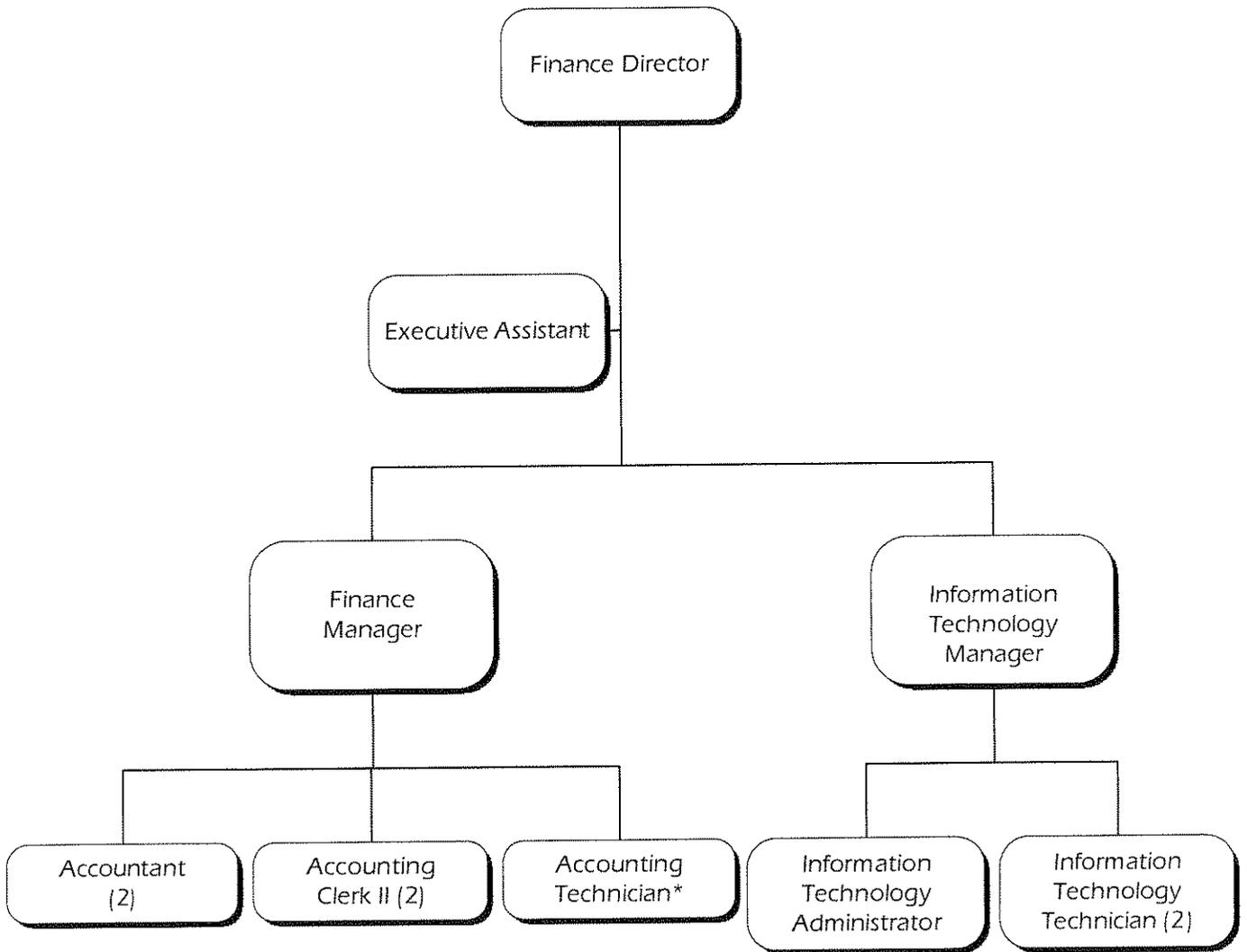


Finance Department



Finance Department 2008 - 2009



* Confidential

FINANCE DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2005-2006</u>	<u>Actual 2006-2007</u>	<u>Adopted 2007-2008</u>	<u>Adopted 2008-2009</u>
Accountant	1.88	1.87	1.87	1.87
Accounting Clerk II	2.00	2.00	2.00	2.00
Finance Manager	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
City Treasurer (Elected)	1.00	1.00	1.00	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	1.00
Information Technology Administrator	-	-	1.00	1.00
Information Technology Technician	-	-	2.00	2.00
Total Budgeted Positions	8.88	8.87	12.87	12.87
 Temporary Positions				
Finance Intern / IT Support	-	-	-	-
Total Temporary Positions	-	-	-	-
Total Staffing	8.88	8.87	12.87	12.87

Expenditure Summary

<u>Description</u>	<u>Actual 2005-2006</u>	<u>Actual 2006-2007</u>	<u>Adopted 2007-2008</u>	<u>Adopted 2008-2009</u>
Employee Services	\$ 718,113	\$ 759,115	\$ 1,437,333	\$ 1,507,285
Supplies & Other Services & Capital Outlay	2,187,008	2,102,812	1,488,578	1,288,890
Debt Service	1,667,732	1,661,708	1,663,301	1,660,495
Total Before Transfers	4,572,853	4,523,635	4,589,212	4,456,670
Transfers-Out	21,675	21,675	21,675	22,708
Appropriation Total	4,594,528	4,545,310	4,610,887	4,479,378
Less Transfers-In	886,907	796,189	797,372	762,563
Net Cost	\$ 3,707,621	\$ 3,749,121	\$ 3,813,515	\$ 3,716,815

Revenue Summary

Total Revenue Monitored by Department	\$ 21,208,556	\$ 24,402,585	\$ 24,495,219	\$ 24,732,825
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GENERAL FUND - (101)
Finance Department – Accounting Services Program (535)
Program Manager – Finance Manager

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Maintain an effective accounting system providing for management information of all assets, liabilities, revenues, expenditures, projects, transfers, and fund balances.
- Pursue recognition from state and national organizations for outstanding budgeting and financial reporting.
- 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 performances measures.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2008 – 2009

- Work on implementation of new revenue measure for City should it be placed on the November, 2008 ballot and be successful.
- Provide enhanced Pentamation end user training
- Develop and utilize the enhanced project accounting functions within Pentamation G/L.

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2008 – 2009

- Implement the Workflow, Employee Access Center and Employee Time Sheet Modules in Pentamation.
- Implement a new banking services agreement for the City.
- Complete the implementation of Government Accounting Standards Board Statement No. 45 for Other Post-Employment Benefits (OPEB).
- Implement new multi-year contract (and possible transition to new audit firm) for financial and compliance audit services.

PERFORMANCE OUTCOMES

	Measure	FY 08*
1	90% of invoices are processed within 45 days.	100%
2	Number of A/P checks generated annually.	2,791
3	Number of invoices processed annually.	5,600
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	75%
5	100% of the time, file all mandatory State and Federal reports within required timelines.	100%
6	Percent of time an unqualified audit opinion is received.	100%
7	80% of audit management letter comments implemented.	100%
8	95% of budget calendar milestones are met.	**
9	90% of time miscellaneous accounts receivable billings are generated within 30 days.	90%
10	100% of bi-weekly payroll will be processed accurately and on schedule.	100%
11	100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.	100%
12	Number of payroll checks generated annually.	4,021
13	90% of business license billings will be generated within 30 days of scheduled expiration date.	100%

*6 months only

**Data calculated at end of fiscal year.

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

EXHIBIT A
 101.535

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Employee Services (Exhibit B)	\$ 706,830	\$ 746,938	\$ 925,569	\$ 964,820
Supplies, Services & Capital Outlay (Exhibit C)	197,508	251,541	113,037	113,137
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	904,338	998,479	1,038,606	1,077,957
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 904,338	\$ 998,479	\$ 1,038,606	\$ 1,077,957

FUNDING SOURCE(s)

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
General Fund Revenues	101	Misc.	\$ 769,536	\$ 856,839	\$ 894,012	\$ 928,444
RDA - 20 % Housing Program	223	9899	10,579	10,790	11,005	11,390
LID #30 Fund	367	9899	1,000	1,000	1,000	1,000
RDA - Administration	434	9899	42,316	46,162	47,085	48,733
Motor Vehicle Pool	641	9899	10,000	10,000	10,000	10,000
Information Technologies Pool	647	9899	20,675	20,675	20,675	21,708
Environmental Services	209	9899	30,000	31,000	31,000	31,000
RDA Debt Service (2% Property Tax)	364	9899	20,232	22,013	23,829	25,682
TOTAL			\$ 904,338	\$ 998,479	\$ 1,038,606	\$ 1,077,957

REVENUES MONITORED BY THIS PROGRAM

Property Tax	101	4001-06	\$ 7,075,554	\$ 7,568,750	\$ 7,736,000	\$ 8,437,000
ERAF Reduction	101	4011	(557,992)	-	-	-
Sales and Use Tax	101	4110	7,500,545	7,679,557	10,597,000	10,200,000
Sales Tax Backfill	101	4115	1,846,439	2,370,272	-	-
Franchise - Electric	101	4120	309,857	342,228	330,000	350,000
Franchise - Gas	101	4121	103,303	109,183	105,000	110,000
Transient Occupancy Tax	101	4150	1,132,495	1,463,140	1,400,000	1,600,000
Real Property Transfer Tax	101	4153	352,535	344,991	320,000	200,000
Investment Earnings	101	4410	1,048,460	1,377,218	1,400,000	1,200,000
GASB 31 Market Value Adjustment	101	4431	(119,180)	122,287	-	-
Other Interest	101	4450	10,705	20,606	-	-
State M.V.I.L. Tax	101	4580	283,919	268,973	225,000	250,000
H.O.P.T.R. Tax	101	4581	41,052	42,078	40,000	40,000
Reimb. - Mandated Cost	101	4584	31,111	83,875	10,000	10,000
Off-Hwy. MV License Tax	101	4586	1,454	-	1,000	1,000
Donations to City	101	4817	32,510	-	-	-
Sale of Real/Personal Property	101	4960	4,189	4,037	3,000	3,000
Insurance Claims Refund	101	4962	16,269	53,630	5,000	5,000
Other Revenue	101	4965	52,407	34,443	10,000	10,000
Misc. Fund Transfers-In	101	6899	141,640	141,640	144,594	149,513
RDA 94 Housing Admin Fee	101	4750	-	294,616	-	-
Economic Fluctuations Reserve	101	6090	-	-	-	1,997,985
TOTAL			\$ 19,307,272	\$ 22,321,524	\$ 22,326,594	\$ 24,563,498

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

**EXHIBIT B
101.535**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
101.535.7001 Personnel - Regular	\$ 535,866	\$ 612,676	\$ 703,124	\$ 741,049
101.535.7002 Personnel - Temporary	-	-	-	-
101.535.7003 Personnel - Overtime	1,231	2,278	5,000	4,000
101.535.7005 Personnel - POST	-	-	-	-
101.535.7103 Personnel - Holiday Pay	-	-	-	-
101.535.7104 Meal Allowance	45	-	-	-
101.535.7105 Uniform Allowance	-	-	-	-
101.535.7106 Retirement	65,546	72,435	85,085	82,716
101.535.7107 Dental Insurance	10,972	11,373	12,323	12,323
101.535.7108 Group Health Insurance	59,067	72,673	81,167	86,770
101.535.7109 Group Life Insurance	1,279	1,373	1,890	1,890
101.535.7110 Workers' Compensation Insurance	2,512	5,099	5,831	4,388
101.535.7111 Unemployment Insurance	-	-	-	-
101.535.7112 Group Disability Insurance	4,284	4,680	6,603	6,603
101.535.7113 Medicare	7,539	8,681	10,268	10,803
101.535.7114 Auto Allowance	1,925	3,598	4,560	4,560
101.535.7118 Other Benefit Pay	7,732	(57,275)	-	-
101.535.7119 Social Security	-	-	-	-
101.535.7122 Deferred Compensation Contribution	8,832	9,347	9,718	9,718
101.535.7126 PARS 457 Retirement	-	-	-	-
101.535.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 706,830	\$ 746,938	\$ 925,569	\$ 964,820

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

**EXHIBIT C
101.535**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
101.535.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.535.7421 Communications - Phones	1,267	1,190	1,350	1,350
101.535.7423 Clothing and Personal Expense	-	-	-	-
101.535.7424 Office Expense	9,171	4,739	9,000	8,000
101.535.7425 Minor Tools & Equipment	-	-	-	3,000
101.535.7427 Special Departmental Expense	16	41	500	900
101.535.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.535.7429 Maintenance & Operation of Equipment	688	1,435	950	950
101.535.7430 Professional & Specialized Services	103,817	86,263	44,970	42,670
101.535.7431 Promotional Expense	-	-	-	-
101.535.7432 Other Contractual Services	-	-	-	-
101.535.7433 Insurance and Surety Bonds	-	-	-	-
101.535.7434 Memberships, Dues, Books	1,155	1,579	1,650	1,650
101.535.7435 Professional Development & Meetings	2,091	1,319	5,600	5,600
101.535.7437 Staff Development	603	12	-	-
101.535.7438 Other Charges	42,512	110,882	-	-
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	6	18	50	50
101.535.7551 User Charges - IT Pool	36,182	44,063	48,967	48,967
101.535.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 197,508	\$ 251,541	\$ 113,037	\$ 113,137

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

**EXHIBIT C-1
101.535**

Description	08/09 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	2,000
Office Supplies	2,000
	8,000
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
A/P Check Perforator	3,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Departmental Employee Recognition	300
Meeting Expenses	600
	900
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>	
Filing System + Folder Sealer	950
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Annual Audit - \$40,500 (\$5,500 Budgeted in RDA)	35,000
Budget and CAFR Review Program	850
Collection Services Fees (A/R & DUI)	1,000
Direct & Overlapping Bonded Debt Statement	500
Mandated Cost Reimbursement	4,000
Off-Site Storage	1,320
	42,670
<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	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	\$ 113,137

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 08*
1	Number of liability claims filed.	13
2	Total annual liability and property claims expense.	\$22,158
3	Liability and property claims premium no more than 3% of total annual payroll.	1.5%

*6 months only

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

**EXHIBIT C
101.540**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
101.540.7420 Utilities - Electricity/Gas	\$ 185,136	\$ 172,729	\$ 203,000	\$ 203,000
101.540.7421 Communications - Phones	59,305	60,700	60,000	60,000
101.540.7422 Advertising	-	119	-	-
101.540.7424 Office Expense	8,366	10,577	7,500	7,500
101.540.7425 Minor Tools & Equipment	-	-	-	-
101.540.7427 Special Departmental Expense	1,547	1,354	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	54,829	37,279	12,000	14,700
101.540.7431 Promotional Expense	-	-	-	-
101.540.7432 Other Contractual Services	-	-	-	-
101.540.7433 Insurance and Surety Bonds	246,827	241,600	242,000	251,200
101.540.7434 Memberships, Dues, Books	-	-	-	-
101.540.7435 Professional Development & Meetings	59	91	-	-
101.540.7437 Staff Development	-	-	-	-
101.540.7438 Other Charges	23,885	20,143	20,000	27,000
101.540.7439 Bad Debt Expense	-	-	-	-
101.540.7440 Fees Paid to State	724	726	800	800
101.540.7442 Insurance Claims Expense	151,845	20,124	75,000	50,000
101.540.7445 Cobra Insurance	-	-	-	-
101.540.7448 Other Interest Expense	3,125	10,738	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	\$ 735,648	\$ 576,180	\$ 630,020	\$ 623,920

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

EXHIBIT C-1
101.540
Page 1

Description	08/09 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)	8,700
	14,700
<u>7433 INSURANCE AND SURETY BONDS</u>	
Comprehensive Insurance Premiums:	
Fidelity Bonds (Estimated)	700
Liability Insurance Pool (Estimated)	216,600
Property (Estimated)	33,900
	251,200
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	27,000
<u>7440 FEES PAID TO STATE</u>	
Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	800
SUB - TOTAL	\$ 566,920

Description	08/09 Adopted
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
General Liability Self- Insured Retention (SIR)	\$ 50,000
<u>7448 OTHER INTEREST EXPENSE</u>	
Estimated Interest on Refundable Faithful Performance Deposits (Estimate)	7,000
TOTAL	\$ 623,920

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

PERFORMANCE OUTCOMES

	Measure	FY 08*
1	99% of idle funds placed in interest bearing investments.	98%
2	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	83%

*6 months only

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

EXHIBIT A
 101.545

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Employee Services (Exhibit B)	\$ 11,283	\$ 12,177	\$ 13,003	\$ 13,300
Supplies, Services & Capital Outlay (Exhibit C)	16,964	1,709	2,060	2,060
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	28,247	13,886	15,063	15,360
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 28,247	\$ 13,886	\$ 15,063	\$ 15,360

FUNDING SOURCE(s)

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
General Fund Revenues	101	Misc.	\$ 28,247	\$ 13,886	\$ 15,063	\$ 15,360
TOTAL			\$ 28,247	\$ 13,886	\$ 15,063	\$ 15,360

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
TOTAL			\$ -	\$ -	\$ -	\$ -

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

**EXHIBIT B
101.545**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
101.545.7001 Personnel - Regular	\$ 1,203	\$ 1,207	\$ 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	1,595	1,595	1,620	1,620
101.545.7108 Group Health Insurance	8,221	9,147	9,900	10,200
101.545.7109 Group Life Insurance	186	186	240	240
101.545.7110 Workers' Compensation Insurance	5	8	10	7
101.545.7111 Unemployment Insurance	-	-	-	-
101.545.7112 Group Disability Insurance	-	-	-	-
101.545.7113 Medicare	57	18	17	17
101.545.7114 Auto Allowance	-	-	-	-
101.545.7118 Other Benefit Pay	-	-	-	-
101.545.7119 Social Security	-	-	-	-
101.545.7122 Deferred Compensation Contribution	-	-	-	-
101.545.7126 PARS 457 Retirement	16	16	16	16
101.545.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 11,283	\$ 12,177	\$ 13,003	\$ 13,300

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

EXHIBIT B-1
 101.545

Permanent Personnel	Full-Time Equivalents (FTE's)				08/09 Adopted
	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 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)				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: FINANCE - CITY TREASURER**

**EXHIBIT C
101.545**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 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 Minor Tools & Equipment	-	-	-	-
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	15,000	150	-	-
101.545.7431 Promotional Expense	-	-	-	-
101.545.7432 Other Contractual Services	1,465	1,309	1,500	1,500
101.545.7433 Insurance and Surety Bonds	-	-	-	-
101.545.7434 Memberships, Dues, Books	499	-	560	560
101.545.7435 Professional Development & Meetings	-	250	-	-
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	\$ 16,964	\$ 1,709	\$ 2,060	\$ 2,060

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

EXHIBIT C-1
 101.545

Description	08/09 Adopted
7432 OTHER CONTRACTUAL SERVICES	
Third Party Safekeeping	\$ 1,500
7434 MEMBERSHIPS, DUES & BOOKS	
Dues - California Municipal Treasurers Association (CMTA) (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.

ONGONG RESPONSIBILITIES

- Implement all budget and workplan items and perform related administrative tasks.
- Provide 24-hour Police Department support, 365 days a year.
- Provide reports to City management as requested.
- Maintain and support the systems and users of the City's critical systems:
 - Pentamotion – Financial System
 - Advantage – Permitting System
 - Recware Safari – Recreation Management System
 - Square Rigger – Automotive Maintenance System
 - Palladium – Computer Aided Dispatch (CAD) & Records Management Systems (RMS)
- Participate in all Emergency Operation Center (EOC) events.
- Manage the City's Information Technology Systems, standardized software applications and workstation configurations.
- Provide hardware and software support for City computer systems.
- Perform periodic audits of City-owned workstations, laptops, and notebook computers to ensure only City-owned and authorized software applications are being utilized.
- Maintain current computer hardware and software inventories.
- Maintain current cable drawings.
- Conduct a majority of computer hardware and software maintenance in-house.
- Conduct a majority of phone system Moves, Adds & Changes (MAC) in-house.
- Administer computer hardware, software and telecommunications maintenance contracts.
- Maintain current systems documentation, policies and procedures.
- Maintain flexibility in responding to unanticipated or unexpected IT work Requests.
- Assist in on-going development and integration of County Basemap data into the City's Geosmart Graphical Information Systems (GIS) database layer.
- Maintain website and on-going enhancements.

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2008 – 2009

- Update City’s Business Continuity Plans and incorporate into a comprehensive Disaster Recovery Plan for technology services.
- Implement a document management system for Public Works incorporating AutoCad Vault.
- Implement a solution to allow Public Works to digitize and store older paper plans.
- Working with all departments, review records management practices and applicability of City’s electronic systems, focusing on Laserfiche.
- Working with all departments, update City’s Technology Master Plan.
- Explore solutions for service requests.

PERFORMANCE OUTCOMES

	Measure	FY 08*
1	Core Business Applications will be available 98% of scheduled up-time.	99%
2	Network servers will be maintained to provide for reliability consistent with the Core Business Applications availability goal.	100%
3	An accurate and current inventory of City assets (workstations, servers & mobile) will be maintained.	100%
4	98% of all Network back-ups are completed as scheduled.	99%
5	The City’s total per copy cost for black and white photocopies does not exceed \$.05.	≤.02¢
6	The City’s total per copy cost for color photocopies does not exceed \$.30.	≤.15¢
7	Photocopying equipment will be available 95% of normal business hours.	96%
8	Information Technology Requests for Service will be acknowledged within (4) hours during normal business hours, and completed within the timeframe agreed by the requestor and Information Technology for 95% of all requests.	99%
9	90% of time Emergency Requests for Service will be acknowledged within (1) hour during normal business hours, and within (2) hours during nights and weekends.	100%

*6 months only

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

EXHIBIT A
 647.547

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ 498,761	\$ 529,165
Supplies, Services & Capital Outlay (Exhibit C)	1,236,888	1,273,382	743,461	549,773
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,236,888	1,273,382	1,242,222	1,078,938
Transfers Out (Exhibit E)	20,675	20,675	20,675	21,708
APPROPRIATION TOTAL	\$ 1,257,563	\$ 1,294,057	\$ 1,262,897	\$ 1,100,646

FUNDING SOURCE(s)

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Information Technologies (IT) Pool	647	Misc.	\$ 785,468	\$ 1,031,894	\$ 1,048,997	\$ 1,050,000
IT - Beginning Fund Balance - IT	647	6090	171,725	197,050	173,400	80,662
IT - Beginning Fund Balance - Communications	647	6090	300,000	62,497	-	26,400
General Fund (Equipment)	101	9899	370	2,616	-	-
General Fund CIPR	101	9899	-	-	40,500	-
TOTAL			\$ 1,257,563	\$ 1,294,057	\$ 1,262,897	\$ 1,157,062

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Gain on Sale of Property	647	4961	\$ -	\$ -	\$ -	\$ -
Capital Contributions (GASB 34)	647	4990	30,690	9,018	-	-
IT Pool Fees	647	5104	744,900	944,900	1,050,000	1,050,000
General Fund - Transfers In	647	6899	370	2,616	-	-
General Fund - CIPR	647	6899	-	-	40,500	-
TOTAL			\$ 775,960	\$ 956,534	\$ 1,090,500	\$ 1,050,000

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

**EXHIBIT B
647.547**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
647.547.7001 Personnel - Regular	\$ -	\$ -	\$ 380,000	408,402
647.547.7002 Personnel - Temporary	-	-	-	-
647.547.7003 Personnel - Overtime	-	-	5,000	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	45,586
647.547.7107 Dental Insurance	-	-	6,480	6,480
647.547.7108 Group Health Insurance	-	-	41,316	44,106
647.547.7109 Group Life Insurance	-	-	960	960
647.547.7110 Workers' Compensation Insurance	-	-	3,230	2,429
647.547.7111 Unemployment Insurance	-	-	-	-
647.547.7112 Group Disability Insurance	-	-	3,348	3,348
647.547.7113 Medicare	-	-	5,583	5,994
647.547.7114 Auto Allowance	-	-	1,920	1,920
647.547.7118 Other Benefit Pay	-	-	-	-
647.547.7126 PARS 457 Retirement	-	-	-	-
647.547.7122 Deferred Compensation	-	-	4,940	4,940
647.547.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ -	\$ -	\$ 498,761	\$ 529,165

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

**EXHIBIT C
647.547**

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
647.547.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
647.547.7421 Communications - Phones	7,791	6,899	14,100	9,000
647.547.7423 Clothing and Personal Expense	-	-	-	-
647.547.7424 Office Expense	18,901	17,242	19,000	20,000
647.547.7425 Minor Tools & Equipment	-	-	-	69,730
647.547.7427 Special Departmental Expense	8,167	283	25,625	4,750
647.547.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
647.547.7429 Maintenance & Operation of Equipment	273,419	308,226	390,936	367,543
647.547.7430 Professional & Specialized Services	493,561	543,504	33,750	5,000
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 Professional Development & Training	31	4,007	7,000	7,000
647.547.7437 Staff Development	-	-	8,500	8,500
647.547.7438 Other Charges	26,048	31,602	30,650	31,750
647.547.7441 Special Community Services	-	-	-	-
647.547.7442 Insurance Claims Expense	-	-	-	-
647.547.7444 Depreciation	393,400	355,978	-	-
647.547.7451 Loss on Sale of Equipment	-	4,853	-	-
647.547.7549 User Charges - Communications Pool	-	-	-	-
647.547.7550 User Charges - Motor Pool	-	-	-	-
647.547.7551 User Charges - IT Pool	-	-	-	-
647.547.7884 Machinery & Equipment	15,570	788	213,900	26,500
TOTAL	\$ 1,236,888	\$ 1,273,382	\$ 743,461	\$ 549,773

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

**EXHIBIT C-1
647.547
Page 1**

Description	08/09 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Cell Phones	\$ 1,200
Internet Connection - Globix	7,800
	9,000
<u>7424 OFFICE EXPENSE</u>	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	16,750
Magnetic Media, IT Consumables	3,000
Stationery, Office Supplies, Business Cards	250
	20,000
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Convert Radio Equipment on Motorcycles *	7,700
External Hard Drives to support FTK Software	900
Laptops Computers for Shared City Use	4,500
Monitor for Video Review of PD Mobile Systems	400
New CAD Workstations	16,000
New Server for eSafe	4,500
New Uninterruptable Power Supplies	1,800
New Workstation for City Aerial Photo Files	4,000
No Write Forensic Card Reader	80
Optical Disks for Digital Archiving	1,500
Optical Drive for Digital Archiving of Record Maps & Plans	1,000
Portable Radios (Replacement) *	18,700
Replacement Personal Computers for SLETS/CJIC Systems	4,800
ScanPro 100 Microfilm Scanner	3,500
Write Blocker for Forensic Examinators	350
	69,730
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Adobe CS3 Web Development Software	500
AT&T Enhanced Alternate Call Routing of Police Non-Emergency Numbers	2,000
Visual Statement FX3 Software License	2,250
	4,750
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
<u>Hardware:</u>	
Cisco Smartnet Support Router & Firewall	5,800
Community Alert System	7,500
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)	13,000
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
	88,610
* Funded with Beginning Fund Balance (Communication Reserves)	
SUB - TOTAL	\$ 192,090

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

**EXHIBIT C-1
 647.547
 Page 2**

Description	08/09 Adopted
7429 MAINTENANCE & OPERATION OF EQUIPMENT (Continued)	
Software:	
Arclms & 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
FTK Software Maintenance	675
Gasboy Communications & Reporting Maintenance	550
Geo Smart - Moosepoint Annual Support	2,500
GIS Base Layer Maintenance - Centerline & Parcel - County Contract	5,000
Graffiti Tracking Software Maintenance	600
LaserFiche - Document Management Maintenance	13,100
Metroscan	10,500
Miscellaneous Software Upgrades (Contingency)	5,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	23,200
Munimetrix	700
Online Municipal Code - Book Publishing Corp.	825
Palladium CAD/RMS Support	89,808
Pentamation Software Maintenance	48,880
Recware Safari - Active.Com (Recreation)	8,250
ServLet Exec Annual Maintenance	1,000
Square Rigger - Vehicle Maintenance System	2,750
Symantec Anti-Virus Subscription	6,200
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)	1,800
Veritas Back-up Executive	3,800
Visual Statement FX3 Software Annual Maintenance	550
	278,933
	367,543
7430 PROFESSIONAL & SPECIALIZED SERVICES	
Pentamation Migration (Employee Self Service)	5,000
SUB-TOTAL	\$ 283,933

Description	08/09 Adopted
7435 PROFESSIONAL DEVELOPMENT & MEETINGS	\$ 7,000
7437 STAFF DEVELOPMENT	
Application Users Conferences City-Wide Specialized Technical Trainings	8,500
7438 OTHER CHARGES	
Maintenance - Photocopiers / Fax Machines	17,750
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	14,000
	31,750
7884 MACHINERY & EQUIPMENT	
General Service Request & Streetlight Service Ticketing Systems	20,000
Tape Backup Drives and Enclosures	6,500
	26,500
TOTAL	\$ 549,773

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

EXHIBIT E
 647.547

Account Description	08/09 Adopted
9899 TRANSFERS OUT	
Finance - #101.535	
Accounting Clerk II - 5%	\$ 3,974
Accountant - 10%	9,707
Executive Assistant - 10% (Photocopier/Fax)	8,027
TOTAL TRANSFERS OUT	\$ 21,708

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

EXHIBIT A
 Misc. 980

Description	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	94,260	39,950	272,488	152,680
APPROPRIATION TOTAL	\$ 94,260	\$ 39,950	\$ 272,488	\$ 152,680

FUNDING SOURCE(S)

Description	Fund	Acct. #	05/06 Actual	06/07 Actual	07/08 Adopted	08/09 Adopted
Beg. Fund Bal. - Asset Seizure	205	6090	\$ -	\$ -	\$ -	\$ -
Asset Seizure	205	4892	901	5,000	5,000	5,000
Federal Aid Urban	211	4410	6,554	-	-	-
Federal Aid Urban (Beg. Fund Bal.)	211	6090	-	-	-	50,000
State Grants (ABAG)	212	4523	-	-	-	15,000
Federal Grants (BVP)	218	4531	-	4,500	4,500	3,000
Federal Grants (Other Grants)	218	4523	11,055	3,000	3,000	5,000
Federal Grants (Traffic Safety)	218	4527	-	-	-	-
Federal Grants (LLEBG)	218	4532	9,689	-	-	-
Parkland Dedication (Beg. Fund Bal.)	295	6090	-	-	10,000	37,000
Parks & Museum Trust Revenue	794	4410	5,720	1,000	1,000	-
Donations-Historic Museum	794	4812	55,314	25,000	25,000	32,000
Donations-Parks	794	4818	718	-	-	-
Museum Trust (Beg. Fund Bal.)	794	6090	-	-	8,920	-
Senior Citizen Trust Revenue	797	4410	1,084	450	450	-
Senior Citizen Trust-Donations	797	4813	3,225	1,000	1,000	5,680
Beg. Fund Bal. - Senior Citizen Trust	797	6090	-	-	4,230	-
TOTAL			\$ 94,260	\$ 39,950	\$ 63,100	\$ 152,680

REVENUES MONITORED BY THIS PROGRAM

Asset Seizure (205.604)	205	4892	\$ 901	\$ 5,000	\$ 10,000	\$ 5,000
Federal Aid Urban	211	4410	6,554	-	-	-
Other Grants	212	4523	-	-	10,000	15,000
Federal Grants	218	4523	11,055	3,000	3,000	5,000
Federal Grants	218	4531	-	4,500	4,500	3,000
Federal Grants	218	4527	-	-	-	-
Federal Grants (LLEBG)	218	4532	9,689	-	-	-
Investment Earnings	794	4410	5,720	1,000	-	-
Donations-Historic Museum (794.775)	794	4812	55,314	25,000	52,000	32,000
Donations-Ainsley Capital	794	4815	-	-	-	-
Donations-Parks (794.775)	794	4818	718	-	-	-
Investment Earnings	797	4410	1,084	450	-	-
Senior Trust - Donations (797.526)	797	4813	3,225	1,000	5,680	5,680
TOTAL			\$ 94,260	\$ 39,950	\$ 85,180	\$ 65,680

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

**EXHIBIT E
 Misc. 980**

Account Description	08/09 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)	5,000
Association of Bay Area Governments Grant - (212) Police - Field Services - # 101.605 (In-Car Video Cameras)	15,000
Federal Grant (Bulletproof Vest Grant) - (218) Police - Field Services - # 101.605	3,000
Federal Grant (Emergency Preparedness EMPG) - (218) Police - Field Services - # 101.605	5,000
Parkland Dedication - (295) Park Maintenance - # 207.775 (Campbell Park Court Resurfacing)	9,500
Parkland Dedication - (295) Park Maintenance - # 207.775 (Orchard City Green Amphitheatre Renovation)	24,000
Parkland Dedication - (295) Park Maintenance - # 207.775 (Virginia Park Climbing Structure)	3,500
Federal Urban Aid - (211) Public Works - Street Maintenance - # 204.760 (Gas Tax Fund Subsidy)	10,000
Federal Urban Aid - (211) Public Works - Transportation Engineering - # 101.720 (Subsidy)	40,000
Museum Trust - (794) Building Maintenance - # 101.530	-
Parkland Dedication - (295) Park Maintenance - # 207.775 (Subsidy)	-
TOTAL TRANSFERS OUT	\$ 152,680