

April 17

MEMORANDUM**CITY OF CAMPBELL**
City Manager's Office**To:** Honorable Mayor & City Council**Date:** April 18, 2018**From:** Brian Loventhal, City Manager **Subject: Budget Study Session—Program Overviews and Work Plans**

The budget study session scheduled for **Monday, April 23** will be held at Orchard City Banquet Hall and is scheduled to begin at **3:00 p.m.** The format will consist of providing a high level overview of each of the City's budget programs, by department, as well as presenting each department's proposed FY 19 Work Plans (Attachment 1). The Council priorities resulting from its February 2 workshop have been incorporated into the Work Plans.

Attachment 2 contains a summary of each program's budgeted revenues and expenditures for the current year (FY 18) to provide an indication of the magnitude of the programs and where the dollars are being spent in the City. Council will have the opportunity to ask questions and hear about each City program, what it does, and how much budget it requires. A study session on the proposed FY 19 Operating Budget and Capital Improvement Plans (CIP) will be held on Monday, April 30 which will include the proposed FY 19 revenues and expenditures as well as proposed CIP expenditures. The budget is scheduled to be formally brought forward for introduction at the regular Council meeting on Tuesday, June 5.

Council will have the opportunity to review the individual department Work Plan items proposed for next year and offer its feedback and direction with respect to whether any changes should be made. As is always the case, staff's priority is to complete the Council's priorities and to maintain day-to-day operations, including public programs and services.

Staff believes the items shown in Attachment 1 can be accomplished during the upcoming fiscal year. However, should other unexpected issues arise during the year, Work Plans may require re-prioritization or possible deferral. Staff will notify Council if this occurs. If you have any questions prior to the study session, please let me know.

Attachments:

1. Draft Major Work Plans Items – FY 2019
2. FY 18 Adopted Budget Summaries



DRAFT Major Work Plan Items - FY 2019**City Manager's Department:****510 – Administration**

- Provide overall coordination of potential revenue ballot measure for Civic Center Master Plan
- Coordinate, plan and staff the 2018 State of the City event
- Implement 2018 Beautification Grant awards
- Coordinate tracking of State legislation (that may impact the City) with Legislative Subcommittee
- Implement new Youth Photo Contest

511 - City Clerk

- Conduct November 6, 2018 General Municipal Election
- Coordinate potential revenue ballot measure
- Evaluate options for electronic filing system
- Evaluate option for automated public records request system
- Review options for records retention in coordination with potential software update to Laserfiche

515 - Human Resources

- Meet and confer with CMEA, CPCEA, and CARP
- Establish new Resolutions for mid-managers and confidential employee groups
- Conduct classification audits/analysis for requested positions
- Conduct total compensation surveys in accordance with established MOU's
- Work with Liebert Cassidy Whitmore on the CalPERS hourly exclusion determination as needed
- Develop plan to fill key leadership positions as they become open

547 - Information Technology

- Replace City phone system
- Implement development permit system
- Upgrade desktop systems to enhance stability and reduce costs
- Consolidate and outsource City GIS maintenance to reduce costs
- Consolidate and outsource City printing services to reduce costs
- Replace the 25% of desktop computers
- Implement Employee Central and electronic timecards
- Install permanent computer systems on City Council dais

Recreation & Community Services:**524 - Administrative Services**

- Secure a consultant to provide guidance in establishing a non-profit group to begin working on a capital campaign for aquatic improvements

526 - Adult Services

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

527 – Community Center

- Establish standard procedures for tenant leasing processes

529 - Heritage Theatre

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

Finance Department:

535 – Accounting Services

- Complete cost allocation plan and user fee update (Carryover from FY 18)
- Implement new multi-year contract for financial audit services
- Research and analyze feasibility of utilizing a payroll processing service
- Coordinate a citywide capital asset physical inventory
- Assist in preparation for potential revenue ballot measure for November, 2018 election

Community Development:

551 - Current Planning

- Impact Fee review for potential action (Planning/Public Works/Recreation)

552 - Policy Development

- Continue to work with consultant on Envision Campbell – General Plan Update
- Review and update policies and procedures for review of development projects– including checklist for development project

556 - Economic Development

- Create expedited permit process program

557 – Low/Moderate Income Housing

- Perform ordinance updates to implement recent housing legislation

Legal Services:

560 - Legal Services

- Complete ordinance addressing wireless telecommunications in public right-of-way
- Complete comprehensive Memorandum on Public Records Act
- Prepare update to Taxi Ordinance
- Assist Community Development with General Plan update

Public Works Department:

701 – Administration

- Continue Civic Center Master Plan process and subsequent related work
- Implement traffic calming improvements
- Participate in regional transportation planning efforts - Envision Silicon Valley and the Bascom Avenue Complete Streets Study
- Provide pro rata support to West Valley Clean Water Program JPA

720 - Traffic Engineering

- Provide design support - Bicycle Map

730 – Engineering

- Complete Annual Street Maintenance Project
- Complete project design – Harriet Avenue Traffic Calming Project
- Complete design- Eden Avenue Sidewalk Project
- Complete project design – Campbell Park
- Coordinate with Santa Clara Valley Water District and City of San Jose to complete conceptual design and develop an implementation plan for the San Tomas Aquino Creek Trail
- Seek and secure grant funding to design and provide an All-Inclusive Playground at John D. Morgan Park (Budd Ave. side)
- Develop design standards, policy and ordinance for wireless telecommunications facilities in the public right-of-way

740 - Land Development / Environmental Programs

- Develop a Green Infrastructure Plan as required by the recently reissued Storm Water Municipal Regional Permit

745 - Maintenance Administration

- Complete Playground Safety Management Plan
- Complete Traffic Signal Inventory and Management Plan
- Complete Urban Forest Management Program

760 - Street Maintenance

- Initiate Street Sign Replacement Plan to meet federal guidelines
- Complete capital improvement projects at the Community Center, City parks, and other facilities

775 - Parks Maintenance

- Complete street tree pruning maintenance for targeted zones of the City
- Complete Measure Q grant-funded neighborhood tree planting project

780 - Building Maintenance

- Perform an audit of City energy utilization and develop recommendations
- Complete selected roof repairs at the Community Center
- Complete the delivery of a new pre-fabricated building for the Maintenance Service Center
- Complete tenant improvements at the Community Center

FISCAL YEAR 2018
ADOPTED BUDGET

Attachment 2

<u>Program</u>	<u>Description</u>	<u>FY18 Budgeted Revenues</u>	<u>FY18 Budgeted Expenditures</u>
501	City Council	\$ 83,200	\$ 334,423
510	Administration	2,642,413	1,007,563
511	City Clerk's Office	-	414,425
515	Human Resources	5,000	987,458
516	Worker's Compensation	605,000	516,973
547	Information Technology	<u>1,785,000</u>	<u>1,787,528</u>
	City Manager's Office TOTAL:	<u>\$ 5,120,613</u>	<u>\$ 5,048,370</u>
524	Administration	\$ 86,000	\$ 773,731
525	Nutrition	103,543	235,642
526	Adult Services	343,797	700,732
527	Community Center	674,440	910,948
528	Museum Services	62,666	396,449
529	Heritage Theatre	713,198	913,198
531	Sports, Aquatics & Fitness	1,010,264	1,240,630
532	Special Interest Classes	<u>1,118,645</u>	<u>1,128,152</u>
	Recreation & Community Services TOTAL:	<u>\$ 4,112,553</u>	<u>\$ 6,299,482</u>
535	Accounting	\$ 35,250,500	\$ 1,583,874
540	Non-Departmental	14,000	1,884,600
544	1997 C.O.P. Debt Service	854,950	854,950
549	CFD # 1	<u>145,000</u>	<u>145,000</u>
	Finance Department TOTAL:	<u>\$ 36,264,450</u>	<u>\$ 4,468,424</u>
550	Administration	\$ 170,000	\$ 487,709
551	Current Planning	565,000	659,914
552	Policy Development	-	151,073
554	Building	2,284,000	1,627,229
556	Economic Development	116,500	185,300
557	Housing Trust	<u>240,195</u>	<u>240,195</u>
	Community Development TOTAL:	<u>\$ 3,375,695</u>	<u>\$ 3,351,420</u>
		FY18 Budgeted Revenues	FY18 Budgeted Expenditures
<u>560</u>	<u>Legal</u>	<u>\$ -</u>	<u>\$ 439,271</u>
	Legal Services TOTAL:	<u>\$ -</u>	<u>\$ 439,271</u>

FISCAL YEAR 2018
ADOPTED BUDGET

601	Administration	\$ 75,544	\$ 1,083,541
602	Communications	33,000	2,368,156
603	Records	46,000	1,389,147
604	Special Enforcement	448,500	4,210,654
605	Field Services	229,800	8,471,293
610	Fire Protection	<u>275,000</u>	<u>8,128,418</u>
Public Safety TOTAL:		<u>\$ 1,107,844</u>	<u>\$ 25,651,209</u>

701	Administration	\$ 322,800	\$ 712,338
715	Environmental Programs	1,419,707	1,419,707
720	Transportation Engineering	71,500	362,369
730	Engineering	634,000	1,334,522
740	Land Development	<u>2,779,907</u>	<u>1,260,081</u>
Public Works Engineering TOTAL:		<u>\$ 5,227,914</u>	<u>\$ 5,089,017</u>

741	CFD # 2	\$ 35,250	\$ 18,000
745	Maintenance Administration	105,700	491,302
750	Vehicle & Equipment Maintenance	1,385,900	1,290,930
760	Street Maintenance	1,792,729	1,792,729
770	Signals & Lighting	1,160,500	908,269
775	Park Maintenance	2,622,287	2,874,518
780	Building Maintenance	<u>15,000</u>	<u>1,621,787</u>
Public Works Maintenance TOTAL:		<u>\$ 7,117,366</u>	<u>\$ 8,997,535</u>