart ~ Service Station
Barnes & Noble Bookstore ~ Stationery/Books
Bed Bath & Beyond ~ Retail Store
C V S / Pharmacy ~ Retail Drug Store
Chevron Station ~ Service Stations
Clement Support Services ~ Plumbing & Electrical
Dasher Technologies ~ Retail Office Equipment
Economy Lumber ~ Retail Building Materials
Elephant Bar ~ Restaurant
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
Officemax ~ Retail Office Equipment/Supply Store
Outback Steakhouse ~ Restaurant
Petsmart ~ Retail Pet Supplies
R V Cloud Company ~ Retail Building Materials
Railway Distributing ~ 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
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



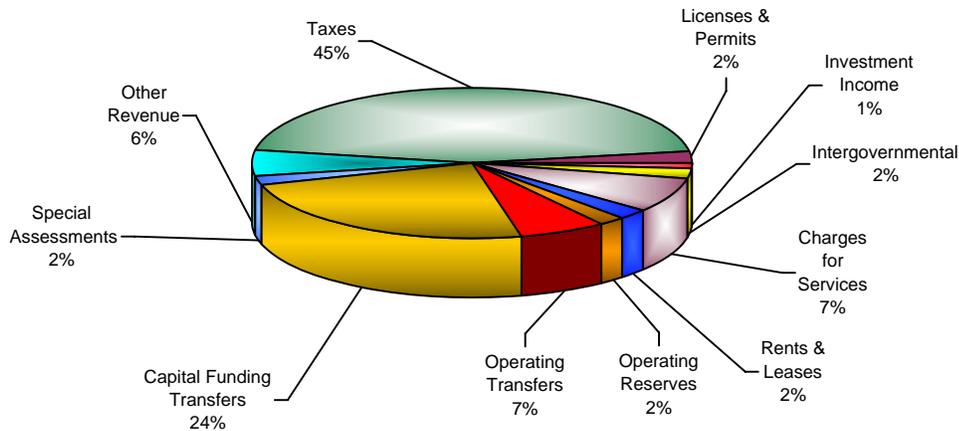


Financial Summaries

Total City Revenue Summary

Revenue Source	11/12 Actual	12/13 Adopted	% Change	13/14 Adopted	% Change
Taxes:					
Property	\$ 9,527,374	\$ 9,671,471	1.51%	\$ 10,365,000	7.17%
Sales	11,777,413	11,614,000	-1.39%	13,017,000	12.08%
Franchise	2,657,964	2,706,000	1.81%	2,726,000	0.74%
Transient Occupancy Taxes	2,578,323	2,550,000	-1.10%	2,990,000	17.25%
Other Taxes	810,133	809,000	-0.14%	850,000	5.07%
Total Taxes	<u>27,351,207</u>	<u>27,350,471</u>	0.00%	<u>29,948,000</u>	9.50%
Licenses & Permits	1,565,659	1,736,500	10.91%	1,679,059	-3.31%
Fines & Forfeitures	260,055	300,500	15.55%	250,000	-16.81%
Investment Income	604,293	708,045	17.17%	632,940	-10.61%
Intergovernmental Revenues:					
In-Lieu Tax	20,214	23,000	13.78%	23,000	0.00%
Gasoline Tax	1,083,834	1,067,900	-1.47%	1,190,600	11.49%
Community Development Block Grant	62,688	40,000	-36.19%	40,000	0.00%
Other	2,697,075	371,450	-86.23%	375,620	1.12%
Total Intergovernmental Revenue	<u>3,863,811</u>	<u>1,502,350</u>	-61.12%	<u>1,629,220</u>	8.44%
Charges for Services	4,804,533	4,811,422	0.14%	4,866,747	1.15%
Other Revenue	1,913,173	1,305,890	-31.74%	1,343,500	2.88%
Rentals/Leases	1,256,466	1,306,305	3.97%	1,504,500	15.17%
Special Assessments	1,135,531	1,142,000	0.57%	1,287,000	12.70%
Charges to Operating Departments	2,019,654	2,053,178	1.66%	2,203,178	7.31%
Operating Fund Reserves (Beg. Fund Bal.)	-	925,000	100.00%	1,268,973	37.19%
Interfund Operating Transfers	7,473,849	3,848,843	-48.50%	4,420,769	14.86%
Total Operating Revenue	<u>52,248,231</u>	<u>46,990,504</u>	-10.06%	<u>51,033,886</u>	8.60%
Capital Project Funding (Beg. Fund Bal.)	-	754,000	100.00%	1,730,960	129.57%
Capital Project Funding (Rev./Grants/Debt)	2,365,750	856,840	-63.78%	6,186,818	622.05%
Interfund Capital Transfers	4,446,971	1,586,000	-64.34%	7,906,960	398.55%
Total Revenue	<u>\$ 59,060,952</u>	<u>\$ 50,187,344</u>	-15.02%	<u>\$ 66,858,624</u>	33.22%

Total City Revenue Summary - \$66,858,624



Total City Revenue by Fund

(Includes Capital Project Revenue & Transfers-In)

Fund	Fund Description	11/12 Actual	12/13 Adopted	13/14 Adopted	\$ Change	% Change
101	General Fund	\$ 36,730,940	\$ 38,166,012	\$ 42,180,754	\$ 4,014,742	10.52%
202	Vehicle Impact Fees	358,529	330,000	330,000	-	0.00%
204	Gas Tax	1,465,811	1,393,700	1,546,400	152,700	10.96%
205	Asset Forfeiture (Drug Enforcement)	4,628	3,500	4,000	500	14.29%
207	Lighting District	2,729,521	2,725,279	2,900,255	174,976	6.42%
208	Housing & Community Develop.	149,133	40,000	40,000	-	0.00%
209	Environmental Services	789,087	1,178,202	1,203,405	25,203	2.14%
210	Supplemental Law Enforcement	100,800	-	-	-	0.00%
211	Federal Urban Aid Fund	4	-	-	-	0.00%
212	State/County Grants	196,165	444,325	498,575	54,250	12.21%
216	TDA Grant (Federal)	-	20,000	50,000	30,000	150.00%
218	Other Federal Grants	1,613,572	76,892	5,354,750	5,277,858	6863.99%
233	Housing Assistance	-	-	107,027	107,027	n/a
236	Community Facilities District #1	-	-	145,000	145,000	n/a
295	Parkland Dedication	453,613	90,000	3,000	(87,000)	n/a
366	Debt Service - 1993/2002 COP	587,170	870,649	868,674	(1,975)	-0.23%
367	Debt Service - LID 30	108	-	-	-	n/a
368	Debt Service - 1997 COP	734,891	736,750	733,500	(3,250)	-0.44%
431	City COP Projects	-	-	-	-	0.00%
435	Capital Projects	4,490,580	1,586,000	7,906,960	6,320,960	398.55%
641	Motor Vehicle Pool	873,677	1,058,178	1,280,278	222,100	20.99%
647	Information Technology Pool	805,182	1,013,279	1,181,199	167,920	16.57%
690	Worker's Compensation	577,095	377,788	484,111	106,323	28.14%
693	Heritage Theatre Fund	-	-	-	-	0.00%
794	Museum Trust	66,465	56,000	30,000	(26,000)	-46.43%
795	Recreation Grants	-	16,100	7,000	(9,100)	n/a
797	Senior Center Trust	3,744	4,690	3,736	(954)	-20.34%
Total Revenue & Transfers-In		\$ 52,730,715	\$ 50,187,344	\$ 66,858,624	\$ 16,671,280	33.22%

Total City Expenditures by Fund

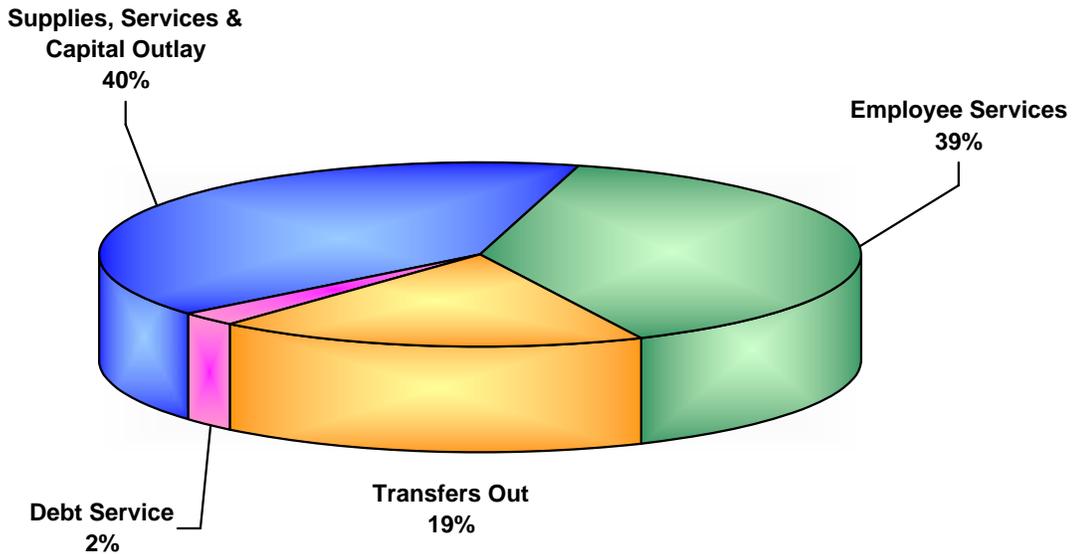
(Includes Capital Project Expenditures & Transfers-Out)

Fund	Fund Description	11/12 Actual	12/13 Adopted	13/14 Adopted	\$ Change	% Change
101	General Fund	\$ 36,209,680	\$ 37,554,571	\$ 41,923,534	\$ 4,368,963	11.63%
202	Vehicle Impact Fees	139,067	330,000	330,000	-	0.00%
204	Gas Tax	1,273,414	1,393,700	1,546,400	152,700	10.96%
205	Asset Forfeiture (Drug Enforcement)	3,500	3,500	4,000	500	14.29%
207	Lighting District	2,729,520	2,725,279	2,900,255	174,976	6.42%
208	Housing & Community Develop.	174,638	39,549	39,817	268	0.68%
209	Environmental Services	847,569	1,178,202	1,201,405	23,203	1.97%
210	Supplemental Law Enforcement	100,000	-	-	-	0.00%
211	Federal Urban Aid Fund	309	-	-	-	0.00%
212	State/County Grants	327,124	444,325	498,575	54,250	12.21%
216	TDA Grant (Federal)	-	20,000	50,000	30,000	150.00%
218	Other Federal Grants	1,662,178	76,892	5,354,750	5,277,858	6863.99%
233	Housing Assistance	-	-	107,027	107,027	
236	Community Facilities District #1	-	-	145,000	145,000	
295	Parkland Dedication	1,023,635	90,000	-	(90,000)	0.00%
366	Debt Service - 1993/2002 COP	870,760	870,649	868,674	(1,975)	-0.23%
367	Debt Service - LID 30	91,535	-	-	-	#DIV/0!
368	Debt Service - 1997 COP	734,891	736,750	733,500	(3,250)	-0.44%
431	City COP Projects	-	-	-	-	0.00%
435	Capital Projects	4,490,579	1,586,000	7,906,960	6,320,960	398.55%
641	Motor Vehicle Pool	1,035,483	999,835	1,196,127	196,292	19.63%
647	Information Technology Pool	906,742	1,013,279	1,181,199	167,920	16.57%
687	Long-Term Disability Insurance *	-	-	-	-	0.00%
690	Worker's Compensation	1,040,675	377,788	484,111	106,323	28.14%
692	Federal Unemployment *	-	-	-	-	0.00%
693	Heritage Theatre Fund	-	-	-	-	0.00%
794	Museum Trust	54,401	56,000	30,000	(26,000)	-46.43%
795	Recreation Grants	-	16,100	7,000	(9,100)	n/a
797	Senior Center Trust	5,480	4,690	3,736	(954)	-20.34%
	Total Expenditures & Transfers-Out	\$ 53,721,180	\$ 49,517,109	\$ 66,512,070	\$ 16,994,961	34.32%

Total City Expenditures by Type

Description	11/12 Actual	12/13 Adopted	% Change	13/14 Requested	% Change
Employee Services	\$ 23,496,598	\$ 24,231,355	3.13%	\$ 25,733,485	6.20%
Supplies, Services & Capital Outlay	23,399,693	18,243,512	-22.04%	26,848,682	47.17%
Debt Service	1,697,186	1,607,399	-5.29%	1,602,174	-0.33%
Transfers Out (Operating & Capital)	7,601,798	5,434,843	-28.51%	12,327,729	126.83%
Total Expenditures	\$ 56,195,275	\$ 49,517,109	-11.88%	\$ 66,512,070	34.32%

Total City Expenditures by Type - \$66,512,070



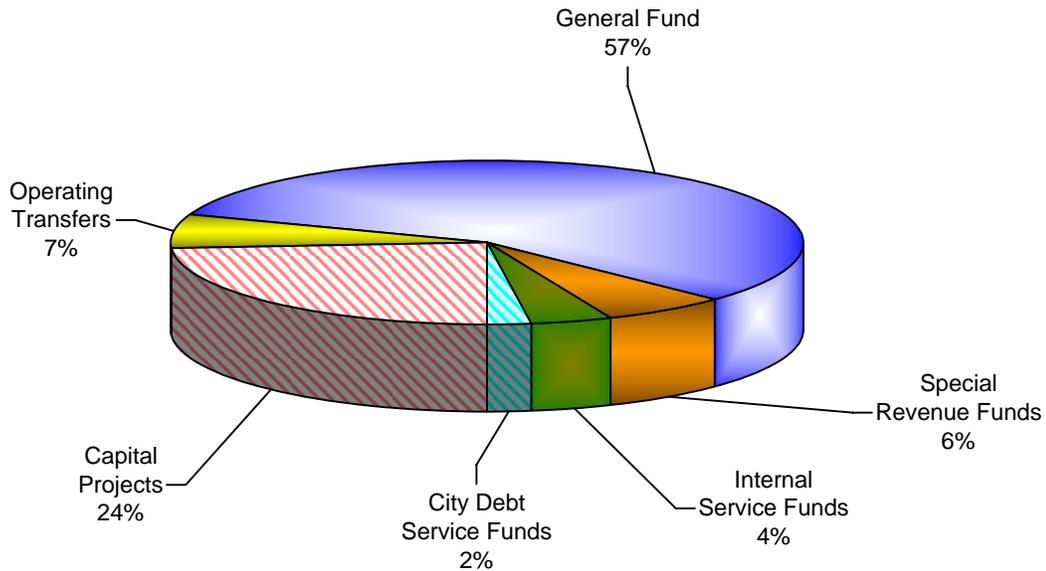
Schedule of Interfund Transfers (Operating & Capital)
Fiscal Year 2013-2014

Fund	Fund Description	Adopted		Adopted	
		12/13 Transfers-In	12/13 Transfers-Out	13/14 Transfers-In	13/14 Transfers-Out
101	General Fund	\$ 1,275,480	\$ 2,819,063	\$ 1,495,650	\$ 4,242,779
Special Revenue Funds:					
204	Gas Tax	323,300	219,871	353,300	284,284
202	Vehicle Impact Fees	-	330,000	-	330,000
205	Drug Enforcement/Asset Forfeiture	-	3,500	-	4,000
207	Lighting District	777,779	106,300	970,755	106,300
208	Housing & Community Development	-	-	-	-
209	Environmental Services	511,940	1,178,202	511,940	1,201,405
210	Supplemental Law Enforcement	-	-	-	-
211	Federal Urban Aid	-	-	-	-
212	State/Other Grants	-	444,325	-	498,575
216	TDA Grant	-	20,000	-	50,000
218	Other Federal Grants	-	76,892	-	5,354,750
236	Community Facilities District #1	-	-	-	145,000
295	Parkland Dedication Trust	-	90,000	-	-
Debt Service Funds:					
366	Debt Service - 1993/2002 COP	510,863	-	509,043	-
367	Debt Service - LID #30	-	-	-	-
368	Debt Service - 1997 COP	432,481	-	429,831	-
Capital Project Funds:					
431	City Bond Proceeds	-	-	-	-
435	Capital Projects Fund	1,586,000	-	7,906,960	-
Internal Service Funds:					
641	Motor Vehicle Pool	-	45,000	45,000	45,000
647	Information Technology Pool	17,000	24,900	105,250	24,900
690	Workers Compensation Pool	-	-	-	-
Fiduciary Funds:					
794	Parks & Museum Trust	-	56,000	-	30,000
795	Recreation Grants	-	16,100	-	7,000
797	Senior Center Trust	-	4,690	-	3,736
Total Transfers		\$ 5,434,843	\$ 5,434,843	\$ 12,327,729	\$ 12,327,729

Total City Expenditure Summary

Fund	Fund Description	11/12 Actual	12/13 Adopted	% Change	13/14 Adopted	% Change
101	General Fund	\$ 33,151,670	\$ 34,735,508	4.78%	\$ 37,680,755	8.48%
	Special Revenue Funds:					
204	Gas Tax	970,189	1,173,829	20.99%	1,262,116	7.52%
207	Lighting District	2,623,220	2,618,979	-0.16%	2,793,955	6.68%
208/233	Housing & Community Develop.	174,638	39,549	-77.35%	146,844	271.30%
Misc.	Grants & Other Special Revenue	100,000	-	-100.00%	-	0.00%
	Total City Special Revenue	3,868,047	3,832,357	-0.92%	4,202,915	9.67%
Misc.	City Debt Service Funds	1,696,086	1,607,399	-5.23%	1,602,174	-0.33%
	Internal Service Funds:					
641	Motor Vehicle Pool	990,483	954,835	-3.60%	1,151,127	20.56%
647	Information Technology Pool	881,842	988,379	12.08%	1,156,299	16.99%
690	Worker's Compensation	1,040,675	377,788	-63.70%	484,111	28.14%
	Total Internal Service Funds	2,913,000	2,321,002	-20.32%	2,791,537	20.27%
Misc.	Interfund Operating Transfers	3,251,177	3,848,843	18.38%	4,420,769	14.86%
	Total Operating Expenditures	44,879,980	46,345,109	3.26%	50,698,150	9.39%
Misc.	Capital Projects & Capital Transfers	8,841,200	3,172,000	-64.12%	15,813,920	398.55%
	Total Expenditures	\$ 53,721,180	\$ 49,517,109	-7.83%	\$ 66,512,070	34.32%

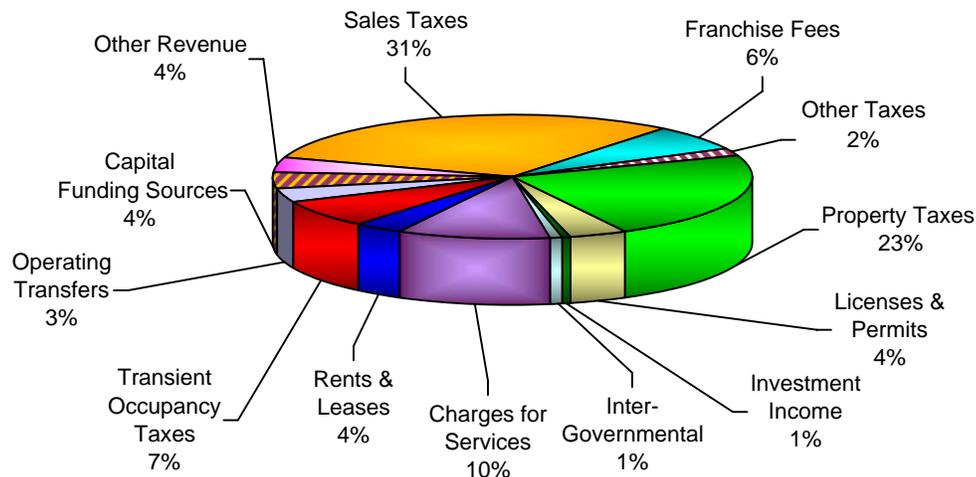
Total City Expenditure Summary - \$66,512,070



General Fund Revenue Summary

Revenue Source	11/12 Actual	12/13 Adopted	% Change	13/14 Adopted	% Change
Taxes:					
Property	\$ 8,737,866	\$ 8,901,471	1.87%	\$ 9,585,000	7.68%
Sales	11,777,413	11,614,000	-1.39%	13,017,000	12.08%
Franchise	2,657,964	2,706,000	1.81%	2,726,000	0.74%
Transient Occupancy Taxes	2,578,323	2,550,000	-1.10%	2,990,000	17.25%
Other Taxes	810,133	809,000	-0.14%	850,000	5.07%
Total Taxes	26,561,699	26,580,471	0.07%	29,168,000	9.73%
Licenses & Permits	1,565,659	1,736,500	10.91%	1,679,059	-3.31%
Investment Income	178,801	340,000	90.16%	265,000	-22.06%
Intergovernmental Revenues:					
In-Lieu Tax	20,214	23,000	13.78%	23,000	0.00%
Other	253,658	319,733	26.05%	310,795	-2.80%
Total Intergovernmental Revenue	273,872	342,733	25.14%	333,795	-2.61%
Charges for Services	4,460,017	4,264,833	-4.38%	4,258,318	-0.15%
Other Revenue:					
Rentals/Leases	1,251,200	1,306,305	4.40%	1,504,500	15.17%
Fines & Forfeitures	260,055	300,500	15.55%	250,000	-16.81%
Other Miscellaneous Revenue	867,409	865,690	-0.20%	879,404	1.58%
Reserves (Beg. Fund Balance)	-	539,500	100.00%	610,250	13.11%
Interfund Operating Transfers	1,151,771	1,275,480	10.74%	1,495,650	17.26%
Total Other Revenue	3,530,435	4,287,475	21.44%	4,739,804	10.55%
Total Operating Revenue	36,570,483	37,552,012	2.68%	40,443,976	7.70%
Capital Project Funding	160,457	614,000	100.00%	1,736,778	182.86%
Total General Fund Revenue	\$ 36,730,940	\$ 38,166,012	3.91%	\$ 42,180,754	10.52%

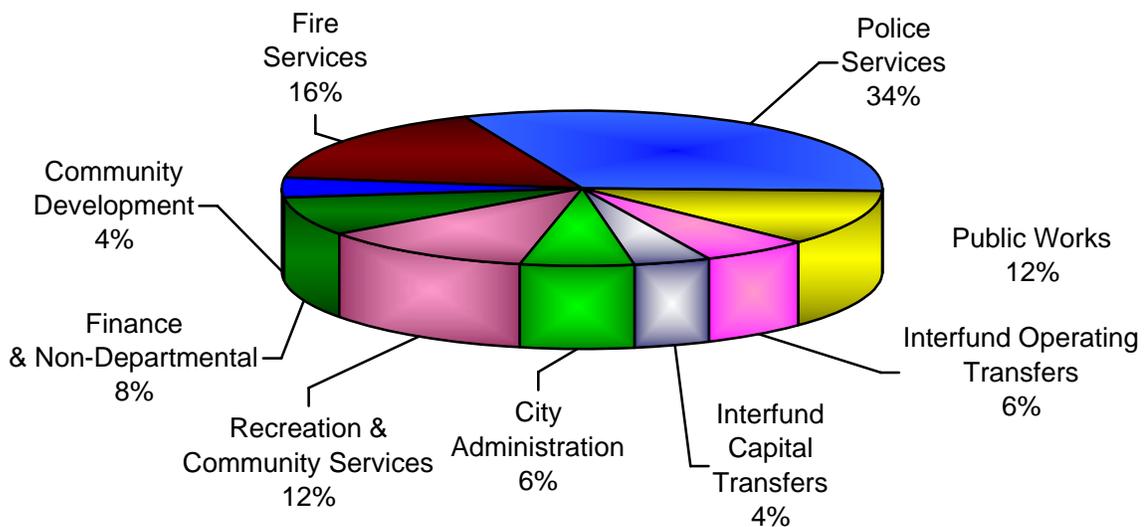
General Fund Revenue Summary - \$42,180,754



General Fund Expenditure Summary

Description	11/12 Actual	12/13 Adopted	% Change	13/14 Adopted	% Change
City Council	\$ 241,071	\$ 262,183	8.76%	\$ 271,462	3.54%
City Manager	1,368,747	1,320,934	-3.49%	1,574,188	19.17%
City Clerk	311,257	397,706	27.77%	360,993	-9.23%
City Attorney	230,387	237,585	3.12%	338,053	42.29%
City Treasurer	28,521	19,466	-31.75%	-	-100.00%
Recreation & Community Services	4,569,686	4,844,822	6.02%	4,955,122	2.28%
Finance	1,225,809	1,270,111	3.61%	1,357,517	6.88%
Non-Departmental	976,546	1,388,400	42.17%	1,920,500	38.32%
Community Development	1,601,351	1,613,486	0.76%	1,789,761	10.93%
Police	12,824,626	12,786,713	-0.30%	13,422,637	4.97%
Fire	6,460,222	6,659,979	3.09%	6,893,078	3.50%
Public Works	3,313,448	3,934,123	18.73%	4,797,444	21.94%
Interfund Operating Transfers	1,900,080	2,205,063	16.05%	2,511,819	13.91%
Total Operating Expenditures	35,051,751	36,940,571	5.39%	40,192,574	8.80%
Interfund Capital Transfers	1,157,930	614,000	-46.97%	1,730,960	181.92%
Total Expenditures	\$ 36,209,681	\$ 37,554,571	3.71%	\$ 41,923,534	11.63%

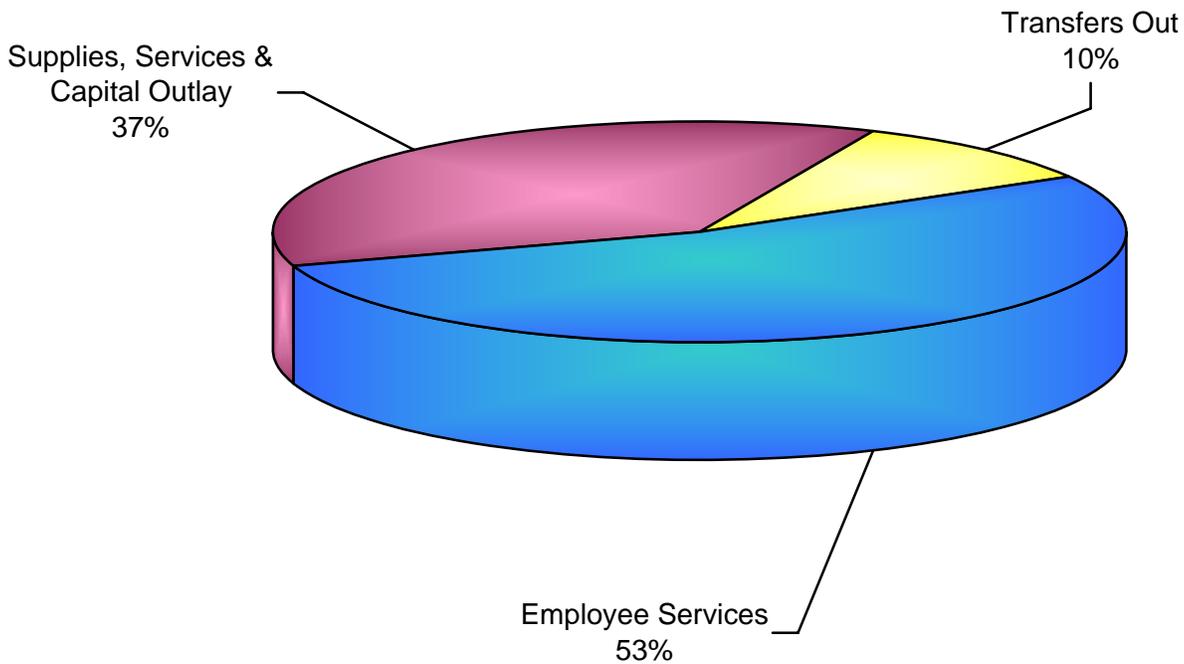
General Fund Expenditure Summary - \$41,923,534



General Fund Expenditures by Type

Description	11/12 Actual	12/13 Adopted	% Change	13/14 Adopted	% Change
Employee Services	\$ 20,250,356	\$ 20,983,702	3.62%	\$ 22,357,742	6.55%
Supplies, Services & Capital Outlay	12,901,314	13,751,806	6.59%	15,323,013	11.43%
Transfers Out (Operating & Capital)	3,058,010	2,819,063	-7.81%	4,242,779	50.50%
Total Expenditures	\$ 36,209,680	\$ 37,554,571	3.71%	\$ 41,923,534	11.63%

General Fund Expenditures by Type - \$41,923,534

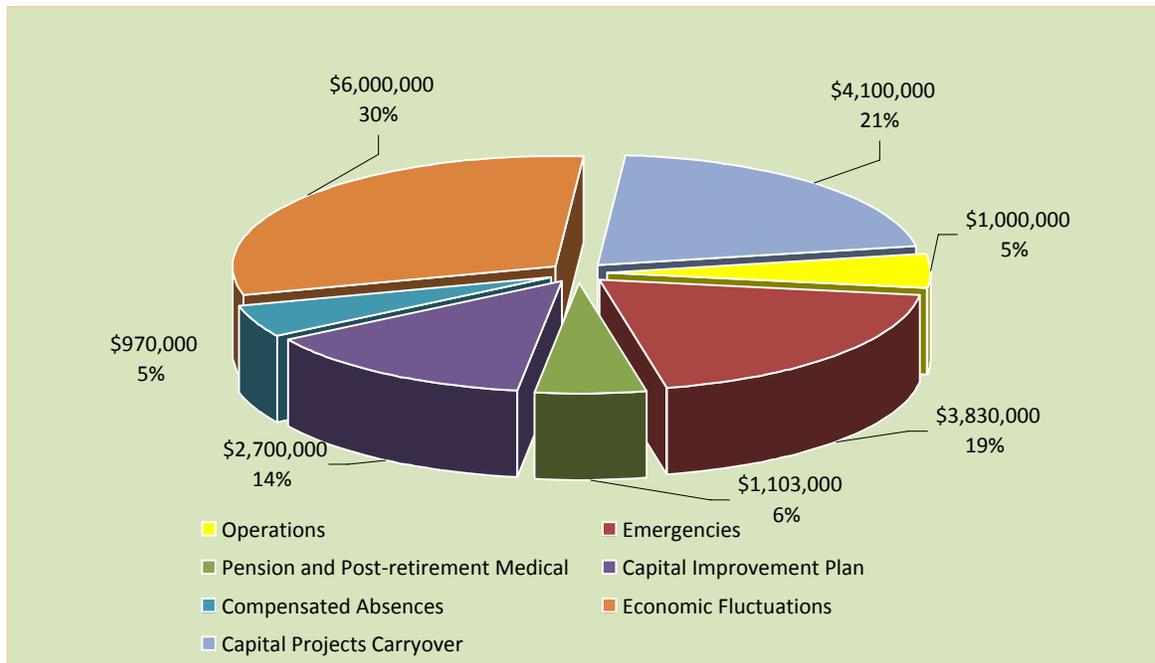


Major General Fund Reserves / Designations - Comparative Statistics (Fiscal Years 09/10 thru 13/14)

<u>Reserves & Designations</u>	<u>Actual 06/30/10</u>	<u>Actual 06/30/11</u>	<u>Actual 06/30/12</u>	<u>Estimated 06/30/13</u>	<u>Estimated 06/30/14</u>
Operations	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Emergencies	3,160,100	3,446,648	3,559,692	3,800,000	3,830,000
OPEB/PERS Retirement	1,082,000	1,098,000	1,103,000	1,103,000	1,103,000
Capital Improvement Plan	4,551,033	2,931,024	4,257,603	4,000,000	2,700,000
Long Term Vacation & Sick Leave	867,261	874,629	947,721	950,000	970,000
Economic Fluctuations	4,500,000	5,000,000	5,500,000	6,000,000	6,000,000
Carryover Capital Projects	3,172,000	4,639,478	4,105,230	3,300,000	4,100,000

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

Major General Fund Reserves & Designations - 6/30/14 (Estimated)





**City of Campbell - Operating/Capital Budget
Fiscal Year 2013 - 2014
All Funds Estimated Revenues**

A/C #	Description	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Adopted 2013-2014
	Property Taxes:					
4001	Current Year: Secured - General Fund	\$ 8,277,144	\$ 8,045,012	\$ 8,141,706	\$ 8,868,000	\$ 9,422,000
4001	Secured - Lighting District Fund	606,995	620,757	628,591	675,000	680,000
4002	Unsecured - General Fund	484,247	461,560	436,602	-	-
4002	Unsecured - Lighting District Fund	58,464	55,753	53,181	-	-
4007	RPTTF Pass Thru - General Fund	-	-	38,277	-	43,000
4007	RPTTF Pass Thru - Lighting District Fund	-	-	92,582	-	97,000
4008	Residual RPTTF Distribute - General Fund	-	-	121,281	95,000	120,000
4008	Residual RPTTF Distribute - Lighting District Fund	-	-	15,154	33,471	3,000
5001	Street Lighting Assessments	1,135,464	1,135,466	1,135,465	1,142,000	1,142,000
5004	Special Assessments - Cambrian 36 Services	-	-	-	-	145,000
5002	Special Assessments	49,917	49,588	66	-	-
		10,612,231	10,368,136	10,662,905	10,813,471	11,652,000
	Taxes Other Than Property Taxes:					
4110	Sales and Use Tax - General Fund	6,308,977	6,446,282	7,519,303	7,076,000	7,917,000
4112	Transactions & Use Tax - General Fund	1,571,050	1,932,525	2,200,924	2,090,000	2,440,000
4115	Sales Tax Backfill	1,658,215	2,145,537	2,057,180	2,448,000	2,660,000
4120	Franchises: P G & E - Electric	356,928	370,862	364,360	365,000	365,000
4121	P G & E - Gas	84,623	87,077	98,267	90,000	90,000
4122	Cable TV	378,820	387,620	383,906	385,000	397,000
4123	Garbage	1,317,995	1,552,501	1,538,048	1,602,000	1,602,000
4124	San Jose Water	131,377	131,121	143,261	135,000	135,000
4125	AT&T	67,279	90,276	130,122	129,000	137,000
4150	Motel Tax (Transient Lodging)	1,297,573	2,031,585	2,578,323	2,550,000	2,990,000
4151	Construction Tax	1,469	134,444	87,702	-	-
4152	Business Licenses	214,198	218,253	598,342	617,000	620,000
4153	Property Transfer Tax	172,449	190,616	199,791	180,000	218,000
4155	Farmers Market In Lieu (Business License)	-	3,000	12,000	12,000	12,000
		13,560,953	15,721,699	17,911,529	17,679,000	19,583,000
	Licenses and Permits - General Fund					
4210	Construction Permits	455,803	1,100,932	1,083,106	1,167,000	1,200,000
4211	Advanced Plan Check Fee	245,007	157,739	316,634	431,000	320,163
4212	Building Dept General Revenue	90	4,019	13,824	5,000	13,090
4213	Plan Check Fee - Title 24 Energy	10,000	40,237	39,336	58,000	70,306
4241	Fire Permits	86,164	77,343	111,320	75,000	75,000
4271	Truck Permits	416	624	1,440	500	500
		797,480	1,380,894	1,565,660	1,736,500	1,679,059
	Fines, Forfeitures and Penalties - General Fund					
4310	Vehicle Code Fines-City	79,704	66,940	58,828	-	250,000
4320	Vehicle Code Fines-County	215,252	177,502	157,217	300,000	-
4330	Vehicle Code Fines-State	49,964	46,006	42,374	-	-
4371	Code Enforcement Fines	700	2,600	1,600	-	-
4390	Misc Fines	509	126	36	500	-
		346,129	293,174	260,055	300,500	250,000
	Revenue From Use of Money & Property:					
4410	Investment Earnings - General Fund	375,086	324,423	178,801	325,000	250,000
4410	Investment Earnings - Gas Tax Fund	10,564	10,037	12,333	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	10,499	10,573	19,550	-	-
4410	Investment Earnings - Environmental Services	3,662	2,618	2,972	-	2,000
4410	Investment Earnings - Supplemental Law Enforcement	871	696	800	-	-
4410	Investment Earnings - Federal Aid Urban Fund	704	132	4	-	-
4410	Investment Earnings - State & Local Grants	-	-	1,946	-	-
4410	Investment Earnings - Parkland Dedication Fund	10,379	6,100	6,151	-	3,000
4410	Investment Earnings - City COP Capital Projects	185	-	-	-	-
4410	Investment Earnings - Housing Assistance Fund	-	-	-	-	1,000
4410	Investment Earnings - Parks & Museum Fund	1,447	1,099	1,459	-	-
4410	Investment Earnings - Senior Center Fund	301	160	150	-	-
4410	Investment Earnings - Recreation Grant Fund	-	-	97	-	-
4431	GASB 31 Market Value Adjustment - General Fund	30,667	(66,298)	13,123	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	3,105	(4,263)	1,392	-	-
4450	Other Interest - General Fund	15,231	7,060	-	15,000	15,000
4450	Other Interest - All Funds except General Fund	404,258	392,173	381,956	368,045	366,940
5101	User Fees - Motor Pool	950,000	856,183	856,178	881,178	931,178
5104	User Fees - IT Pool	1,050,000	802,000	797,642	827,000	877,000
		2,868,844	2,344,925	2,274,554	2,416,223	2,446,118

**City of Campbell - Operating/Capital Budget
Fiscal Year 2013 - 2014
All Funds Estimated Revenues**

A/C #	Description	Adopted Fiscal Year Budget 2013 - 2014				
		General	Special Revenue	Debt Service	Internal Service	Other
	Property Taxes:					
4001	Current Year: Secured - General Fund	\$ 9,422,000	\$ -	\$ -	\$ -	\$ -
4001	Secured - Lighting District Fund	-	680,000	-	-	-
4002	Unsecured - General Fund	-	-	-	-	-
4002	Unsecured - Lighting District Fund	-	-	-	-	-
4007	RPTTF Pass Thru - General Fund	43,000	-	-	-	-
4007	RPTTF Pass Thru - Lighting District Fund	-	97,000	-	-	-
4008	Residual RPTTF Distribute - General Fund	120,000	-	-	-	-
4008	Residual RPTTF Distribute - Lighting District Fund	-	3,000	-	-	-
5001	Street Lighting Assessments	-	1,142,000	-	-	-
5004	Special Assessments - Cambrian 36 Services	-	145,000	-	-	-
5002	Special Assessments	-	-	-	-	-
		9,585,000	2,067,000	-	-	-
	Taxes Other Than Property Taxes:					
4110	Sales and Use Tax - General Fund	7,917,000	-	-	-	-
4112	Transactions & Use Tax - General Fund	2,440,000	-	-	-	-
4115	Sales Tax Backfill	2,660,000	-	-	-	-
4120	Franchises: P G & E - Electric	365,000	-	-	-	-
4121	P G & E - Gas	90,000	-	-	-	-
4122	Cable TV	397,000	-	-	-	-
4123	Garbage	1,602,000	-	-	-	-
4124	San Jose Water	135,000	-	-	-	-
4125	AT&T	137,000	-	-	-	-
4150	Motel Tax (Transient Lodging)	2,990,000	-	-	-	-
4151	Construction Tax	-	-	-	-	-
4152	Business Licenses	620,000	-	-	-	-
4153	Property Transfer Tax	218,000	-	-	-	-
4155	Farmers Market In Lieu (Business License)	12,000	-	-	-	-
		19,583,000	-	-	-	-
	Licenses and Permits - General Fund					
4210	Construction Permits	1,200,000	-	-	-	-
4211	Advanced Plan Check Fee	320,163	-	-	-	-
4212	Building Dept General Revenue	13,090	-	-	-	-
4213	Plan Check Fee - Title 24 Energy	70,306	-	-	-	-
4241	Fire Permits	75,000	-	-	-	-
4271	Truck Permits	500	-	-	-	-
		1,679,059	-	-	-	-
	Fines, Forfeitures and Penalties - General Fund					
4310	Vehicle Code Fines-City	250,000	-	-	-	-
4320	Vehicle Code Fines-County	-	-	-	-	-
4330	Vehicle Code Fines-State	-	-	-	-	-
4371	Code Enforcement Fines	-	-	-	-	-
4390	Misc Fines	-	-	-	-	-
		250,000	-	-	-	-
	Revenue From Use of Money & Property:					
4410	Investment Earnings - General Fund	250,000	-	-	-	-
4410	Investment Earnings - Gas Tax Fund	-	-	-	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	-	-	-	-	-
4410	Investment Earnings - Environmental Services	-	2,000	-	-	-
4410	Investment Earnings - Supplemental Law Enforcement	-	-	-	-	-
4410	Investment Earnings - Federal Aid Urban Fund	-	-	-	-	-
4410	Investment Earnings - State & Local Grants	-	-	-	-	-
4410	Investment Earnings - Parkland Dedication Fund	-	3,000	-	-	-
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	15,000	-	-	-	-
4450	Other Interest - All Funds except General Fund	-	10,000	356,940	-	-
5101	User Fees - Motor Pool	-	-	-	931,178	-
5104	User Fees - IT Pool	-	-	-	877,000	-
		265,000	16,000	356,940	1,808,178	-

**City of Campbell - Operating/Capital Budget
Fiscal Year 2013 - 2014
All Funds Estimated Revenues**

A/C #	Description	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Adopted 2013-2014
Revenues From Other Agencies:						
4510	Gasoline Tax 2105	226,033	220,767	185,914	198,000	190,800
4511	Gasoline Tax 2106	150,839	147,102	137,869	137,000	131,300
4512	Gasoline Tax 2107	300,946	294,866	266,849	283,400	284,200
4513	Gasoline Tax 2107.5	12,000	6,000	6,000	6,000	6,000
4516	Revenue & Tax Code - 7360 - Gas Excise Tax	-	386,856	549,452	443,500	578,300
4520	Community Development Block Grant	134,411	135,462	62,688	40,000	60,500
4523	Other Grants	75,452	278,715	159,219	86,217	24,750
4525	TDA Grants	22,815	349,764	-	20,000	50,000
4526	Supplemental Law Enforcement	100,000	100,000	100,000	100,000	100,000
4528	VTA Funded Grant	-	-	1,126,223	-	-
4531	DOJ Grant	5,269	4,516	4,778	-	4,000
4533	Beverage Container Grant	5,000	10,965	10,934	10,000	5,000
4534	Safe Route 2 School Grant	-	24,045	-	-	-
4536	Proposition 42 Gas Sales Tax	362,362	4,262	-	-	-
4537	Homeland Security Grant	-	5,292	1,593	-	-
4540	State Prop 1B	577,870	20,199	-	-	-
4542	Signal Maint Cost Sharing	4,624	6,889	2,406	2,500	2,500
4543	Other State Grants	144,398	74,945	53,135	-	-
4544	Transit Shelter Advertising	4,949	4,229	4,184	5,000	3,000
4546	Highway Safety Improvement (HSIP)	222,045	17,648	9,552	-	600,000
4547	ARRA - American Recovery & Reinvestment Act	1,227,136	1,298,117	343,321	-	-
4549	ARRA - Tobacco Prevention Grant	-	3,988	18,732	-	-
4550	ABAG Grant	8,978	78,710	9,038	-	28,575
4552	Vehicle Emmissions Reduction by Schools (VERBS)	-	-	-	-	708,240
4553	State Housing Grant - B E G I N	-	-	2,256,000	-	-
4554	One Bay Area Grant (OBAG)	-	-	-	-	3,997,260
4561	Senior Nutrition Program	47,076	45,316	44,895	44,733	47,795
4563	Water District Grant	372,612	-	-	-	-
4564	Santa Clara County Open Space Authority	-	-	81,629	-	-
4565	Bay Area Air Quality Management District - Veh Registration	-	-	-	-	130,000
4571	VTA Meas B Vehicle Registration	-	-	-	215,000	215,000
4572	VTA Meas B Regionla Project	-	-	-	220,000	125,000
4580	Motor Vehicle In Lieu Fees - General Fund	155,074	185,864	20,214	23,000	23,000
4581	Homeowners' Property Tax Relief - General Fund	43,875	43,736	42,831	45,000	45,000
4581	Homeowners' Property Tax Relief - Except Gen. Fund	5,278	5,264	5,155	-	-
4582	Abandoned Vehicle Fees - General Fund	79,370	101,617	100,665	80,000	80,000
4584	Mandated Costs - General Fund	18,052	29,203	13,357	25,000	15,000
4588	Post Reimbursements - General Fund	32,196	7,369	47,725	20,000	20,000
		4,339,458	3,891,706	5,664,358	2,004,350	7,475,220
Charges for Current Services:						
4609	Program Fees - Museum - General Fund	25,515	26,638	27,895	30,000	30,050
4610	Comm. Services - Ainsley House Rental - General Fund	34,302	38,586	31,456	44,004	38,959
4611	Comm Services - Museum Admission Fee - General Fund	7,403	7,852	6,873	7,960	7,010
4612	Comm Services - Sr Citizen Program - General Fund	114,548	152,239	177,283	211,212	205,215
4613	Program Fees: Sports - General Fund	324,292	328,292	349,337	363,302	342,157
4614	Program Fees: Aquatics - General Fund	253,073	239,680	216,488	257,733	305,866
4616	Program Fees: Picnic Fees - General Fund	20,785	20,246	20,921	20,385	21,302
4617	Program Fees: Day Camps - General Fund	362,382	391,123	422,283	387,535	408,853
4618	Program Fees: Trips & Tours - General Fund	1,339	-	-	-	-
4619	Program Fees: Classes - General Fund	530,004	465,893	479,990	446,932	431,974
4620	Program Fees: Preschool - General Fund	309,991	343,987	356,902	354,908	359,981
4621	Program Fees: Special Events - General Fund	6,934	-	3,229	-	-
4622	Program Fees: Fitness - General Fund	329,289	343,391	321,992	375,827	226,742
4625	Fund Raising - General Fund	3,092	3,399	3,029	3,500	4,000
4626	Program Fees: Classes - Adult Services - General Fund	102,250	109,500	151,280	143,645	112,470
4627	Vending Machine Sales - General Fund	4,981	7,291	8,963	3,400	3,400
4628	Comm Services - Skate Park Income	-	-	-	31,375	30,025
4629	Comm Services - Drop In Classes	-	-	-	-	151,867
4630	Comm Group - Special Events - General Fund	29,406	750	37,690	39,000	39,000
4630	Special Enforcement SVCS Comm Gr - other than Gen fund	-	25,790	-	-	-
4631	Comm Group - Theatre Revenue	25,075	30,322	30,158	30,000	29,000
4632	Comm Group - Theatre Preservation Charge	58,813	46,956	59,501	-	-
4633	Comm Serves - Facility Fee	-	7,467	13,254	54,640	58,215
4643	Comm. Services - Concession & Merchandise	5,302	3,727	3,087	3,375	3,125
4644	Comm. Services - Theater Ticket Sales	287,856	177,181	206,276	190,600	194,425
4645	Sponsor/Program Advertising	52,145	68,417	52,909	82,500	82,500
4646	Theatre Program Ads	6,200	7,850	8,425	8,000	8,000
4652	Business License Application Fee - General Fund	78,472	133,455	-	-	-
4660	Zoning Application Fees Planning - General Fund	206,032	245,549	402,596	200,000	200,000
4661	Microfilming Fee - General Fund	6,592	10,506	18,645	10,000	6,000
4663	Rental Dispute Resolution Fees - General Fund	-	-	-	-	54,000
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	59,613	65,241	54,014	-	-

**City of Campbell - Operating/Capital Budget
Fiscal Year 2013 - 2014
All Funds Estimated Revenues**

A/C #	Description	Adopted Fiscal Year Budget 2013 - 2014				
		General	Special Revenue	Debt Service	Internal Service	Other
	Revenues From Other Agencies:					
4510	Gasoline Tax 2105	-	190,800	-	-	-
4511	Gasoline Tax 2106	-	131,300	-	-	-
4512	Gasoline Tax 2107	-	284,200	-	-	-
4513	Gasoline Tax 2107.5	-	6,000	-	-	-
4516	Revenue & Tax Code - 7360 - Gas Excise Tax	-	578,300	-	-	-
4520	Community Development Block Grant	-	60,500	-	-	-
4523	Other Grants	-	24,750	-	-	-
4525	TDA Grants	-	50,000	-	-	-
4526	Supplemental Law Enforcement	100,000	-	-	-	-
4528	VTA Funded Grant	-	-	-	-	-
4531	DOJ Grant	-	4,000	-	-	-
4533	Beverage Container Grant	-	5,000	-	-	-
4534	Safe Route 2 School Grant	-	-	-	-	-
4536	Proposition 42 Gas Sales Tax	-	-	-	-	-
4537	Homeland Security Grant	-	-	-	-	-
4540	State Prop 1B	-	-	-	-	-
4542	Signal Maint Cost Sharing	-	2,500	-	-	-
4543	Other State Grants	-	-	-	-	-
4544	Transit Shelter Advertising	3,000	-	-	-	-
4546	Highway Safety Improvement (HSIP)	-	600,000	-	-	-
4547	ARRA - American Recovery & Reinvestment Act	-	-	-	-	-
4549	ARRA - Tobacco Prevention Grant	-	-	-	-	-
4550	ABAG Grant	-	28,575	-	-	-
4552	Vehicle Emissions Reduction by Schools (VERBS)	-	708,240	-	-	-
4553	State Housing Grant - B E G I N	-	-	-	-	-
4554	One Bay Area Grant (OBAG)	-	3,997,260	-	-	-
4561	Senior Nutrition Program	47,795	-	-	-	-
4563	Water District Grant	-	-	-	-	-
4564	Santa Clara County Open Space Authority	-	-	-	-	-
4565	Bay Area Air Quality Management District - Veh Registration	-	130,000	-	-	-
4571	VTA Meas B Vehicle Registration	-	215,000	-	-	-
4572	VTA Meas B Regionla Project	-	125,000	-	-	-
4580	Motor Vehicle In Lieu Fees - General Fund	23,000	-	-	-	-
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	-	-	-	-
4584	Mandated Costs - General Fund	15,000	-	-	-	-
4588	Post Reimbursements - General Fund	20,000	-	-	-	-
		333,795	7,141,425	-	-	-
	Charges for Current Services:					
4609	Program Fees - Museum - General Fund	30,050	-	-	-	-
4610	Comm. Services - Ainsley House Rental - General Fund	38,959	-	-	-	-
4611	Comm Services - Museum Admission Fee - General Fund	7,010	-	-	-	-
4612	Comm Services - Sr Citizen Program - General Fund	205,215	-	-	-	-
4613	Program Fees: Sports - General Fund	342,157	-	-	-	-
4614	Program Fees: Aquatics - General Fund	305,866	-	-	-	-
4616	Program Fees: Picnic Fees - General Fund	21,302	-	-	-	-
4617	Program Fees: Day Camps - General Fund	408,853	-	-	-	-
4618	Program Fees: Trips & Tours - General Fund	-	-	-	-	-
4619	Program Fees: Classes - General Fund	431,974	-	-	-	-
4620	Program Fees: Preschool - General Fund	359,981	-	-	-	-
4621	Program Fees: Special Events - General Fund	-	-	-	-	-
4622	Program Fees: Fitness - General Fund	226,742	-	-	-	-
4625	Fund Raising - General Fund	4,000	-	-	-	-
4626	Program Fees: Classes - Adult Services - General Fund	112,470	-	-	-	-
4627	Vending Machine Sales - General Fund	3,400	-	-	-	-
4628	Comm Services - Skate Park Income	30,025	-	-	-	-
4629	Comm Services - Drop In Classes	151,867	-	-	-	-
4630	Comm Group - Special Events - General Fund	39,000	-	-	-	-
4630	Special Enforcement SVCS Comm Gr - other than Gen fund	-	-	-	-	-
4631	Comm Group - Theatre Revenue	29,000	-	-	-	-
4632	Comm Group - Theatre Preservation Charge	-	-	-	-	-
4633	Comm Serves - Facility Fee	58,215	-	-	-	-
4643	Comm. Services - Concession & Merchandise	3,125	-	-	-	-
4644	Comm. Services - Theater Ticket Sales	194,425	-	-	-	-
4645	Sponsor/Program Advertising	82,500	-	-	-	-
4646	Theatre Program Ads	8,000	-	-	-	-
4652	Business License Application Fee - General Fund	-	-	-	-	-
4660	Zoning Application Fees Planning - General Fund	200,000	-	-	-	-
4661	Microfilming Fee - General Fund	6,000	-	-	-	-
4663	Rental Dispute Resolution Fees - General Fund	54,000	-	-	-	-
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	-	-	-	-	-

**City of Campbell - Operating/Capital Budget
Fiscal Year 2013 - 2014
All Funds Estimated Revenues**

A/C #	Description	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Adopted 2012-2013	Adopted 2013-2014
4668	Architectural Advisor Fee		-		-	-
4669	Storm Water Impact Fee		300		-	-
4670	General Plan Maintenance Fee	17,617	63,200	61,908	-	-
4671	Code Enforcement Fee - General Fund	1,042	2,747	2,120	2,000	2,000
4690	Other Filing Fees - General Fund	14,489	11,997	11,799	10,000	10,000
4691	Special Police Department Services - General Fund	19,153	24,723	22,452	23,000	23,000
4692	Hazardous Materials Response Charges	121,547	187,217	139,695	130,000	130,000
4693	False Alarm Fees-PD - General Fund	31,109	35,973	26,681	25,000	25,000
4694	Other Current Service Charges - General Fund	-	-	-	-	-
4698	Cost Recovery - DUI - General Fund	22,314	28,544	27,275	18,000	18,000
4700	Cost Recovery - Booking Fees - General Fund	-	-	10	-	-
4701	Cost Recovery - General Fund	12,294	17,571	17,373	-	-
4701	Cost Recovery-Public Works	15,975	7,800	4,950	18,000	-
4704	Cost Recovery - Police Department	37,827	54,787	48,069	56,000	14,000
4705	Contract Revenue	2,224	2,070	5,460	5,000	5,000
4706	SCCSET Data Queries - Police Department	-	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					7,000
4720	Storm Water Fee	198,800	258,800	258,800	379,869	379,869
4721	Storm Drain Fees	9,376	17,308	21,292	10,000	15,000
4722	Eng & Subdivision Filing Fees - General Fund	206,730	196,447	257,168	225,000	225,000
4724	Solid Waste Rate Fees	-	-	-	158,560	208,560
4725	Project Salaries Revenue - General Fund	419,675	507,250	500,726	450,000	450,000
4728	Traffic Engineering Fees - General Fund	(2,468)	92	77	-	-
4731	Vehicle Impact Fees (Garbage)	49,194	140,141	127,022	105,000	105,000
4732	Vehicle Impact Fees (Construction)	73,562	152,826	231,507	225,000	225,000
4760	Sale of Maps & Publications - General Fund	2,762	1,431	1,563	1,000	1,000
		4,498,908	5,014,552	5,235,819	5,166,262	5,202,565
	Other Revenues:					
4810	Rents & Leases - General Fund	1,332,385	1,400,604	1,251,200	1,306,305	1,504,500
4810	Rents & Leases - All funds except General Fund	-	16,609	4,666	-	-
4812	Donations - Historical Museum	49,690	59,558	57,605	56,000	30,000
4813	Donations - Senior Citizens Center	170	(200)	3,594	4,690	3,736
4816	Donations - Meal	12,505	12,369	12,568	12,000	12,000
4817	Donations - Misc. - General Fund	-	-	20	-	-
4817	Donations - Vehicle/Equipment Maintenance	-	-	-	-	-
4818	Donations - Parks	-	170	7,401	-	-
4819	Other Rental Income	585,004	634,396	791,789	827,790	841,504
4821	Donations - Youth Scholar - General Fund	(133)	(702)	950	-	-
4824	Recreation Grant - Private	-	-	18,000	-	-
4892	Asset Seizures	1,267	7,010	4,628	3,500	4,000
4920	Park Dedication Fees	112,904	535,454	447,462	-	-
4921	Project Revenue - General Fund	33,306	106,779	-	-	-
4921	Project Revenue - Capital Project. Fund	-	-	-	-	-
4922	AB 939 Recycling - SCC	43,901	44,146	43,089	44,000	44,000
4924	Notice/Improvement/Obligation	-	10,000	4,216	2,000	2,000
4951	COP Debt Service Abatement	400,000	400,000	233,333	-	-
4960	Sale of Real or Personal Property - General Fund	2,195	1,127	1,127	3,000	3,000
4960	Sale of Real or Personal Property. - All Funds except Gen. Fund	-	30,486	8,351	8,500	8,500
4961	Gain on Sale	-	-	-	-	-
4962	Insurance Recovery - General Fund	2,053	920	5,410	5,000	5,000
4962	Insurance Recovery - Lighting District Fund	22,285	1,604	529	15,000	5,000
4962	Insurance Recovery - Motor Vehicle Pool Fund	2,192	-	9,268	10,000	10,000
4962	Insurance Recovery - Workers' Compensation Fund	-	-	211,261	-	-
4965	Other Revenue - General Fund	85,028	54,016	51,819	15,900	15,900
4965	Other Revenue - All Funds except General Fund	1,941	7,673	1,843	2,500	2,500
4966	Principal Repayment	-	-	-	296,010	356,360
4967	Expense Abatement - Bus Passes - General Fund	44	(295)	(857)	-	-
4971	Tree In Lieu Fee - General Fund	7,850	475	1,475	-	-
4972	Use Fees-Campbell Union School District	448	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	416,990	393,051	365,834	345,000	395,000
6070	Cash Over/Short - General Fund	2	5	12	-	-
		3,112,027	3,715,255	3,535,466	2,957,195	3,243,000
	Total Revenues - All Funds (Exhibit A)	40,136,030	42,730,341	47,110,346	43,073,501	51,530,962
	Transfers-In - General Fund	1,259,569	1,381,735	1,151,771	1,275,480	1,495,650
	Transfers-In - All Funds except General Fund	7,202,004	7,505,999	2,270,823	4,159,363	10,832,079
6799	Residual Equity Transfer-in - From RDA Housing	-	-	4,045,175	-	-
6090	Beginning Fund Balance - Operating - General Fund	-	-	-	539,500	610,250
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	-	-	385,500	658,723
6091	Beginning Fund Balance - Capital - General Fund	-	-	-	614,000	1,730,960
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	-	-	140,000	-
	Total Sources of Revenues	\$ 48,597,603	\$ 51,618,075	\$ 54,578,115	\$ 50,187,344	\$ 66,858,624

**City of Campbell - Operating/Capital Budget
Fiscal Year 2013 - 2014
All Funds Estimated Revenues**

A/C #	Description	Adopted Fiscal Year Budget 2013 - 2014				
		General	Special Revenue	Debt Service	Internal Service	Other
4668	Architectural Advisor Fee	-	-	-	-	-
4669	Storm Water Impact Fee	-	-	-	-	-
4670	General Plan Maintenance Fee	-	-	-	-	-
4671	Code Enforcement Fee - General Fund	2,000	-	-	-	-
4690	Other Filing Fees - General Fund	10,000	-	-	-	-
4691	Special Police Department Services - General Fund	23,000	-	-	-	-
4692	Hazardous Materials Response Charges	130,000	-	-	-	-
4693	False Alarm Fees-PD - General Fund	25,000	-	-	-	-
4694	Other Current Service Charges - General Fund	-	-	-	-	-
4698	Cost Recovery - DUI - General Fund	18,000	-	-	-	-
4700	Cost Recovery - Booking Fees - General Fund	-	-	-	-	-
4701	Cost Recovery - General Fund	-	-	-	-	-
4701	Cost Recovery-Public Works	-	-	-	-	-
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	-	-	-	-
4720	Storm Water Fee	-	379,869	-	-	-
4721	Storm Drain Fees	-	15,000	-	-	-
4722	Eng & Subdivision Filing Fees - General Fund	225,000	-	-	-	-
4724	Solid Waste Rate Fees	-	208,560	-	-	-
4725	Project Salaries Revenue - General Fund	450,000	-	-	-	-
4728	Traffic Engineering Fees - General Fund	-	-	-	-	-
4731	Vehicle Impact Fees (Garbage)	-	105,000	-	-	-
4732	Vehicle Impact Fees (Construction)	-	225,000	-	-	-
4760	Sale of Maps & Publications - General Fund	1,000	-	-	-	-
		4,264,136	933,429	-	5,000	-
	Other Revenues:					
4810	Rents & Leases - General Fund	1,504,500	-	-	-	-
4810	Rents & Leases - All funds except General Fund	-	-	-	-	-
4812	Donations - Historical Museum	-	-	-	-	30,000
4813	Donations - Senior Citizens Center	-	-	-	-	3,736
4816	Donations - Meal	12,000	-	-	-	-
4817	Donations - Misc. - General Fund	-	-	-	-	-
4817	Donations - Vehicle/Equipment Maintenance	-	-	-	-	-
4818	Donations - Parks	-	-	-	-	-
4819	Other Rental Income	841,504	-	-	-	-
4821	Donations - Youth Scholar - General Fund	-	-	-	-	-
4824	Recreation Grant - Private	-	-	-	-	-
4892	Asset Seizures	-	4,000	-	-	-
4920	Park Dedication Fees	-	-	-	-	-
4921	Project Revenue - General Fund	-	-	-	-	-
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	-	-	-	-	-
4962	Insurance Recovery - General Fund	5,000	-	-	-	-
4962	Insurance Recovery - Lighting District Fund	-	5,000	-	-	-
4962	Insurance Recovery - Motor Vehicle Pool Fund	-	-	-	10,000	-
4962	Insurance Recovery - Workers' Compensation Fund	-	-	-	-	-
4965	Other Revenue - General Fund	15,900	-	-	-	-
4965	Other Revenue - All Funds except General Fund	-	2,500	-	-	-
4966	Principal Repayment	-	50,000	306,360	-	-
4967	Expense Abatement - Bus Passes - General Fund	-	-	-	-	-
4971	Tree In Lieu Fee - General Fund	-	-	-	-	-
4972	Use Fees-Campbell Union School District	-	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	-	-	-	395,000	-
6070	Cash Over/Short - General Fund	-	-	-	-	-
		2,383,904	105,500	306,360	413,500	33,736
	Total Revenues - All Funds (Exhibit A)	38,343,894	10,263,354	663,300	2,226,678	33,736
	Transfers-In - General Fund	1,495,650	-	-	-	-
	Transfers-In - All Funds except General Fund	-	1,835,995	938,874	150,250	7,906,960
6799	Residual Equity Transfer-in - From RDA Housing	-	-	-	-	-
6090	Beginning Fund Balance- Operating - General Fund	610,250	-	-	-	-
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	83,063	-	568,660	7,000
6091	Beginning Fund Balance - Capital - General Fund	1,730,960	-	-	-	-
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	-	-	-	-
	Total Sources of Revenues	\$ 42,180,754	\$ 12,182,412	\$ 1,602,174	\$ 2,945,588	\$ 7,947,696

**City of Campbell - Operating/Capital Budget
Fiscal Year 2013 - 2014
Summary of Expenditures by Government Function and Fund**

	Employee Services	Supplies, Services & Capital Outlay	Capital Improvements	Debt Service	Transfers Out	Adopted 2013-2014
General Government Administration:						
501 City Council	\$ 128,470	\$ 142,992	\$ -	\$ -	\$ -	271,462
510 CM - Administration	592,335	243,319	-	-	-	835,654
511 CM - City Clerk	262,796	98,197	-	-	-	360,993
515 CM - Human Resources	353,262	385,272	-	-	-	738,534
516 CM - W.C. & Self Insurance	39,161	444,950	-	-	-	484,111
535 Finance - Accounting	1,137,654	219,863	-	-	-	1,357,517
540 Finance - Non-Departmental	350,000	1,570,500	-	-	-	1,920,500
541 Finance - LID Debt Service	-	-	-	-	-	-
543 Finance - City COP Debt Svc.	-	-	-	868,674	-	868,674
544 Finance - 1997 COP Debt Svc.	-	-	-	733,500	-	733,500
545 Finance - City Treasurer	-	-	-	-	-	-
547 Finance - IT Services	519,537	636,762	-	-	24,900	1,181,199
560 City Attorney	333,878	4,175	-	-	-	338,053
Sub-total	3,717,093	3,746,030	-	1,602,174	24,900	9,090,197
Recreation & Community Services:						
524 Administration	397,780	81,651	-	-	-	479,431
525 Senior Nutrition	87,734	65,709	-	-	-	153,443
526 Adult Services	416,717	130,464	-	-	-	547,181
527 Community Center	378,588	287,022	-	-	-	665,610
528 Museum	207,334	71,494	-	-	-	278,828
529 Theater	-	758,451	-	-	-	758,451
531 Sports & Aquatics	853,997	189,373	-	-	-	1,043,370
532 Special Interest Classes	680,786	348,022	-	-	-	1,028,808
Sub-total	3,022,936	1,932,186	-	-	-	4,955,122
Public Safety:						
601 PD - Administration	445,874	320,856	-	-	-	766,730
602 PD - Communications	1,462,368	229,553	-	-	-	1,691,921
603 PD - Records	908,523	125,238	-	-	-	1,033,761
604 PD - Special Enforcement Svcs.	2,713,421	171,806	-	-	-	2,885,227
605 PD - Field Services	6,262,139	782,859	-	-	-	7,044,998
610 Fire Administration	-	6,893,078	-	-	-	6,893,078
Sub-total	11,792,325	8,523,390	-	-	-	20,315,715
Community Development:						
550 CD - Planning	313,964	91,637	-	-	-	405,601
551 CD - Current Planning	313,519	17,347	-	-	-	330,866
552 CD - Policy Development	106,550	89,274	-	-	-	195,824
553 CD - Housing	39,817	-	-	-	-	39,817
554 CD - Bldg. Codes Regulations	727,706	129,764	-	-	-	857,470
557 CD - Housing Assistance	39,227	67,800	-	-	-	107,027
Sub-total	1,540,783	395,822	-	-	-	1,936,605

**City of Campbell - Operating/Capital Budget
Fiscal Year 2013 - 2014
Summary of Expenditures by Government Function and Fund**

	General	Special Revenue / Trust	Debt Service	Capital Projects	Internal Service
General Government Administration:					
501 City Council	\$ 271,462	\$ -	\$ -	\$ -	\$ -
510 CM - Administration	835,654	-	-	-	-
511 CM - City Clerk	360,993	-	-	-	-
515 CM - Human Resources	738,534	-	-	-	-
516 CM - W.C. & Self Insurance	-	-	-	-	484,111
535 Finance - Accounting	1,357,517	-	-	-	-
540 Finance - Non-Departmental	1,920,500	-	-	-	-
541 Finance - LID Debt Service	-	-	-	-	-
543 Finance - City COP Debt Svc.	-	-	868,674	-	-
544 Finance - 1997 COP Debt Svc.	-	-	733,500	-	-
545 Finance - City Treasurer	-	-	-	-	-
547 Finance - IT Services	-	-	-	-	1,181,199
560 City Attorney	338,053	-	-	-	-
Sub-total	5,822,713	-	1,602,174	-	1,665,310
Recreation & Community Services:					
524 Administration	479,431	-	-	-	-
525 Senior Nutrition	153,443	-	-	-	-
526 Adult Services	547,181	-	-	-	-
527 Community Center	665,610	-	-	-	-
528 Museum	278,828	-	-	-	-
529 Theater	758,451	-	-	-	-
531 Sports & Aquatics	1,043,370	-	-	-	-
532 Special Interest Classes	1,028,808	-	-	-	-
Sub-total	4,955,122	-	-	-	-
Public Safety:					
601 PD - Administration	766,730	-	-	-	-
602 PD - Communications	1,691,921	-	-	-	-
603 PD - Records	1,033,761	-	-	-	-
604 PD - Special Enforcement Svcs.	2,885,227	-	-	-	-
605 PD - Field Services	7,044,998	-	-	-	-
610 Fire Administration	6,893,078	-	-	-	-
Sub-total	20,315,715	-	-	-	-
Community Development:					
550 CD - Planning	405,601	-	-	-	-
551 CD - Current Planning	330,866	-	-	-	-
552 CD - Policy Development	195,824	-	-	-	-
553 CD - Housing	-	39,817	-	-	-
554 CD - Bldg. Codes Regulations	857,470	-	-	-	-
557 CD - Housing Assistance	-	107,027	-	-	-
Sub-total	1,789,761	146,844	-	-	-

**City of Campbell - Operating/Capital Budget
Fiscal Year 2013 - 2014
Summary of Expenditures by Government Function and Fund**

	Employee Services	Supplies, Services & Capital Outlay	Capital Improvements	Debt Service	Transfers Out	Adopted 2013-2014
Public Works:						
701 PW - Administration	458,801	56,444	-	-	-	515,245
715 PW - Environmental Services	-	-	-	-	1,201,405	1,201,405
720 PW - Transportation Eng.	258,209	321,447	-	-	-	579,656
730 PW - Engineering	1,116,192	57,844	-	-	-	1,174,036
740 PW - Land Development	227,210	455,193	-	-	-	682,403
745 PW - Maint. Administration	371,972	53,314	-	-	-	425,286
750 PW - Vehicle & Equip. Maint..	286,854	864,273	-	-	45,000	1,196,127
760 PW - Street Maintenance	756,217	505,899	-	-	284,284	1,546,400
770 PW - Signals & Lighting Maint.	293,753	399,763	-	-	-	693,516
775 PW - Park Maintenance	1,401,177	699,262	-	-	106,300	2,206,739
780 PW - Building Maintenance	489,963	930,855	-	-	-	1,420,818
Sub-total	5,660,348	4,344,294	-	-	1,636,989	11,641,631
980 Operating Transfers Out (GF)	-	-	-	-	2,511,819	2,511,819
980 Transfers Out (Misc. Funds)	-	-	-	-	247,061	247,061
950 Capital Projects	-	-	7,906,960	-	-	7,906,960
990 Capital Transfers Out	-	-	-	-	7,906,960	7,906,960
Sub-total	-	-	7,906,960	-	10,665,840	18,572,800
Total - City	\$ 25,733,485	\$ 18,941,722	\$ 7,906,960	\$ 1,602,174	\$ 12,327,729	\$ 66,512,070

**City of Campbell - Operating/Capital Budget
Fiscal Year 2013 - 2014
Summary of Expenditures by Government Function and Fund**

	General	Special Revenue / Trust	Debt Service	Capital Projects	Internal Service
Public Works:					
701 PW - Administration	515,245	-	-	-	-
715 PW - Environmental Services	-	1,201,405	-	-	-
720 PW - Transportation Eng.	579,656	-	-	-	-
730 PW - Engineering	1,174,036	-	-	-	-
740 PW - Land Development	682,403	-	-	-	-
745 PW - Maint. Administration	425,286	-	-	-	-
750 PW - Vehicle & Equip. Maint..	-	-	-	-	1,196,127
760 PW - Street Maintenance	-	1,546,400	-	-	-
770 PW - Signals & Lighting Maint.	-	693,516	-	-	-
775 PW - Park Maintenance	-	2,206,739	-	-	-
780 PW - Building Maintenance	1,420,818	-	-	-	-
Sub-total	4,797,444	5,648,060	-	-	1,196,127
980 Operating Transfers Out (GF)	2,511,819	-	-	-	-
980 Transfers Out (Misc. Funds)	-	247,061	-	-	-
950 Capital Projects	-	-	-	7,906,960	-
990 Capital Transfers Out	1,730,960	6,176,000	-	-	-
Sub-total	4,242,779	6,423,061	-	7,906,960	-
Total - City	\$ 41,923,534	\$ 12,217,965	\$ 1,602,174	\$ 7,906,960	\$ 2,861,437

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 \$237.8 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 \$18.6 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 14 to Maturity

Description	Final Maturity Date	Amount of Original Issue	Outstanding Principal	Outstanding Interest	Total
1997 Certificates of Participation	2028	\$ 13,480,000	\$ 12,765,000	\$ 7,453,900	\$ 20,218,900
2002 Certificates of Participation	2032	11,930,843	5,790,843	5,871,573	11,662,416
Total		\$ 25,410,843	\$ 18,555,843	\$ 13,325,473	\$ 31,881,316

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

Annual Debt Service Payments to Maturity

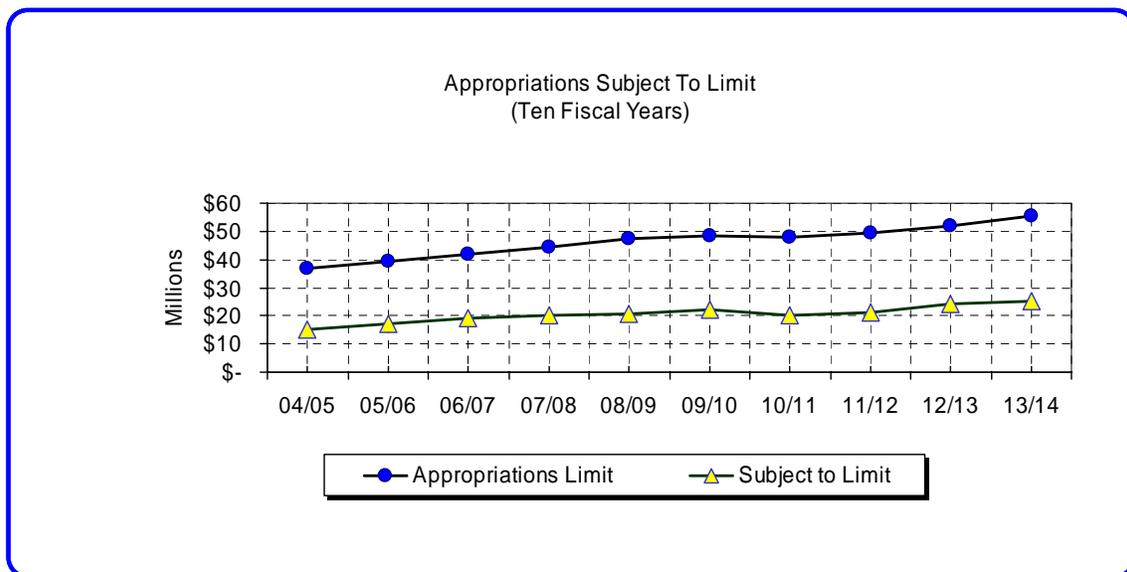
Fiscal Year	Total Principal	Total Interest	Total Debt Service
2014	\$ 740,000	\$ 858,574	\$ 1,598,574
2015	775,000	825,843	1,600,843
2016	810,000	789,544	1,599,544
2017	845,000	750,928	1,595,928
2018	885,000	711,016	1,596,016
Thereafter	14,500,843	9,389,568	23,890,411
Total	\$ 18,555,843	\$ 13,325,473	\$ 31,881,316

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.

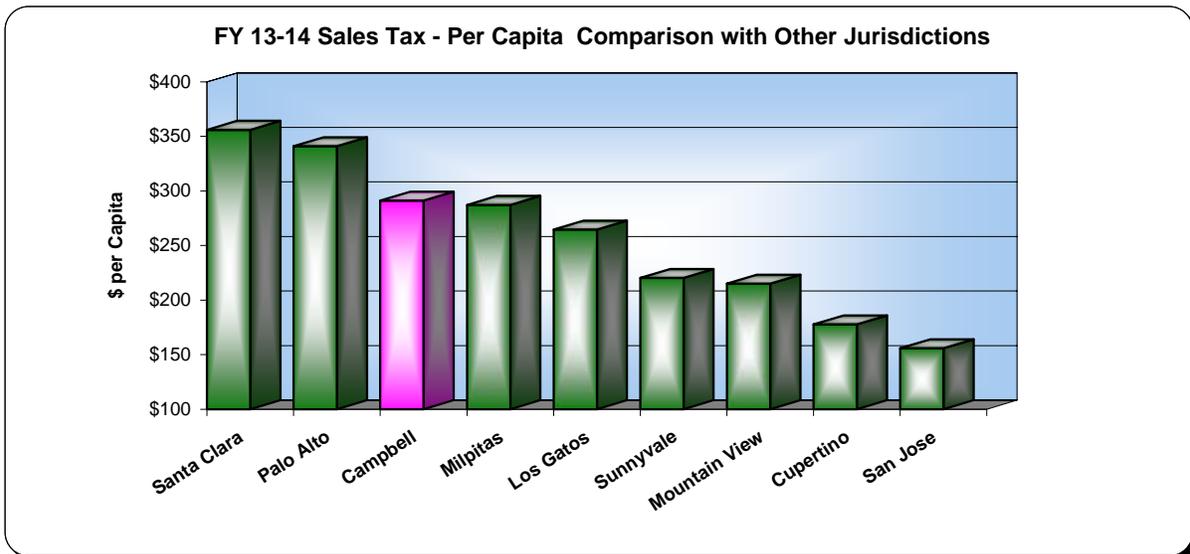
The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. Proposition 111 has modified 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 2013-14 of \$55.3 million was adopted by Council via Resolution #11554, on June 18, 2013.

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 2013-14 calculations indicate the City of Campbell will again be significantly below the appropriations or spending limit. The City's appropriations limit of \$55.3 million for fiscal 2013-14 is approximately \$3.5 million higher than the fiscal 2012-13 limit of \$51.8 million. For fiscal 2013-14, the City's proceeds of taxes are projected to be \$26.6 million. This is 45.7% under the legal appropriations limit. Any future amendments to the adopted appropriations from "proceeds of taxes" will be subject to the limit and will be calculated accordingly. As a result of the City's Gann calculations being so far under the legal limit, restraints on current or future budget deliberations are not contemplated.



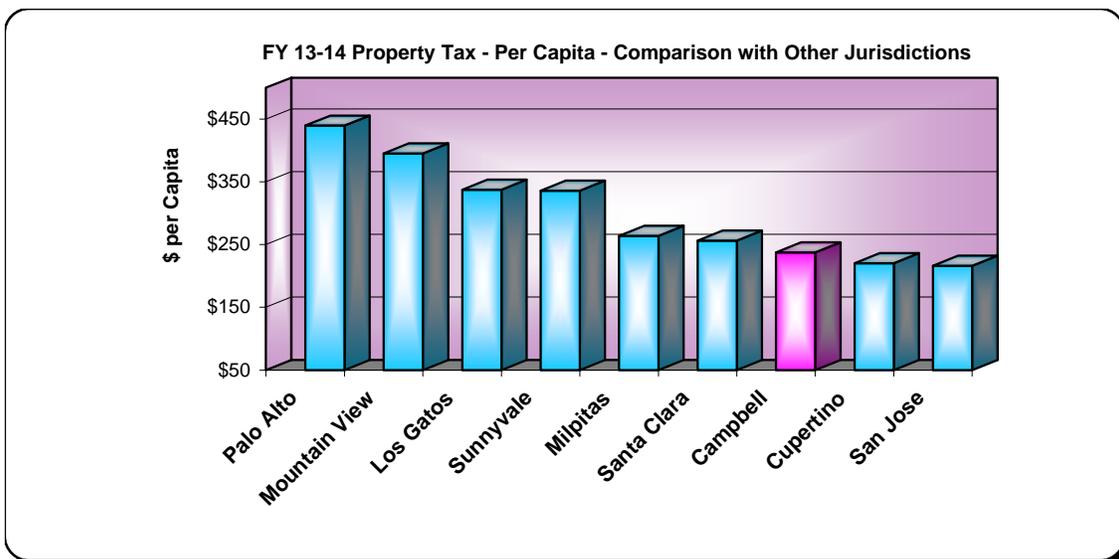
Sales Tax Comparison With Other Jurisdictions FY 09-10 through FY 13-14

City	Actual 2009-10	Actual 2010-11	Budgeted 2011-12	Budgeted 2012-13	Budgeted 2013-14
Campbell	\$9,538,242	\$10,524,344	\$10,098,000	\$11,614,000	\$13,017,000
% of General Fund	29%	33%	29%	31%	33%
Per Capita	237.50	260.37	254.05	291.21	322.17
Cupertino	\$13,154,749	\$13,390,000	\$14,283,000	\$10,492,000	\$16,215,000
% of General Fund	31%	32%	33%	16%	24%
Per Capita	238.84	241.04	243.47	177.76	274.73
Los Gatos	\$9,064,100	\$9,349,790	\$9,400,000	\$7,442,856	\$7,797,615
% of General Fund	29%	29%	28%	20%	21%
Per Capita	308.23	317.94	317.43	249.31	261.19
Milpitas	\$15,267,613	\$15,366,000	\$16,860,000	\$19,230,000	\$19,230,000
% of General Fund	24%	24%	26%	32%	32%
Per Capita	215.59	214.75	249.87	287.16	287.16
Mountain View	\$15,241,857	\$15,663,910	\$16,802,480	\$16,183,920	\$16,183,920
% of General Fund	18%	18%	18%	17%	17%
Per Capita	203.87	211.49	224.86	215.00	215.00
Palo Alto	\$17,991,000	\$18,218,000	\$20,246,000	\$22,545,000	\$22,545,000
% of General Fund	14%	13%	14%	15%	15%
Per Capita	275.06	278.53	310.26	341.06	341.06
San Jose	\$127,237,778	\$134,679,000	\$150,450,000	\$152,680,000	\$152,680,000
% of General Fund	20%	17%	19%	21%	21%
Per Capita	134.50	138.92	154.88	155.84	155.84
Santa Clara	\$30,102,296	\$32,232,000	\$36,625,000	\$42,364,000	\$42,364,000
% of General Fund	22%	23%	26%	29%	29%
Per Capita	258.82	272.76	308.26	356.00	356.00
Sunnyvale	\$25,431,711	\$27,286,190	\$29,971,933	\$28,144,466	\$31,481,509
% of General Fund	22%	23%	23%	20%	22%
Per Capita	183.19	194.28	212.42	197.26	216.86



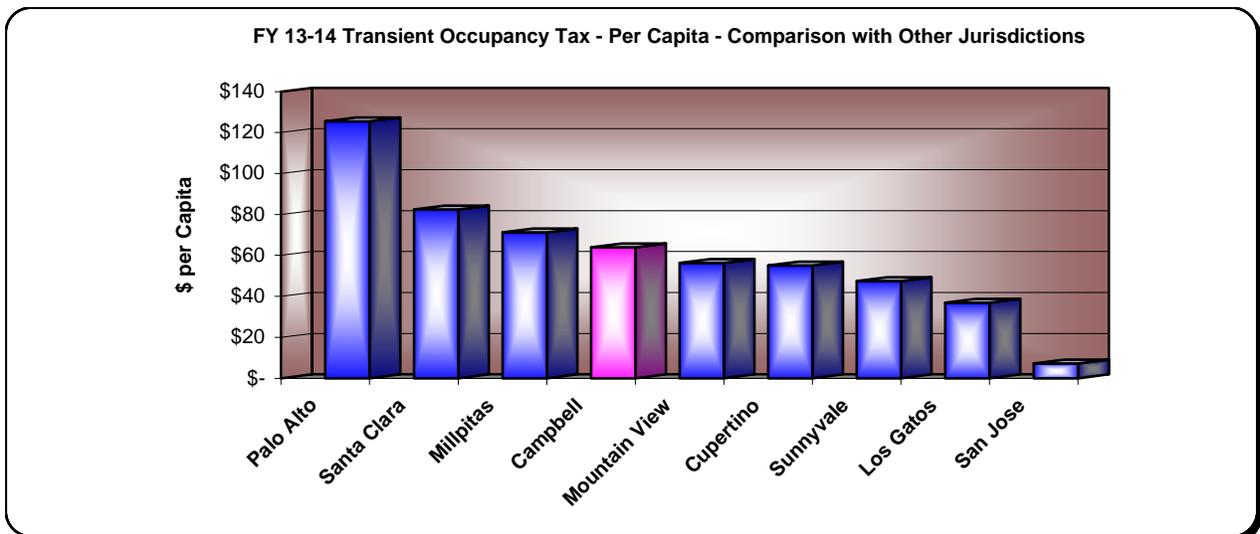
Property Tax Revenue Comparison With Other Jurisdictions FY 09-10 through FY 13-14

City	Actual 2009-10	Actual 2010-11	Budgeted 2011-12	Budgeted 2012-13	Budgeted 2013-14
Campbell	\$8,761,391	\$7,269,000	\$8,664,000	\$8,868,000	\$9,585,000
% of General Fund	27%	22%	25%	24%	24%
Per Capita	228.11	189.26	218.73	222.36	237.23
Cupertino	\$11,272,000	\$4,157,000	\$11,951,000	\$12,558,000	\$13,138,000
% of General Fund	26%	14%	28%	25%	23%
Per Capita	204.66	77.77	203.72	212.77	220.36
Los Gatos	\$9,225,106	\$8,249,400	\$9,424,195	\$10,268,034	\$10,210,976
% of General Fund	30%	30%	28%	33%	32%
Per Capita	313.70	284.70	318.25	339.47	337.59
Milpitas	\$17,146,081	\$14,881,000	\$16,605,000	\$17,659,000	\$16,826,000
% of General Fund	27%	22%	26%	29%	26%
Per Capita	242.12	227.97	246.09	263.70	247.83
Mountain View	\$26,017,182	\$21,770,000	\$25,987,162	\$27,976,580	\$30,148,400
% of General Fund	30%	27%	29%	30%	31%
Per Capita	348.00	302.38	347.78	371.66	395.34
Palo Alto	\$25,981,000	\$20,300,000	\$26,052,000	\$27,006,000	\$29,102,000
% of General Fund	20%	16%	18%	18%	18%
Per Capita	397.21	322.91	399.24	408.55	439.61
San Jose	\$202,186,036	\$183,914,000	\$200,095,000	\$205,375,000	\$210,000,000
% of General Fund	31%	29%	25%	29%	26%
Per Capita	213.73	190.98	205.99	209.63	216.19
Santa Clara	\$29,432,789	\$24,164,651	\$27,390,000	\$28,490,000	\$31,233,000
% of General Fund	22%	18%	20%	20%	21%
Per Capita	253.06	218.15	230.53	239.41	256.01
Sunnyvale	\$43,699,859	\$34,150,296	\$43,077,019	\$44,600,117	\$49,025,162
% of General Fund	37%	30%	33%	32%	34%
Per Capita	314.78	256.60	305.30	312.12	335.85



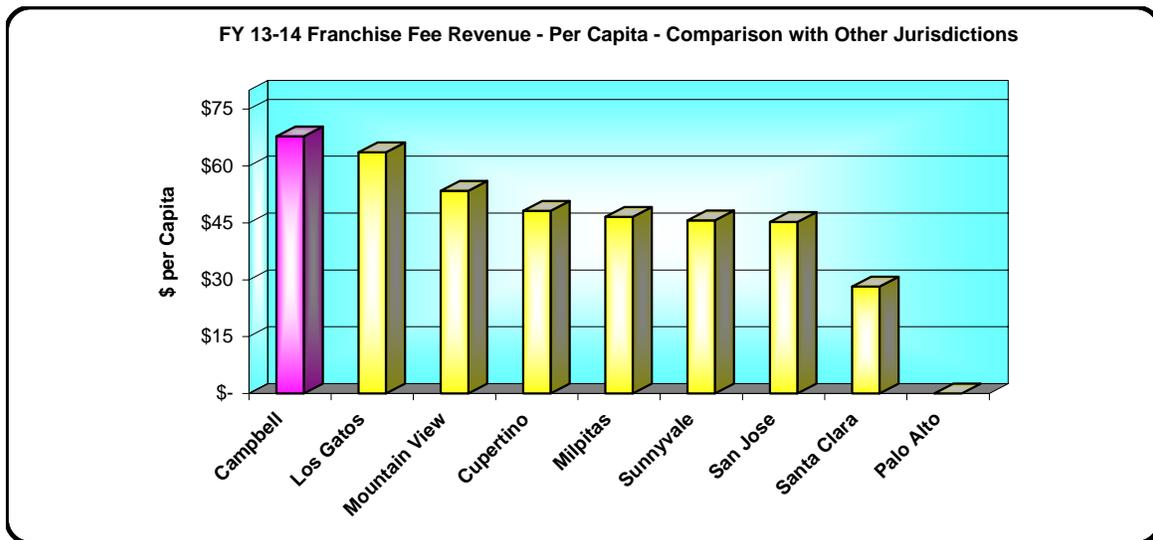
Transient Occupancy Tax Comparison With Other Jurisdictions FY 09-10 through FY 13-14

City	Actual 2009-10	Actual 2010-11	Budgeted 2011-12	Budgeted 2012-13	Budgeted 2013-14
Campbell	\$1,297,573	\$1,120,000	\$1,839,000	\$2,550,000	\$2,990,000
% of General Fund	4%	3%	5%	7%	8%
Per Capita	32.10	29.16	46.43	63.94	74.00
Cupertino	\$2,511,184	\$1,730,000	\$2,939,000	\$3,252,000	\$4,400,000
% of General Fund	6%	6%	7%	7%	8%
Per Capita	45.59	32.37	50.10	55.10	73.80
Los Gatos	\$1,100,000	\$930,000	\$933,020	\$1,000,000	\$1,100,000
% of General Fund	4%	3%	3%	3%	3%
Per Capita	37.41	32.10	31.51	33.06	36.37
Milpitas	\$4,234,489	\$4,896,058	\$5,650,430	\$5,575,000	\$6,093,000
% of General Fund	7%	6%	9%	9%	9%
Per Capita	59.79	68.43	83.74	83.25	89.74
Mountain View	\$3,266,982	\$3,913,957	\$4,397,450	\$4,508,300	\$5,007,000
% of General Fund	4%	4%	5%	5%	5%
Per Capita	43.70	52.84	58.85	59.89	65.66
Palo Alto	\$6,858,000	\$8,082,000	\$9,664,000	\$10,439,000	\$11,545,000
% of General Fund	5%	6%	6%	7%	7%
Per Capita	104.85	125.46	150.02	159.27	174.40
San Jose	\$6,900,000	\$7,222,000	\$8,983,963	\$10,100,000	\$10,600,000
% of General Fund	1%	1%	1%	1%	1%
Per Capita	7.29	7.54	9.37	10.40	10.91
Santa Clara	\$8,106,319	\$9,805,926	\$11,483,363	\$11,021,000	\$13,000,000
% of General Fund	6%	7%	7%	8%	9%
Per Capita	69.70	83.10	96.65	91.62	106.56
Sunnyvale	\$5,578,196	\$6,589,448	\$7,777,583	\$8,856,790	\$8,588,303
% of General Fund	5%	5%	6%	6%	6%
Per Capita	40.18	46.92	55.12	61.98	58.83



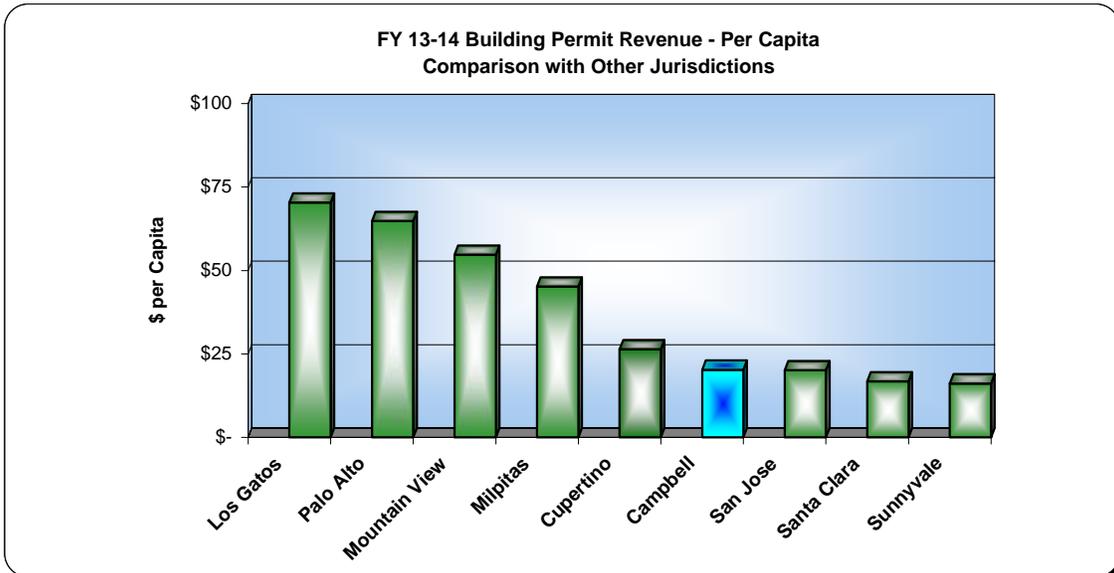
Franchise Fee Revenue Comparison With Other Jurisdictions FY 09-10 through FY 13-14

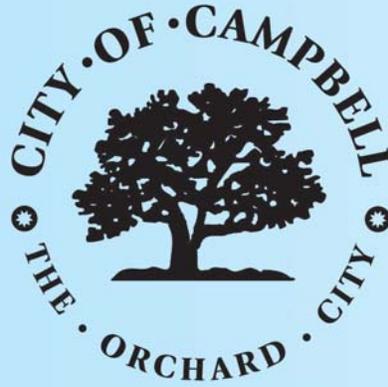
City	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12	Budgeted 2012-13	Budgeted 2013-14
Campbell	\$2,337,022	\$2,516,000	\$2,586,000	\$2,706,000	\$2,726,000
% of General Fund	7%	7%	7%	7%	7%
Per Capita	57.82	61.58	65.29	67.85	67.47
Cupertino	\$2,547,439	\$2,630,000	\$2,860,000	\$2,845,000	\$2,905,000
% of General Fund	6%	6%	7%	4%	5%
Per Capita	46.25	47.34	48.75	48.20	48.73
Los Gatos	\$1,703,180	\$1,756,100	\$1,716,830	\$1,900,000	\$2,040,030
% of General Fund	5%	5%	5%	5%	6%
Per Capita	57.92	59.72	57.98	63.64	67.45
Milpitas	\$2,993,512	\$3,138,000	\$3,107,000	\$3,121,000	\$3,121,000
% of General Fund	5%	5%	5%	5%	5%
Per Capita	42.27	43.86	46.05	46.61	46.61
Mountain View	\$2,833,880	\$3,086,292	\$3,903,894	\$4,025,385	\$4,025,385
% of General Fund	3%	4%	4%	4%	4%
Per Capita	37.91	41.67	52.24	53.48	53.48
Palo Alto	N/A	N/A	N/A	N/A	N/A
% of General Fund	N/A	N/A	N/A	N/A	N/A
Per Capita	-	-	-	-	-
San Jose	\$38,410,068	\$42,271,000	\$42,625,000	\$44,325,000	\$44,325,000
% of General Fund	6%	5%	5%	6%	6%
Per Capita	40.60	43.60	43.88	45.24	45.24
Santa Clara	\$3,000,696	\$3,215,000	\$3,185,900	\$3,357,700	\$3,357,700
% of General Fund	2%	2%	2%	2%	2%
Per Capita	25.80	27.21	26.81	28.22	28.22
Sunnyvale	\$5,979,301	\$6,309,686	\$6,344,385	\$6,521,751	\$6,521,751
% of General Fund	5%	5%	5%	5%	5%
Per Capita	43.07	44.92	44.96	45.64	45.64



Building Permit Revenue Comparison With Other Jurisdictions FY 09-10 through FY 13-14

City	Actual 2009-10	Actual 2010-11	Budgeted 2011-12	Budgeted 2012-13	Budgeted 2013-14
Campbell	\$455,803	\$1,100,932	\$797,000	\$1,736,500	\$1,679,059
% of General Fund	1%	3%	2%	5%	4%
Per Capita	11.28	26.94	20.12	43.54	41.56
Cupertino	\$2,620,033	\$2,880,000	\$1,037,000	\$1,558,000	\$3,480,000
% of General Fund	6%	7%	2%	2%	6%
Per Capita	47.57	52.29	17.68	26.40	58.37
Los Gatos	\$1,277,288	\$1,380,150	\$2,176,335	\$2,597,097	\$2,577,413
% of General Fund	4%	4%	7%	7%	8%
Per Capita	43.43	46.93	73.49	86.99	85.21
Milpitas	\$1,903,070	\$1,863,000	\$2,537,000	\$3,029,000	\$3,029,000
% of General Fund	3%	3%	4%	5%	5%
Per Capita	26.87	26.04	37.60	45.23	45.23
Mountain View	\$1,852,634	\$1,514,144	\$2,131,011	\$4,121,293	\$4,121,293
% of General Fund	2%	2%	2%	4%	4%
Per Capita	24.78	20.44	28.52	54.75	54.75
Palo Alto	\$4,036,139	\$3,843,131	\$4,998,556	\$4,286,860	\$4,286,860
% of General Fund	3%	3%	3%	3%	3%
Per Capita	61.71	58.76	76.42	64.85	64.85
San Jose	\$16,303,336	\$16,191,986	\$16,551,000	\$19,700,000	\$19,700,000
% of General Fund	3%	2%	2%	3%	3%
Per Capita	17.23	16.70	16.67	20.11	20.11
Santa Clara	\$1,150,852	\$1,200,000	\$2,000,000	\$2,000,000	\$2,000,000
% of General Fund	1%	1%	1%	1%	1%
Per Capita	9.89	10.15	16.67	16.81	16.81
Sunnyvale	\$1,537,860	\$1,963,426	\$1,997,126	\$2,313,008	\$2,313,008
% of General Fund	1%	2%	2%	2%	2%
Per Capita	11.08	13.98	14.15	16.19	16.19





Fund Balances

Fund Balance Analysis Fiscal Year 2013 - 2014

Fund Description	Fund #	Beginning Fund Balance Estimated	Total Revenues & Transfers Adopted*	Total Expenditures & Transfers Adopted	Ending Fund Balance Estimated
General Fund	101	\$ 23,664,744	\$ 39,839,544	\$ 41,923,534	\$ 21,580,754
Gas Tax	202, 203, 204	1,430,096	1,876,400	1,876,400	1,430,096
Drug Enforcement	205	30,383	4,000	4,000	30,383
Lighting and Landscaping District	207	-	2,900,255	2,900,255	-
Community Development Block Grant	208	269,091	40,000	39,817	269,274
Environmental Services	209	666,698	1,166,369	1,201,405	631,662
Supplemental Law Enforcement	210	163	-	-	163
State/Other Grants	212	83,075	498,575	498,575	83,075
T.D.A.	216	1,025	50,000	50,000	1,025
Other Federal Grants	218	106,322	5,354,750	5,354,750	106,322
Housing Assistance Fund	233	7,290,414	61,000	107,027	7,244,387
Community Facilities District #1	236	-	145,000	145,000	-
Parkland Dedication Trust	295	967,345	3,000	-	970,345
2002 C.O.P. Debt Service	366	7,166,346	868,674	868,674	7,166,346
L.I.D. Debt Service	367	30,219	-	-	30,219
1997 C.O.P. Debt Service	368	-	733,500	733,500	-
City C.O.P. Projects	431	140,412	-	-	140,412
Capital Projects	435	93,600	7,906,960	7,906,960	93,600
Motor Vehicle Pool	641	984,958	994,678	1,196,127	783,509
Information Technologies Pool	647	1,434,609	987,250	1,181,199	1,240,660
Worker's Compensation Pool	690	931,972	395,000	484,111	842,861
Parks and Museum Trust	794	128,674	30,000	30,000	128,674
Recreation Grants-Private	795	2,850	-	7,000	(4,150)
Senior Citizen Trust	797	11,655	3,736	3,736	11,655
Total		\$ 45,434,650	\$ 63,858,691	\$ 66,512,070	\$ 42,781,271

* Total revenues exclude beginning fund balance amounts.

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

Fund Balance Analysis Fiscal Year 2012 - 2013

Fund Description	Fund #	Beginning Fund Balance Estimated	Total Revenues & Transfers Estimated*	Total Expenditures & Transfers Estimated	Ending Fund Balance Estimated
General Fund	101	\$ 22,243,928	\$ 39,604,131	\$ 38,183,315	\$ 23,664,744
Gas Tax	202, 203, 204	1,355,792	1,620,951	1,546,647	1,430,096
Drug Enforcement	205	10,470	23,413	3,500	30,383
Lighting and Landscaping District	207	-	2,928,948	2,928,948	-
Community Development Block Grant	208	281,752	102,945	115,606	269,091
Environmental Services	209	632,463	1,163,409	1,129,174	666,698
Supplemental Law Enforcement	210	1,167	99,764	100,768	163
State/Other Grants	212	52,575	445,423	414,923	83,075
T.D.A.	216	1,025	-	-	1,025
Other Federal Grants	218	128,670	2,427,152	2,449,500	106,322
Housing Assistance Fund	233	7,654,449	103,016	467,051	7,290,414
Parkland Dedication Trust	295	297,144	701,114	30,913	967,345
2002 C.O.P. Debt Service	366	7,462,351	574,568	870,573	7,166,346
L.I.D. Debt Service	367	30,219	-	-	30,219
1997 C.O.P. Debt Service	368	-	736,796	736,796	-
City C.O.P. Projects	431	140,412	-	-	140,412
Capital Projects	435	93,600	3,506,952	3,506,952	93,600
Motor Vehicle Pool	641	1,103,131	982,467	1,100,640	984,958
Information Technologies Pool	647	1,643,023	845,201	1,053,615	1,434,609
Worker's Compensation Pool	690	1,161,181	357,535	586,744	931,972
Parks and Museum Trust	794	140,200	42,474	54,000	128,674
Recreation Grants-Private	795	18,126	824	16,100	2,850
Senior Citizen Trust	797	13,335	3,010	4,690	11,655
Total		\$ 44,465,012	\$ 56,270,093	\$ 55,300,455	\$ 45,434,650

* Total revenues exclude beginning fund balance amounts.

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

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

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Fund balance, July 1	<u>\$ 20,969,559</u>	<u>\$ 21,707,519</u>	<u>\$ 22,243,928</u>	<u>\$ 23,664,744</u>
Total beginning fund balances	<u>20,969,559</u>	<u>21,707,519</u>	<u>22,243,928</u>	<u>23,664,744</u>
 REVENUES:				
Property Taxes	8,697,189	8,780,697	9,728,905	9,585,000
Sales and Use Taxes	10,524,344	11,777,406	12,649,769	13,017,000
Franchise and other taxes	5,003,739	6,134,122	5,652,167	6,566,000
Licenses and permits	1,383,894	2,229,222	2,616,724	1,679,059
Fines and forfeitures	293,184	354,359	256,247	250,000
Investment income	265,185	191,923	156,000	265,000
Intergovernmental revenues	417,334	231,040	264,387	333,795
Charges for services	4,370,363	3,682,536	4,162,696	4,258,318
Other revenues	2,129,513	2,210,975	2,620,532	2,389,722
Operating transfers-in	1,381,735	1,150,671	1,496,704	1,495,650
Total operating revenues	<u>34,466,480</u>	<u>36,742,951</u>	<u>39,604,131</u>	<u>39,839,544</u>
 EXPENDITURES:				
General Government	* 9,955,455	10,551,507	11,170,891	12,567,596
Public Safety	18,203,868	19,284,848	20,256,415	20,315,715
Public Works	* 3,420,001	3,312,177	3,882,895	4,797,444
Operating transfers-out	1,747,956	1,900,080	2,293,114	2,511,819
Total operating expenditures	<u>33,327,280</u>	<u>35,048,612</u>	<u>37,603,315</u>	<u>40,192,574</u>
Capital transfers-out	401,240	1,157,930	580,000	1,730,960
Total expenditures	<u>33,728,520</u>	<u>36,206,542</u>	<u>38,183,315</u>	<u>41,923,534</u>
 FUND BALANCES:				
Restricted	32,756	32,756	-	-
Committed	19,061,518	19,784,020	21,216,776	19,272,594
Assigned	1,552,458	1,414,030	1,400,000	1,200,000
Unassigned	1,060,787	1,013,122	1,047,968	1,108,160
Total reserves or designations:	<u>21,707,519</u>	<u>22,243,928</u>	<u>23,664,744</u>	<u>21,580,754</u>
 Fund balance - June 30	 <u><u>\$ 21,707,519</u></u>	 <u><u>\$ 22,243,928</u></u>	 <u><u>\$ 23,664,744</u></u>	 <u><u>\$ 21,580,754</u></u>

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

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

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Fund balance, July 1	\$ 544,606	\$ 943,404	\$ 1,355,792	\$ 1,430,096
REVENUES:				
Special Gas Tax 2105	220,767	185,914	176,790	190,800
Special Gas Tax 2106	147,102	137,869	141,464	131,300
Special Gas Tax 2107	294,866	266,849	289,695	284,200
Special Gas Tax 2107.5	6,000	6,000	6,000	6,000
Proposition 42 Gas Tax	391,118	549,452	321,007	578,300
Vehicle Impact Fees	292,967	358,529	354,509	330,000
Investment earnings	9,071	12,952	6,000	-
Other revenues	2,419	1,695	2,186	2,500
Operating transfers-in	302,052	305,609	323,300	353,300
Total revenues	<u>1,666,362</u>	<u>1,824,869</u>	<u>1,620,951</u>	<u>1,876,400</u>
EXPENDITURES:				
PW-Street Maintenance	966,426	970,189	1,024,091	1,262,116
Operating transfers-out	278,818	303,225	250,529	284,284
Total operating expenditures	<u>1,245,244</u>	<u>1,273,414</u>	<u>1,274,620</u>	<u>1,546,400</u>
Capital transfers-out	22,320	139,067	272,027	330,000
Total expenditures	<u>1,267,564</u>	<u>1,412,481</u>	<u>1,546,647</u>	<u>1,876,400</u>
FUND BALANCES:				
Nonspendable	943,404	1,355,792	1,430,096	1,430,096
Total reserves or designations	<u>943,404</u>	<u>1,355,792</u>	<u>1,430,096</u>	<u>1,430,096</u>
Fund balance - June 30	<u>\$ 943,404</u>	<u>\$ 1,355,792</u>	<u>\$ 1,430,096</u>	<u>\$ 1,430,096</u>

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

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Fund balance, July 1	\$ -	\$ -	\$ -	\$ -
REVENUES:				
Lighting & Landscaping Assessments	1,140,728	1,130,236	1,139,133	1,142,000
Property tax	676,510	789,508	757,853	777,000
Insurance claims refund	1,604	528	-	5,000
Residual RPTTF Distribution	-	-	93,305	3,000
Other revenues	16,147	17,740	16,391	2,500
Operating transfers-in	737,520	791,508	922,266	970,755
Total revenues	<u>2,572,509</u>	<u>2,729,520</u>	<u>2,928,948</u>	<u>2,900,255</u>
EXPENDITURES:				
PW-signals & lighting maintenance	617,999	689,630	717,494	693,516
PW-Park Maintenance	1,854,510	1,933,590	2,105,154	2,100,439
Operating transfers-out	100,000	106,300	106,300	106,300
Total expenditures	<u>2,572,509</u>	<u>2,729,520</u>	<u>2,928,948</u>	<u>2,900,255</u>
FUND BALANCES:				
Restricted	-	-	-	-
Total reserves or designations:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

Description	10/11 Actual	11/12 Actual	12/13 Estimated	13/14 Adopted
Fund balance, July 1	\$ 1,450,020	\$ 1,467,218	\$ 1,441,714	\$ 269,091
Adjustment - loans transfer to Santa Clara County	-	-	(1,159,962)	
Fund balance - adjusted	<u>1,450,020</u>	<u>1,467,218</u>	<u>281,752</u>	<u>269,091</u>
REVENUES:				
Investment income	10,573	19,550	-	-
CDBG Grants	135,462	62,836	40,000	40,000
Other revenues	65,495	54,014	62,945	-
Operating transfers-in	36,427	12,733	-	-
Total revenues	<u>247,957</u>	<u>149,133</u>	<u>102,945</u>	<u>40,000</u>
EXPENDITURES:				
Housing	80,841	74,525	61,553	39,817
Rehabilitation	149,918	100,112	54,053	-
Total expenditures	<u>230,759</u>	<u>174,637</u>	<u>115,606</u>	<u>39,817</u>
FUND BALANCES:				
Nonspendable	1,479,680	1,441,714	269,091	269,274
Unassigned	(12,462)	-	-	-
Total reserves or designations:	<u>1,467,218</u>	<u>1,441,714</u>	<u>269,091</u>	<u>269,274</u>
Fund balance - June 30	<u>\$ 1,467,218</u>	<u>\$ 1,441,714</u>	<u>\$ 269,091</u>	<u>\$ 269,274</u>

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

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Fund balance, July 1	\$ 750,144	\$ 690,856	\$ 632,463	\$ 666,698
REVENUES:				
Solid waste fees	-	-	158,560	208,560
AB939 recycling	44,146	43,089	77,327	44,000
Storm water fees	258,800	258,800	373,059	379,869
Storm drain fees	17,308	21,292	29,564	15,000
Beverage container grant	10,965	10,934	10,959	5,000
Investment income	2,025	3,061	2,000	2,000
Operating transfers-in	438,000	452,000	511,940	511,940
Total revenues	<u>771,244</u>	<u>789,176</u>	<u>1,163,409</u>	<u>1,166,369</u>
EXPENDITURES:				
Operating transfers-out	815,300	800,300	1,128,202	1,201,405
Total operating expenditures	<u>815,300</u>	<u>800,300</u>	<u>1,128,202</u>	<u>1,201,405</u>
Capital transfers-out	15,232	47,269	972	-
Total expenditures	<u>830,532</u>	<u>847,569</u>	<u>1,129,174</u>	<u>1,201,405</u>
FUND BALANCES:				
Nonspendable	690,856	632,463	664,698	629,662
Total reserves or designations:	<u>690,856</u>	<u>632,463</u>	<u>664,698</u>	<u>629,662</u>
Fund balance - June 30	<u>\$ 690,856</u>	<u>\$ 632,463</u>	<u>\$ 666,698</u>	<u>\$ 631,662</u>

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

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Fund balance, July 1	\$ -	\$ -	\$ 6,217,949	\$ 7,290,414
Residual equity transfer in	-	6,444,467	1,436,500	
Fund balance - adjusted	<u>-</u>	<u>6,444,467</u>	<u>7,654,449</u>	<u>7,290,414</u>
REVENUES:				
B E G I N Housing Program		2,256,000	-	-
Investment income		2,179	14,150	11,000
Rents and leases	-	5,266	4,163	-
Other revenues		(4,480)	84,703	50,000
Total revenues	<u>-</u>	<u>2,258,965</u>	<u>103,016</u>	<u>61,000</u>
EXPENDITURES:				
RDA Housing		14,483	31,183	57,027
Housing grant & loans		2,471,000	435,868	50,000
Total operating expenditures	<u>-</u>	<u>2,485,483</u>	<u>467,051</u>	<u>107,027</u>
Capital transfers-out	-		-	-
Total expenditures	<u>-</u>	<u>2,485,483</u>	<u>467,051</u>	<u>107,027</u>
FUND BALANCES:				
Nonspendable		-	-	-
Restricted		6,217,949	7,290,414	7,244,387
Unreserved, undesignated		-	-	-
Total reserves or designations:	<u>-</u>	<u>6,217,949</u>	<u>7,290,414</u>	<u>7,244,387</u>
Fund balance - June 30	<u>\$ -</u>	<u>\$ 6,217,949</u>	<u>\$ 7,290,414</u>	<u>\$ 7,244,387</u>

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

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Fund balance, July 1	\$ 8,019,181	\$ 7,745,941	\$ 7,462,351	\$ 7,166,346
REVENUES:				
Interest payments	110,856	101,114	90,692	80,181
Debt service reimbursement from RDA	400,000	233,333	-	-
Principal repayment	(22,770)	(24,840)	(26,910)	279,450
Operating transfers-in	112,966	277,563	510,786	509,043
Total revenues	<u>601,052</u>	<u>587,170</u>	<u>574,568</u>	<u>868,674</u>
EXPENDITURES:				
Principal repayments	605,000	625,000	650,000	675,000
Interest and fiscal charges	267,768	244,236	219,049	191,874
Bond issuance costs and agent fees	1,524	1,524	1,524	1,800
Total expenditures	<u>874,292</u>	<u>870,760</u>	<u>870,573</u>	<u>868,674</u>
FUND BALANCES:				
Nonspendable	<u>7,745,941</u>	<u>7,462,351</u>	<u>7,166,346</u>	<u>7,166,346</u>
Total reserves or designations:	<u>7,745,941</u>	<u>7,462,351</u>	<u>7,166,346</u>	<u>7,166,346</u>
Fund balance - June 30	<u>\$ 7,745,941</u>	<u>\$ 7,462,351</u>	<u>\$ 7,166,346</u>	<u>\$ 7,166,346</u>

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

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Fund balance, July 1	\$ 118,640	\$ 121,646	\$ 30,219	\$ 30,219
REVENUES:				
Special assessments	49,588	66	-	-
Investment income	64	42	-	-
Total revenues	<u>49,652</u>	<u>108</u>	<u>-</u>	<u>-</u>
EXPENDITURES:				
Principal retirement	35,000	85,000	-	-
Interest and fiscal charges	7,329	3,039	-	-
Other charges	3,217	2,396	-	-
Operating transfers-out	1,100	1,100	-	-
Total expenditures	<u>46,646</u>	<u>91,535</u>	<u>-</u>	<u>-</u>
FUND BALANCES:				
Due to bondholders	121,646	-	-	-
Unassigned	-	30,219	30,219	30,219
Total reserves or designations:	<u>121,646</u>	<u>30,219</u>	<u>30,219</u>	<u>30,219</u>
Fund balance - June 30	<u>\$ 121,646</u>	<u>\$ 30,219</u>	<u>\$ 30,219</u>	<u>\$ 30,219</u>

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

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Fund balance, July 1	\$ -	\$ -	\$ -	\$ -
REVENUES:				
Investment income	279,796	278,641	277,359	276,759
Other revenue	22,770	24,840	26,910	26,910
Operating transfers-in	430,115	431,410	432,527	429,831
Total revenues	<u>732,681</u>	<u>734,891</u>	<u>736,796</u>	<u>733,500</u>
EXPENDITURES:				
Principal retirement	55,000	60,000	65,000	65,000
Interest and fiscal charges	677,681	674,891	671,796	668,500
Total expenditures	<u>732,681</u>	<u>734,891</u>	<u>736,796</u>	<u>733,500</u>
FUND BALANCES:				
Unassigned	-	-	-	-
Total reserves or designations:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Fund balance, July 1	\$ 33,600	\$ 93,600	\$ 93,600	\$ 93,600
REVENUES:				
Project revenues	106,779	43,609	14,674	-
Capital transfers-in	5,446,841	4,446,971	3,492,278	7,906,960
Total revenues	<u>5,553,620</u>	<u>4,490,580</u>	<u>3,506,952</u>	<u>7,906,960</u>
EXPENDITURES:				
Capital outlay	5,493,620	4,490,580	3,506,952	7,906,960
Total expenditures	<u>5,493,620</u>	<u>4,490,580</u>	<u>3,506,952</u>	<u>7,906,960</u>
FUND BALANCES:				
Assigned	93,600	93,600	93,600	93,600
Unassigned	-	-	-	-
Total reserves or designations	<u>93,600</u>	<u>93,600</u>	<u>93,600</u>	<u>93,600</u>
Fund balance - June 30	<u>\$ 93,600</u>	<u>\$ 93,600</u>	<u>\$ 93,600</u>	<u>\$ 93,600</u>

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

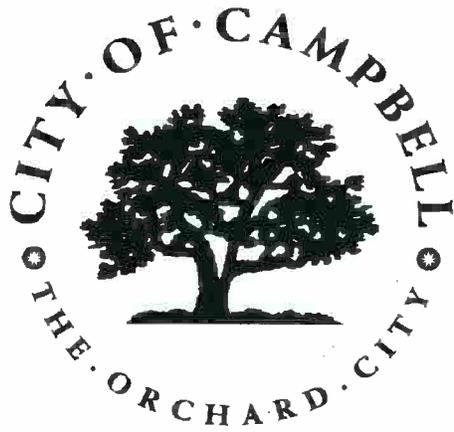
<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Retained earnings at beginning of year	\$ 1,397,685	\$ 1,264,937	\$ 1,103,131	\$ 984,958
REVENUES:				
Users fees and charges	856,183	856,178	882,375	931,178
Other revenue	-	9,268	84,872	10,000
Gain (loss) from sale of assets	30,486	8,231	15,220	8,500
Operating transfers - in	-	-	-	45,000
Total revenues	<u>886,669</u>	<u>873,677</u>	<u>982,467</u>	<u>994,678</u>
EXPENSES:				
Personnel services	245,431	267,355	284,352	286,854
Services and supplies	492,748	548,791	654,288	864,273
Depreciation	231,238	174,337	117,000	-
Operating transfers-out	50,000	45,000	45,000	45,000
Total operating expenses	<u>1,019,417</u>	<u>1,035,483</u>	<u>1,100,640</u>	<u>1,196,127</u>
Total expenses	<u>1,019,417</u>	<u>1,035,483</u>	<u>1,100,640</u>	<u>1,196,127</u>
Net income (loss)	<u>(132,748)</u>	<u>(161,806)</u>	<u>(118,173)</u>	<u>(201,449)</u>
EQUITY:				
Invested in capital assets	591,357	587,490	587,490	587,490
Unrestricted	<u>673,580</u>	<u>515,641</u>	<u>397,468</u>	<u>196,019</u>
Total equity	<u>\$ 1,264,937</u>	<u>\$ 1,103,131</u>	<u>\$ 984,958</u>	<u>\$ 783,509</u>

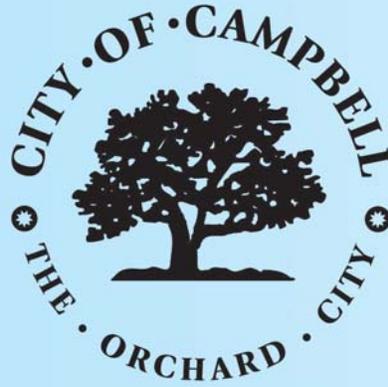
**CITY OF CAMPBELL
INFORMATION TECHNOLOGIES FUND (647)
REVENUES - EXPENSES - RETAINED EARNINGS**

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Retained earnings at beginning of year	\$ 456,321	\$ 244,378	\$ 213,327	\$ 304,679
REVENUES:				
Users fees and charges	802,000	797,642	822,408	877,000
Other income	2,070	5,460	5,793	5,000
Operating transfers-in	2,080	-	17,000	105,250
Total revenues	<u>806,150</u>	<u>803,102</u>	<u>845,201</u>	<u>987,250</u>
EXPENSES:				
Personnel Services	494,469	531,496	532,410	519,537
Services and supplies	265,787	243,994	396,305	636,762
Depreciation	116,895	106,351	100,000	-
Operating transfers-out	24,900	24,900	24,900	24,900
Total expenses	<u>902,051</u>	<u>906,741</u>	<u>1,053,615</u>	<u>1,181,199</u>
Net income (loss)	<u>(95,901)</u>	<u>(103,639)</u>	<u>(208,414)</u>	<u>(193,949)</u>
EQUITY:				
Invested in capital assets	244,378	213,327	304,679	304,679
Unrestricted	<u>1,502,284</u>	<u>1,429,696</u>	<u>1,129,930</u>	<u>935,981</u>
Total equity	<u>\$ 1,746,662</u>	<u>\$ 1,643,023</u>	<u>\$ 1,434,609</u>	<u>\$ 1,240,660</u>

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

<u>Description</u>	<u>10/11 Actual</u>	<u>11/12 Actual</u>	<u>12/13 Estimated</u>	<u>13/14 Adopted</u>
Retained earnings at beginning of year	\$ 1,793,069	\$ 1,624,761	\$ 1,161,181	\$ 931,972
REVENUES:				
Charges to operating departments	393,051	365,834	357,535	395,000
Insurance claims reimbursements	-	211,261	-	-
Total revenues	<u>393,051</u>	<u>577,095</u>	<u>357,535</u>	<u>395,000</u>
EXPENSES:				
Personnel services	35,159	37,011	38,509	39,161
Services and supplies	390,925	358,799	548,235	444,950
Change in accrual	135,275	644,865	-	-
Total expenses	<u>561,359</u>	<u>1,040,675</u>	<u>586,744</u>	<u>484,111</u>
Net income (loss)	<u>(168,308)</u>	<u>(463,580)</u>	<u>(229,209)</u>	<u>(89,111)</u>
EQUITY:				
Unrestricted	<u>\$ 1,624,761</u>	<u>\$ 1,161,181</u>	<u>\$ 931,972</u>	<u>\$ 842,861</u>



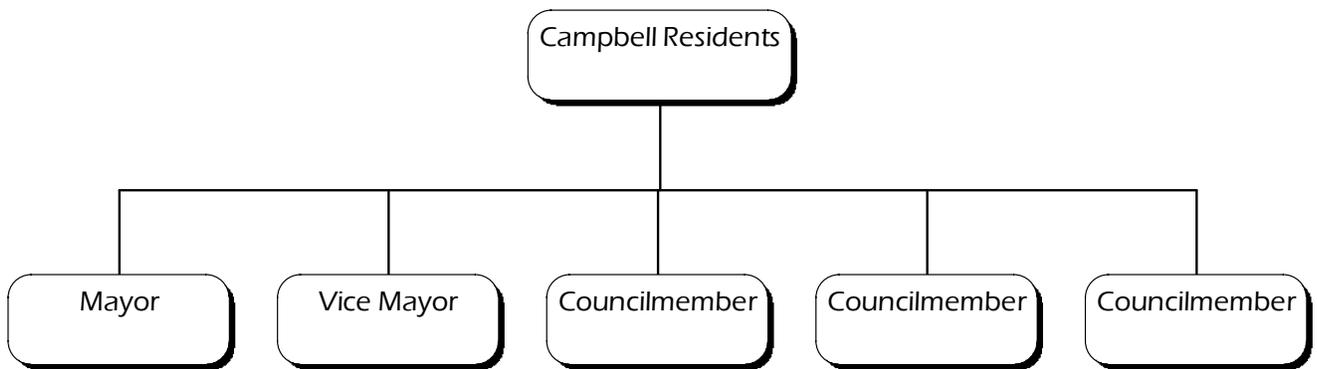


City Council

City Council



Campbell City Council 2013 - 2014



CITY MANAGER DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Assistant to the City Manager	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Assistant to the City Manager	0.90	0.90	0.90	0.90
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Representative	1.50	1.50	1.50	1.75
Office Assistant	-	-	-	-
Office Specialist	-	-	-	-
Total Budgeted Positions	7.40	7.40	7.40	7.65
<u>Temporary Positions</u>				
Temporary Clerical Assistance	-	-	-	-
Summer Intern	0.08	-	-	-
Total Temporary Positions	0.08	-	-	-
Total Staffing	7.48	7.40	7.40	7.65

Expenditure Summary

<u>Description</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Employee Services	\$ 1,051,205	\$ 1,116,636	\$ 1,190,215	\$ 1,247,554
Supplies & Other Services & Capital Outlay	1,250,521	1,604,044	906,213	1,171,738
Debt Service	-	-	-	-
Total Before Transfers	2,301,726	2,720,680	2,096,428	2,419,292
Transfers-Out	-	-	-	-
Appropriation Total	2,301,726	2,720,680	2,096,428	2,419,292
Less Transfers-In	93,944	62,093	22,600	17,500
Net Cost	<u>\$ 2,207,782</u>	<u>\$ 2,658,587</u>	<u>\$ 2,073,828</u>	<u>\$ 2,401,792</u>

Revenue Summary

Total Revenue Monitored by Department	<u>\$ 989,761</u>	<u>\$ 1,091,123</u>	<u>\$ 2,063,000</u>	<u>\$ 2,329,000</u>
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**GENERAL FUND - (101)
City Council Program - (501)**

MISSION STATEMENT

Provide overall policy direction for the City of Campbell.

ONGOING RESPONSIBILITIES

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

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

**EXHIBIT A
101.501**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 114,507	\$ 115,631	\$ 121,191	\$ 128,470
Supplies, Services & Capital Outlay (Exhibit C)	118,914	125,441	140,992	142,992
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	233,421	241,072	262,183	271,462
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 233,421	\$ 241,072	\$ 262,183	\$ 271,462

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 181,032	\$ 189,458	\$ 209,921	\$ 219,200
Gas Tax	204	9899	50,529	50,529	52,262	52,262
RDA - Administration	434	9899	1,860	1,085	-	-
TOTAL			\$ 233,421	\$ 241,072	\$ 262,183	\$ 271,462

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Gas Tax - Transfers In	101	6899	\$ 50,529	\$ 50,529	\$ 52,262	\$ 52,262
RDA - Administration - Transfers In	101	6899	1,860	1,085	-	-
TOTAL			\$ 52,389	\$ 51,614	\$ 52,262	\$ 52,262

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

**EXHIBIT B
101.501**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.501.7001 Personnel - Regular	\$ 37,757	\$ 38,735	\$ 37,200	\$ 37,200
101.501.7002 Personnel - Temporary	-	-	-	-
101.501.7003 Personnel - Overtime	-	-	-	-
101.501.7005 Personnel - POST	-	-	-	-
101.501.7103 Personnel - Holiday Pay	-	-	-	-
101.501.7104 Meal Allowance	-	-	-	-
101.501.7105 Uniform Allowance	-	-	-	-
101.501.7106 Retirement	3,811	1,337	5,324	6,050
101.501.7107 Dental Insurance	8,353	8,682	8,880	9,000
101.501.7108 Group Health Insurance	53,151	55,385	58,338	65,000
101.501.7109 Group Life Insurance	930	930	1,200	960
101.501.7110 Workers' Compensation Insurance	163	150	110	120
101.501.7111 Unemployment Insurance	-	-	-	-
101.501.7112 Group Disability Insurance	-	-	-	-
101.501.7113 Medicare	668	811	539	540
101.501.7114 Auto Allowance	9,674	9,601	9,600	9,600
101.501.7115 Cell Phone Allowance	-	-	-	-
101.501.7118 Other Benefit Pay	-	-	-	-
101.501.7119 Social Security	-	-	-	-
101.501.7122 Deferred Compensation Contribution	-	-	-	-
101.501.7126 PARS 457 Retirement	-	-	-	-
101.501.7121 Leave Balance Payout	-	-	-	-
101.501.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 114,507	\$ 115,631	\$ 121,191	\$ 128,470

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

**EXHIBIT B-1
 101.501**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Council Member *	5.00	5.00	5.00	5.00	\$ 37,200
* Council positions are not full-time.					
TOTAL	5.00	5.00	5.00	5.00	\$ 37,200

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.501**

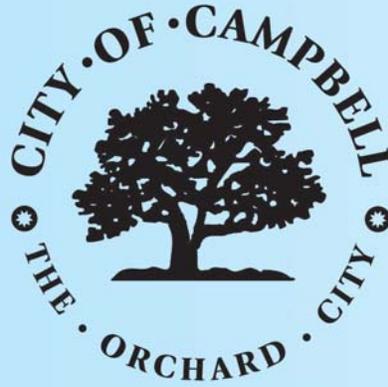
Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.501.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.501.7421 Communications - Phones	79	-	-	-
101.501.7422 Advertising	-	-	-	-
101.501.7423 Clothing and Personal Expense	-	-	-	-
101.501.7424 Office Expense	114	911	500	500
101.501.7425 Minor Tools & Equipment	-	-	-	-
101.501.7427 Special Departmental Expense	7,168	8,710	9,000	11,000
101.501.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.501.7429 Maintenance & Operation of Equipment	709	-	-	-
101.501.7430 Professional & Specialized Services	17,816	16,546	17,600	17,600
101.501.7431 Promotional Expense*	-	-	-	-
101.501.7432 Other Contractual Services	-	-	-	-
101.501.7433 Insurance and Surety Bonds	-	-	-	-
101.501.7434 Memberships, Dues, Books	78,292	77,941	83,892	83,892
101.501.7435 Professional Development & Meetings	14,736	21,247	30,000	30,000
101.501.7437 Staff Development	-	86	-	-
101.501.7438 Other Charges	-	-	-	-
101.501.7441 Special Community Services	-	-	-	-
101.501.7442 Insurance Claims Expense	-	-	-	-
101.501.7548 User Charges - Photocopy/Fax	-	-	-	-
101.501.7549 User Charges - Communications Pool	-	-	-	-
101.501.7550 User Charges - Motor Pool	-	-	-	-
101.501.7551 User Charges - IT Pool	-	-	-	-
101.501.7884 Machinery & Equipment	-	-	-	-
* Moved to 101.601 in FY 02/03				
TOTAL	\$ 118,914	\$ 125,441	\$ 140,992	\$ 142,992

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

**EXHIBIT C-1
101.501**

Description	13/14 Adopted
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	\$ 500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Advisory Commission Recognition Dinner	6,000
Cablecasting Program Supplies and Internet Service	2,350
Miscellaneous Supplies	200
Neighborhood Association Assistance Grants	2,000
Photography	100
Plaques, Awards & Promotional Items	350
	11,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Cablecasting Services Contract	17,600
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	
Dues:	
Association of Bay Area Governments (ABAG)	7,710
League of California Cities	14,300
National League of Cities	3,820
Peninsula Division of League of California Cities	100
Santa Clara County Cities Association	5,000
Santa Clara County Transportation Authority (Congestion Management) *	52,262
West Valley Mayors & Managers	600
Subscriptions: Business Journal	100
	83,892
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
Conferences and Meetings; Council Retreat	30,000
TOTAL	\$ 142,992

* Funded From Gas Tax

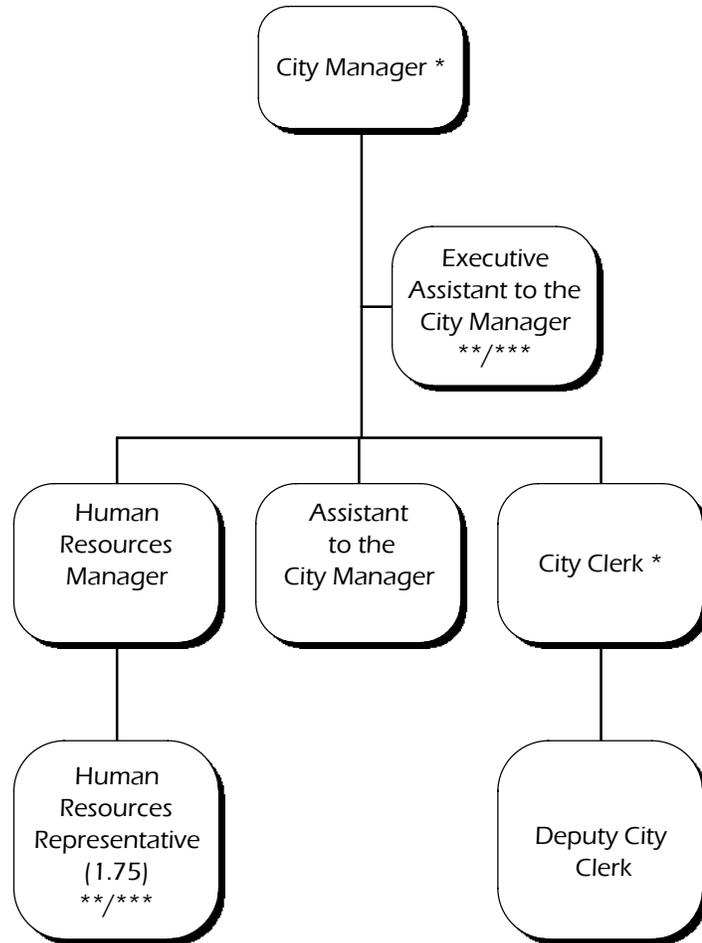


City Administration

City Manager



City Manager's Office 2013 - 2014



* Appointed by City Council

** Confidential

*** Permanent Part-Time

CITY MANAGER DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Assistant to the City Manager	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Assistant to the City Manager	0.90	0.90	0.90	0.90
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Representative	1.50	1.50	1.50	1.75
Office Assistant	-	-	-	-
Office Specialist	-	-	-	-
Total Budgeted Positions	7.40	7.40	7.40	7.65
 Temporary Positions				
Temporary Clerical Assistance	-	-	-	-
Summer Intern	0.08	-	-	-
Total Temporary Positions	0.08	-	-	-
Total Staffing	7.48	7.40	7.40	7.65

Expenditure Summary

<u>Description</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Employee Services	\$ 1,051,205	\$ 1,116,636	\$ 1,190,215	\$ 1,247,554
Supplies & Other Services & Capital Outlay	1,250,521	1,604,044	906,213	1,171,738
Debt Service	-	-	-	-
Total Before Transfers	2,301,726	2,720,680	2,096,428	2,419,292
Transfers-Out	-	-	-	-
Appropriation Total	2,301,726	2,720,680	2,096,428	2,419,292
Less Transfers-In	93,944	62,093	22,600	17,500
Net Cost	\$ 2,207,782	\$ 2,658,587	\$ 2,073,828	\$ 2,401,792

Revenue Summary

Total Revenue Monitored by Department	\$ 989,761	\$ 1,091,123	\$ 2,063,000	\$ 2,329,000
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GENERAL FUND - (101)
City Manager - Administration Program (510)
Program Manager - City Manager

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Review City ordinances and policies to reflect current ADA rules
- Draft media relations policy
- Explore methods to enhance economic development
- Upgrade cablecasting equipment and software (Phase 2 of 2)
- Develop guiding principles for positions on proposed legislation
- Conduct community satisfaction survey
- Integrate Council Priorities from the May 3rd work session into the City's Work Plans
- Study the impact of the Affordable Health Care Act on temporary employees
- Study how and when to convert long time, full time temporary employees into regular full time employees

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Quarterly Council Agenda items presented as scheduled 90% of time.	93%	100%	100%
2	City Manager's Office will respond to citizen concerns within 2 business days 85% of time. #	93%	90.4%	92%
3	Review and process Purchase Orders within two business days 90% of time.	100%	100%	100%
4	Civic Improvement Commission agenda packets will be completed and transmitted four business days prior to meeting 95% of time.	100%	100%	100%
5	Civic Improvement Commission annual Workplan Items will meet timelines 90% of time.	100%	100%	100%
6	Public Information Workplan Items will meet timelines 90% of time.	100%	100%	100%

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

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

**EXHIBIT B
101.510**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.510.7001 Personnel - Regular	\$ 377,877	\$ 302,344	\$ 408,975	\$ 403,397
101.510.7002 Personnel - Temporary	-	78,825	47,305	49,251
101.510.7003 Personnel - Overtime	385	1,031	-	-
101.510.7005 Personnel - POST	-	-	-	-
101.510.7103 Personnel - Holiday Pay	-	-	-	-
101.510.7104 Meal Allowance	-	-	-	-
101.510.7105 Uniform Allowance	-	-	-	-
101.510.7106 Retirement	41,610	44,586	58,533	65,592
101.510.7107 Dental Insurance	4,838	4,467	5,340	3,600
101.510.7108 Group Health Insurance	40,792	38,712	38,512	47,092
101.510.7109 Group Life Insurance	557	463	480	576
101.510.7110 Workers' Compensation Insurance	1,373	1,369	1,630	1,469
101.510.7111 Unemployment Insurance	-	-	-	-
101.510.7112 Group Disability Insurance	2,173	1,775	2,902	2,184
101.510.7113 Medicare	5,684	6,436	6,616	6,564
101.510.7114 Auto Allowance	3,660	2,319	3,660	3,660
101.510.7115 Cell Phone Allowance	840	602	840	840
101.510.7118 Other Benefit Pay	6,383	5,743	-	-
101.510.7119 Social Security	-	-	-	-
101.510.7121 Leave Balance Payout		38,724	-	-
101.510.7122 Deferred Compensation Contribution	3,360	5,336	7,327	7,470
101.510.7126 PARS 457 Retirement	-	1,034	615	640
101.510.7130 Project Overhead Cost				
TOTAL	\$ 489,532	\$ 533,766	\$ 582,735	\$ 592,335

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

**EXHIBIT B-1
101.510**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
City Manager	1.00	1.00	1.00	1.00	\$ 194,129
Assistant to the City Manager	1.00	1.00	1.00	1.00	130,832
Executive Assistant to the City Manager	0.90	0.90	0.90	0.90	78,436
TOTAL	2.90	2.90	2.90	2.90	\$ 403,397

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Leasing Project Manager *	-	-	0.45	0.45	\$ 48,251
SVRIP Summer Intern	-	-	-	0.05	1,000
* Previously part of Redevelopment Agency which was dissolved by State effective 2/1/2012.					
TOTAL	-	-	0.45	0.50	\$ 49,251

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

**EXHIBIT C
101.510**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.510.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.510.7421 Communications - Phones	-	518	-	-
101.510.7422 Advertising	-	-	-	-
101.510.7423 Clothing and Personal Expense	-	-	-	-
101.510.7424 Office Expense	3,555	1,742	1,300	1,300
101.510.7425 Minor Tools & Equipment	-	-	-	-
101.510.7427 Special Departmental Expense	2,485	2,944	4,000	4,000
101.510.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.510.7429 Maintenance & Operation of Equipment	-	-	-	-
101.510.7430 Professional & Specialized Services	-	-	-	-
101.510.7431 Promotional Expense	13,500	-	-	-
101.510.7432 Other Contractual Services	42,500	55,000	60,100	62,000
101.510.7433 Insurance and Surety Bonds	-	-	-	-
101.510.7434 Memberships, Dues, Books	2,888	1,799	3,500	11,000
101.510.7435 Professional Development & Meetings	3,375	5,725	3,600	5,000
101.510.7437 Staff Development	-	-	-	-
101.510.7438 Other Charges	-	-	-	-
101.510.7441 Special Community Services	-	-	-	-
101.510.7442 Insurance Claims Expense	-	-	-	-
101.510.7548 User Charges - Photocopy/Fax	-	-	-	-
101.510.7549 User Charges - Communications Pool	-	-	-	-
101.510.7550 User Charges - Motor Pool	-	-	-	-
101.510.7551 User Charges - IT Pool	33,990	33,990	35,837	38,019
101.510.7884 Machinery & Equipment	-	-	-	-
101.510.7443 Expense Contingency	-	-	-	122,000
TOTAL	\$ 102,293	\$ 101,718	\$ 108,337	\$ 243,319

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

**EXHIBIT C-1
 101.510
 Page 1**

Description	13/14 Adopted
<u>7424 OFFICE EXPENSE</u>	
Office Supplies - Printed Forms	\$ 1,300
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Citywide Employee Recognition	750
Civic Improvement Commission - Special Projects	250
Departmental Employee Recognition	200
Employees' Holiday Event/Annual Picnic Potluck	2,500
Special Supplies, Film Processing & Awards	300
	4,000
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Countywide 2-1-1 Initiative (United Way Silicon Valley)	2,000
Chamber of Commerce Information & Referral Contract	10,000
Social Service Grants: **	50,000
Catholic Charities / Ombudsman Program	
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	
	62,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
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)	
	11,000
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	5,000
SUB - TOTAL	\$ 83,300

** Approved by Council at the May 21, 2013 Council Meeting (including a performance reserve).

Description	13/14 Adopted
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	38,019
<u>7443 EXPENSE CONTINGENCY</u>	
Council Priorities Reserve	122,000
TOTAL	\$ 243,319

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- With assistance from IT, assess and implement workflow for Council packet creation process (carry-forward from FY 2013)

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	100% of legal notification requirements for Council Meetings are met.	100%	100%	100%
2	90% of the Minutes, Resolutions and Ordinances will be scanned into document imaging within two weeks of City Council approval.	100%	100%	100%
3	90% of the Minutes of City Council Meetings will be accurately prepared for approval at the next regular Council Meeting.	100%	100%	100%
4	90% of the City Council meeting follow-up (correspondence, confirming documents, signatures, copy distribution, document filing) will be completed within two weeks of Council meeting date.	100%	100%	100%

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

**EXHIBIT A
101.511**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 231,315	\$ 239,346	\$ 249,713	\$ 262,796
Supplies, Services & Capital Outlay (Exhibit C)	180,968	71,910	147,993	98,197
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	412,283	311,256	397,706	360,993
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 412,283	\$ 311,256	\$ 397,706	\$ 360,993

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 390,583	\$ 298,597	\$ 397,706	\$ 360,993
RDA 20% Housing	223	9899	4,340	2,532	-	-
RDA Administration	434	9899	17,360	10,127	-	-
TOTAL			\$ 412,283	\$ 311,256	\$ 397,706	\$ 360,993

REVENUES MONITORED BY THIS PROGRAM

RDA - 20% Housing - Transfer In	101	6899	\$ 4,340	\$ 2,532	\$ -	\$ -
RDA - Administration - Transfer In	101	6899	17,360	10,127	-	-
* Business License moved to Program 535 in FY 11.						
TOTAL			\$ 21,700	\$ 12,659	\$ -	\$ -

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

**EXHIBIT B
101.511**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.511.7001 Personnel - Regular	\$ 168,021	\$ 167,413	\$ 184,950	\$ 192,218
101.511.7002 Personnel - Temporary	-	7,101	-	-
101.511.7003 Personnel - Overtime	-	-	-	-
101.511.7005 Personnel - POST	-	-	-	-
101.511.7103 Personnel - Holiday Pay	-	-	-	-
101.511.7104 Meal Allowance	-	-	-	-
101.511.7105 Uniform Allowance	-	-	-	-
101.511.7106 Retirement	18,761	25,641	26,470	31,255
101.511.7107 Dental Insurance	3,234	3,473	3,560	3,600
101.511.7108 Group Health Insurance	23,684	24,366	25,698	26,868
101.511.7109 Group Life Insurance	372	372	432	384
101.511.7110 Workers' Compensation Insurance	627	555	545	632
101.511.7111 Unemployment Insurance	-	-	-	-
101.511.7112 Group Disability Insurance	1,386	1,238	1,716	1,392
101.511.7113 Medicare	2,544	2,427	2,682	2,787
101.511.7114 Auto Allowance	960	960	960	960
101.511.7115 Cell Phone Allowance	360	360	360	360
101.511.7118 Other Benefit Pay	3,926	2,665	-	-
101.511.7119 Social Security	-	-	-	-
101.511.7121 Leave Balance Payout	5,124	471	-	-
101.511.7122 Deferred Compensation Contribution	2,316	2,304	2,340	2,340
101.511.7126 PARS 457 Retirement	-	-	-	-
101.511.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 231,315	\$ 239,346	\$ 249,713	\$ 262,796

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

**EXHIBIT B-1
 101.511**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
City Clerk	1.00	1.00	1.00	1.00	\$ 117,128
Deputy City Clerk	1.00	1.00	1.00	1.00	75,090
TOTAL	2.00	2.00	2.00	2.00	\$ 192,218

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.511**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.511.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.511.7421 Communications - Phones	-	-	-	-
101.511.7422 Advertising	14,485	16,625	16,000	16,000
101.511.7423 Clothing and Personal Expense	-	-	-	-
101.511.7424 Office Expense	29,739	30,728	42,500	42,500
101.511.7425 Minor Tools & Equipment	-	-	-	-
101.511.7427 Special Departmental Expense	1,121	166	900	900
101.511.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.511.7429 Maintenance & Operation of Equipment	6,683	5,583	6,000	6,000
101.511.7430 Professional & Specialized Services	7,210	4,082	8,000	8,000
101.511.7431 Promotional Expense	-	-	-	-
101.511.7432 Other Contractual Services	-	-	-	-
101.511.7433 Insurance and Surety Bonds	-	-	-	-
101.511.7434 Memberships, Dues, Books	450	1,156	1,015	1,100
101.511.7435 Professional Development & Meetings	1,798	2,997	4,000	4,000
101.511.7436 Election Expense	108,824	115	51,000	-
101.511.7437 Staff Development	200	-	-	-
101.511.7441 Special Community Services	-	-	-	-
101.511.7442 Insurance Claims Expense	-	-	-	-
101.511.7548 User Charges - Photocopy/Fax	-	-	-	-
101.511.7549 User Charges - Communications Pool	-	-	-	-
101.511.7550 User Charges - Motor Pool	-	-	200	200
101.511.7551 User Charges - IT Pool	10,458	10,458	18,378	19,497
101.511.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 180,968	\$ 71,910	\$ 147,993	\$ 98,197

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

**EXHIBIT C-1
 101.511**

Description	13/14 Adopted
<u>7422 ADVERTISING</u>	
Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc.	\$ 16,000
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	2,500
Postage for All Departments	40,000
	42,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Frames for City Council Proclamations/Resolutions	400
Minute, Ordinance & Resolution Books	200
Office Equipment	300
	900
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Mailing Machine (Year Three of Five-Year Lease)	4,000
Supplies for Postage Machine	1,500
U.S. Audio (Sony Recorder Maintenance & Supplies)	500
	6,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Codification of Ordinances Amending Campbell Municipal Code	8,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	1,100
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	4,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Pool Vehicle Rental	200
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	19,497
TOTAL	\$ 98,197

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Meet and confer with Campbell Municipal Employees Association (CMEA), Campbell Police Civilian Employees Association (CPCEA), Campbell Police Officers Association (CPOA) employee groups
- Sexual Harassment Training - all employees
- Conduct classification audits/analysis for requested positions

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Complete 90% of recruitments in 2.5 months or less (time measured from date filing opens to date Eligibility List is established).	100%	100%	100%
2	90% of recruitments begin within two (2) weeks of approval to fill the position.	100%	100%	100%
3	Provide 22,000 volunteer hours to City programs annually.	21,618	22,008	22,637
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 B
101.515**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.515.7001 Personnel - Regular	\$ 220,028	\$ 221,228	\$ 233,092	\$ 257,348
101.515.7002 Personnel - Temporary	-	3,413	-	-
101.515.7003 Personnel - Overtime	-	-	-	-
101.515.7005 Personnel - POST	-	-	-	-
101.515.7103 Personnel - Holiday Pay	-	-	-	-
101.515.7104 Meal Allowance	-	-	-	-
101.515.7105 Uniform Allowance	-	-	-	-
101.515.7106 Retirement	24,538	32,315	38,862	41,846
101.515.7107 Dental Insurance	4,724	5,080	4,997	5,040
101.515.7108 Group Health Insurance	29,828	31,111	32,197	37,378
101.515.7109 Group Life Insurance	544	528	672	538
101.515.7110 Workers' Compensation Insurance	1,107	1,209	687	798
101.515.7111 Unemployment Insurance	-	-	-	-
101.515.7112 Group Disability Insurance	1,844	1,833	2,009	1,834
101.515.7113 Medicare	3,549	3,610	3,380	3,732
101.515.7114 Auto Allowance	768	768	768	768
101.515.7115 Cell Phone Allowance	288	288	288	288
101.515.7118 Other Benefit Pay	4,865	2,068	-	-
101.515.7119 Social Security	-	-	-	-
101.515.7121 Leave Balance Payout	-	-	-	-
101.515.7122 Deferred Compensation Contribution	3,117	3,064	2,977	3,692
101.515.7126 PARS 457 Retirement	-	-	-	-
101.515.7130 Project Overhead Cost				
TOTAL	\$ 295,200	\$ 306,515	\$ 319,929	\$ 353,262

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

**EXHIBIT C
101.515**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.515.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.515.7421 Communications - Phones	-	-	-	-
101.515.7422 Advertising	55	-	1,000	1,000
101.515.7423 Clothing and Personal Expense	-	-	-	-
101.515.7424 Office Expense	498	545	750	750
101.515.7425 Minor Tools & Equipment	-	-	-	-
101.515.7427 Special Departmental Expense	2,820	4,735	4,500	4,500
101.515.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.515.7429 Maintenance & Operation of Equipment	-	-	-	-
101.515.7430 Professional & Specialized Services	114,707	205,884	90,650	90,650
101.515.7431 Promotional Expense	-	-	-	-
101.515.7432 Other Contractual Services	-	-	-	-
101.515.7433 Insurance and Surety Bonds	-	-	-	-
101.515.7434 Memberships, Dues, Books	1,190	509	750	750
101.515.7435 Professional Development & Meetings	3,256	5,681	5,000	5,000
101.515.7437 Staff Development	26,289	25,003	28,400	29,900
101.515.7438 Other Charges	-	-	-	-
101.515.7441 Special Community Services	4,582	5,103	5,000	6,000
101.515.7442 Insurance Claims Expense	39,971	47,465	25,000	30,000
101.515.7548 User Charges - Photocopy/Fax	-	-	-	-
101.515.7549 User Charges - Communications Pool	-	-	-	-
101.515.7550 User Charges - Motor Pool	-	-	100	100
101.515.7551 User Charges - IT Pool	8,715	8,715	13,783	14,622
101.515.7625 Retiree Health Rebate	120,163	123,112	135,000	202,000
101.515.7626 Retiree Health Prefunding (OPEB)	-	-	-	-
101.515.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 322,246	\$ 426,752	\$ 309,933	\$ 385,272

Description	13/14 Adopted
<u>7422 ADVERTISING</u>	\$ 1,000
<u>7424 OFFICE EXPENSE</u>	
Office Supplies & Forms	750
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
City-wide Safety Supplies	300
Fingerprinting - All New Permanent Employees and Temporary Recreation Employees as Required by Law	2,500
Oral Board Expenses	1,000
Negotiations Lunches	400
Travel Reimbursement - Out of Area Job Candidates	300
	4,500
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Attorney Fees - Labor Relations	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	1,500
	90,650
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	750
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	5,000
SUB-TOTAL	\$ 102,650

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

**EXHIBIT C-1
 101.515
 Page 2**

Description	13/14 Adopted
<u>7437 STAFF DEVELOPMENT</u>	
Annual Management Group/Department Head Training	\$ 2,500
Central Tuition Reimbursement	12,000
Employee Relations Consortium	3,000
Healthy Lifestyle	1,500
Human Resources Training (Sexual Harassment - AB-1825)	2,400
Management Talent Exchange Program (MTEP) - Leadership Academy	2,000
Service & Retirement Awards Program	6,500
	29,900
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Volunteer Recognition	6,000
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
Payment of Unemployment Claims (Extended Payment of Claims)	30,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Pool Vehicle Rental	100
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	14,622
<u>7625 RETIREE HEALTH REBATE</u>	
Upon retirement from the City of Campbell, employees who have completed at least seventeen years of service are eligible for health insurance reimbursement for self only up to \$325 per month (48 Participants). Budget includes employer PEMHCA @ \$33k.	202,000
TOTAL	\$ 385,272

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	90% of claims are responded to within 5 working days.	100%	100%	100%
2	Number of recordable industrial injures.	16	34	23
3	Percent of annual increase (decrease) in the number of recordable work related injuries.	130%	112%	(32%)

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

**EXHIBIT A
 690.516**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 35,158	\$ 37,009	\$ 37,838	\$ 39,161
Supplies, Services & Capital Outlay (Exhibit C)	645,014	1,003,664	339,950	444,950
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	680,172	1,040,673	377,788	484,111
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 680,172	\$ 1,040,673	\$ 377,788	\$ 484,111

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Workers' Comp. Trust	690	5142	\$ 393,051	\$ 365,834	\$ 345,000	\$ 395,000
Workers' Comp. Ins. - Beg. Fund Bal.	690	6090	168,307	463,578	32,788	89,111
Insurance Claims Reimbursements	690	4962	118,814	211,261	-	-
TOTAL			680,172	\$ 1,040,673	\$ 377,788	\$ 484,111

REVENUES MONITORED BY THIS PROGRAM

Workers' Compensation:						
Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Charges to Operating Departments	690	5142	\$ 393,051	\$ 365,834	\$ 345,000	\$ 395,000
Insurance Claims Reimbursements	690	4962	118,814	211,261	-	-
TOTAL			\$ 511,865	\$ 577,095	\$ 345,000	\$ 395,000

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

**EXHIBIT B
690.516**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
690.516.7001 Personnel - Regular	\$ 27,080	\$ 28,512	\$ 29,440	\$ 30,024
690.516.7002 Personnel - Temporary	-	-	-	-
690.516.7003 Personnel - Overtime	-	-	-	-
690.516.7005 Personnel - POST	-	-	-	-
690.516.7103 Personnel - Holiday Pay	-	-	-	-
690.516.7104 Meal Allowance	-	-	-	-
690.516.7105 Uniform Allowance	-	-	-	-
690.516.7106 Retirement	3,087	4,177	4,213	4,882
690.516.7107 Dental Insurance	323	347	355	360
690.516.7108 Group Health Insurance	2,272	2,428	2,573	2,693
690.516.7109 Group Life Insurance	37	37	48	38
690.516.7110 Workers' Compensation Insurance	99	93	87	99
690.516.7111 Unemployment Insurance	-	-	-	-
690.516.7112 Group Disability Insurance	158	158	223	158
690.516.7113 Medicare	414	436	427	435
690.516.7114 Auto Allowance	192	192	192	192
690.516.7115 Cell Phone Allowance	72	72	72	72
690.516.7118 Other Benefit Pay	1,216	349	-	-
690.516.7119 Social Security	-	-	-	-
690.516.7121 Leave Balance Payout	-	-	-	-
690.516.7122 Deferred Compensation Contribution	208	208	208	208
690.516.7126 PARS 457 Retirement	-	-	-	-
690.516.7130 Project Overhead Cost				
TOTAL	\$ 35,158	\$ 37,009	\$ 37,838	\$ 39,161

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

**EXHIBIT B-1
 690.516**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Human Resources Manager *	0.20	0.20	0.20	0.20	\$ 30,024
* Balance of Position in Program 515					
TOTAL	0.20	0.20	0.20	0.20	\$ 30,024

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
690.516**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
690.516.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
690.516.7421 Communications - Phones	-	-	-	-
690.516.7422 Advertising	-	-	-	-
690.516.7423 Clothing and Personal Expense	-	-	-	-
690.516.7424 Office Expense	-	-	50	50
690.516.7425 Minor Tools & Equipment	-	-	-	-
690.516.7427 Special Departmental Expense	-	-	-	-
690.516.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
690.516.7429 Maintenance & Operation of Equipment	-	-	-	-
690.516.7430 Professional & Specialized Services	51,428	43,469	47,900	47,900
690.516.7431 Promotional Expense	-	-	-	-
690.516.7432 Other Contractual Services	-	-	-	-
690.516.7433 Insurance and Surety Bonds	(615)	41,668	42,000	47,000
690.516.7434 Memberships, Dues, Books	-	-	-	-
690.516.7435 Professional Development & Meetings	-	-	-	-
690.516.7437 Staff Development	-	-	-	-
690.516.7438 Other Charges	-	-	-	-
690.516.7441 Special Community Services	-	-	-	-
690.516.7442 Insurance Claims Expense	458,926	273,662	250,000	350,000
690.516.7548 User Charges - Photocopy/Fax	-	-	-	-
690.516.7549 User Charges - Communications Pool	-	-	-	-
690.516.7668 Change in Accrual W/C Losses	135,275	644,865	-	-
690.516.7669 Reimbursable W/C Claims Expense	-	-	-	-
690.516.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 645,014	\$ 1,003,664	\$ 339,950	\$ 444,950

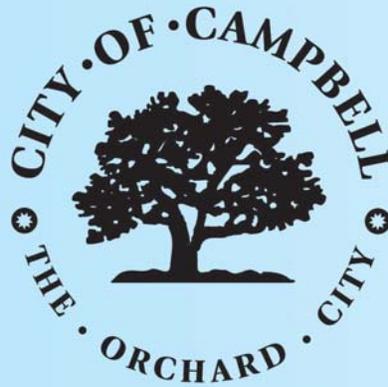
**CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Detail
 PROGRAM: CITY MANAGER - WORKERS COMPENSATION INSURANCE**

**EXHIBIT C-1
 690.516**

Description	13/14 Adopted
<u>7424 OFFICE EXPENSE</u>	
Supplies, Forms, Etc.	\$ 50
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Actuarial Review	3,100
Department of Industrial Relations (DOIR) Self-Insurance Fee	8,800
Third-Party Administrator Fees (Tri-Star)	36,000
	47,900
<u>7433 INSURANCE & SURETY BONDS</u>	
Excess Workers' Compensation Insurance over \$1,000,000 Self-Insured Retention (SIR)	47,000
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
Disability Payments to Employees, Medical Fees, Legal Fees, Etc.	350,000
<u>7668 CHANGE IN ACCRUAL</u>	
Workers' Compensation Losses *	-
TOTAL	\$ 444,950

* Funded with One-Time Revenue - Beginning Fund Balance



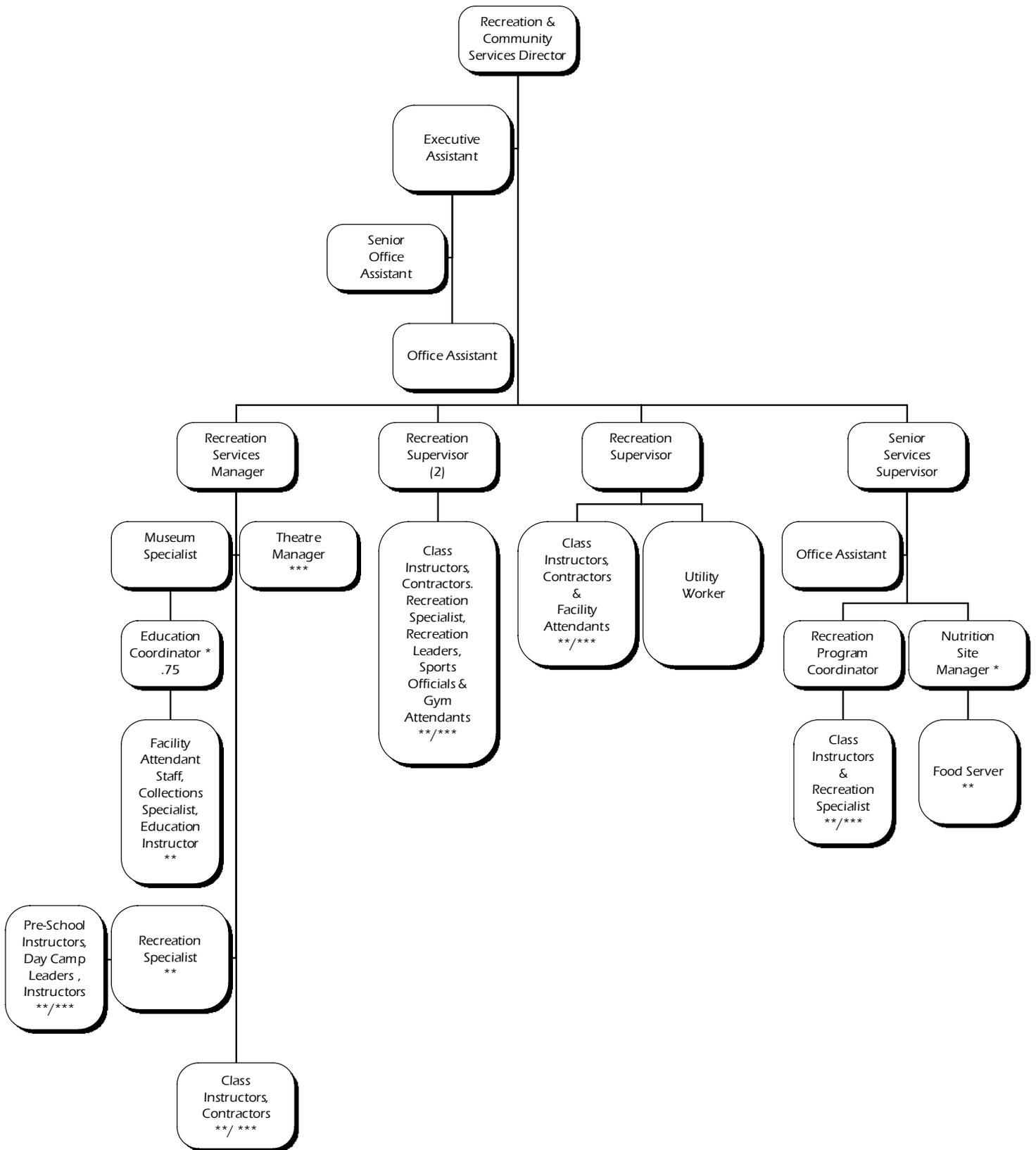


Recreation
&
Community Services

Recreation & Community Services



Recreation and Community Services Department 2013 - 2014



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

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Executive Assistant	1.00	1.00	1.00	1.00
Food Server	0.50	0.50	-	-
Museum Education Coordinator	0.75	0.75	0.75	0.75
Museum Specialist	1.00	1.00	1.00	1.00
Nutrition Site Manager	0.50	0.50	0.50	0.50
Office Assistant	2.00	2.00	2.00	2.00
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00	1.00
Recreation Program Supervisor	3.00	3.00	3.00	3.00
Recreation Services Manager	1.00	1.00	1.00	1.00
Senior Office Assistant	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00
Utility Worker	1.00	1.00	1.00	1.00
Total Budgeted Positions	14.75	14.75	14.25	14.25

Temporary Positions

Aquatic Instructor / Lifeguard	1.75	1.61	1.93	1.95
Bldg. Attendants - Building Attendants - Wknight	1.39	1.39	1.40	1.40
Bldg. Attendants - Building Attendants - Weekend	1.49	1.49	1.60	1.60
Bldg. Attendants - Museum Support	0.02	0.02	0.02	0.02
Class Instructors	4.22	4.22	4.60	4.43
Clerical Relief	0.14	0.14	0.10	0.25
Collections Specialist	0.23	0.23	0.27	0.27
Day Camp Recreation Leaders	5.99	6.74	7.24	7.24
Day Camp Recreation Specialist	0.19	0.19	0.17	0.17
Day Camp Senior Recreation Specialist	0.25	0.25	0.56	0.56
Facility Attendance Staff	0.51	0.51	0.72	0.41
Facility Attendants / Scorers	2.34	1.51	1.51	0.98
Fitness Program Staff	5.39	5.26	4.85	5.04
Food Server	-	-	0.50	0.50
Food Server - Relief	0.02	0.02	0.02	0.03
Lifeguard/Instructor	0.11	0.11	0.11	0.11
Museum Education Instructor	0.13	0.17	0.21	0.21
Pre-School Aides	2.03	2.03	2.05	2.00
Pre-School Instructors	2.30	2.30	2.35	2.49
Recreation Intern	-	0.13	-	0.05
Recreation Specialist	0.84	0.84	0.84	1.20

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Temporary Positions</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Site Manager - Relief	0.03	0.03	0.03	0.03
Skate Park Attendant	0.91	0.91	0.76	0.76
Sports League Officials	1.03	0.99	1.30	1.19
Summer Concert Event Staff	0.09	0.13	0.13	0.30
Swim Team Coaches	3.04	3.11	3.00	3.24
Total Temporary Positions	34.44	34.33	36.27	36.42
Total Staffing	49.19	49.08	50.52	50.67

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Expenditure Summary

<u>Description</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Employee Services	\$ 3,311,984	\$ 2,752,717	\$ 2,923,819	\$ 3,022,936
Supplies & Other Services & Capital Outlay	2,518,695	1,816,976	1,921,003	1,932,186
Debt Service	-	-	-	-
Total Before Transfers	5,830,679	4,569,693	4,844,822	4,955,122
Transfers-Out	-	-	-	-
Appropriation Total	5,830,679	4,569,693	4,844,822	4,955,122
Less Transfers-In	67,480	67,480	73,190	42,736
Net Cost	\$ 5,763,199	\$ 4,502,213	\$ 4,771,632	\$ 4,912,386

Revenue Summary

Total Revenue Monitored by Department	\$ 4,871,844	\$ 4,979,578	\$ 3,958,256	\$ 3,959,335
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GENERAL FUND - (101)
Recreation & Community Services - Administrative Services Program (524)
Program Manager - Recreation & Community Services Director

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Provide direction to staff to produce high quality, cost effective recreation, senior citizen and cultural services for the citizens of Campbell
- Maintain cooperative relationships with the Campbell Union School District and the Campbell Union High School District to coordinate programs and issues concerning Campbell residents
- Set revenue and expenditure targets with staff
- Monitor departmental performance relating to financial and productivity measures
- Assist in the development of program work plans and monitor progress
- Serve as staff to the Parks and Recreation Commission
- Complete the departmental budget preparation process for fiscal year 2014-2015
- 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 2013
- Facilitate ongoing emergency preparedness training for staff

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Complete transition to a new registration and facilities management system
- Coordinate implementation of Youth Engagement Steering Committee recommendations
- Strengthen and enhance staff development through professional organizations, educational conferences, and classes

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Percent actual to budgeted revenue for overall department.	99%	96%	97%
2	Percent actual to budgeted expenditures for overall department.	97%	99%	100%

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

**EXHIBIT A
 101.524**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 251,875	\$ 223,208	\$ 237,757	\$ 397,780
Supplies, Services & Capital Outlay (Exhibit C)	56,252	65,358	77,252	81,651
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	308,127	288,566	315,009	479,431
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 308,127	\$ 288,566	\$ 315,009	\$ 479,431

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 308,127	\$ 288,566	\$ 315,009	\$ 479,431
TOTAL			\$ 308,127	\$ 288,566	\$ 315,009	\$ 479,431

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Donations - Youth Scholarships	101	4821	\$ (702)	\$ 950	\$ -	\$ -
TOTAL			\$ (702)	\$ 950	\$ -	\$ -

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

**EXHIBIT B
101.524**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.524.7001 Personnel - Regular	\$ 159,771	\$ 163,861	\$ 174,408	\$ 287,437
101.524.7002 Personnel - Temporary	9,220	4,661	10,000	12,000
101.524.7003 Personnel - Overtime	-	-	-	-
101.524.7005 Personnel - POST	-	-	-	-
101.524.7103 Personnel - Holiday Pay	-	-	-	-
101.524.7104 Meal Allowance	-	-	-	-
101.524.7105 Uniform Allowance	-	-	-	-
101.524.7106 Retirement	17,884	24,430	24,961	46,738
101.524.7107 Dental Insurance	2,264	2,431	2,490	4,320
101.524.7108 Group Health Insurance	16,470	17,631	17,998	32,890
101.524.7109 Group Life Insurance	245	260	317	460
101.524.7110 Workers' Compensation Insurance	688	568	543	2,758
101.524.7111 Unemployment Insurance	-	-	-	-
101.524.7112 Group Disability Insurance	964	1,030	1,356	1,824
101.524.7113 Medicare	2,055	2,625	2,674	4,342
101.524.7114 Auto Allowance	1,193	1,320	1,320	2,280
101.524.7115 Cell Phone Allowance	-	-	-	-
101.524.7118 Other Benefit Pay	34,255	2,803	-	-
101.524.7119 Social Security	-	-	-	-
101.524.7121 Leave Balance Payout	5,201	-	-	-
101.524.7122 Deferred Compensation Contribution	1,560	1,560	1,560	2,600
101.524.7126 PARS 457 Retirement	105	28	130	131
101.524.7130 Project Overhead Cost				
TOTAL	\$ 251,875	\$ 223,208	\$ 237,757	\$ 397,780

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

**EXHIBIT B-1
 101.524**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00	\$ 149,230
Executive Assistant *	0.25	0.20	0.20	0.20	15,018
Office Assistant **	1.00	0.20	0.20	0.20	11,727
Recreation Services Manager ***	-	-	-	1.00	111,462
* Balance in Programs 531 & 532 ** Balance in Programs 531 & 532 *** Re-allocated from Programs 529-532					
TOTAL	2.25	1.40	1.40	2.40	\$ 287,437

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Clerical Relief (Vacation/Holiday)	0.07	0.07	0.17	0.17	\$ 10,000
Recreation Intern (One year)	-	0.13	-	0.05	2,000
TOTAL	0.07	0.20	0.17	0.22	\$ 12,000

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

**EXHIBIT C
101.524**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.524.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.524.7421 Communications - Phones	1,452	2,290	960	960
101.524.7422 Advertising	-	-	-	-
101.524.7423 Clothing and Personal Expense	-	-	-	-
101.524.7424 Office Expense	3,347	6,711	7,000	7,000
101.524.7425 Minor Tools & Equipment	-	-	-	-
101.524.7427 Special Departmental Expense	31,816	35,567	38,820	39,820
101.524.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.524.7429 Maintenance & Operation of Equipment	-	-	-	-
101.524.7430 Professional & Specialized Services	35	275	700	700
101.524.7431 Promotional Expense	-	1,000	-	-
101.524.7432 Other Contractual Services	-	-	-	-
101.524.7433 Insurance and Surety Bonds	-	-	-	-
101.524.7434 Memberships, Dues, Books	70	235	800	800
101.524.7435 Professional Development & Meetings	1,995	1,850	6,000	8,000
101.524.7437 Staff Development	17	-	-	-
101.524.7438 Other Charges	-	-	-	-
101.524.7441 Special Community Services	90	-	-	-
101.524.7442 Insurance Claims Expense	-	-	-	-
101.524.7548 User Charges - Photocopy/Fax	-	-	-	-
101.524.7549 User Charges - Communications Pool	-	-	-	-
101.524.7550 User Charges - Motor Pool	-	-	-	-
101.524.7551 User Charges - IT Pool	17,430	17,430	22,972	24,371
101.524.7621 Youth Scholarship Program	-	-	-	-
101.524.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 56,252	\$ 65,358	\$ 77,252	\$ 81,651

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

**EXHIBIT C-1
 101.524**

Description	13/14 Adopted
<u>7421 COMMUNICATIONS</u>	
E-Mail Newsletter Fees	\$ 360
FAX Line	600
	960
<u>7424 OFFICE EXPENSE</u>	
Office Supplies & Printing Expenses	7,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
American Society of Composers, Authors & Performers (ASCAP) BMI Licensing Fee	620
Department Meetings	300
Departmental Employee Recognition	450
Lettering Machine Supplies	300
Lobby Furniture	1,000
Motion Picture License	500
Recreation Activities Brochure (3 Per Year)	34,650
Special Event Supplies (Get Fit Campbell)	2,000
	39,820
<u>7430 PROFESSIONAL & SPECIAL SERVICES</u>	
Hepatitis B Vaccines (Lifeguards/Building Attendants)	200
TB Testing - Lifeguards, Day Camp Leaders, Instructors, Etc.	500
	700
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	100
Dues (Includes Parks & Recreation Commission)	500
Subscriptions	200
	800
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
	8,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	24,371
TOTAL	\$ 81,651

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Work with County to implement the new Mobility Management Transportation Program

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Total number of meals served as a percent of meals budgeted.	90.5%	97.7%	101.5%
2	Average number of meals served per day as percent of meals budgeted.	38 90%	39 98%	41 102%

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

**EXHIBIT A
 101.525**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 72,623	\$ 58,582	\$ 93,163	\$ 87,734
Supplies, Services & Capital Outlay (Exhibit C)	57,929	59,902	66,020	65,709
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	130,552	118,484	159,183	153,443
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 130,552	\$ 118,484	\$ 159,183	\$ 153,443

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenue	101	Misc.	\$ 72,867	\$ 61,021	\$ 102,450	\$ 93,648
Program Revenue	101	Misc.	57,685	57,463	56,733	59,795
TOTAL			\$ 130,552	\$ 118,484	\$ 159,183	\$ 153,443

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
County's Share of Nutrition Program	101	4561	\$ 23,338	\$ 23,147	\$ 23,055	\$ 25,818
County's Share of Room Usage	101	4561	4,823	4,593	4,574	4,823
County's Share of Personnel Costs	101	4561	17,155	17,155	17,104	17,154
Meal Donations	101	4816	12,369	12,568	12,000	12,000
TOTAL			\$ 57,685	\$ 57,463	\$ 56,733	\$ 59,795

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

**EXHIBIT B
101.525**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.525.7001 Personnel - Regular	\$ 37,556	\$ 28,704	\$ 45,567	\$ 46,487
101.525.7002 Personnel - Temporary	11,335	11,145	14,805	14,805
101.525.7003 Personnel - Overtime	-	-	-	-
101.525.7005 Personnel - POST	-	-	-	-
101.525.7103 Personnel - Holiday Pay	-	-	-	-
101.525.7104 Meal Allowance	-	-	-	-
101.525.7105 Uniform Allowance	-	75	90	90
101.525.7106 Retirement	4,098	4,169	13,376	7,559
101.525.7107 Dental Insurance	2,824	1,997	4,192	2,430
101.525.7108 Group Health Insurance	10,275	8,147	10,909	11,394
101.525.7109 Group Life Insurance	183	214	451	259
101.525.7110 Workers Compensation Insurance	793	598	1,091	1,067
101.525.7111 Unemployment Insurance	-	-	-	-
101.525.7112 Group Disability Insurance	357	312	510	810
101.525.7113 Medicare	598	588	875	887
101.525.7114 Auto Allowance	-	-	-	-
101.525.7115 Cell Phone Allowance	-	-	-	-
101.525.7118 Other Benefit Pay	-	25	-	-
101.525.7119 Social Security	-	-	-	-
101.525.7121 Leave Balance Payout	3,122	1,618	-	-
101.525.7122 Deferred Compensation Contribution	1,335	845	1,105	1,755
101.525.7126 PARS 457 Retirement	147	145	192	191
101.525.7130 Project Overhead Cost				
TOTAL	\$ 72,623	\$ 58,582	\$ 93,163	\$ 87,734

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

**EXHIBIT C
101.525**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	13/14 Adopted
101.525.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.525.7421 Communications - Phones	-	-	-	-
101.525.7422 Advertising	-	-	-	-
101.525.7423 Clothing and Personal Expense	-	-	-	-
101.525.7424 Office Expense	-	-	-	-
101.525.7425 Minor Tools & Equipment	-	-	-	-
101.525.7427 Special Departmental Expense	8,419	9,194	13,912	10,795
101.525.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.525.7429 Maintenance & Operation of Equipment	-	-	-	-
101.525.7430 Professional & Specialized Services	-	-	-	-
101.525.7431 Promotional Expense	-	-	1,500	-
101.525.7432 Other Contractual Services	49,268	50,708	50,608	54,914
101.525.7433 Insurance and Surety Bonds	-	-	-	-
101.525.7434 Memberships, Dues, Books	-	-	-	-
101.525.7435 Professional Development & Meetings	-	-	-	-
101.525.7437 Staff Development	242	-	-	-
101.525.7438 Other Charges	-	-	-	-
101.525.7441 Special Community Services	-	-	-	-
101.525.7442 Insurance Claims Expense	-	-	-	-
101.525.7548 User Charges - Photocopy/Fax	-	-	-	-
101.525.7549 User Charges - Communications Pool	-	-	-	-
101.525.7550 User Charges - Motor Pool	-	-	-	-
101.525.7883 Improvements Other than Buildings	-	-	-	-
101.525.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 57,929	\$ 59,902	\$ 66,020	\$ 65,709

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Develop strategies to increase the participation rates of seniors in the 50-65 age group
- Further develop non-general fund resources to support the Division
- Facilitate completion of Senior Services Facilities Needs Assessment of Q building Develop and implement a formalized Adult Center Volunteer Program

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Attain 90% or better of desired membership base of 1,200.	85% (1021)	82% (985)	70% (843)
2	Number of classes offered.	268	290	296
3	Attain 80% or better enrollment in all classes. *	84%	86%	82%
4	Percent of resident enrollees in classes is 50% or greater.	42%	40%	42%
5	Ratio of gross revenues to division direct expenses is 40% or greater.	57%	62%	55%
6	1% of overall division budget is funded by donations & other external sources.	1.0%	1.0%	1.6%

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

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

**EXHIBIT A
101.526**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 368,034	\$ 387,284	\$ 425,580	\$ 416,717
Supplies, Services & Capital Outlay (Exhibit C)	96,020	145,296	135,129	130,464
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	464,054	532,580	560,709	547,181
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 464,054	\$ 532,580	\$ 560,709	\$ 547,181

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 193,436	\$ 195,508	\$ 195,662	\$ 221,760
Senior Trust - Transfers In	797	9899	5,480	5,480	4,690	3,736
Program Revenues	101	*	265,138	331,592	358,357	321,685
Recreation Trust - Transfers In	795	9899	-	-	2,000	-
* Account #4612, #4625, and #4626						
TOTAL			\$ 464,054	\$ 532,580	\$ 560,709	\$ 547,181

REVENUES MONITORED BY THIS PROGRAM

Classes	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Classes	101	4612	\$ 152,239	\$ 177,283	\$ 211,212	\$ 205,215
Fund Raiser	101	4625	3,399	3,029	3,500	4,000
Program Fees	101	4626	109,500	151,280	143,645	112,470
Recreation Trust (Van Sickle)	101	6899	-	-	2,000	-
Senior Trust	101	6899	5,480	5,480	4,690	3,736
TOTAL			\$ 270,618	\$ 337,072	\$ 365,047	\$ 325,421

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

**EXHIBIT B
101.526**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.526.7001 Personnel - Regular	\$ 173,455	\$ 172,884	\$ 202,109	\$ 197,884
101.526.7002 Personnel - Temporary	123,822	135,705	135,575	127,752
101.526.7003 Personnel - Overtime	-	-	-	-
101.526.7005 Personnel - POST	-	-	-	-
101.526.7103 Personnel - Holiday Pay	-	-	-	-
101.526.7104 Meal Allowance	-	-	-	-
101.526.7105 Uniform Allowance	-	75	90	90
101.526.7106 Retirement	18,471	25,034	28,926	32,175
101.526.7107 Dental Insurance	4,120	4,604	5,263	5,130
101.526.7108 Group Health Insurance	29,264	32,460	37,860	38,202
101.526.7109 Group Life Insurance	462	493	566	547
101.526.7110 Workers' Compensation Insurance	2,693	2,736	2,928	3,139
101.526.7111 Unemployment Insurance	-	-	-	-
101.526.7112 Group Disability Insurance	1,475	1,574	1,770	1,710
101.526.7113 Medicare	2,807	3,485	4,896	4,722
101.526.7114 Auto Allowance	-	-	-	-
101.526.7115 Cell Phone Allowance	-	-	-	-
101.526.7118 Other Benefit Pay	-	25	-	-
101.526.7119 Social Security	-	-	-	-
101.526.7121 Leave Balance Payout	6,507	3,030	-	-
101.526.7122 Deferred Compensation Contribution	3,355	3,445	3,835	3,705
101.526.7126 PARS 457 Retirement	1,603	1,734	1,762	1,661
101.526.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 368,034	\$ 387,284	\$ 425,580	\$ 416,717

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

**EXHIBIT C
101.526**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.526.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.526.7421 Communications - Phones	-	-	-	-
101.526.7422 Advertising	-	-	-	-
101.526.7423 Clothing and Personal Expense	-	-	-	-
101.526.7424 Office Expense	7,780	7,213	8,125	8,336
101.526.7425 Minor Tools & Equipment	-	-	-	-
101.526.7427 Special Departmental Expense	7,310	6,248	9,025	8,320
101.526.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.526.7429 Maintenance & Operations of Equipment	292	200	300	300
101.526.7430 Professional & Specialized Services	-	-	-	-
101.526.7431 Promotional Expense	-	-	-	-
101.526.7432 Other Contractual Services	8,841	8,729	9,012	9,012
101.526.7433 Insurance and Surety Bonds	-	-	-	-
101.526.7434 Memberships, Dues, Books	195	205	360	360
101.526.7435 Professional Development & Meetings	-	-	-	-
101.526.7437 Staff Development	69	-	-	-
101.526.7438 Other Charges	2,200	2,219	1,900	7,000
101.526.7441 Special Community Services	43,188	94,337	78,790	67,840
101.526.7442 Insurance Claims Expense	-	-	-	-
101.526.7548 User Charges - Photocopy/Fax	-	-	-	-
101.526.7549 User Charges - Communications Pool	-	-	-	-
101.526.7550 User Charges - Motor Pool	-	-	50	50
101.526.7551 User Charges - IT Pool	26,145	26,145	27,567	29,246
101.526.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 96,020	\$ 145,296	\$ 135,129	\$ 130,464

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

**EXHIBIT C-1
 101.526**

Description	13/14 Adopted
<u>7424 OFFICE EXPENSE</u>	
Newsletter Mailing & Permit	\$ 824
Office Supplies	200
Printing of Membership Cards & Highlights Flyer	700
Printing of Monthly Newsletter	6,612
	8,336
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Facility Rental (Dance Blvd., Zumba Class)	1,920
Lobby Furniture	4,000
Recreation Program Supplies	2,400
	8,320
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Piano Tuning, TV, VCR, Pool Table Repair, Keyboard, Etc. (Trust Fund)	300
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Case Management Augmentation	7,500
Social Dance for Exercise (NEW Contract Class - Revenue Offset)	1,512
	9,012
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues - Supervisor & Coordinator	360
<u>7438 OTHER CHARGES</u>	
Active Fees and Charges	7,000
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Program Expenses for Special Events/Fund Raisers	960
Program Expenses for Trips	66,880
	67,840
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Pool Vehicles	50
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	29,246
TOTAL	\$ 130,464

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

MISSION STATEMENT

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

ON-GOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Work with organized youth groups to develop program that rotates field usage to provide ample opportunity for turf rejuvenation
- Continue to develop and implement training programs to address facility management and emergency preparedness requirements. Develop contingency plans and train department on procedures.
- Develop strategies to support healthy food policies in City facilities

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	80% of available short-term rental space is scheduled.	44%	49%	52%
2	Tenant lease rates are 90% or better of market rates for comparable office space in the Campbell/West Valley area.	118%	158%	132%
3	90 % of available square footage of identified lease space is leased.	99%	100%	100%
4	50% of available athletic field time is reserved.	55%	53%	57%

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

**EXHIBIT B
101.527**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.527.7001 Personnel - Regular	\$ 185,164	\$ 182,072	\$ 172,335	\$ 194,148
101.527.7002 Personnel - Temporary	116,161	118,733	95,488	95,488
101.527.7003 Personnel - Overtime	-	33	1,000	1,000
101.527.7005 Personnel - POST	-	-	-	-
101.527.7103 Personnel - Holiday Pay	-	-	-	-
101.527.7104 Meal Allowance	-	-	-	-
101.527.7105 Uniform Allowance	-	300	360	360
101.527.7106 Retirement	20,203	26,291	24,665	31,568
101.527.7107 Dental Insurance	4,205	4,366	4,282	4,680
101.527.7108 Group Health Insurance	30,219	30,166	30,802	34,850
101.527.7109 Group Life Insurance	484	453	461	499
101.527.7110 Workers' Compensation Insurance	4,764	4,592	4,512	5,615
101.527.7111 Unemployment Insurance	-	-	-	-
101.527.7112 Group Disability Insurance	1,544	1,445	1,440	1,560
101.527.7113 Medicare	4,546	4,618	3,898	4,200
101.527.7114 Auto Allowance	-	-	-	-
101.527.7115 Cell Phone Allowance	-	-	-	-
101.527.7118 Other Benefit Pay	-	2,385	-	-
101.527.7119 Social Security	-	-	-	-
101.527.7121 Leave Balance Payout	1,026	5,033	-	-
101.527.7122 Deferred Compensation Contribution	3,380	3,280	3,120	3,380
101.527.7126 PARS 457 Retirement	1,510	1,553	1,241	1,240
101.527.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 373,206	\$ 385,320	\$ 343,604	\$ 378,588

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

**EXHIBIT C
101.527**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.527.7420 Utilities - Electricity/Gas	\$ 333,513	\$ 293,302	\$ 315,000	\$ 204,750
101.527.7421 Communications - Phones	274	327	300	5,400
101.527.7422 Advertising	-	-	-	-
101.527.7423 Clothing and Personal Expense	426	500	500	500
101.527.7424 Office Expense	-	-	-	-
101.527.7425 Minor Tools & Equipment	5,594	12,831	7,700	8,200
101.527.7427 Special Departmental Expense	1,457	6,028	3,050	34,050
101.527.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.527.7429 Maintenance & Operation of Equipment	615	392	1,450	1,450
101.527.7430 Professional & Specialized Services	-	-	-	-
101.527.7431 Promotional Expense	4,965	1,264	2,000	2,000
101.527.7432 Other Contractual Services	-	-	-	-
101.527.7433 Insurance and Surety Bonds	-	-	-	-
101.527.7434 Memberships, Dues, Books	160	181	175	175
101.527.7435 Professional Development & Training	-	-	-	-
101.527.7437 Staff Development	-	51	-	-
101.527.7438 Other Charges	4,979	5,023	4,300	11,000
101.527.7441 Special Community Services	-	-	-	-
101.527.7548 User Charges - Photocopy/Fax	-	-	-	-
101.527.7549 User Charges - Communications Pool	-	-	-	-
101.527.7550 User Charges - Motor Pool	-	-	-	-
101.527.7551 User Charges - IT Pool	17,430	17,430	18,378	19,497
101.527.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 369,413	\$ 337,329	\$ 352,853	\$ 287,022

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

**EXHIBIT C-1
 101.527**

Description	13/14 Adopted
<u>7420 UTILITIES</u>	
PG&E (Community Center) *	\$ 156,000
Sewer (Community Center)	7,800
Water (Community Center)	40,950
	204,750
<u>7421 COMMUNICATIONS</u>	
Cell Phones for Field Attendants & Building Attendants	300
Comcast Internet Services	5,100
	5,400
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Shirts & Sweatshirts for Part-Time Staff	500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
A E Defibrillator for Room M-50 **	2,000
Meeting Room Equipment (Portable Whiteboard, Mic Cords, Surge Protectors, Ext. Cords, etc.)	1,200
Replacement Signs (New Tenants, Vandalism Replacement)	5,000
	8,200
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Meeting Supplies	150
Miscellaneous Batteries, Flashlights, Emergency Preparedness, Etc.	500
Miscellaneous OCBH equipment	600
Portable Stage for Summer Concerts **	30,000
Tables (Replacement)	1,000
Safety, First Aid, Personal Protective Equipment (PPE)	1,800
	34,050
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Repairs to Microphones, TV's, PA's, AV Equipment, Piano Tuning, etc.	250
Skate Park Equipment Parts for Repairs, Replacement & Services, Etc.	1,200
	1,450
<u>7431 PROMOTIONAL EXPENSE</u>	
Get Fit Camp	2,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
California Park & Recreation Society (CPRS)	175
<u>7438 OTHER CHARGES</u>	
Active Fees and Charges	11,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	19,497
* Portion attributable to Heritage Theatre - Transferred to Program #529	
** Funded by CIPR	
TOTAL	\$ 287,022

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Seek grant or donation opportunities to provide funding source for curatorial duties
- Develop strategies to increase the number of active volunteers to support Board-sponsored activities as well as educational programs

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Ainsley Gardens are rented 70% of the available time.	50%	64%	69%
2	80% of available school program dates are booked. *	87%	87%	90%
3	Total number of Museum attendance.	7,216	7,116	7,068
4	Education programs recover 80% or better of direct costs.	124%	149%	115%
5	11% of overall division budget if funded through donations & other external sources.	44%	20%	20%
6	The ratio of gross revenues to division expenses is 35% or better.	28%	23%	27%

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

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

**EXHIBIT A
101.528**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 195,628	\$ 217,202	\$ 215,848	\$ 207,334
Supplies, Services & Capital Outlay (Exhibit C)	69,044	76,427	70,375	71,494
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	264,672	293,629	286,223	278,828
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 264,672	\$ 293,629	\$ 286,223	\$ 278,828

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 144,596	\$ 180,405	\$ 148,259	\$ 172,809
Museum Program Revenues	101	Misc.	73,076	66,224	81,964	76,019
Museum Trust	794	9899	47,000	47,000	56,000	30,000
TOTAL			\$ 264,672	\$ 293,629	\$ 286,223	\$ 278,828

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Program Fees	101	4609	\$ 26,638	\$ 27,895	\$ 30,000	\$ 30,050
Rental Fees	101	4610	38,586	31,456	44,004	38,959
Admission Fees	101	4611	7,852	6,873	7,960	7,010
Museum Trust - Transfers In	101	6899	32,000	32,000	41,000	30,000
Museum Trust - Donated Funding for Collections Specialist by Museum Foundation (Reimbursable basis)	101	6899	15,000	15,000	15,000	-
TOTAL			\$ 120,076	\$ 113,224	\$ 137,964	\$ 106,019

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

**EXHIBIT B
101.528**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.528.7001 Personnel - Regular	\$ 127,391	\$ 137,710	\$ 140,160	\$ 129,593
101.528.7002 Personnel - Temporary	22,225	25,392	20,161	19,797
101.528.7003 Personnel - Overtime	56	-	-	-
101.528.7005 Personnel - POST	-	-	-	-
101.528.7103 Personnel - Holiday Pay	-	-	-	-
101.528.7104 Meal Allowance	-	-	-	-
101.528.7105 Uniform Allowance	-	-	-	-
101.528.7106 Retirement	13,900	20,000	20,060	21,072
101.528.7107 Dental Insurance	3,396	3,646	3,746	3,780
101.528.7108 Group Health Insurance	21,619	22,671	23,746	24,797
101.528.7109 Group Life Insurance	391	391	408	403
101.528.7110 Workers' Compensation Insurance	742	737	1,343	1,478
101.528.7111 Unemployment Insurance	-	-	-	-
101.528.7112 Group Disability Insurance	1,198	1,220	1,162	1,260
101.528.7113 Medicare	2,016	2,188	2,325	2,167
101.528.7114 Auto Allowance	-	-	96	-
101.528.7115 Cell Phone Allowance	-	57	-	-
101.528.7118 Other Benefit Pay	-	-	-	-
101.528.7119 Social Security	-	-	-	-
101.528.7121 Leave Balance Payout	-	465	-	-
101.528.7122 Deferred Compensation Contribution	2,405	2,395	2,379	2,730
101.528.7126 PARS 457 Retirement	289	330	262	257
101.528.7130 Project Overhead Cost				
TOTAL	\$ 195,628	\$ 217,202	\$ 215,848	\$ 207,334

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

**EXHIBIT C
101.528**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.528.7420 Utilities - Electricity/Gas	\$ 16,903	\$ 16,297	\$ 12,825	\$ 12,825
101.528.7421 Communications - Phones	765	811	800	800
101.528.7422 Advertising	3,777	3,649	4,200	4,200
101.528.7423 Clothing and Personal Expense	-	-	-	-
101.528.7424 Office Expense	395	380	400	400
101.528.7425 Minor Tools & Equipment	-	-	-	-
101.528.7427 Special Departmental Expense	12,198	19,774	13,022	12,622
101.528.7428 Maintenance of Bldgs. Struct. & Grounds	80	-	-	-
101.528.7429 Maintenance & Operation of Equipment	822	840	1,000	1,000
101.528.7430 Professional & Specialized Services	-	-	-	-
101.528.7431 Promotional Expense	550	2,442	2,800	2,800
101.528.7432 Other Contractual Services	16,124	14,804	16,350	16,350
101.528.7433 Insurance and Surety Bonds	-	-	-	-
101.528.7434 Memberships, Dues, Books	-	-	500	200
101.528.7435 Professional Development & Meetings	-	-	-	-
101.528.7437 Staff Development	-	-	-	-
101.528.7438 Other Charges	-	-	100	800
101.528.7441 Special Community Services	-	-	-	-
101.528.7442 Insurance Claims Expense	-	-	-	-
101.528.7548 User Charges - Photocopy/Fax	-	-	-	-
101.528.7549 User Charges - Communications Pool	-	-	-	-
101.528.7550 User Charges - Motor Pool	-	-	-	-
101.528.7551 User Charges - IT Pool	17,430	17,430	18,378	19,497
101.528.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 69,044	\$ 76,427	\$ 70,375	\$ 71,494

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES		EXHIBIT C-1 101.528 Page 1
Description	13/14 Adopted	
<u>7420 UTILITIES</u>		
Electricity & Gas - PG&E (Museum & Ainsley House)	\$ 10,800	
Sewer (Museum & Ainsley House)	425	
Water (Museum & Ainsley House)	1,600	
	12,825	
<u>7421 COMMUNICATIONS - PHONES</u>		
Telephone Line for Alarm System, Computer Network, FAX Machine (Visa/ MC)	800	
<u>7422 ADVERTISING</u>		
Yellow Pages, Wedding Guide & Individual Exhibit Brochures	4,200	
<u>7424 OFFICE EXPENSE</u>		
Museum Operations	400	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Ainsley House School Program Supplies	690	
Collections Supplies	500	
Conservation of Artifacts	1,000	
Educational Programs	5,150	
Exhibit Expenses	2,500	
Garden Supplies	500	
Other Program Supplies (Family Fun Spooky Night, Open House)	690	
Tea Program Supplies	1,192	
Volunteer Training Supplies	400	
	12,622	
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>		
Ainsley House Alarm Monitoring & Repairs	500	
Historical Museum Alarm Monitoring & Repairs	500	
	1,000	
<u>7431 PROMOTIONAL EXPENSE</u>		
Marketing Expenses - School Program Brochure	2,800	
SUB - TOTAL	\$ 34,647	

Description	13/14 Adopted
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Awning Cleaning	\$ 750
Museum Custodial Services	15,600
	16,350
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books / Dues	200
<u>7438 OTHER CHARGES</u>	
Active Fees and Charges	800
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	19,497
TOTAL	\$ 71,494

**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 \$100,000 in support per year.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Develop plans for 2014 Anniversary Celebration

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	70% of all prime dates are booked.	55%	49%	48%
2	Sponsorship revenue is 7% of overall Theatre expenses.	8.2%	6.8%	6%
3	Ratio of gross revenues (net of P&E) to expenses is 70% or greater.	79.6%	84.0%	73%
4	80% of available tickets for City sponsored events will be sold.	67%	84%	82%
5	General Fund subsidy of Theatre Program to be \$100,000/year or less. *	\$138,940	\$75,990	\$195,050

* From FY 04–09 this subsidy came from the Theatre Reserve for Operations; from GF starting FY10

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

**EXHIBIT A
101.529**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 19,587	\$ 21,303	\$ 21,368	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	687,051	667,987	718,197	758,451
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	706,638	689,290	739,565	758,451
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 706,638	\$ 689,290	\$ 739,565	\$ 758,451

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Theatre Revenues	101	Misc.	\$ 567,695	\$ 583,969	\$ 609,765	\$ 606,054
Transfer from Facility Fee	101	4633	-	-	29,800	52,397
General Fund Beginning Fund Bal. *	101	6090	138,943	-	-	-
General Fund Miscellaneous	101	Misc.	-	105,321	100,000	100,000
* Theatre Operations Reserve						
TOTAL			\$ 706,638	\$ 689,290	\$ 739,565	\$ 758,451

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Theatre Revenue Donations	101	4631	\$ 4,322	\$ 4,158	\$ 4,000	\$ 4,000
FOHT Operation Support	101	4631	26,000	26,000	26,000	25,000
Theatre Preservation & Facility Surcharge *	101	4632	46,956	51,506	-	-
Facility Fee (Operating Revenue)	101	4633	-	21,249	29,800	52,397
Facility Fee (Capital Reserve)	101	4633	7,467	-	24,840	5,818
Concession & Merchandise	101	4643	3,727	3,087	3,375	3,125
Ticket Sales	101	4644	177,181	206,277	190,600	194,425
Sponsorships	101	4645	57,250	44,762	55,000	55,000
Program Advertising	101	4646	7,850	8,425	8,000	8,000
Theatre Rental Income	101	4819	281,168	270,011	322,790	316,504
Other Revenue	101	4965	2,730	-	-	-
* Restricted for Capital Improvements or Enhancements.						
TOTAL			\$ 614,651	\$ 635,475	\$ 664,405	\$ 664,269

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

**EXHIBIT B
101.529**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.529.7001 Personnel - Regular	\$ 15,214	\$ 15,406	\$ 16,003	\$ -
101.529.7002 Personnel - Temporary	-	-	-	-
101.529.7003 Personnel - Overtime	-	-	-	-
101.529.7005 Personnel - POST	-	-	-	-
101.529.7103 Personnel - Holiday Pay	-	-	-	-
101.529.7104 Meal Allowance	-	-	-	-
101.529.7105 Uniform Allowance	-	-	-	-
101.529.7106 Retirement	1,660	2,335	2,290	-
101.529.7107 Dental Insurance	243	260	266	-
101.529.7108 Group Health Insurance	1,742	1,824	1,930	-
101.529.7109 Group Life Insurance	28	28	36	-
101.529.7110 Workers' Compensation Insurance	173	121	144	-
101.529.7111 Unemployment Insurance	-	-	-	-
101.529.7112 Group Disability Insurance	89	104	167	-
101.529.7113 Medicare	243	261	232	-
101.529.7114 Auto Allowance	-	-	144	-
101.529.7115 Cell Phone Allowance	-	-	-	-
101.529.7118 Other Benefit Pay	-	86	-	-
101.529.7119 Social Security	-	-	-	-
101.529.7121 Leave Balance Payout	-	698	-	-
101.529.7122 Deferred Compensation Contribution	195	180	156	-
101.529.7126 PARS 457 Retirement	-	-	-	-
101.529.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 19,587	\$ 21,303	\$ 21,368	\$ -

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

**EXHIBIT B-1
 101.529**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Acting Community Center Manager	0.15	0.15	-	-	-
Recreation Services Manager *	-	-	0.15	-	-
TOTAL	0.15	0.15	0.15	-	\$ -

* Moved to Program 524 in FY 14

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.529**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.529.7420 Utilities - Electricity/Gas	\$ 30,144	\$ 26,681	\$ 38,200	\$ 37,200
101.529.7421 Communications - Phones	1,129	1,004	1,200	1,200
101.529.7422 Advertising	50,963	46,101	52,600	49,600
101.529.7423 Clothing and Personal Expense	-	-	-	-
101.529.7424 Office Expense	9,107	11,762	10,000	9,800
101.529.7425 Minor Tools & Equipment	92	15	100	100
101.529.7427 Special Departmental Expense	36,672	34,025	36,020	36,020
101.529.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	1,500	1,300
101.529.7429 Maintenance & Operation of Equipment	10,370	12,237	6,600	6,600
101.529.7430 Professional & Specialized Services	454,930	453,269	474,090	512,985
101.529.7431 Promotional Expense	-	-	-	-
101.529.7432 Other Contractual Services	22,011	22,154	29,720	27,500
101.529.7433 Insurance and Surety Bonds	10,302	10,126	10,500	10,800
101.529.7434 Memberships, Dues, Books	-	-	-	-
101.529.7435 Professional Development & Meetings	-	-	-	-
101.529.7437 Staff Development	-	-	-	-
101.529.7438 Other Charges	35,186	24,468	30,100	36,100
101.529.7441 Special Community Services	-	-	-	-
101.529.7442 Insurance Claims Expense	-	-	-	-
101.529.7548 User Charges - Photocopy/Fax	-	-	-	-
101.529.7549 User Charges - Communications Pool	-	-	-	-
101.529.7550 User Charges - Motor Pool	-	-	-	-
101.529.7551 User Charges - IT Pool	26,145	26,145	27,567	29,246
101.529.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 687,051	\$ 667,987	\$ 718,197	\$ 758,451

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

**EXHIBIT C-1
 101.529
 Page 1**

Description	13/14 Adopted
<u>7420 UTILITIES</u>	
Gas & Electricity	\$ 33,000
Sewer	1,200
Water	3,000
	37,200
<u>7421 COMMUNICATIONS</u>	
Cell Phone for Theatre Staff	1,200
<u>7422 ADVERTISING</u>	
Marketing for Co-produced & Season Shows	49,000
Theatre Marketing & Advertising	600
	49,600
<u>7424 OFFICE EXPENSE</u>	
Box Office Supplies	1,400
Office Supplies	1,400
Postage	7,000
	9,800
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Tool Box & Miscellaneous Tools	100
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
First Aid Kits, Supplies & Equipment	100
Maintenance & Janitorial Supplies	200
Photo Framing	220
Piano Tuning	500
Production Equipment & Supplies	2,500
Special Program Expenses based on 1 Season (6 Shows):	
Catering for Performers (Shows)	7,000
Performer Lodging	2,000
Performer Transportation	2,000
Program Printing (Moved from 7422 in FY 07/08 & Added Programs for Co-Promotes)	6,500
Special Equipment Rental	15,000
	36,020
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
General Repairs for Customer Use-Related Damages (Reimbursable)	1,300
SUB - TOTAL	\$ 135,220

Description	13/14 Adopted
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Preventative Maintenance Agreements:	
HVAC System	\$ 1,500
Repairs to Walkie Talkies, Elevators, etc.	500
Routine Service & Repairs:	
Lighting Equipment	250
Microphone & Public Address System Repairs	250
Service Agreements:	
D&V Sound Annual Maintenance Contract	1,500
Elevator Maintenance	2,000
Fire / Intrusion / Burglar Alarm Monitoring	600
	6,600
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Contract for Theatre Management & Theatre Manager	183,900
Fund Development & Volunteer Expenses	1,000
In-House Production Talent (Based on One Season)	90,000
Other Reimbursable Expenses	700
Part-Time Labor (Technicians, Box Office Staff, Production Manager)	225,585
<u>On-going Operations:</u>	
Box Office & House Manager \$ 54,979	
Marketing/Media Relations 40,500	
Production Manager 9,525	
Technical Staff 15,433	
	120,437
<u>Reimbursable Labor:</u>	
Box Office @ Events 13,365	
House Manager @ Events 10,834	
Technical Staff 80,949	
	105,148
	\$ 225,585
Annual Research Fee	2,200
Co-promote Producer Split	9,600
	512,985
SUB - TOTAL	\$ 654,805

Description	13/14 Adopted
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Box Office Ticketing Software Support	\$ 2,400
Carpet Cleaning	3,600
Custodial Services & Upholstery Cleaning	18,200
Security Services for In-House Productions	3,300
	27,500
<u>7433 INSURANCE & SURETY BONDS</u>	
Show Insurance (Annual Policy Based on Attendance or Square Feet & Number of Shows)	10,800
<u>7438 OTHER CHARGES</u>	
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	16,600
Internet Ticketing Fees	8,400
Net Adjusted Gross Box Office Receipts Fees (NAGBOR)	2,600
	36,100
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/FAX	29,246
TOTAL	\$ 758,451

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 and maintain class enrollment at 90% of capacity or better
- Provide a mixture of adult men's, women's and co-recreational athletic leagues to meet the changing fitness and recreational interests, trends and demands and maintain participation at 90% of league capacity or better
 - ◆ Maintain a minimum of 700 active players in the adult women's basketball league
 - ◆ Maintain a minimum of 44 teams per season in the adult volleyball leagues
- Encourage community health, fitness and competition by providing two annual fun runs for all ages that bring visitors to Campbell and create community excitement
- Coordinate entertainment and obtain sponsors for the Summer Concert series

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Attract and maintain a 15% increase in Swim Team participation
- Implement an Aquatics Staff Audit Program for adjustments as appropriate
- Develop and implement Health and Fitness Community Survey
- Seek funding and support for Let's Move Let's Play / Get Fit Campbell Initiative

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Attain 90% of capacity or better in all programs.	68%	56%	52%
2	Percent of resident enrollees in programs is 55% or greater.	49%	43%	43%
3	Ratio of gross revenues to division expenses is 107% or greater.	107%	109%	110%
4	Sponsorship funds are 120% of overall Summer Concert direct expenses.	131%	102.5%	57%
5	Revenue for Drop-In Programs to exceed direct expenses by 50%.	1%	48%	41%

* New FY 11

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

**EXHIBIT B
101.531**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.531.7001 Personnel - Regular	\$ 138,493	\$ 142,457	\$ 163,288	\$ 160,506
101.531.7002 Personnel - Temporary	492,530	455,889	500,813	594,157
101.531.7003 Personnel - Overtime	1,706	60	2,000	2,000
101.531.7005 Personnel - POST	-	-	-	-
101.531.7103 Personnel - Holiday Pay	-	-	-	-
101.531.7104 Meal Allowance	-	-	-	-
101.531.7105 Uniform Allowance	-	25	30	30
101.531.7106 Retirement	15,264	20,621	23,370	26,100
101.531.7107 Dental Insurance	2,992	3,212	3,657	3,690
101.531.7108 Group Health Insurance	21,442	22,557	26,310	27,479
101.531.7109 Group Life Insurance	344	344	394	394
101.531.7110 Workers' Compensation Insurance	12,994	10,453	8,166	17,074
101.531.7111 Unemployment Insurance	-	-	-	-
101.531.7112 Group Disability Insurance	1,099	1,099	1,230	1,230
101.531.7113 Medicare	8,079	7,549	9,658	10,943
101.531.7114 Auto Allowance	-	-	-	-
101.531.7115 Cell Phone Allowance	-	-	-	-
101.531.7118 Other Benefit Pay	1,402	8	-	-
101.531.7119 Social Security	-	-	-	-
101.531.7121 Leave Balance Payout	6,446	3,983	-	-
101.531.7122 Deferred Compensation Contribution	2,410	2,405	2,665	2,665
101.531.7126 PARS 457 Retirement	6,426	5,922	6,511	7,729
101.531.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 711,627	\$ 676,584	\$ 748,092	\$ 853,997

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

**EXHIBIT C
101.531**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.531.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.531.7421 Communications - Phones	-	-	-	-
101.531.7422 Advertising	-	-	-	-
101.531.7423 Clothing and Personal Expense	-	-	-	-
101.531.7424 Office Expense	-	-	-	-
101.531.7425 Minor Tools & Equipment	-	-	-	-
101.531.7427 Special Departmental Expense	16,605	4,405	21,535	21,485
101.531.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.531.7429 Maintenance & Operation of Equipment	4,947	3,527	5,300	5,300
101.531.7430 Professional & Specialized Services	-	-	-	-
101.531.7431 Promotional Expense	-	-	-	-
101.531.7432 Other Contractual Services	66,037	68,665	76,828	57,413
101.531.7433 Insurance and Surety Bonds	-	-	-	-
101.531.7434 Memberships, Dues, Books	-	-	400	400
101.531.7435 Professional Development & Meetings	-	-	-	-
101.531.7437 Staff Development	34	-	-	-
101.531.7438 Other Charges	12,158	12,879	11,025	39,000
101.531.7441 Special Community Services	34,102	44,318	50,477	51,153
101.531.7548 User Charges - Photocopy/Fax	-	-	-	-
101.531.7549 User Charges - Communications Pool	-	-	-	-
101.531.7550 User Charges - Motor Pool	-	-	-	-
101.531.7551 User Charges - IT Pool	13,073	13,073	13,783	14,622
101.531.7882 Buildings	-	-	-	-
101.531.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 146,956	\$ 146,867	\$ 179,348	\$ 189,373

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

**EXHIBIT C-1
 101.531**

Description	13/14 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
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)	4,980
Skate Park Membership	100
Sports Program Supplies	3,230
	21,485
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Maintenance and Parts for Fitness Center Equipment	5,300
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Payment for Sport Camp (Soccer Camps) and Contract Class Instructors	57,413
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues, Subscriptions	400
<u>7438 OTHER CHARGES</u>	
Active Fees and Charges	39,000
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Aquatics Supplies	1,000
Fitness Supplies (Includes Fun Run Supplies)	21,130
Sports Supplies	13,523
Summer Concert Band Fees	9,500
Westmont Pool Rental (Swim Team Summer 2012)	6,000
	51,153
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	14,622
TOTAL	\$ 189,373

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Conduct participant satisfaction surveys and use to assess issues and options for improvements
- Formalize communications plan to effectively market special interest programs and services
- Develop strategies to enhance programming in three target areas: 1) programming for middle/high school students 2) wellness programs; and 3) community service programming

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Attain 90% of capacity or better in all programs.	71%	70%	59%
2	50% or better of special interest class enrollees shall be residents.	52%	54%	54%
3	Ratio of gross revenues to division expenses is 115% or greater.	120%	116%	96%

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

**EXHIBIT A
101.532**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 745,664	\$ 783,234	\$ 838,407	\$ 680,786
Supplies, Services & Capital Outlay (Exhibit C)	276,343	317,810	321,829	348,022
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,022,007	1,101,044	1,160,236	1,028,808
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,022,007	\$ 1,101,044	\$ 1,160,236	\$ 1,028,808

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 1,022,007	\$ 1,101,044	\$ 1,158,236	\$ 1,028,808
Recreation Trust (Van Sickle)	795	9899	-	-	2,000	-
TOTAL			\$ 1,022,007	\$ 1,101,044	\$ 1,160,236	\$ 1,028,808

REVENUES MONITORED BY THIS PROGRAM

Program Fees:	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Day Camp	101	4617	\$ 391,123	\$ 422,283	\$ 387,535	\$ 408,853
Classes	101	4619	465,893	479,990	446,932	431,974
Pre-School	101	4620	343,987	356,902	354,908	359,981
Special Events	101	4621	-	3,229	-	-
Recreation Grants (Private)	101	6899	-	-	2,000	-
TOTAL			\$ 1,201,003	\$ 1,262,404	\$ 1,191,375	\$ 1,200,808

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

**EXHIBIT B
101.532**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.532.7001 Personnel - Regular	\$ 214,787	\$ 219,657	\$ 225,342	\$ 123,116
101.532.7002 Personnel - Temporary	441,660	460,263	510,651	479,582
101.532.7003 Personnel - Overtime	245	51	2,000	2,000
101.532.7005 Personnel - POST	-	-	-	-
101.532.7103 Personnel - Holiday Pay	-	-	-	-
101.532.7104 Meal Allowance	-	-	-	-
101.532.7105 Uniform Allowance	-	25	30	30
101.532.7106 Retirement	23,509	31,647	32,251	20,019
101.532.7107 Dental Insurance	4,205	4,515	4,632	2,970
101.532.7108 Group Health Insurance	29,610	31,667	33,391	22,117
101.532.7109 Group Life Insurance	484	484	535	318
101.532.7110 Workers' Compensation Insurance	6,910	6,216	6,384	12,527
101.532.7111 Unemployment Insurance	-	-	-	-
101.532.7112 Group Disability Insurance	1,544	1,619	1,947	990
101.532.7113 Medicare	9,900	10,328	10,701	8,737
101.532.7114 Auto Allowance	-	-	720	-
101.532.7115 Cell Phone Allowance	-	-	-	-
101.532.7118 Other Benefit Pay	676	438	-	-
101.532.7119 Social Security	-	-	-	-
101.532.7121 Leave Balance Payout	3,009	7,035	-	-
101.532.7122 Deferred Compensation Contribution	3,380	3,305	3,185	2,145
101.532.7126 PARS 457 Retirement	5,745	5,984	6,638	6,235
101.532.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 745,664	\$ 783,234	\$ 838,407	\$ 680,786

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

**EXHIBIT B-1
101.532**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Recreation Program Supervisor	1.00	1.00	1.00	0.80	\$ 66,485
Executive Assistant *	0.40	0.40	0.40	0.40	30,036
Recreation Services Manager **	0.75	0.75	0.75	-	-
Utility Worker ***	0.05	0.05	0.05	0.05	3,141
Office Assistant **	0.40	0.40	0.40	0.40	23,454
* Balance in Programs 524 & 531					
** Transferred to Program 531					
*** Balance in Programs 525, 526, & 531					
TOTAL	2.60	2.60	2.60	1.65	\$ 123,116

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Day Camp Senior Recreation Specialist	0.25	0.25	0.56	0.56	\$ 35,590
Day Camp Recreation Specialist	0.19	0.19	0.17	0.17	5,850
Day Camp Recreation Leader I, II, III	5.99	6.74	7.24	7.24	157,506
Class Instructors	1.85	1.83	1.75	1.68	87,451
Preschool Teacher	2.30	2.30	2.35	2.49	128,407
Preschool Aides	2.03	2.03	2.05	2.00	64,778
Recreation Specialist	0.60	0.60	0.60	-	-
TOTAL	13.21	13.94	14.72	14.14	\$ 479,582

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

**EXHIBIT C
101.532**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.532.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.532.7421 Communications - Phones	-	-	-	-
101.532.7422 Advertising	-	-	-	-
101.532.7423 Clothing and Personal Expense	-	-	-	-
101.532.7424 Office Expense	-	-	-	-
101.532.7425 Minor Tools & Equipment	-	-	-	-
101.532.7427 Special Departmental Expense	3,293	2,724	8,525	5,865
101.532.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.532.7429 Maintenance & Operation of Equipment	-	-	-	-
101.532.7430 Professional & Specialized Services	-	-	-	-
101.532.7431 Promotional Expense	-	-	-	-
101.532.7432 Other Contractual Services	134,425	171,047	179,227	165,579
101.532.7433 Insurance and Surety Bonds	-	-	-	-
101.532.7434 Memberships, Dues, Books	370	420	540	540
101.532.7435 Professional Development & Meetings	-	-	-	-
101.532.7437 Staff Development	34	-	-	-
101.532.7438 Other Charges	20,263	20,442	17,500	54,000
101.532.7441 Special Community Services	104,885	110,104	106,848	112,289
101.532.7442 Insurance Claims Expense	-	-	-	-
101.532.7548 User Charges - Photocopy/Fax	-	-	-	-
101.532.7549 User Charges - Communications Pool	-	-	-	-
101.532.7550 User Charges - Motor Pool	-	-	-	-
101.532.7551 User Charges - IT Pool	13,073	13,073	9,189	9,749
101.532.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 276,343	\$ 317,810	\$ 321,829	\$ 348,022

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

**EXHIBIT C-1
 101.532**

Description	13/14 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Expendable Supplies - Classes	\$ 2,165
Expendable Supplies - Day Camp	1,200
Expendable Supplies - Pre-School	2,400
Laminating Machine Supplies	100
	5,865
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Payment for Contract Class Instructors (e.g., Art Classes, Gardening, EZ Computers, Music Together, Gymnastics, Economic Driving School)	165,579
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues	480
Subscriptions	60
	540
<u>7438 OTHER CHARGES</u>	
Active Fees and Charges	54,000
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Classes	7,654
Day Camps (Trip Buses; Day camp T-Shirts, Etc.)	92,350
Pre-School	12,285
	112,289
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	9,749
* Funded by Recreation Trust	
TOTAL	\$ 348,022

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

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

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	52,650	59,881	76,790	40,736
APPROPRIATION TOTAL	\$ 52,650	\$ 59,881	\$ 76,790	\$ 40,736

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Museum Trust Revenue	794	Misc.	\$ 60,827	\$ 66,465	\$ 56,000	\$ 30,000
				-		
Recreation Grant Revenue	795	misc	-	18,097	-	-
Recreation Grant - Beg Fund Balance	795	6090			16,100	7,000
Adult Services Trust Revenue	797	misc	(40)	3,744	4,690	3,736
TOTAL			\$ 60,787	\$ 88,306	\$ 76,790	\$ 40,736

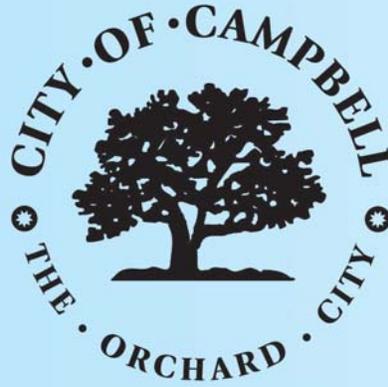
REVENUES MONITORED BY THIS PROGRAM

Museum Trust - Interest Revenue	794	4410	\$ 1,099	\$ 1,459	\$ -	\$ -
Museum Trust - Museum Donations	794	4812	59,558	57,605	56,000	30,000
Parks Donations	794	4818	170	7,401	-	-
Recreation Grant - Interest Revenue	795	4410	-	97	-	-
Recreation Grant - Private Grants	795	4824	-	18,000	-	-
Adult Services Trust - Interest Rev	797	4410	160	150	-	-
Adult Services Trust - Donations	797	4813	(200)	3,594	4,690	3,736
TOTAL			\$ 60,787	\$ 88,306	\$ 60,690	\$ 33,736

**CITY OF CAMPBELL
 OPERATING BUDGET - Transfers Detail
 PROGRAM: TRANSFERS OUT - RECREATION DONATIONS FUNDS**

**EXHIBIT E
 Funds 794,
 795 & 797**

Account Description	13/14 Adopted
9899 OPERATING TRANSFERS OUT	
Museum Trust - (794) Museum Services - # 101.528	\$ 30,000
Recreation Grant (Van Sickle) - (795) Recreation - Sports, Aquatics, Fitness - # 101.531	7,000
Senior Citizens Trust - (797) Senior Citizens Services - # 101.526	3,736
TOTAL TRANSFERS OUT	\$ 40,736

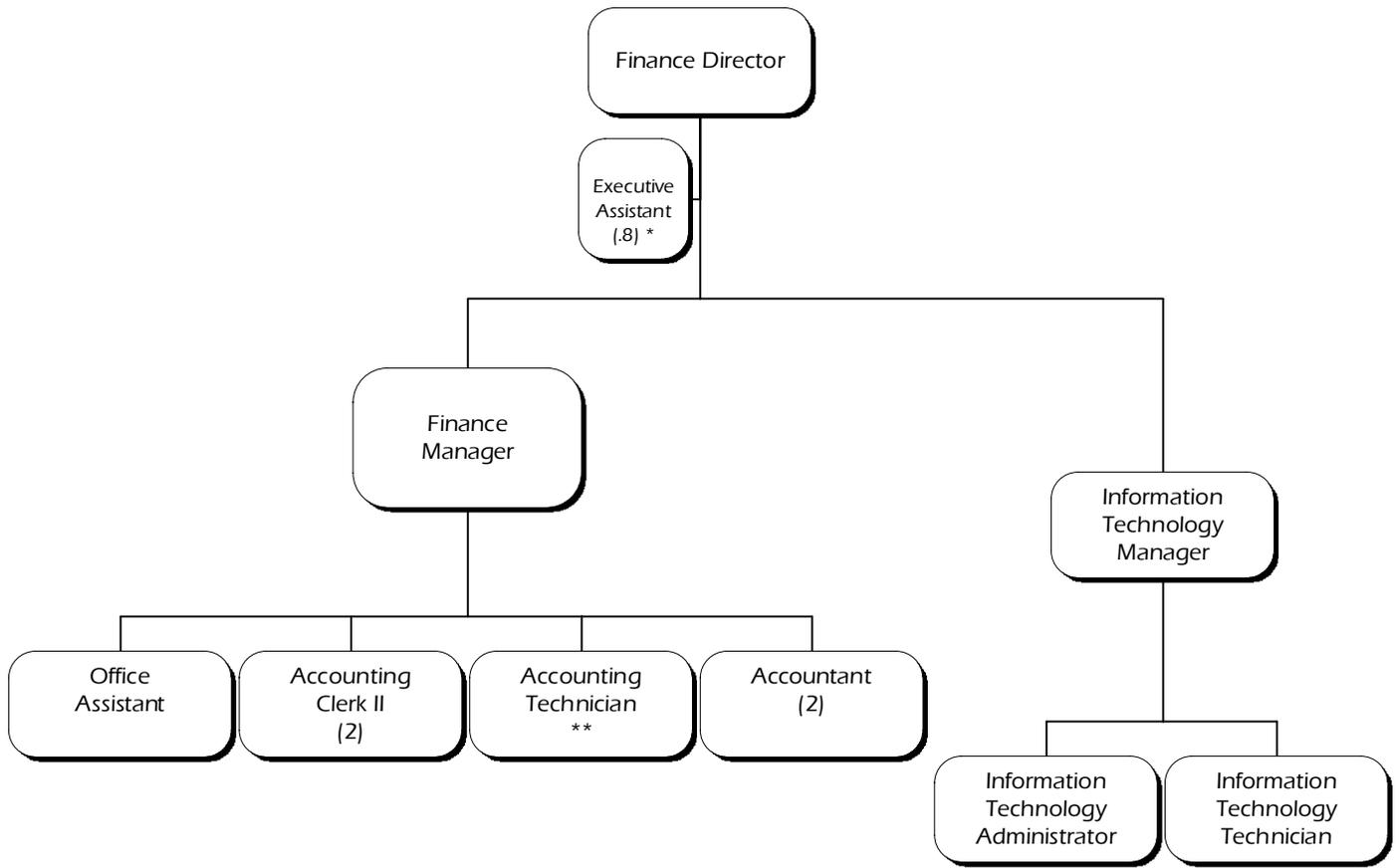


Finance
&
Non-Departmental

Finance Department



Finance Department 2013 - 2014



* Permanent Part-Time
** Confidential

FINANCE DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Accountant	1.87	1.87	2.00	2.00
Accounting Clerk II	2.00	2.00	2.00	2.00
Finance Manager	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
City Treasurer (Elected)	1.00	1.00	1.00	-
Executive Assistant	-	-	-	0.80
Finance Director	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
Information Technology Administrator	1.00	1.00	1.00	1.00
Information Technology Technician	1.80	1.80	1.80	1.00
Total Budgeted Positions	12.67	12.67	12.80	11.80
Temporary Positions				
Finance Intern / Clerical Support	-	-	0.30	0.42
IT Intern	-	-	0.15	0.35
Total Temporary Positions	-	-	0.45	0.77
Total Staffing	12.67	12.67	13.25	12.57

Expenditure Summary

<u>Description</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Employee Services	\$ 1,503,179	\$ 1,526,622	\$ 1,803,770	\$ 2,007,191
Supplies & Other Services & Capital Outlay	1,495,700	1,641,614	1,862,586	2,427,125
Debt Service	1,652,519	1,696,086	1,607,399	1,602,174
Total Before Transfers	4,651,398	4,864,322	5,273,755	6,036,490
Transfers-Out	26,000	26,000	24,900	169,900
Appropriation Total	4,677,398	4,890,322	5,298,655	6,206,390
Less Transfers-In	774,670	858,854	1,036,244	1,120,024
Net Cost	\$ 3,902,728	\$ 4,031,468	\$ 4,262,411	\$ 5,086,366

Revenue Summary

Total Revenue Monitored by Department	\$ 24,247,359	\$ 26,071,808	\$ 26,269,526	\$ 28,946,300
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GENERAL FUND - (101)
Finance Department - Accounting Services Program (535)
Program Manager - Finance Manager

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Maintain an effective accounting system providing for management information of all assets, liabilities, revenues, expenditures, projects, transfers, and fund balances
- Pursue recognition from state and national organizations for outstanding budgeting and financial reporting
- Administer the City's Business License Program
- Receive and reconcile daily accounts receivable revenues
- Effectively administer accounts receivable, accounts payable, payroll, fixed assets, business licensing, and general ledger systems
- Prepare the City's Comprehensive Annual Financial Report
- Prepare State compliance reports within required time frames
- Coordinate an annual audit of the City's financial statements
- Prepare annual Proposition 4 (Gann) Spending Limitation calculation and resolution.
- Prepare semi-annual reserve balance estimates
- Assist departments in the procurement of office supplies
- Conduct an annual analysis of the Motor Pool and Information Technologies (IT) Pool funds to ensure adequate funds are available to replace equipment as needed
- Coordinate an annual update of the City's User Fee and Cost Allocation models
- Assist with development of the City's annual budget
- Serve as member of Capital Improvement Plan (CIP) Committee and assist with development of the 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 quarterly
- Provide assistance and training to users of the Pentamotion 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 WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Implement required provisions of the Patient Protection and Affordable Care Act (PPACA) related to Health Insurance Mandates effective 1/1/14
- Upgrade SunGard Pentamation financial system software modules (FINPLUS to version 5.0 and COMPLUS to version 9.0)
- Coordinate a fixed asset inventory of capital assets including equipment
- Evaluate feasibility of converting manual sub-ledgers for land, buildings and improvements to the Sungard Pentamation fixed asset module

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	90% of invoices are processed within 45 days.	100%	100%	100%
2	Number of A/P checks generated annually.	4,860	4497	4958
3	Number of invoices processed annually.	9,772	9599	10,412
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	83%	83%	75%
5	100% of the time, file all mandatory State and Federal reports within required timelines.	100%	100%	100%
6	Percent of time an unqualified audit opinion is received.	100%	100%	100%
7	80% of audit management letter comments implemented.	100%	100%	100%
8	95% of budget calendar milestones are met.	100%	100%	100%
9	90% of time miscellaneous accounts receivable billings are generated within 30 days.	98%	98%	97%
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.	8,092	8,031	8,094
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.	95%	99%	99%
15	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	78%	75%	83%

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

**EXHIBIT A
101.535**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 911,607	\$ 968,244	\$ 1,020,722	\$ 1,137,654
Supplies, Services & Capital Outlay (Exhibit C)	238,583	257,564	249,389	219,863
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,150,190	1,225,808	1,270,111	1,357,517
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,150,190	\$ 1,225,808	\$ 1,270,111	\$ 1,357,517

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 992,490	\$ 1,121,983	\$ 1,204,211	\$ 1,291,617
RDA - 20 % Housing Program	223	9899	11,959	6,976	-	-
LID #30 Fund	367	9899	1,100	1,100	-	-
RDA - Administration	434	9899	51,169	29,849	-	-
Motor Vehicle Pool	641	9899	10,000	10,000	10,000	10,000
Information Technologies Pool	647	9899	24,900	24,900	24,900	24,900
Environmental Services	209	9899	31,000	31,000	31,000	31,000
RDA Deb Service (2% Property Tax)	364	9899	27,572	-	-	-
TOTAL			\$ 1,150,190	\$ 1,225,808	\$ 1,270,111	\$ 1,357,517

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Property Tax	101	4001-06	\$ 8,479,001	\$ 8,578,308	\$ 8,868,000	\$ 9,422,000
Property Tax Pass-Thru (2%)	101	4007	27,572	38,277	33,471	43,000
Redevelopment Prop Tax Trust Fund	101	4008	-	121,281	-	120,000
Sales and Use Tax	101	4110	6,446,282	7,519,303	7,076,000	7,917,000
Sales Tax Backfill	101	4115	2,145,537	2,057,180	2,448,000	2,660,000
Transactions & Use Tax	101	4112	1,932,525	2,200,924	2,090,000	2,440,000
Franchise - Electric	101	4120	370,862	364,360	365,000	365,000
Franchise - Gas	101	4121	87,077	98,267	90,000	90,000
Transient Occupancy Tax	101	4150	2,031,585	2,578,323	2,550,000	2,990,000
Real Property Transfer Tax	101	4153	190,616	199,791	180,000	218,000
Investment Earnings	101	4410	324,423	178,801	325,000	250,000
GASB 31 Market Value Adjustment	101	4431	(66,298)	13,123	-	-
Other Interest	101	4450	7,060	-	15,000	15,000
State M.V.I.L. Tax	101	4580	185,864	20,214	23,000	23,000
H.O.P.T.R. Tax	101	4581	43,736	42,831	45,000	45,000
Reimbursement - Mandated Cost	101	4584	29,203	13,357	25,000	15,000
Sale of Real/Personal Property	101	4960	1,127	-	3,000	3,000
Insurance Claims Refund	101	4962	920	5,410	5,000	5,000
Other Revenue	101	4965	15,401	18,386	15,000	15,000
Business License Tax	101	4152	218,253	598,342	617,000	620,000
Business License Processing Fee	101	4652	133,455	-	-	-
Misc. Fund Transfers-In	101	6899	157,700	103,825	65,900	65,900
TOTAL			\$ 22,761,901	\$ 24,750,303	\$ 24,839,371	\$ 27,321,900

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

**EXHIBIT B
101.535**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.535.7001 Personnel - Regular	\$ 680,425	\$ 697,294	\$ 738,599	\$ 809,502
101.535.7002 Personnel - Temporary	-	4,965	18,720	21,720
101.535.7003 Personnel - Overtime	48	1,028	6,000	2,000
101.535.7005 Personnel - POST	-	-	-	-
101.535.7103 Personnel - Holiday Pay	-	-	-	-
101.535.7104 Meal Allowance	-	-	-	-
101.535.7105 Uniform Allowance	-	-	-	-
101.535.7106 Retirement	75,278	102,036	105,708	131,625
101.535.7107 Dental Insurance	12,754	13,696	14,260	16,200
101.535.7108 Group Health Insurance	94,070	98,309	104,502	120,475
101.535.7109 Group Life Insurance	1,451	1,467	1,680	1,728
101.535.7110 Workers' Compensation Insurance	2,651	2,394	2,362	2,696
101.535.7111 Unemployment Insurance	-	-	-	-
101.535.7112 Group Disability Insurance	5,073	5,081	5,976	5,784
101.535.7113 Medicare	10,877	11,243	11,068	12,052
101.535.7114 Auto Allowance	2,280	2,280	2,280	2,280
101.535.7115 Cell Phone Allowance	-	-	-	-
101.535.7118 Other Benefit Pay	8,629	7,760	-	-
101.535.7120 Sick Leave Payout	-	-	-	-
101.535.7121 Leave Balance Payout	8,240	10,827	-	-
101.535.7122 Deferred Compensation Contribution	9,831	9,864	9,324	11,310
101.535.7126 PARS 457 Retirement	-	-	243	282
101.535.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 911,607	\$ 968,244	\$ 1,020,722	\$ 1,137,654

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

**EXHIBIT B-1
101.535**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Finance Director	1.00	1.00	1.00	1.00	\$ 160,224
Finance Manager	1.00	1.00	1.00	1.00	130,832
Accountant *	1.87	1.87	2.00	2.00	184,992
Accounting Technician (Confidential)	1.00	1.00	1.00	1.00	78,734
Accounting Clerk II	2.00	2.00	2.00	2.00	140,020
Office Assistant	1.00	1.00	1.00	1.00	58,636
Executive Assistant **	-	-	-	0.80	56,064
* 0.1 FTE in 208.553 thru FY 12 0.03 FTE in 208.555 thru FY 12 ** Partial restoration of frozen position.					
TOTAL	7.87	7.87	8.00	8.80	\$ 809,502

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Clerical Relief	-	-	0.30	0.30	18,720
Intern	-	-	-	0.12	3,000
TOTAL	-	-	0.30	0.42	\$ 21,720

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

**EXHIBIT C
101.535**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.535.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.535.7421 Communications - Phones	-	-	-	-
101.535.7423 Clothing and Personal Expense	-	-	-	-
101.535.7424 Office Expense	5,086	6,337	6,000	6,000
101.535.7425 Minor Tools & Equipment	2,185	-	-	-
101.535.7427 Special Departmental Expense	143	49	800	800
101.535.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.535.7429 Maintenance & Operation of Equipment	158	138	800	800
101.535.7430 Professional & Specialized Services	51,590	47,692	44,550	72,050
101.535.7431 Promotional Expense	-	-	-	-
101.535.7432 Other Contractual Services	-	-	-	3,500
101.535.7433 Insurance and Surety Bonds	-	-	-	-
101.535.7434 Memberships, Dues, Books	1,955	1,254	1,650	2,035
101.535.7435 Professional Development & Meetings	1,349	2,573	3,000	3,000
101.535.7437 Staff Development	-	-	-	-
101.535.7438 Other Charges	121,212	144,616	142,000	78,000
101.535.7439 Bad Debts	-	-	-	-
101.535.7440 Fees Paid to State	-	-	-	-
101.535.7442 Insurance Claims Expense	-	-	-	-
101.535.7548 User Charges - Photocopy/Fax	-	-	-	-
101.535.7549 User Charges - Communications Pool	-	-	-	-
101.535.7550 User Charges - Motor Pool	-	-	50	50
101.535.7551 User Charges - IT Pool	54,905	54,905	50,539	53,628
101.535.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 238,583	\$ 257,564	\$ 249,389	\$ 219,863

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

**EXHIBIT C-1
101.535**

Description	13/14 Adopted
<u>7424 OFFICE EXPENSE</u>	
Check & Other Forms Printing	\$ 3,250
Office Supplies	1,250
Specialized Printing of Tabs for Budget, Capital Improvement Plan and Annual Financial Report	1,500
	6,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Departmental Employee Recognition	300
Meeting Expenses	500
	800
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>	
Filing System + Folder Sealer	800
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Actuarial Study - 6/30/13 Valuation OPEB	15,000
Annual Audit	50,000
Budget and CAFR Review Program	850
Collection Services Fees (A/R & DUI)	900
Direct & Overlapping Bonded Debt Statement	500
Mandated Cost Reimbursement (Per Contract)	3,200
Off-Site Storage	1,600
	72,050
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Third Party Safekeeping	3,500
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues: APA; CMTA; CSMFO; and GFOA	1,135
Subscriptions / Publications: Payroll Newsletters; American Payroll Association (APA) Guide; Gov't. Accounting/Audit Update Financial Reporting; Wall Street Journal; Miscellaneous Governmental Publications	900
	2,035
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
	3,000
<u>7438 OTHER CHARGES</u>	
Property Tax Administration Fees - County (Includes TCAS Amortization Software)	78,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Pool Cars	50
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	53,628
TOTAL	\$ 219,863

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Number of liability claims filed.	26	22	23
2	Total annual liability and property claims expense.	\$157,490	\$16,489	\$47,085
3	Liability and property claims premium no more than 3% of total annual payroll.	1.52%	1.58%	1.94%

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

**EXHIBIT A
101.540**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 76,831	\$ -	\$ 220,000	\$ 350,000
Supplies, Services & Capital Outlay (Exhibit C)	872,714	976,708	1,168,400	1,570,500
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	949,545	976,708	1,388,400	1,920,500
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 949,545	\$ 976,708	\$ 1,388,400	\$ 1,920,500

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 611,736	\$ 830,652	\$ 898,400	\$ 1,910,500
Lighting & Landscaping District	207	9899	10,000	10,000	10,000	10,000
RDA - 20% Housing	223	9899	12,361	7,211	-	-
RDA - Administration	434	9899	49,448	28,845	-	-
General Fund - SA Advance Reserve	101	6090	-	-	200,000	-
General Fund - Gen Liability Reserve	101	6090	40,000	-	30,000	-
General Fund - PERS/OPEB Reserve	101	6090	126,000	100,000	250,000	-
General Fund - CIPR	101	6090	100,000	-	-	-
TOTAL			\$ 949,545	\$ 976,708	\$ 1,388,400	\$ 1,920,500

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Rental / Leases	101	4810	\$ 64	\$ 7,200	\$ -	\$ -
Other Revenue	101	4965	(1,280)	1,874	-	-
Lighting & Landscaping District - Trfs.	101	6899	10,000	10,000	10,000	10,000
RDA - 20% Housing - Transfers In	101	6899	12,361	7,211	-	-
RDA - Administration - Transfers In	101	6899	49,448	28,845	-	-
TOTAL			\$ 70,593	\$ 55,130	\$ 10,000	\$ 10,000

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

**EXHIBIT B
101.540**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.540.7001 Personnel - Regular	\$ -	\$ -	\$ -	\$ -
101.540.7002 Personnel - Temporary	-	-	-	-
101.540.7003 Personnel - Overtime	-	-	-	-
101.540.7005 Personnel - POST	-	-	-	-
101.540.7103 Personnel - Holiday Pay	-	-	-	-
101.540.7104 Meal Allowance	-	-	-	-
101.540.7105 Uniform Allowance	-	-	-	-
101.540.7106 Retirement	-	-	-	-
101.540.7107 Dental Insurance	-	-	-	-
101.540.7108 Group Health Insurance	-	-	-	-
101.540.7109 Group Life Insurance	-	-	-	-
101.540.7110 Workers' Compensation Insurance	-	-	-	-
101.540.7111 Unemployment Insurance	-	-	-	-
101.540.7112 Group Disability Insurance	-	-	-	-
101.540.7113 Medicare	241	-	-	-
101.540.7114 Auto Allowance	-	-	-	-
101.540.7115 Cell Phone Allowance	-	-	-	-
101.540.7118 Other Benefit Pay	-	-	-	-
101.540.7119 Social Security	-	-	-	-
101.540.7121 Leave Balance Payout		-	220,000	350,000
101.540.7126 PARS 457 Retirement	-	-	-	-
101.540.7123 Voluntary Separation Incentive Payout	76,590	-	-	-
101.540.7130 Project Salary Overhead	-	-	-	-
TOTAL	\$ 76,831	\$ -	\$ 220,000	\$ 350,000

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

**EXHIBIT C
101.540**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.540.7420 Utilities - Electricity/Gas	\$ 182,669	\$ 178,725	\$ 200,000	\$ 215,000
101.540.7421 Communications - Phones	52,336	47,523	50,000	50,000
101.540.7422 Advertising	12,755	-	-	-
101.540.7424 Office Expense	1,843	1,957	4,900	4,900
101.540.7425 Minor Tools & Equipment	-	-	-	-
101.540.7427 Special Departmental Expense	516	183	400	400
101.540.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.540.7429 Maintenance & Operation of Equipment	-	-	-	-
101.540.7430 Professional & Specialized Services	14,604	18,229	14,500	18,000
101.540.7431 Promotional Expense	-	-	-	-
101.540.7432 Other Contractual Services	-	-	-	-
101.540.7433 Insurance and Surety Bonds	266,788	259,628	332,800	347,900
101.540.7434 Memberships, Dues, Books	-	-	-	-
101.540.7435 Professional Development & Meetings	-	-	-	-
101.540.7437 Staff Development	-	-	-	-
101.540.7438 Other Charges	30,443	232,915	230,000	32,000
101.540.7439 Bad Debt Expense	-	3,762	-	-
101.540.7440 Fees Paid to State	737	912	800	800
101.540.7442 Insurance Claims Expense	157,491	16,489	50,000	50,000
101.540.7445 Cobra Insurance	-	-	-	-
101.540.7448 Other Interest Expense	532	385	5,000	2,500
101.540.7452 Expense for Future Claims	-	-	-	-
101.540.7458 Annexation Expense	-	-	-	199,000
101.540.7549 User Charges - Communications Pool	-	-	-	-
101.540.7626 Retiree Health Prefunding	152,000	216,000	280,000	450,000
101.540.7884 Machinery & Equipment	-	-	-	-
101.540.7661 Reserve Set-Aside	-	-	-	200,000
TOTAL	\$ 872,714	\$ 976,708	\$ 1,168,400	\$ 1,570,500

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

**EXHIBIT C-1
101.540
Page 1**

Description	13/14 Adopted
<u>7420 UTILITIES</u>	
PG&E (City Hall, Service Center)	
Second Street Parking Garage	
Water (City Hall, Service Center, Library)	
West Valley Sanitation (Annual Service Charge for City Hall)	\$ 215,000
<u>7421 COMMUNICATIONS - PHONES</u>	
Telephone - City Hall Local/Long Distance Calls	
- City Hall Modem Connection for Financial System	
- Emergency Lines	
- Fax Lines (City Hall)	
- Switchboard	50,000
<u>7424 OFFICE EXPENSE</u>	
Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	4,900
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Annual "Clean-Out Your Files" Day, Promotion Materials & Refreshments	400
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Sales Tax Audit - MuniServices Revenue Share Estimate (Offset w/ New Revenue)	12,000
STARS - Quarterly Sales Tax Report	6,000
	18,000
<u>7433 INSURANCE AND SURETY BONDS</u>	
Comprehensive Insurance Premiums:	
Fidelity Bonds (Estimated)	900
Liability Insurance Pool (Estimated)	319,000
Property (Estimated)	28,000
	347,900
<u>7438 OTHER CHARGES</u>	
Armored Car Service	5,800
Credit Card Transaction Fees (Cashiering City Hall)	25,000
Pay Pal	1,200
	32,000
<u>7440 FEES PAID TO STATE</u>	
Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	800
SUB - TOTAL	\$ 669,000

Description	13/14 Adopted
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
General Liability Self- Insured Retention (SIR)	\$ 50,000
<u>7448 OTHER INTEREST EXPENSE</u>	
Estimated Interest on Refundable Faithful Performance Deposits (Estimate)	2,500
<u>7458 ANNEXATION EXPENSE</u>	
Annexation Payment to City of San Jose (#1 of 40)	199,000
<u>7626 RETIREE HEALTH PREFUNDING</u>	
GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB) (Per 6/30/2011 Valuation)	450,000
<u>7661 RESERVE SET-ASIDE</u>	
Increase PERS Reserve for Future Rate Increases	200,000
TOTAL	\$ 1,570,500

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

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Replace existing SunGard Pentamation financial system server & upgrade applications
- Replace backup tape library with disk to disk to tape
- Acquire and setup equipment to manage Wi-Fi in City Hall and at the Community Center
- Install high-speed data for patrol vehicles
- Create a secondary data site at the Community Center
- Continue replacement of desktop personal computers and virtual desktop infrastructure
- Replace license plate recognition (LPR) readers

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Core Business Applications will be available 98% of scheduled up-time.	99%	99%	99%
2	Network servers will be maintained to provide for reliability consistent with the Core Business Applications availability goal.	100%	100%	100%
3	An accurate and current inventory of City assets (workstations, servers & mobile) will be maintained.	100%	100%	100%
4	98% of all Network back-ups are completed as scheduled.	100%	100%	100%
5	The City's total per copy cost for black and white photocopies does not exceed \$.05.	≤.01¢	≤.01¢	≤.01¢
6	The City's total per copy cost for color photocopies does not exceed \$.30.	≤.09¢	≤.09¢	≤.09¢
7	Photocopying equipment will be available 95% of normal business hours.	90%	90%	90%
8	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%	99%	99%
9	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: INFORMATION TECHNOLOGIES SERVICES**

**EXHIBIT A
647.547**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 494,470	\$ 531,495	\$ 547,467	\$ 519,537
Supplies, Services & Capital Outlay (Exhibit C)	382,683	405,703	440,912	636,762
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	877,153	937,198	988,379	1,156,299
Transfers Out (Exhibit E)	24,900	24,900	24,900	24,900
APPROPRIATION TOTAL	\$ 902,053	\$ 962,098	\$ 1,013,279	\$ 1,181,199

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Information Technologies (IT) Pool	647	Misc.	\$ 802,000	\$ 848,742	\$ 827,000	\$ 877,000
Beginning Fund Balance	647	6090	95,903	107,896	164,279	193,949
General Fund - CIPR (New Equipment)	101	9899	2,080	-	17,000	100,250
Contract Revenue	647	4705	2,070	5,460	5,000	5,000
Other Grant	212	9899	-	-	-	5,000
TOTAL			\$ 902,053	\$ 962,098	\$ 1,013,279	\$ 1,181,199

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
IT Pool User Charges	647	5104	\$ 802,000	\$ 797,642	\$ 827,000	\$ 877,000
General Fund - Transfers In	647	6899	2,080	-	17,000	100,250
Contract Revenue	647	4705	2,070	5,460	5,000	5,000
Grant - Transfers-In	212	6899	-	-	-	5,000
TOTAL			\$ 806,150	\$ 803,102	\$ 849,000	\$ 987,250

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

**EXHIBIT B
647.547**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
647.547.7001 Personnel - Regular	\$ 380,083	\$ 393,593	\$ 405,587	338,622
647.547.7002 Personnel - Temporary	-	-	4,800	58,640
647.547.7003 Personnel - Overtime	-	824	3,000	3,000
647.547.7005 Personnel - POST	-	-	-	-
647.547.7103 Personnel - Holiday Pay	-	-	-	-
647.547.7104 Meal Allowance	-	-	-	-
647.547.7105 Uniform Allowance	-	-	-	-
647.547.7106 Retirement	41,967	57,511	58,048	54,875
647.547.7107 Dental Insurance	6,469	6,946	7,128	5,400
647.547.7108 Group Health Insurance	44,586	46,377	48,799	40,272
647.547.7109 Group Life Insurance	744	744	816	576
647.547.7110 Workers' Compensation Insurance	4,169	3,878	3,717	3,975
647.547.7111 Unemployment Insurance	-	-	-	-
647.547.7112 Group Disability Insurance	2,574	2,574	2,796	1,992
647.547.7113 Medicare	5,594	5,898	5,994	5,743
647.547.7114 Auto Allowance	960	960	960	960
647.547.7115 Cell Phone Allowance	1,080	1,080	1,080	1,080
647.547.7118 Other Benefit Pay	1,564	6,430	-	-
647.547.7121 Leave Balance Payout	-	-	-	-
647.547.7122 Deferred Compensation	4,680	4,680	4,680	3,640
647.547.7126 PARS 457 Retirement	-	-	62	762
647.547.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 494,470	\$ 531,495	\$ 547,467	\$ 519,537

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

**EXHIBIT C
647.547**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
647.547.7420 Utilities - Electricity/Gas	\$ -		\$ -	\$ -
647.547.7421 Communications - Phones	5,021	5,979	14,880	14,880
647.547.7423 Clothing and Personal Expense	-	-	-	-
647.547.7424 Office Expense	19,161	9,348	18,500	18,500
647.547.7425 Minor Tools & Equipment	1,945	10,227	5,150	36,450
647.547.7427 Special Departmental Expense	2,215	-	-	-
647.547.7428 Maintenance of Bldgs. Struct. & Grounds	-	1,480	-	-
647.547.7429 Maintenance & Operation of Equipment	219,852	250,499	279,030	307,580
647.547.7430 Professional & Specialized Services	-	3,908	-	-
647.547.7431 Promotional Expense	-	-	-	-
647.547.7432 Other Contractual Services	-	-	-	-
647.547.7433 Insurance and Surety Bonds	-	-	-	-
647.547.7434 Memberships, Dues, Books	-	-	-	-
647.547.7435 Professional Development & Training	1,933	2,795	6,000	7,000
647.547.7437 Staff Development	-	-	3,000	7,000
647.547.7438 Other Charges	15,661	15,116	23,000	23,000
647.547.7441 Special Community Services	-	-	-	-
647.547.7442 Insurance Claims Expense	-	-	-	-
647.547.7444 Depreciation	116,895	106,351	-	-
647.547.7451 Loss on Sale of Equipment	-	-	-	-
647.547.7549 User Charges - Communications Pool	-	-	-	-
647.547.7550 User Charges - Motor Pool	-	-	-	-
647.547.7551 User Charges - IT Pool	-	-	-	-
647.547.7884 Machinery & Equipment	-	-	91,352	222,352
TOTAL	\$ 382,683	\$ 405,703	\$ 440,912	\$ 636,762

Description	13/14 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Internet Connection	\$ 14,880
<u>7424 OFFICE EXPENSE</u>	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	17,000
Magnetic Media, IT Consumables	1,500
	18,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
ARC GIS Desktop Software	2,000
Digital Ally In-Car Video System (New) *	4,500
Digital Ally VuVault Software/Hardware (New) *	4,750
Firewall for E-Comm (New) *	4,000
Forensic Computer Equipment for Police Department	1,000
Laptop for Major Accident Investigation Team (New) *	4,000
Mobile Radio for Patrol Vehicle (New) *	2,000
Motorola MDC For Patrol Vehicle (New) *	7,000
PIPS LPR Software Licenses	1,700
Uninterruptable Power Supplies (5 - New)	1,500
Wi-Fi Controllers and Management Software (New) *	4,000
	36,450
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
<u>Hardware:</u>	
Cisco Router Support for CLETS	750
Cisco Smartnet Support Router & Firewall	5,000
Dispatch Automated Map System	5,500
D L I Annual Maintenance	3,000
Meridian Phone Switch Maintenance	15,000
Motorola Mobile Data Terminal Support Contract (Police Department)	19,000
Network Support Services	4,800
Past Perfect Museum Management System	500
Small Parts & Supplies	5,000
Spectracom Annual Maintenance	250
	58,800
<u>SUB - TOTAL</u>	
	\$ 128,630

* Funded by CIPR

Description	13/14 Adopted
7429 MAINTENANCE & OPERATION OF EQUIPMENT (Continued)	
Software:	
ArcIms & ArcView Support (ESRI)	\$ 1,500
CAD/RMS & FRS Map Source Code Escrow	1,750
Content Management System (CMS)	14,000
COPLINK Allocation	1,600
CopLogic On-Line Crime Reporting Maintenance	5,000
Critical Reach Support	400
Emergency Notification System	5,000
E-Safe Spam/Web Filtering	5,700
EST Anti-Virus Subscription	7,500
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	3,480
IWorQ (Work Orders, Citizen Request Management, Code Enforcement)	4,500
LaserFiche - Document Management Maintenance	10,500
Miscellaneous Software Upgrades	5,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	21,500
Munimetrix	700
Netmotion Maintenance	2,000
Online Municipal Code - Book Publishing Corp.	825
Open Data Project	5,000
Palladium CAD/RMS Support	80,000
PredPol Software (ABAG Funding)	5,000
ServLet Exec Annual Maintenance	1,000
Square Rigger - Vehicle Maintenance System	2,750
StreetSaver / Asset Management Maintenance	1,250
Sungard Public Sector (Pentamation) Software Maintenance	31,500
T model - Traffic Counts	750
Tidemark - Permit*Plan (Permitting)	14,000
Veritas Back-up Executive	3,500
Visual Statement FX3 Software Maintenance	1,325
VMware ESX Maintenance & Support	1,200
	248,780
	307,580
SUB - TOTAL	\$ 377,410

Description	13/14 Adopted
7435 PROFESSIONAL DEVELOPMENT & MEETINGS	\$ 7,000
7437 STAFF DEVELOPMENT	
City-Wide Specialized Technical Trainings	7,000
7438 OTHER CHARGES	
Maintenance - Photocopiers / Fax Machines	10,000
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	13,000
	23,000
7884 MACHINERY & EQUIPMENT	
Cellular Modems for Police Vehicles (New) *	13,500
Copiers (Lease - Year Three of Five Year Lease)	13,000
Data Back-up Appliance (New) *	8,500
Fiber Termination & Equipment for Secondary Data Site	5,000
Net Clock	6,000
PIPS LPR Systems - Two (New) *	32,000
Storage Area Hardware (Lease - Year Three of Five Year Lease)	17,852
Sungard Pentamation Financial System Upgrade	72,000
Two Factor Authentication Hardware/Software (New) *	16,000
VDI / Desktop Computers (Lease)	38,500
	222,352
TOTAL	\$ 636,762

* Funded by CIPR

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

EXHIBIT A
 236.549

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	-	-	-	145,000
APPROPRIATION TOTAL	\$ -	\$ -	\$ -	\$ 145,000

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
CFD #1 Program Revenue	236	Misc.	\$ -	\$ -	\$ -	\$ 145,000
CFD #1 Fund Balance	236	6090	-	-	-	-
TOTAL			\$ -	\$ -	\$ -	\$ 145,000

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Special Tax Levy	236	5004	\$ -	\$ -	\$ -	\$ 145,000
TOTAL			\$ -	\$ -	\$ -	\$ 145,000

**CITY OF CAMPBELL
 OPERATING BUDGET - Transfers Detail
 PROGRAM: FINANCE - COMMUNITY FACILITIES DISTRICT #1**

**EXHIBIT E
 236.549**

Account Description	13/14 Adopted
9899 TRANSFERS OUT	
PD Field Services - #101.605	\$ 100,000
Fire Services - #101.610	35,000
Street Maintenance - #204.760	10,000
	145,000
TOTAL TRANSFERS OUT	\$ 145,000

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

**EXHIBIT A
Misc. 980**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	155,744	42,717	42,717	61,325
APPROPRIATION TOTAL	\$ 155,744	\$ 42,717	\$ 42,717	\$ 61,325

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Beg. Fund Bal. - Asset Seizure	205	6090	\$ -	\$ -	\$ -	\$ -
Asset Seizure	205	4892	3,500	3,500	3,500	4,000
Federal Aid Urban (Beg. Fund Bal.)	211	6090	50,000	30,000	-	-
Local Grant - ABAG	212	4550	16,200	9,325	9,325	28,575
Local Grant - County	212	Misc				
Local Grant - Other	212	Misc	-	-	-	-
State Grants	212	Misc	-	-	-	-
Federal Grants	218	Misc	29,892	11,892	29,892	28,750
Parkland Dedication (Beg. Fund Bal.)	295	6090	-	-	-	-
TOTAL			\$ 99,592	\$ 54,717	\$ 42,717	\$ 61,325

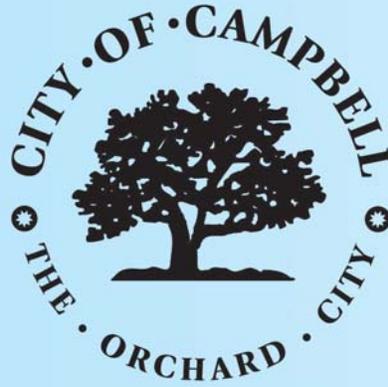
REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Asset Seizure (205.604)	205	4892	\$ 7,010	\$ 3,500	\$ 3,500	\$ 4,000
Association of Bay Area Governments	212	4550	78,710	16,200	9,325	28,575
VTA - Project Readiness	212	4523	5,292	-	-	-
State Grant - Other	212	4523	-	-	-	-
Federal Grants (LLEBG)	218	4532	-	-	-	-
Federal Grants (Justice Assistance)	218	4523	6,228	18,000	-	-
Federal Grants (EMPG)	218	4523	-	-	-	6,750
Federal Grants (BVP)	218	4531	4,516	5,000	5,000	4,000
Federal Grants (Anti Drug Abuse)	218	4555	-	-	18,000	18,000
Federal Grants (Tobacco Prevention)	218	4549	3,988	6,892	6,892	-
TOTAL			\$ 105,744	\$ 49,592	\$ 42,717	\$ 61,325

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

**EXHIBIT E
 Misc. 980**

Account Description	13/14 Adopted
<u>9899 OPERATING TRANSFERS OUT</u>	
Asset Forfeiture Fund - (205)	
Police - Field Services - # 101.605 (AR-15 Replacement Rifles)	\$ 4,000
Association of Bay Area Governments Grant) - (212)	
Police - Field Services - # 101.605 (Risk Mitigation Grant - Tasers & Vehicle Camera Maint)	8,800
Federal Grant (Bulletproof Vest Grant) - (218)	
Police - Field Services - # 101.605	4,000
Association of Bay Area Governments Grant) - (212)	
Police - Administration - # 101.601 (General Order Manual)	2,775
Federal Grant (Emergency Preparedness EMPG) - (218)	
Police - Special Enforcement Services - # 101.604 (CERT Equipment)	6,750
Federal Justice Assistance Grant (JAG) - (218)	
Police - Special Enforcement - # 101.604 (JAG Overtime Grant)	-
Association of Bay Area Governments Grant) - (212)	
Community Center - # 101.527 (Risk Mitigation Grant - Defibrillator)	2,000
Federal Grant (Tobacco Prevention Grant) - (218)	
Police - Special Enforcement Services - # 101.604	-
Federal Grant (Anti-Drug Abuse Grant) - (218)	
Police - Special Enforcement Services - # 101.604	18,000
Association of Bay Area Governments Grant) - (212)	
Information Technology - # 647.547 (Risk Mitigation Grant - Predictive Policing Software)	5,000
Association of Bay Area Governments Grant) - (212)	
Park Maintenance - # 207.775 (Risk Mitigation Grant)	10,000
TOTAL TRANSFERS OUT	\$ 61,325

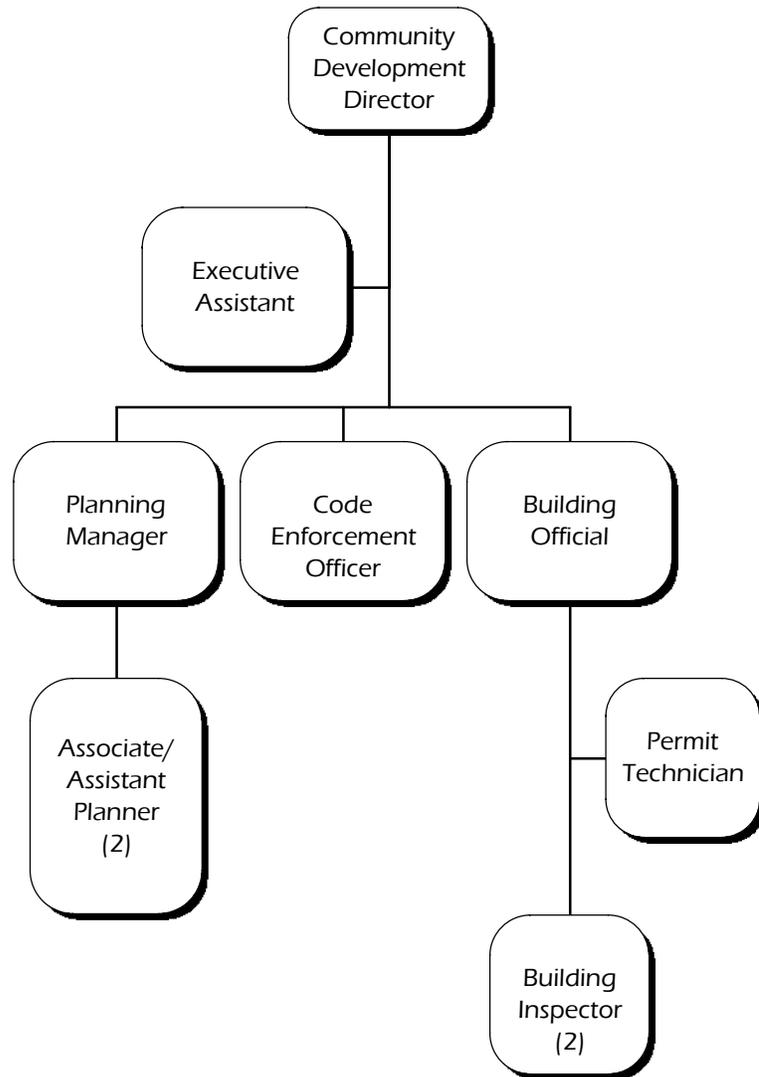


Community Development

Community Development



Community Development Department 2013 - 2014



COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Accountant	0.13	0.13	-	-
Bldg Division Manager / Bldg Official	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00
Code Enforcement Officer / Inspector	1.00	1.00	1.00	1.00
Community Development Director	0.50	0.50	1.00	1.00
HCD Coordinator	0.10	0.10	-	-
Assistant/Associate Planner	1.80	1.80	2.00	2.00
Planning Manager	0.90	0.90	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Executive Assistant	0.65	0.75	0.90	1.00
Senior Building Inspector	-	-	-	-
Senior Planner	-	-	-	-
Total Budgeted Positions	9.08	9.18	9.90	10.00
 Temporary Positions				
Project Planner	-	-	-	0.50
Temporary Building Inspector	-	-	0.88	0.88
Planning Intern	0.28	0.13	0.13	0.13
Total Temporary Positions	0.28	0.13	1.01	1.51
Total Staffing	9.36	9.31	10.91	11.51

Expenditure Summary

<u>Description</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Employee Services	\$ 1,188,786	\$ 1,451,923	\$ 1,486,870	\$ 1,540,783
Supplies & Other Services & Capital Outlay	295,577	2,798,163	315,668	395,822
Debt Service	-	-	-	-
Total Before Transfers	1,484,363	4,250,086	1,802,538	1,936,605
Transfers-Out	-	-	-	-
Appropriation Total	1,484,363	4,250,086	1,802,538	1,936,605
Less Transfers-In	61,851	47,431	50,695	-
Net Cost	\$ 1,422,512	\$ 4,202,655	\$ 1,751,843	\$ 1,936,605

Revenue Summary

Total Revenue Monitored by Department	\$ 2,068,878	\$ 4,527,292	\$ 2,126,113	\$ 2,083,059
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GENERAL FUND - (101)
Community Development - Administration Program (550)
Program Manager - Community Development Director

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	90% of call backs made within one business day.	98%	97%	98%
2	100% of public notices are filed accurately.	100%	100%	100%

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

**EXHIBIT B
101.550**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.550.7001 Personnel - Regular	\$ 212,813	\$ 311,439	\$ 252,229	\$ 234,020
101.550.7002 Personnel - Temporary	-	-	-	-
101.550.7003 Personnel - Overtime	-	-	-	-
101.550.7005 Personnel - POST	-	-	-	-
101.550.7103 Personnel - Holiday Pay	-	-	-	-
101.550.7104 Meal Allowance	-	-	-	-
101.550.7105 Uniform Allowance	-	-	-	-
101.550.7106 Retirement	23,481	45,389	36,099	38,053
101.550.7107 Dental Insurance	4,183	6,146	3,291	3,780
101.550.7108 Group Health Insurance	29,299	40,637	26,987	28,214
101.550.7109 Group Life Insurance	481	643	413	403
101.550.7110 Workers' Compensation Insurance	792	1,203	905	770
101.550.7111 Unemployment Insurance	-	-	-	-
101.550.7112 Group Disability Insurance	1,654	2,187	1,879	1,471
101.550.7113 Medicare	3,401	5,325	3,657	3,393
101.550.7114 Auto Allowance	756	886	1,512	1,416
101.550.7115 Cell Phone Allowance	-	-	-	-
101.550.7118 Other Benefit Pay	2,389	5,673	-	-
101.550.7119 Social Security	-	-	-	-
101.550.7121 Leave Balance Payout	4,255	56,016	-	-
101.550.7122 Deferred Compensation Contribution	3,082	4,110	2,418	2,444
101.550.7126 PARS 457 Retirement	-	-	-	-
101.550.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 286,586	\$ 479,654	\$ 329,390	\$ 313,964

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

**EXHIBIT B-1
 101.550**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Community Development Director	0.50	0.50	1.00	1.00	\$ 146,578
Planning Manager *	0.10	0.10	0.20	0.10	12,352
Executive Assistant	0.65	0.75	0.90	1.00	75,090
* Balance Funded in Programs 551 & 552					
TOTAL	1.25	1.35	2.10	2.10	\$ 234,020

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.550**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.550.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.550.7421 Communications - Phones	-	-	-	-
101.550.7422 Advertising	3,679	3,794	3,500	3,500
101.550.7423 Clothing and Personal Expense	-	-	-	-
101.550.7424 Office Expense	3,128	2,952	3,500	3,500
101.550.7425 Minor Tools & Equipment	-	-	-	-
101.550.7427 Special Departmental Expense	-	-	325	325
101.550.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.550.7429 Maintenance & Operation of Equipment	-	-	515	515
101.550.7430 Professional & Specialized Services	-	31,018	-	-
101.550.7431 Promotional Expense	-	-	-	-
101.550.7432 Other Contractual Services	-	-	-	54,000
101.550.7433 Insurance and Surety Bonds	-	-	-	-
101.550.7434 Memberships, Dues, Books	86	358	400	400
101.550.7435 Professional Development & Meetings	7,975	6,295	8,400	8,400
101.550.7437 Staff Development	-	-	-	-
101.550.7438 Other Charges	-	-	-	-
101.550.7441 Special Community Services	-	-	-	-
101.550.7442 Insurance Claims Expense	-	-	-	-
101.550.7548 User Charges - Photocopy/Fax	-	-	-	-
101.550.7549 User Charges - Communications Pool	-	-	-	-
101.550.7550 User Charges - Motor Pool	-	-	-	-
101.550.7551 User Charges - IT Pool	17,430	17,430	18,378	20,997
101.550.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 32,298	\$ 61,847	\$ 35,018	\$ 91,637

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

MISSION STATEMENT

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

ONGOING PROGRAM RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	80% of inquiry phone calls and emails are returned within one business day. *	98%	98%	97%
2	90% of minor building permits receive a response within five business days.	90%	98%	96%
3	85% of major building permits receive a response within ten business days.	85%	98%	99%
4	100% of completeness letters are sent out within 30 days.	100%	99%	100%
5	100% permit-streamlining to applicable projects are completed within six months.	100%	99%	100%
6	90% of hearings are held within 60 days of application completeness.	90%	100%	99%

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

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

**EXHIBIT A
 101.551**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 179,288	\$ 203,289	\$ 321,351	\$ 313,519
Supplies, Services & Capital Outlay (Exhibit C)	15,047	15,358	15,208	17,347
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	194,335	218,647	336,559	330,866
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 194,335	\$ 218,647	\$ 336,559	\$ 330,866

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 194,335	\$ 218,647	\$ 336,559	\$ 330,866
TOTAL			\$ 194,335	\$ 218,647	\$ 336,559	\$ 330,866

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Zoning Fees	101	4660	\$ 245,549	\$ 402,596	\$ 200,000	\$ 200,000
TOTAL			\$ 245,549	\$ 402,596	\$ 200,000	\$ 200,000

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

**EXHIBIT B
101.551**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.551.7001 Personnel - Regular	\$ 136,184	\$ 147,354	\$ 229,634	\$ 198,909
101.551.7002 Personnel - Temporary	-	4,000	4,000	39,000
101.551.7003 Personnel - Overtime	228	925	10,000	4,000
101.551.7005 Personnel - POST	-	-	-	-
101.551.7103 Personnel - Holiday Pay	-	-	-	-
101.551.7104 Meal Allowance	-	-	-	-
101.551.7105 Uniform Allowance	-	-	-	-
101.551.7106 Retirement	15,443	21,526	32,865	32,343
101.551.7107 Dental Insurance	2,390	2,605	4,099	3,420
101.551.7108 Group Health Insurance	16,880	18,232	29,533	25,498
101.551.7109 Group Life Insurance	275	279	466	364
101.551.7110 Workers' Compensation Insurance	1,158	1,136	2,191	1,971
101.551.7111 Unemployment Insurance	-	-	-	-
101.551.7112 Group Disability Insurance	977	990	1,638	1,236
101.551.7113 Medicare	2,307	2,500	3,533	3,451
101.551.7114 Auto Allowance	480	480	480	480
101.551.7115 Cell Phone Allowance	-	-	-	-
101.551.7118 Other Benefit Pay	1,169	1,390	-	-
101.551.7119 Social Security	-	-	-	-
101.551.7121 Leave Balance Payout	-	-	-	-
101.551.7122 Deferred Compensation Contribution	1,797	1,820	2,860	2,340
101.551.7126 PARS 457 Retirement	-	52	52	507
101.551.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 179,288	\$ 203,289	\$ 321,351	\$ 313,519

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

**EXHIBIT C
101.551**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.551.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.551.7421 Communications - Phones	-	-	-	-
101.551.7422 Advertising	-	-	-	-
101.551.7423 Clothing and Personal Expense	-	-	-	-
101.551.7424 Office Expense	-	-	-	-
101.551.7425 Minor Tools & Equipment	-	-	-	-
101.551.7427 Special Departmental Expense	310	270	500	500
101.551.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.551.7429 Maintenance & Operation of Equipment	-	-	-	-
101.551.7430 Professional & Specialized Services	-	-	-	-
101.551.7431 Promotional Expense	-	-	-	-
101.551.7432 Other Contractual Services	-	-	-	-
101.551.7433 Insurance and Surety Bonds	-	-	-	-
101.551.7434 Memberships, Dues, Books	1,664	1,948	925	925
101.551.7435 Professional Development & Meetings	-	-	-	-
101.551.7437 Staff Development	-	67	-	-
101.551.7438 Other Charges	-	-	-	-
101.551.7441 Special Community Services	-	-	-	-
101.551.7442 Insurance Claims Expense	-	-	-	-
101.551.7548 User Charges - Photocopy/Fax	-	-	-	-
101.551.7549 User Charges - Communications Pool	-	-	-	-
101.551.7550 User Charges - Motor Pool	-	-	-	-
101.551.7551 User Charges - IT Pool	13,073	13,073	13,783	15,922
101.551.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 15,047	\$ 15,358	\$ 15,208	\$ 17,347

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

**EXHIBIT C-1
 101.551**

Description	13/14 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u> Historic Preservation Board Projects	\$ 500
<u>7434 MEMBERSHIPS, DUES & BOOKS</u> Books; Dues & Subscriptions Associate Planner & Planner II APA	925
<u>7551 USER CHARGES - IT POOL</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	15,922
TOTAL	\$ 17,347

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 – 2014

- Develop the Dell Avenue Area Plan (DAAP) to establish development standards and guidelines to attract and retain high tech businesses
- Update the Housing Element
- Amend the Underground Utility Ordinance per existing General Plan policy
- Sign Ordinance Modifications – Freeway Oriented signs
- Sign Ordinance Modifications – Comprehensive update
- Modify Tree Protection Ordinance

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	85% of policy development milestones and projects are completed according to the approved Work Plan.	90%	40%	60%

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

**EXHIBIT B
101.552**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.552.7001 Personnel - Regular	\$ 128,604	\$ 135,099	\$ 59,723	\$ 79,515
101.552.7002 Personnel - Temporary	-	-	-	-
101.552.7003 Personnel - Overtime	-	1,206	500	-
101.552.7005 Personnel - POST	-	-	-	-
101.552.7103 Personnel - Holiday Pay	-	-	-	-
101.552.7104 Meal Allowance	-	-	-	-
101.552.7105 Uniform Allowance	-	-	-	-
101.552.7106 Retirement	14,325	19,672	8,548	12,929
101.552.7107 Dental Insurance	2,087	2,257	890	1,260
101.552.7108 Group Health Insurance	14,980	15,838	6,426	9,407
101.552.7109 Group Life Insurance	240	242	110	135
101.552.7110 Workers' Compensation Insurance	1,119	1,057	542	464
101.552.7111 Unemployment Insurance	-	-	-	-
101.552.7112 Group Disability Insurance	826	832	455	497
101.552.7113 Medicare	1,892	1,968	873	1,153
101.552.7114 Auto Allowance	288	288	288	384
101.552.7115 Cell Phone Allowance	-	-	-	-
101.552.7118 Other Benefit Pay	825	834	-	-
101.552.7119 Social Security	-	-	-	-
101.552.7121 Leave Balance Payout	-	-	-	-
101.552.7122 Deferred Compensation Contribution	1,606	1,612	572	806
101.552.7126 PARS 457 Retirement	-	-	-	-
101.552.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 166,792	\$ 180,905	\$ 78,927	\$ 106,550

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

**EXHIBIT C
101.552**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.552.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.552.7421 Communications - Phones	-	-	-	-
101.552.7422 Advertising	-	-	-	-
101.552.7423 Clothing and Personal Expense	-	-	-	-
101.552.7424 Office Expense	-	-	-	-
101.552.7425 Minor Tools & Equipment	-	-	-	-
101.552.7427 Special Departmental Expense	3,172	6,279	3,500	3,500
101.552.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.552.7429 Maintenance & Operation of Equipment	-	-	-	-
101.552.7430 Professional & Specialized Services	-	-	-	80,000
101.552.7431 Promotional Expense	-	-	-	-
101.552.7432 Other Contractual Services	-	-	-	-
101.552.7433 Insurance and Surety Bonds	-	-	-	-
101.552.7434 Memberships, Dues, Books	-	-	400	400
101.552.7435 Professional Development & Meetings	-	-	-	-
101.552.7437 Staff Development	-	-	-	-
101.552.7438 Other Charges	-	-	-	-
101.552.7442 Insurance Claims Expense	-	-	-	-
101.552.7548 User Charges - Photocopy/Fax	-	-	-	-
101.552.7549 User Charges - Communications Pool	-	-	-	-
101.552.7550 User Charges - Motor Pool	-	-	-	-
101.552.7551 User Charges - IT Pool	4,358	4,358	4,594	5,374
101.552.7882 Buildings	-	-	-	-
101.552.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 7,530	\$ 10,637	\$ 8,494	\$ 89,274

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

MISSION STATEMENT

Administer the City’s Housing Programs.

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 – 2014

- Prepare and disseminate handouts to landlords of multi-family developments to encourage the participation in the Section 8 housing program
- Develop and maintain an active listing of opportunity sites for development of housing to be made available and marketed to housing developers

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Resolve 75% of investigated code cases.	75%	75%	75%

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

**EXHIBIT A
208.553**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 72,147	\$ 66,681	\$ 39,549	\$ 39,817
Supplies, Services & Capital Outlay (Exhibit C)	8,697	7,843	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	80,844	74,524	39,549	39,817
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 80,844	\$ 74,524	\$ 39,549	\$ 39,817

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Housing & Comm. Development	208	Misc.	\$ 77,017	\$ 74,524	\$ 39,549	\$ 39,817
RDA Housing Rehab Grant	223	9899	3,827	-	-	-
TOTAL			\$ 80,844	\$ 74,524	\$ 39,549	\$ 39,817

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Support Services:						
CDBG County Rehab.	208	4520	\$ 91,002	\$ 24,688	\$ -	\$ -
CDBG County Code Enforcement	208	4520	44,460	38,000	40,000	40,000
Other Revenue	208	4965	254	148	-	-
RDA Housing Rehab Grant	208	6899	3,827	-	-	-
TOTAL			\$ 139,543	\$ 62,836	\$ 40,000	\$ 40,000

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

**EXHIBIT B
208.553**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
208.553.7001 Personnel - Regular	\$ 55,386	\$ 50,929	\$ 28,913	\$ 28,547
208.553.7002 Personnel - Temporary	-	-	-	-
208.553.7003 Personnel - Overtime	-	-	-	-
208.553.7005 Personnel - POST	-	-	-	-
208.553.7103 Personnel - Holiday Pay	-	-	-	-
208.553.7104 Meal Allowance	-	-	-	-
208.553.7105 Uniform Allowance	-	-	8	46
208.553.7106 Retirement	5,534	7,370	4,138	4,642
208.553.7107 Dental Insurance	963	866	553	540
208.553.7108 Group Health Insurance	6,112	5,385	3,979	4,021
208.553.7109 Group Life Insurance	111	93	60	58
208.553.7110 Workers' Compensation Insurance	443	379	872	961
208.553.7111 Unemployment Insurance	-	-	-	-
208.553.7112 Group Disability Insurance	355	297	186	180
208.553.7113 Medicare	696	660	419	414
208.553.7114 Auto Allowance	-	-	-	-
208.553.7115 Cell Phone Allowance	-	-	18	18
208.553.7118 Other Benefit Pay	1,379	-	-	-
208.553.7119 Social Security	-	-	-	-
208.553.7121 Leave Balance Payout	450	-	-	-
208.553.7122 Deferred Compensation Contribution	718	702	403	390
208.553.7126 PARS 457 Retirement	-	-	-	-
208.553.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 72,147	\$ 66,681	\$ 39,549	\$ 39,817

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

**EXHIBIT C
208.553**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
208.553.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
208.553.7421 Communications - Phones	-	-	-	-
208.553.7422 Advertising	-	-	-	-
208.553.7423 Clothing and Personal Expense	-	-	-	-
208.553.7424 Office Expense	-	-	-	-
208.553.7425 Minor Tools & Equipment	-	-	-	-
208.553.7427 Special Departmental Expense	-	-	-	-
208.553.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
208.553.7429 Maintenance & Operation of Equipment	-	-	-	-
208.553.7430 Professional & Specialized Services	-	-	-	-
208.553.7431 Promotional Expense	-	-	-	-
208.553.7432 Other Contractual Services	-	-	-	-
208.553.7433 Insurance and Surety Bonds	-	-	-	-
208.553.7434 Memberships, Dues, Books	-	-	-	-
208.553.7435 Professional Development & Training	-	-	-	-
208.553.7437 Staff Development	-	-	-	-
208.553.7438 Other Charges	512	429	-	-
208.553.7439 Bad Debts	-	-	-	-
208.553.7447 Rehab Grants	3,819	3,056	-	-
208.553.7449 Rehab Loans	8	-	-	-
208.553.7548 User Charges - Photocopy/Fax	-	-	-	-
208.553.7549 User Charges - Communications Pool	-	-	-	-
208.553.7551 User Charges - IT Pool	4,358	4,358	-	-
208.553.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 8,697	\$ 7,843	\$ -	\$ -

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Create definition of "Remodel" and "New Building"
- Install public computer workstation at lobby counter
- Adopt 2013 editions of California Fire and Building Code
- Compile an inventory of "soft-shell" apartment units
- Update process and schedule for bringing to closure the backlog of code enforcement cases

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	85% of all plan check submittals are given first review for compliance with codes within ten days of submittal.	100%	100%	100%
2	85% of time all inspections are made the day following the request. *	100%	100%	100%
3	80% of simple tenant improvements and minor permits are issued over-the-counter. *	95%	95%	95%
4	90% of permit application for plan review are checked for completeness, compiled and proper routing within 2-hours of submittal.	75%	95%	85%
5	90% of plan review applications are given preliminary review for completeness, valuation and proper routing within 3 days of submittal. *	100%	100%	100%
6	80% of "Final" permits having plans are pulled from active storage and formatted for digital imaging within 5 days of final inspection.	100%	70%	60%
7	90% of all minor nuisance complaints resolved within 30 days.	95%	88%	65%
8	90% of code enforcement inquiries are responded to within three business days.	95%	89%	85%

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

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

**EXHIBIT A
101.554**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 469,275	\$ 508,275	\$ 699,958	\$ 727,706
Supplies, Services & Capital Outlay (Exhibit C)	96,785	141,387	125,140	129,764
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	566,060	649,662	825,098	857,470
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 566,060	\$ 649,662	\$ 825,098	\$ 857,470

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 566,060	\$ 649,662	\$ 825,098	\$ 857,470
TOTAL			\$ 566,060	\$ 649,662	\$ 825,098	\$ 857,470

REVENUES MONITORED BY THIS PROGRAM

Construction Tax *	101	4151	\$ 134,443	\$ 87,702	\$ -	\$ -
Construction Permits	101	4210	1,100,932	1,083,106	1,167,000	1,200,000
Advance Plan Check Fees	101	4211	157,740	316,634	431,000	320,163
Building Division General Revenue	101	4212	4,020	13,824	5,000	13,090
Plan Check Fee - Title 24 Energy	101	4213	40,237	39,336	58,000	70,306
Document Imaging Fees	101	4661	10,506	18,645	10,000	6,000
Code Enforcement Fees	101	4671	2,747	2,120	2,000	2,000
Code Enforcement Fines	101	4371	2,600	1,600	-	-
Other Revenue	101	4965	300	485	-	-
* Non-operating revenue						
TOTAL			\$ 1,453,525	\$ 1,563,452	\$ 1,673,000	\$ 1,611,559

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

**EXHIBIT B
101.554**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.554.7001 Personnel - Regular	\$ 357,594	\$ 363,369	\$ 462,324	\$ 472,493
101.554.7002 Personnel - Temporary	-	13,135	72,800	72,800
101.554.7003 Personnel - Overtime	-	-	-	-
101.554.7005 Personnel - POST	-	-	-	-
101.554.7103 Personnel - Holiday Pay	-	-	-	-
101.554.7104 Meal Allowance	-	-	-	-
101.554.7105 Uniform Allowance	450	450	293	406
101.554.7106 Retirement	39,538	53,092	66,168	76,829
101.554.7107 Dental Insurance	5,811	6,419	8,359	8,460
101.554.7108 Group Health Insurance	42,716	45,023	60,221	63,059
101.554.7109 Group Life Insurance	652	687	948	902
101.554.7110 Workers' Compensation Insurance	4,261	3,744	9,911	13,020
101.554.7111 Unemployment Insurance	-	-	-	-
101.554.7112 Group Disability Insurance	2,232	2,393	3,330	3,012
101.554.7113 Medicare	6,008	5,868	7,759	7,907
101.554.7114 Auto Allowance	960	960	-	960
101.554.7115 Cell Phone Allowance	1,080	1,080	1,062	1,062
101.554.7118 Other Benefit Pay	3,550	3,492	-	-
101.554.7119 Social Security	-	-	-	-
101.554.7121 Leave Balance Payout	-	3,937	-	-
101.554.7122 Deferred Compensation Contribution	4,423	4,455	5,837	5,850
101.554.7126 PARS 457 Retirement	-	171	946	946
101.554.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 469,275	\$ 508,275	\$ 699,958	\$ 727,706

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

**EXHIBIT C
101.554**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.554.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.554.7421 Communications - Phones	436	1,528	500	500
101.554.7422 Advertising	-	-	-	-
101.554.7423 Clothing and Personal Expense	-	-	150	150
101.554.7424 Office Expense	4,034	4,722	3,500	3,500
101.554.7425 Minor Tools & Equipment	-	119	150	150
101.554.7427 Special Departmental Expense	-	-	-	-
101.554.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.554.7429 Maintenance & Operation of Equipment	-	-	-	-
101.554.7430 Professional & Specialized Services	28,609	75,002	60,000	60,000
101.554.7431 Promotional Expense	-	-	-	-
101.554.7432 Other Contractual Services	-	-	-	-
101.554.7433 Insurance and Surety Bonds	-	-	-	-
101.554.7434 Memberships, Dues, Books	4,649	959	3,200	3,200
101.554.7435 Professional Development & Meetings	-	-	-	-
101.554.7437 Staff Development	-	-	-	-
101.554.7438 Other Charges	-	-	-	-
101.554.7440 Fees Paid to State	-	-	-	-
101.554.7442 Insurance Claims Expense	-	-	-	-
101.554.7548 User Charges - Photocopy/Fax	-	-	-	-
101.554.7549 User Charges - Communications Pool	-	-	-	-
101.554.7550 User Charges - Motor Pool	24,196	24,196	20,884	22,070
101.554.7551 User Charges - IT Pool	34,861	34,861	36,756	40,194
101.554.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 96,785	\$ 141,387	\$ 125,140	\$ 129,764

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

**EXHIBIT C-1
 101.554**

Description	13/14 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Cellular Phones & Service	\$ 500
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Replacement for Damaged Clothing	150
<u>7424 OFFICE EXPENSE</u>	
Printing, Maps, Etc.	3,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous Equipment & Supplies	150
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Contract Plan Checking - Structural Engineer Fees	50,000
Graffiti Abatement	10,000
	60,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	1,500
California Association of Building Officials (CABO) Dues	600
International Code Council (ICC) Dues	1,100
	3,200
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	22,070
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	40,194
TOTAL	\$ 129,764

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

**EXHIBIT A
233.557**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ 39,227
Supplies, Services & Capital Outlay (Exhibit C)	-	2,474,095	-	67,800
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	2,474,095	-	107,027
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ -	\$ 2,474,095	\$ -	\$ 107,027

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Program Revenue	233	Misc	\$ -	\$ -	\$ -	\$ 61,000
Beginning Fund Balance	233	6090	-	-	-	46,027
Transfer of RDA Homebuyer Loans	233	6799	-	1,432,500	-	-
Transfer of RDA Rehabilitation Loans	233	6799	-	1,683,602	-	-
Transfer of RDA Property for Sale	233	6799	-	933,073	-	-
TOTAL			\$ -	\$ 4,049,175	\$ -	\$ 107,027

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Investment Interest	233	4410	\$ -	\$ -	\$ -	\$ 1,000
Loan Interest Revenue	233	4450	-	2,179	-	10,000
Loan Principal Repayment	233	4966	-	-	-	50,000
Rent/Lease Revenue	233	4810	-	4,786	-	-
B E G I N State Housing Grant	233	4553	-	2,256,000	-	-
TOTAL			\$ -	\$ 2,262,965	\$ -	\$ 61,000

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

**EXHIBIT B
233.557**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
233.557.7001 Personnel - Regular	\$ -	\$ -	\$ -	\$ 28,672
233.557.7002 Personnel - Temporary	-	-	-	-
233.557.7003 Personnel - Overtime	-	-	-	-
233.557.7005 Personnel - POST	-	-	-	-
233.557.7103 Personnel - Holiday Pay	-	-	-	-
233.557.7104 Meal Allowance	-	-	-	-
233.557.7105 Uniform Allowance	-	-	-	-
233.557.7106 Retirement	-	-	-	4,662
233.557.7107 Dental Insurance	-	-	-	540
233.557.7108 Group Health Insurance	-	-	-	4,021
233.557.7109 Group Life Insurance	-	-	-	58
233.557.7110 Workers' Compensation Insurance	-	-	-	288
233.557.7111 Unemployment Insurance	-	-	-	-
233.557.7112 Group Disability Insurance	-	-	-	180
233.557.7113 Medicare	-	-	-	416
233.557.7114 Auto Allowance	-	-	-	-
233.557.7115 Cell Phone Allowance	-	-	-	-
233.557.7118 Other Benefit Pay	-	-	-	-
233.557.7119 Social Security	-	-	-	-
233.557.7121 Leave Balance Payout	-	-	-	-
233.557.7122 Deferred Compensation Contribution	-	-	-	390
233.557.7126 PARS 457 Retirement	-	-	-	-
233.557.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ 39,227

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

**EXHIBIT B-1
 233.557**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Assistant/Associate Planner	-	-	-	0.30	\$ 28,672
TOTAL	-	-	-	0.30	\$ 28,672

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
TOTAL	-	-	-	-	\$ -

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

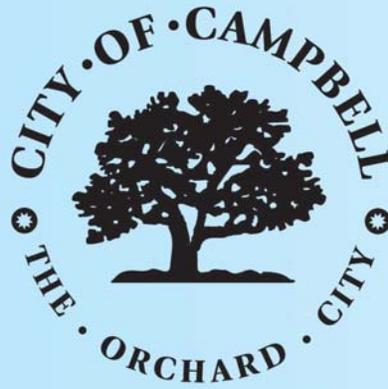
**EXHIBIT C
233.557**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
233.557.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
233.557.7421 Communications - Phones	-	-	-	-
233.557.7422 Advertising	-	-	-	200
233.557.7423 Clothing and Personal Expense	-	-	-	-
233.557.7424 Office Expense	-	-	-	100
233.557.7425 Minor Tools & Equipment	-	-	-	-
233.557.7427 Special Departmental Expense	-	-	-	-
233.557.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
233.557.7429 Maintenance & Operation of Equipment	-	-	-	-
233.557.7430 Professional & Specialized Services	-	931	-	17,500
233.557.7431 Promotional Expense	-	-	-	-
233.557.7432 Other Contractual Services	-	1,212	-	-
233.557.7433 Insurance and Surety Bonds	-	-	-	-
233.557.7434 Memberships, Dues, Books	-	-	-	-
233.557.7435 Professional Development & Training	-	-	-	-
233.557.7437 Staff Development	-	-	-	-
233.557.7438 Other Charges	-	-	-	-
233.557.7439 Bad Debt Expense	-	45,000	-	50,000
233.557.7442 Insurance Claims Expense	-	-	-	-
233.557.7451 Loss on Sale of Property	-	170,000	-	-
233.557.7457 Housing Grant	-	656	-	-
233.557.7463 BEGIN Program Loans	-	2,256,000	-	-
233.557.7464 Housing Loans	-	-	-	-
233.557.7880 Property Acquisition	-	296	-	-
TOTAL	\$ -	\$ 2,474,095	\$ -	\$ 67,800

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

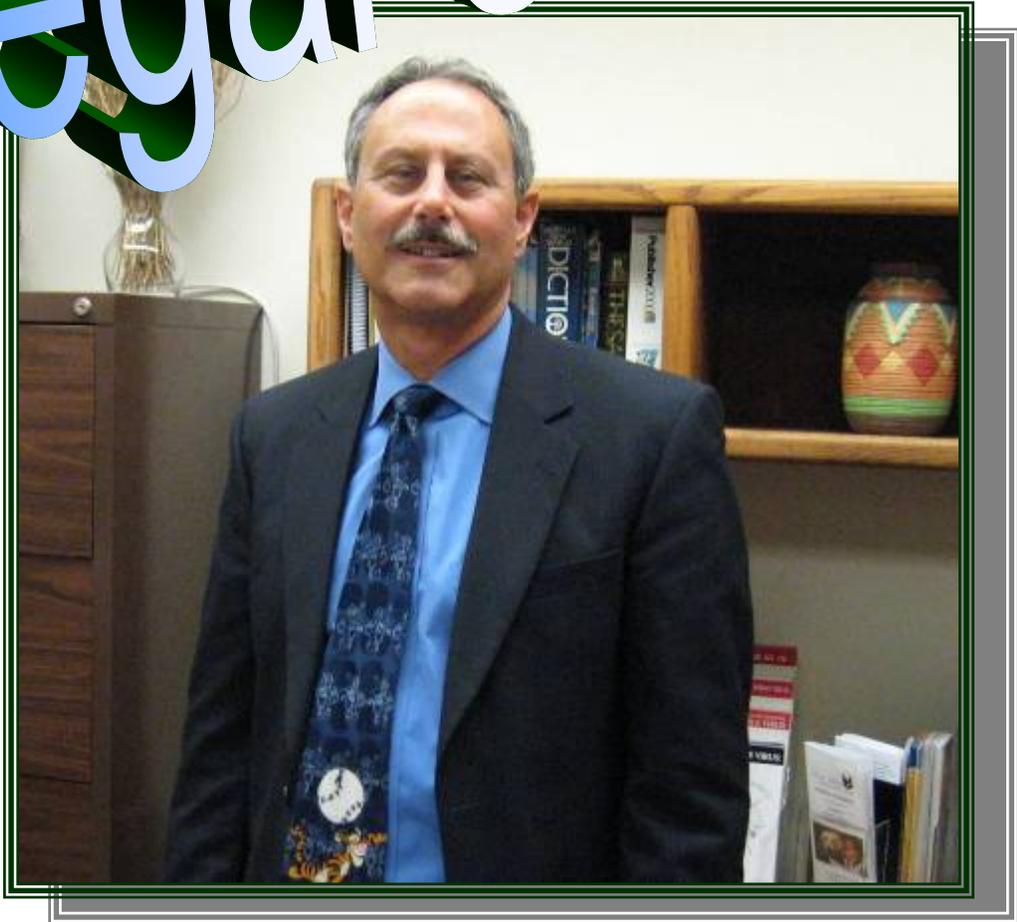
**EXHIBIT C-1
 233.557**

Description	13/14 Adopted
<u>7422 ADVERTISING</u>	
Promote Housing Assistance Availability	\$ 200
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	100
<u>7430 PROFESSIONAL SERVICES</u>	
General Consulting & Legal Services	15,000
Santa Clara County Homeless Study	2,500
	17,500
<u>7439 BAD DEBT EXPENSE</u>	
Loan Forgiveness (Bankruptcy, Foreclosures, Short Sales)	50,000
TOTAL	\$ 67,800

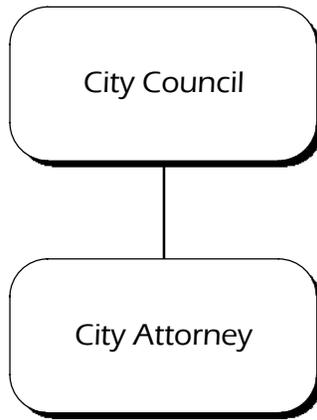


Legal Services

Legal Services



Legal Services 2013 - 2014



LEGAL SERVICES PROGRAM SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
City Attorney	1.00	1.00	1.00	1.00
Total Budgeted Positions	1.00	1.00	1.00	1.00

Expenditure Summary

<u>Description</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Employee Services	\$ 223,674	\$ 227,058	\$ 233,466	\$ 333,878
Supplies & Other Services & Capital Outlay	3,132	3,328	4,119	4,175
Debt Service	-	-	-	-
Total Before Transfers	226,806	230,386	237,585	338,053
Transfers-Out	-	-	-	-
Appropriation Total	226,806	230,386	237,585	338,053
Less Transfers-In	-	-	-	-
Net Cost	<u>\$ 226,806</u>	<u>\$ 230,386</u>	<u>\$ 237,585</u>	<u>\$ 338,053</u>

Revenue Summary

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Prepare updates to at least four Chapters of the Municipal Code, including multiple Chapters of Title 5 – Business Licensing

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Complete review of 85% of all contract and other documents submitted for review within two (2) weeks of submission.	96%	93%	82%
2	Provide a response to 70% of all requests for a written opinion within four (4) weeks of submission.	98%	94%	97%
3	Provide a response to 85% of all requests for oral advice within two (2) working days of submission.	100%	95%	96%
4	Obtain a favorable outcome in at least 60% of all cases adjudicated to a final conclusion.	80%	80%	100%
5	Personally attend at least 85% of all regular City Council Meetings.	100%	100%	100%
6	Personally attend at least 85% of all regular Planning Commission Meetings.	100%	100%	100%
7	Provide approximately 1,128 hours of non-litigation legal assistance annually.	1,130 hrs	1,126 hrs	1,131 hrs
8	Complete major workplan items within one (1) fiscal year.	1	1	1
9	Provide at least 250 office hours at City Hall each year.	337 hrs	372 hrs	327 hrs

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

**EXHIBIT B
101.560**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.560.7001 Personnel - Regular	\$ 179,702	\$ 174,850	\$ 178,000	\$ 263,600
101.560.7002 Personnel - Temporary	-	-	-	-
101.560.7003 Personnel - Overtime	-	-	-	-
101.560.7005 Personnel - POST	-	-	-	-
101.560.7103 Personnel - Holiday Pay	-	-	-	-
101.560.7104 Meal Allowance	-	-	-	-
101.560.7105 Uniform Allowance	-	-	-	-
101.560.7106 Retirement	18,772	25,112	25,475	42,861
101.560.7107 Dental Insurance	1,617	1,736	1,776	1,800
101.560.7108 Group Health Insurance	20,173	22,097	23,754	19,944
101.560.7109 Group Life Insurance	186	186	240	192
101.560.7110 Workers' Compensation Insurance	618	542	524	867
101.560.7111 Unemployment Insurance	-	-	-	-
101.560.7112 Group Disability Insurance	-	-	1,116	792
101.560.7113 Medicare	2,606	2,535	2,581	3,822
101.560.7114 Auto Allowance	-	-	-	-
101.560.7115 Cell Phone Allowance	-	-	-	-
101.560.7118 Other Benefit Pay	-	-	-	-
101.560.7119 Social Security	-	-	-	-
101.560.7121 Leave Balance Payout	-	-	-	-
101.560.7122 Deferred Compensation Contribution	-	-	-	-
101.560.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 223,674	\$ 227,058	\$ 233,466	\$ 333,878

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

**EXHIBIT B-1
 101.560**

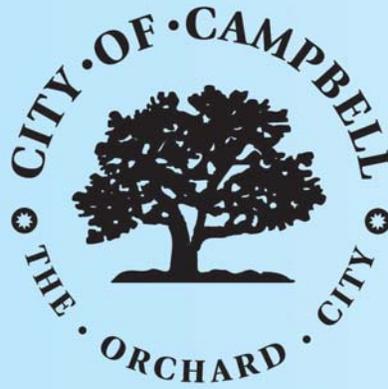
Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
City Attorney *	1.00	1.00	1.00	1.00	\$ 263,600
* Retainer and additional hourly charges per contract. Not a full-time position.					
TOTAL	1.00	1.00	1.00	1.00	\$ 263,600

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.560**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.560.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.560.7421 Communications - Phones	-	-	-	-
101.560.7422 Advertising	-	-	-	-
101.560.7423 Clothing and Personal Expense	-	-	-	-
101.560.7424 Office Expense	55	(2,831)	-	-
101.560.7425 Minor Tools & Equipment	-	-	-	-
101.560.7427 Special Departmental Expense	18	3,036	100	100
101.560.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.560.7429 Maintenance & Operation of Equipment	-	-	-	-
101.560.7430 Professional & Specialized Services	-	-	-	-
101.560.7431 Promotional Expense	-	-	-	-
101.560.7432 Other Contractual Services	-	-	-	-
101.560.7433 Insurance and Surety Bonds	-	-	-	-
101.560.7434 Memberships, Dues, Books	1,986	1,500	2,100	2,100
101.560.7435 Professional Development & Meetings	-	550	1,000	1,000
101.560.7437 Staff Development	-	-	-	-
101.560.7438 Other Charges	-	-	-	-
101.560.7441 Special Community Services	-	-	-	-
101.560.7442 Insurance Claims Expense	-	-	-	-
101.560.7548 User Charges - Photocopy/Fax	-	-	-	-
101.560.7549 User Charges - Communications Pool	-	-	-	-
101.560.7550 User Charges - Motor Pool	-	-	-	-
101.560.7551 User Charges - IT Pool	1,073	1,073	919	975
101.560.7883 Improvements other than Buildings	-	-	-	-
101.560.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 3,132	\$ 3,328	\$ 4,119	\$ 4,175

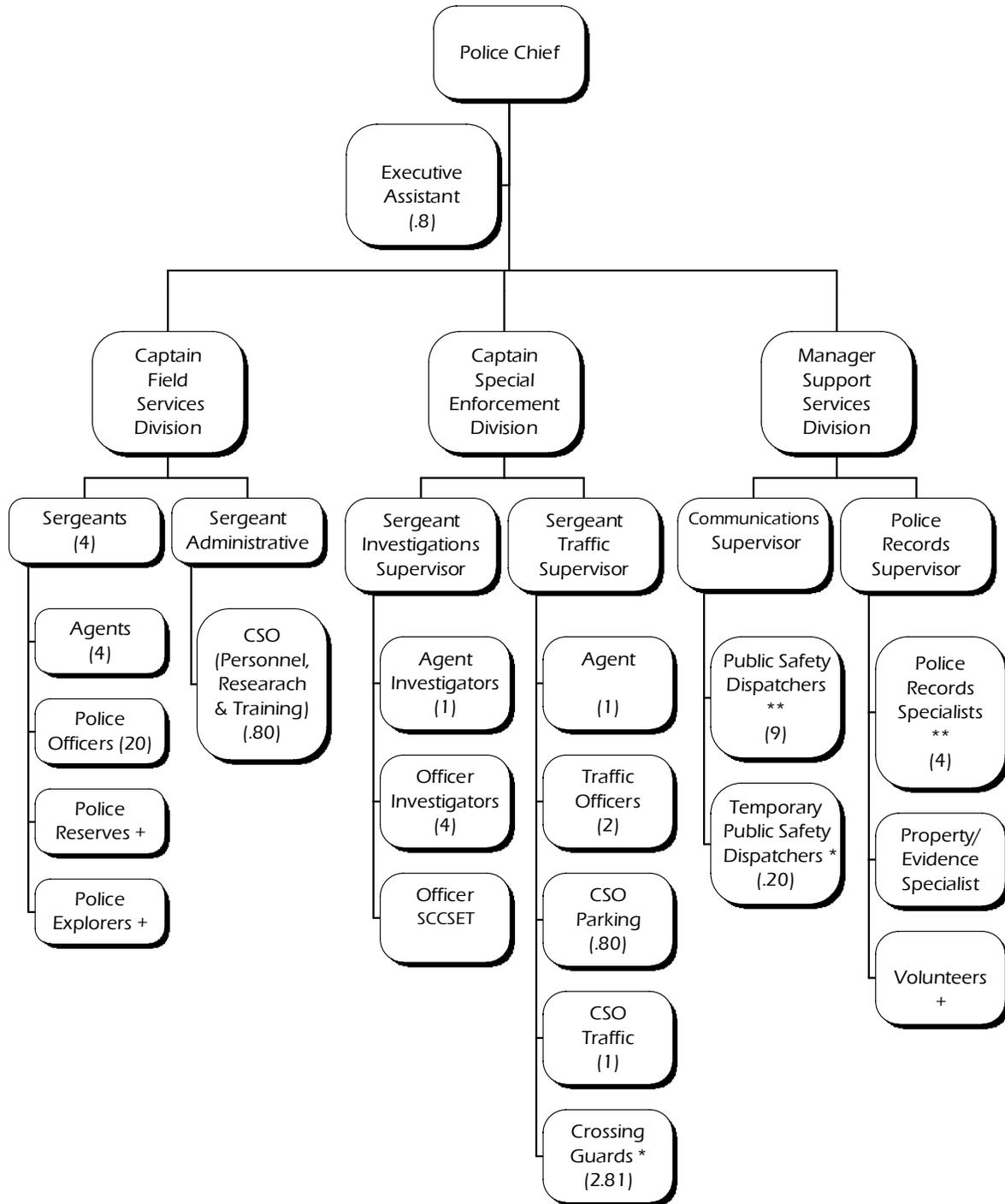


Public Safety

Public Safety



Police Department 2013 - 2014



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

PUBLIC SAFETY PROGRAM SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
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	25.50	25.00	25.00	26.00
Police Records Specialist	4.50	4.50	4.00	4.00
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	8.50	8.50	9.00	9.00
Support Services Manager	1.00	1.00	1.00	1.00
Systems Specialist	-	-	-	-
Total Budgeted Positions	63.85	63.35	63.35	64.35
Temporary Positions				
Public Safety Assistant	0.50	0.50	0.50	0.50
Crossing Guard	2.81	2.81	2.81	2.81
Part-Time Dispatcher	0.20	0.15	0.15	0.15
Part-Time Police Clerk	-	-	1.20	1.20
Total Temporary Positions	3.51	3.46	4.66	4.66
Total Staffing	67.36	66.81	68.01	69.01

Expenditure Summary

<u>Description</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Employee Services	\$ 10,503,896	\$ 11,252,127	\$ 11,266,483	\$ 11,792,325
Supplies & Other Services & Capital Outlay	7,699,972	8,032,722	8,180,209	8,523,390
Debt Service	-	-	-	-
Total Before Transfers	18,203,868	19,284,849	19,446,692	20,315,715
Transfers-Out	-	-	-	-
Appropriation Total	18,203,868	19,284,849	19,446,692	20,315,715
Less Transfers-In	52,083	57,234	41,217	179,325
Net Cost	\$ 18,151,785	\$ 19,227,615	\$ 19,405,475	\$ 20,136,390

Revenue Summary

Total Revenue Monitored by Department	\$ 951,604	\$ 937,295	\$ 879,000	\$ 794,000
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GENERAL FUND - (101)
Police - Administration Program (601)
Program Manager - Police Chief

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
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 - Employee Services Summary
PROGRAM: POLICE - ADMINISTRATION**

**EXHIBIT B
101.601**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.601.7001 Personnel - Regular	\$ 192,432	\$ 229,193	\$ 230,914	235,812
101.601.7002 Personnel - Temporary	11,535	-	-	-
101.601.7003 Personnel - Overtime	100,189	105,387	75,000	75,000
101.601.7005 Personnel - POST	-	-	-	-
101.601.7103 Personnel - Holiday Pay	-	-	-	-
101.601.7104 Meal Allowance	-	-	-	-
101.601.7105 Uniform Allowance	1,100	1,100	1,100	-
101.601.7106 Retirement	63,791	80,622	84,525	91,280
101.601.7107 Dental Insurance	4,375	4,807	3,560	3,600
101.601.7108 Group Health Insurance	30,192	31,524	23,131	24,787
101.601.7109 Group Life Insurance	515	525	432	384
101.601.7110 Workers' Compensation Insurance	12,878	12,590	7,646	7,860
101.601.7111 Unemployment Insurance	-	-	-	-
101.601.7112 Group Disability Insurance	1,215	1,367	1,596	1,392
101.601.7113 Medicare	4,813	5,297	4,436	3,419
101.601.7114 Auto Allowance	-	-	-	-
101.601.7115 Cell Phone Allowance	-	-	-	-
101.601.7118 Other Benefit Pay	5,492	2,636	-	-
101.601.7119 Social Security	-	-	-	-
101.601.7121 Leave Balance Payout	11,628	11,118	-	-
101.601.7122 Deferred Compensation Contribution	2,173	2,518	2,080	2,340
101.601.7126 PARS 457 Retirement	150	-	-	-
101.601.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 442,478	\$ 488,684	\$ 434,420	\$ 445,874

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

**EXHIBIT B-1
 101.601**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Police Chief	1.00	1.00	1.00	1.00	\$ 178,578
Executive Assistant	0.80	0.80	0.80	0.80	57,234
TOTAL	1.80	1.80	1.80	1.80	\$ 235,812

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.601**

Description	09/10 Actual	10/11 Adopted	11/12 Adopted	13/14 Adopted
101.601.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.601.7421 Communications - Phones	-	-	-	-
101.601.7422 Advertising	-	-	-	-
101.601.7423 Clothing and Personal Expense	-	87	-	-
101.601.7424 Office Expense	761	966	1,000	1,000
101.601.7425 Minor Tools & Equipment	-	-	-	-
101.601.7427 Special Departmental Expense	2,415	2,600	2,800	2,800
101.601.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.601.7429 Maintenance & Operation of Equipment	-	-	-	-
101.601.7430 Professional & Specialized Services	147,140	135,818	154,977	191,075
101.601.7431 Promotional Expense	-	-	-	-
101.601.7432 Other Contractual Services	-	-	-	-
101.601.7433 Insurance and Surety Bonds	-	-	-	-
101.601.7434 Memberships, Dues, Books	4,618	5,274	4,755	6,700
101.601.7435 Professional Development & Meetings	3,605	7,425	8,000	12,000
101.601.7437 Staff Development	48,804	69,855	50,950	51,000
101.601.7438 Other Charges	-	-	-	-
101.601.7442 Insurance Claims Expense	-	-	-	-
101.601.7450 Booking Fees	-	-	-	-
101.601.7548 User Charges - Photocopy/Fax	-	-	-	-
101.601.7549 User Charges - Communications Pool	-	-	-	-
101.601.7550 User Charges - Motor Pool	18,553	18,553	34,807	36,784
101.601.7551 User Charges - IT Pool	65,364	65,364	18,378	19,497
101.601.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 291,260	\$ 305,942	\$ 275,667	\$ 320,856

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

**EXHIBIT C-1
 101.601**

Description	13/14 Adopted
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	\$ 1,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Department Employee Recognition	800
Department Meeting	500
Miscellaneous Equipment/Training	700
Other Department-Wide Supplies	800
	2,800
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Annual Update & Reprint of General Order Manual - Lexipol *	5,550
Cal-ID Santa Clara Automated Fingerprint System (Fee Calculated by Usage)	61,775
Contracted Background Checks	10,000
Contracted Legal Service	3,000
Crime Lab Fees	110,750
	191,075
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	1,200
Dues	5,500
	6,700
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
Professional Development	12,000
<u>7437 STAFF DEVELOPMENT</u>	
Training Costs (Includes POST Training)	51,000
<u>7450 BOOKING FEES</u>	
Contractual Fee with Santa Clara County	-
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	36,784
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	19,497
* Partially funded with ABAG Grant	
TOTAL	\$ 320,856

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	90% of incoming 9-1-1 calls are answered within ten seconds.	97%	97%	97%
2	90% of emergency calls for service are dispatched in less than two minutes.	97%	100%	98%

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

**EXHIBIT A
101.602**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 1,259,422	\$ 1,311,974	\$ 1,388,626	\$ 1,462,368
Supplies, Services & Capital Outlay (Exhibit C)	183,794	226,592	204,024	229,553
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,443,216	1,538,566	1,592,650	1,691,921
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,443,216	\$ 1,538,566	\$ 1,592,650	\$ 1,691,921

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenue	101	Misc.	\$ 1,443,216	\$ 1,538,566	\$ 1,592,650	\$ 1,691,921
TOTAL			\$ 1,443,216	\$ 1,538,566	\$ 1,592,650	\$ 1,691,921

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
CAL NENA Reimbursement	101	4707	\$ -	\$ 3,396	\$ 3,000	\$ 3,000
9-1-1 Phone Maintenance Reimb.	101	4708	-	-	-	7,000
False Alarm Fees	101	4693	35,973	26,681	25,000	25,000
TOTAL			\$ 35,973	\$ 30,077	\$ 28,000	\$ 35,000

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

**EXHIBIT B
101.602**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.602.7001 Personnel - Regular	\$ 867,181	\$ 863,244	\$ 935,121	\$ 969,788
101.602.7002 Personnel - Temporary	5,280	5,248	10,000	10,000
101.602.7003 Personnel - Overtime	49,579	58,529	40,000	50,000
101.602.7005 Personnel - POST	-	-	-	-
101.602.7103 Personnel - Holiday Pay	40,122	40,134	42,139	43,750
101.602.7104 Meal Allowance	859	964	200	200
101.602.7105 Uniform Allowance	-	-	6,550	-
101.602.7106 Retirement	99,070	131,523	133,835	164,803
101.602.7107 Dental Insurance	16,919	17,339	18,768	18,900
101.602.7108 Group Health Insurance	135,615	139,216	155,172	164,172
101.602.7109 Group Life Insurance	2,872	2,717	3,120	2,976
101.602.7110 Workers' Compensation Insurance	3,288	3,013	8,858	3,288
101.602.7111 Unemployment Insurance	-	-	-	-
101.602.7112 Group Disability Insurance	6,167	5,950	6,558	6,396
101.602.7113 Medicare	13,742	13,948	14,895	14,205
101.602.7114 Auto Allowance	460	432	-	480
101.602.7115 Cell Phone Allowance	540	540	540	540
101.602.7118 Other Benefit Pay	684	5,312	-	-
101.602.7119 Social Security	-	-	-	-
101.602.7121 Leave Balance Payout	4,859	11,986	-	-
101.602.7122 Deferred Compensation Contribution	12,116	11,811	12,740	12,740
101.602.7126 PARS 457 Retirement	69	68	130	130
101.602.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 1,259,422	\$ 1,311,974	\$ 1,388,626	\$ 1,462,368

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

**EXHIBIT B-1
101.602**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 58,382
Communications Supervisor	1.00	1.00	1.00	1.00	103,710
Public Safety Dispatcher **	8.50	8.50	9.00	9.00	807,696
* Balance in Program 603 ** .50 FTE Added in FY 13					
TOTAL	10.00	10.00	10.50	10.50	\$ 969,788

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Part-Time Dispatcher Per Diem Basis	0.20	0.15	0.15	0.15	\$ 10,000
TOTAL	0.20	0.15	0.15	0.15	\$ 10,000

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

**EXHIBIT C
101.602**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.602.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.602.7421 Communications - Phones	48,891	49,139	45,500	52,500
101.602.7422 Advertising	-	-	-	-
101.602.7423 Clothing and Personal Expense	-	-	-	-
101.602.7424 Office Expense	2,112	1,234	900	900
101.602.7425 Minor Tools & Equipment	-	-	-	-
101.602.7427 Special Departmental Expense	1,936	1,670	3,300	3,300
101.602.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.602.7429 Maintenance & Operation of Equipment	20,887	37,526	28,500	28,500
101.602.7430 Professional & Specialized Services	47,780	71,507	61,496	76,388
101.602.7431 Promotional Expense	-	-	-	-
101.602.7432 Other Contractual Services	-	-	-	-
101.602.7433 Insurance and Surety Bonds	-	-	-	-
101.602.7434 Memberships, Dues, Books	1,181	1,634	1,600	1,600
101.602.7435 Professional Development & Meetings	-	2,875	3,000	3,000
101.602.7437 Staff Development	-	-	-	-
101.602.7438 Other Charges	-	-	-	-
101.602.7444 Depreciation	-	-	-	-
101.602.7451 Loss on Sale of Equipment	-	-	-	-
101.602.7548 User Charges - Photocopy/Fax	-	-	-	-
101.602.7549 User Charges - Communications Pool	-	-	-	-
101.602.7550 User Charges - Motor Pool	-	-	-	-
101.602.7551 User Charges - IT Pool	61,007	61,007	59,728	63,365
101.602.7884 Machinery & Equipment	-	-	-	-
101.602.7886 Communications Equipment Reserve	-	-	-	-
TOTAL	\$ 183,794	\$ 226,592	\$ 204,024	\$ 229,553

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

**EXHIBIT C-1
101.602
Page 1**

Description	13/14 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
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
	52,500
<u>7424 OFFICE EXPENSE</u>	
Dispatch Office Supplies	900
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Cell Phones (Replacement)	1,500
Communications Supplies	750
Headsets	1,050
	3,300
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>	
Base Station / Remote Sites	10,000
Mobiles, Portables	6,500
Other Repairs & Parts (Not Covered by Maintenance Contracts; Installation of Assets)	3,000
Radio Control System	5,000
Replacement Batteries	3,000
Security System Repairs	1,000
	28,500
<u>7430 PROFESSIONAL AND SPECIALIZED SERVICES</u>	
Automated Warrant System User Fee - Direct Connect & Not Direct Connect	8,000
California Law Enforcement Telecommunications System Access Fee (Direct Connect)	7,500
Hearing Tests	300
Pruneyard Tower Repeater Lease	3,000
Sheriff's Law Enforcement Telecommunication System (includes CJIC Not Direct)	9,748
SVRIA Assessment & E-Comm Maintenance	39,200
Wireless Data for Patrol Vehicles (\$40 Per Month x 18 Vehicles)	8,640
	76,388
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	900
Dues	700
	1,600
* Reimbursed by the State	
SUB - TOTAL	\$ 163,188

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	85% of report requests submitted to the Records Division will be processed within 7 business days of receipt. **	96%	93%	98%

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

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

**EXHIBIT B
101.603**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.603.7001 Personnel - Regular	\$ 538,598	\$ 541,339	\$ 553,659	\$ 549,242
101.603.7002 Personnel - Temporary	9,818	43,962	69,888	69,888
101.603.7003 Personnel - Overtime	1,595	2,225	4,000	4,000
101.603.7005 Personnel - POST	-	-	-	-
101.603.7103 Personnel - Holiday Pay	24,183	24,007	23,829	23,560
101.603.7104 Meal Allowance	-	-	-	-
101.603.7105 Uniform Allowance	4,721	4,645	4,645	4,670
101.603.7106 Retirement	62,107	82,573	79,240	93,137
101.603.7107 Dental Insurance	12,396	13,023	13,404	13,500
101.603.7108 Group Health Insurance	102,920	107,382	110,550	116,940
101.603.7109 Group Life Insurance	2,069	2,046	2,220	2,112
101.603.7110 Workers' Compensation Insurance	4,593	4,291	8,641	6,897
101.603.7111 Unemployment Insurance	-	-	-	-
101.603.7112 Group Disability Insurance	4,587	4,504	4,758	4,596
101.603.7113 Medicare	7,164	7,785	9,445	8,979
101.603.7114 Auto Allowance	460	432	-	480
101.601.7115 Cell Phone Allowance	899	900	540	540
101.603.7118 Other Benefit Pay	1,713	582	-	-
101.603.7119 Social Security	-	-	-	-
101.601.7121 Leave Balance Payout	6,825	9,429	-	-
101.603.7122 Deferred Compensation Contribution	9,261	9,074	9,074	9,074
101.603.7126 PARS 457 Retirement	128	571	909	908
101.601.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 794,037	\$ 858,770	\$ 894,802	\$ 908,523

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

**EXHIBIT C
101.603**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.603.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.603.7421 Communications - Phones	-	-	-	-
101.603.7422 Advertising	-	-	-	-
101.603.7423 Clothing and Personal Expense	-	15	-	-
101.603.7424 Office Expense	15,502	17,254	14,900	16,000
101.603.7425 Minor Tools & Equipment	-	-	-	-
101.603.7427 Special Departmental Expense	7,256	13,848	15,400	15,400
101.603.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.603.7429 Maintenance & Operation of Equipment	1,030	1,030	1,050	1,050
101.603.7430 Professional & Specialized Services	913	11,448	3,200	3,200
101.603.7431 Promotional Expense	-	-	-	-
101.603.7432 Other Contractual Services	-	-	-	-
101.603.7433 Insurance and Surety Bonds	-	-	-	-
101.603.7434 Memberships, Dues, Books	245	295	300	300
101.603.7435 Professional Development & Meetings	-	-	-	-
101.603.7437 Staff Development	-	-	-	-
101.603.7438 Other Charges	7,497	8,368	6,425	6,425
101.603.7441 Special Community Services	-	-	-	-
101.603.7442 Insurance Claims Expense	-	-	-	-
101.603.7548 User Charges - Photocopy/Fax	-	-	-	-
101.603.7549 User Charges - Communications Pool	-	-	-	-
101.603.7550 User Charges - Motor Pool	-	-	-	-
101.603.7551 User Charges - IT Pool	61,007	61,007	78,106	82,863
101.603.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 93,450	\$ 113,265	\$ 119,381	\$ 125,238

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

**EXHIBIT C-1
101.603**

Description	13/14 Adopted
<u>7424 OFFICE EXPENSE</u>	
Departmental Office Supplies	\$ 16,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Auto Cite Paper & Ribbons (Parking Citation Hand Held Citation Writer)	1,000
Automated Fingerprint Identification System (AFIS) Supplies	500
Evidence Equipment & Supplies	2,000
Gun/Drug Disposal	500
Miscellaneous Equipment/Supplies (Film, Forms, Etc. Re: Informal Bookings)	2,000
Moving / Warning Citations	3,500
Mug Shot Supplies (Ink & Paper)	1,000
Parking Enforcement Citations	1,100
Postage, Post Office Box Rental, Notices & Miscellaneous Supplies	800
Special Forms/Materials	3,000
	15,400
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Auto Cite Lease & Maintenance	1,050
	1,050
<u>7430 PROFESSIONAL & SPECIAL SERVICES</u>	
Crime Reports.Com	1,200
Fingerprint Checks (Department of Justice & County Fee)	900
Livescan Applicant Fingerprinting	500
Parking Ticket Hearing Official	600
	3,200
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues	300
<u>7438 OTHER CHARGES</u>	
Annex Water Service	625
Hazardous Material Pickup	1,400
Linen Service - Men's & Women's Locker Rooms	1,800
Shredding Service	2,600
	6,425
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	82,863
TOTAL	\$ 125,238

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

MISSION STATEMENT

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

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Present a class to members of the Campbell Community related to the responsible ownership of firearms

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	95% of victims contacted within 24 hours of case assignment.	100%	100%	100%
2	95% of cases assigned for investigation that are closed and/or inactivated.	100%	100%	100%
3	Traffic enforcement index of at least 21. *	26.37	33.05	38.38
4	80% of abandoned vehicle complaints responded to within 48 hours of receipt of inspecting the vehicle and where appropriate, marking and placing a notice on the vehicle. **	100%	100%	100%
5	Percentage of traffic concerns received where resources are assigned.	100%	100%	100%

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

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

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

EXHIBIT A
 101.604

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 2,168,947	\$ 2,487,579	\$ 2,602,465	\$ 2,713,421
Supplies, Services & Capital Outlay (Exhibit C)	130,308	158,615	151,552	171,806
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,299,255	2,646,194	2,754,017	2,885,227
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 2,299,255	\$ 2,646,194	\$ 2,754,017	\$ 2,885,227

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 2,293,963	\$ 2,606,276	\$ 2,729,125	\$ 2,860,477
Federal Grant (JAG)	218	9899	-	19,593	-	-
Federal Tobacco Prevention Grant	218	9899	-	18,732	6,892	-
Federal Anti-Drug Abuse Grant	218	9899	-	-	18,000	18,000
County - Emergency Training Reimb.	212	9899	5,292	1,593	-	-
Federal Grant (EMPG)	218	9899	-	-	-	6,750
TOTAL			\$ 2,299,255	\$ 2,646,194	\$ 2,754,017	\$ 2,885,227

REVENUES MONITORED BY THIS PROGRAM

Traffic Fines	101	Misc.	\$ 290,448	\$ 258,419	\$ 300,000	\$ 250,000
Abandoned Vehicle Fees	101	4582	101,617	100,665	80,000	80,000
SCCSET Data Queries	101	4706	2,000	2,000	2,000	2,000
Anti-Drug Abuse Grant *	101	6899	-	19,593	18,000	18,000
Special Events-Community Group Sponsored	101	4630	25,790	37,690	37,000	37,000
PD Cost Recovery - Non City Sponsored Special Details	101	4704	10,673	360	14,000	14,000
Federal Tobacco Prevention Grant	101	6899	-	18,732	6,892	-
Other Revenue	101	4965	3,781	50	-	-
Homeland Security Grant (Training)	101	6899	5,292	1,593	-	-
DUI Cost Recovery **	101	4698	-	-	-	18,000
Emergency Management Performance Grant (EMPG)	101	6899	-	-	-	6,750
TOTAL			\$ 439,601	\$ 439,102	\$ 457,892	\$ 425,750

* Formerly JAG Grant

** Moved from 601 in FY 14

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

**EXHIBIT B
101.604**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.604.7001 Personnel - Regular	\$ 1,099,365	\$ 1,254,471	\$ 1,389,000	\$ 1,404,234
101.604.7002 Personnel - Temporary	81,539	80,490	114,715	114,715
101.604.7003 Personnel - Overtime	103,262	115,628	93,000	93,000
101.604.7005 Personnel - POST	68,557	74,039	82,159	71,067
101.604.7103 Personnel - Holiday Pay	53,714	59,438	65,165	65,762
101.604.7104 Meal Allowance	-	-	-	-
101.604.7105 Uniform Allowance	12,108	11,536	13,351	12,295
101.604.7106 Retirement	443,907	549,146	541,457	641,008
101.604.7107 Dental Insurance	16,890	20,135	21,792	22,200
101.604.7108 Group Health Insurance	138,423	160,042	174,734	183,456
101.604.7109 Group Life Insurance	2,137	2,445	2,760	2,688
101.604.7110 Workers' Compensation Insurance	61,807	62,313	59,720	62,804
101.604.7111 Unemployment Insurance	-	-	-	-
101.604.7112 Group Disability Insurance	1,345	2,009	9,606	7,992
101.604.7113 Medicare	21,277	21,690	25,136	22,023
101.604.7114 Auto Allowance	-	-	-	-
101.604.7115 Cell Phone Allowance	-	-	-	-
101.604.7118 Other Benefit Pay	31,161	8,331	-	-
101.604.7119 Social Security	-	-	-	-
101.604.7121 Leave Balance Payout	25,985	57,202	-	-
101.604.7122 Deferred Compensation Contribution	6,657	7,841	8,379	8,684
101.604.7126 PARS 457 Retirement	813	823	1,491	1,493
101.604.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 2,168,947	\$ 2,487,579	\$ 2,602,465	\$ 2,713,421

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM: POLICE - SPECIAL ENFORCEMENT SERVICES**

**EXHIBIT B-1
 101.604**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 159,794
Police Sergeant	2.00	2.00	2.00	2.00	254,272
Police Agent	2.00	2.00	2.00	2.00	228,600
Police Officer	6.00	6.00	6.00	6.00	633,762
Community Services Officer *	0.75	1.75	1.75	1.75	127,806
TOTAL	11.75	12.75	12.75	12.75	\$ 1,404,234

* 1.0 FTE Moved from Program 605 in FY 12

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 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
TOTAL	3.31	3.31	3.31	3.31	\$ 114,715

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

**EXHIBIT C
101.604**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.604.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.604.7421 Communications - Phones	-	-	-	-
101.604.7422 Advertising	-	-	-	-
101.604.7423 Clothing and Personal Expense	2,885	4,682	4,900	5,500
101.604.7424 Office Expense	1,889	2,870	2,950	1,500
101.604.7425 Minor Tools & Equipment	-	-	-	-
101.604.7427 Special Departmental Expense	9,975	30,461	10,000	23,500
101.604.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.604.7429 Maintenance & Operation of Equipment	1,920	3,448	2,750	2,750
101.604.7430 Professional & Specialized Services	21,527	23,629	31,725	33,775
101.604.7431 Promotional Expense	7,992	10,340	-	-
101.604.7432 Other Contractual Services	-	-	-	-
101.604.7433 Insurance and Surety Bonds	-	-	-	-
101.604.7434 Memberships, Dues, Books	1,164	1,687	1,750	1,750
101.604.7435 Professional Development & Training	-	-	-	-
101.604.7437 Staff Development	615	150	-	-
101.604.7438 Other Charges	4,392	3,399	4,000	4,000
101.604.7441 Special Community Services	-	-	-	-
101.604.7442 Insurance Claims Expense	-	-	-	-
101.604.7548 User Charges - Photocopy/Fax	-	-	-	-
101.604.7549 User Charges - Communications Pool	-	-	-	-
101.604.7550 User Charges - Motor Pool	38,731	38,731	33,749	35,666
101.604.7551 User Charges - IT Pool	39,218	39,218	59,728	63,365
101.604.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 130,308	\$ 158,615	\$ 151,552	\$ 171,806

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

EXHIBIT C-1
101.604
Page 1

Description	13/14 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Clothing & Badges - Explorer / PSA Uniforms	\$ 1,000
Crime Scene Response Team (CSRT) Uniforms	200
Crossing Guard Uniforms	1,000
ISU Shirts & Jackets	300
Miscellaneous Equipment	500
Motorcycle Officer Uniforms	1,500
SWAT Uniforms	1,000
	5,500
<u>7424 OFFICE EXPENSE</u>	
Office & Desk Supplies	1,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Community Emergency Response Team (CERT) Equipment *	13,500
Crime Scene Response Team (CSRT) Supplies -- Evidence Collection, Chemicals / MAIT	750
Crisis Negotiation Team (CNT) Supplies & Equipment (Moved from 605)	450
Critical Reach Computer Transmission Charges (Formerly TRAK)	400
Crossing Guard Supplies - Signs, Vests, Cones	200
Investigation Fund Resupply	1,000
Investigations Unit Anonymous Calling Cards/Cell Phone	200
Investigative Equipment - Flashlights, Recorders, Binoculars, Cameras	1,000
Safety Equipment - Holsters, Handcuffs, Pepper Spray	500
SWAT Replacement Equipment	5,000
Witness & Victim Expenses	500
	23,500
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Maintenance of Special Weapons & Tactics (SWAT) Equipment	300
Passive Alcohol Sensor (PAS) Device Calibration & Repair	1,000
Radar Trailer Repair	500
Radar Unit Calibration	700
Recorders, Camera & Video Equipment	250
	2,750
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Advanced Cell Tracking Systems (New)	825
Audio/Video Tape Transcription (Contracted)	1,500
Cell Phone Download Reader - Annual Subscription Fee	1,000
Comcast Cable	1,300
Computer Crime Investigations Internet Service Provider	1,150
Private Database Searches (CLEAR)	12,000
San Tomas Expressway - California Highway Patrol Contract	8,000
Sexual Assault Exams (Valley Medical Center)	7,000
Sketch Artist Fees	1,000
	33,775
* 50% Funded by EMPG Grant	
SUB - TOTAL	\$ 67,025

Description	13/14 Adopted
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	\$ 250
Dues	1,500
	1,750
<u>7438 OTHER CHARGES</u>	
Transportation (Prisoner Transport Fees)	2,500
Vehicle Abatement (Towing Fees)	1,500
	4,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	35,666
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	63,365
TOTAL	\$ 171,806

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Establish a common way of responding to a Code Red incident within the City of Campbell and County of Santa Clara

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Respond to 90% of emergency calls for service within five minutes.	92%	90%	88%
2	Respond to 90% of non-emergency calls for service within twenty minutes.	97%	97%	99%

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

**EXHIBIT A
101.605**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 5,839,012	\$ 6,105,120	\$ 5,946,170	\$ 6,262,139
Supplies, Services & Capital Outlay (Exhibit C)	744,475	768,086	769,606	782,859
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,583,487	6,873,206	6,715,776	7,044,998
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 6,583,487	\$ 6,873,206	\$ 6,715,776	\$ 7,044,998

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 6,436,696	\$ 6,755,890	\$ 6,602,226	\$ 6,808,198
Supplemental Law Enforce. Grant *	101	4526	100,000	100,000	100,000	100,000
Asset Forfeiture	205	9899	3,500	3,500	3,500	4,000
Federal Grant - Vests/EMPG/LLEBG	218	9899	16,038	4,778	5,000	4,000
State/Local Grant	212	9899	27,253	9,038	5,050	8,800
Community Facilities District #1	236	9899	-	-	-	100,000
General Fund - CIPR	101	6090	-	-	-	20,000
TOTAL			\$ 6,583,487	\$ 6,873,206	\$ 6,715,776	\$ 7,044,998

REVENUES MONITORED BY THIS PROGRAM

Supplemental Law Enforce. Grant	101	4526	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Asset Forfeiture - Transfers In	101	6899	3,500	3,500	3,500	4,000
Federal Grant - Vest Reimbursement	101	6899	4,518	4,778	5,000	4,000
Emergency Management Performance Grant (EMPG)	101	6899	11,520	-	-	-
Association of Bay Area Governments	101	6899	27,253	9,038	5,050	8,800
Other Revenue	101	4965	-	15	-	-
Cost Recovery - PD *	101	4704	4,931	5,760	-	-
Community Facilities District #1	101	6899	-	-	-	100,000
* Moved to 604 in FY 13						
TOTAL			\$ 151,722	\$ 123,091	\$ 113,550	\$ 216,800

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

**EXHIBIT B
101.605**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.605.7001 Personnel - Regular	\$ 3,017,034	\$ 3,079,612	\$ 3,317,497	\$ 3,469,212
101.605.7002 Personnel - Temporary	45,905	18,392	-	-
101.605.7003 Personnel - Overtime	226,950	195,500	180,000	180,000
101.605.7005 Personnel - POST	179,507	187,531	174,443	158,487
101.605.7103 Personnel - Holiday Pay	161,557	171,509	169,849	177,339
101.605.7104 Meal Allowance	-	-	-	-
101.605.7105 Uniform Allowance	32,837	34,474	33,187	33,232
101.605.7106 Retirement	1,217,192	1,436,187	1,362,585	1,491,856
101.605.7107 Dental Insurance	46,343	50,087	51,384	54,120
101.605.7108 Group Health Insurance	389,062	406,268	419,989	454,879
101.605.7109 Group Life Insurance	5,774	5,722	6,216	6,336
101.605.7110 Workers' Compensation Insurance	171,188	157,415	134,198	148,133
101.605.7111 Unemployment Insurance	-	-	-	-
101.605.7112 Group Disability Insurance	2,019	1,453	23,028	19,392
101.605.7113 Medicare	47,663	51,168	55,706	50,301
101.605.7114 Auto Allowance	-	-	-	-
101.605.7115 Cell Phone Allowance	360	360	288	288
101.605.7118 Other Benefit Pay	111,558	186,878	-	-
101.605.7119 Social Security	-	-	-	-
101.605.7121 Leave Balance Payout	166,533	105,754	-	-
101.605.7122 Deferred Compensation Contribution	17,530	16,810	17,800	18,564
101.605.7126 PARS 457 Retirement	-	-	-	-
101.605.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 5,839,012	\$ 6,105,120	\$ 5,946,170	\$ 6,262,139

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

**EXHIBIT B-1
 101.605**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 159,794
Police Sergeant	5.00	5.00	5.00	5.00	635,680
Police Agent	4.00	4.00	4.00	4.00	457,200
Police Officer *	19.00	19.00	19.00	20.00	2,085,024
Community Services Officer **	2.80	1.80	1.80	1.80	131,514
Police Officer Trainee	0.50	-	-	-	-
* 1.0 FTE Position Added for Annexation FY 14					
** 1.0 FTE Moved to Program 604 in FY 12					
TOTAL	32.30	30.80	30.80	31.80	\$ 3,469,212

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.605**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.605.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.605.7421 Communications - Phones	-	-	-	-
101.605.7422 Advertising	-	-	-	-
101.605.7423 Clothing and Personal Expense	5,838	8,234	9,450	9,000
101.605.7424 Office Expense	1,114	1,191	1,200	1,200
101.605.7425 Minor Tools & Equipment	-	-	-	-
101.605.7427 Special Departmental Expense	73,638	92,700	85,600	101,550
101.605.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.605.7429 Maintenance & Operation of Equipment	2,960	2,885	3,000	3,000
101.605.7430 Professional & Specialized Services	335,523	17,565	19,400	23,000
101.605.7431 Promotional Expense	-	-	-	-
101.605.7432 Other Contractual Services	-	318,794	300,000	274,000
101.605.7433 Insurance and Surety Bonds	-	-	-	-
101.605.7434 Memberships, Dues, Books	606	1,568	800	800
101.605.7435 Professional Development & Meetings	-	16	-	-
101.605.7437 Staff Development	-	100	-	-
101.605.7438 Other Charges	184	421	1,000	1,000
101.605.7441 Special Community Services	-	-	-	-
101.605.7450 Prisoner Booking Fees	-	-	-	-
101.605.7548 User Charges - Photocopy/Fax	-	-	-	-
101.605.7549 User Charges - Communications Pool	-	-	-	-
101.605.7550 User Charges - Motor Pool	272,320	272,320	271,050	286,446
101.605.7551 User Charges - IT Pool	52,292	52,292	78,106	82,863
101.605.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 744,475	\$ 768,086	\$ 769,606	\$ 782,859

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

**EXHIBIT C-1
101.605
Page 1**

Description	13/14 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Badge Replacement	\$ 400
Baseball Caps	400
Cleaning (Reserves, PSA's, and Explorer Uniforms)	2,000
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	1,000
Uniform Repair/Replacement	600
	9,000
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	1,200
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Patrol Supplies:	
Batteries	1,800
Bio-Hazard Supplies	1,000
Cones / Flares	500
First Aid Supplies	1,500
Flashlights	1,000
Replacement Sirens	2,000
Safety & Leather Gear	900
Vehicle Beat Pack Supplies	1,300
Evidence Supplies:	
Barrier Tape	450
Digital Cameras	600
Digital Voice Recorders	1,000
Photo Storage Medium	1,000
Fingerprint Supplies	450
Narcotic Kits	1,000
Firearms Supplies:	
Ammunition	38,000
Range Supplies (Cleaning Solution/Targets/Ear & Eye Protection)	3,000
Other Supplies:	
AR-15 Rifles Replacement / Repairs ***	4,000
Bulletproof Vests (50% Reimbursed by Federal Government)	8,000
Chemical Agents	1,000
Division Meetings	750
Emergency Preparedness Equipment & Supplies	500
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 Replacement / Repair *	3,000
Protective Gas Masks **	20,000
	101,550
* Partially Funded with ABAG Funds ** Funded with CIPR *** Asset Forfeiture Funds	
SUB - TOTAL	\$ 111,750

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

**EXHIBIT C-1
101.605
Page 2**

Description	13/14 Adopted
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Fire Extinguisher Service	\$ 500
In-Car Video Repair (Preventive & Repair) *	500
Miscellaneous Repairs	500
Repairs for Damages to Citizen Property	1,000
Weapons Repair	500
	3,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Alcohol Blood, Breath and Urine Tests	12,000
Emergency Clean-Up / Call Outs	1,000
Pistol Range Use	5,000
Mobile EOC Costs (Satellite Phone / TV / Internet)	4,000
Range Storage - Alarm & Electricity Fees	1,000
	23,000
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Silicon Valley Animal Control Authority Services (Shelter & Field Services)	274,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	800
<u>7438 OTHER CHARGES</u>	
Towing, PD Vehicle Malfunctions / Mobile Emergency Response Group & Equipment (MERGE)	
Course Rental	1,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of Vehicles	286,446
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	82,863
* Partially Funded with ABAG Funds	
TOTAL	\$ 782,859

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 12
1	Respond to 90% of all fire related calls for service within seven minutes or less.	100%	100%	100%
2	Respond to 90% of all medical related calls for service within eight minutes or less.	100%	100%	100%

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

**EXHIBIT A
101.610**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	6,256,685	6,460,222	6,659,979	6,893,078
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,256,685	6,460,222	6,659,979	6,893,078
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 6,256,685	\$ 6,460,222	\$ 6,659,979	\$ 6,893,078

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 6,256,685	\$ 6,460,222	\$ 6,659,979	\$ 6,858,078
Community Facilities District #1	236	9899	-	-	-	35,000
TOTAL			\$ 6,256,685	\$ 6,460,222	\$ 6,659,979	\$ 6,893,078

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Fire Permits	101	4241	\$ 77,343	\$ 111,320	\$ 75,000	\$ 75,000
Hazardous Waste Cleanup	101	4692	187,217	139,695	130,000	130,000
Community Facilities District #1	101	6899	-	-	-	35,000
TOTAL			\$ 264,560	\$ 251,015	\$ 205,000	\$ 240,000

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

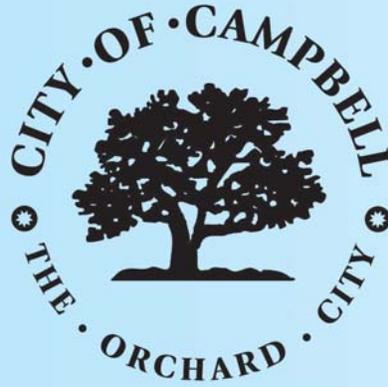
**EXHIBIT C
101.610**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.610.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.610.7421 Communications - Phones	-	-	-	-
101.610.7422 Advertising	-	-	-	-
101.610.7423 Clothing and Personal Expense	-	-	-	-
101.610.7424 Office Expense	-	-	-	-
101.610.7425 Minor Tools & Equipment	-	-	-	-
101.610.7427 Special Departmental Expense	-	-	-	-
101.610.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.610.7429 Maintenance & Operation of Equipment	-	-	-	-
101.610.7430 Professional & Specialized Services	-	-	-	-
101.610.7431 Promotional Expense	-	-	-	-
101.610.7432 Other Contractual Services	6,256,685	6,460,027	6,659,979	6,893,078
101.610.7433 Insurance and Surety Bonds	-	-	-	-
101.610.7434 Memberships, Dues, Books	-	-	-	-
101.610.7435 Professional Development & Meetings	-	-	-	-
101.610.7437 Staff Development	-	195	-	-
101.610.7438 Other Charges	-	-	-	-
101.610.7441 Special Community Services	-	-	-	-
101.610.7442 Insurance Claims Expense	-	-	-	-
101.610.7548 User Charges - Photocopy/Fax	-	-	-	-
101.610.7549 User Charges - Communications Pool	-	-	-	-
101.610.7550 User Charges - Motor Pool	-	-	-	-
101.610.7883 Improvements other than Buildings	-	-	-	-
101.610.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 6,256,685	\$ 6,460,222	\$ 6,659,979	\$ 6,893,078

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

**EXHIBIT C-1
 101.610**

Description	13/14 Adopted
7432 OTHER CONTRACTUAL SERVICES	
Santa Clara County Fire Department (SCCFD) Service Contract *	
FY 12/13 Base Contract	\$ 6,659,979
FY 13/14 Increase	233,099
	6,893,078
* Includes Paramedic Services	
TOTAL	\$ 6,893,078

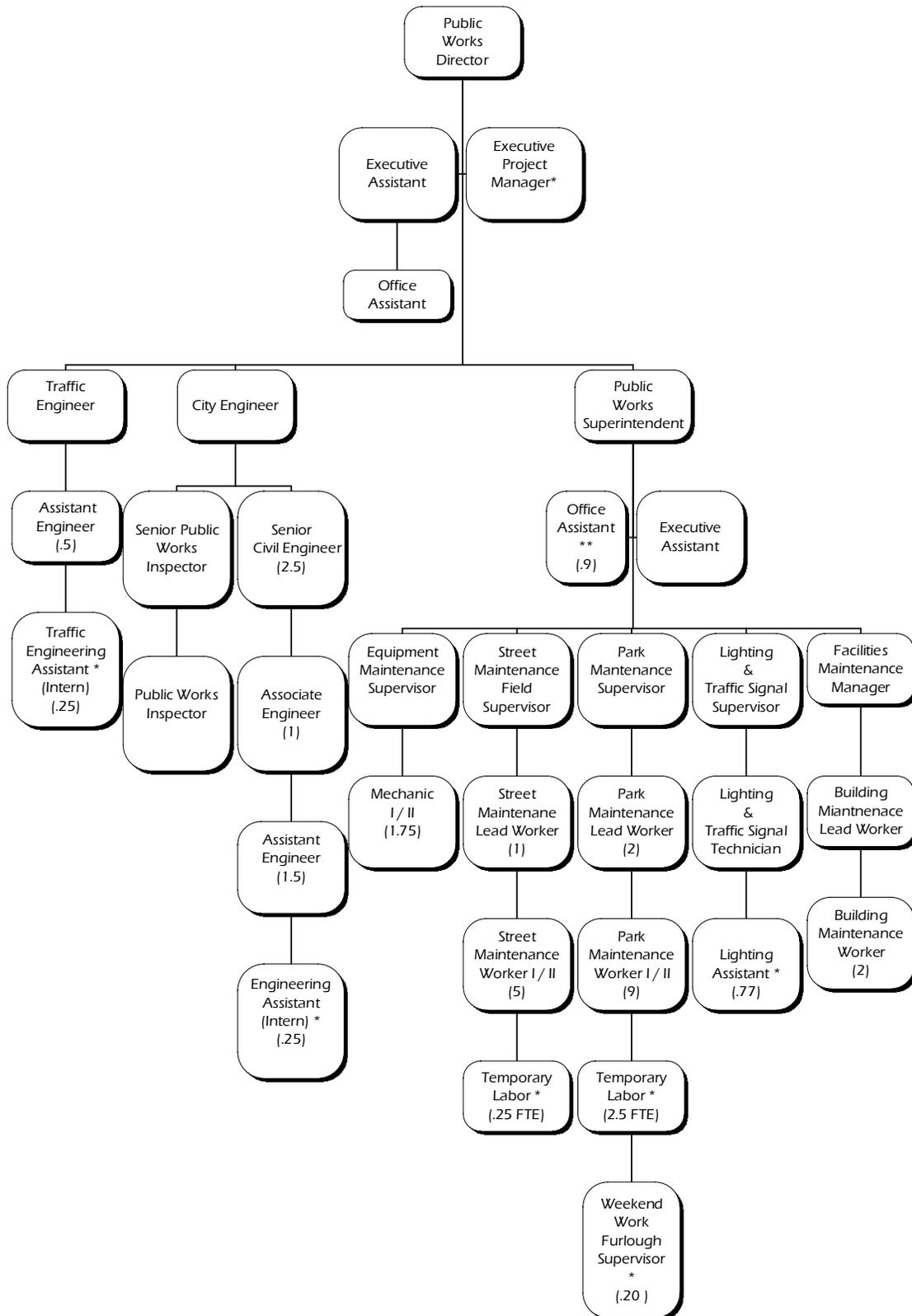


Public Works

Public Works



Public Works Department 2013 - 2014



* Temporary
** Permanent Part-Time

PUBLIC WORKS DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Assistant Engineer	1.90	1.90	1.90	3.00
Associate Civil Engineer	1.00	1.00	1.00	-
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00
Building Maintenance Worker	2.00	2.00	2.00	2.00
City Engineer	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	2.00
Facility Maintenance Manager	1.00	1.00	1.00	1.00
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00
Maintenance Worker I/II	5.00	5.00	5.00	5.00
Mechanic I/II	1.50	1.50	1.50	1.50
Office Assistant	0.80	0.90	1.90	1.90
Office Specialist	1.90	2.00	1.00	-
Park Maintenance Lead Worker	2.00	2.00	2.00	2.00
Park Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Worker I/II	9.00	9.00	9.00	9.00
Public Works Director	1.00	-	-	1.00
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	2.50	2.00	2.00	2.00
Senior Public Works Inspector	0.90	1.00	1.00	1.00
Street Maintenance Field Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Lead Worker	1.00	1.00	1.00	1.00
Traffic Engineer	1.00	1.00	1.00	1.00
Utility Worker	-	-	-	-
Total Budgeted Positions	42.50	41.30	41.30	42.40

PUBLIC WORKS DEPARTMENT SUMMARY

<u>Temporary Positions</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Engineering Intern	0.25	0.25	0.50	0.75
Engineering Assistant	-	0.25	0.25	0.50
Project Engineer	-	0.50	1.00	1.00
Project Manager	0.25	0.40	0.40	0.40
Temporary Labor	2.75	2.75	2.75	3.23
Temporary Lighting Assistant	0.77	0.77	0.77	0.77
Traffic Engineering Assistant	0.25	0.25	0.25	0.25
Weekend Work Furlough Supervisor	0.20	0.20	-	0.20
Weekend Park Maintenance	-	-	0.20	0.20
Temporary Building Maintenance Worker	-	-	-	0.80
Total Temporary Positions	4.47	5.37	6.12	8.10
Total Staffing	46.97	46.67	47.42	50.50

Expenditure Summary

<u>Description</u>	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Adopted 2013-2014</u>
Employee Services	\$ 4,499,538	\$ 4,506,109	\$ 4,770,571	\$ 5,660,348
Supplies & Other Services & Capital Outlay	2,258,051	2,344,827	2,690,831	4,344,294
Debt Service	-	-	-	-
Total Before Transfers	6,757,589	6,850,936	7,461,402	10,004,642
Transfers-Out	1,244,118	1,257,113	1,493,073	1,636,989
Appropriation Total	8,001,707	8,108,049	8,954,475	11,641,631
Less Transfers-In	2,312,932	2,305,354	2,608,330	3,008,922
Net Cost	\$ 5,688,775	\$ 5,802,695	\$ 6,346,145	\$ 8,632,709

Revenue Summary

Total Revenue Monitored by Department	<u>\$ 6,845,308</u>	<u>\$ 7,174,513</u>	<u>\$ 7,271,007</u>	<u>\$ 7,473,207</u>
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GENERAL FUND - (101)
Public Works - Department Administration Program (701)
Program Manager - Public Works Director

MISSION STATEMENT

Provide effective administrative direction and management of Public Works Department programs including the design and construction of public facilities; land development review; Lighting and Landscape District administration; traffic engineering; environmental programs; and parks, streets, vehicle and traffic signal and lighting maintenance.

ONGOING RESPONSIBILITIES

- Provide administrative and clerical support services to the Engineering, Traffic and Environmental Divisions
- Manage the development of the department's annual budget and Capital Improvement Program submittals
- Schedule and coordinate items requiring City Council action
- Monitor monthly financial reports
- Monitor performance measures
- Ensure timely completion of Employee Performance Reviews
- Prepare quarterly work program status reports
- Assist with major redevelopment project implementation
- Assist with capital project implementation
- Continue document imaging implementation

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

**EXHIBIT A
101.701**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 394,618	\$ 223,275	\$ 230,528	\$ 458,801
Supplies, Services & Capital Outlay (Exhibit C)	65,736	60,936	53,506	56,444
	-	-	-	-
Total Before Transfers	460,354	284,211	284,034	515,245
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 460,354	\$ 284,211	\$ 284,034	\$ 515,245

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 299,196	\$ 146,118	\$ 171,234	\$ 372,445
Lighting & Landscaping District	207	9899	10,000	10,000	10,000	10,000
Environmental Programs	209	9899	102,800	102,800	102,800	132,800
RDA - 20% Housing Fund	223	9899	8,672	5,059	-	-
RDA - Administration	434	9899	34,686	20,234	-	-
Motor Vehicle Pool	641	9899	5,000	-	-	-
TOTAL			\$ 460,354	\$ 284,211	\$ 284,034	\$ 515,245

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Franchise - San Jose Water	101	4124	\$ 131,121	\$ 143,261	\$ 135,000	\$ 135,000
Lighting & Landscaping District - Trsfs.	101	6899	10,000	10,000	10,000	10,000
Environmental Programs - Transfers In	101	6899	102,800	102,800	102,800	132,800
RDA - 20% Housing Fund - Transfers In	101	6899	8,672	5,059	-	-
RDA - Administration - Transfers In	101	6899	34,686	20,234	-	-
Motor Vehicle Pool - Transfers In	101	6899	5,000	-	-	-
Tree in Lieu Fee	101	4971	475	1,475	-	-
TOTAL			\$ 292,754	\$ 282,829	\$ 247,800	\$ 277,800

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

**EXHIBIT B
101.701**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.701.7001 Personnel - Regular	\$ 239,554	\$ 100,771	\$ 125,746	\$ 297,588
101.701.7002 Personnel - Temporary	74,462	62,368	48,880	49,858
101.701.7003 Personnel - Overtime	6	-	500	500
101.701.7005 Personnel - POST	-	-	-	-
101.701.7103 Personnel - Holiday Pay	-	-	-	-
101.701.7104 Meal Allowance	-	-	-	-
101.701.7105 Uniform Allowance	-	-	-	-
101.701.7106 Retirement	26,313	14,584	17,997	48,388
101.701.7107 Dental Insurance	4,707	3,184	3,568	5,400
101.701.7108 Group Health Insurance	31,803	21,873	25,668	40,872
101.701.7109 Group Life Insurance	465	326	384	576
101.701.7110 Workers' Compensation Insurance	1,129	555	811	2,621
101.701.7111 Unemployment Insurance	-	-	-	-
101.701.7112 Group Disability Insurance	1,848	1,040	1,200	1,992
101.701.7113 Medicare	4,724	2,576	2,539	5,038
101.701.7114 Auto Allowance	1,075	-	-	1,320
101.701.7115 Cell Phone Allowance	360	360	-	360
101.701.7118 Other Benefit Pay	1,608	-	-	-
101.701.7119 Social Security	-	-	-	-
101.701.7121 Leave Balance Payout	2,880	13,186	-	-
101.701.7122 Deferred Compensation Contribution	3,390	2,310	2,600	3,640
101.701.7126 PARS 457 Retirement	294	142	635	648
101.701.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 394,618	\$ 223,275	\$ 230,528	\$ 458,801

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

**EXHIBIT C
101.701**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.701.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.701.7421 Communications - Phones	1,919	3,376	1,100	1,100
101.701.7422 Advertising	-	-	-	-
101.701.7423 Clothing and Personal Expense	-	-	-	-
101.701.7424 Office Expense	3,808	3,267	4,000	4,000
101.701.7425 Minor Tools & Equipment	-	-	-	-
101.701.7427 Special Departmental Expense	2,372	3,090	3,600	3,600
101.701.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.701.7429 Maintenance & Operation of Equipment	-	1,644	1,300	2,000
101.701.7430 Professional & Specialized Services	3,750	-	-	-
101.701.7431 Promotional Expense	-	-	-	-
101.701.7432 Other Contractual Services	-	-	-	-
101.701.7433 Insurance and Surety Bonds	-	-	-	-
101.701.7434 Memberships, Dues, Books	489	625	750	750
101.701.7435 Professional Development & Meetings	2,661	5,182	6,000	6,000
101.701.7437 Staff Development	82	176	-	-
101.701.7438 Other Charges	-	-	-	-
101.701.7441 Special Community Services	-	-	-	-
101.701.7442 Insurance Claims Expense	-	-	-	-
101.701.7548 User Charges - Photocopy/Fax	-	-	-	-
101.701.7549 User Charges - Communications Pool	-	-	-	-
101.701.7550 User Charges - Motor Pool	-	-	-	-
101.701.7551 User Charges - IT Pool	43,576	43,576	36,756	38,994
101.701.7884 Machinery & Equipment	7,079	-	-	-
TOTAL	\$ 65,736	\$ 60,936	\$ 53,506	\$ 56,444

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

**EXHIBIT C-1
 101.701**

Description	13/14 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Monthly Fees - Cellular Telephones	\$ 1,100
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	4,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Departmental Employee Recognition	1,100
Drafting Materials, Special Events, Special Equipment, Etc.	2,500
	3,600
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Engineering Copier	2,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	750
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	6,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	38,994
TOTAL	\$ 56,444

ENVIRONMENTAL SERVICES FUND - (209)
Public Works - Environmental Services Program (715)
Program Manager - City Engineer

MISSION STATEMENT

Monitor environmental program revenues for solid waste, storm water, and other miscellaneous sources of funds.

ONGOING RESPONSIBILITIES

- Transfer out of solid waste and storm water revenues to other City programs

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	City of Campbell Solid Waste Maximum Disposal (pounds/person/day)	3.8	3.8	3.8

In 2007 the State of California Integrated Waste Management Division established a target maximum solid waste disposal for each local agency. The City of Campbell's target is to dispose of less than 5.2 lbs/person/day.

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

**EXHIBIT A
209.715**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	815,300	800,300	1,128,202	1,201,405
APPROPRIATION TOTAL	\$ 815,300	\$ 800,300	\$ 1,128,202	\$ 1,201,405

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Solid Waste Revenues	209	Misc.	\$ 55,111	\$ 54,023	\$ 212,560	\$ 257,560
Storm Water Revenues	209	4720	258,800	258,800	379,869	379,869
Storm Drain Fees	209	4721	20,407	24,264	10,000	15,000
Solid Waste - Beginning Fund Bal.	209	6090	42,982	11,213	-	5,000
General Fund - Transfers-In	101	9899	438,000	452,000	511,940	511,940
Storm Water - Fund Balance	209	6090	-	-	13,833	32,036
TOTAL			\$ 815,300	\$ 800,300	\$ 1,128,202	\$ 1,201,405

REVENUES MONITORED BY THIS PROGRAM

Storm Water Fees - WV Sanitation	209	4720	\$ 258,800	\$ 258,800	\$ 379,869	\$ 379,869
Storm Drain Fees	209	4721	17,308	21,292	10,000	15,000
AB939 Recycling - Santa Clara County	209	4922	44,146	43,089	44,000	44,000
Solid Waste - Beverage Container Grant	209	4533	10,965	10,934	10,000	5,000
Storm Drain Fee Interest	209	4410	2,618	2,972	-	-
General Fund - Transfers-In	209	6899	438,000	452,000	511,940	511,940
Solid Waste Fees *	209	4724	-	-	158,560	208,560
* Includes solid waste fees for street sweeping \$110,000, HHW \$23,915 and WVSWMA Admin \$44,645 totals \$178,560 in FY 14						
TOTAL			\$ 771,837	\$ 789,087	\$ 1,114,369	\$ 1,164,369

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

MISSION STATEMENT

Manage, including monitoring and planning improvements to, the City's surface transportation system to achieve safe and efficient movement of pedestrians, bicyclists, and vehicles within and through the community in the most cost-effective and equitable manner possible.

ONGOING RESPONSIBILITIES

- Collect and analyze traffic volume, accident, speed, and related data
- Manage traffic signal timing and coordination
- Determine the need for traffic regulation and control, and direct the placement and operation of traffic controls according to Council policy and traffic engineering standards
- Respond to citizen requests for changes in traffic controls and for evaluation of other traffic engineering issues
- Work with neighborhood groups, as appropriate, to evaluate traffic issues, identify appropriate alternatives, and develop recommendations
- Support the Engineering Division's design and construction of capital improvement projects
- Represent the City in regional and interagency transportation programs and projects, including congestion management, arterial and freeway operations, public transit planning and development, project funding, and bikeway planning
- Prepare and submit mandated reports to the Santa Clara Valley Transportation Agency and Caltrans
- Staff the City's Bicycle Advisory Committee
- Support the Redevelopment Agency, Community Development Department, and the Engineering Division in the review of development projects and General Plan changes
- Identify and apply for outside funding sources suitable for transportation-related projects in the City
- Prepare an annual traffic-vehicle-pedestrian accident report
- Manage annual bicycle and pedestrian safety improvement projects
- Review, in conjunction with the Police Department, current list of Neighborhood Traffic Management Program (NTMP) special enforcement zone streets and revise as necessary
- Participate, as appropriate, in implementation and operation of Silicon Valley-Intelligent Transportation Systems (SV-ITS) Projects

GENERAL FUND - (101)
Public Works - Transportation Engineering Program (720)

WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Radar Speed Feedback Signs – complete construction
- Campbell Avenue Portals Project – assist in design
- Hacienda Avenue Rehabilitation Project – assist in design
- Investigate and prepare recommendations regarding updates to the Land Use and Transportation Element of the General Plan for consistency with Complete Street Act
- Provide input and assistance for the Dell Avenue Area Plan
- Hamilton Avenue – Bascom Avenue ITS Project – manage analysis, design and construction

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	95% of Congestion Management Program (CMP) roadways meet CMP Level Of Service standards.	100%	100%*	100%
2	Number of pedestrian accidents and percent of total of all accidents.**	17 / 3.4%	18/3.7%	26/4.5%
3	Number of bicycle accidents and percent of total of all accidents.**	28/5.6%	21/4.3%	24/4.2%
4	Number of injury accidents and percent of total of all accidents.**	99 / 20.0%	82 / 17.0%	98 / 17%
5	80% of Traffic Service Requests responded to within 30 days. */***	93%	99.1%	99.2%

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

** Partial data (July 1 – September 30, 2011)

*** Partial data (July 1 – December 31 2011)

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

**EXHIBIT A
 101.720**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 225,324	\$ 241,922	\$ 244,301	\$ 258,209
Supplies, Services & Capital Outlay (Exhibit C)	18,885	18,048	25,328	321,447
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	244,209	259,970	269,629	579,656
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 244,209	\$ 259,970	\$ 269,629	\$ 579,656

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 56,445	\$ 79,131	\$ 67,020	\$ 81,294
Construction Tax Reserve	101	6090	-	30,000	35,000	35,000
Federal Aid Urban	211	9899	29,135	-	-	-
Gas Tax Fund	204	9899	158,629	150,839	167,609	163,362
Beginning Fund Balance (CIPR)	101	6090	-	-	-	300,000
TOTAL			\$ 244,209	\$ 259,970	\$ 269,629	\$ 579,656

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Truck Permits	101	4271	\$ 624	\$ 1,440	\$ 500	\$ 500
Transit Shelter Advertising	101	4544	4,229	4,184	5,000	3,000
Traffic Engineering Services	101	4728	92	77	-	-
Federal Aid Urban	101	6899	29,135	-	-	-
Gas Tax Fund	101	6899	158,629	150,839	167,609	163,362
Cost Recovery	101	4701	1,500	28,930		
TOTAL			\$ 194,209	\$ 185,470	\$ 173,109	\$ 166,862

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

**EXHIBIT B
101.720**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.720.7001 Personnel - Regular	\$ 167,698	\$ 171,541	\$ 179,872	\$ 187,320
101.720.7002 Personnel - Temporary	6,340	7,460	7,540	7,540
101.720.7003 Personnel - Overtime	-	-	500	500
101.720.7005 Personnel - POST	-	-	-	-
101.720.7103 Personnel - Holiday Pay	-	-	-	-
101.720.7104 Meal Allowance	-	-	-	-
101.720.7105 Uniform Allowance	68	68	-	75
101.720.7106 Retirement	18,533	25,368	25,743	30,459
101.720.7107 Dental Insurance	2,426	2,605	2,668	2,700
101.720.7108 Group Health Insurance	16,814	17,652	18,639	20,166
101.720.7109 Group Life Insurance	279	279	336	288
101.720.7110 Workers' Compensation Insurance	1,928	1,824	1,849	2,135
101.720.7111 Unemployment Insurance	-	-	-	-
101.720.7112 Group Disability Insurance	1,089	1,089	1,386	1,092
101.720.7113 Medicare	2,704	2,839	2,725	2,826
101.720.7114 Auto Allowance	960	960	960	960
101.720.7115 Cell Phone Allowance	360	360	360	360
101.720.7118 Other Benefit Pay	2,161	3,751	-	-
101.720.7119 Social Security	-	-	-	-
101.720.7121 Leave Balance Payout	2,257	4,404	-	-
101.720.7122 Deferred Compensation Contribution	1,625	1,625	1,625	1,690
101.720.7126 PARS 457 Retirement	82	97	98	98
101.720.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 225,324	\$ 241,922	\$ 244,301	\$ 258,209

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

**EXHIBIT C
101.720**

Description	10/11 Actual	11/12 Adopted	12/13 Adopted	13/14 Adopted
101.720.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.720.7421 Communications - Phones	-	-	-	-
101.720.7422 Advertising	-	-	-	-
101.720.7423 Clothing and Personal Expense	-	-	-	-
101.720.7424 Office Expense	-	-	-	-
101.720.7425 Minor Tools & Equipment	-	-	-	-
101.720.7427 Special Departmental Expense	179	-	5,500	500
101.720.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.720.7429 Maintenance & Operation of Equipment	-	97	400	400
101.720.7430 Professional & Specialized Services	-	-	-	300,000
101.720.7431 Promotional Expense	-	-	-	-
101.720.7432 Other Contractual Services	-	-	-	-
101.720.7433 Insurance and Surety Bonds	-	-	-	-
101.720.7434 Memberships, Dues, Books	1,276	521	1,050	1,050
101.720.7435 Professional Development & Meetings	-	-	-	-
101.720.7437 Staff Development	-	-	-	-
101.720.7441 Special Community Services	-	-	-	-
101.720.7442 Insurance Claims Expense	-	-	-	-
101.720.7548 User Charges - Photocopy/Fax	-	-	-	-
101.720.7549 User Charges - Communications Pool	-	-	-	-
101.720.7550 User Charges - Motor Pool	-	-	-	-
101.720.7551 User Charges - IT Pool	17,430	17,430	18,378	19,497
101.720.7883 Improvements Other Than Buildings	-	-	-	-
101.720.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 18,885	\$ 18,048	\$ 25,328	\$ 321,447

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

**EXHIBIT C-1
 101.720**

Description	13/14 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Marking Paint, Measuring Wheels, Hoses, Etc.	\$ 250
Technical Software and Updates (Non-Information Technology Supported)	250
	500
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Pool Bicycle Maintenance	150
Silicon Valley - Intelligent Transportation Systems Equipment	250
	400
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Update to Land Use and Transportation Element of the City's General Plan	300,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	260
Dues - Institute of Transportation Engineering (ITE); Transportation Resources Board (TRB)	640
Subscriptions	150
	1,050
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	19,497
TOTAL	\$ 321,447

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

MISSION STATEMENT

Design and construct Public Works maintenance and Capital Improvement Program (CIP) projects in a timely and cost-effective manner; administer special engineering programs; regulate and inspect construction operations within the public right-of-way.

ONGOING RESPONSIBILITIES

- Perform project planning, engineering design, cost estimating, bid advertisement, and construction management services for Public Works Engineering projects
- Manage schedules and budgets for Public Works Engineering projects
- Conduct periodic street assessment surveys and evaluate and recommend pavement maintenance treatments using the computerized Pavement Management Program
- Participate in MTC's Pavement Maintenance Program
- Issue permits for construction within the public right-of-way
- Perform field inspections of construction within the public right-of-way
- Coordinate one-year maintenance inspections, accept work and release permits/bonds
- Coordinate effectively with other agencies regarding public works construction
- Provide engineering support for Capital Improvement Program development
- Provide engineering support to Traffic Engineering and other departments as needed

WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Hacienda Avenue – design
- Winchester Boulevard Underground Utility District - coordinate with PG&E for construction
- Winchester Boulevard Improvement Project - Phase II construction
- East Campbell Avenue Portal Project – design
- 2013 Street Maintenance Project – complete construction
- 2014 Accessibility Ramp Project – design and construction
- 2014 Annual Street Maintenance Projects – design and construction

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Average cost of design and construction engineering is 18%. *	22%	24%	17%
2	75% of City's pavement network is at a PCI of 70 or greater.	74.5%	74.5%	85%
3	Mean PCI of City's pavement network.	75%	73%	73%

* As a percentage of total project cost.

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

**EXHIBIT A
101.730**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 954,697	\$ 1,066,227	\$ 1,084,178	\$ 1,116,192
Supplies, Services & Capital Outlay (Exhibit C)	54,715	52,140	54,805	57,844
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,009,412	1,118,367	1,138,983	1,174,036
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,009,412	\$ 1,118,367	\$ 1,138,983	\$ 1,174,036

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 814,752	\$ 938,661	\$ 1,013,983	\$ 975,376
Lighting & Landscaping District	207	9899	30,000	30,000	30,000	30,000
Environmental Programs	209	9899	95,000	95,000	95,000	100,000
Gas Tax Fund	204	9899	69,660	39,517	-	68,660
VTA - Project Readiness	212	9899	-	15,189	-	-
TOTAL			\$ 1,009,412	\$ 1,118,367	\$ 1,138,983	\$ 1,174,036

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Project Overhead Offset	101	4725	\$ 507,250	\$ 500,726	\$ 450,000	\$ 450,000
Sale of Maps / Publications	101	4760	1,431	1,563	1,000	1,000
Notice of Improvement Obligation	101	4924	10,000	4,216	2,000	2,000
Lighting & Landscaping District - Trfs. In	101	6899	30,000	30,000	30,000	30,000
Environmental Programs - Transfers In	101	6899	95,000	95,000	95,000	100,000
Cost Recovery (Other Agency)	101	4701	16,071	16,043	-	-
Gas Tax Fund	101	6899	69,660	39,517	-	68,660
VTA - Project Readiness	101	6899	-	15,189	-	-
TOTAL			\$ 729,412	\$ 702,254	\$ 578,000	\$ 651,660

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

**EXHIBIT B
101.730**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.730.7001 Personnel - Regular	\$ 723,512	\$ 750,465	\$ 735,285	\$ 736,268
101.730.7002 Personnel - Temporary	6,940	61,615	111,540	121,160
101.730.7003 Personnel - Overtime	-	300	5,000	3,000
101.730.7005 Personnel - POST	-	-	-	-
101.730.7103 Personnel - Holiday Pay	-	-	-	-
101.730.7104 Meal Allowance	-	-	-	-
101.730.7105 Uniform Allowance	503	518	300	450
101.730.7106 Retirement	80,358	109,646	105,234	119,718
101.730.7107 Dental Insurance	10,511	11,287	11,572	10,800
101.730.7108 Group Health Insurance	74,815	78,450	77,094	80,604
101.730.7109 Group Life Insurance	1,209	1,209	1,392	1,152
101.730.7110 Workers' Compensation Insurance	8,434	7,979	7,192	13,875
101.730.7111 Unemployment Insurance	-	-	-	-
101.730.7112 Group Disability Insurance	4,455	4,455	5,148	4,176
101.730.7113 Medicare	11,704	12,841	12,351	12,434
101.730.7114 Auto Allowance	2,881	2,881	2,880	2,880
101.730.7115 Cell Phone Allowance	720	720	720	1,080
101.730.7118 Other Benefit Pay	12,977	7,178	-	-
101.730.7119 Social Security	-	-	-	-
101.730.7121 Leave Balance Payout	7,983	8,273	-	-
101.730.7122 Deferred Compensation Contribution	7,605	7,605	7,020	7,020
101.730.7126 PARS 457 Retirement	90	805	1,450	1,575
101.730.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 954,697	\$ 1,066,227	\$ 1,084,178	\$ 1,116,192

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

**EXHIBIT B-1
101.730**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
City Engineer	1.00	1.00	1.00	1.00	\$ 153,662
Senior Civil Engineer	2.00	2.00	2.00	2.00	272,348
Assistant Engineer * / **	1.45	1.00	1.00	1.00	102,292
Senior Public Works Inspector ***	0.90	1.00	1.00	1.00	107,414
Public Works Inspector	1.00	1.00	1.00	1.00	100,552
<p>* Additional .50 FTE in Program 720. Voluntary Reduction FY 11 ** Moved .45 FTE to Program 740 in FY 12 *** Voluntary Reduction in FY 11 Only.</p>					
TOTAL	6.35	6.00	6.00	6.00	\$ 736,268

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Engineering Assistant (Intern)	0.25	0.25	0.25	0.50	\$ 15,080
Project Engineer	-	0.50	1.00	1.00	106,080
TOTAL	0.25	0.75	1.25	1.50	\$ 121,160

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

**EXHIBIT C
101.730**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.730.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.730.7421 Communications - Phones	-	-	-	-
101.730.7422 Advertising	-	-	-	-
101.730.7423 Clothing and Personal Expense	-	-	250	250
101.730.7424 Office Expense	-	863	-	-
101.730.7425 Minor Tools & Equipment	-	-	-	-
101.730.7427 Special Departmental Expense	-	-	-	-
101.730.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.730.7429 Maintenance & Operation of Equipment	-	-	-	-
101.730.7430 Professional & Specialized Services	2,000	-	2,000	2,000
101.730.7431 Promotional Expense	-	-	-	-
101.730.7432 Other Contractual Services	-	-	-	-
101.730.7433 Insurance and Surety Bonds	-	-	-	-
101.730.7434 Memberships, Dues, Books	1,438	-	1,700	1,700
101.730.7435 Professional Development & Meetings	-	-	-	-
101.730.7437 Staff Development	-	-	-	-
101.730.7438 Other Charges	-	-	-	-
101.730.7548 User Charges - Photocopy/Fax	-	-	-	-
101.730.7549 User Charges - Communications Pool	-	-	-	-
101.730.7550 User Charges - Motor Pool	16,416	16,416	14,099	14,900
101.730.7551 User Charges - IT Pool	34,861	34,861	36,756	38,994
101.730.7883 Improvements Other Than Buildings	-	-	-	-
101.730.7884 Machinery & Equipment	-	-	-	-
101.730.7885 Street Maintenance Reserve	-	-	-	-
TOTAL	\$ 54,715	\$ 52,140	\$ 54,805	\$ 57,844

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

**EXHIBIT C-1
 101.730**

Description	13/14 Adopted
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Safety Clothing and Damaged Clothing Repair	\$ 250
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Supplemental Engineering & Storm Water Consultant Services (As Needed)	2,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	500
Dues	1,100
Subscriptions	100
	1,700
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	14,900
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	38,994
TOTAL	\$ 57,844

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)

WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Manage City's Land Surveyor consultant services agreement
- Follow through on work plan considering "single use" carry out bags
- Provide support for West Valley Solid Waste JPA regarding expansion and/or modifications to the collection, recycling and composting programs
- Provide support for West Valley Solid Waste JPA regarding extension, renewal, or solicitation of solid waste collection contractor due to expiration of current contract
- Review opportunities for reduction or elimination of expanded polystyrene
- Review opportunities for alternative funding mechanisms for mandated Clean Water Program activities, including the establishment of Community Facilities District(s) for stormwater management

GENERAL FUND - (101)
Public Works - Land Development / Environmental Programs (740)

WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Monitor and document trash loading reduction to creeks as a result of trash capture device installation in response to NDPEs requirements
- Incorporate newly annexed areas into the City's Lighting and Landscaping assessments
- Review opportunities for infrastructure asset inventory management

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	80% of development application reviews completed within ten working days.*	89%	75%	87%

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

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

**EXHIBIT A
 101.740**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 233,062	\$ 150,635	\$ 226,016	\$ 227,210
Supplies, Services & Capital Outlay (Exhibit C)	78,932	86,976	383,723	455,193
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	311,994	237,611	609,739	682,403
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 311,994	\$ 237,611	\$ 609,739	\$ 682,403

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund	101	Misc.	\$ 119,494	\$ 45,111	\$ 118,212	\$ 136,798
Environmental Services - Storm Water	209	9899	75,000	75,000	307,902	326,105
Environmental Programs - Solid Waste	209	9899	117,500	117,500	179,500	179,500
General Fund - CIPR	101	6090	-	-	-	40,000
TOTAL			\$ 311,994	\$ 237,611	\$ 605,614	\$ 682,403

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Franchise - Garbage	101	4123	\$ 1,552,501	\$ 1,538,048	\$ 1,602,000	\$ 1,602,000
Engineering & Subdivision Filing Fees	101	4722	196,447	257,168	225,000	225,000
Environmental Programs - Transfers-In	101	6899	192,500	192,500	487,402	505,605
TOTAL			\$ 1,941,448	\$ 1,987,716	\$ 2,314,402	\$ 2,332,605

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: PUBLIC WORKS - LAND DEVELOPMENT/ENVIRONMENTAL PROGRAMS**

**EXHIBIT B
101.740**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.740.7001 Personnel - Regular	\$ 133,901	\$ 112,945	\$ 159,571	\$ 155,868
101.740.7002 Personnel - Temporary	-	2,360	15,080	15,080
101.740.7003 Personnel - Overtime	852	837	-	-
101.740.7005 Personnel - POST	-	-	-	-
101.740.7103 Personnel - Holiday Pay	-	-	-	-
101.740.7104 Meal Allowance	-	-	-	-
101.740.7105 Uniform Allowance	150	150	-	225
101.740.7106 Retirement	14,610	16,346	22,838	25,345
101.740.7107 Dental Insurance	1,885	1,736	2,587	2,700
101.740.7108 Group Health Insurance	13,097	12,197	18,609	20,106
101.740.7109 Group Life Insurance	201	186	278	288
101.740.7110 Workers' Compensation Insurance	1,013	375	1,570	2,073
101.740.7111 Unemployment Insurance	-	-	-	-
101.740.7112 Group Disability Insurance	660	594	870	900
101.740.7113 Medicare	2,774	1,578	2,532	2,479
101.740.7114 Auto Allowance	86	-	-	-
101.740.7115 Cell Phone Allowance	46	-	-	-
101.740.7118 Other Benefit Pay	28,731	-	-	-
101.740.7119 Social Security	-	-	-	-
101.740.7121 Leave Balance Payout	33,556	-	-	-
101.740.7122 Deferred Compensation Contribution	1,500	1,300	1,885	1,950
101.740.7126 PARS 457 Retirement	-	31	196	196
101.740.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 233,062	\$ 150,635	\$ 226,016	\$ 227,210

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

**EXHIBIT C
101.740**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.740.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.740.7421 Communications - Phones	-	-	-	-
101.740.7422 Advertising	-	-	-	-
101.740.7423 Clothing and Personal Expense	-	-	200	200
101.740.7424 Office Expense	-	-	-	-
101.740.7425 Minor Tools & Equipment	-	-	-	-
101.740.7427 Special Departmental Expense	578	578	1,350	17,000
101.740.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.740.7429 Maintenance & Operation of Equipment	-	-	-	-
101.740.7430 Professional & Specialized Services	52,227	54,773	321,902	376,902
101.740.7431 Promotional Expense	-	-	-	-
101.740.7432 Other Contractual Services	11,748	17,321	46,000	46,000
101.740.7433 Insurance and Surety Bonds	-	-	-	-
101.740.7434 Memberships, Dues, Books	363	188	500	500
101.740.7435 Professional Development & Meetings	-	-	-	-
101.740.7437 Staff Development	-	100	-	-
101.740.7438 Other Charges	-	-	-	-
101.740.7441 Special Community Services	-	-	-	-
101.740.7442 Insurance Claims Expense	-	-	-	-
101.740.7548 User Charges - Photocopy/Fax	-	-	-	-
101.740.7549 User Charges - Communications Pool	-	-	-	-
101.740.7550 User Charges - Motor Pool	5,301	5,301	4,582	4,842
101.740.7551 User Charges - IT Pool	8,715	8,715	9,189	9,749
101.740.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 78,932	\$ 86,976	\$ 383,723	\$ 455,193

**CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Detail
 PROGRAM: PUBLIC WORKS - LAND DEVELOPMENT/ENVIRONMENTAL PROGRAMS**

**EXHIBIT C-1
 101.740**

Description	13/14 Adopted
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Safety Clothing	\$ 200
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Lighting & Landscape District (LLD) - Data Processing (Santa Clara County)	1,200
Public Awareness Campaign - Stormwater **	15,000
Public Education Material (Urban Runoff Publications)	800
	17,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Asset Inventory and Management System *	40,000
Supplemental Land Development Engineering Services	25,000
West Valley Clean Water Program **	266,902
West Valley Solid Waste Management Authority **	45,000
	376,902
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Household Hazardous Waste Supplemental Services **	25,000
Storm Drain Cleaning (West Valley Sanitation District)	21,000
	46,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	300
Dues / Registration	200
	500
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	4,842
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	9,749
TOTAL	\$ 455,193

* Funded by CIPR

** Funded by Environmental Services Program (715)

GENERAL FUND - (101)
Public Works - Maintenance Administration Program (745)
Program Manager - Public Works Superintendent

MISSION STATEMENT

Provide cost-effective management oversight for the maintenance of the City's infrastructure, including public right-of-way facilities, parks, grounds, traffic signals, and streetlights, as well as the City's vehicles and equipment.

ONGOING RESPONSIBILITIES

- Provide personnel and budget administration for the Maintenance Division
- Manage citizen requests for Maintenance Division service
- Provide public information concerning maintenance activities
- Coordinate the annual Arbor Day observance
- Serve as Safety Coordinator for the Maintenance Division
- Assure Maintenance Division adherence to the Injury and Illness Prevention Program
- Administer the City's motor pool, shopping cart collection, integrated pest management program, and the underground storage tank designated operator contract
- Support the Parks and Recreation Commission
- Optimize the use of community volunteers
- Track adherence to performance standards
- Coordinate Maintenance Division Review, as needed, for Capital Improvement Program and private development projects
- Keep the Hazardous Materials Management Plan and Storm Water Pollution Prevention Plans up-to-date
- Oversee and coordinate maintenance personnel for special events
- Participate in Emergency Operation Center (EOC) drills
- Oversee the operation of the Community Garden at Edith Morley Park
- Develop annual sidewalk repair and street tree planting location lists
- Develop and implement cost savings in all Sections
- Coordinate City-wide garage sale, residential clean-up and West Valley Clean Water Program litter pick-up events
- Coordinate home composting classes in the City with the Santa Clara County Home Composting Education Program
- Continue sidewalk inspection program

WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Implement City wide reforestation plan
- Develop written plan for MUTCD sign reflectivity required by the Department of Transportation
- Evaluate contracting with a private company to finance and implement sustainable projects such as LED street lights, solar on City building, and upgraded, water conserving, irrigation

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

**EXHIBIT A
101.745**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 282,290	\$ 326,112	\$ 362,749	\$ 371,972
Supplies, Services & Capital Outlay (Exhibit C)	40,975	40,771	48,625	53,314
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	323,265	366,883	411,374	425,286
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 323,265	\$ 366,883	\$ 411,374	\$ 425,286

FUNDING SOURCE(S)						
Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 180,765	\$ 231,383	\$ 308,874	\$ 322,786
Lighting & Landscaping District (LLA-1)	207	9899	10,000	10,000	10,000	10,000
Environmental Programs *	209	9899	57,500	57,500	57,500	57,500
Motor Vehicle Pool	641	9899	35,000	35,000	35,000	35,000
LID Reserve	101	6090	40,000	33,000	-	-
* Includes Beverage Container Grant Funds						
TOTAL			\$ 323,265	\$ 366,883	\$ 411,374	\$ 425,286

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Lighting & Landscaping District - Trsfs.	101	6899	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Motor Vehicle Pool - Transfers In	101	6899	35,000	35,000	35,000	35,000
Environmental Programs Trsfs. In	101	6899	57,500	57,500	57,500	57,500
Shopping Cart Retrieval Fees	101	4390	126	63	500	-
TOTAL			\$ 102,626	\$ 102,563	\$ 103,000	\$ 102,500

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

**EXHIBIT B
101.745**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.745.7001 Personnel - Regular	\$ 210,274	\$ 180,410	\$ 262,742	\$ 265,496
101.745.7002 Personnel - Temporary	-	57,353	-	6,200
101.745.7003 Personnel - Overtime	666	873	750	750
101.745.7005 Personnel - POST	-	-	-	-
101.745.7103 Personnel - Holiday Pay	-	-	-	-
101.745.7104 Meal Allowance	15	-	-	-
101.745.7105 Uniform Allowance	-	-	-	-
101.745.7106 Retirement	23,515	26,099	45,067	43,170
101.745.7107 Dental Insurance	4,009	4,325	5,166	5,400
101.745.7108 Group Health Insurance	28,771	29,126	37,249	38,932
101.745.7109 Group Life Insurance	461	448	528	576
101.745.7110 Workers' Compensation Insurance	1,687	1,338	1,660	1,795
101.745.7111 Unemployment Insurance	-	-	-	-
101.745.7112 Group Disability Insurance	1,626	1,487	2,256	1,992
101.745.7113 Medicare	3,184	3,886	3,821	3,940
101.745.7114 Auto Allowance	-	-	-	-
101.745.7115 Cell Phone Allowance	-	-	-	-
101.745.7118 Other Benefit Pay	5,243	(40)	-	-
101.745.7119 Social Security	-	-	-	-
101.745.7121 Leave Balance Payout	-	17,866	-	-
101.745.7122 Deferred Compensation Contribution	2,839	2,941	3,510	3,640
101.745.7126 PARS 457 Retirement	-	-	-	81
101.745.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 282,290	\$ 326,112	\$ 362,749	\$ 371,972

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

**EXHIBIT C
101.745**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.745.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.745.7421 Communications - Phones	6,639	6,294	7,000	7,000
101.745.7422 Advertising	-	-	-	-
101.745.7423 Clothing and Personal Expense	-	-	-	-
101.745.7424 Office Expense	3,526	2,742	3,500	4,500
101.745.7425 Minor Tools & Equipment	-	-	-	-
101.745.7427 Special Departmental Expense	5,824	7,027	12,000	13,310
101.745.7428 Maintenance of Bldgs. Struct. & Grounds	-	115	-	-
101.745.7429 Maintenance & Operation of Equipment	-	-	-	-
101.745.7430 Professional & Specialized Services	-	-	-	-
101.745.7431 Promotional Expense	-	-	-	-
101.745.7432 Other Contractual Services	-	-	-	-
101.745.7433 Insurance and Surety Bonds	-	-	-	-
101.745.7434 Memberships, Dues, Books	930	1,500	650	850
101.745.7435 Professional Development & Meetings	3,930	3,095	5,700	6,700
101.745.7437 Staff Development	128	-	-	-
101.745.7438 Other Charges	-	-	-	-
101.745.7441 Special Community Services	-	-	-	-
101.745.7442 Insurance Claims Expense	-	-	-	-
101.745.7548 User Charges - Photocopy/Fax	-	-	-	-
101.745.7549 User Charges - Communications Pool	-	-	-	-
101.745.7550 User Charges - Motor Pool	6,925	6,925	5,992	6,332
101.745.7551 User Charges - IT Pool	13,073	13,073	13,783	14,622
101.745.7883 Improvements Other Than Buildings	-	-	-	-
101.745.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 40,975	\$ 40,771	\$ 48,625	\$ 53,314

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

WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Auction or dispose of all surplus vehicles and equipment
- Assist IT with the installation of the new software for the GasBoy program

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	80% of preventative maintenance is completed on schedule. *	90%	90%	90%
2	Public Safety vehicle availability is 85%. *	95%	95%	93%

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

**CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES**

**EXHIBIT A
 641.750**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 245,431	\$ 267,356	\$ 273,233	\$ 286,854
Supplies, Services & Capital Outlay (Exhibit C)	723,991	723,128	681,602	864,273
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	969,422	990,484	954,835	1,151,127
Transfers Out (Exhibit E)	50,000	45,000	45,000	45,000
APPROPRIATION TOTAL	\$ 1,019,422	\$ 1,035,484	\$ 999,835	\$ 1,196,127

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Motor Pool Rev.	641	Misc.	\$ 829,422	\$ 875,984	\$ 841,335	\$ 949,678
Motor Pool - Beg. Fund Balance *	641	6090	190,000	159,500	158,500	285,600
General Fund - CIPR	101	9899	-	-	-	45,000
* Replacement Equipment						
TOTAL			\$ 1,019,422	\$ 1,035,484	\$ 999,835	\$ 1,280,278

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Sale of Property	641	4960	\$ 30,486	\$ 8,231	\$ 8,500	\$ 8,500
Insurance Claims Refunds	641	4962	-	9,268	10,000	10,000
Motor Pool	641	5101	856,183	856,178	881,178	931,178
General Fund - CIPR	101	6899	-	-	-	45,000
TOTAL			\$ 886,669	\$ 873,677	\$ 899,678	\$ 994,678

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES**

**EXHIBIT B
641.750**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
641.750.7001 Personnel - Regular	\$ 116,773	\$ 175,819	\$ 184,026	\$ 190,204
641.750.7002 Personnel - Temporary	68,678	3,650	-	-
641.750.7003 Personnel - Overtime	450	468	500	500
641.750.7005 Personnel - POST	-	-	-	-
641.750.7103 Personnel - Holiday Pay	-	-	-	-
641.750.7104 Meal Allowance	-	-	-	-
641.750.7105 Uniform Allowance	540	890	900	900
641.750.7106 Retirement	13,052	24,986	26,338	30,928
641.750.7107 Dental Insurance	2,351	5,053	4,320	5,220
641.750.7108 Group Health Insurance	24,412	41,819	44,670	46,170
641.750.7109 Group Life Insurance	264	558	720	576
641.750.7110 Workers' Compensation Insurance	7,253	6,382	5,563	5,878
641.750.7111 Unemployment Insurance	-	-	-	-
641.750.7112 Group Disability Insurance	842	1,494	1,860	1,800
641.750.7113 Medicare	2,912	3,029	2,676	2,758
641.750.7114 Auto Allowance	-	-	-	-
641.750.7115 Cell Phone Allowance	360	360	360	360
641.750.7118 Other Benefit Pay	437	1,531	-	-
641.750.7119 Social Security	-	-	-	-
641.750.7121 Leave Balance Payout	5,414	-	-	-
641.750.7122 Deferred Compensation Contribution	800	1,270	1,300	1,560
641.750.7126 PARS 457 Retirement	893	47	-	-
641.750.7123 Voluntary Separation Payout	-	-	-	-
TOTAL	\$ 245,431	\$ 267,356	\$ 273,233	\$ 286,854

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES**

**EXHIBIT B-1
 641.750**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 93,852
Mechanic I / II	2.00	1.50	1.50	1.50	96,352
TOTAL	3.00	2.50	2.50	2.50	\$ 190,204

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
TOTAL	-	-	-	-	\$ -

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES**

**EXHIBIT C
641.750**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
641.750.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
641.750.7421 Communications - Phones	-	-	-	-
641.750.7422 Advertising	-	-	-	-
641.750.7423 Clothing and Personal Expense	2,931	2,534	2,500	2,500
641.750.7424 Office Expense	164	-	-	-
641.750.7425 Minor Tools & Equipment	1,512	1,655	2,480	2,480
641.750.7426 Gasoline & Diesel	155,086	175,550	190,000	195,700
641.750.7427 Special Departmental Expense	370	1,124	1,500	3,450
641.750.7428 Maintenance of Bldgs. Struct. & Grounds	222	574	500	500
641.750.7429 Maintenance & Operation of Equipment	145,491	148,540	130,560	152,445
641.750.7430 Professional & Specialized Services	2,907	9,072	8,500	8,500
641.750.7431 Promotional Expense	-	-	-	-
641.750.7432 Other Contractual Services	-	-	-	-
641.750.7434 Memberships, Dues, Books	605	323	400	400
641.750.7435 Professional Development & Meetings	-	-	-	-
641.750.7437 Staff Development	-	-	-	-
641.750.7442 Insurance Claims Expense	-	-	-	-
641.750.7444 Depreciation	231,238	174,337	-	-
641.750.7451 Loss on Sale of Equipment	-	-	-	-
641.750.7548 User Charges - Photocopy/Fax	-	-	-	-
641.750.7549 User Charges - Communications Pool	-	-	-	-
641.750.7550 User Charges - Motor Pool	160,398	161,487	140,284	148,201
641.750.7551 User Charges - IT Pool	13,073	13,073	18,378	19,497
641.750.7665 Donation Expenditure	-	-	-	-
641.750.7884 Machinery & Equipment	9,994	34,859	186,500	330,600
TOTAL	\$ 723,991	\$ 723,128	\$ 681,602	\$ 864,273

**CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Detail
 PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES**

**EXHIBIT C-1
 641.750
 Page 1**

Description	13/14 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damage to Clothing & Personal Property	
Uniform/Laundry Service	\$ 2,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Special Automotive Hand Tools and Diagnostic Software	2,480
<u>7426 GASOLINE & DIESEL FUEL</u>	
Fuel, Oil, Etc.	195,700
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Shop Alarm System Charges, Rental of Back-up Equipment, 3 Storage Cabinets, Etc.	1,500
Storage Cabinets (Three)	1,950
	3,450
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
Shop Equipment Repair & Fuel Island Repair	500
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Commercial Repairs, Painting, Bodywork, Etc.. (Including Reimbursable Repairs to Damaged Property)	112,820
Compressor Maintenance	1,130
Miscellaneous Parts	38,495
	152,445
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Certified Underground Storage Tank and Liner Inspections	3,500
Fuel Storage Tank Testing, Emergency Repairs, BAAQMD Testing	5,000
	8,500
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books - Shop Manuals	370
Dues - Public Fleet Supervisors Association	30
	400
<u>7444 DEPRECIATION</u>	
Depreciation of Equipment	
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment	148,201
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	19,497
SUB - TOTAL	\$ 533,673

**CITY OF CAMPBELL
 OPERATING BUDGET - Transfers Detail
 PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES**

**EXHIBIT E
 641.750**

Account Description	13/14 Adopted
9899 TRANSFERS OUT	
Public Works Maintenance Administration - # 101.745	\$ 35,000
Public Works Administration - # 101.701	-
Finance Department - # 101.535	10,000
TOTAL TRANSFERS OUT	\$ 45,000

GAS TAX_FUND - (204)
Public Works - Street Maintenance Program (760)
Program Manager - Street Maintenance Supervisor

MISSION STATEMENT

Preserve the City’s capital assets and minimize hazards by performing timely and effective right-of-way maintenance by providing preventive maintenance and repair of roadways, pedestrian facilities, storm drains, signs, parking and other City facilities.

ONGOING RESPONSIBILITIES

- Effectively manage the procurement and use of contractors, staff, materials and equipment
- Monitor the condition of facilities within the public rights-of-way for maintenance needs
- Oversee street sweeping, litter pickup, shopping cart removals, and illegal sign and graffiti removal
- Provide clean-up and other support for hazardous materials spills and other accidents
- Assist with the preparation of plans, specifications and estimates for right-of-way maintenance contracts
- Receive, interpret and accomplish work orders for new signing and markings on a timely basis
- Support special events
- Administer street and parking lot sweeping contracts
- Complete repainting of all school crosswalks and legends by the 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

WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Coordinate street maintenance activities with the annual street maintenance project
- Assist Engineering with the Hacienda Green Street Project

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	95% of emergency call-outs responded to within two hours.	100%	95%	96%
2	90% of sidewalk repair requests are inspected and marked within five working days.	94%	95%	95%
3	80% of traffic work orders completed within 20 days.	96%	90%	95.8%

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

**EXHIBIT A
204.760**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 639,116	\$ 640,382	\$ 730,275	\$ 756,217
Supplies, Services & Capital Outlay (Exhibit C)	327,309	329,807	443,554	505,899
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	966,425	970,189	1,173,829	1,262,116
Transfers Out (Exhibit E)	278,818	305,513	219,871	284,284
APPROPRIATION TOTAL	\$ 1,245,243	\$ 1,275,702	\$ 1,393,700	\$ 1,546,400

FUNDING SOURCE(s)						
Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Gas Tax Revenues	204	Misc.	\$ 946,243	\$ 970,093	\$ 1,070,400	\$ 1,193,100
Lighting & Landscaping Dist.	207	9899	40,000	46,300	46,300	46,300
Environmental Programs	209	9899	259,000	259,000	277,000	297,000
Federal Aid Urban	211	9899	-	309	-	-
Community Facilities District #1	236	9899	-	-	-	10,000
TOTAL			\$ 1,245,243	\$ 1,275,702	\$ 1,393,700	\$ 1,546,400

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Gas Tax - 2105	204	4510	\$ 220,767	\$ 185,914	\$ 198,000	\$ 190,800
Gas Tax - 2106	204	4511	147,102	137,869	137,000	131,300
Gas Tax - 2107	204	4512	294,866	266,849	283,400	284,200
Gas Tax - 2107.5	204	4513	6,000	6,000	6,000	6,000
Prop. 42 - Gas Tax	204	4536	4,262	-	-	-
Rev & Tax Code 7360-Gas Excise Tax	204	4516	386,856	549,452	443,500	578,300
Metal Recycling Revenue	204	4965	2,500	2,500	2,500	2,500
Other Revenue	204	4965	2,419	1,695	-	-
Interest Revenue	204	4410	10,037	12,333	-	-
Lighting & Landscaping Dist. - Tsfrs.	204	6899	40,000	46,300	46,300	46,300
Environmental Services - Transfers In	204	6899	259,000	259,000	277,000	297,000
Federal Aid Urban - Transfers In	204	6899	-	309	-	-
Community Facilities District #1	204	6899	-	-	-	10,000
Street Impact Fee-Solid Waste*	204	4732	152,825	231,507	225,000	225,000
Street Impact Fee-Construction Permits*	204	4731	140,141	127,022	105,000	105,000
* Funds Street Maint. Capital Projects						
TOTAL			\$ 1,666,775	\$ 1,826,750	\$ 1,723,700	\$ 1,876,400

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

**EXHIBIT B
204.760**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
204.760.7001 Personnel - Regular	\$ 409,416	\$ 388,570	\$ 465,642	\$ 468,494
204.760.7002 Personnel - Temporary	6,420	14,310	9,100	18,000
204.760.7003 Personnel - Overtime	10,717	13,317	14,000	14,000
204.760.7005 Personnel - POST	-	-	-	-
204.760.7103 Personnel - Holiday Pay	-	-	-	-
204.760.7104 Meal Allowance	18	-	-	-
204.760.7105 Uniform Allowance	5,250	5,250	5,250	5,250
204.760.7106 Retirement	45,679	57,096	66,643	76,176
204.760.7107 Dental Insurance	10,996	11,789	12,096	12,180
204.760.7108 Group Health Insurance	116,158	119,898	125,076	129,276
204.760.7109 Group Life Insurance	1,302	1,302	1,680	1,344
204.760.7110 Workers' Compensation Insurance	15,995	14,092	14,735	16,370
204.760.7111 Unemployment Insurance	-	-	-	-
204.760.7112 Group Disability Insurance	4,127	4,158	5,208	4,200
204.760.7113 Medicare	5,327	5,155	7,087	7,053
204.760.7114 Auto Allowance	-	-	-	-
204.760.7115 Cell Phone Allowance	-	-	-	-
204.760.7118 Other Benefit Pay	3,985	706	-	-
204.760.7119 Social Security	-	-	-	-
204.760.7121 Leave Balance Payout	-	910	-	-
204.760.7122 Deferred Compensation Contribution	3,640	3,640	3,640	3,640
204.760.7126 PARS 457 Retirement	86	189	118	234
204.760.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 639,116	\$ 640,382	\$ 730,275	\$ 756,217

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

**EXHIBIT C
204.760**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
204.760.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
204.760.7421 Communications - Phones	-	-	-	-
204.760.7422 Advertising	-	-	-	-
204.760.7423 Clothing and Personal Expense	-	-	810	810
204.760.7424 Office Expense	-	-	-	-
204.760.7425 Minor Tools & Equipment	800	573	1,000	1,000
204.760.7427 Special Departmental Expense	200	-	-	-
204.760.7428 Maintenance of Bldgs. Struct. & Grounds	69,316	75,295	87,800	90,185
204.760.7429 Maintenance & Operation of Equipment	-	-	500	500
204.760.7430 Professional & Specialized Services	2,000	1,842	2,000	2,040
204.760.7431 Promotional Expense	-	-	-	-
204.760.7432 Other Contractual Services	119,770	116,924	176,750	226,750
204.760.7433 Insurance and Surety Bonds	-	-	-	-
204.760.7434 Memberships, Dues, Books	50	-	385	385
204.760.7435 Professional Development & Meetings	-	-	-	-
204.760.7437 Staff Development	-	-	-	-
204.760.7438 Other Charges	-	-	-	-
204.760.7441 Special Community Services	-	-	-	-
204.760.7442 Insurance Claims Expense	-	-	-	-
204.760.7548 User Charges - Photocopy/Fax	-	-	-	-
204.760.7549 User Charges - Communications Pool	-	-	-	-
204.760.7550 User Charges - Motor Pool	130,815	130,815	169,715	179,355
204.760.7551 User Charges - IT Pool	4,358	4,358	4,594	4,874
204.760.7883 Improvements Other Than Building	-	-	-	-
204.760.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 327,309	\$ 329,807	\$ 443,554	\$ 505,899

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

**EXHIBIT C-1
 204.760**

Description	13/14 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damage to Clothing, Rain Gear Replacement, Temporary Labor Uniforms, Etc.	\$ 810
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous Small Tools & Equipment	1,000
<u>7428 MAINTENANCE OF BLDGS., STRUCTURES & GROUNDS</u>	
Asphalt, Crack Sealant, Traffic Paint, Signs, Metal/Wood Posts, Barricades, Etc.	81,885
Non-Point Source DI (No Dumping to Bay) Signage (Mandated by 2012)	6,300
Rental of Equipment	2,000
	90,185
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Miscellaneous Equipment Repair: Sign Applicator, Drill Breaker, Paint Shaker, Compressors, Etc.	500
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Annual Street Report Preparation	2,040
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Centerline Striping and Thermoplastic	30,000
Downtown Sidewalk and Trash Receptacle Cleaning	10,000
Emergency and/or Specialized Street Repairs / Traffic Work Orders	10,000
Miscellaneous Storm Drain Repairs *	20,000
Parking Lot & Garage Sweeping & Cleaning *	9,000
Sidewalk Curb / Gutter Repair (Emergencies)	30,000
Storm Drain Filter & Interceptor Cleaning *	6,000
Street Sweeping *	110,000
Waste Oil / Paint Hauling	1,750
	226,750
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Training Videos & Dues	385
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment	179,355
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	4,874
* Funding from Environmental Programs	
TOTAL	\$ 505,899

**CITY OF CAMPBELL
 OPERATING BUDGET - Transfers Detail
 PROGRAM: PUBLIC WORKS - STREET MAINTENANCE**

**EXHIBIT E
 204.760**

Account Description	13/14 Adopted
<u>9899 TRANSFERS OUT - OPERATING</u>	
City Council for Congestion Management Association (CMA) Dues - # 101.501	\$ 52,262
Transportation Engineering Program - #101.720	163,362
Engineering Program - #101.730	68,660
TOTAL TRANSFERS OUT	\$ 284,284

LIGHTING AND LANDSCAPE ACT FUND - (207)
Public Works - Signals and Lighting Maintenance Program (770)
Program Manager - Lighting & Traffic Signal Supervisor

MISSION STATEMENT

Provide high quality, cost-effective lighting services for all public streets, City parks, City parking facilities and grounds for City-owned facilities. Maintain and adjust traffic signals to optimize safety, cost-effectiveness and traffic flow.

ONGOING RESPONSIBILITIES

- Operate and maintain over 2000 City-owned street lights and 42 intersections with traffic signal systems
- Remove unauthorized signing and graffiti from lighting and traffic signal standards
- Install new light standards as requested, which meet established criteria
- Test and inspect all new traffic and existing signal cabinets
- Assist with the preparation of plans, specifications and estimates for signal and lighting projects and provide inspection assistance
- Mark City-owned underground lighting and traffic signal facilities at the request of Underground Service Alert
- Assist in implementation of traffic signal upgrades and modifications
- Maintain Special Event lighting and other specialty electrical requirements
- Coordinate traffic signal modifications with multiple agencies

WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Replace existing traffic signal controllers at two intersections
- Assist with the re-location of street lighting for the Hacienda Green Street Project.

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	95% of emergency call-outs responded to within two (2) hours.	99%	100%	100%
2	85% of streetlight outages repaired within ten (10) working days. *	90%	85%	88%
3	100% of Underground Service Alert utility location requests responded to within seven (7) working days.	100%	100%	100%

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

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE**

**EXHIBIT A
207.770**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 270,171	\$ 285,966	\$ 284,495	\$ 293,753
Supplies, Services & Capital Outlay (Exhibit C)	347,830	403,665	383,658	399,763
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	618,001	689,631	668,153	693,516
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 618,001	\$ 689,631	\$ 668,153	\$ 693,516

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Lighting & Landscape District (LLA-1)	207	Misc.	\$ -	\$ -	\$ -	\$ -
Campbell Municipal Lighting Dist.- Prop. Tax	207	4001-4582	506,707	574,010	537,653	586,016
USA Marking Fees	207	4701	7,800	4,950	18,000	-
Insurance Claims Refund	207	4962	1,604	529	15,000	5,000
RDA Property Tax Share to CMLD	434	9899	95,000	-	-	-
Signal Maintenance Cost Sharing	207	4542	6,890	2,406	2,500	2,500
Redevelopment Prop Tax Trust Fund	207	4008	-	15,154	-	3,000
Property Tax Pass-Thru (RDA)	207	4007	-	92,582	95,000	97,000
TOTAL			\$ 618,001	\$ 689,631	\$ 668,153	\$ 693,516

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Campbell Municipal Lighting Dist. - Prop. Tax	207	4001-4582	\$ 681,773	\$ 686,927	\$ 675,000	\$ 680,000
USA Marking Fees	207	4701	7,800	4,950	18,000	-
Insurance Claims Refund	207	4962	1,604	529	15,000	5,000
CMLD Tax Share (RDA)	207	6899	95,000	-	-	-
Signal Maintenance Cost Sharing (Moved from 101.720 Prog)	207	4542	6,890	2,406	2,500	2,500
Other Interest	207	4450	1,457	-	-	-
Redevelopment Prop Tax Trust Fund	207	4008	-	15,154	-	3,000
Property Tax Pass-Thru (RDA)	207	4007	-	92,582	95,000	97,000
TOTAL			\$ 794,524	\$ 802,548	\$ 805,500	\$ 787,500

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

**EXHIBIT B
207.770**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
207.770.7001 Personnel - Regular	\$ 164,024	\$ 167,933	\$ 168,957	\$ 172,362
207.770.7002 Personnel - Temporary	28,454	35,019	32,000	32,640
207.770.7003 Personnel - Overtime	6,917	6,600	6,000	6,000
207.770.7005 Personnel - POST	-	-	-	-
207.770.7103 Personnel - Holiday Pay	-	-	-	-
207.770.7104 Meal Allowance	-	-	-	-
207.770.7105 Uniform Allowance	1,500	1,500	1,500	1,500
207.770.7106 Retirement	18,231	24,559	24,181	28,026
207.770.7107 Dental Insurance	3,142	3,368	3,456	3,480
207.770.7108 Group Health Insurance	32,819	33,549	35,736	36,936
207.770.7109 Group Life Insurance	372	372	480	384
207.770.7110 Workers' Compensation Insurance	7,234	6,605	6,240	6,898
207.770.7111 Unemployment Insurance	-	-	-	-
207.770.7112 Group Disability Insurance	1,188	1,188	1,488	1,200
207.770.7113 Medicare	3,314	3,420	3,001	2,863
207.770.7114 Auto Allowance	-	-	-	-
207.770.7115 Cell Phone Allowance	-	-	-	-
207.770.7118 Other Benefit Pay	1,563	357	-	-
207.770.7119 Social Security	-	-	-	-
207.770.7121 Leave Balance Payout	-	-	-	-
207.770.7122 Deferred Compensation Contribution	1,040	1,040	1,040	1,040
207.770.7126 PARS 457 Retirement	373	456	416	424
207.770.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 270,171	\$ 285,966	\$ 284,495	\$ 293,753

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE**

**EXHIBIT B-1
 207.770**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00	\$ 93,852
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00	78,510
TOTAL	2.00	2.00	2.00	2.00	\$ 172,362

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Temporary Lighting Assistant	0.77	0.77	0.77	0.77	\$ 32,640
TOTAL	0.77	0.77	0.77	0.77	\$ 32,640

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

**EXHIBIT C
207.770**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
207.770.7420 Utilities - Electricity/Gas	\$ 187,713	\$ 235,418	\$ 214,200	\$ 220,504
207.770.7421 Communications - Phones	4,129	5,596	5,000	5,000
207.770.7422 Advertising	-	-	-	-
207.770.7423 Clothing and Personal Expense	320	236	350	350
207.770.7424 Office Expense	-	5,500	-	-
207.770.7425 Minor Tools & Equipment	851	864	1,000	1,000
207.770.7427 Special Departmental Expense	360	360	800	7,050
207.770.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
207.770.7429 Maintenance & Operation of Equipment	85,593	85,371	97,860	100,280
207.770.7430 Professional & Specialized Services	-	-	-	-
207.770.7431 Promotional Expense	-	-	-	-
207.770.7432 Other Contractual Services	-	-	-	-
207.770.7433 Insurance and Surety Bonds	-	-	-	-
207.770.7434 Memberships, Dues, Books	2,014	1,966	2,125	2,125
207.770.7435 Professional Development & Meetings	-	-	-	-
207.770.7437 Staff Development	-	-	-	-
207.770.7438 Other Charges	7,699	9,203	7,100	5,000
207.770.7441 Special Community Services	-	-	-	-
207.770.7442 Insurance Claims Expense	-	-	-	-
207.770.7548 User Charges - Photocopy/Fax	-	-	-	-
207.770.7549 User Charges - Communications Pool	-	-	-	-
207.770.7550 User Charges - Motor Pool	37,363	37,363	32,251	34,083
207.770.7551 User Charges - IT Pool	21,788	21,788	22,972	24,371
207.770.7883 Improvements Other Than Buildings	-	-	-	-
207.770.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 347,830	\$ 403,665	\$ 383,658	\$ 399,763

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE

EXHIBIT C-1
207.770
Page 1

Description	13/14 Adopted
<u>7420 UTILITIES - ELECTRICITY/GAS</u>	
Parks & Other Lighting	\$ 4,080
Street Lighting	173,349
Traffic Signals	43,075
	220,504
<u>7421 COMMUNICATIONS - PHONES</u>	
Controllers, Modem, Phone Lines, Etc.	5,000
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Repair of Damaged Clothing; Staff Rain Gear; Safety Gear & Vests for Three	350
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous New Tools	1,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Downtown Tree Lighting and Banners	6,200
Trailer & Storage Unit Alarms	200
Underground Service Alert One Call System Fee (Required by Law)	650
	7,050
<u>7429 MAINTENANCE & OPERATIONS OF EQUIPMENT</u>	
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	7,590
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)	83,000
	100,280
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books - National Electrical Manufacturers Association (NEMA) Manual; Elect. Code Updates	400
Dues - California Street Light Association;	1,500
International Municipal Signal Association (IMSA); Traffic Signal Association	225
	2,125
SUB - TOTAL	\$ 336,309

Description	13/14 Adopted
<u>7438 OTHER CHARGES</u>	
Property Tax Administration Fees	\$ 5,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment	34,083
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	24,371
TOTAL	\$ 399,763

LIGHTING AND LANDSCAPE ACT FUND - (207)
Public Works - Signals and Lighting Maintenance Program (770)
Program Manager - Lighting & Traffic Signal Supervisor

MISSION STATEMENT

Provide high quality, cost-effective lighting services for all public streets, City parks, City parking facilities and grounds for City-owned facilities. Maintain and adjust traffic signals to optimize safety, cost-effectiveness and traffic flow.

ONGOING RESPONSIBILITIES

- Operate and maintain over 2000 City-owned street lights and 42 intersections with traffic signal systems
- Remove unauthorized signing and graffiti from lighting and traffic signal standards
- Install new light standards as requested, which meet established criteria
- Test and inspect all new traffic and existing signal cabinets
- Assist with the preparation of plans, specifications and estimates for signal and lighting projects and provide inspection assistance
- Mark City-owned underground lighting and traffic signal facilities at the request of Underground Service Alert
- Assist in implementation of traffic signal upgrades and modifications
- Maintain Special Event lighting and other specialty electrical requirements
- Coordinate traffic signal modifications with multiple agencies

WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Replace existing traffic signal controllers at two intersections
- Assist with the re-location of street lighting for the Hacienda Green Street Project.

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	95% of emergency call-outs responded to within two (2) hours.	99%	100%	100%
2	85% of streetlight outages repaired within ten (10) working days. *	90%	85%	88%
3	100% of Underground Service Alert utility location requests responded to within seven (7) working days.	100%	100%	100%

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

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE**

**EXHIBIT A
207.770**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
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Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	618,001	689,631	668,153	693,516
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 618,001	\$ 689,631	\$ 668,153	\$ 693,516

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Lighting & Landscape District (LLA-1)	207	Misc.	\$ -	\$ -	\$ -	\$ -
Campbell Municipal Lighting Dist.- Prop. Tax	207	4001-4582	506,707	574,010	537,653	586,016
USA Marking Fees	207	4701	7,800	4,950	18,000	-
Insurance Claims Refund	207	4962	1,604	529	15,000	5,000
RDA Property Tax Share to CMLD	434	9899	95,000	-	-	-
Signal Maintenance Cost Sharing	207	4542	6,890	2,406	2,500	2,500
Redevelopment Prop Tax Trust Fund	207	4008	-	15,154	-	3,000
Property Tax Pass-Thru (RDA)	207	4007	-	92,582	95,000	97,000
TOTAL			\$ 618,001	\$ 689,631	\$ 668,153	\$ 693,516

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Campbell Municipal Lighting Dist. - Prop. Tax	207	4001-4582	\$ 681,773	\$ 686,927	\$ 675,000	\$ 680,000
USA Marking Fees	207	4701	7,800	4,950	18,000	-
Insurance Claims Refund	207	4962	1,604	529	15,000	5,000
CMLD Tax Share (RDA)	207	6899	95,000	-	-	-
Signal Maintenance Cost Sharing (Moved from 101.720 Prog)	207	4542	6,890	2,406	2,500	2,500
Other Interest	207	4450	1,457	-	-	-
Redevelopment Prop Tax Trust Fund	207	4008	-	15,154	-	3,000
Property Tax Pass-Thru (RDA)	207	4007	-	92,582	95,000	97,000
TOTAL			\$ 794,524	\$ 802,548	\$ 805,500	\$ 787,500

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

**EXHIBIT B
207.770**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
207.770.7001 Personnel - Regular	\$ 164,024	\$ 167,933	\$ 168,957	\$ 172,362
207.770.7002 Personnel - Temporary	28,454	35,019	32,000	32,640
207.770.7003 Personnel - Overtime	6,917	6,600	6,000	6,000
207.770.7005 Personnel - POST	-	-	-	-
207.770.7103 Personnel - Holiday Pay	-	-	-	-
207.770.7104 Meal Allowance	-	-	-	-
207.770.7105 Uniform Allowance	1,500	1,500	1,500	1,500
207.770.7106 Retirement	18,231	24,559	24,181	28,026
207.770.7107 Dental Insurance	3,142	3,368	3,456	3,480
207.770.7108 Group Health Insurance	32,819	33,549	35,736	36,936
207.770.7109 Group Life Insurance	372	372	480	384
207.770.7110 Workers' Compensation Insurance	7,234	6,605	6,240	6,898
207.770.7111 Unemployment Insurance	-	-	-	-
207.770.7112 Group Disability Insurance	1,188	1,188	1,488	1,200
207.770.7113 Medicare	3,314	3,420	3,001	2,863
207.770.7114 Auto Allowance	-	-	-	-
207.770.7115 Cell Phone Allowance	-	-	-	-
207.770.7118 Other Benefit Pay	1,563	357	-	-
207.770.7119 Social Security	-	-	-	-
207.770.7121 Leave Balance Payout	-	-	-	-
207.770.7122 Deferred Compensation Contribution	1,040	1,040	1,040	1,040
207.770.7126 PARS 457 Retirement	373	456	416	424
207.770.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 270,171	\$ 285,966	\$ 284,495	\$ 293,753

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE**

**EXHIBIT B-1
 207.770**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00	\$ 93,852
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00	78,510
TOTAL	2.00	2.00	2.00	2.00	\$ 172,362

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Temporary Lighting Assistant	0.77	0.77	0.77	0.77	\$ 32,640
TOTAL	0.77	0.77	0.77	0.77	\$ 32,640

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

**EXHIBIT C
207.770**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
207.770.7420 Utilities - Electricity/Gas	\$ 187,713	\$ 235,418	\$ 214,200	\$ 220,504
207.770.7421 Communications - Phones	4,129	5,596	5,000	5,000
207.770.7422 Advertising	-	-	-	-
207.770.7423 Clothing and Personal Expense	320	236	350	350
207.770.7424 Office Expense	-	5,500	-	-
207.770.7425 Minor Tools & Equipment	851	864	1,000	1,000
207.770.7427 Special Departmental Expense	360	360	800	7,050
207.770.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
207.770.7429 Maintenance & Operation of Equipment	85,593	85,371	97,860	100,280
207.770.7430 Professional & Specialized Services	-	-	-	-
207.770.7431 Promotional Expense	-	-	-	-
207.770.7432 Other Contractual Services	-	-	-	-
207.770.7433 Insurance and Surety Bonds	-	-	-	-
207.770.7434 Memberships, Dues, Books	2,014	1,966	2,125	2,125
207.770.7435 Professional Development & Meetings	-	-	-	-
207.770.7437 Staff Development	-	-	-	-
207.770.7438 Other Charges	7,699	9,203	7,100	5,000
207.770.7441 Special Community Services	-	-	-	-
207.770.7442 Insurance Claims Expense	-	-	-	-
207.770.7548 User Charges - Photocopy/Fax	-	-	-	-
207.770.7549 User Charges - Communications Pool	-	-	-	-
207.770.7550 User Charges - Motor Pool	37,363	37,363	32,251	34,083
207.770.7551 User Charges - IT Pool	21,788	21,788	22,972	24,371
207.770.7883 Improvements Other Than Buildings	-	-	-	-
207.770.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 347,830	\$ 403,665	\$ 383,658	\$ 399,763

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE

EXHIBIT C-1
207.770
Page 1

Description	13/14 Adopted
<u>7420 UTILITIES - ELECTRICITY/GAS</u>	
Parks & Other Lighting	\$ 4,080
Street Lighting	173,349
Traffic Signals	43,075
	220,504
<u>7421 COMMUNICATIONS - PHONES</u>	
Controllers, Modem, Phone Lines, Etc.	5,000
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Repair of Damaged Clothing; Staff Rain Gear; Safety Gear & Vests for Three	350
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous New Tools	1,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Downtown Tree Lighting and Banners	6,200
Trailer & Storage Unit Alarms	200
Underground Service Alert One Call System Fee (Required by Law)	650
	7,050
<u>7429 MAINTENANCE & OPERATIONS OF EQUIPMENT</u>	
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	7,590
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)	83,000
	100,280
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books - National Electrical Manufacturers Association (NEMA) Manual; Elect. Code Updates	400
Dues - California Street Light Association;	1,500
International Municipal Signal Association (IMSA); Traffic Signal Association	225
	2,125
SUB - TOTAL	\$ 336,309

Description	13/14 Adopted
<u>7438 OTHER CHARGES</u>	
Property Tax Administration Fees	\$ 5,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment	34,083
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	24,371
TOTAL	\$ 399,763

**LIGHTING AND LANDSCAPE ACT FUND - (207)
Public Works - Parks Maintenance Program (775)
Program Manager - Park Maintenance Supervisor**

MISSION STATEMENT

Preserve the City's investment through quality, cost effective maintenance of all parks, street trees, public facility grounds, and the creek trail in an aesthetic, usable and safe condition.

ONGOING RESPONSIBILITIES

- Effectively manage the procurement and use of staff, contractors, consultants, materials and equipment
- Administer landscape maintenance and parking lot sweeping contracts
- Monitor public parks and grounds for maintenance and repair needs
- Provide horticultural advice for the general public and other City departments
- Serve as the City's Pest Control Advisor
- Support special events
- Assist with the preparation of plans, specifications and estimates for park-related projects and provide inspection assistance
- Coordinate maintenance activities with the Recreation & Community Services Department
- Coordinate the Neighborhood Street Tree Planting Program
- Assist with the Edith Morley Park Community Garden
- Continue to celebrate Arbor Day and maintain Tree City USA status
- Assist Engineering with park related projects

WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Assist with the landscaping installation for the Hacienda Green Street Project
- Relocate the Backflow at City Hall adjacent to Orchard City Green

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	95% of emergency tree work is mitigated within one day.	100%	100%	100%
2	90% of landscaped medians, parks and civic grounds maintained at a rating of 3 (4 point scale/bi-annual survey). *	100%	100%	95%

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

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

**EXHIBIT A
207.775**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 1,254,829	\$ 1,304,234	\$ 1,334,796	\$ 1,401,177
Supplies, Services & Capital Outlay (Exhibit C)	599,678	629,356	616,030	699,262
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,854,507	1,933,590	1,950,826	2,100,439
Transfers Out (Exhibit E)	100,000	106,300	100,000	106,300
APPROPRIATION TOTAL	\$ 1,954,507	\$ 2,039,890	\$ 2,050,826	\$ 2,206,739

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Lighting & Landscaping Dist.	207	Misc.	\$ 1,135,466	\$ 1,142,866	\$ 1,142,000	\$ 1,142,000
General Fund	101	9899	564,795	731,607	725,279	915,755
Environmental Program	209	9899	45,000	45,000	45,000	45,000
General Fund (Tree In Lieu 101.701)	101	9899	-	7,500	7,500	-
Campbell Municipal Lighting District	207	4001-4582	176,691	112,917	137,347	93,984
ABAG Risk Mitigation Grant	212	9899	32,555	-	-	10,000
TOTAL			\$ 1,954,507	\$ 2,039,890	\$ 2,057,126	\$ 2,206,739

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Lighting & Landscaping Assessment	207	5001	\$ 1,135,466	\$ 1,135,465	\$ 1,142,000	\$ 1,142,000
Donations - Parks	794	4818	170	7,401	-	-
Environmental Services - Transfers In	207	6899	45,000	45,000	45,000	45,000
General Fund - Transfers In	207	6899	564,795	731,607	725,279	915,755
Tree In-Lieu Fees	207	6899	-	7,500	7,500	-
ABAG Risk Mitigation Grant	207	6899	32,555	-	-	10,000
TOTAL			\$ 1,777,986	\$ 1,926,973	\$ 1,919,779	\$ 2,112,755

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

**EXHIBIT B
207.775**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
207.775.7001 Personnel - Regular	\$ 743,310	\$ 773,528	\$ 799,400	\$ 818,238
207.775.7002 Personnel - Temporary	101,392	85,794	90,735	106,735
207.775.7003 Personnel - Overtime	24,356	17,963	30,000	30,000
207.775.7005 Personnel - POST	-	-	-	-
207.775.7103 Personnel - Holiday Pay	-	-	-	-
207.775.7104 Meal Allowance	36	18	-	-
207.775.7105 Uniform Allowance	7,990	8,250	9,000	9,000
207.775.7106 Retirement	82,718	113,948	114,410	133,043
207.775.7107 Dental Insurance	18,376	20,263	20,784	20,880
207.775.7108 Group Health Insurance	186,007	199,310	209,412	221,616
207.775.7109 Group Life Insurance	2,155	2,232	2,880	2,304
207.775.7110 Workers' Compensation Insurance	34,703	31,568	27,593	31,123
207.775.7111 Unemployment Insurance	-	-	-	-
207.775.7112 Group Disability Insurance	7,065	7,270	9,300	7,200
207.775.7113 Medicare	14,422	14,612	13,342	13,409
207.775.7114 Auto Allowance	-	-	-	-
207.775.7118 Other Benefit Pay	7,173	5,787	-	-
207.775.7115 Cell Phone Allowance	-	-	-	-
207.775.7119 Social Security	-	-	-	-
207.775.7121 Leave Balance Payout	17,212	15,801	-	-
207.775.7122 Deferred Compensation Contribution	6,579	6,756	6,760	6,240
207.775.7126 PARS 457 Retirement	1,335	1,134	1,180	1,389
207.775.7130 Project Overhead Cost				
TOTAL	\$ 1,254,829	\$ 1,304,234	\$ 1,334,796	\$ 1,401,177

**CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: PUBLIC WORKS - PARK MAINTENANCE**

**EXHIBIT B-1
207.775**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 103,122
Park Maintenance Lead Worker	2.00	2.00	2.00	2.00	142,208
Park Maintenance Worker I / II *	9.00	9.00	9.00	9.00	572,908
* Flexible Staffing: One - Park Maintenance Worker I Eight - Park Maintenance Worker II					
TOTAL	12.00	12.00	12.00	12.00	\$ 818,238

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Temporary Labor	2.50	2.50	2.50	2.75	\$ 92,180
Weekend Work Furlough Supervisor	0.20	0.20	-	0.20	7,500
Weekend Park Maintenance	-	-	0.20	0.20	7,055
TOTAL	2.70	2.70	2.70	3.15	\$ 106,735

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

**EXHIBIT C
207.775**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
207.775.7420 Utilities - Electricity/Gas/Water	\$ 170,965	\$ 206,646	\$ 170,000	\$ 210,000
207.775.7421 Communications - Phones	1,875	2,428	3,000	3,000
207.775.7423 Clothing and Personal Expense	961	364	1,300	1,625
207.775.7424 Office Expense	-	-	-	-
207.775.7425 Minor Tools & Equipment	4,441	4,850	4,500	4,500
207.775.7427 Special Departmental Expense	5,207	4,720	5,000	5,000
207.775.7428 Maintenance of Bldgs. Struct. & Grounds	146,328	153,604	161,500	165,490
207.775.7429 Maintenance & Operation of Equipment	2,159	2,950	2,000	2,000
207.775.7430 Professional & Specialized Services	1,950	746	2,000	2,000
207.775.7431 Promotional Expense	-	-	-	-
207.775.7432 Other Contractual Services	118,597	105,175	110,000	140,000
207.775.7433 Insurance and Surety Bonds	-	-	-	-
207.775.7434 Memberships, Dues, Books	605	720	725	725
207.775.7435 Professional Development & Meetings	-	700	-	-
207.775.7437 Staff Development	-	-	-	-
207.775.7438 Other Charges	137	-	-	-
207.775.7442 Insurance Claims Expense	-	-	-	-
207.775.7548 User Charges - Photocopy/Fax	-	-	-	-
207.775.7549 User Charges - Communications Pool	-	-	-	-
207.775.7550 User Charges - Motor Pool	133,380	133,380	142,222	150,300
207.775.7551 User Charges - IT Pool	13,073	13,073	13,783	14,622
207.775.7883 Improvements Other than Buildings	-	-	-	-
207.775.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 599,678	\$ 629,356	\$ 616,030	\$ 699,262

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

**EXHIBIT C-1
207.775
Page 1**

Description	13/14 Adopted
<u>7420 UTILITIES</u>	
San Jose Water; Pacific Gas & Electric; West Valley Sanitation District	\$ 210,000
<u>7421 COMMUNICATIONS</u>	
Irrigation Controller Phone Charges	3,000
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damage to Personal Clothing; Rain Gear & Glove Replacement; Temporary Labor Uniforms	1,625
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Shovels, Rakes, Small Hand Tools (Pliers, Screwdrivers, Etc.)	4,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
City-Wide - Special Projects / Volunteer Support	5,000
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
Backflow Maintenance	7,500
Backflow Replacements at City Hall	6,000
Chemicals, Fertilizer, Seed, Ground Cover, Sod, Shrubs, Trees, Fibar Sand, Compost and Granite Gold Fines, Etc.	80,340
Equipment Rental	3,000
Maintenance of Park Furniture, Playground Equip., Irrigation, Fences, Pumps, Electrical, Plumbing, Etc.	56,650
Pest Control	10,000
Small Power Equipment	2,000
	165,490
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Alarms	1,500
Landscaping Equipment Maintenance & Repairs	500
	2,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Arborist Consulting and Other Park Consultant Services	2,000
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Downtown Tree Maintenance	3,500
Resurface Tennis Courts at John D. Morgan Park	20,000
San Tomas Expressway Landscape Maintenance	6,500
Tree Pruning and Street Tree Maintenance (Including Tree Grates) *	100,000
Tree Replacement Program	10,000
	140,000
* Partially funded by ABAG Risk Mitigation Grant.	
SUB - TOTAL	\$ 533,615

Description	13/14 Adopted
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	\$ 175
Dues - National Park & Recreation Association; International Arborist Association; Park & Recreation Society; Landscape Supervisors Forum	550
	725
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment & Tools	150,300
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	14,622
TOTAL	\$ 699,262

**GENERAL FUND - (101)
Public Works - Building Maintenance Program (780)
Program Manager - Facilities Maintenance Manager**

MISSION STATEMENT

Effectively and efficiently maintain all City buildings for maximum operation, safety, comfort and a pleasing visual appearance.

ON-GOING PROGRAM RESPONSIBILITIES

- Provide effective custodial maintenance and repair services to City buildings
- Plan, manage and oversee all improvements, maintenance and repairs to buildings
- Provide efficient, professional and courteous service to all customers
- Coordinate and supervise tenant improvements at the Community Center
- Improve energy efficiency in all City buildings when and wherever possible
- Propose, plan, manage and administer all Capital Improvement Projects related to building preservation, remodeling, safety and operations
- Carryout specified IIPP training and inspection requirements
- Provide set-ups and take-downs for Community Center facility uses, supervise uses; and insure the security of the facility
- Provide support, expertise and equipment to/for community special events, City activities and departmental programs and operations
- Maintain the Community Center swimming pool to required health and safety codes
- Provide support and expertise to other departments on maintenance and repair issues
- Initiate all Building Maintenance Special Projects
- Serve as departmental Safety Coordinator

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2013 - 2014

- Remove barriers at City buildings that have been identified by the ADA Transition Plan
- Replace the roof on the gym at the Campbell Community Center
- Paint the exterior of the Ainsley House
- Replace two HVAC systems on two buildings at the Campbell Community Center.

PERFORMANCE OUTCOMES

	Measure	FY 11	FY 12	FY 13
1	Cost per square foot to maintain City buildings	\$3.32	\$3.43	\$3.53
2	50 % of work orders are completed within three working days.	82%	87%	88%

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

**EXHIBIT A
101.780**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 469,417	\$ 447,787	\$ 452,665	\$ 489,963
Supplies, Services & Capital Outlay (Exhibit C)	602,692	627,275	767,699	930,855
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,072,109	1,075,062	1,220,364	1,420,818
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,072,109	\$ 1,075,062	\$ 1,220,364	\$ 1,420,818

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
General Fund Revenues	101	Misc.	\$ 1,057,109	\$ 1,075,062	\$ 1,205,364	\$ 1,405,818
Environmental Services	209	9899	15,000	-	15,000	15,000
TOTAL			\$ 1,072,109	\$ 1,075,062	\$ 1,220,364	\$ 1,420,818

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Environmental Services - Transfers In	101	6899	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
Cost Recovery	101	4701	-	1,330	-	-
TOTAL			\$ 15,000	\$ 1,330	\$ 15,000	\$ 15,000

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

**EXHIBIT B
101.780**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.780.7001 Personnel - Regular	\$ 335,141	\$ 314,614	\$ 319,947	\$ 315,946
101.780.7002 Personnel - Temporary	255	-	-	32,000
101.780.7003 Personnel - Overtime	4,057	1,028	2,500	2,500
101.780.7005 Personnel - POST	-	-	-	-
101.780.7103 Personnel - Holiday Pay	-	-	-	-
101.780.7104 Meal Allowance	-	-	-	-
101.780.7105 Uniform Allowance	2,000	1,500	1,800	1,800
101.780.7106 Retirement	37,213	45,939	45,791	51,373
101.780.7107 Dental Insurance	7,308	6,926	8,020	7,200
101.780.7108 Group Health Insurance	50,225	48,681	51,366	53,676
101.780.7109 Group Life Insurance	841	742	912	768
101.780.7110 Workers' Compensation Insurance	8,641	7,725	9,722	11,708
101.780.7111 Unemployment Insurance	-	-	-	-
101.780.7112 Group Disability Insurance	2,834	2,579	2,916	2,592
101.780.7113 Medicare	4,062	3,586	4,675	5,044
101.780.7114 Auto Allowance	-	-	-	-
101.780.7115 Cell Phone Allowance	-	-	-	-
101.780.7118 Other Benefit Pay	3,918	1,322	-	-
101.780.7119 Social Security	-	-	-	-
101.780.7121 Leave Balance Payout	7,465	8,216	-	-
101.780.7122 Deferred Compensation Contribution	5,454	4,929	5,016	4,940
101.780.7126 PARS 457 Retirement	3	-	-	416
101.780.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 469,417	\$ 447,787	\$ 452,665	\$ 489,963

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM: PUBLIC WORKS - BUILDING MAINTENANCE**

**EXHIBIT B-1
 101.780**

Permanent Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Facilities Maintenance Manager	1.00	1.00	1.00	1.00	\$ 100,998
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00	76,264
Building Maintenance Worker	2.00	2.00	2.00	2.00	138,684
Office Assistant *	0.30	-	-	-	-
TOTAL	4.30	4.00	4.00	4.00	\$ 315,946

* Moved to Program 745 in FY 12

Temporary Personnel	Full-Time Equivalents (FTE's)				13/14 Adopted
	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted	
Temporary Building Maintenance Worker	-	-	-	0.80	\$ 32,000
TOTAL	-	-	-	0.80	\$ 32,000

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

**EXHIBIT C
101.780**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
101.780.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ 111,000
101.780.7421 Communications - Phones	3,716	3,380	4,920	5,920
101.780.7422 Advertising	-	-	-	-
101.780.7423 Clothing and Personal Expense	-	-	900	900
101.780.7424 Office Expense	255	728	1,000	-
101.780.7425 Minor Tools & Equipment	967	1,289	1,250	1,250
101.780.7427 Special Departmental Expense	83,777	85,366	86,450	90,950
101.780.7428 Maintenance of Bldgs. Struct. & Grounds	139,955	168,707	266,500	302,800
101.780.7429 Maintenance & Operation of Equipment	75,211	58,667	82,000	86,500
101.780.7430 Professional & Specialized Services	-	-	500	500
101.780.7431 Promotional Expense	-	-	-	-
101.780.7432 Other Contractual Services	260,708	271,213	289,464	294,265
101.780.7433 Insurance and Surety Bonds	-	-	-	-
101.780.7434 Memberships, Dues, Books	103	-	200	200
101.780.7435 Professional Development & Meetings	-	-	-	-
101.780.7437 Staff Development	75	-	-	-
101.780.7442 Insurance Claims Expense	-	-	-	-
101.780.7444 Depreciation	-	-	-	-
101.780.7548 User Charges - Photocopy/Fax	-	-	-	-
101.780.7549 User Charges - Communications Pool	-	-	-	-
101.780.7550 User Charges - Motor Pool	11,780	11,780	11,543	12,199
101.780.7551 User Charges - IT Pool	26,145	26,145	22,972	24,371
101.780.7883 Improvements Other Than Building	-	-	-	-
101.780.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 602,692	\$ 627,275	\$ 767,699	\$ 930,855

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

**EXHIBIT C-1
101.780
Page 1**

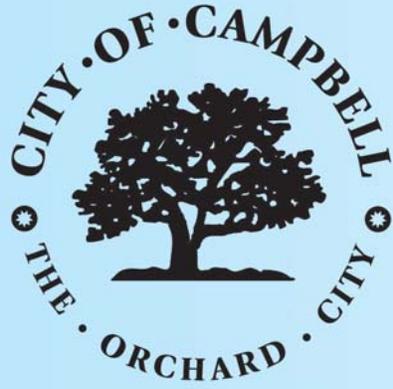
Description	13/14 Adopted
<u>7420 UTILITIES - ELECTRICITY/GAS</u> PG&E, Sewer, Water Services *	\$ 111,000
<u>7421 COMMUNICATIONS - PHONE</u> Alarms & Telephone Lines / DSL for John D. Morgan Park Video Camera Cell Phone for Building Maintenance Staff Jack Fischer Park and New Camera	2,520 2,400 1,000 5,920
<u>7423 CLOTHING AND PERSONAL EXPENSE</u> Damaged Clothing; Replace Rain Gear; City T-Shirts & Uniforms for Part-Time Employees	900
<u>7425 MINOR TOOLS & EQUIPMENT</u> Miscellaneous Tools For Shop & Replacement Hammers, Drills, Saws, Shovels, Etc.	1,250
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u> Batteries for Drills, Flashlights, Pagers, Etc. 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	525 1,100 74,000 1,000 12,000 1,800 525 90,950
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u> General Maintenance: Ainsley House, Carriage House & Museum City Hall Community Center Downtown Parking Garage Firehouse Museum & Offices Park Buildings - JDM, Campbell, Fischer, & Morley Service Center Special Projects: Ainsley House / Museum City Hall Community Center Parks Service Center Tenant Improvements	3,000 20,000 72,000 1,000 6,000 12,000 5,000 26,500 31,000 85,300 10,000 11,000 20,000 302,800
* Costs related to tenant leases only. Community Center and Theatre costs accounted for in respective programs (527 and 529).	
SUB - TOTAL	\$ 512,820

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

**EXHIBIT C-1
 101.780
 Page 2**

Description	13/14 Adopted
<u>7429 MAINTENANCE & OPERATIONS OF EQUIPMENT</u>	
Miscellaneous:	
Radios, Overhead Doors, Elevators, High Lift, Ponds (Light Repair, Chlorine Tabs, Cleaning Equip.), Etc.	\$ 6,000
Routine Service & Repairs:	
Boilers & HVAC Units	20,000
Fire Alarm Equipment (Heat Detectors, Wiring, Horns, Etc.)	2,000
Fire Extinguisher Re-Charge Program (All City Buildings)	4,500
Microphone & General P.A. System Repairs (Council Chambers & Portable Units)	1,000
Pool Equipment (Aqua King Portable Vacuum)	2,500
Service Agreements:	
Annual Check of Fire Alarm System	5,000
Burglar Alarm (Community Center)	1,500
Elevator Maintenance (City Hall, Community Center & Parking Garage)	7,500
Emergency Generators (City Hall, EOC, Service Center, Community Center & Portable) (New Generator at Community Center for Information Technology)	7,000
Emergency Lighting Systems (Theatre & Parking Garage)	1,200
Fire Alarm Monitoring (City Hall)	500
Fire Alarm Monitoring (Community Center)	1,700
Fire Alarm Monitoring (Parking Garage)	550
Heating, Ventilation, Air Conditioning (HVAC) Units	25,000
Panic Alarm Monitoring (City Hall)	550
	86,500
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Blueprints, Drafting Services, Testing Services, Etc.	500
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Custodial Services:	
Citizen Callouts for Janitorial Services	500
City Hall, Police Department, Service Center & Downtown Parking Garage	39,300
Community Center	194,665
Parks Buildings	51,000
Upholstery Cleaning	1,000
Battery & Light Recycling	900
Emergency Pool Service	1,000
Furniture Moving	2,500
Pest Control/Abatement (All Buildings)	2,000
Removal of Bio-Hazardous Waste	400
Window Washing - Semi-Annual (Ainsley House & Museum)	1,000
	294,265
SUB - TOTAL	\$ 894,085

Description	13/14 Adopted
7434 MEMBERSHIPS, DUES & BOOKS Books, Reference & Training Manuals	<u>\$ 200</u>
7550 USER CHARGES - MOTOR POOL Use of City Vehicles	<u>12,199</u>
7551 USER CHARGES - IT POOL Use of Computer Hardware/Software; Phones & Photocopier/Fax	<u>24,371</u>
TOTAL	<u>\$ 930,855</u>



Debt Service

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 1st

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: FINANCE - C.O.P. DEBT SERVICE***

**EXHIBIT A
366.543**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	874,292	870,760	870,649	868,674
Total Before Transfers	874,292	870,760	870,649	868,674
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 874,292	\$ 870,760	\$ 870,649	\$ 868,674

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
City COP Debt Svc. Rev.	366	Misc.	\$ 761,326	\$ 593,197	\$ 359,786	\$ 359,631
General Fund	101	9899	112,966	277,563	510,863	509,043
TOTAL			\$ 874,292	\$ 870,760	\$ 870,649	\$ 868,674

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Other Interest - Successor Agency	366	4450	\$ -	\$ -	\$ 90,686	\$ 80,181
Other Interest - RDA Advance	366	4450	110,856	101,114	-	-
Debt Svc. Abatement from RDA	366	4951	400,000	233,333	-	-
Principal Repay - Successor Agency	366	4966	-	-	269,100	279,450
Principal Repayments - RDA Advance	366	4966	(22,770)	(24,840)	-	-
General Fund - Transfers In	366	6899	112,966	277,563	510,863	509,043
TOTAL			\$ 601,052	\$ 587,170	\$ 870,649	\$ 868,674

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

**EXHIBIT D
 366.543**

DESCRIPTION	DUE DATE	PRINCIPAL 7775	INTEREST 7776	FEEES 7777	TOTAL
2002 Certificates of Participation	10/01/13 04/01/14	\$ 675,000	\$ 103,025 88,849	\$ 1,800	\$ 779,825 88,849
TOTALS		\$ 675,000	\$ 191,874	\$ 1,800	\$ 868,674

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: FINANCE - 1997 C.O.P. DEBT SERVICE**

**EXHIBIT A
368.544**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	732,681	734,891	736,750	733,500
Total Before Transfers	732,681	734,891	736,750	733,500
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 732,681	\$ 734,891	\$ 736,750	\$ 733,500

FUNDING SOURCE(s)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
RDA Debt Service	368	Misc.	\$ 302,566	\$ 303,481	\$ 304,269	\$ 303,669
General Fund	101	9899	430,115	431,410	432,481	429,831
TOTAL			\$ 732,681	\$ 734,891	\$ 736,750	\$ 733,500

REVENUES MONITORED BY THIS PROGRAM

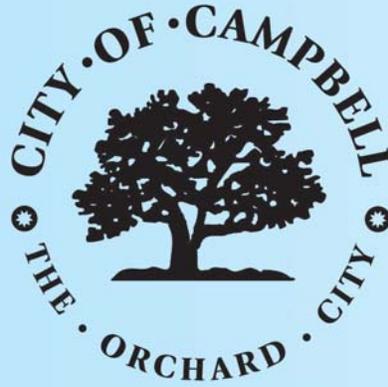
Other Interest - Successor Agency	368	4450	\$ -	\$ -	\$ 277,359	\$ 276,759
Other Interest - RDA Advance	368	4450	279,796	278,641	-	-
Principal Repay - Successor Agency	368	4966	-	-	26,910	26,910
Principal Repayments - RDA Advance	368	4966	22,770	24,840	-	-
General Fund - Transfers In	368	6899	430,115	431,410	432,481	429,831
TOTAL			\$ 732,681	\$ 734,891	\$ 736,750	\$ 733,500

**CITY OF CAMPBELL
 OPERATING BUDGET - Debt Service
 PROGRAM: FINANCE - 1997 C.O.P. DEBT SERVICE**

**EXHIBIT D
 368.544**

DESCRIPTION	DUE DATE	PRINCIPAL 7775	INTEREST 7776	FEES 7777	TOTAL
1997 Certificates of Participation	10/01/13 04/01/14	\$ 65,000	334,162 332,538	\$ 1,800	\$ 399,162 334,338
TOTALS		\$ 65,000	\$ 666,700	\$ 1,800	\$ 733,500





Capital Improvement Plan

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 14 budget approval process.

Summary

As shown below, the proposed FY 2014-18 CIP contains 20 projects of which seven are new and the remaining projects which were previously included in the City's adopted CIP.

New Projects	Total Budget	Timing	Source of Funds
Roof Replacement--Community Center Gym	\$50,000	Year 1	CIPR
Hacienda Avenue Enhancements	\$1,800,000	Year 1 and 2	CIPR/Grant
Winchester Blvd. Signal Timing	\$136,000	Year 1	CIPR/Grant
Traffic Signals Controller Replacement	\$210,000	Year 1	Grant/CT
Harriet & McCoy Signal & Improvements	\$690,000	Year 1	CIPR/Grant
Virginia Avenue Sidewalks	\$800,000	Year 1	CIPR/Grant
Hamilton-Bascom ITS	\$125,000	Year 1	Grant

Existing Projects	Total Budget	Timing	Source of Funds
Accessibility Ramps	\$170,500	Years 1, 3 and 5	Grant/CT
ADA Transition Plan Improvements	\$100,000	Years 2 and 4	CIPR/CT
Annual Street Maintenance	\$4,759,000	Annual	CIPR/Grant/VIF
Bike/Ped & Traffic Safety Improvements	\$155,000	Annual	CT/Grant
Harriet Avenue Rehabilitation	\$3,000,000	Year 5	CIPR/Grant
End User Radios for Interoperability	\$600,000	Years 2 and 3	CIPR
Hamilton/Hwy 17. SB Off-Ramp	\$1,200,000	Year 3	Private/Grant
L.G. Creek W.Trail Expansion	\$2,655,900	Year 3	Grant
Park System Improvements	\$3,000,000	Years 2 - 5	Park Dedication
Misc. Storm Drain Improvements	\$100,000	Years 3 and 4	Environm'tl Svc
Replacement of Handguns	\$125,000	Year 1	CIPR
Winchester Blvd. UUD #9	\$60,000	Year 1	CT
East Campbell Avenue Portals	\$4,200,000	Year 1	CIPR/Grant
Total Projects--All Years	\$23,936,400		

Year 1 projects that require appropriations for FY 2014 are as follows:

Year 1 Projects	Year 1 Budget	Source of Funds
Accessibility Ramps	\$ 70,500	Grant / Const Tax
Annual Street Maintenance	1,179,000	CIPR / Grant/ VIF
Bicycle/Pedestrian and Traffic Safety Improvements	55,000	Grant / Const Tax
East Campbell Avenue Portals	4,200,000	CIPR/Grant
Hacienda Avenue Enhancements	206,460	CIPR/Grant
Harriet & McCoy Signal & Improvements	690,000	CIPR/Grant
Hamilton-Bascom ITS	125,000	Grant
Replacement of Handguns	125,000	CIPR
Roof Replacement--Community Center Gym	50,000	CIPR
Traffic Signals Controller Replacement	210,000	Grant/Const Tax
Virginia Avenue Sidewalks	800,000	CIPR/Grant
Winchester Blvd Signal Timing	136,000	CIPR/Grant
Winchester Blvd UUD #9	60,000	Const Tax
TOTAL	\$ 7,906,960	

Project Funding Sources

Revenue for project expenditures comes from a number of funding sources, both restricted and discretionary. For projects appropriated in FY 14, the primary sources of funding for projects are Grant/Private funds of \$15.2 million, the Capital Improvement Plan Reserve (CIPR) of \$3.5 million and Park Dedication Fees of \$3.0 million. Other funding sources include Construction Tax, Environmental Services fees and Vehicle Impact 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 budgeting to realize a small surplus in FY 14 such that some new funds are expected to be available for future funding of projects using CIPR. The City also anticipates closing out FY 13 with a surplus that will increase CIPR resources.

Environmental Review

On May 14, 2013, 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 2014-18 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	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Project						
Handgun Replacement	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Silicon Valley Radio Communication System (SVRCS) - Subscriber Units	-	300,000	300,000	-	-	600,000
Sub-total	\$ 125,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 725,000

Public Works						
Project						
Accessibility Ramps	\$ 70,500	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 170,500
ADA Transition Plan Improvements	-	50,000	-	50,000	-	100,000
Annual Street Maintenance	1,179,000	900,000	900,000	900,000	880,000	4,759,000
Bike/Pedestrian and Traffic Safety Improvements	55,000	25,000	25,000	25,000	25,000	155,000
East Campbell Avenue Portals Project	4,200,000	-	-	-	-	4,200,000
Hacienda Avenue Enhancement Project	206,460	1,593,540	-	-	-	1,800,000
Hamilton - Bascom ITS Project	125,000	-	-	-	-	125,000
Hamilton Hwy 17 Southbound Off Ramp Widening	-	-	1,200,000	-	-	1,200,000
Harriet Avenue Rehabilitation	-	-	-	-	3,000,000	3,000,000
Harriet/McCoy/STAR Traffic Signal Intersection Improvements	690,000	-	-	-	-	690,000
Los Gatos Creek Trail Extension	-	-	2,655,900	-	-	2,655,900
Miscellaneous Storm Drainage Improvements	-	50,000	-	50,000	-	100,000
Park System Improvements	-	1,200,000	600,000	600,000	600,000	3,000,000
Replace Roof on Gym at Campbell Community Center	50,000	-	-	-	-	50,000
Traffic Signal Controllers - Replacement	210,000	-	-	-	-	210,000
Virginia Avenue Sidewalks	800,000	-	-	-	-	800,000
Winchester Boulevard Underground Utility District #9	60,000	-	-	-	-	60,000
Winchester Boulevard Signal Timing	136,000	-	-	-	-	136,000
Sub-total	\$ 7,781,960	\$ 3,818,540	\$ 5,430,900	\$ 1,625,000	\$ 4,555,000	\$ 23,211,400

GRAND TOTAL	\$ 7,906,960	\$ 4,118,540	\$ 5,730,900	\$ 1,625,000	\$ 4,555,000	\$ 23,936,400
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Capital Improvement Plan Summaries By Category

Parks & Open Space	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Project						
Los Gatos Creek Trail Extension	\$ -	\$ -	\$ 2,655,900	\$ -	\$ -	\$ 2,655,900
Park System Improvements	-	1,200,000	600,000	600,000	600,000	3,000,000
Sub-total	\$ -	\$ 1,200,000	\$ 3,255,900	\$ 600,000	\$ 600,000	\$ 5,655,900

Public Facility (Buildings)						
Project						
Replace Roof on Gym at Campbell Community Center	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Sub-total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Public Facility (Equipment)						
Project						
ADA Transition Plan Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Handgun Replacement	125,000	-	-	-	-	125,000
Silicon Valley Radio Communication System (SVRCS) - Subscriber Units	-	300,000	300,000	-	-	600,000
Sub-total	\$ 125,000	\$ 350,000	\$ 300,000	\$ 50,000	\$ -	\$ 825,000

Streets & Signals						
Project						
Accessibility Ramps	\$ 70,500	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 170,500
Annual Street Maintenance	1,179,000	900,000	900,000	900,000	880,000	4,759,000
Bike/Pedestrian and Traffic Safety Improvements	55,000	25,000	25,000	25,000	25,000	155,000
East Campbell Avenue Portals Project	4,200,000	-	-	-	-	4,200,000
Hacienda Avenue Enhancement Project	206,460	1,593,540	-	-	-	1,800,000
Hamilton Hwy 17 Southbound Off Ramp Widening	-	-	1,200,000	-	-	1,200,000
Hamilton - Bascom ITS Project	125,000	-	-	-	-	125,000
Harriet Avenue Rehabilitation	-	-	-	-	3,000,000	3,000,000
Harriet/McCoy/STAR Traffic Signal Intersection Improvements	690,000	-	-	-	-	690,000
Miscellaneous Storm Drainage Improvements	-	50,000	-	50,000	-	100,000
Traffic Signal Controllers - Replacement	210,000	-	-	-	-	210,000
Virginia Avenue Sidewalks	800,000	-	-	-	-	800,000
Winchester Boulevard Underground Utility District #9	60,000	-	-	-	-	60,000
Winchester Boulevard Signal Timing	136,000	-	-	-	-	136,000
Sub-total	\$ 7,731,960	\$ 2,568,540	\$ 2,175,000	\$ 975,000	\$ 3,955,000	\$ 17,405,500

GRAND TOTAL	\$ 7,906,960	\$ 4,118,540	\$ 5,730,900	\$ 1,625,000	\$ 4,555,000	\$ 23,936,400
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Capital Improvement Plan Summaries

By Funding Source

Capital Improvement Reserve	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Project						
ADA Transition Plan Improvements	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Annual Street Maintenance	355,000	355,000	355,000	355,000	335,000	1,755,000
East Campbell Avenue Portal Project	481,740	-	-	-	-	481,740
Hacienda Avenue Enhancement Project	206,460	-	-	-	-	206,460
Harriet/McCoy/STAR Traffic Signal Intersection Improvements	90,000	-	-	-	-	90,000
Handgun Replacement	125,000	-	-	-	-	125,000
Replace Roof on Gym at Campbell Community Center	50,000	-	-	-	-	50,000
Silicon Valley Radio Communication System (SVRCS) Subscriber Units	-	300,000	300,000	-	-	600,000
Virginia Avenue Sidewalks	91,760	-	-	-	-	91,760
Winchester Boulevard Signal Timing	6,000	-	-	-	-	6,000
Sub-total	\$ 1,405,960	\$ 705,000	\$ 655,000	\$ 355,000	\$ 335,000	\$ 3,455,960

Construction Tax						
Project						
Accessibility Ramps	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
ADA Transition Plan Improvements	-	-	-	50,000	-	50,000
Bike/Pedestrian and Traffic Safety Improvements	5,000	5,000	5,000	5,000	5,000	25,000
Traffic Signal Controllers - Replacement	210,000	-	-	-	-	210,000
Winchester Boulevard Underground Utility District #9	60,000	-	-	-	-	60,000
Sub-total	\$ 325,000	\$ 5,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 495,000

Environmental Services Funds						
Project						
Miscellaneous Storm Drainage Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Sub-total	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000

Capital Improvement Plan Summaries

By Funding Source

Grants / Private	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Project						
Accessibility Ramps	\$ 20,500	\$ -	\$ -	\$ -	\$ -	\$ 20,500
Annual Street Maintenance	494,000	215,000	215,000	215,000	215,000	1,354,000
Bike/Pedestrian & Traffic Safety Improvements	50,000	20,000	20,000	20,000	20,000	130,000
East Campbell Avenue Portals Project	3,718,260	-	-	-	-	3,718,260
Hacienda Avenue Enhancement Project	-	1,593,540	-	-	-	1,593,540
Hamilton - Bascom ITS Project	125,000	-	-	-	-	125,000
Hamilton Hwy 17 Southbound Off Ramp Widening	-	-	1,200,000	-	-	1,200,000
Harriet Avenue Rehabilitation	-	-	-	-	3,000,000	3,000,000
Harriet/McCoy/STAR Traffic Signal Intersection Improvements	600,000	-	-	-	-	600,000
Los Gatos Creek Trail Extension	-	-	2,655,900	-	-	2,655,900
Virginia Avenue Sidewalks	708,240	-	-	-	-	708,240
Winchester Boulevard Signal Timing	130,000	-	-	-	-	130,000
Sub-total	\$ 5,846,000	\$ 1,828,540	\$ 4,090,900	\$ 235,000	\$ 3,235,000	\$ 15,235,440

Park Dedication						
Project						
Park System Improvements	\$ -	\$ 1,200,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,000,000
Sub-total	\$ -	\$ 1,200,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,000,000

Vehicle Impact Fees - Garbage						
Project						
Annual Street Maintenance	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 1,125,000
Sub-total	\$ 225,000	\$ 1,125,000				

Vehicle Impact Fees - Building Permits						
Project						
Annual Street Maintenance	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 525,000
Sub-total	\$ 105,000	\$ 525,000				

GRAND TOTAL	\$ 7,906,960	\$ 4,118,540	\$ 5,730,900	\$ 1,625,000	\$ 4,555,000	\$ 23,936,400
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**CIP Five Year Cash Flow Analysis
FY 13-14 Through FY 17-18**

Exhibit 2

CIPR - Designated Fund Balance - Fund 101

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Total FY14 to 18
Designated CIP Fund Balance— July 1	\$ 3,806,322	\$ 2,100,362	\$ 1,345,362	\$ 690,362	\$ 335,362	\$ 3,806,322
Designated Carryover Fund Balance						
Add Projected Revenues:						
Project Surplus Estimated at FYE	300,000	50,000	-			350,000
Total Projected Resources	300,000	50,000	-		-	350,000
Less Projected Expenditures:						
Five Year CIP Proposed	1,405,960	705,000	655,000	355,000	335,000	3,455,960
Operating & Capital Budget Adj.	600,000	100,000	-			700,000
Sub-Total Expenditures	2,005,960	805,000	655,000	355,000	335,000	4,155,960
Projected Available Fund Balance	\$ 2,100,362	\$ 1,345,362	\$ 690,362	\$ 335,362	\$ 362	\$ 362

Construction Tax - Designated Fund Balance - Fund 101

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Total FY14 to 18
Designated Fund Balance— July 1	\$ 206,763	\$ (53,237)	\$ 6,763	\$ 16,763	\$ 26,763	\$ 206,763
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:						
Five Year CIP Proposed	325,000	5,000	55,000	55,000	55,000	495,000
Sub-Total Expenditures	325,000	5,000	55,000	55,000	55,000	495,000
Projected Fund Balance Designation	\$ (53,237)	\$ 6,763	\$ 16,763	\$ 26,763	\$ 36,763	\$ 36,763

**CIP Five Year Cash Flow Analysis
FY 13-14 Through FY 17-18**

Exhibit 2

Environmental Services Storm Drain Reserves - Fund Balance - Fund 209

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Total FY14 to 18
	Environ. Svcs. Storm Drain Res Fund Balance FD 209 FY 13-14	Environ. Svcs. Storm Drain Res Fund Balance FD 209 FY 14-15	Environ. Svcs. Storm Drain Res Fund Balance FD 209 FY 15-16	Environ. Svcs. Storm Drain Res Fund Balance FD 209 FY 16-17	Environ. Svcs. Storm Drain Res Fund Balance FD 209 FY 17-18	Environ Svcs. Storm Drain Res Fund Balance FD 209 FY14 to 18
Available Reserve—July 1	\$ 29,154	\$ 49,154	\$ 19,695	\$ 39,695	\$ 9,695	\$ 29,154
Add Projected Revenues:						
Storm Drain Fees	20,000	20,000	20,000	20,000	20,000	100,000
Environmental Services Fund Investment income	-	541	-	-	-	541
Total Projected Revenues	20,000	20,541	20,000	20,000	20,000	100,541
Less Projected Expenditures:						
Five Year CIP Proposed	-	50,000	-	50,000	-	100,000
Sub-Total Expenditures	-	50,000	-	50,000	-	100,000
Projected Available Reserve	\$ 49,154	\$ 19,695	\$ 39,695	\$ 9,695	\$ 29,695	\$ 29,695

Other Grants - Fund Balance - Funds 212, 216 & 218

	Other Grants Fund Balance FD 212, 216, 218 FY 13-14	Other Grants Fund Balance FD 212, 216, 218 FY 14-15	Other Grants Fund Balance FD 212, 216, 218 FY 15-16	Other Grants Fund Balance FD 212, 216, 218 FY 16-17	Other Grants Fund Balance FD 212, 216, 218 FY 17-18	Total FY14 to 18
Fund Balance—July 1	\$ 174,629	\$ 367,904	697,904	892,904	1,087,904	174,629
Add Projected Revenues:						
Federal Grants (Fund 218)	-	-	-	-	-	-
Grant Receipts(SCVWD,SCC,MTC,HSIP)	5,659,275	1,593,540	1,200,000	-	-	8,452,815
TDA Grants (Fund 216)	25,000	25,000	25,000	25,000	25,000	125,000
CDBG	-	-	-	-	-	-
Prop 42 Replacement (Sec. 2103)	190,000	190,000	190,000	190,000	190,000	950,000
Gas Tax Revenue/Other Grants/STP/CMAQ	165,000	350,000	2,870,900	215,000	3,000,000	6,800,900
Total Projected Revenues	6,039,275	2,158,540	4,285,900	430,000	3,215,000	16,128,715
Less Projected Expenditures:						
Carryforward projects	-	-	-	-	-	-
Five Year CIP Proposed	5,846,000	1,828,540	4,090,900	235,000	3,235,000	15,235,440
Sub-Total Expenditures	5,846,000	1,828,540	4,090,900	235,000	3,235,000	15,235,440
Projected Fund Balance	\$ 367,904	\$ 697,904	\$ 892,904	\$ 1,087,904	\$ 1,087,904	\$ 1,087,904

**CIP Five Year Cash Flow Analysis
FY 13-14 Through FY 17-18**

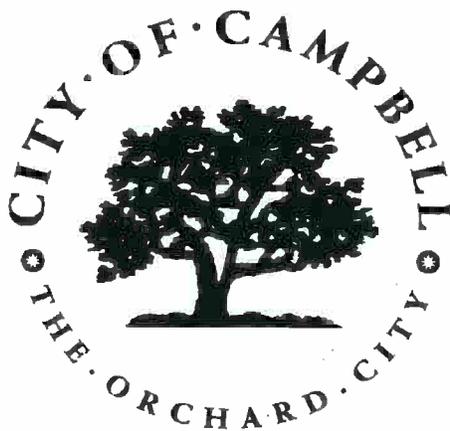
Exhibit 2

Vehicle Impact - Fund Balance - Fund 202

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Total FY14 to 18
Available Reserve—July 1,2011	\$ 96,966	\$ 97,238	\$ 97,516	\$ 97,799	\$ 98,082	\$ 96,966
Add Projected Revenues:						
Vehicle Impact Fees	105,000	105,000	105,000	105,000	105,000	525,000
Solid Waste Vehicle Impact Fees	225,000	225,000	225,000	225,000	225,000	1,125,000
Investment Income	272	278	283	283	283	1,399
Total Projected Revenues	330,272	330,278	330,283	330,283	330,283	1,851,399
Less Projected Expenditures:						
Five Yr. CIP Proposed	330,000	330,000	330,000	330,000	330,000	1,650,000
Sub-Total Expenditures	330,000	330,000	330,000	330,000	330,000	1,650,000
Projected Fund Balance	\$ 97,238	\$ 97,516	\$ 97,799	\$ 98,082	\$ 98,365	\$ 98,365

Parkland Dedication - Undesignated Fund Balance - Fund 295

	Parkland Ded. Undesignated Fund Balance FD 295 FY 13-14	Parkland Ded. Undesignated Fund Balance FD 295 FY 14-15	Parkland Ded. Undesignated Fund Balance FD 295 FY 15-16	Parkland Ded. Undesignated Fund Balance FD 295 FY 16-17	Parkland Ded. Undesignated Fund Balance FD 295 FY 17-18	Parkland Ded. Undesignated Fund Balance FD 295 FY14 to 18
Cash - Liabilities Balance—July 1	\$ 2,279,131	\$ 2,806,942	\$ 1,851,893	\$ 1,307,450	\$ 759,748	\$ 2,279,131
Add: Projected Revenues:						
Investment Income	22,791	56,139	55,557	52,298	30,390	217,175
Advance from General Fund Reserves	-	-	-	-	-	-
Parkland Ded. Fees	505,020	188,812	-	-	-	693,832
Total Projected Revenues	527,811	244,951	55,557	52,298	30,390	911,007
Less Projected Expenditures:						
Transfer to Parks Maint (Equipment)	-	-	-	-	-	-
Five Yr. CIP Proposed	-	1,200,000	600,000	600,000	600,000	3,000,000
Sub-Total Expenditures	-	1,200,000	600,000	600,000	600,000	3,000,000
Projected Fund Balance	\$ 2,806,942	\$ 1,851,893	\$ 1,307,450	\$ 759,748	\$ 190,138	\$ 190,138



Capital Improvement Plan Exhibits

2014 - 2018 CAPITAL IMPROVEMENT PLAN
UNFUNDED PROJECTS

Unfunded Projects

2014 - 2018 CAPITAL IMPROVEMENT PLAN

Summary by Category

BY CATEGORY

Category	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
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Summary by Department

Parks and Open Space

Project	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
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Summary by Funding

2014 - 2018
SUMMARY TABLE

BY DEPARTMENT

City Man
Finance
Police D
Public W
Recreat
Redevel

2014 - 2018 CIP PROJECTS
YEAR 1 PROJECTS

Year 1 Projects

DEPARTM

Police	TOTAL	FUNDING SOURCE	ADD'L REVENUE
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Operating Impacts

BY FUN

City Man
CIPR
Constru
Grants
Hazard
Street M
Environ.
VT A Me
Park De
Private
Redevel
AB 2928

Public Wo

PROJECT SCHEDULE

ACQUISITION
DESIGN
BIDS REC'D
BID AWARD
CONSTRUCTION

Recreation

Redevelop

Finance

City Mana

CAPITAL PROJECT

PROJECT #: XXX
PROGRAM #: XX
DEPARTMENT: XX
CATEGORY: XX

PROJECT TITLE: XX

CAPITAL COST DETAIL

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction						
City Staff						
Equipment						
TOTAL	\$ -					
Staff Hours						

OPERATING BUDGET IMPACTS

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW

YEAR:	2012		2013				2014				2015		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received													
Bid Award													
Construction													

Project Sheet

CAPITAL PROJECT

PROJECT #: 14-AA
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals
NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Accessibility Ramps

PROJECT DESCRIPTION

Installation of American's with Disability Act (ADA) compliant curb ramps is consistent with the City's ADA Transition Plan. Funding from construction tax is allocated on a bi-annual basis. One-time CDBG funding has been added for FY 2013/14.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Reduce or increase the number of ramps for installation each year.

SOURCE OF FUNDING

	Const. Tax	CDBG					TOTAL
2013/14	\$ 50,000	\$ 20,500	\$ -	\$ -	\$ -	\$ -	\$ 70,500
2014/15							-
2015/16	50,000						50,000
2016/17							-
2017/18	50,000						50,000
TOTAL	\$ 150,000	\$ 20,500	\$ -	\$ -	\$ -	\$ -	\$ 170,500

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 14-AA
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: **Accessibility Ramps**

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction	60,500		43,000		43,000	146,500
City Staff	10,000		7,000		7,000	24,000
Equipment						-
TOTAL	\$ 70,500	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 170,500
Staff Hours	150		80		80	310

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design			X								X		
Bids Received				X								X	
Bid Award				X								X	
Construction					X	X							X

CAPITAL PROJECT

PROJECT #: 14-BB
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Annual Street Maintenance

PROJECT DESCRIPTION

Annual street maintenance. Additional appropriation to recognize One Bay Area Grant Funds - non competitive allocation.

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	Const. Tax	OBAG-STP	TOTAL
2013/14	\$ 355,000	\$ 105,000	\$ 225,000	\$ 215,000	\$ -	\$ 279,000	\$ 1,179,000
2014/15	355,000	105,000	225,000	215,000			900,000
2015/16	355,000	105,000	225,000	215,000			900,000
2016/17	355,000	105,000	225,000	215,000	-		900,000
2017/18	335,000	105,000	225,000	215,000	-		880,000
TOTAL	\$ 1,755,000	\$ 525,000	\$ 1,125,000	\$1,075,000	\$ -	\$ 279,000	\$ 4,759,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 14-BB
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Annual Street Maintenance

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	-
Professional Services	30,000	30,000	30,000	30,000	30,000	150,000
Construction	1,029,000	770,000	770,000	770,000	770,000	4,109,000
City Staff	100,000	100,000	100,000	100,000	100,000	500,000
Equipment						-
TOTAL	\$ 1,159,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,759,000
Staff Hours	1,100	1,100	1,100	1,100	1,100	5,500

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW (3-1/2 FISCAL YEARS ONLY)													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design		X	X				X				X		
Bids Received			X					X				X	
Bid Award			X					X				X	
Construction				X	X	X		X	X	X		X	X

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Public Facility

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: ADA Transition Plan Improvements

PROJECT DESCRIPTION

Consistent with the City's American's with Disability Act (ADA) Transition Plan this project would continue to implement identified improvements at the Community Center, Service Center, City Hall and other City facilities such as doors, bathroom fixtures and public counters.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Phase improvements and revise funding level.

SOURCE OF FUNDING

	CIPR	Const. Tax					TOTAL
2013/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2014/15	50,000						50,000
2015/16							-
2016/17		50,000					50,000
2017/18							-
TOTAL	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

PROJECT MANAGER: Brett Stollenwerk, Facilities Maintenance Manager

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Public Facility

PROJECT TITLE: ADA Transition Plan Improvements

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction		43,000		43,000		86,000
City Staff		7,000		7,000		14,000
Equipment						-
TOTAL	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Staff Hours		80		80		160

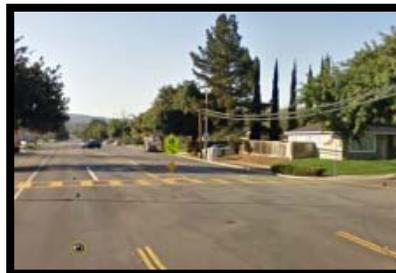
OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design					X								X
Bids Received						X							
Bid Award						X							
Construction							X	X					

CAPITAL PROJECT

PROJECT #: 14-KK
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Bike/Pedestrian and Traffic Safety Improvements

PROJECT DESCRIPTION

This annual project provides minor improvements to streets and signals to increase safety as deemed necessary by the City's Traffic Engineer and City Engineer. This project also constructs Class II bike lanes, sidewalks, paths, and other improvements to enhance pedestrian and bicyclist safety on City streets. The sidewalk In-Fill Program is funded by this project. TDA funds represent the majority of the project funding.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 3.1 - Safe residential neighborhoods; and Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Allow the current conditions to remain.
2. Submit each minor project/improvement to the City Council for approval.

SOURCE OF FUNDING

	Const. Tax	TDA Grant					TOTAL
2012/13	\$ 5,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
2013/14	5,000	20,000					25,000
2014/15	5,000	20,000					25,000
2015/16	5,000	20,000					25,000
2016/17	5,000	20,000					25,000
TOTAL	\$ 25,000	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 155,000

PROJECT MANAGER: Matthew Jue, Traffic Engineer

CAPITAL PROJECT

PROJECT #: 14-KK
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Bike/Pedestrian and Traffic Safety Improvements

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction	45,000	20,000	20,000	20,000	20,000	125,000
City Staff	5,000	5,000	5,000	5,000	5,000	25,000
Equipment						-
TOTAL	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
Staff Hours	60	60	60	60	60	300

OPERATING BUDGET IMPACTS						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design	X				X				X				X
Bids Received		X				X				X			
Bid Award			X				X				X		
Construction			X	X			X	X			X	X	

CAPITAL PROJECT

PROJECT #: 11-EE

PROGRAM #: 730

DEPARTMENT: Public Works

CATEGORY: Streets and Signals

NEW PROJECT:

ADD'L APPROP: X

USEFUL LIFE: 20 Years



PROJECT TITLE: East Campbell Avenue Portals Project

PROJECT DESCRIPTION

Removal of existing pedestrian walkways and construction of new pedestrian walkways/portals behind the existing bent walls beneath Hwy. 17 and creation of wider bicycle lanes on East Campbell Avenue beneath Hwy. 17. The feasibility study for the Portals Project 10-CC was completed with CDT grant funds of \$75,000 and local matching RDA funds of \$18,750. The feasibility study was approved by City Council on November 16, 2010. Design for the current East Campbell Avenue Portals Project 11-EE was funded by a Council approved budget adjustment on September 7, 2010 which allocated \$424,000 of BEP grant funds plus \$106,000 CIPR in local matching funds for a total design allocation of \$530,000. The additional appropriation of \$3.7M will be dependent on the City being awarded various OBAG funds to complete the construction of the project and is anticipated to require a local match of approximately \$482,000.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address the following Strategic Plan Objectives: 3.4 - Streets that are safe, clean and well maintained.

ALTERNATIVES

1. Postpone project construction.
2. Reduce project scope

SOURCE OF FUNDING

	Grant Funds	CIPR					TOTAL
2013/14	\$ 3,718,260	\$ 481,740	\$ -	\$ -	\$ -	\$ -	\$ 4,200,000
2014/15							-
2014/15							-
2016/17							-
2017/18							-
TOTAL	\$ 3,718,260	\$ 481,740	\$ -	\$ -	\$ -	\$ -	\$ 4,200,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:11-EE
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets and Signals

PROJECT TITLE: East Campbell Avenue Portals Project

CAPITAL COST DETAIL						
	2013/14	2014/15	2014/15	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	200,000	200,000				400,000
Construction	2,000,000	1,500,000				3,500,000
City Staff	150,000	150,000				300,000
Equipment						-
TOTAL	\$ 2,350,000	\$ 1,850,000	\$ -	\$ -	\$ -	\$ 4,200,000
Staff Hours	1,580	1,580				3,160

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2014/15	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received				X									
Bid Award					X								
Construction						X	X	X	X	X			

CAPITAL PROJECT

PROJECT #: 14-EE
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets and Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Hacienda Avenue Enhancement Project

PROJECT DESCRIPTION

This project will apply for OBAG grant funding for the installation of a new LED street lighting system for Hacienda Avenue and improvements to the bus stop locations along Hacienda Avenue between Winchester Boulevard and Burrows/San Tomas Aquino Road. Local matching funds would be used for the design of the project and OBAG funds would be allocated to project construction.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address the following Strategic Plan Objectives: 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles; and Strategic Plan Objective 3.4 - Streets that are safe, clean and well maintained.

ALTERNATIVES

1. Reduce project scope and budget.

SOURCE OF FUNDING

	OBAG	CIPR					TOTAL
2013/14	\$ -	\$ 206,460	\$ -	\$ -	\$ -	\$ -	\$ 206,460
2014/15	1,593,540						1,593,540
2014/15							-
2016/17							-
2017/18							-
TOTAL	\$ 1,593,540	\$ 206,460	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 14-EE
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets and Signals

PROJECT TITLE: Hacienda Avenue Enhancement Project

CAPITAL COST DETAIL						
	2013/14	2014/15	2014/15	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	200,460					200,460
Construction		1,493,540				1,493,540
City Staff	6,000	100,000				106,000
Equipment						-
TOTAL	\$ 206,460	\$ 1,593,540	\$ -	\$ -	\$ -	\$ 1,800,000
Staff Hours	67	1,100				1,167

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2014/15	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design	X	X	X	X									
Bids Received						X							
Bid Award						X							
Construction						X	X	X	X	X			

CAPITAL PROJECT

PROJECT #: 14-MM
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets and Signals

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Hamilton-Bascom ITS Project

PROJECT DESCRIPTION

The project would furnish and install video detection systems at Bascom/Pruneyard and Bascom/Apricot, respectively. In addition, the project would install an emergency vehicle preemption (EVP) system at Bascom/Apricot. On West Hamilton Avenue, the project would prepare morning, midday, and afternoon peak period timing plans for both weekday and weekend scenarios, and would enable West Hamilton Avenue traffic signals between Phoenix Drive and Eden Avenue to be synchronized with the San Tomas Expressway/Hamilton Avenue signalized intersection. Project would be fully funded through Vehicle Registration ITS competitive grants with no local match required.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 3.7 - Streets that operate efficiently and effectively.

ALTERNATIVES

1. Phase project.
2. Reduce the scope to include only selected components of the project.

SOURCE OF FUNDING

	Grants						TOTAL
2013/14	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
2014/15							-
2015/16							-
2016/17							-
2017/18							-
TOTAL	\$ 125,000	\$ -	\$ 125,000				

PROJECT MANAGER: Matthew Jue, Traffic Engineer

CAPITAL PROJECT

PROJECT #: 14-MM
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets and Signals

PROJECT TITLE: Hamilton-Bascom ITS Project

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	2,700					2,700
Construction	28,400					28,400
City Staff	30,900					30,900
Equipment	63,000					-
TOTAL	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 62,000
Staff Hours	340					340

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design	X	X											
Bids Received			X										
Bid Award			X										
Construction			X	X									

CAPITAL PROJECT

PROJECT #: 07-06
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets and Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Hamilton Hwy 17 Southbound Off Ramp Widening

PROJECT DESCRIPTION

Widen and re-configure the lanes at Southbound Highway 17 off ramp at Hamilton Avenue to create a dedicated through lane onto Salmar Avenue, three dedicated Southbound left turn lanes and a dedicated right turn lane onto Hamilton Avenue. This will replace the existing through left lane with a dedicated through lane onto Salmar and a left turn lane onto Hamilton. Project design is funded from developer fees; construction would only proceed upon receipt of grant funding or additional developer fees.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address 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

	Grant Funds						TOTAL
2013/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2014/15							-
2015/16	1,200,000						1,200,000
2016/17							-
2017/18							-
TOTAL	\$ 1,200,000	\$ -	\$ 1,200,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 07-06
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets and Signals

PROJECT TITLE: Hamilton Hwy 17 Southbound Off Ramp Widening

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services			140,000			140,000
Construction			1,000,000			1,000,000
City Staff			60,000			60,000
Equipment						-
TOTAL	\$ -	\$ -	\$ 1,200,000	\$ -	\$ -	\$ 1,200,000
Staff Hours			650			650

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design									X	X	X	X	
Bids Received													X
Bid Award													X
Construction													X

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

Evaluate 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 not proceed upon receipt of grant funding, with an anticipated 20% local match requirement from CIPR

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
2013/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2014/15							-
2015/16							-
2016/17							-
2017/18	3,000,000						3,000,000
TOTAL	\$ 3,000,000	\$ -	\$ 3,000,000				

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						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services					100,000	100,000
Construction					2,500,000	2,500,000
City Staff					400,000	400,000
Equipment						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000
Staff Hours					4,300	4,300

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #: 14-GG
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Harriet/McCoy/STAR Traffic Signal and Intersection Improvements

PROJECT DESCRIPTION

This project would install a traffic signal in the vicinity of the intersection of Harriet and McCoy Avenues and would consider additional intersection improvements to improve access. Grant funding, possibly HSIP, will be pursued for the project and a local match of 20% is anticipated.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles; Strategic Plan Objective 3.7 - Streets that operate efficiently and effectively

1. Consider phasing of the project

SOURCE OF FUNDING

	Grants	CIPR					TOTAL
2013/14	\$ 600,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 690,000
2014/15							-
2015/16							-
2016/17							-
2017/18							-
TOTAL	\$ 600,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 690,000

PROJECT MANAGER: Matthew Jue, Traffic Engineer

CAPITAL PROJECT

PROJECT #:14-GG
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets

PROJECT TITLE: Harriet/McCoy/STAR Traffic Signal and Intersection Improvements

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction		628,000				628,000
City Staff	40,000	22,500				62,500
Equipment						-
TOTAL	\$ 40,000	\$ 650,500	\$ -	\$ -	\$ -	\$ 690,500
Staff Hours	450	250				700

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design		X	X	X									
Bids Received				X									
Bid Award					X								
Construction					X	X							

CAPITAL PROJECT

PROJECT #:
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 Extension

PROJECT DESCRIPTION

Design and construct bicycle trail improvements on west side of Los Gatos Creek Trail from Creekside Way to Campbell Avenue. Project is identified in Valley Transportation Authority (VTA) VTP 2040 as a BEP Project and is eligible for VTA Bicycle Expenditure Program 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

	CIPR	Grants					TOTAL
2013/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2014/15							-
2015/16		2,655,900					2,655,900
2016/17							-
2017/18							-
TOTAL	\$ -	\$ 2,655,900	\$ -	\$ -	\$ -	\$ -	\$ 2,655,900

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						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction			2,655,900			2,655,900
City Staff						-
Equipment						-
TOTAL	\$ -	\$ -	\$ 2,655,900	\$ -	\$ -	\$ 2,655,900
Staff Hours			1,065			1,065

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design							X	X	X	X	X		
Bids Received												X	
Bid Award												X	
Construction												X	X

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: **Miscellaneous Storm Drainage
 Improvements**

PROJECT DESCRIPTION

This biennial project will provide minor drainage improvements to streets to increase safety and decrease pavement deterioration.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objective 3.4 - Streets that are safe, clean and well maintained; and Objective 3.6 - Streets that serve the needs of adjacent land uses.

ALTERNATIVES

1. Allow the current conditions to remain and continue stop gap maintenance efforts.
2. Submit each individual location/project site and improvement to the City Council for approval.

SOURCE OF FUNDING

	Env'tl. Services						TOTAL
2013/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2014/15	50,000						50,000
2015/16							-
2016/17	50,000						50,000
2017/18							-
TOTAL	\$ 100,000	\$ -	\$ 100,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Miscellaneous Storm Drainage Improvements

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction		43,000		43,000		86,000
City Staff		7,000		7,000		14,000
Equipment						-
TOTAL	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Staff Hours		100		100		200

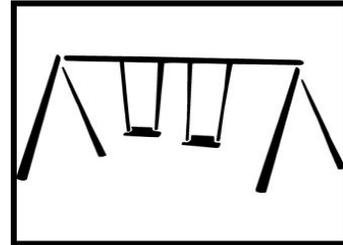
OPERATING BUDGET IMPACTS (Projects scheduled as needed.)						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks & Open Space

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Park System Improvements

PROJECT DESCRIPTION

This project will implement the improvements identified in the Park Improvement Master Plan over a period of four years.

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

	Park Dedication						TOTAL
2013/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2014/15	1,200,000						1,200,000
2015/16	600,000						600,000
2016/17	600,000						600,000
2017/18	600,000						600,000
TOTAL	\$3,000,000	\$ -	\$ 3,000,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks & Open Space

PROJECT TITLE: Park System Improvements

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		180,000	10,000	10,000	10,000	210,000
Construction		1,200,000	450,000	450,000	450,000	2,550,000
City Staff		120,000	40,000	40,000	40,000	240,000
Equipment						-
TOTAL	\$ -	\$ 1,500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,000,000
Staff Hours			1,250	625	625	2,500

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design					X		X		X		X		X
Bids Received					X		X		X		X		X
Bid Award					X			X	X			X	X
Construction					X	X		X	X	X		X	X

CAPITAL PROJECT

PROJECT #: 14-CC
PROGRAM #: 780
DEPARTMENT: Public Works
CATEGORY: Public Facility
NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 25 Years



PROJECT TITLE: Replace Roof on Gym at the Campbell Community Center

PROJECT DESCRIPTION

The existing roof on the gym at the Campbell Community Center is old, leaking, and needs to be replaced.

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. Extend the roof replacement another year, this is not recommended.

SOURCE OF FUNDING

	CIPR						TOTAL
2013/14	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2014/15							-
2015/16							-
2016/17							-
2017/18							-
TOTAL	\$ 50,000	\$ -	\$ 50,000				

PROJECT MANAGER: Brett Stollenwerk, Facilities Maintenance Manager

CAPITAL PROJECT

PROJECT #: 14-CC
 PROGRAM #: 780
 DEPARTMENT: Public Works
 CATEGORY: Public Facility

PROJECT TITLE: Replace Roof on Gym at the Campbell Community Center

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff						-
Equipment	50,000					-
TOTAL	\$ 50,000	\$ -				
Staff Hours	15					15

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received	X												
Bid Award		X	X										
Construction													

CAPITAL PROJECT

PROJECT #: 14-FF
PROGRAM #: 770
DEPARTMENT: Public Works
CATEGORY: Streets & Signals
NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Traffic Signal Controllers - Replacement

PROJECT DESCRIPTION

Traffic signal controllers require replacing due to failing components and obsolete technology. There are six intersections that require replacement signal cabinets. Two will be replaced every year for the next three years. Intersection locations are as follows: Winchester Boulevard / Latimer Avenue, Winchester Boulevard / Budd Avenue, Union Avenue / Duncanville Avenue, Civic Center Drive / First Street, Orchard City Drive / First Street, and Civic Center Drive / Central Avenue.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan 3.7 - Streets that operate efficiently and effectively.

ALTERNATIVES

1. Phase replacements over a five year period rather than three years.

SOURCE OF FUNDING

	Const. Tax						TOTAL
2013/14	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000
2014/15							-
2015/16							-
2016/17							-
2017/18							-
TOTAL	\$ 210,000	\$ -	\$ 210,000				

PROJECT MANAGER: David Mooso - Lighting and Traffic Signal Lighting Supervisor

CAPITAL PROJECT

PROJECT #:14-FF
 PROGRAM #: 770
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Traffic Signal Controllers - Replacement

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	210,000					210,000
City Staff						-
Equipment						-
TOTAL	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ 210,000
Staff Hours	96					96

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received	X				X				X				
Bid Award		X				X				X			
Construction			X				X				X		

CAPITAL PROJECT

PROJECT #: 14-HH **NEW PROJECT:** X
PROGRAM #: 730 **ADD'L APPROP:**
DEPARTMENT: Public Works **USEFUL LIFE:** 20 Years
CATEGORY: Streets & Signals



PROJECT TITLE: Virginia Avenue Sidewalks

PROJECT DESCRIPTION

Project will install sidewalks on Virginia Avenue between Budd Avenue and Hacienda Avenue to provide better connectivity, encourage walking by separating Capri Elementary School students (K-5) from moving vehicles, and improve pedestrian pathways. Capri Elementary School (K-5) and Canyon Heights Academy (K-8) are expected to benefit from this project. Project will be submitted to the VERBS grant program and would require an 11.47% local match if awarded.

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. Consider phasing of project

SOURCE OF FUNDING

	Grant	CIPR					TOTAL
2013/14	\$ 708,240	\$ 91,760	\$ -	\$ -	\$ -	\$ -	\$ 800,000
2014/15							-
2015/16							-
2016/17							-
2017/18							-
TOTAL	\$ 708,240	\$ 91,760	\$ -	\$ -	\$ -	\$ -	\$ 800,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 14-HH
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Virginia Avenue Sidewalks

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	50,000					50,000
Construction	708,240					708,240
City Staff	41,760					41,760
Equipment						-
TOTAL	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Staff Hours	450					450

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design			X	X	X								
Bids Received					X								
Bid Award					X								
Construction					X	X	X						

CAPITAL PROJECT

PROJECT #: 08-12
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 years



PROJECT TITLE: Winchester Boulevard Underground Utility District No. 9

PROJECT DESCRIPTION

Additional appropriation for the construction of Winchester Boulevard Underground Utility District No. 9. Additional funds will pay for administration and coordination of the three stages of the utility undergrounding project. The stages are trenching and utility box installations, electrical installation, and final pole removal and service switch over.

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 supply additional City materials and services

SOURCE OF FUNDING

	Const. Tax						TOTAL
2013/14	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
2014/15							-
2015/16							-
2016/17							-
2017/18							-
TOTAL	\$ 60,000	\$ -	\$ 60,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 08-12
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Winchester Boulevard Underground Utility District No. 9

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff	40,000					40,000
Equipment	20,000					20,000
TOTAL	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Staff Hours	70					70

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received													
Bid Award													
Construction	X	X	X	X	X	X							

CAPITAL PROJECT

PROJECT #: 14-DD
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Winchester Boulevard Signal Timing

PROJECT DESCRIPTION

This project will replace controller equipment that has reached the end of its useful life and fill gaps in the existing communication system. This project will also consider re-timing the signals on Winchester Boulevard. Project will be submitted for consideration of grant funding from Transportation Fund for Clean Air.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 3.7 - Streets that operate efficiently and effectively.

ALTERNATIVES

1. Consider phasing of project
2. Reduce the scope to include only selected components of the project.

SOURCE OF FUNDING

	Grants / Private	CIPR					TOTAL
2013/14	\$ 130,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 136,000
2014/15							-
2015/16							-
2016/17							-
2017/18							-
TOTAL	\$ 130,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 136,000

PROJECT MANAGER: Matthew Jue, City Engineer

CAPITAL PROJECT

PROJECT #: 14-DD
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Winchester Boulevard Signal Timing

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	24,000					24,000
Construction	107,000					107,000
City Staff	5,000					5,000
Equipment						-
TOTAL	\$ 136,000	\$ -	\$ -	\$ -	\$ -	\$ 136,000
Staff Hours	60					60

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design	X	X											
Bids Received			X										
Bid Award			X										
Construction			X	X									

CAPITAL PROJECT

PROJECT #: 14-JJ
 PROGRAM #: 605
 DEPARTMENT: Police Department
 CATEGORY: Public Facility - Equipment

NEW PROJECT:
 ADD'L APPROP:
 USEFUL LIFE: 10 Years



PROJECT TITLE: **Replacement of Police Department Handguns**

PROJECT DESCRIPTION

With the high amount of use at range training, the expected dependable/useful life of Police Department handguns is ten (10) years. Our current cache of handguns is now ten (10) years old. While we have had some malfunctions, we have been fortunate with the dependability of our current weapons. We do however expect that within the next five years these weapons will deteriorate to a point where it will be more prudent to purchase new weapons and discontinue repairs of the current supply. Though these weapons are rarely used in a service capacity, there is no acceptable margin for error or malfunction in an emergency use situation. We should plan now to set aside funds for the replacement of Police Department handguns in 2014. With the current price of handguns available for law enforcement use, we estimate the cost of replacement in 2014 for approximately 80 handguns at \$125,000.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

An improved feeling of safety within the community. (4.1)

ALTERNATIVES

1. Continue use of current weapons and repair or replace individually as they become obsolete.

SOURCE OF FUNDING

	CIPR						TOTAL
2013/14	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
2014/15							-
2015/16							-
2016/17							-
2017/18							-
TOTAL	\$ 125,000	\$ -	\$ 125,000				

PROJECT MANAGER: Charley Adams, Captain

CAPITAL PROJECT

PROJECT #: 14-JJ
PROGRAM #: 605
DEPARTMENT: Police Department
CATEGORY: Public Facility - Equipment

PROJECT TITLE: Replacement of Police Department Handguns

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff						-
Equipment	125,000					125,000
TOTAL	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition				X									
Design													
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 602
DEPARTMENT: Police
CATEGORY: Equipment

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 8 Years



PROJECT TITLE: Silicon Valley Radio Communication System (SVRCS) - Subscriber Units

PROJECT DESCRIPTION

The SVRCS is a portion of the Silicon Valley Regional Interoperability Project (SVRIP), which is a regional approach between jurisdictions in Santa Clara County to improve local public safety and governmental interoperable communications for day-to-day operations and to enhance preparedness and response to future disasters and threats or acts of terrorism. One of the components of the Project is a county-wide, state-of-the-art, standards-based radio communications system that will allow public safety and government agencies in Santa Clara County and state-wide to improve voice interoperability. The radio communications system project includes two general functional areas: collective infrastructure and agency subscriber units. Agency subscriber units are mobile and portable radios and the cost of replacing these units to support a shared, trunked radio system must be borne by each agency. Currently, the Campbell Police department has 38 analog mobile radios and 113 analog portable radios (subscriber units). It is estimated that the digital trunked radios would be priced about \$4,500 and \$3,800 respectively, totaling approximately \$600,000. These acquisitions would coincide with the scheduled replacement of equipment currently in use.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

An improved feeling of safety in the community. (4.1)

ALTERNATIVES

Radio equipment would require wholesale replacement when the current equipment becomes obsolete. Therefore, no alternative exists. Project may be able to be deferred depending upon dependability of existing equipment.

SOURCE OF FUNDING

	CIPR						TOTAL
2013/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2014/15	300,000						300,000
2015/16	300,000						300,000
2016/17							-
2017/18							-
TOTAL	\$ 600,000	\$ -	\$ 600,000				

PROJECT MANAGER: Lisa Tait - Support Services Manager

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 602
DEPARTMENT: Police

CATEGORY: Equipment

PROJECT TITLE: Silicon Valley Radio Communication System (SVRCS) - Subscriber Units

CAPITAL COST DETAIL						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction						-
City Staff						-
Equipment		300,000	300,000			600,000
TOTAL	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 600,000
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay		300,000	300,000			600,000
Debt Service						
TOTAL	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 600,000
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW													
YEAR:	2013		2014				2015				2016		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition					X				X				
Design													
Bids Received													
Bid Award													
Construction													

CAPITAL IMPROVEMENT PLAN

Project	12/13 Adopted	% of Total	13/14 Adopted	% of Total
Accessibility Ramps	\$ -	-	\$ 70,500	0.45%
Annual Street Maintenance	-	-	1,179,000	7.46%
Roof Replacement for Gym	-	-	50,000	0.32%
Winchester Boulevard Signal Timing	-	-	136,000	0.86%
Hacienda Avenue Enhancement	-	-	206,460	1.31%
Traffic Signal Controller Replacement	-	-	210,000	1.33%
Harriet/McCoy/STAR Traffic Signal	-	-	690,000	4.36%
Virginia Avenue Sidewalk	-	-	800,000	5.06%
East Campbell Avenue Portals *	-	-	4,200,000	26.56%
Police Department Handgun Replacement	-	-	125,000	0.79%
Bike/Pedestrian/Traffic Safety Improve.	-	-	55,000	0.35%
Winchester Boulevard Utility Underground *	-	-	60,000	0.38%
Hamilton - Bascom ITS	-	-	125,000	0.79%
Accessibility Ramps	47,000	1.48%	-	-
ADA Transition Plan Improvements	50,000	1.58%	-	-
Annual Street Maintenance	900,000	28.37%	-	-
Bascom Avenue Video Detection	55,000	1.73%	-	-
Bike/Pedestrian/Traffic Safety Improve.	25,000	0.79%	-	-
Dell Avenue Area Plan	150,000	4.73%	-	-
Police Evidence Storage Room Remodel	54,000	1.70%	-	-
Storm Drain Improvements	50,000	1.58%	-	-
Park Improvement Master Plan	90,000	2.84%	-	-
Winchester Boulevard ITS	165,000	5.20%	-	-
Total Capital Projects	1,586,000	50.00%	7,906,960	50.00%
Transfers-Out	1,586,000	50.00%	7,906,960	50.00%
Total	\$ 3,172,000	100.00%	\$ 15,813,920	100.00%

* Additional funding for existing project.

Project by Category	12/13 Adopted	% of Total	13/14 Adopted	% of Total
Community Center	\$ -	-	\$ -	-
Parks and Open Space	90,000	2.84%	-	-
Public Facility - Buildings	101,000	3.18%	50,000	0.32%
Public Facility - Equipment	-	-	125,000	0.79%
Public Facility - ADA Improvements	50,000	1.58%	70,500	0.45%
Streets and Signals	1,345,000	42.40%	7,661,460	48.45%
Transfers-Out	1,586,000	50.00%	7,906,960	50.00%
Total	\$ 3,172,000	100.00%	\$ 15,813,920	100.00%

Project by Funding Source	12/13 Adopted	% of Total	13/14 Adopted	% of Total
Capital Improvement Reserve	\$ 609,000	19.20%	\$ 1,405,960	8.89%
Construction Tax	5,000	0.16%	325,000	2.06%
Vehicle Impact Fees	330,000	10.40%	330,000	2.09%
Environmental Services	50,000	1.58%	-	-
State Grants/VTA Grants	455,000	14.34%	520,000	3.29%
Federal Grants	47,000	1.48%	5,326,000	33.68%
Parkland Dedication Fees	90,000	2.84%	-	-
Transfers-Out	1,586,000	50.00%	7,906,960	50.00%
Total	\$ 3,172,000	100.00%	\$ 15,813,920	100.00%

**CITY OF CAMPBELL
CAPITAL BUDGET - Summary of Exhibits
PROGRAM: CAPITAL PROJECTS**

**EXHIBIT A
435.950**

Description	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ 117,000	\$ 600,660
Supplies, Services & Capital Outlay (Exhibit C)	748,000	7,306,300
Debt Service (Exhibit D)	-	-
Total Before Transfers	865,000	7,906,960
Transfers Out (Exhibit E)	-	-
APPROPRIATION TOTAL	\$ 865,000	\$ 7,906,960

FUNDING SOURCE(S)

Description	Fund	Acct. #	12/13 Adopted	13/14 Adopted
Capital Improvement Reserve	101	9999	\$ 609,000	\$ 1,405,960
Construction Tax	101	9999	5,000	325,000
Vehicle Impact Fees	202	9999	330,000	330,000
Environmental Services	209	9999	50,000	-
State/County Grants	212	9999	435,000	470,000
Other Federal Grants	218	9999	47,000	5,326,000
TDA Grant	216	9999	20,000	50,000
Parkland Dedication	295	9999	90,000	-
Private Revenue	435	4921	-	-
TOTAL			\$ 1,586,000	\$ 7,906,960

REVENUES MONITORED BY THIS PROGRAM

Private Revenue	435	4921	-	\$ -
Capital Transfers-In	435	6999	1,586,000	7,906,960
TOTAL			\$ 1,586,000	\$ 7,906,960

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: CAPITAL PROJECTS**

**EXHIBIT B
435.950**

Description	13/14 Adopted
435.950.0000.7001 Personnel - Regular	\$ -
435.950.0000.7002 Personnel - Temporary	-
435.950.0000.7003 Personnel - Overtime	-
435.950.0000.7005 Personnel - POST	-
435.950.0000.7103 Personnel - Holiday Pay	-
435.950.0000.7104 Meal Allowance	-
435.950.0000.7105 Uniform Allowance	-
435.950.0000.7106 Retirement	-
435.950.0000.7107 Dental Insurance	-
435.950.0000.7108 Group Health Insurance	-
435.950.0000.7109 Group Life Insurance	-
435.950.0000.7110 Workers' Compensation Insurance	-
435.950.0000.7111 Unemployment Insurance	-
435.950.0000.7112 Group Disability Insurance	-
435.950.0000.7113 Medicare	-
435.950.0000.7114 Auto Allowance	-
435.950.0000.7118 Other Benefit Pay	-
435.950.0000.7119 Social Security	-
435.950.0000.7122 Deferred Compensation Contribution	-
435.950.0000.7130 Project Overhead Cost	600,660
TOTAL	\$ 600,660

**CITY OF CAMPBELL
CAPITAL BUDGET - Supplies & Services Summary
PROGRAM: CAPITAL PROJECTS**

**EXHIBIT C
435.950**

Description	13/14 Adopted
435.950.0000.7420 Utilities - Electricity/Gas	\$ -
435.950.0000.7421 Communications - Phones	-
435.950.0000.7422 Advertising	-
435.950.0000.7423 Clothing and Personal Expense	-
435.950.0000.7424 Office Expense	-
435.950.0000.7425 Small Tools	-
435.950.0000.7427 Special Departmental Expense	-
435.950.0000.7428 Maintenance of Bldgs. Struct. & Grounds	-
435.950.0000.7429 Maintenance & Operations of Equipment	-
435.950.0000.7430 Professional & Specialized Services	707,160
435.950.0000.7431 Promotional Expense	-
435.950.0000.7432 Other Contractual Services	-
435.950.0000.7433 Insurance and Surety Bonds	-
435.950.0000.7434 Memberships, Dues, Books	-
435.950.0000.7435 Travel, Conferences & Meetings	-
435.950.0000.7437 Staff Development	-
435.950.0000.7438 Other Charges	-
435.950.0000.7441 Special Community Services	-
435.950.0000.7442 Insurance Claims Expense	-
435.950.0000.7548 User Charges - Photocopy/Fax	-
435.950.0000.7880 Land	-
435.950.0000.7882 Buildings	-
435.950.0000.7883 Improvements Other than Buildings	6,391,140
435.950.0000.7884 Machinery & Equipment	208,000
TOTAL	\$ 7,306,300

**CITY OF CAMPBELL
CAPITAL BUDGET - Project Allocation
PROGRAM: CAPITAL PROJECTS**

**EXHIBIT F
435.950**

Project	Proj. #	Funding	Personnel 7130	Prof. Services 7430	Impvt's. 7883	Mach. & Equip. 7884	Adopted 13/14 Total
Accessibility Ramps	14-AA	Const Tax, CDBG	\$ 10,000	\$ -	\$ 60,500	\$ -	\$ 70,500
Annual Street Maintenance	14-BB	CIPR, Veh Impact	100,000	30,000	1,049,000	-	1,179,000
Roof Replacement for Gym	14-CC	CIPR	-	-	50,000	-	50,000
Winchester Boulevard Signal Timing	14-DD	CIPR, AQMD	5,000	24,000	107,000	-	136,000
Hacienda Avenue Enhancement	14-EE	CIPR	6,000	200,460	-	-	206,460
Traffic Signal Controller Replacement	14-FF	Const Tax	-	-	210,000	-	210,000
Harriet/McCoy/STAR Traffic Signal	14-GG	CIPR, HSIP	62,000	-	628,000	-	690,000
Virginia Avauue Sidewalk	14-HH	CIPR, VERBS	41,760	50,000	708,240	-	800,000
East Campbell Avenue Portals *	11-EE	CIPR, OBAG	300,000	400,000	3,500,000	-	4,200,000
Police Department Handgun Replacement	14-JJ	CIPR	-	-	-	125,000	125,000
Bike/Pedestrian/Traffic Safety Improve.	14-KK	Const Tax, TDA	5,000	-	50,000	-	55,000
Winchester Boulevard Utility Underground *	08-12	Const Tax	40,000	-	-	20,000	60,000
Hamilton - Bascom ITS	14-MM	Measure B	30,900	2,700	28,400	63,000	125,000
* Additional funding for existing project.							
TOTAL			\$ 600,660	\$ 707,160	\$ 6,391,140	\$ 208,000	\$ 7,906,960

CIPR - Capital Improvement Reserve
 Constr. Tax - Construction Tax Reserve
 Env. Svcs. - Environmental Services
 Grant - Local/Private Matching Grant
 Park. Ded. - Parkland Dedication Fee
 AQMD - Bay Area Air Quality Management District

HSIP - Highway Safety Improvement Program
 Meas B - Vehicle Registration Fees (VTA)
 STP - Surface Transportation Program
 TDA - Transportation Development Act (State)
 Veh Fees - Vehicle Impact Fees
 OBAG - One Bay Area Grant
 VERBS - Vehicle Emmissions Reduction Based at Schools

**CITY OF CAMPBELL
CAPITAL BUDGET - Summary of Exhibits
PROGRAM: TRANSFERS OUT - CAPITAL PROJECTS**

**EXHIBIT A
Misc. 990**

Description	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	5,446,841	4,446,971	1,586,000	7,906,960
APPROPRIATION TOTAL	\$ 5,446,841	\$ 4,446,971	\$ 1,586,000	\$ 7,906,960

FUNDING SOURCE(S)

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
BFB - Capital Improvement Reserve	101	6091	\$ 401,210	\$ 1,070,228	\$ 609,000	\$ 1,405,960
BFB - Construction Tax	101	6091	-	-	5,000	325,000
Construction Tax (Building Prog 554)	101	4151	134,443	87,702	-	-
Vehicle Impact Fees (Const Permit)	202	4731	140,141	127,022	225,000	225,000
Vehicle Impact Fees (Garbage Veh)	202	4732	152,826	231,507	105,000	105,000
Gas Tax - Prop 42	204	4536	22,320	62,340	-	-
BFB - Environmental Services	209	6091	15,232	44,297	50,000	-
State - Local Streets & Roads	212	4523	270,001	53,135	-	-
TDA Grant	216	4525	311,691	-	20,000	50,000
County - SCC Open Space Authority	212	4564	-	81,629	-	-
State - Proposition 1B Funds	212	4540	20,199	-	-	-
Local Grant - Meas B Vehicle Reg (VTA)	212	4571	-	-	215,000	215,000
Local Grant - Meas B Regional (VTA)	212	4572	-	-	220,000	125,000
Local Grant - Campbell Avenue Portals	212	4543	75,000	-	-	-
Local Grant - Bay Area Air Quality Dist	212	4565	-	-	-	130,000
Federal Grant - Street Maint (CALTRANS)	218	4528	-	1,126,223	-	-
Federal Grant - CDBG	218	4520	-	-	47,000	20,500
Federal Grant - Safe Route to Schools	218	4534	24,045	-	-	-
Federal Grant - ARRA (Stimulus)	218	4547	1,298,117	343,321	-	-
Federal Grant - Highway Safety Imp	218	4546	17,648	9,552	-	600,000
Federal Grant - VERBS	218	4552	-	-	-	708,240
Federal Grant - OBAG	218	4554	-	-	-	3,997,260
BFB - Parkland Dedication	295	6091	-	1,023,635	90,000	-
Parkland Dedication Fees	295	4920	535,454	-	-	-
BFB - Redevelopment Agency	434	6091	147,652	29,345	-	-
BFB - RDA T.A.B.	437	6091	2,383,400	67,005	-	-
Project Revenue (Utility Reimb.)	435	4921	106,779	-	-	-
TOTAL			\$ 6,056,158	\$ 4,356,941	\$ 1,586,000	\$ 7,906,960

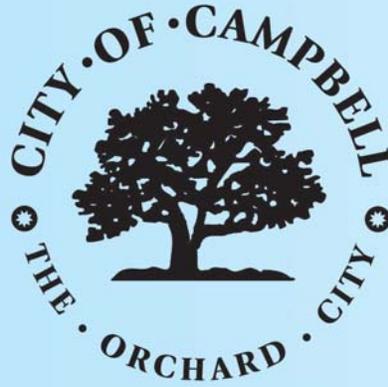
REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	10/11 Actual	11/12 Actual	12/13 Adopted	13/14 Adopted
Theatre Preservation/Facility Fees	101	4633	\$ 54,423	\$ 51,506	\$ 24,840	\$ 5,818
Environmental Svcs/Storm Drain - Int	209	4410	2,618	2,972	2,000	2,000
Parkland Dedication - Interest	295	4410	6,099	6,151	3,000	3,000
TOTAL			\$ 63,140	\$ 60,629	\$ 29,840	\$ 10,818

**CITY OF CAMPBELL
CAPITAL BUDGET - Transfers Detail
PROGRAM: TRANSFERS OUT - CAPITAL PROJECTS**

**EXHIBIT E
Misc. 990**

Account Description	13/14 Adopted
9999 TRANSFERS OUT - CAPITAL PROJECTS	
Annual Street Maintenance (101.14BB) (also Vehicle Impact Fees, Measure B & OBAG)	\$ 355,000
Roof Replacement for Gym (101.14CC)	50,000
Winchester BI Signal Timing (101.14DD) (also AQMD Vehicle Registration)	6,000
Hacienda Avenue Enhancement (101.14EE)	206,460
Harriet/McCoy/STAR Traffic Signal (101.14GG) (also Highway Safety Improvement Prog)	90,000
Virginia Avenue Sidewalk (101.14HH) (also Vehicle Emmissions Reduction Based at School)	91,760
East Campbell Avenue Portals (101.11EE) (also OBAG-One Bay Area Government)	481,740
Police Department Handgun Replacement (101.14JJ)	125,000
Subtotal - CIPR	1,405,960
Accessibility Ramps (101.14AA) (also Community Development Block Grant)	50,000
Traffic Signal Controller Replacement (101.14FF)	210,000
Bike/Pedestrian/Traffic Safety Improvements (101.14KK) (also TDA)	5,000
Winchester BI Utility Underground (101.0812)	60,000
Subtotal - Construction Tax	115,000
Annual Street Maintenance (202.14BB) VIF - Garbage (also CIPR, Measure B & OBAG)	225,000
Annual Street Maintenance (202.14BB) VIF - Permits (also CIPR, Measure B & OBAG)	105,000
Subtotal - Vehicle Impact Fee	330,000
Annual Street Maintenance (212.14BB) (also CIPR, Vehicle Impact Fees & OBAG)	215,000
Hamilton - Bascom ITS (212.14MM)	125,000
Subtotal - Measure B	340,000
Winchester BI Signal Timing (212.14DD) (also CIPR)	130,000
Subtotal - Bay Area AQMD	130,000
Bike/Pedestrian/Traffic Safety Improvements (216.14KK) (also Construction Tax)	50,000
Subtotal - TDA Grant	50,000
Virginia Avenue Sidewalk (218.14HH) (also CIPR)	708,240
Subtotal - VERBS	708,240
Annual Street Maintenance (218.14BB) (also CIPR, Vehicle Impact Fees & Measure B)	279,000
East Campbell Avenue Portals (218.11EE) (also CIPR)	3,718,260
Subtotal - OBAG	3,997,260
Accessibility Ramps(218.14AA) (also Construction Tax)	20,500
Subtotal - CDBG	20,500
Harriet/McCoy/STAR Traffic Signal (218.14GG) (also CIPR)	600,000
Subtotal - HSIP	600,000
TOTAL TRANSFERS OUT	\$ 7,906,960



Budget Reference Materials

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL
ADOPTING THE CITY'S OPERATING AND CAPITAL BUDGET
FOR FISCAL YEAR 2013-14 (FY 14)**

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 14, 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, 2013 the amount of \$50,698,150 be fixed as the amount necessary to meet all municipal operating requirements (excluding any further changes resulting from this public hearing, the results of the meet and confer process, and/or any miscellaneous corrections), and that the amount of \$15,813,920 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 \$66,512,070; 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 14 operating and capital budget, modifications resulting from the meet and confer process, or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 14 operating and capital budget document; and,

PASSED AND ADOPTED the 18th day of June, 2013, by the following roll call vote:

AYES: Councilmembers: Kotowski, Cristina, Baker, Waterman, Low
NOES: Councilmembers: None
ABSENT: Councilmembers: None

APPROVED:



Evan D. Low, Mayor

ATTEST:



Anne Bybee, City Clerk

RESOLUTION NO. 11563

A Resolution of the Campbell City Council Approving the Proposed Fiscal Years 2014-2018 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 2014-2018 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 2014-2018 Capital Improvement Plan with projects totaling \$23,936,400, including first year appropriations of \$7,906,960 for FY 14.

PASSED AND ADOPTED this 18th day of June, 2013, by the following roll call vote:

AYES: Councilmembers: Kotowski, Cristina, Baker, Waterman, Low
NOES: Councilmembers: None
ABSENT: Councilmembers: None

APPROVED:



Evan D. Low, Mayor

ATTEST:



Anne Bybee, City Clerk

Budget Awards



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Campbell
California**

For the Fiscal Year Beginning

July 1, 2012

Christopher P. Merrill *Gifford P. Evans*

President

Executive Director

Budget Awards

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2012-2013

Presented to the

City of Campbell

For meeting the criteria established to achieve the Operating Budget Excellence Award.

February 6, 2013



Laura M. Nomura

Laura Nomura
CSMFO President

Scott Catlett

Scott Catlett, Chair
Professional Standards and
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting



FY 2014 Budget Development Calendar

December 2012

- 12/7 CIP Project Requests due to CM Office
- 12/17 Begin Update of Salary/Benefits Model
- 12/24 - 1/1 City Offices Closed Beginning at Noon on 12/24

January 2013

- 1/9 Distribute December Financial Reports
- 1/17 CIP Committee Review of Submitted Projects
- 1/21 City Holiday - Martin Luther King - City Offices Closed
- 1/23 Mid-year Changes due to Finance
- 1/31 Distribute Round I Budget Packets to Departments

February

- 2/1 Mid-year Status Reports to CM (Budget, WPs & Perf Outcomes)
- 2/1 Proposed FY 14 Workplans Due to City Manager
- 2/8 Personnel Requests due to HR Office
- 2/13 Motor Pool/Vehicle Eqmt, Bldg & Facility Maint. Requests due to PW
- 2/13 IT Equipment & Project Requests Due to IT
- 2/11 - 2/15 Review Mid-year Reports & Workplans with Dept. Heads @ 1/1's
- 2/18 City Holiday - President's Day - City Offices Closed

March

- 3/6 Distribute Round 1 Budget Pages for Proofing
- 3/12 Return Proofed Round 1 Budget Pages to Finance (10am)
- 3/18 Distribute Final Round I Budget Pages to Dept's for Meetings w/CM
- 3/21 - 3/26 Departmental Budget Meetings w/City Manager & Finance Director
- 3/21 Fee Schedule Changes Due to Finance
- 3/28 Notice of Public Hearing Information to City Clerk - Fee Resolution

April

- 4/2 Revised Workplans due back to CM's Office
- 4/5 Round 2 Changes to Departments for Proofing
- 4/11 Return Proofed Round 2 Budget Pages to Finance (10am)
- 4/16 Budget Study Session (Program Overviews and Workplans)
- 4/16 Public Hearing & Adoption of User Fee Schedule & Charges
- 4/30 Significant Accomplishments & Final Workplans Due to Finance

May

- 5/6 Special Budget Study Session (Operating Budget and CIP)
- 5/14 CIP - Planning Commission Review (tentative)
- 5/23 City Clerk to Notice Public Hearing - Budget Adoption
- 5/27 City Holiday - Memorial Day - City Offices Closed
- 5/28 Distribution of Proposed Budget to Council

June

- 6/4 Introduction of FY 14 Operating & Capital Budget (Public Hearing)
- 6/18 Public Hearing & Adoption of Operating & Capital Budget
- 6/18 Adoption of Gann Spending Limit

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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.

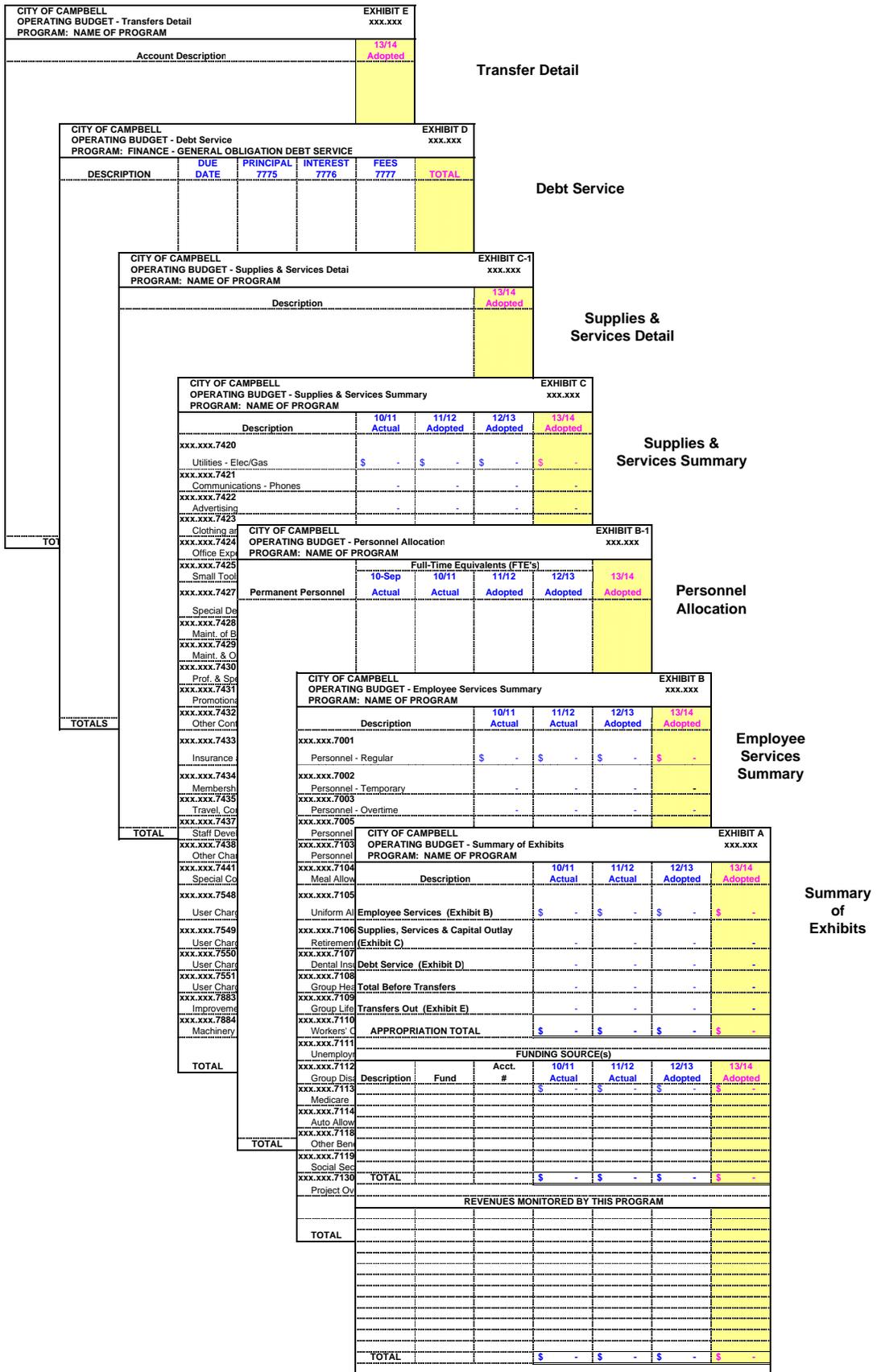
Debt Service Detail

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.

BUDGET EXHIBITS FLOW CHART



Program / Department / Fund Matrix

<u>Program Name</u>	<u>#</u>	<u>Department Name</u>	<u>Fund Name</u>	<u>#</u>
City Council	501	Legislative Bodies	General Fund	101
City Manager	510	City Manager - Administration	General Fund	101
City Clerk	511	Legislative Bodies	General Fund	101
Human Resources	515	City Manager - Administration	General Fund	101
Workers' Compensation Insurance	516	City Manager - Administration	Workers Comp. Trust	690
Community Svcs. Administration	524	Recreation & Community Services	General Fund	101
Senior Citizens Nutrition Program	525	Recreation & Community Services	General Fund	101
Adult Services	526	Recreation & Community Services	General Fund	101
Campbell Community Center	527	Recreation & Community Services	General Fund	101
Museum Services	528	Recreation & Community Services	General Fund	101
Theater	529	Recreation & Community Services	General Fund	101
Sports, Aquatics & Fitness	531	Recreation & Community Services	General Fund	101
Trips/Tours & Classes	532	Recreation & Community Services	General Fund	101
Accounting	535	Finance Department	General Fund	101
Non-Departmental	540	Finance Department	General Fund	101
C.O.P. Debt Service, 1993	543	Debt Service	Debt Service - C.O.P.	366
C.O.P. Debt Service	544	Debt Service	Debt Service - C.O.P.	368
Information Technologies Services	547	Finance Department	IT Pool	647
Community Facilities District	549	Finance Department	Special Tax Levy	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
Housing / C.D.B.G.	555	Community Development	Housing & Comm. Dev.	208
City Housing Trust	557	Community Development	State Housing Grant	223
Legal Services	560	City Manager - Administration	General Fund	101
Police - Administration	601	Police Department	General Fund	101
Communications	602	Police Department	General Fund	101
Records	603	Police Department	General Fund	101
Special Enforcement Services	604	Police Department	General Fund	101
Field Services	605	Police Department	General Fund	101
Fire Protection Services	610	Police Department	General Fund	101
Public Works (PW) - Administration	701	Public Works Department	General Fund	101
Environmental Programs	715	Public Works Department	Solid Waste Mgmt.	209
Transportation Engineering	720	Public Works Department	General Fund	101
Engineering	730	Public Works Department	General Fund	101
Land Dev. / Envir. Programs	740	Public Works Department	General Fund	101
PW Maintenance Administration	745	Public Works Department	General Fund	101
Vehicle & Equip. Maint. Services	750	Public Works Department	Motor Vehicle Pool	641
Street Maintenance	760	Public Works Department	Gax Tax	204
Signals & Lighting Maint.	770	Public Works Department	Lighting & Lndscp. Dist.	207
Park Maintenance	775	Public Works Department	Lighting & Lndscp. Dist.	207
Building Maintenance	780	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
- 211 Federal Aid Urban
- 212 State & Other Grants (State & Local)
- 216 TDA Grant
- 218 Federal Grants
- 223 State Housing Grant
- 236 Special Tax Levy
- 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

Recreation & Community Services

524 Community Services - Administration
525 Senior Citizen Nutrition Program
526 Adult Services
527 Campbell Community Center
528 Museum Services
529 Theater
531 Sports, Aquatics & Fitness
532 Special Interest Classes

Finance

535 Accounting
540 Non-Departmental
541 L.I.D. Debt Service
543 2002 C.O.P. Debt Service
544 1997 C.O.P. Debt Service
547 Information Technologies
549 Community Facilities District

Community Development

550 Administration
551 Current Planning
552 Policy Development
553 Housing
554 Building
555 Housing/CDBG
557 City Housing Trust

List of Programs

Legal Services

560 Legal Services

Police

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

Public Works

701 Department Administration
715 Environmental Programs
720 Transportation Engineering
730 Engineering
740 Land Development / Environmental Programs
745 Maintenance Administration
750 Vehicle & Equipment Maintenance
760 Street Maintenance
770 Signals & Lighting Maintenance
775 Park Maintenance
780 Building Maintenance

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

<u>Acronym</u>	<u>Description</u>
<u>AAM</u>	American Association of Museums
<u>ABAG</u>	Association of Bay Area Governments
<u>ADA</u>	American Disabilities Act
<u>AELE</u>	Americans for Law Enforcement
<u>AFIS</u>	Automated Fingerprint Identification System
<u>AICP</u>	American Institute of Certified Planners
<u>AMA</u>	American Museum Association
<u>AOT</u>	Advanced Officer Training
<u>A/P</u>	Accounts Payable
<u>APA</u>	American Payroll Association
<u>APA</u>	American Planning Association
<u>APC</u>	Armored Personnel Carrier
<u>APWA</u>	American Public Works Association
<u>A/R</u>	Accounts Receivable
<u>ARK</u>	Ark
<u>ARRA</u>	American Recovery and Reinvestment Act
<u>ARRA</u>	Asphalt Recycling & Reclaiming Association
<u>ASCAP</u>	American Society of Composers, Authors & Performers
<u>ASIS</u>	American Society for Industrial Security
<u>ATAP</u>	Association of Threat Assessment Professionals
<u>AT & T</u>	American Telephone & Telegraph
<u>AWS</u>	Automated Warrant System
<u>BAAQMD</u>	Bay Area Air Quality Management District
<u>BCS</u>	Budget correction Strategy
<u>BFB</u>	Beginning Fund Balance
<u>BOMA</u>	Building Owners Managers Association
<u>BVP</u>	Bulletproof Vest Program
<u>CABO</u>	Certified Association of Building Officials
<u>CAD</u>	Computer Aided Dispatch
<u>CAFR</u>	Comprehensive Annual Financial Report
<u>CAHN</u>	California Association of Hostage Negotiators
<u>CALPELRA</u>	California Public Employers Labor Relations Association
<u>CAPE</u>	California Association of Property & Evidence
<u>CAPIO</u>	California Association of Public Information Officers
<u>CBO</u>	City Building Official
<u>CATO</u>	California Association of Tactical Officers
<u>CCUG</u>	California CLETS Users Group

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>CDBG</u>	Community Development Block Grant
<u>CERT</u>	Community Emergency Response Team
<u>CESA</u>	California Emergency Services Association
<u>CEQA</u>	California Environmental Quality Act
<u>CFCIA</u>	California Finance Crimes Investigation Association
<u>CHIA</u>	California Homicide Investigators Association
<u>CHP</u>	California Highway Patrol
<u>CIP</u>	Capital Improvement Plan
<u>CIPR</u>	Capital Improvement Plan Reserve
<u>CJIC</u>	Criminal Justice Information Control
<u>CLEARs</u>	California Law Enforcement Association of Records Supervisor
<u>CLETEP</u>	California Law Enforcement Technology Equipment Purchase
<u>CLETS</u>	California Law Enforcement Telecommunication System
<u>CMA</u>	Congestion Management Association
<u>CMEA</u>	Campbell Municipal Employees Association
<u>CMP</u>	Congestion Management Program
<u>CMTA</u>	California Municipal Treasurers Association
<u>CNOA</u>	California Narcotics Officers Association
<u>CNT</u>	Crisis Negotiation Team
<u>COP</u>	Certificates of Participation
<u>CPCEA</u>	Campbell Police Civilian Employees Association
<u>CPOA</u>	California Police Officers Association
<u>CPR</u>	Cardio Pulmonary Resuscitation
<u>CPRS</u>	California Parks & Recreation Society
<u>CPT</u>	Continued Professional Training
<u>CRA</u>	California Redevelopment Association
<u>CSAIA</u>	California Sexual Assault Investigation Association
<u>CSMFO</u>	California Society of Municipal Finance Officers
<u>CSO</u>	Community Service Officer
<u>CSRT</u>	Crime Scene Response Team
<u>CUHSD</u>	Campbell Union High School District
<u>CUSD</u>	Campbell Union School District
<u>CWSA</u>	California Warrant Specialist Association
<u>DA</u>	District Attorney
<u>DARE</u>	Drug Abuse Resistance Education
<u>DCBA</u>	Downtown Campbell Business Association
<u>DDA</u>	Disposition Development Agreement

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>DDLA</u>	Disposition Development & Loan Agreement
<u>DNA</u>	Deoxyribonucleic Acid
<u>DOIR</u>	Department of Industrial Relations
<u>DRC</u>	Development Review Committee
<u>DUI</u>	Driving Under the Influence of Drugs or Alcohol
<u>EBS</u>	Employee Benefit Specialists
<u>ECOMM</u>	Emergency Communications
<u>EIR</u>	Environmental Impact Report
<u>EMPG</u>	Emergency Management Performance Grant
<u>EOC</u>	Emergency Operations Center
<u>EOS</u>	Employer & Occupational Services
<u>ERAF</u>	Educational Revenue Augmentation Fund
<u>ESGR</u>	Employer Support for Guard and Reserve
<u>ESO</u>	Economic Social Opportunities
<u>ESRI</u>	Environmental Systems Research Institute, Inc.
<u>EVOC</u>	Emergency Vehicle Operations Course
<u>FBI</u>	Federal Bureau of Investigation
<u>FOCUS</u>	Focusing Our Vision
<u>FOHT</u>	Friends of the Heritage Theatre
<u>FTK</u>	Forensic Took Kit
<u>FY</u>	Fiscal Year
<u>GAAP</u>	Generally Accepted Accounting Principals
<u>GASB</u>	Government Accounting Standards Board
<u>GF</u>	General Fund
<u>GFOA</u>	Government Finance Officers Association
<u>GIS</u>	Geographical Information Systems
<u>GL</u>	General Ledger
<u>GPS</u>	Global Positioning System
<u>GTS</u>	Government Tech Series Software
<u>HCD</u>	Housing & Community Development
<u>HDC</u>	Historic Downtown Campbell
<u>HDDTA</u>	High Density Drug Trafficking Area
<u>HSIP</u>	Highway Safety Improvement Program
<u>HPB</u>	Historic Preservation Board
<u>HR</u>	Human Resources
<u>HVAC</u>	Heating Ventilation Air Conditioning`
<u>ID</u>	Identification

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>IAPE</u>	International Association of Property & Evidence
<u>ICC</u>	International Code Council
<u>ICMA</u>	International City Management Association
<u>ICS</u>	Incident Command System
<u>IIPP</u>	Injury/Illness Prevention Program
<u>IMLA</u>	International Municipal Lawyer's Association
<u>IMSA</u>	International Municipal Signal Association
<u>IMIU</u>	Information Management Interface Unit
<u>ISU</u>	Investigative Services Unit
<u>IT</u>	Information Technologies (Previously Referred to as MIS)
<u>ITE</u>	Institute of Transportation Engineering
<u>ITS</u>	Intelligent Transportation Systems
<u>IVR</u>	Interactive Voice Response System
<u>JAG</u>	Justice Assistance Grant
<u>LAFCO</u>	Local Agency Formation Commission
<u>LAIF</u>	Local Agency Investment Fund
<u>LCC</u>	League of California Cities
<u>LEEC</u>	Law Enforcement Executive Council
<u>LED</u>	Light Emitting Diodes
<u>LID</u>	Local Improvement District
<u>LLD</u>	Lighting & Landscape District
<u>LLEBG</u>	Local Law Enforcement Block Grant
<u>MAC</u>	Moves, Adds & Changes
<u>MAIT</u>	Major Accident Investigation Team
<u>MERGE</u>	Mobile Emergency Response Group & Equipment
<u>MIC</u>	Millmen and Industrial Carpenters
<u>MIS</u>	Management Information Systems (Now Referred to as IT)
<u>MISAC</u>	Municipal Information Systems Association of California
<u>MMANC</u>	Municipal Management Assistants Northern California
<u>MSI</u>	Message Switch Interface
<u>MOU</u>	Memorandum of Understanding
<u>MTBE</u>	Methyl Tertiary Butyl Ether
<u>MTC</u>	Metropolitan Transportation Commission
<u>MTEP</u>	Management Talent Exchange Program
<u>NAFTO</u>	National Association of Field Training Officers
<u>NAGBOR</u>	Net Adjusted Gross Box Office Receipts

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>NEMA</u>	National Electrical Manufacturers Association
<u>NPDES</u>	National Pollution Discharge Elimination System
<u>NOCA</u>	North of Campbell Avenue
<u>NRPA</u>	National Recreation Parks Association
<u>NTOA</u>	National Tactical Officers Association
<u>NTMP</u>	Neighborhood Traffic Management Plan
<u>OC</u>	Oleoresin Capsicum
<u>OCBH</u>	Orchard City Banquet Hall
<u>OPEB</u>	Other Post-Employment Benefits
<u>OTS</u>	Office of Traffic Safety
<u>PARS</u>	Public Agency Retirement System
<u>PAS</u>	Passive Alcohol Sensor
<u>PCI</u>	Pavement Condition Index
<u>PDA</u>	Priority Development Area
<u>PEP</u>	Personal Emergency Preparedness
<u>PERS</u>	Public Employees' Retirement System
<u>PG&E</u>	Pacific Gas and Electric
<u>POA</u>	Police Officers' Association
<u>POST</u>	Peace Officers Training Standards
<u>PPE</u>	Personal Protective Equipment
<u>PPT</u>	Permanent Part-Time
<u>PSA</u>	Public Safety Assistant
<u>PW</u>	Public Works
<u>R&CS</u>	Recreation & Community Services
<u>RDA</u>	Redevelopment Agency
<u>RFP</u>	Request for Proposal
<u>RMS</u>	Records Management Systems
<u>RPTTF</u>	Redevelopment Agency Property Tax Trust Fund
<u>RSS</u>	Real Simple Syndication
<u>RWQCB</u>	Regional Water Quality Control Board
<u>SAN</u>	Storage Area Network
<u>SANCRA</u>	Sports Association of Northern California Recreation Agencies
<u>SARC</u>	Site & Architectural Review Committee
<u>SCBA</u>	Self-Contained Breathing Apparatus
<u>SCC</u>	Santa Clara County
<u>SCCCA</u>	Santa Clara County Cities Association
<u>SCCAPO</u>	Santa Clara County Association of Planning Officials

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>SCCATO</u>	Santa Clara County Association of Training Officers
<u>SCCFD</u>	Santa Clara County Fire Department
<u>SCCSET</u>	Santa Clara County Special Enforcement Team
<u>SCVIU</u>	Santa Clara Valley Intelligence Unit
<u>SCVWD</u>	Santa Clara Valley Water District
<u>SLETS</u>	Sheriff's Law Enforcement Telecommunication System
<u>SIR</u>	Self Insured Retention
<u>SOCA</u>	South of Campbell Avenue
<u>SSD</u>	Special Services Division
<u>SV-ITS</u>	Silicon Valley-Intelligent Transportation Systems
<u>SVACA</u>	Silicon Valley Animal Control Authority
<u>SVMG</u>	Silicon Valley Manufacturing Group
<u>SVRIP</u>	Silicon Valley Regional Interoperability Project
<u>SWAT</u>	Special Weapons & Tactics
<u>TABS</u>	Tax Allocation Bonds
<u>TBD</u>	To Be Determined
<u>TMS</u>	Training Manager System
<u>TOT</u>	Transient Occupancy Tax
<u>TRAK</u>	Technology to Recover Abducted Kids
<u>TRB</u>	Transportation Resources Board
<u>UPS</u>	Uninterruptible Power Supply
<u>URL</u>	Uniform Resource Locator
<u>URM</u>	Un-reinforced Masonry
<u>VC</u>	Vehicle Codes
<u>VMC</u>	Valley Medical Center
<u>VPN</u>	Virtual Private Network
<u>VTA</u>	Valley Transportation Authority
<u>WAMA</u>	Western American Museum Association
<u>WMD</u>	Weapons of Mass Destruction
<u>WWW</u>	World Wide Web

GLOSSARY OF BUDGET TERMS

ACCRUAL BASIS OF ACCOUNTING - A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

ADOPTION - Formal action by the City Council which sets the spending limits for the fiscal year. The City's budget is adopted by Council resolution.

APPROPRIATION - Through an appropriation, the City Council legally authorizes the City to spend money and to incur obligations for specific purposes. Budgetary/operating fund appropriations lapse at the end of each fiscal year. Non-operating fund appropriations, on the other hand, continue in force until fully expended or until the City has accomplished or abandoned the purpose for which the Council granted the funds. Spending cannot exceed the level of appropriation without the Council's approval. Campbell's budget is appropriated at the total City and total RDA level but, for control purposes is accounted for at the line-item level.

ASSESSED VALUATION - A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County Assessor for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change of ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

AUDIT - Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

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.

SERVICE LEVEL ENHANCEMENTS - Capital equipment or programs which the City departments add to their basic budget to enhance the quality and/or quantity of service they provide the public.

Index

<u>Description</u>	<u>Page #</u>
1915 Act Bond Bunds (367) Revenues - Expenditures - Fund Balances	58
1997 C.O.P. Debt Service	370
1997 C.O.P. Debt Service Fund (368) Revenues - Expenditures - Fund Balances	59
Accomplishments, Significant FY 13	xvii, xx
Accounting Services Program (535)	172
Adult Services Program (526)	123
Annual Debt Service Payments to Maturity	42
Basis of Budgeting	xvii
Budget Amendments	438
Budget and Financial Awards	xviii
Budget Awards	435
Budget Development	xviii
Budget Development Calendar, 2013-2014	437
Budget Exhibits	440
Budget Exhibits Flow Chart	440
Budget Message - Exhibit 2, Financial Policies (Exhibit 2)	xx
Budget Message from the City Manager	i
Budget Process, Summary of	438
Budget Summary	ii
Building Codes Regulation Program (554)	227
Building Maintenance Program (780)	358
Building Permit Revenue Comparison with Other Jurisdictions	48
C.O.P. Debt Service	368
C.O.P. Debt Service	42
C.O.P. Debt Service Fund (366) Revenues - Expenditures - Fund Balances	57
Campbell City Council Organization Chart	66
Campbell Community Center Program (527)	130
Campbell Community Profile - Demographic Statistics (Employment & Education)	17

Index

<u>Description</u>	<u>Page #</u>
Campbell Community Profile - Demographic Statistics (General)	14
Campbell Community Profile - Demographic Statistics (Housing)	16
Campbell Community Profile - Demographic Statistics (Infrastructure)	15
Campbell Statement of Values	4
Campbell Strategic Plan Elements & Objectives	6
Campbell's Heritage From 1846 to Today	12
Capital Budget	iv
Capital Improvement Plan - Assumptions and Operating Budget Impacts	375
Capital Improvement Plan - Environment Review	375
Capital Improvement Plan - Project Funding Sources	374
Capital Improvement Plan - Projects - Exhibit 3	386
Capital Improvement Plan Five Year Cash Flow Analysis - Exhibit 2	381
Capital Improvement Plan Flow Chart	385
Capital Improvement Plan Overview	426
Capital Improvement Plan Summaries - Exhibit 1	377
Capital Improvement Plan Summary	373
Capital Projects - Transfers Out (Program 990)	431
Capital Projects Fund (435) Revenues - Expenditures - Fund Balances	60
Capital Projects Program (435.950)	427
Certificates of Participation	42
Certificates of Participation FY 14 to Maturity	42
Charges for Services	viii
City Administrative Staff	2
City Clerk Program (511)	86
City Council	65
City Council Departmental Summary	68
City Council Organization Chart	67
City Council Program (501)	69

Index

<u>Description</u>	<u>Page #</u>
City Housing Trust (557)	234
City Manager	75
City Manager Department - Administration (510)	78
City Manager Department Summary	77
City Manager, Administration Program (510)	80
City Manager's Departmental Organization Chart	76
City of Campbell Operating/Capital Budget - Fiscal Year 2013-2014 All Funds Estimated Revenue	32
City of Campbell Operating/Capital Budget - Fiscal Year 2013-2014 Summary of Expenditures by Government Function and Fund	38
City Officials	2
Commissions, Committees and Advisory Boards	9
Communications Program (602)	258
Community Development	201
Community Development - Administration (550)	204
Community Development Department Organization Chart	202
Community Development Department Summary	203
Community Development, Administration Program (550)	204
Community Facilities District (549)	195
Community Goals	3
Community Vision	3
Conclusion and Acknowledgements	xix
Council Committee Responsibilities	8
Current Planning Program (551)	210
Debt Management	42
Debt Service Funds	x
Debt Service Program (543 - 544)	367
Debt Service Summary	42
Economic and Fiscal Issues Facing the City	xiv
Employee Services	xi

Index

<u>Description</u>	<u>Page #</u>
Engineering Program (730)	309
Environmental Services Fund	xiv
Environmental Services Fund (209) Revenues – Expenditures – Fund Balances	55
Environmental Services Program (715)	299
Estimated Revenues	32
Expenditures	xi
Field Services Program (605)	278
Finance Department	168
Finance Department Organization Chart	170
Finance Department Summary	171
Financial Policies	xxiv
Fire Protection Services Program (610)	285
Franchise Tax	ix
Franchise Fee Revenue Comparison with Other Jurisdictions	47
Fund Balance Analysis - Fiscal Year 2012-2013	50
Fund Balance Analysis - Fiscal Year 2013-2014	49
Fund Descriptions	442
Funds, Debt Service	x
Funds, Internal Service	x
Funds, Special Revenue	x
FY 13 Significant Accomplishments	xvii
FY 14 Major Work Plan Items	xvii
FY 2013-2014 Budget Development Calendar	437
Gann Appropriations Limit	43
Gas Tax Fund	xiii
Gas Tax Fund (204) Revenues - Expenditures - Fund Balances	52
General Fund	iv
General Fund - Revenues and Expenditures	iv

Index

<u>Description</u>	<u>Page #</u>
General Fund (101) Revenues - Expenditures - Fund Balances	51
General Fund Expenditure Summary and Chart	28
General Fund Expenditures by Type	29
General Fund Revenue Summary and Chart	27
General Obligation Debt	42
General Organization Chart	1
Glossary of Acronyms	449
Glossary of Budget Terms	455
Heritage Theatre Program (529)	145
Housing & Community Development Act Fund (208) Revenues - Expenditures - Fund Balances	54
Housing Assistance Fund (223) Revenues - Expenditures - Fund Balances	56
Housing Program (553)	222
Human Resources Program (515)	93
Index	461
Information Technologies Fund (647) Revenues - Expenditures - Retained Earnings	62
Information Technology Program (547)	185
Internal Service Funds	x
Land Development / Environmental Program (740)	315
Lease Rental Income	ix
Legal Services	239
Legal Services Organization Chart	240
Legal Services Program (560)	242
Legal Services Program Summary	241
Level of Budgetary Control	xviii
Licenses & Permits	ix
Lighting and Landscape District Fund	xiii
Lighting District Fund (207) Revenues - Expenditures - Fund Balances	53
List of Funds	444

Index

<u>Description</u>	<u>Page #</u>
List of Programs	445
Long-Term Financial Planning	xvi
Major Employers (Listed Alphabetically)	18
Major General Fund Reserves/Designations Comparative Statistics & Chart	30
Mission Statement	3
Motor Vehicle Pool Fund (641) Revenues - Expenditures - Retained Earnings	61
Multi-Year Comparative Analysis	xii
Museum Services Program (528)	137
Non-Departmental Program (540)	179
Operating Budget	ii
Other Funds - Revenue	ix
Other General Fund Revenues	ix
Parks Maintenance Program (775)	350
Permanent Authorized Budgeted Personnel Positions	10
Police Department, Administration Program (601)	252
Policy Development Program (552)	216
Principal Property Taxpayers (Listed Alphabetically)	18
Program / Department / Fund Matrix	441
Property Tax	vi
Property Tax Revenue Comparison with Other Jurisdictions	45
Public Safety	249
Public Safety - Administration (601)	252
Public Safety Department Organization Chart	250
Public Safety Program Summary	251
Public Works	289
Public Works Department - Administration (701)	293
Public Works Department Organization Chart	290
Public Works Department Summary	291

Index

<u>Description</u>	<u>Page #</u>
Public Works Maintenance Administration Program (745)	322
Records Program (603)	265
Recreation & Community Services	107
Recreation & Community Services Department Organization Chart	108
Recreation & Community Services Department Summary	109
Recreation & Community Services, Administrative Services Program (524)	111
Recreation Donations Fund (794, 795 & 797)	167
Resolution Adopting the Capital Improvement Plan for FY 2014-2018	434
Resolution Adopting the City's Operating & Capital Budget for FY 2013-2014	433
Revenue - Other Funds	x
Revenues	v
Revenues Definitions	447
Salaries and Benefits	xi
Sales Tax	v
Sales Tax Comparison with Other Jurisdictions	44
Schedule of Interfund Transfers (Operating & Capital) Fiscal Year 2013-2014	26
Senior Nutrition Program (525)	117
Signals & Lighting Maintenance Program (770)	343
Significant Accomplishments, FY 13 (Exhibit 1)	xx
Special Enforcement Program (604)	271
Special Interest Classes Program (532)	160
Special Revenue Funds	x
Sports, Aquatics & Fitness Program (531)	153
Strategic Plan and Performance Reporting	xvii
Street Maintenance Program (760)	336
Top 40 Sales Tax Producers (Listed Alphabetically)	19
Total City Expenditure Summary	23
Total City Expenditures by Fund (Includes Capital Project Expenditures & Transfers-Out)	24

Index

<u>Description</u>	<u>Page #</u>
Total City Expenditures by Type	25
Total City Revenue by Fund (Includes Capital Project Revenue & Transfers-In)	22
Total City Revenue Summary	21
Transfers-Out - Capital Projects Program (Misc. 990)	431
Transfers-Out - General Fund (101.980)	197
Transfers-Out - Miscellaneous Funds (Misc. 980)	199
Transient Occupancy Tax	vii
Transient Occupancy Tax Comparison with Other Jurisdictions	46
Transportation Engineering Program (720)	302
Vehicle & Equipment Maintenance Program (750)	328
Workers' Compensation Fund (690) Revenues - Expenditures - Retained Earnings	63
Workers' Compensation Self-Insurance Program (516)	100