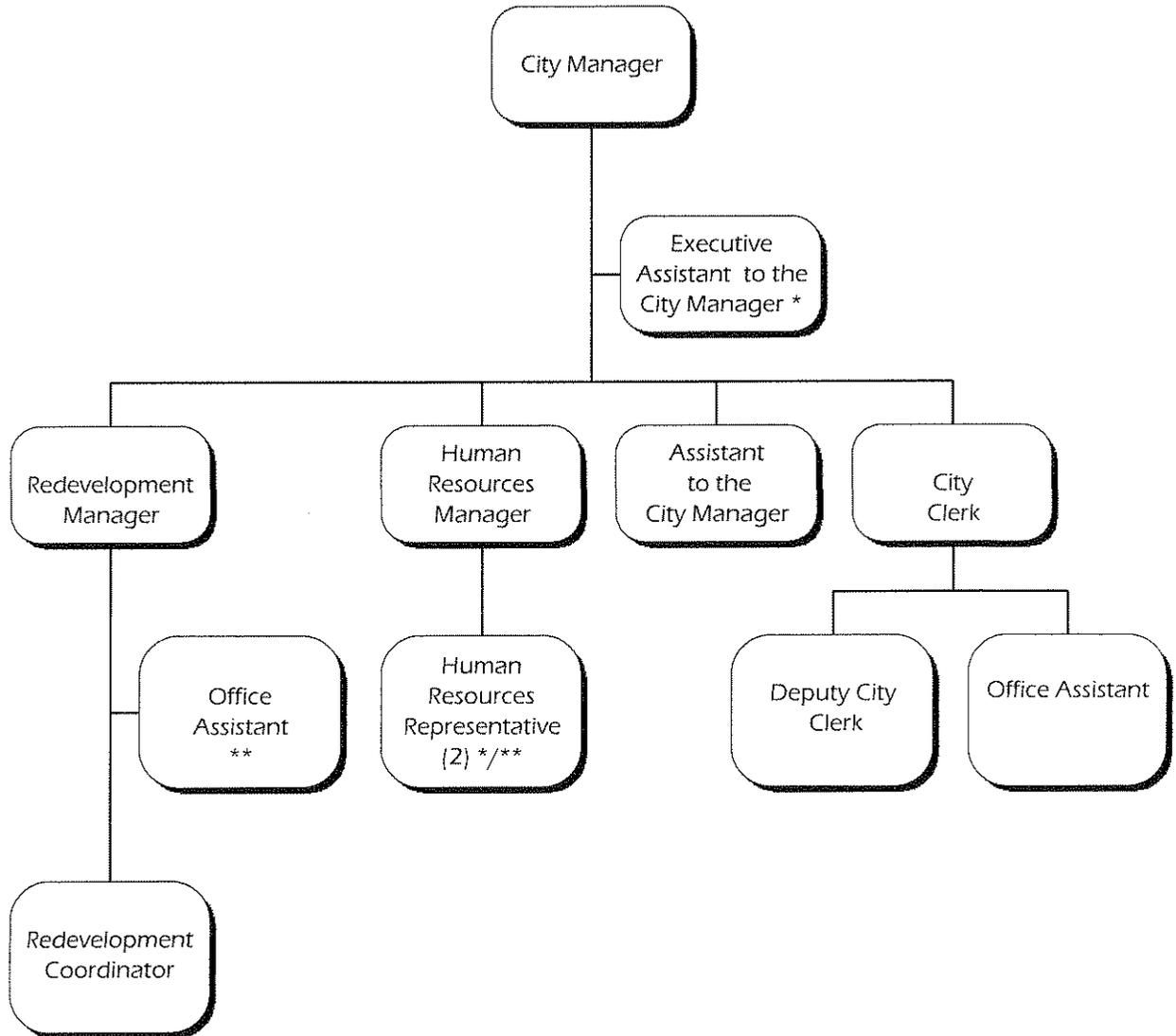


City Manager



City Manager's Office 2008 - 2009



* Confidential

** Permanent Part-Time

CITY MANAGER DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2005-2006	Actual 2006-2007	Adopted 2007-2008	Adopted 2008-2009
Assistant to the City Manager	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Representative	0.75	0.75	0.75	1.50
Office Assistant	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	-
Total Budgeted Positions	8.75	8.75	8.75	8.50
<u>Temporary Positions</u>				
Temporary Clerical Assistance	0.01	-	-	-
Total Temporary Positions	0.01	-	-	-
Total Staffing	8.76	8.75	8.75	8.50

Expenditure Summary

Description	Actual 2005-2006	Actual 2006-2007	Adopted 2007-2008	Adopted 2008-2009
Employee Services	\$ 1,021,556	\$ 978,946	\$ 1,093,875	\$ 1,152,350
Supplies & Other Services & Capital Outlay	1,526,510	343,482	1,329,281	1,501,521
Debt Service	-	-	-	-
Total Before Transfers	2,548,066	1,322,428	2,423,156	2,653,871
Transfers-Out	100,000	-	-	-
Appropriation Total	2,648,066	1,322,428	2,423,156	2,653,871
Less Transfers-In	50,832	64,048	564,978	66,638
Net Cost	\$ 2,597,234	\$ 1,258,380	\$ 1,858,178	\$ 2,587,233

Revenue Summary

Total Revenue Monitored by Department	\$ 1,268,968	\$ 1,495,152	\$ 1,505,704	\$ 1,370,835
--	---------------------	---------------------	---------------------	---------------------

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2008 - 2009

- Continue to explore possible new revenue source prior to November 2008 general election.
- Continue to review and refine Capital Improvement Plan process.
- Coordinate candidate and new member orientation.
- Oversee implementation of "green" policies, practices and education.
- Explore staffing alternatives and options related to funding a Museum Director, Environmental Coordinator and overall Police Department staffing.
- Provide staff support on Civic Improvement Commission's Poetry-In-Motion project.
- Oversee development of citywide ADA Transition Plan.
-

PERFORMANCE OUTCOMES

	Measure	FY 08*
1	Quarterly Council Agenda items presented as scheduled 90% of time.	87%
2	City Manager's Office will respond to citizen concerns within 2 business days 90% of time.	**
3	Review and process Purchase Orders within 2 business days 90% of time.	100%
4	Civic Improvement Commission agenda packets will be completed and transmitted 4 business days prior to meeting 95% of time.	100%
5	Civic Improvement Commission annual Workplan Items will meet timelines 90% of time.	100%
6	Public Information Workplan Items will meet timelines 90% of time.	***

*6 months only
**Data not fully collected
***Data reported at fiscal year end

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

EXHIBIT A
 101.510

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Employee Services (Exhibit B)	\$ 461,049	\$ 436,947	\$ 495,010	\$ 508,255
Supplies, Services & Capital Outlay (Exhibit C)	123,029	120,784	115,483	142,083
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	584,078	557,731	610,493	650,338
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 584,078	\$ 557,731	\$ 610,493	\$ 650,338

FUNDING SOURCE(s)

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
General Fund Revenues	101	Misc.	\$ 533,246	\$ 493,683	\$ 545,515	\$ 583,700
Environmental Services	209	9899	15,000	17,500	17,500	17,500
RDA - 20% Housing	223	9899	7,166	17,309	17,655	18,272
RDA - Administration	434	9899	28,666	29,239	29,823	30,866
TOTAL			\$ 584,078	\$ 557,731	\$ 610,493	\$ 650,338

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Cable TV Franchise Fee	101	4122	\$ 297,384	\$ 356,392	\$ 320,000	\$ 380,000
Environmental Services - Transfers In	101	6899	15,000	17,500	17,500	17,500
RDA - 20% Housing - Transfers In	101	6899	7,166	17,309	17,655	18,272
RDA - Administration - Transfers In	101	6899	28,666	29,239	29,823	30,866
Telephone Francise Fee	101	4125	-	-	-	500
TOTAL			\$ 348,216	\$ 420,440	\$ 384,978	\$ 447,138

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

**EXHIBIT B
101.510**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
101.510.7001 Personnel - Regular	\$ 360,181	\$ 342,981	\$ 385,130	\$ 402,325
101.510.7002 Personnel - Temporary	880	11,625	-	-
101.510.7003 Personnel - Overtime	100	-	300	300
101.510.7005 Personnel - POST	-	-	-	-
101.510.7103 Personnel - Holiday Pay	-	-	-	-
101.510.7104 Meal Allowance	-	-	-	-
101.510.7105 Uniform Allowance	-	-	-	-
101.510.7106 Retirement	43,946	42,373	46,605	44,908
101.510.7107 Dental Insurance	5,224	4,892	4,856	4,587
101.510.7108 Group Health Insurance	29,491	30,196	35,020	33,938
101.510.7109 Group Life Insurance	632	563	816	744
101.510.7110 Workers' Compensation Insurance	1,725	2,625	3,182	2,375
101.510.7111 Unemployment Insurance	-	-	-	-
101.510.7112 Group Disability Insurance	2,366	2,134	3,199	3,050
101.510.7113 Medicare	5,300	5,311	5,589	5,838
101.510.7114 Auto Allowance	6,986	6,886	7,206	7,590
101.510.7118 Other Benefit Pay	(500)	(16,647)	-	-
101.510.7119 Social Security	-	-	-	-
101.510.7122 Deferred Compensation Contribution	4,707	3,857	3,107	2,600
101.510.7126 PARS 457 Retirement	11	151	-	-
101.510.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 461,049	\$ 436,947	\$ 495,010	\$ 508,255

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

**EXHIBIT B-1
 101.510**

Permanent Personnel	Full-Time Equivalents (FTE's)				08/09 Adopted
	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted	
City Manager	1.00	1.00	1.00	1.00	\$ 189,624
Assistant to the City Manager	0.80	0.80	0.80	1.00	124,131
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00	82,108
Office Specialist (Confidential)	0.50	0.50	0.50	-	-
Office Assistant	0.10	0.10	0.10	0.10	6,462
TOTAL	3.40	3.40	3.40	3.10	\$ 402,325

Temporary Personnel	Full-Time Equivalents (FTE's)				08/09 Adopted
	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.510**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
101.510.7420 Utilities - Electricity/Gas	\$ -	\$ -		
101.510.7421 Communications - Phones	9	-	\$ 1,000	\$ 800
101.510.7422 Advertising	-	-	-	-
101.510.7423 Clothing and Personal Expense	-	-	-	-
101.510.7424 Office Expense	1,103	1,041	1,800	1,000
101.510.7425 Minor Tools & Equipment	-	-	-	-
101.510.7427 Special Departmental Expense	920	580	2,400	5,200
101.510.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.510.7429 Maintenance & Operation of Equipment	280	286	500	500
101.510.7430 Professional & Specialized Services	-	19,595	1,000	26,000
101.510.7431 Promotional Expense	18,818	10,000	12,500	12,500
101.510.7432 Other Contractual Services	69,754	50,000	50,000	50,000
101.510.7433 Insurance and Surety Bonds	-	-	-	-
101.510.7434 Memberships, Dues, Books	3,248	2,872	4,200	4,000
101.510.7435 Professional Development & Meetings	2,316	2,134	4,000	4,000
101.510.7437 Staff Development	-	-	-	-
101.510.7438 Other Charges	-	-	-	-
101.510.7441 Special Community Services	-	-	-	-
101.510.7442 Insurance Claims Expense	-	-	-	-
101.510.7548 User Charges - Photocopy/Fax	-	-	-	-
101.510.7549 User Charges - Communications Pool	-	-	-	-
101.510.7550 User Charges - Motor Pool	4	5	-	-
101.510.7551 User Charges - IT Pool	26,577	34,271	38,083	38,083
101.510.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 123,029	\$ 120,784	\$ 115,483	\$ 142,083

Description	08/09 Adopted
<u>7421 COMMUNICATIONS</u>	
Cell Phones	\$ 800
<u>7424 OFFICE EXPENSE</u>	
Office Supplies - Printed Forms	1,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Citywide Employee Recognition	1,000
Civic Improvement Commission Project	500
Departmental Employee Recognition	200
Employees' Holiday Event/Annual Picnic	3,000
Special Supplies, Film Processing & Awards	500
	5,200
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Typewriter Repair - Citywide	500
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Enhanced Public Awareness Program	25,000
Temporary Staffing	1,000
	26,000
<u>7431 PROMOTIONAL EXPENSE</u>	
Countywide 2-1-1 Initiative (United Way Silicon Valley)	2,500
Chamber of Commerce Information & Referral Contract	10,000
	12,500
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Social Service Grants: *	50,000
Catholic Charities / Ombudsman Program	
Live Oak Adult Day Services	
Outreach & Escort - Case Management Services	
Outreach & Escort - Transportation	
Saratoga Adult Care Center	
Second Harvest Food Bank / Brown Bag Program	
Teen Counseling Center	
The Health Trust / Meals on Wheels	
	50,000
SUB - TOTAL	\$ 96,000

* As Approved by City Council on 05/06/08

Description	08/09 Adopted
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues: International City Management Association (ICMA); Chamber of Commerce; Municipal Management Assistants Northern California (MMANC); California Association of Public Information Officers (CAPIO)	\$ 3,000
Books, 'Subscriptions (International City Manager's Association Publication, Americans with Disabilities, Act Compliance Guide, Cable TV Compliance Guide and Business Journal)	1,000
	4,000
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	4,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	38,083
TOTAL	\$ 142,083

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2008 - 2009

- Coordinate November 4, 2008 General Municipal election.
- Participate in review and update of the Campbell Municipal Code.
- Participate in review of records management practices and applicability of City's electronic systems focusing on Laserfiche.

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

PERFORMANCE OUTCOMES

	Measure	FY 08*
1	100% of legal notification requirements for Council Meetings are met.	100%
2	90% of the Minutes, Resolutions and Ordinances will be scanned into document imaging within two weeks of City Council approval.	100%
3	90% of the Minutes of City Council Meetings will be accurately prepared for approval at the next regular Council Meeting.	100%
4	90% of the City Council meeting follow-up (correspondence, confirming documents, signatures, copy distribution, document filing) will be completed within two weeks of Council meeting date.	100%
5	90% of Business License renewal notices will be mailed within 3 business days upon receipt of invoices from Finance.	100%

*6 months only

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

EXHIBIT A
 101.511

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Employee Services (Exhibit B)	\$ 274,555	\$ 264,661	\$ 292,517	\$ 308,533
Supplies, Services & Capital Outlay (Exhibit C)	82,076	116,250	114,087	170,287
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	356,631	380,911	406,604	478,820
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 356,631	\$ 380,911	\$ 406,604	\$ 478,820

FUNDING SOURCE(s)

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
General Fund Revenues	101	Misc.	\$ 356,631	\$ 380,911	\$ 406,604	\$ 478,820
TOTAL			\$ 356,631	\$ 380,911	\$ 406,604	\$ 478,820

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Business License Fee	101	4152	\$ 202,101	\$ 203,145	\$ 205,000	\$ 210,000
Business License Application & Processing Fee	101	4652	77,358	77,072	80,000	80,000
Expense Abatement-Bus Passes	101	4967	288	783	-	-
Cash Over/Short	101	6070	-	-	-	-
TOTAL			\$ 279,747	\$ 281,000	\$ 285,000	\$ 290,000

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

**EXHIBIT B
101.511**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
101.511.7001 Personnel - Regular	\$ 205,109	\$ 210,091	\$ 217,359	\$ 232,543
101.511.7002 Personnel - Temporary	-	-	-	-
101.511.7003 Personnel - Overtime	-	-	540	-
101.511.7005 Personnel - POST	-	-	-	-
101.511.7103 Personnel - Holiday Pay	-	-	-	-
101.511.7104 Meal Allowance	-	-	-	-
101.511.7105 Uniform Allowance	-	-	-	-
101.511.7106 Retirement	25,462	25,528	26,303	25,956
101.511.7107 Dental Insurance	4,626	4,626	4,698	4,698
101.511.7108 Group Health Insurance	25,195	28,731	30,004	31,936
101.511.7109 Group Life Insurance	539	539	696	696
101.511.7110 Workers' Compensation Insurance	986	1,602	1,797	1,372
101.511.7111 Unemployment Insurance	-	-	-	-
101.511.7112 Group Disability Insurance	1,882	1,898	2,530	2,530
101.511.7113 Medicare	3,277	3,403	3,160	3,372
101.511.7114 Auto Allowance	1,925	1,930	1,920	1,920
101.511.7118 Other Benefit Pay	2,036	(17,216)	-	-
101.511.7119 Social Security	-	-	-	-
101.511.7122 Deferred Compensation Contribution	3,518	3,529	3,510	3,510
101.511.7126 PARS 457 Retirement	-	-	-	-
101.511.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 274,555	\$ 264,661	\$ 292,517	\$ 308,533

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

**EXHIBIT B-1
 101.511**

Permanent Personnel	Full-Time Equivalents (FTE's)				08/09 Adopted
	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted	
City Clerk	1.00	1.00	1.00	1.00	\$ 111,132
Deputy City Clerk	1.00	1.00	1.00	1.00	71,295
Office Assistant *	0.90	0.90	0.90	0.90	50,116
* Balance in 101.510					
TOTAL	2.90	2.90	2.90	2.90	\$ 232,543

Temporary Personnel	Full-Time Equivalents (FTE's)				08/09 Adopted
	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.511**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
101.511.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.511.7421 Communications - Phones	504	325	500	500
101.511.7422 Advertising	10,380	14,608	15,900	16,700
101.511.7423 Clothing and Personal Expense	-	-	-	-
101.511.7424 Office Expense	38,917	35,588	49,700	52,000
101.511.7425 Minor Tools & Equipment	-	-	-	-
101.511.7427 Special Departmental Expense	3,601	398	1,200	1,200
101.511.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.511.7429 Maintenance & Operation of Equipment	380	5,819	7,810	7,910
101.511.7430 Professional & Specialized Services	603	6,947	7,560	7,560
101.511.7431 Promotional Expense	-	-	-	-
101.511.7432 Other Contractual Services	-	-	-	-
101.511.7433 Insurance and Surety Bonds	-	-	-	-
101.511.7434 Memberships, Dues, Books	509	518	1,015	1,015
101.511.7435 Professional Development & Meetings	2,211	1,208	3,000	3,000
101.511.7436 Election Expense	-	26,360	-	53,000
101.511.7437 Staff Development	-	-	-	-
101.511.7441 Special Community Services	-	-	-	-
101.511.7442 Insurance Claims Expense	-	-	-	-
101.511.7548 User Charges - Photocopy/Fax	-	-	-	-
101.511.7549 User Charges - Communications Pool	-	-	-	-
101.511.7550 User Charges - Motor Pool	-	-	200	200
101.511.7551 User Charges - IT Pool	24,971	24,479	27,202	27,202
101.511.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 82,076	\$ 116,250	\$ 114,087	\$ 170,287

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

**EXHIBIT C-1
101.511
Page 1**

Description	08/09 Adopted
<u>7421 COMMUNICATIONS</u>	
Cell Phone Charges	\$ 500
<u>7422 ADVERTISING</u>	
Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc.	16,700
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	2,700
Postage for All Departments	49,300
	52,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Frames for City Council Proclamations/Resolutions	500
Minute, Ordinance & Resolution Books	400
Office Equipment	300
	1,200
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Mailing Machine - 48 Month Lease	6,060
Standard Register Maintenance Agreement / Signature Plate (Burroughs Check Signer)	700
Supplies for Postage Machine	400
U.S. Audio (Sony Recorder Maintenance & Supplies)	750
	7,910
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Codification of Ordinances Amending Campbell Municipal Code	5,000
Temporary Staffing	2,560
	7,560
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	100
Dues	465
Notary Renewal	300
Subscriptions	150
	1,015
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	3,000
<u>7436 ELECTION EXPENSE</u>	
November 4, 2008 General Municipal Election (Council Election Only)	53,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Pool Vehicle Rental	200
SUB - TOTAL	\$ 143,085

Description	08/09 Adopted
7551 USER CHARGES - IT POOL	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	\$ 27,202
TOTAL	\$ 170,287

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2008 - 2009

- Meet and confer with Millmen & Industrial Carpenters (MIC).
- Begin use of electronic records management system.
- Conduct management classification study.
- Assess Employee Recognition Program.
- Conduct classification audits for requested positions.
- Create internal employee development program.
- Explore Interest Based Bargaining with labor groups.
- Explore participation in Employer Support of the Guard and Reserve (ESGR).
- Conduct benchmark position salary surveys per memorandum of understanding (MOU).

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

PERFORMANCE OUTCOMES

	Measure	FY 08*
1	Complete 90% of recruitments in 2.5 months or less (time measured from date filing opens to date Eligibility List is established).	100%
2	90% of recruitments begin within two (2) weeks of approval to fill the position.	100%
3	Provide 22,000 volunteer hours to City programs annually.	14,809
4	Employee inquiries regarding benefits and compensation are addressed within 3 working days 90% of the time	100%

*6 months only

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

**EXHIBIT B
101.515**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
101.515.7001 Personnel - Regular	\$ 193,540	\$ 185,925	\$ 208,035	\$ 227,750
101.515.7002 Personnel - Temporary	880	11,647	-	-
101.515.7003 Personnel - Overtime	100	-	-	-
101.515.7005 Personnel - POST	-	-	-	-
101.515.7103 Personnel - Holiday Pay	-	-	-	-
101.515.7104 Meal Allowance	-	-	-	-
101.515.7105 Uniform Allowance	-	-	-	-
101.515.7106 Retirement	24,084	23,576	25,174	25,421
101.515.7107 Dental Insurance	3,946	3,618	3,398	3,666
101.515.7108 Group Health Insurance	19,674	19,721	25,620	30,739
101.515.7109 Group Life Insurance	468	414	600	672
101.515.7110 Workers' Compensation Insurance	953	1,785	1,717	1,344
101.515.7111 Unemployment Insurance	-	-	-	-
101.515.7112 Group Disability Insurance	1,663	1,514	2,325	2,567
101.515.7113 Medicare	2,895	3,091	3,017	3,302
101.515.7114 Auto Allowance	1,925	1,930	1,920	1,536
101.515.7118 Other Benefit Pay	3,135	(9,397)	-	-
101.515.7119 Social Security	-	-	-	-
101.515.7122 Deferred Compensation Contribution	2,868	2,538	2,828	2,977
101.515.7126 PARS 457 Retirement	11	151	-	-
101.515.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 256,142	\$ 246,513	\$ 274,634	\$ 299,974

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

**EXHIBIT C
101.515**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
101.515.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.515.7421 Communications - Phones	641	1,042	500	500
101.515.7422 Advertising	1,930	2,937	3,500	3,500
101.515.7423 Clothing and Personal Expense	-	-	-	-
101.515.7424 Office Expense	1,166	2,053	2,500	2,500
101.515.7425 Minor Tools & Equipment	-	-	-	-
101.515.7427 Special Departmental Expense	2,345	3,497	6,500	6,500
101.515.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.515.7429 Maintenance & Operation of Equipment	-	-	-	-
101.515.7430 Professional & Specialized Services	52,444	60,639	74,380	128,120
101.515.7431 Promotional Expense	-	-	-	-
101.515.7432 Other Contractual Services	-	-	-	-
101.515.7433 Insurance and Surety Bonds	-	-	-	-
101.515.7434 Memberships, Dues, Books	1,525	1,215	1,600	1,600
101.515.7435 Professional Development & Meetings	3,552	4,023	4,500	6,500
101.515.7437 Staff Development	16,802	17,687	20,500	33,100
101.515.7438 Other Charges	-	-	-	-
101.515.7441 Special Community Services	6,486	4,374	5,000	5,500
101.515.7442 Insurance Claims Expense	10,471	17,122	20,000	25,000
101.515.7548 User Charges - Photocopy/Fax	-	-	-	-
101.515.7549 User Charges - Communications Pool	-	-	-	-
101.515.7550 User Charges - Motor Pool	-	-	100	100
101.515.7551 User Charges - IT Pool	8,233	9,792	10,881	10,881
101.515.7625 Retiree Health Rebate	48,127	46,871	80,000	100,000
101.515.7626 Retiree Health Prefunding (OPEB)	-	-	-	118,000
101.515.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 153,722	\$ 171,252	\$ 229,961	\$ 441,801

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

EXHIBIT C-1
101.515
Page 1

Description	08/09 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Cell Phone Charges	\$ 500
<u>7422 ADVERTISING</u>	3,500
<u>7424 OFFICE EXPENSE</u>	
Office Supplies & Forms	2,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
City-wide Safety Supplies	1,000
Fingerprinting - All New Permanent Employees and Temporary Recreation Employees as Required by Law	3,000
Oral Board Expenses	1,800
Negotiations Lunches	400
Travel Reimbursement - Out of Area Job Candidates	300
	6,500
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Attorney Fees - Labor Relations	7,500
Bilingual Testing	300
Cal Opps	1,500
CalPERS Health Administration Fee - Employee Benefit Specialists (EBS)	4,500
CalPERS Retired Members Health - EBS	1,500
City-Wide Safety Program / Injury & Illness Prevention Program (IIPP) Contract	17,500
Employee Relations Service (Includes Dues & Special Projects)	8,820
Executive Search Firm	25,000
Hearing Conservation Program	700
Hepatitis B Vaccinations	1,100
Management Classification Study	20,000
Pre-employment Physicals (Not Clerical/Administrative)	3,000
Psychological Services (Critical Incident Debriefing/Fitness for Duty Evaluation)	1,100
Public Agency Retirement Systems (PARS) - Alternative to Social Security	12,000
Section 125 Administration Fee - EBS	11,100
Temporary Staffing	7,500
Test Rental and Administration Fees	5,000
	128,120
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	1,600
SUB-TOTAL	\$ 142,720

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

**EXHIBIT C-1
101.515
Page 2**

Description	08/09 Adopted
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
Conferences & Meetings - Human Resources Manager	\$ 1,000
Conference / Seminar - HR Staff	2,000
H/R Related Seminars - Liebert, Cassidy, Whitmore, etc.	3,500
	6,500
<u>7437 STAFF DEVELOPMENT</u>	
Annual Management Group/Department Head Training	5,000
Central Tuition Reimbursement	15,000
Employee Relations Consortium	3,000
Healthy Lifestyle	1,500
Human Resources Training (Sexual Harassment)	3,000
Management Talent Exchange Program (MTEP)	800
Service & Retirement Awards Program	4,800
	33,100
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Volunteer Recognition	5,500
<u>7442 INSURANCE CLAIMS EXPENSE (Formerly in 692.518)</u>	
Payment of Unemployment Claims (Extended Payment of Claims) *	25,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Pool Vehicle Rental	100
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	10,881
<u>7625 RETIREE HEALTH REBATE</u>	
Upon retirement from the City of Campbell, employees who have completed as least seventeen years of service are eligible for health insurance reimbursement for self only up to \$300 per month	100,000
<u>7626 RETIREE HEALTH PREFUNDING</u>	
GASB 45 phase in funding of future retiree health benefits (OPEB) **	118,000
<p>* Funded from Unemployment Reserve ** Funded from PERS Reserve</p>	
TOTAL	\$ 441,801

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2008 - 2009

- Review and revise Workers' Compensation Administrative Policy.
 - Identify outdated elements to existing policy.
 - Incorporate new laws/regulations into new policy.
 - Develop question and answer attachment.
 - Prepare draft policy.
 - Send draft to third party administrator and workers' compensation attorney for review and comment.
 - Distribute draft policy to executive team for review and comment.
 - Finalize and implement new policy.
- Provide training to managers regarding workers' compensation reporting procedures.

PERFORMANCE OUTCOMES

	Measure	FY 08*
1	90% of claims are responded to within 5 working days.	100%
2	Hours lost due to industrial injuries.	N/A
3	Percent of annual increase (decrease) in the number of recordable work related injuries.	<25%>

*6 months only

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

EXHIBIT A
 690.516

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Employee Services (Exhibit B)	\$ 29,810	\$ 30,825	\$ 31,714	\$ 35,588
Supplies, Services & Capital Outlay (Exhibit C)	1,167,683	(64,804)	869,750	747,350
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,197,493	(33,979)	901,464	782,938
Transfers Out (Exhibit E)	100,000	-	-	-
APPROPRIATION TOTAL	\$ 1,297,493	\$ (33,979)	\$ 901,464	\$ 782,938

FUNDING SOURCE(S)

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Workers' Comp. Trust	690	5142	\$ 483,845	\$ 722,445	\$ 751,464	\$ 700,335
Workers' Comp. Ins. - Beg. Fund Bal.	690	6090	605,656	-	172,286	82,603
Insurance Claims Reimbursements	690	4962	207,992	135,315	-	-
Reserve for Workers' Compensation	101	9899	-	-	500,000	-
TOTAL			1,297,493	\$ 857,760	\$ 1,423,750	\$ 782,938

REVENUES MONITORED BY THIS PROGRAM

Workers' Compensation:						
Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Charges to Operating Departments	690	5142	\$ 483,845	\$ 722,445	\$ 900,704	\$ 700,335
Reserve for Workers' Compensation	101	6899	-	-	500,000	-
Insurance Claims Reimbursements	690	4962	207,992	135,315	-	-
TOTAL			\$ 691,837	\$ 857,760	\$ 1,400,704	\$ 700,335

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

**EXHIBIT B
 690.516**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
690.516.7001 Personnel - Regular	\$ 23,127	\$ 23,733	\$ 24,861	\$ 28,460
690.516.7002 Personnel - Temporary	-	-	-	-
690.516.7003 Personnel - Overtime	-	-	-	-
690.516.7005 Personnel - POST	-	-	-	-
690.516.7103 Personnel - Holiday Pay	-	-	-	-
690.516.7104 Meal Allowance	-	-	-	-
690.516.7105 Uniform Allowance	-	-	-	-
690.516.7106 Retirement	2,899	2,904	3,008	3,177
690.516.7107 Dental Insurance	319	319	324	324
690.516.7108 Group Health Insurance	1,788	2,048	2,093	2,183
690.516.7109 Group Life Insurance	37	37	48	48
690.516.7110 Workers' Compensation Insurance	107	173	205	168
690.516.7111 Unemployment Insurance	-	-	-	-
690.516.7112 Group Disability Insurance	158	158	223	223
690.516.7113 Medicare	318	324	360	413
690.516.7114 Auto Allowance	385	386	384	384
690.516.7118 Other Benefit Pay	464	534	-	-
690.516.7119 Social Security	-	-	-	-
690.516.7122 Deferred Compensation Contribution	208	209	208	208
690.516.7126 PARS 457 Retirement	-	-	-	-
690.516.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 29,810	\$ 30,825	\$ 31,714	\$ 35,588

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

EXHIBIT B-1
 690.516

Permanent Personnel	Full-Time Equivalents (FTE's)				08/09 Adopted
	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted	
Human Resources Manager *	0.20	0.20	0.20	0.20	\$ 28,460
* Balance of Position in 101.515					
TOTAL	0.20	0.20	0.20	0.20	\$ 28,460

Temporary Personnel	Full-Time Equivalents (FTE's)				08/09 Adopted
	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
690.516**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
690.516.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
690.516.7421 Communications - Phones	-	-	-	-
690.516.7422 Advertising	-	-	-	-
690.516.7423 Clothing and Personal Expense	-	-	-	-
690.516.7424 Office Expense	-	-	50	50
690.516.7425 Minor Tools & Equipment	-	-	-	-
690.516.7427 Special Departmental Expense	-	-	-	-
690.516.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
690.516.7429 Maintenance & Operation of Equipment	-	-	-	-
690.516.7430 Professional & Specialized Services	50,419	50,132	54,700	57,300
690.516.7431 Promotional Expense	-	-	-	-
690.516.7432 Other Contractual Services	-	-	-	-
690.516.7433 Insurance and Surety Bonds	183,694	-	90,000	90,000
690.516.7434 Memberships, Dues, Books	-	-	-	-
690.516.7435 Professional Development & Meetings	-	-	-	-
690.516.7437 Staff Development	-	-	-	-
690.516.7438 Other Charges	-	-	-	-
690.516.7441 Special Community Services	-	-	-	-
690.516.7442 Insurance Claims Expense	483,018	528,531	425,000	500,000
690.516.7548 User Charges - Photocopy/Fax	-	-	-	-
690.516.7549 User Charges - Communications Pool	-	-	-	-
690.516.7668 Change in Accrual W/C Losses	450,552	(643,467)	300,000	100,000
690.516.7669 Reimbursable W/C Claims Expense	-	-	-	-
690.516.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 1,167,683	\$ (64,804)	\$ 869,750	\$ 747,350

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

EXHIBIT C-1
 690.516

Description	08/09 Adopted
<u>7424 OFFICE EXPENSE</u>	
Supplies, Forms, Etc.	\$ 50
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Actuarial Review	3,000
Department of Industrial Relations (DOIR) Self-Insurance Fee	9,000
Third-Party Administrator Fees (Tri-Star)	45,300
	57,300
<u>7433 INSURANCE & SURETY BONDS</u>	
Excess Workers' Compensation Insurance over \$1,000,000 Self-Insured Retention (SIR)	90,000
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
Disability Payments to Employees, Medical Fees, Legal Fees, Etc.	500,000
<u>7668 CHANGE IN ACCRUAL</u>	
Workers' Compensation Losses *	100,000
TOTAL	\$ 747,350

* Funded with One-Time Revenue - Beginning Fund Balance