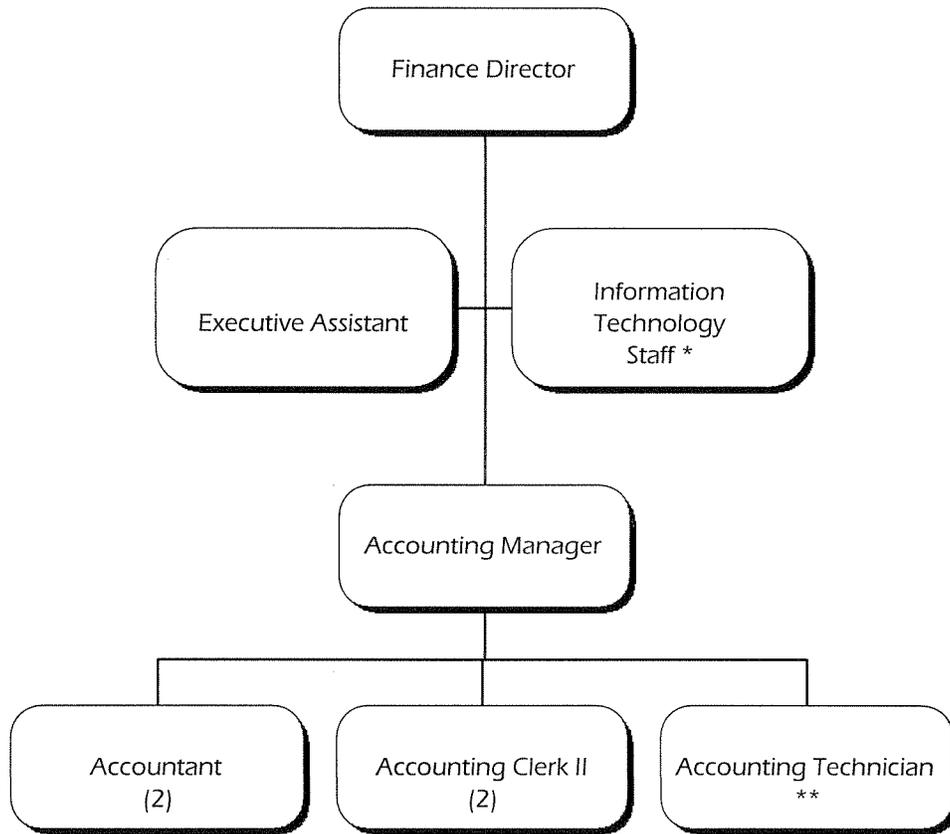


Finance Department



Finance Department 2006 - 2007



* Contractual
** Confidential

FINANCE DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Authorized Positions</u>	<u>Actual 2003-2004</u>	<u>Actual 2004-2005</u>	<u>Adopted 2005-2006</u>	<u>Proposed 2006-2007</u>
Accountant	1.87	1.88	1.88	1.88
Accounting Clerk II	2.00	2.00	2.00	2.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
City Treasurer (Elected)	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00
Total Authorized Positions	8.87	8.88	8.88	8.88
Temporary Positions				
Finance Intern / IT Support	-	-	-	-
Total Temporary Positions	-	-	-	-
Total Staffing	8.87	8.88	8.88	8.88

Expenditure Summary

<u>Description</u>	<u>Actual 2003-2004</u>	<u>Actual 2004-2005</u>	<u>Adopted 2005-2006</u>	<u>Adopted 2006-2007</u>
Employee Services	\$ 771,788	\$ 765,290	\$ 879,212	\$ 906,504
Supplies & Other Services & Capital Outlay	2,169,634	2,134,199	1,898,777	1,883,160
Debt Service	1,665,200	1,667,318	1,667,128	1,663,654
Total Before Transfers	4,606,622	4,566,807	4,445,117	4,453,318
Transfers-Out	18,418	21,675	28,675	21,675
Appropriation Total	4,625,040	4,588,482	4,473,792	4,474,993
Less Transfers-In	1,159,992	228,524	886,537	793,573
Net Cost	\$ 3,465,048	\$ 4,359,958	\$ 3,587,255	\$ 3,681,420

Revenue Summary

Total Revenue Monitored by Department	\$ 20,574,183	\$ 23,718,329	\$ 20,875,998	\$ 23,281,023
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GENERAL FUND (101)
Finance Department - Accounting Services Program (535)
Program Manager - Accounting 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.
- Effectively administer accounts receivable, accounts payable, payroll, fixed assets, business licensing, and general ledger systems.
- Prepare the City's Comprehensive Annual Financial Report by November 30th of each year.
- 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 a detailed review of the Motor Pool and Information Technologies (IT) Pool funds to ensure adequate funds are available to replace equipment as needed.
- Coordinate an annual update of the City's User Fee and Cost Allocation models.
- Assist with development of the City's annual budget.
- Serve as member of Capital Improvement Plan (CIP) Committee and assist with development of the seven-year Plan.
- Maintain a comprehensive revenue monitoring, collection and projection method as a basis for long-range projections and forecasts, taking advantage of the financial system features where applicable.
- Provide assistance in developing and maintaining alternative General Fund revenue to supplement intergovernmental funding sources.
- Assist the Redevelopment Agency in maintaining an active economic development business retention program.
- Monitor service levels and performance reporting standards for this program.
- Update and reconcile capital assets quarterly.
- Provide assistance and training to users of the Pentamation Financial System.
- Assist departments in the monitoring and reporting of performance reporting outcomes and productivity indicators.

WORKPLAN ITEMS FOR FISCAL YEAR 2006 – 2007

- Complete implementation of Government Accounting Standards Board (GASB) Statement No. 34 related to recording of citywide infrastructure.
- Implement GASB Statement No. 44 on Economic Condition Reporting.

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

WORKPLAN ITEMS FOR FISCAL YEAR 2006 – 2007

- Evaluate the requirements of GASB Statement No. 45 (Other Post-employment Benefits) and determine the impact on the organization.
- Coordinate the implementation and migration of the application software portion of the Pentamation financial management system.
- Assist HR in the transition of restructuring IT services from contract to in-house.
- Further explore citywide revenue enhancement opportunities.
- Review program mission and performance outcome standards.

PERFORMANCE REPORTING OUTCOMES

- 1.0 Accounts Payable (535):** Process payments on all City purchases of supplies, materials, and services accurately and in a timely manner 95% of the time while taking advantage of discounts whenever possible.

	Productivity Indicators	FY 04	FY 05	FY 06*
1.1	Percent of invoices outstanding over 60 days from invoice date.	2.15%	2.28%	2.15%
1.2	Number of A/P checks generated annually.	6,617	6,543	6,128
1.3	Number of voided A/P checks generated annually.	5	72	33
1.4	Number of discretionary manual checks generated annually.	20	50	55
1.5	Value of discretionary manual checks generated annually.	\$148,351	\$266,711	\$433,788
1.6	Percent of time weekly accounts payable are prepared timely.	100%	100%	100%

* Estimated

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

2.0 Fixed Assets (535): Update and reconcile the fixed assets file and tag fixed assets within four weeks after the close of each quarterly fiscal period 75% of the time.

	Productivity Indicators	FY 04	FY 05	FY 06*
2.1	Number of fixed assets acquired annually.	5	38	24
2.2	Percent of fixed assets tagged annually.	100%	100%	100%
2.3	Proceeds received from sale of surplus property.	\$1,565	\$27,373	\$19,884
2.4	Percent of fixed assets inventoried timely.	100%	100%	100%
2.5	Percent of fixed asset records updated timely.	100%	100%	100%

3.0 Accounting & Reporting (535): Provide accurate month-end reports within ten working days after the end of each accounting period 92% of the time, and file all mandatory State and Federal reports with the State within required timelines 100% of the time.

	Productivity Indicators	FY 04	FY 05	FY 06*
3.1	Percent of time general ledger analysis is completed prior to release of period reports.	100%	100%	100%
3.2	Percent of time period reports are generated timely.	100%	100%	100%
3.3	Percent of time State and Federal reports are filed timely and accurately.	100%	100%	100%

4.0 Accounting & Reporting (535): Prepare an award winning Comprehensive Annual Financial Report and secure an unqualified opinion from an independent audit firm within 120 days of the end of the fiscal year.

	Productivity Indicators	FY 04	FY 05	FY 06*
4.1	Percent of time the annual report is generated timely.	100%	100%	100%
4.2	Percent of time an unqualified opinion received.	100%	100%	100%
4.3	Number of State and National awards submitted and received annually.	2 / 2	2 / 2	2 / 2

* Estimated

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

5.0 Internal Control (535): Maintain a system of internal control that ensures compliance with legal, contractual, fiscal; and administrative policies and procedures.

	Productivity Indicators	FY 04	FY 05	FY 06*
5.1	Number of audit management letter comments received.	0	1	0
5.2	Number and percent of operationally feasible audit management letter comments implemented.	N/A	1	N/A
5.3	Number of formal internal audit procedures conducted annually.	1	1	1

6.0 Budget (535): Prepare and distribute a balanced City and RDA budget for adoption prior to July 1; document all revenues and update the City's fee schedule in conjunction with development of the annual budget within legal timelines; and, conduct a General Fund Mid-Year Update annually.

	Productivity Indicators	FY 04	FY 05	FY 06*
6.1	Date Mid-Year Update is presented to Council.	2/3/04	2/15/05	3/7/06
6.2	Number of days prior to July 1 that the current years' budget is adopted by Council.	30	10	10
6.3	Number of State and National awards submitted and received annually.	2 / 2	2 / 2	2 / 2
6.4	Fee schedule updated annually.	Yes	Yes	Yes

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

7.0 Revenues (535): Monitor revenues, conduct periodic audits of major revenue sources, process accounts receivable billings timely and accurately, and facilitate collection of appropriate delinquent balances.

	Productivity Indicators	FY 04	FY 05	FY 06*
7.1	Amount of revenues collected as a result of Sales Tax revenue auditing efforts.	\$1,411,906 [^]	\$267,206	\$285,000
7.2	Number of miscellaneous accounts receivable billings generated.	700	916	883
7.3	Percent of time miscellaneous accounts receivable billings are generated timely.	100%	100%	%

[^] \$1.3 Million – One-Time Settlement

8.0 Payroll (535): Prepare all bi-weekly payrolls accurately and on schedule 100% of the time, prepare all employee master file changes and/or perform payroll table maintenance within required timelines 100% of the time; and, process all State and Federally required reports accurately and within required timelines 100% of the time.

	Productivity Indicators	FY 04	FY 05	FY 06*
8.1	Number of payroll checks generated annually.	9,500	8,655	8,168
8.2	Percent of time payroll is processed timely.	100%	100%	100%
8.3	Percent of MOU modifications updated timely.	100%	100%	100%
8.4	Percent of State and Federal tax regulations implemented timely.	100%	100%	100%
8.5	Number of voided checks; number of voided checks due to data entry error.	34 / 0	22 / 0	1 / 0
8.6	Number of manual checks; number of manual checks due to data entry error.	0 / 0	2 / 0	1 / 0
8.7	Number and percent of permanent employees participating in electronic pay deposit.	204 / 64.4% [^]	155 / 89.0%	153 / 91.6%
8.8	Number and percent of mandatory State and Federal reports that are filed timely and accurately.	10 / 100%	10 / 100%	11 / 100%

* Estimated

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

9.0 Business License (535): Ensure 90% of estimated eligible businesses in Campbell have a current business license.

	Productivity Indicators	FY 04	FY 05	FY 06*
9.1	Number of "estimated" eligible businesses in Campbell.	4,501	4,588	4,653
9.2	Number and percent of eligible businesses in Campbell with current licenses.	4,468 / 99%	4,631 / 99%	4,910 / 99%
9.3	Number and percent of business license billings generated timely.	4,468 / 100%	4,576 / 100%	4,432 / 100%
9.4	Percent of time business license billings are generated timely.	100%	100%	100%
9.5	Number and percent of non-responses to business license renewals.	450 / 1.0%	826 / 0.7%	760 / 1.6%

^ Includes Temporary Employees

* Estimated

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

**EXHIBIT A
101.535**

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
Employee Services (Exhibit B)	\$ 761,971	\$ 754,925	\$ 868,533	\$ 895,603
Supplies, Services & Capital Outlay (Exhibit C)	169,011	157,565	94,472	101,808
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	930,982	912,490	963,005	997,411
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 930,982	\$ 912,490	\$ 963,005	\$ 997,411

FUNDING SOURCE(s)

Description	Fund	Acct. #	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
General Fund Revenues	101	Misc.	\$ 818,963	\$ 798,957	\$ 828,203	\$ 855,771
RDA - 20 % Housing Program	223	9899	10,269	10,372	10,579	10,790
LID Funds	Misc.	9899	-	1,000	1,000	1,000
RDA - Administration	434	9899	41,075	41,486	42,316	46,162
Motor Vehicle Pool	641	9899	10,000	10,000	10,000	10,000
Information Technologies Pool	647	9899	20,675	20,675	20,675	20,675
Environmental Services	209	9899	30,000	30,000	30,000	31,000
RDA Debt Service (2% Property Tax)	364	9899	-	-	20,232	22,013
TOTAL			\$ 930,982	\$ 912,490	\$ 963,005	\$ 997,411

REVENUES MONITORED BY THIS PROGRAM

	Fund	Acct.	03/04	04/05	05/06	06/07
Property Tax	101	4001-06	\$ 3,798,505	\$ 6,215,668	\$ 6,500,000	\$ 7,269,000
ERAF Reduction	101	4011	-	(557,992)	(560,000)	-
Sales and Use Tax	101	4110	10,684,234	7,531,239	10,000,000	10,368,000
Sales Tax Backfill	101	4115	-	2,442,267	-	-
Franchise - Electric	101	4120	321,606	317,340	315,000	320,000
Franchise - Gas	101	4121	82,832	86,215	85,000	90,000
Transient Occupancy Tax	101	4150	882,464	894,179	950,000	1,120,000
Real Property Transfer Tax	101	4153	271,203	401,468	400,000	380,000
Investment Earnings	101	4410	708,674	831,032	850,000	1,200,000
GASB 31 Market Value Adjustment	101	4431	(299,188)	(17,535)	-	-
Other Interest	101	4450	439	8,079	-	-
State M.V.I.L. Tax	101	4580	1,768,570	847,109	250,000	250,000
H.O.P.T.R. Tax	101	4581	40,619	41,079	40,000	40,000
State Trailer Coach in Lieu Tax	101	4583	18,465	-	-	-
Reimb. - Mandated Cost	101	4584	1,273	-	25,000	15,000
Off-Hwy. MV License Tax	101	4586	1,124	1,330	1,000	1,000
Donations to City	101	4817	165,880	-	-	-
Sale of Real/Personal Property	101	4960	3,829	2,989	3,000	3,000
Insurance Claims Refund	101	4962	10,411	7,585	-	-
Other Revenue	101	4965	28,943	112,386	15,000	20,000
Misc. Fund Transfers-In	101	6899	112,019	-	134,802	141,640
Compensated Absence Reserve	101	6090	-	-	500,000	-
Economic Fluctuation Reserve	101	6090	-	-	775,000	-
TOTAL			\$ 18,601,902	\$ 19,164,438	\$ 20,283,802	\$ 21,217,640

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

**EXHIBIT B
101.535**

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
101.535.7001 Personnel - Regular	\$ 627,192	\$ 598,711	\$ 665,481	\$ 682,643
101.535.7002 Personnel - Temporary	-	4	-	-
101.535.7003 Personnel - Overtime	3,544	4,003	5,000	5,000
101.535.7005 Personnel - POST	-	1,684	-	-
101.535.7103 Personnel - Holiday Pay	-	-	-	-
101.535.7104 Meal Allowance	-	-	-	-
101.535.7105 Uniform Allowance	-	-	-	-
101.535.7106 Retirement	14,803	47,301	81,867	81,651
101.535.7107 Dental Insurance	11,082	10,989	12,193	12,323
101.535.7108 Group Health Insurance	58,240	57,902	68,211	76,442
101.535.7109 Group Life Insurance	1,716	1,520	1,891	1,890
101.535.7110 Workers' Compensation Insurance	3,621	2,783	3,277	4,802
101.535.7111 Unemployment Insurance	-	-	-	-
101.535.7112 Group Disability Insurance	5,208	4,734	6,607	6,603
101.535.7113 Medicare	8,820	8,105	9,722	9,971
101.535.7114 Auto Allowance	4,578	3,176	4,560	4,560
101.535.7118 Other Benefit Pay	13,289	4,675	-	-
101.535.7119 Social Security	-	-	-	-
101.535.7122 Deferred Compensation Contribution	9,878	9,338	9,724	9,718
101.535.7126 PARS 457 Retirement	-	-	-	-
101.535.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 761,971	\$ 754,925	\$ 868,533	\$ 895,603

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

**EXHIBIT C
101.535**

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
101.535.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.535.7421 Communications - Phones	1,661	1,295	1,440	1,295
101.535.7423 Clothing and Personal Expense	-	-	-	-
101.535.7424 Office Expense	10,966	5,404	10,000	8,000
101.535.7425 Small Tools	-	-	-	-
101.535.7427 Special Departmental Expense	1,432	264	650	500
101.535.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.535.7429 Maintenance & Operation of Equipment	-	138	950	950
101.535.7430 Professional & Specialized Services	49,809	48,339	41,200	43,200
101.535.7431 Promotional Expense	-	-	-	-
101.535.7432 Other Contractual Services	-	-	-	-
101.535.7433 Insurance and Surety Bonds	-	-	-	-
101.535.7434 Memberships, Dues, Books	1,378	1,440	1,650	1,400
101.535.7435 Travel, Conferences & Meetings	4,065	852	1,350	1,350
101.535.7437 Staff Development	759	651	1,000	1,000
101.535.7438 Other Charges	41,247	40,940	-	-
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	76	27	50	50
101.535.7551 User Charges - IT Pool	57,618	58,215	36,182	44,063
101.535.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 169,011	\$ 157,565	\$ 94,472	\$ 101,808

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

**EXHIBIT C-1
101.535
Page 1**

Description	06/07 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Modem Charges (BAMTRAC, Payroll Direct Deposit, Deferred Comp., Etc.)	\$ 1,295
<u>7424 OFFICE EXPENSE</u>	
Check & Other Forms Printing	3,000
Specialized Printing of Tabs for Budget, Capital Improvement Plan and Annual Financial Report	2,500
Office Supplies	2,500
	8,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Departmental Employee Recognition	300
Meeting Expenses	200
	500
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>	
Check Burster / Signer & Filing System	950
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Annual Audit - \$36,000 (\$5,000 Budgeted in RDA)	31,000
Budget and CAFR Review Program	850
Collection Services Fees (A/R & DUI)	1,000
Direct & Overlapping Bonded Debt Statement	500
Mandated Cost Reimbursement	9,000
Off-Site Storage	850
	43,200
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues (Government Finance Officer's Association (GFOA); California Society of Municipal Finance Officers (CSMFO); Notary; & American Payroll Association (APA)	700
Subscriptions / Publications; Payroll Newsletters; American Payroll Association (APA) Guide; Gov't. Report Newsletter; Gov't. Accounting/Audit Update Financial Reporting; Misc. Governmental Publications); Notary Subscriptions	700
	1,400
<u>7435 TRAVEL, CONFERENCES & MEETINGS</u>	
Director & Accounting Manager	1,350
<u>7437 STAFF DEVELOPMENT</u>	
6 Employees	600
American Payroll Association Seminar	400
	1,000
SUB - TOTAL	\$ 57,695

Description	06/07 Adopted
<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	44,063
TOTAL	\$ 101,808

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 users 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.

WORKPLAN ITEMS FOR FISCAL YEAR 2006 – 2007

- Review program mission and performance outcome standards.

PERFORMANCE REPORTING OUTCOMES

1.0 Safety & Risk Management (540): Provide liability and property protection at a premium cost of no more than 3% of total annual payroll.

	Productivity Indicators	FY 04	FY 05	FY 06*
1.1	Number of liability claims filed.	15	13	11
1.2	Total annual liability and property claims expense.	\$98,500	\$61,890	\$135,690
1.3	Annual premium for liability and property coverage.	\$214,586	\$253,395	\$246,827
1.4	Projected annual payroll from adopted budget.	\$20,020,000	\$21,462,178	\$21,685,900
1.5	Percent of annual payroll.	1.07%	1.18%	1.14%

* Estimated

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

EXHIBIT A
 101.540

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	693,946	583,758	606,720	595,220
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	693,946	583,758	606,720	595,220
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 693,946	\$ 583,758	\$ 606,720	\$ 595,220

FUNDING SOURCE(s)

Description	Fund	Acct. #	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
General Fund Revenues	101	Misc.	\$ 590,880	\$ 583,758	\$ 327,051	\$ 489,458
Lighting & Landscaping District	207	9899	50,000	-	50,000	50,000
RDA - 20% Housing	223	9899	10,613	-	10,933	11,152
RDA - Administration	434	9899	42,453	-	43,736	44,610
General Fund - Beginning Fund Bal. (General Liability Reserve)	101	6090	-	-	75,000	-
Worker's Comp Pool Fund	690	9899	-	-	100,000	-
TOTAL			\$ 693,946	\$ 583,758	\$ 606,720	\$ 595,220

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
Rental / Leases *	101	4810	\$ 57,965	\$ -	\$ -	\$ -
Other Revenue	101	4965	-	42,501	-	-
Lighting & Landscaping District - Trsfs.	101	6899	50,000	-	50,000	50,000
RDA - 20% Housing - Transfers In	101	6899	10,613	-	10,933	11,152
RDA - Administration - Transfers In	101	6899	42,453	-	43,736	44,610
Worker's Comp Fund - Transfers In	101	6899	-	-	100,000	-
* Moved to 101.550 Re: Cellular Towers for 04/05						
TOTAL			\$ 161,031	\$ 42,501	\$ 204,669	\$ 105,762

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

**EXHIBIT C
101.540**

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
101.540.7420 Utilities - Electricity/Gas	\$ 162,331	\$ 171,820	\$ 160,000	\$ 170,000
101.540.7421 Communications - Phones	65,810	63,366	60,000	50,500
101.540.7423 Clothing and Personal Expense	-	-	-	-
101.540.7424 Office Expense	11,110	6,015	9,500	6,500
101.540.7425 Small Tools	-	-	-	-
101.540.7427 Special Departmental Expense	1,955	1,458	2,720	2,720
101.540.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.540.7429 Maintenance & Operation of Equipment	-	-	-	-
101.540.7430 Professional & Specialized Services	11,617	11,652	16,000	12,000
101.540.7431 Promotional Expense	-	-	-	-
101.540.7432 Other Contractual Services	-	-	-	-
101.540.7433 Insurance and Surety Bonds	214,613	253,395	261,700	254,700
101.540.7434 Memberships, Dues, Books	-	175	-	-
101.540.7435 Travel, Conferences & Meetings	1,356	1,368	-	-
101.540.7437 Staff Development	-	-	-	-
101.540.7438 Other Charges	15,372	8,896	12,000	16,000
101.540.7439 Bad Debt Expense	2,781	(1,239)	-	-
101.540.7440 Fees Paid to State	641	657	800	800
101.540.7442 Insurance Claims Expense	195,883	61,890	75,000	75,000
101.540.7445 Cobra Insurance	-	-	-	-
101.540.7448 Other Interest Expense	10,477	4,305	9,000	7,000
101.540.7452 Expense for Future Claims	-	-	-	-
101.540.7549 User Charges - Communications Pool	-	-	-	-
101.540.7884 Machinery & Equipment	-	-	-	-
101.540.7900 Supplies Inventory	-	-	-	-
TOTAL	\$ 693,946	\$ 583,758	\$ 606,720	\$ 595,220

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

**EXHIBIT C-1
101.540
Page 1**

Description	06/07 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)	\$ 170,000
<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	50,500
<u>7424 OFFICE EXPENSE</u>	
Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	6,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Annual "Clean-Out Your Files" Day, Promotion Materials & Refreshments	500
Bottled Water - Employee Lounge	1,500
Credit Card Scanner - Rental Fees	720
	2,720
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
STARS - Quarterly Sales Tax Report	6,000
Sales Tax Audit - MRC Fee Estimate (Offset w/ New Revenue)	6,000
	12,000
<u>7433 INSURANCE AND SURETY BONDS</u>	
Comprehensive Insurance Premiums:	
Fidelity Bonds (Estimated)	700
Liability Insurance Pool (Estimated)	223,000
Property (Estimated)	31,000
	254,700
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	16,000
<u>7440 FEES PAID TO STATE</u>	
Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	800
SUB - TOTAL	\$ 513,220

Description	06/07 Adopted
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
General Liability SIR (Unspent Portion Placed in General Liability Reserve)	<u>\$ 75,000</u>
<u>7448 OTHER INTEREST EXPENSE</u>	
Estimated Interest on Refundable Faithful Performance Deposits (Estimate)	<u>7,000</u>
TOTAL	<u>\$ 595,220</u>

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

WORKPLAN ITEMS FOR FISCAL YEAR 2006 - 2007

- Review program mission and performance outcome standards.

PERFORMANCE REPORTING OUTCOMES

1.0 Cash Management (545): Ensure the safety and liquidity of all City investments by complying with the City's investment policies and procedures 100% of the time, and invest 99% of temporarily idle funds at an average weighted yield no lower than the Local Agency Investment Fund (LAIF) and no higher than the yield on a "vanilla" 30 year U.S. Treasury Note.

	Productivity Indicators	FY 04	FY 05	FY 06*
1.1	Percent of idle funds placed in interest bearing investments.	100.03%	100.82%	100.43%
1.2	Number and percent of checks over \$50,000 that are deposited on day of receipt.	10 / 100%	29 / 100%	39 / 100%
1.3	Percent of time bank statements are reconciled to general ledger cash balances within ten days of month-end close.	67%	75%	75%
1.4	Average annual weighted yield on investments at 6/30.	2.960%	3.172%	3.700%
1.5	Investment portfolio at 6/30.	\$61,453,816	\$52,305,734	\$47,871,514

* Estimated

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

**EXHIBIT A
101.545**

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
Employee Services (Exhibit B)	\$ 9,817	\$ 10,365	\$ 10,679	\$ 10,901
Supplies, Services & Capital Outlay (Exhibit C)	13,558	25,453	1,635	2,360
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	23,375	35,818	12,314	13,261
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 23,375	\$ 35,818	\$ 12,314	\$ 13,261

FUNDING SOURCE(s)

Description	Fund	Acct. #	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
General Fund Revenues	101	Misc.	\$ 23,375	\$ 35,818	\$ 12,314	\$ 13,261
TOTAL			\$ 23,375	\$ 35,818	\$ 12,314	\$ 13,261

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
TOTAL			\$ -	\$ -	\$ -	\$ -

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

**EXHIBIT B
101.545**

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
101.545.7001 Personnel - Regular	\$ 1,205	\$ 1,205	\$ 1,200	\$ 1,200
101.545.7002 Personnel - Temporary	-	-	-	-
101.545.7003 Personnel - Overtime	-	-	-	-
101.545.7005 Personnel - POST	-	-	-	-
101.545.7103 Personnel - Holiday Pay	-	-	-	-
101.545.7104 Meal Allowance	-	-	-	-
101.545.7105 Uniform Allowance	-	-	-	-
101.545.7106 Retirement	-	-	-	-
101.545.7107 Dental Insurance	1,408	1,489	1,600	1,620
101.545.7108 Group Health Insurance	6,895	7,421	7,600	7,800
101.545.7109 Group Life Insurance	210	208	240	240
101.545.7110 Workers' Compensation Insurance	7	5	6	8
101.545.7111 Unemployment Insurance	-	-	-	-
101.545.7112 Group Disability Insurance	-	-	-	-
101.545.7113 Medicare	-	14	17	17
101.545.7114 Auto Allowance	-	-	-	-
101.545.7118 Other Benefit Pay	-	-	-	-
101.545.7119 Social Security	92	8	-	-
101.545.7122 Deferred Compensation Contribution	-	-	-	-
101.545.7126 PARS 457 Retirement	-	15	16	16
101.545.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 9,817	\$ 10,365	\$ 10,679	\$ 10,901

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

**EXHIBIT B-1
 101.545**

Permanent Personnel	Full-Time Equivalents (FTE's)				06/07 Adopted
	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted	
City Treasurer (\$100/Month) *	1.00	1.00	1.00	1.00	\$ 1,200
* Elected Position; not a full time position.					
TOTAL	1.00	1.00	1.00	1.00	\$ 1,200

Temporary Personnel	Full-Time Equivalents (FTE's)				06/07 Adopted
	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.545**

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
101.545.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.545.7421 Communications - Phones	-	-	-	-
101.545.7422 Advertising	-	-	-	-
101.545.7423 Clothing and Personal Expense	-	-	-	-
101.545.7424 Office Expense	-	-	-	-
101.545.7425 Small Tools	-	-	-	-
101.545.7427 Special Departmental Expense	-	-	-	-
101.545.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.545.7429 Maintenance & Operation of Equipment	-	-	-	-
101.545.7430 Professional & Specialized Services	12,247	24,120	-	-
101.545.7431 Promotional Expense	-	-	-	-
101.545.7432 Other Contractual Services	961	943	1,000	1,500
101.545.7433 Insurance and Surety Bonds	-	-	-	-
101.545.7434 Memberships, Dues, Books	350	335	335	560
101.545.7435 Travel, Conferences & Meetings	-	55	300	300
101.545.7437 Staff Development	-	-	-	-
101.545.7438 Other Charges	-	-	-	-
101.545.7441 Special Community Services	-	-	-	-
101.545.7442 Insurance Claims Expense	-	-	-	-
101.545.7548 User Charges - Photocopy/Fax	-	-	-	-
101.545.7549 User Charges - Communications Pool	-	-	-	-
101.545.7550 User Charges - Motor Pool	-	-	-	-
101.545.7883 Improvements other than Buildings	-	-	-	-
101.545.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 13,558	\$ 25,453	\$ 1,635	\$ 2,360

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

**EXHIBIT C-1
 101.545**

Description	06/07 Adopted
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Third Party Safekeeping	\$ 1,500
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues - California Municipal Treasurers Association (CMTA) (Treasurer, Finance Director, & Accounting Manager)	185
Subscriptions - Wall Street Journal	375
	560
<u>7435 TRAVEL, CONFERENCES & MEETINGS</u>	
Training (Accounting Manager; Finance Director; or Treasurer)	300
TOTAL	\$ 2,360

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.
- Effectively dispose of surplus IT assets.
- Provide reports to City management as requested.
- Maintain and support the systems and users of the City's critical systems:
 - Pentamation - Financial System
 - Advantage - Permitting System
 - Recware Safari - Recreation Management System
 - Square Rigger - Automotive Maintenance System
 - Palladium - Computer Aided Dispatch (CAD) & Records Management Systems (RMS)
- Participate in all Emergency Operation Center (EOC) events.
- Manage the City's Information Technology Systems, standardized software applications and workstation configurations.
- Provide hardware and software support for City computer systems.
- Perform periodic audits of City-owned workstations, laptops, and notebook computers to ensure only City-owned and authorized software applications are being utilized.
- Coordinate a minimum of 500 hours of software training for user departments.
- 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.
- Coordinate on-going development and integration of County Basemap data into the City's Geosmart Graphical Information Systems (GIS) database layers.
- Maintain website and on-going enhancements.

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

WORKPLAN ITEMS FOR FISCAL YEAR 2006 - 2007

- Purchase and deploy replacement mobile data computers for police vehicles.
- Install hardware VPN (Virtual Private Network) to permit secure remote access to the City network via the Internet.
- Automate network processes to remotely enable on-line helpdesk, remote operating system and security patch management, software deployment, asset discovery and inventory and software license management.
- Assist in the Pentamation financial system software upgrade and migration.
- Configure new UPSs (Uninterruptible Power Supplies) and signaling to enable servers to remain up and running during a power failure.
- Test and Install Tidemark Advantage Upgrade to version 3.5.
- Administer the decommissioning of obsolete servers.
- Participate in Joint Venture wireless internet project to explore options for bringing Wi-Fi to Campbell.
- Prepare for transition of providing service from contract-based to in-house.
- Work with Community Development to implement on-line permitting.
- Review program mission and performance outcome standards.

PERFORMANCE REPORTING OUTCOMES

1.0 Information Technology (547): Provide, operate and maintain the City's information systems to ensure user availability 98% of the time, ensure the security/integrity of information systems and coordinate a minimum of 500 hours of training to City staff annually.

	Productivity Indicators	FY 04	FY 05	FY 06*
1.1	Number of network servers maintained.	16	23	22
1.2	Number of workstations, laptops and notebook computers maintained.	173	204	206
1.3	Number of laser printers maintained.	42	47	49
1.4	Percent of time systems were available to users.	99.99%	99.99%	99.99%
1.5	Number of training hours provided.	250	291	150
1.6	Number of attendees trained.	39	20	16
1.7	Percent of time back-ups are run and completed timely.	99%	99%	99%

* Estimated

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

2.0 Information Technologies (547): Provide and maintain photocopiers and fax machines for City departments in an efficient manner at a cost not to exceed \$.05 per copy for black and white copies and \$.30 for color copies while ensuring down time of no more than 5% of normal business hours.

	Productivity Indicators	FY 04	FY 05	FY 06*
2.1	Number of photocopiers maintained.	7	7	7
2.2	Number of Fax machines maintained.	8	8	8
2.3	Annual photocopier volume.	1,350,000	1,501,588	909,036
2.4	Cost per black and white copy including maintenance and replacement. Number of black and white copies.	\$.041 / 1,323,167	\$.041 / 1,473,159	\$.041 / 928,644
2.5	Cost per color copy including maintenance and replacement. Number of color copies	\$.25 / 26,833	\$.25 / 28,429	\$.25 20,208
2.6	Percent of normal business hours that machines are available.	100%	100%	100%

3.0 Information Technologies (547): Provide quality customer service to users by responding to emergency IT work orders within four hours of receipt 95% of the time and; respond to non emergency IT work orders in accordance with original IT acknowledgment 90% of the time.

	Productivity Indicators	FY 04	FY 05	FY 06
3.1	Number of IT work orders submitted.	1,600	1,363	2,500
3.2	Percent of time IT work orders responded to timely.	98%	99%	99%
3.3	Average response time for non-emergency IT work orders.	2 Hours	2 Hours	4 Hours
3.4	Average response time for emergency IT work orders.	.5 Hours	.5 Hours	.5 Hours

* Estimated

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

EXHIBIT A
 647.547

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	1,293,119	1,367,423	1,195,950	1,183,772
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,293,119	1,367,423	1,195,950	1,183,772
Transfers Out (Exhibit E)	18,418	20,675	27,675	20,675
APPROPRIATION TOTAL	\$ 1,311,537	\$ 1,388,098	\$ 1,223,625	\$ 1,204,447

FUNDING SOURCE(S)						
Description	Fund	Acct. #	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
Information Technologies (IT) Pool	647	Misc.	\$ 1,311,537	\$ 973,503	\$ 751,900	\$ 944,900
IT - Beginning Fund Balance - IT	647	6090	-	407,595	171,725	197,050
IT - Beginning Fund Balance - Communications	647	6090	-	7,000	300,000	62,497
TOTAL			\$ 1,311,537	\$ 1,388,098	\$ 1,223,625	\$ 1,204,447

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
Gain on Sale of Property	647	4961	\$ -	\$ 9,305	\$ -	\$ -
Capital Contributions (GASB 34)	647	4990	87,621	18,157	-	-
IT Pool Fees	647	5104	1,083,427	1,043,472	744,900	944,900
TOTAL			\$ 1,171,048	\$ 1,070,934	\$ 744,900	\$ 944,900

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

**EXHIBIT C
647.547**

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
647.547.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
647.547.7421 Communications - Phones	14,058	8,402	15,015	15,070
647.547.7423 Clothing and Personal Expense	-	-	-	-
647.547.7424 Office Expense	12,444	11,126	16,250	17,850
647.547.7425 Small Tools	-	-	-	-
647.547.7427 Special Departmental Expense	50,766	11,660	7,290	8,450
647.547.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
647.547.7429 Maintenance & Operation of Equipment	228,862	321,804	289,695	361,302
647.547.7430 Professional & Specialized Services	577,704	606,588	636,000	544,000
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 Travel, Conferences & Meetings	5,652	8,847	7,000	5,500
647.547.7437 Staff Development	555	-	3,000	6,000
647.547.7438 Other Charges	-	23,871	28,550	28,550
647.547.7441 Special Community Services	-	-	-	-
647.547.7442 Insurance Claims Expense	-	-	-	-
647.547.7444 Depreciation	386,967	368,540	-	-
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	16,111	1,445	-	-
647.547.7884 Machinery & Equipment	-	5,140	193,150	197,050
TOTAL	\$ 1,293,119	\$ 1,367,423	\$ 1,195,950	\$ 1,183,772

Description	06/07 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Field Wireless Access - Verizon (4 @ \$80.55/Month)	\$ 3,870
Internet Connection - Globix	9,000
T-1 Installation - Automated Fingerprint Identification System (AFIS) Connection Upgrade	2,200
	15,070
<u>7424 OFFICE EXPENSE</u>	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	15,400
Magnetic Media, IT Consumables	2,200
Stationery, Office Supplies, Business Cards	250
	17,850
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
External USB Hardrive	300
Network Rack Wire Management	500
Uninterruptable Power Supply - Batteries	1,000
Uninterruptable Power Supply Interface Expander, 8 - Port	1,650
Uninterruptable Power Supply Rack Mount	5,000
	8,450
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
<u>Hardware:</u>	
Cisco Smartnet Support Router & Firewall	5,800
Dispatch Automated Map System (<i>Deferred in FY 07</i>)	-
DLI Annual Maintenance (Replaces NiceLog - Voice Recording for Police)	3,000
Foundry Ethernet Blade Switch	7,600
Foundry Networks - Foundry Core Switch Maintenance	2,350
Left-Hand Storage Network	9,300
Meridian Phone System (Maintenance & Warranty)	20,000
Motorola Mobile Data Terminal Support Contract (Police Department)	17,000
Past Perfect Museum Management System	1,650
Phone System Support (Adds - Moves - Changes)	2,000
Proxim Serv Pack - PW Wireless Equipment	110
Small Parts & Supplies	4,000
	72,810
SUB - TOTAL	\$ 114,180

Description	06/07 Adopted
7429 MAINTENANCE & OPERATION OF EQUIPMENT (Continued)	
Software:	
ArcIms & ArcView Support (ESRI)	\$ 3,500
Autocad Subscription	7,800
Automated Server Monitoring & Alerting Software	1,500
CAD/RMS FRS Map Source Code Escrow	1,650
Cognos	2,500
Crimeview Software Support	2,500
Critical Reach Support	550
E-Safe Spam/Web Filtering	8,600
First Data Government Solutions - Telephony Systems	10,500
Funk Software - Proxy Licenses & Steel Belted Radius Maintenance	3,300
Gasboy Communications & Reporting Maintenance	550
Geo Smart - Moosepoint Annual Support	2,500
GIS Base Layer Maintenance - Centerline & Parcel - County Contract	5,000
LaserFiche - Document Management Maintenance	13,100
Metroscan	10,500
Miscellaneous Software Upgrades (Contingency)	5,000
Moosepoint Consulting - GIS Basemap & Ortho Layer Conversion or Training	5,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	21,031
Munimetrix	700
Online Municipal Code - Book Publishing Corp.	825
Palladium CAD/RMS Support	83,200
Pavement Management Software Upgrade	385
Pentamation - Independent Contractor Report	336
Pentamation - License Renewals (\$16,720) / Software Maintenance (\$27,500)	44,220
Recware Safari - Active.Com (Recreation)	8,250
Server Antivirus Software	500
ServLet Exec Annual Maintenance	1,000
Square Rigger - Vehicle Maintenance System	2,750
Symantec Anti-Virus Subscription	6,600
Symantec Ghost Solution - Gold Suite	1,000
T model - Traffic Counts	750
Tidemark - Permit*Plan (Permitting)	20,000
Track - It Enterprise	4,800
Track - It Help Desk Management Software - Maintenance	1,900
Verisign Secure Site Pro Certificate Renewal	995
Verisign Web SSL Certificate (NEW)	350
Veritas Back-up Executive	3,800
WRQ Reflections Maintenance - Emulex	1,050
	288,492
	361,302
	\$ 288,492

Description	06/07 Adopted
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Contractual IT Support - Affiliated Computer Services (ACS) (Year 5 of 7 Year Agreement)	\$ 544,000
<u>7435 TRAVEL, CONFERENCES & MEETINGS</u>	
Pentamation Users Conference (50% Reduction from FY 04/05)	2,000
Recware User Conference (50% Reduction from FY 04/05)	1,500
Tidemark Users Conference (50% Reduction from FY 04/05)	2,000
	5,500
<u>7437 STAFF DEVELOPMENT</u>	
On-going, New & Specialized User System Training (Nortel & Autocad/ArcView)	6,000
<u>7438 OTHER CHARGES</u>	
Maintenance - Photocopiers / Fax Machines	16,700
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	11,850
	28,550
<u>7884 MACHINERY & EQUIPMENT</u>	
CAD / RMS Server (Replacement) *	50,050
Mobile Data Computers - Panasonic Toughbook Laptops (2 @ \$6,600/Each) (Police) *	13,200
Mobile Data Computers - Police Vehicles (18 @ \$6,600/Each) (Police) *	118,800
PIX (Replacement)*	15,000
	197,050
* Funded with Beginning Fund Balance (IT Reserve)	
TOTAL	\$ 1,183,772

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

EXHIBIT E
 647.547

Account Description	06/07 Adopted
9899 TRANSFERS OUT	
Finance - #101.535	
Accounting Clerk II - 5%	\$ 3,785
Accountant - 10%	9,245
Executive Assistant - 10% (Photocopier/Fax)	7,645
TOTAL TRANSFERS OUT	\$ 20,675

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

EXHIBIT A
 Misc. 980

Description	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	105,674	132,445	272,488	63,100
APPROPRIATION TOTAL	\$ 105,674	\$ 132,445	\$ 272,488	\$ 63,100

FUNDING SOURCE(s)

Description	Fund	Acct. #	03/04 Actual	04/05 Actual	05/06 Adopted	06/07 Adopted
Beg. Fund Bal. - Asset Seizure	205	6090	\$ -	\$ -	\$ 3,900	\$ -
Asset Seizure	205	4892	836	20,000	15,410	5,000
Federal Aid Urban	211	4410	5,747	6,385	-	-
Federal Aid Urban (Beg. Fund Bal.)	211	6090	-	-	139,138	-
State Grants	212	4523	20,600	10,000	41,000	-
Federal Grants (BVP)	218	4531	-	-	4,500	4,500
Federal Grants (Other Grants)	218	4523	8,883	9,197	3,000	3,000
Federal Grants (Traffic Safety)	218	4527	-	3,645	-	-
Federal Grants (LLEBG)	218	4532	21,582	7,914	9,690	-
Parkland Dedication (Beg. Fund Bal.)	295	6090	-	-	20,000	10,000
Parks & Museum Trust Revenue	794	4410	2,023	3,670	1,000	1,000
Donations-Historic Museum	794	4812	41,173	67,870	25,000	25,000
Donations-Parks	794	4818	600	400	-	-
Museum Trust (Beg. Fund Bal.)	794	6090	-	-	5,600	8,920
Senior Citizen Trust Revenue	797	4410	710	884	450	450
Senior Citizen Trust-Donations	797	4813	3,520	2,480	1,000	1,000
Beg. Fund Bal. - Senior Citizen Trust	797	6090	-	-	2,800	4,230
TOTAL			\$ 105,674	\$ 132,445	\$ 272,488	\$ 63,100

REVENUES MONITORED BY THIS PROGRAM

Asset Seizure (205.604)	205	4892	\$ 836	\$ 20,000	\$ 15,410	\$ 5,000
Federal Aid Urban	211	4410	5,747	6,385	-	-
Other Grants	212	4523	20,600	10,000	41,000	-
Federal Grants	218	4523	8,883	9,197	3,000	3,000
Federal Grants	218	4531	-	-	4,500	4,500
Federal Grants	218	4527	-	3,645	-	-
Federal Grants (LLEBG)	218	4532	21,582	7,914	9,690	-
Investment Earnings	794	4410	2,023	3,670	1,000	1,000
Donations-Historic Museum (794.775)	794	4812	41,173	55,376	25,000	25,000
Donations-Ainsley Capital	794	4815	-	12,494	-	-
Donations-Parks (794.775)	794	4818	600	400	-	-
Investment Earnings	797	4410	710	884	450	450
Senior Trust - Donations (797.526)	797	4813	3,520	2,480	1,000	1,000
TOTAL			\$ 105,674	\$ 132,445	\$ 101,050	\$ 39,950

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

EXHIBIT E
 Misc. 980

Account Description	06/07 Adopted
9899 OPERATING TRANSFERS OUT	
Museum Trust - (794) Museum Services - # 101.528	\$ 34,920
Senior Citizens Trust - (797) Senior Citizens Services - # 101.526	5,680
Senior Citizens Trust - (797) City Manager - # 101.510	-
Asset Forfeiture Fund - (205) Police - Field Services - # 101.605 (SWAT Replacement Equipment)	5,000
State Downtown Rebound Grant - (212) Policy Development - # 101.552 (Advanced Planning Consulting)	-
Local Law Enforcement Block Grant - (218) Police - Field Services - # 101.605 (Tasers)	-
Federal Grant (Bulletproof Vest Grant) - (218) Police - Field Services - # 101.605	4,500
Federal Grant (Emergency Preparedness EMPG) - (218) Police - Field Services - # 101.605	3,000
Parkland Dedication - (295) Park Maintenance - # 207.775	10,000
Parkland Dedication - (295) Community Center - # 101.527 (Stadium & Field Fixtures)	-
Federal Urban Aid - (211) Signals & Lighting Maintenance - # 207.770 (Street Light Pole Repainting)	-
Federal Urban Aid - (211) Public Works - Street Maintenance - # 204.760 (Gas Tax Fund Subsidy)	-
Office of Traffic Safety Grant - (218) Police - Special Enforcement - # 101.604	-
TOTAL TRANSFERS OUT	\$ 63,100