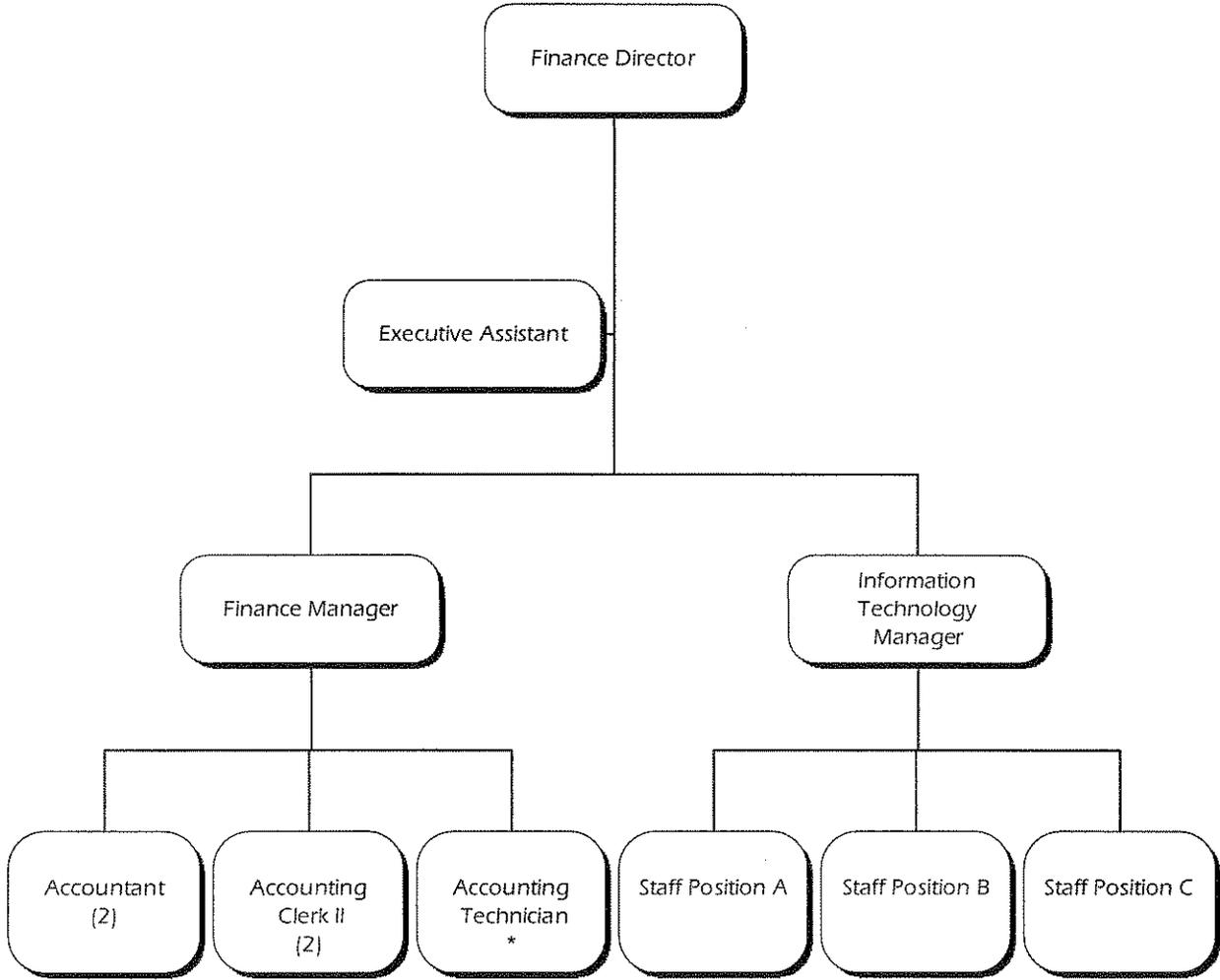




Finance Department



Finance Department
2007 - 2008



* Confidential

FINANCE DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Authorized Positions</u>	<u>Actual 2004-2005</u>	<u>Actual 2005-2006</u>	<u>Adopted 2006-2007</u>	<u>Adopted 2007-2008</u>
Accountant	1.88	1.88	1.87	1.87
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
Information Technology Manager	-	-	-	1.00
IT Staff Positions	-	-	-	3.00
Total Authorized Positions	8.88	8.88	8.87	12.87
 Temporary Positions				
Finance Intern / IT Support	-	-	-	-
Total Temporary Positions	-	-	-	-
Total Staffing	8.88	8.88	8.87	12.87

Expenditure Summary

<u>Description</u>	<u>Actual 2004-2005</u>	<u>Actual 2005-2006</u>	<u>Adopted 2006-2007</u>	<u>Adopted 2007-2008</u>
Employee Services	\$ 765,290	\$ 718,113	\$ 906,504	\$ 1,437,333
Supplies & Other Services & Capital Outlay	2,134,199	2,187,008	1,883,160	1,488,578
Debt Service	1,666,800	1,669,331	1,667,406	1,663,026
Total Before Transfers	4,566,289	4,574,452	4,457,070	4,588,937
Transfers-Out	20,675	21,675	21,675	21,675
Appropriation Total	4,586,964	4,596,127	4,478,745	4,610,612
Less Transfers-In	333,193	886,907	793,573	797,372
Net Cost	\$ 4,253,771	\$ 3,709,220	\$ 3,685,172	\$ 3,813,240

Revenue Summary

Total Revenue Monitored by Department	\$ 23,718,329	\$ 21,198,685	\$ 23,281,023	\$ 24,495,219
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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.
- 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 seven-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 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 measures.

WORKPLAN ITEMS FOR FISCAL YEAR 2007 – 2008

- Update Financial Policies.
- Assist with continued exploration of revenue measures.
- Complete Pentamation migration to Plus Series and related training.
- Complete actuarial review, analysis and recommend funding strategies related to GASB 45 (Other Post-employment Benefits).
- Review options for provision of annual financial audit services.

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

WORKPLAN ITEMS FOR FISCAL YEAR 2007 – 2008

- Coordinate a City-wide physical inventory for fixed assets
- Consolidate infrastructure fixed assets into new Pentamation fixed assets module.
- Assist with review of CIP process and priorities

PERFORMANCE OUTCOMES

	Measure
1	90% of invoices are processed within 45 days.
2	Number of A/P checks generated annually.
3	Number of invoices processed annually
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.
5	100% of the time, file all mandatory State and Federal reports within required timelines.
6	Percent of time an unqualified audit opinion is received.
7	80% of audit management letter comments implemented.
8	95% of budget calendar milestones are met.
9	90% of time miscellaneous accounts receivable billings are generated within 30 days.
10	100% of bi-weekly payroll will be processed accurately and on schedule.
11	100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.
12	Number of payroll checks generated annually.
13	90% of business license billings will be generated within 30 days of scheduled expiration date.

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

**EXHIBIT A
101.535**

Description	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
Employee Services (Exhibit B)	\$ 754,925	\$ 706,830	\$ 895,603	\$ 925,569
Supplies, Services & Capital Outlay (Exhibit C)	157,565	197,508	101,808	113,037
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	912,490	904,338	997,411	1,038,606
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 912,490	\$ 904,338	\$ 997,411	\$ 1,038,606

FUNDING SOURCE(s)

Description	Fund	Acct. #	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
General Fund Revenues	101	Misc.	\$ 798,957	\$ 769,536	\$ 855,771	\$ 894,012
RDA - 20 % Housing Program	223	9899	10,372	10,579	10,790	11,005
LID Funds	Misc.	9899	1,000	1,000	1,000	1,000
RDA - Administration	434	9899	41,486	42,316	46,162	47,085
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	31,000	31,000
RDA Debt Service (2% Property Tax)	364	9899	-	20,232	22,013	23,829
TOTAL			\$ 912,490	\$ 904,338	\$ 997,411	\$ 1,038,606

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
Property Tax	101	4001-06	\$ 6,215,668	\$ 7,075,554	\$ 7,269,000	\$ 7,736,000
ERAF Reduction	101	4011	(557,992)	(557,992)	-	-
Sales and Use Tax	101	4110	7,531,239	7,500,545	10,368,000	10,597,000
Sales Tax Backfill	101	4115	2,442,267	1,846,439	-	-
Franchise - Electric	101	4120	317,340	309,857	320,000	330,000
Franchise - Gas	101	4121	86,215	103,303	90,000	105,000
Transient Occupancy Tax	101	4150	894,179	1,132,495	1,120,000	1,400,000
Real Property Transfer Tax	101	4153	401,468	352,535	380,000	320,000
Investment Earnings	101	4410	831,032	1,048,460	1,200,000	1,400,000
GASB 31 Market Value Adjustment	101	4431	(17,535)	(119,180)	-	-
Other Interest	101	4450	8,079	10,705	-	-
State M.V.I.L. Tax	101	4580	847,109	283,919	250,000	225,000
H.O.P.T.R. Tax	101	4581	41,079	41,052	40,000	40,000
Reimb. - Mandated Cost	101	4584	-	31,111	15,000	10,000
Off-Hwy. MV License Tax	101	4586	1,330	1,454	1,000	1,000
Donations to City	101	4817	-	32,510	-	-
Sale of Real/Personal Property	101	4960	2,989	4,189	3,000	3,000
Insurance Claims Refund	101	4962	7,585	16,269	-	5,000
Other Revenue	101	4965	112,386	52,407	20,000	10,000
Misc. Fund Transfers-In	101	6899	-	134,802	141,640	144,594
TOTAL			\$ 19,164,438	\$ 19,300,434	\$ 21,217,640	\$ 22,326,594

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

**EXHIBIT B
101.535**

Description	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
101.535.7001 Personnel - Regular	\$ 598,711	\$ 535,866	\$ 682,643	\$ 703,124
101.535.7002 Personnel - Temporary	4	-	-	-
101.535.7003 Personnel - Overtime	4,003	1,231	5,000	5,000
101.535.7005 Personnel - POST	1,684	-	-	-
101.535.7103 Personnel - Holiday Pay	-	-	-	-
101.535.7104 Meal Allowance	-	45	-	-
101.535.7105 Uniform Allowance	-	-	-	-
101.535.7106 Retirement	47,301	65,546	81,651	85,085
101.535.7107 Dental Insurance	10,989	10,972	12,323	12,323
101.535.7108 Group Health Insurance	57,902	59,067	76,442	81,167
101.535.7109 Group Life Insurance	1,520	1,279	1,890	1,890
101.535.7110 Workers' Compensation Insurance	2,783	2,512	4,802	5,831
101.535.7111 Unemployment Insurance	-	-	-	-
101.535.7112 Group Disability Insurance	4,734	4,284	6,603	6,603
101.535.7113 Medicare	8,105	7,539	9,971	10,268
101.535.7114 Auto Allowance	3,176	1,925	4,560	4,560
101.535.7118 Other Benefit Pay	4,675	7,732	-	-
101.535.7119 Social Security	-	-	-	-
101.535.7122 Deferred Compensation Contribution	9,338	8,832	9,718	9,718
101.535.7126 PARS 457 Retirement	-	-	-	-
101.535.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 754,925	\$ 706,830	\$ 895,603	\$ 925,569

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

EXHIBIT B-1
 101.535

Permanent Personnel	Full-Time Equivalents (FTE's)				07/08 Adopted
	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted	
Finance Director	1.00	1.00	1.00	1.00	\$ 162,880
Finance Manager	1.00	1.00	1.00	1.00	114,795
Accountant *	1.88	1.88	1.87	1.87	155,970
Accounting Technician (Confidential)	1.00	1.00	1.00	1.00	72,591
Executive Assistant	1.00	1.00	1.00	1.00	67,873
Accounting Clerk II **	2.00	2.00	2.00	2.00	129,015
* 0.1 FTE in 208.553 0.03 FTE in 208.555 ** Includes 5% Differential					
TOTAL	7.88	7.88	7.87	7.87	\$ 703,124

Temporary Personnel	Full-Time Equivalents (FTE's)				07/08 Adopted
	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.535**

Description	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
101.535.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.535.7421 Communications - Phones	1,295	1,267	1,295	1,350
101.535.7423 Clothing and Personal Expense	-	-	-	-
101.535.7424 Office Expense	5,404	9,171	8,000	9,000
101.535.7425 Small Tools	-	-	-	-
101.535.7427 Special Departmental Expense	264	16	500	500
101.535.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.535.7429 Maintenance & Operation of Equipment	138	688	950	950
101.535.7430 Professional & Specialized Services	48,339	103,817	43,200	44,970
101.535.7431 Promotional Expense	-	-	-	-
101.535.7432 Other Contractual Services	-	-	-	-
101.535.7433 Insurance and Surety Bonds	-	-	-	-
101.535.7434 Memberships, Dues, Books	1,440	1,155	1,400	1,650
101.535.7435 Professional Development & Meetings	852	2,091	1,350	5,600
101.535.7437 Staff Development	651	603	1,000	-
101.535.7438 Other Charges	40,940	42,512	-	-
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	27	6	50	50
101.535.7551 User Charges - IT Pool	58,215	36,182	44,063	48,967
101.535.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 157,565	\$ 197,508	\$ 101,808	\$ 113,037

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

**EXHIBIT C-1
 101.535**

Description	07/08 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Modem Charges (Payroll Direct Deposit, Deferred Comp., Etc.)	\$ 1,350
<u>7424 OFFICE EXPENSE</u>	
Check & Other Forms Printing	4,000
Specialized Printing of Tabs for Budget, Capital Improvement Plan and Annual Financial Report	2,500
Office Supplies	2,500
	9,000
<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 - \$37,500 (\$5,200 Budgeted in RDA)	32,300
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	1,320
	44,970
<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)	950
Subscriptions / Publications; Payroll Newsletters; American Payroll Association (APA) Guide; Gov't. Report Newsletter; Gov't. Accounting/Audit Update Financial Reporting; Misc. Governmental Publications); Notary Subscription	700
	1,650
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
	5,600
<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	48,967
TOTAL	\$ 113,037

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.

PERFORMANCE OUTCOMES

	Measure
1	Number of liability claims filed.
2	Total annual liability and property claims expense.
3	Liability and property claims premium no more than 3% of total annual payroll.

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

**EXHIBIT C
101.540**

Description	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
101.540.7420 Utilities - Electricity/Gas	\$ 171,820	\$ 185,136	\$ 170,000	\$ 203,000
101.540.7421 Communications - Phones	63,366	59,305	50,500	60,000
101.540.7423 Clothing and Personal Expense	-	-	-	-
101.540.7424 Office Expense	6,015	8,366	6,500	7,500
101.540.7425 Small Tools	-	-	-	-
101.540.7427 Special Departmental Expense	1,458	1,547	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	11,652	54,829	12,000	12,000
101.540.7431 Promotional Expense	-	-	-	-
101.540.7432 Other Contractual Services	-	-	-	-
101.540.7433 Insurance and Surety Bonds	253,395	246,827	254,700	242,000
101.540.7434 Memberships, Dues, Books	175	-	-	-
101.540.7435 Professional Development & Meetings	1,368	59	-	-
101.540.7437 Staff Development	-	-	-	-
101.540.7438 Other Charges	8,896	23,885	16,000	20,000
101.540.7439 Bad Debt Expense	(1,239)	-	-	-
101.540.7440 Fees Paid to State	657	724	800	800
101.540.7442 Insurance Claims Expense	61,890	151,845	75,000	75,000
101.540.7445 Cobra Insurance	-	-	-	-
101.540.7448 Other Interest Expense	4,305	3,125	7,000	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	\$ 583,758	\$ 735,648	\$ 595,220	\$ 630,020

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

**EXHIBIT C-1
 101.540
 Page 1**

Description	07/08 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)	\$ 203,000
<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	60,000
<u>7424 OFFICE EXPENSE</u>	
Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	7,500
<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)	210,300
Property (Estimated)	31,000
	242,000
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	20,000
<u>7440 FEES PAID TO STATE</u>	
Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	800
SUB - TOTAL	\$ 548,020

Description	07/08 Adopted
<u>7442 INSURANCE CLAIMS EXPENSE</u> General Liability Self- Insured Retention (SIR)	\$ 75,000
<u>7448 OTHER INTEREST EXPENSE</u> Estimated Interest on Refundable Faithful Performance Deposits (Estimate)	7,000
TOTAL	\$ 630,020

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 2007 - 2008

- Prepare and issue an RFP for banking services.

PERFORMANCE OUTCOMES

	Measure
1	99% of idle funds placed in interest bearing investments.
2	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.

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

EXHIBIT A
 101.545

Description	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
Employee Services (Exhibit B)	\$ 10,365	\$ 11,283	\$ 10,901	\$ 13,003
Supplies, Services & Capital Outlay (Exhibit C)	25,453	16,964	2,360	2,060
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	35,818	28,247	13,261	15,063
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 35,818	\$ 28,247	\$ 13,261	\$ 15,063

FUNDING SOURCE(s)

Description	Fund	Acct. #	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
General Fund Revenues	101	Misc.	\$ 35,818	\$ 28,247	\$ 13,261	\$ 15,063
TOTAL			\$ 35,818	\$ 28,247	\$ 13,261	\$ 15,063

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
TOTAL			\$ -	\$ -	\$ -	\$ -

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

**EXHIBIT B
101.545**

Description	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
101.545.7001 Personnel - Regular	\$ 1,205	\$ 1,203	\$ 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	1,489	1,595	1,620	1,620
101.545.7108 Group Health Insurance	7,421	8,221	7,800	9,900
101.545.7109 Group Life Insurance	208	186	240	240
101.545.7110 Workers' Compensation Insurance	5	5	8	10
101.545.7111 Unemployment Insurance	-	-	-	-
101.545.7112 Group Disability Insurance	-	-	-	-
101.545.7113 Medicare	14	57	17	17
101.545.7114 Auto Allowance	-	-	-	-
101.545.7118 Other Benefit Pay	-	-	-	-
101.545.7119 Social Security	8	-	-	-
101.545.7122 Deferred Compensation Contribution	-	-	-	-
101.545.7126 PARS 457 Retirement	15	16	16	16
101.545.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 10,365	\$ 11,283	\$ 10,901	\$ 13,003

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

**EXHIBIT B-1
 101.545**

Permanent Personnel	Full-Time Equivalents (FTE's)				07/08 Adopted
	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted	
City Treasurer *	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)				07/08 Adopted
	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.545**

Description	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 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	24,120	15,000	-	-
101.545.7431 Promotional Expense	-	-	-	-
101.545.7432 Other Contractual Services	943	1,465	1,500	1,500
101.545.7433 Insurance and Surety Bonds	-	-	-	-
101.545.7434 Memberships, Dues, Books	335	499	560	560
101.545.7435 Professional Development & Meetings	55	-	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	\$ 25,453	\$ 16,964	\$ 2,360	\$ 2,060

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

EXHIBIT C-1
 101.545

Description	07/08 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
TOTAL	\$ 2,060

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.
- 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 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 2007 - 2008

- Conduct a feasibility analysis for replacing Interactive Voice Recognition (IVR) systems and Tidemark permitting systems including capability for processing simple building permits on-line.
- Together with the Police Department, purchase and implement a Community Notification System.
- Explore options for automatic electronic notifications (agendas, etc.).
- Complete significant prior year workplan items:
 - ♦ Configure security infrastructure and workflow processes to enable remote access to a limited number of specified desktops from home via Virtual Private Network (VPN) to permit secure remote access to users desktops via the Internet.
 - ♦ Facilitate the transition to the new Pentamotion Financial System Software.
 - ♦ Administer the decommissioning of obsolete servers.
 - ♦ CAD/RMS Server Replacement
 - ♦ Purchase and deploy Mobile Data Computers for Police Department vehicles.

PERFORMANCE OUTCOMES

	Measure
1	Information systems to ensure user availability 98% of the time.
2	Number of network servers maintained.
3	Number of workstations, laptops and notebook computers maintained.
4	98% of network back-ups are run and completed timely.
5	Cost per black and white photo copies including maintenance and replacement not to exceed \$.05. Number of black and white copies.
6	Cost per color photo copy including maintenance and replacement not to exceed \$.30. Number of color copies
7	95% of time photocopying machines are available during normal business hours.
8	95% of time IT work orders responded to within four hours of receipt.
9	90% of time average response time for emergency IT work order will be within two (2) hours of receipt.

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

**EXHIBIT B
647.547**

Description	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
647.547.7001 Personnel - Regular	\$ -	\$ -	\$ -	\$ 380,000
647.547.7002 Personnel - Temporary	-	-	-	-
647.547.7003 Personnel - Overtime	-	-	-	5,000
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	-	-	-	45,984
647.547.7107 Dental Insurance	-	-	-	6,480
647.547.7108 Group Health Insurance	-	-	-	41,316
647.547.7109 Group Life Insurance	-	-	-	960
647.547.7110 Workers' Compensation Insurance	-	-	-	3,230
647.547.7111 Unemployment Insurance	-	-	-	-
647.547.7112 Group Disability Insurance	-	-	-	3,348
647.547.7113 Medicare	-	-	-	5,583
647.547.7114 Auto Allowance	-	-	-	1,920
647.547.7118 Other Benefit Pay	-	-	-	-
647.547.7126 PARS 457 Retirement	-	-	-	-
647.547.7122 Deferred Compensation	-	-	-	4,940
647.547.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ 498,761

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

**EXHIBIT B-1
 647.547**

Permanent Personnel	Full-Time Equivalents (FTE's)				07/08 Adopted
	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted	
Information Technology Manager *	-	-	-	1.00	380,000
Staff Position A	-	-	-	1.00	
Staff Position B	-	-	-	1.00	
Staff Position C	-	-	-	1.00	
 * Formerly contracted for these services. Note: Job classifications/titles and salaries to be determined upon completion of on-going analysis.					
TOTAL	-	-	-	4.00	\$ 380,000

Temporary Personnel	Full-Time Equivalents (FTE's)				07/08 Adopted
	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
647.547**

Description	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
647.547.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
647.547.7421 Communications - Phones	8,402	7,791	15,070	14,100
647.547.7423 Clothing and Personal Expense	-	-	-	-
647.547.7424 Office Expense	11,126	18,901	17,850	19,000
647.547.7425 Small Tools	-	-	-	-
647.547.7427 Special Departmental Expense	11,660	8,167	8,450	25,625
647.547.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
647.547.7429 Maintenance & Operation of Equipment	321,804	273,419	361,302	390,936
647.547.7430 Professional & Specialized Services	606,588	493,561	544,000	33,750
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	8,847	31	5,500	7,000
647.547.7437 Staff Development	-	-	6,000	8,500
647.547.7438 Other Charges	23,871	26,048	28,550	30,650
647.547.7441 Special Community Services	-	-	-	-
647.547.7442 Insurance Claims Expense	-	-	-	-
647.547.7444 Depreciation	368,540	393,400	-	-
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	1,445	-	-	-
647.547.7884 Machinery & Equipment	5,140	15,570	197,050	213,900
TOTAL	\$ 1,367,423	\$ 1,236,888	\$ 1,183,772	\$ 743,461

Description	07/08 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Cell Phones (4 @ \$50/Month)	\$ 2,400
Field Wireless Access - Verizon (4 @ \$81.25/Month)	3,900
Internet Connection - Globix	7,800
	14,100
<u>7424 OFFICE EXPENSE</u>	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	16,400
Magnetic Media, IT Consumables	2,350
Stationery, Office Supplies, Business Cards	250
	19,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
AT&T Enhanced Alternate Call Routing of Police Non-Emergency Numbers	2,000
Community Alert System	17,000
Laser Jet Printers, HP 2430N Series (Replacement - 3 @ \$875/Each)	2,625
Uninterruptable Power Supply - Batteries	4,000
	25,625
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
<u>Hardware:</u>	
Cisco Smartnet Support Router & Firewall	5,800
Dell Server (2-Year Support Renewal for Nine Servers)	17,900
Dispatch Automated Map System	5,500
DLI Annual Maintenance (Replaces NiceLog - Voice Recording for Police)	3,000
Foundry Networks - Foundry Core Switch Maintenance	2,350
HP SDLT Tape Drive Support	800
Left-Hand Storage Network	9,300
Meridian Phone System (Maintenance & Warranty)	20,000
Motorola Mobile Data Terminal Support Contract (Police Department)	15,700
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
	88,110
SUB - TOTAL	\$ 146,835

Description	07/08 Adopted
7429 MAINTENANCE & OPERATION OF EQUIPMENT (Continued)	
Software:	
Adobe Acrobat (5 Licenses for Police Department)	\$ 2,500
ArcIms & ArcView Support (ESRI)	3,500
Autocad Subscription	7,800
CAD/RMS FRS Map Source Code Escrow	1,650
Cognos	2,500
Critical Reach Support	550
E-Safe Spam/Web Filtering	8,600
Gasboy Communications & Reporting Maintenance	550
GBIS Consulting - GIS Basemap & Ortho Layer Conversion or Training	25,000
Geo Smart - Moosepoint Annual Support	2,500
GIS Base Layer Maintenance - Centerline & Parcel - County Contract	5,000
In-Design - 10 Licenses (Upgrade from Pagemaker)	800
LaserFiche - Document Management Maintenance	13,100
Metroscan	10,500
Miscellaneous Software Upgrades (Contingency)	5,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	22,083
Munimetrix	700
Online Municipal Code - Book Publishing Corp.	825
Palladium CAD/RMS Support	89,808
Pavement Management Software Upgrade	385
Pentamation - Independent Contractor Report	2,000
Pentamation - License Renewals (\$16,720) / Software Maintenance (\$27,500)	44,220
Pentamation Software Maintenance (NEW)	4,660
Recware Safari - Active.Com (Recreation)	8,250
ServLet Exec Annual Maintenance	1,000
Square Rigger - Vehicle Maintenance System	2,750
Symantec Anti-Virus Subscription	3,800
T model - Traffic Counts	750
Tidemark - Permit*Plan (Permitting)	25,000
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
	302,826
	390,936
7430 PROFESSIONAL & SPECIALIZED SERVICES	
Pentamation Migration (Set-Up, Data Conversion; Configuration; Training)	33,750
	\$ 336,576

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

EXHIBIT E
 647.547

Account Description	07/08 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	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	132,445	94,260	272,488	206,180
APPROPRIATION TOTAL	\$ 132,445	\$ 94,260	\$ 272,488	\$ 206,180

FUNDING SOURCE(s)

Description	Fund	Acct. #	04/05 Actual	05/06 Actual	06/07 Adopted	07/08 Adopted
Beg. Fund Bal. - Asset Seizure	205	6090	\$ -	\$ -	\$ -	\$ -
Asset Seizure	205	4892	20,000	901	5,000	10,000
Federal Aid Urban	211	4410	6,385	6,554	-	-
Federal Aid Urban (Beg. Fund Bal.)	211	6090	-	-	-	50,000
State Grants (ABAG)	212	4523	10,000	-	-	10,000
Federal Grants (BVP)	218	4531	-	-	4,500	4,500
Federal Grants (Other Grants)	218	4523	9,197	11,055	3,000	3,000
Federal Grants (Traffic Safety)	218	4527	3,645	-	-	-
Federal Grants (LLEBG)	218	4532	7,914	9,689	-	-
Parkland Dedication (Beg. Fund Bal.)	295	6090	-	-	10,000	71,000
Parks & Museum Trust Revenue	794	4410	3,670	5,720	1,000	-
Donations-Historic Museum	794	4812	67,870	55,314	25,000	52,000
Donations-Parks	794	4818	400	718	-	-
Museum Trust (Beg. Fund Bal.)	794	6090	-	-	8,920	-
Senior Citizen Trust Revenue	797	4410	884	1,084	450	-
Senior Citizen Trust-Donations	797	4813	2,480	3,225	1,000	5,680
Beg. Fund Bal. - Senior Citizen Trust	797	6090	-	-	4,230	-
TOTAL			\$ 132,445	\$ 94,260	\$ 63,100	\$ 206,180

REVENUES MONITORED BY THIS PROGRAM

Asset Seizure (205.604)	205	4892	\$ 20,000	\$ 901	\$ 5,000	\$ 10,000
Federal Aid Urban	211	4410	6,385	6,554	-	-
Other Grants	212	4523	10,000	-	-	10,000
Federal Grants	218	4523	9,197	11,055	3,000	3,000
Federal Grants	218	4531	-	-	4,500	4,500
Federal Grants	218	4527	3,645	-	-	-
Federal Grants (LLEBG)	218	4532	7,914	9,689	-	-
Investment Earnings	794	4410	3,670	5,720	1,000	-
Donations-Historic Museum (794.775)	794	4812	55,376	55,314	25,000	52,000
Donations-Ainsley Capital	794	4815	12,494	-	-	-
Donations-Parks (794.775)	794	4818	400	718	-	-
Investment Earnings	797	4410	884	1,084	450	-
Senior Trust - Donations (797.526)	797	4813	2,480	3,225	1,000	5,680
TOTAL			\$ 132,445	\$ 94,260	\$ 39,950	\$ 85,180

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

**EXHIBIT E
 Misc. 980**

Account Description	07/08 Adopted
9899 OPERATING TRANSFERS OUT	
Museum Trust - (794) Museum Services - # 101.528	\$ 32,000
Senior Citizens Trust - (797) Senior Citizens Services - # 101.526	5,680
Asset Forfeiture Fund - (205) Police - Field Services - # 101.605 (In-Car Cameras - WMD Supplies)	10,000
Association of Bay Area Governments Grant) - (212) Police - Field Services - # 101.605 (Tasers)	10,000
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	71,000
Parkland Dedication - (295) Equipment Pool - # 641.750 (Aerator)	-
Federal Urban Aid - (211) Public Works - Street Maintenance - # 204.760 (Gas Tax Fund Subsidy)	10,000
Museum Trust - (794) Building Maintenance - # 101.530	20,000
Federal Urban Aid - (211) Public Works - Transportation Engineering - # 101.720 (Subsidy)	40,000
TOTAL TRANSFERS OUT	\$ 206,180