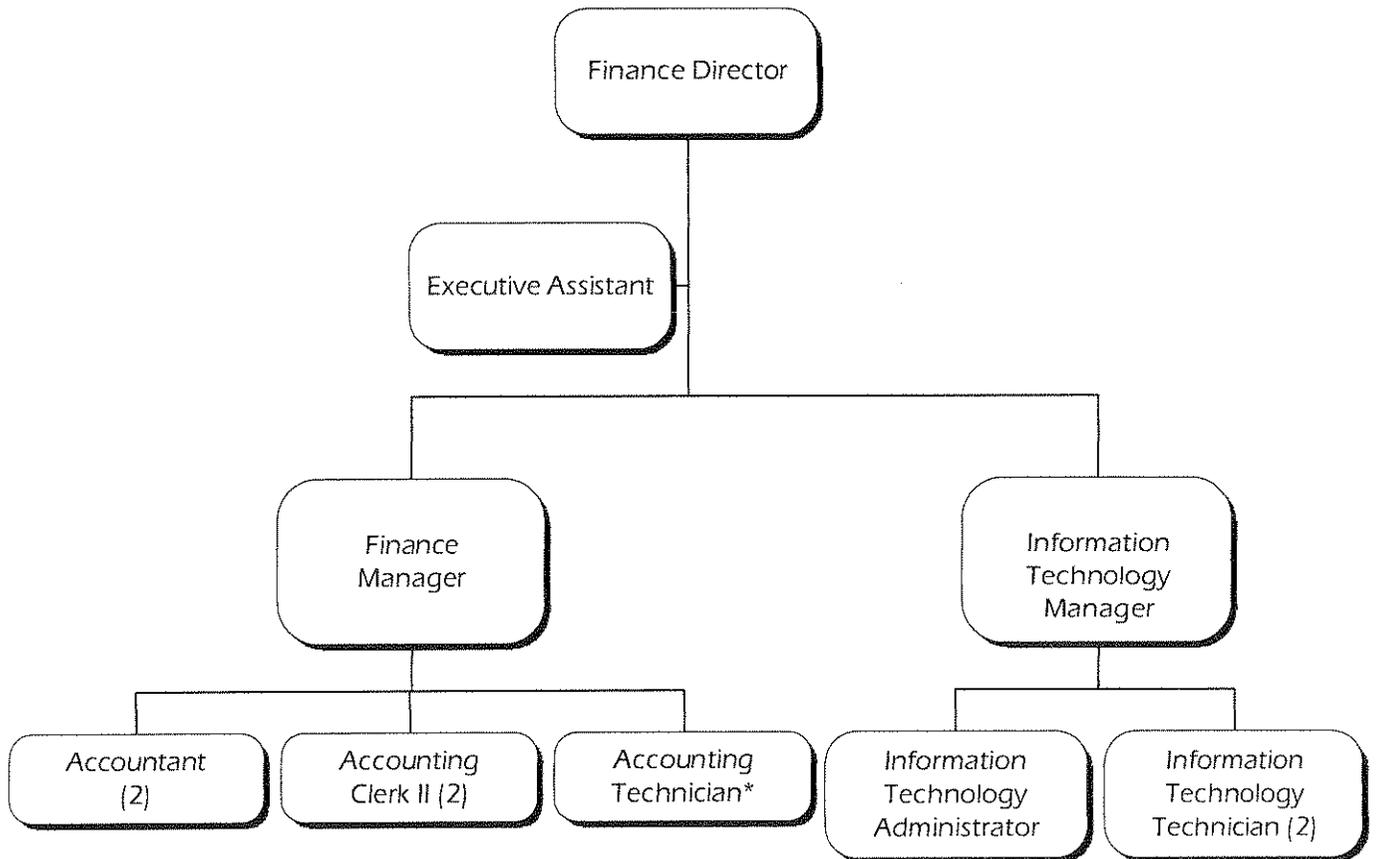


Finance Department



Finance Department 2009 - 2010



* Confidential

FINANCE DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2006-2007</u>	<u>Actual 2007-2008</u>	<u>Adopted 2008-2009</u>	<u>Adopted 2009-2010</u>
Accountant	1.87	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	1.00
Information Technology Administrator	-	1.00	1.00	1.00
Information Technology Technician	-	2.00	2.00	2.00
Total Budgeted Positions	8.87	12.87	12.87	12.87
Temporary Positions				
Finance Intern / IT Support	-	-	-	-
Total Temporary Positions	-	-	-	-
Total Staffing	8.87	12.87	12.87	12.87

Expenditure Summary

<u>Description</u>	<u>Actual 2006-2007</u>	<u>Actual 2007-2008</u>	<u>Adopted 2008-2009</u>	<u>Adopted 2009-2010</u>
Employee Services	\$ 759,115	\$ 1,263,938	\$ 1,507,285	\$ 1,517,915
Supplies & Other Services & Capital Outlay	2,102,812	1,763,251	1,288,890	1,469,231
Debt Service	1,663,301	1,662,846	1,660,495	1,659,684
Total Before Transfers	4,525,228	4,690,035	4,456,670	4,646,830
Transfers-Out	21,675	21,675	22,708	23,676
Appropriation Total	4,546,903	4,711,710	4,479,378	4,670,506
Less Transfers-In	796,189	799,518	757,644	768,909
Net Cost	\$ 3,750,714	\$ 3,912,192	\$ 3,721,734	\$ 3,901,597

Revenue Summary

Total Revenue Monitored by Department	\$ 24,401,031	\$ 25,048,661	\$ 24,732,825	\$ 24,165,436
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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 Pentamotion Financial System.
- Assist departments in the monitoring and reporting of performances measures.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2009 – 2010

- Assess the cost/benefit of performing a cost allocation study.
- Complete the implementation of the Sungard Public Sector Workflow module.
- Review the feasibility of implementing a convenience fee or other alternate pricing schedule to recover costs on credit card payments.

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2009 – 2010

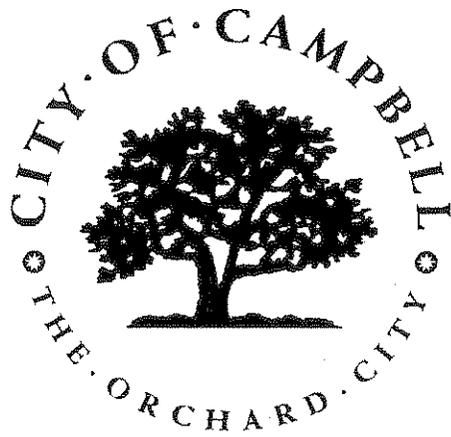
- Update the Finance Department desktop Standard Operating Procedure Manuals.
- Evaluate and test the Sungard Public Sector Budget Preparation module for use in development of the FY10-11 operating budget.

PERFORMANCE OUTCOMES

	Measure	FY 08	FY 09*
1	90% of invoices are processed within 45 days.	100%	100%
2	Number of A/P checks generated annually.	5,801	3,001
3	Number of invoices processed annually.	10,982	4,255
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	70%	83%
5	100% of the time, file all mandatory State and Federal reports within required timelines.	100%	100%
6	Percent of time an unqualified audit opinion is received.	100%	100%
7	80% of audit management letter comments implemented.	100%	100%
8	95% of budget calendar milestones are met.	90%	**0%
9	90% of time miscellaneous accounts receivable billings are generated within 30 days.	95%	96%
10	100% of bi-weekly payroll will be processed accurately and on schedule.	100%	100%
11	100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.	100%	100%
12	Number of payroll checks generated annually.	8,431	4,338
13	90% of business license billings will be generated within 30 days of scheduled expiration date.	100%	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	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
Employee Services (Exhibit B)	\$ 746,938	\$ 901,028	\$ 964,820	\$ 972,014
Supplies, Services & Capital Outlay (Exhibit C)	251,541	246,883	113,137	223,217
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	998,479	1,147,911	1,077,957	1,195,231
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 998,479	\$ 1,147,911	\$ 1,077,957	\$ 1,195,231

FUNDING SOURCE(s)

Description	Fund	Acct. #	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
General Fund Revenues	101	Misc.	\$ 856,839	\$ 1,003,317	\$ 933,363	\$ 1,039,855
RDA - 20 % Housing Program	223	9899	10,790	11,005	11,005	11,959
LID #30 Fund	367	9899	1,000	1,000	1,000	1,100
RDA - Administration	434	9899	46,162	47,085	47,085	51,169
Motor Vehicle Pool	641	9899	10,000	10,000	10,000	10,000
Information Technologies Pool	647	9899	20,675	20,675	20,675	22,576
Environmental Services	209	9899	31,000	31,000	31,000	31,000
RDA Debt Service (2% Property Tax)	364	9899	22,013	23,829	23,829	27,572
TOTAL			\$ 998,479	\$ 1,147,911	\$ 1,077,957	\$ 1,195,231

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
Property Tax	101	4001-06	\$ 7,568,750	\$ 8,322,288	\$ 8,437,000	\$ 8,787,000
Sales and Use Tax	101	4110	7,679,557	7,684,885	10,200,000	9,580,000
Sales Tax Backfill	101	4115	2,370,272	2,649,946	-	-
Transactions & Use Tax	101	4112	-	-	-	1,700,000
Franchise - Electric	101	4120	342,228	350,901	350,000	365,000
Franchise - Gas	101	4121	109,183	104,260	110,000	110,000
Transient Occupancy Tax	101	4150	1,463,140	1,619,111	1,600,000	1,600,000
Real Property Transfer Tax	101	4153	344,991	290,036	200,000	200,000
Investment Earnings	101	4410	1,377,218	1,310,570	1,200,000	900,000
GASB 31 Market Value Adjustment	101	4431	122,287	19,797	-	-
Other Interest	101	4450	20,606	26,895	-	-
State M.V.I.L. Tax	101	4580	268,973	219,538	250,000	210,000
H.O.P.T.R. Tax	101	4581	42,078	43,716	40,000	40,000
Reimb. - Mandated Cost	101	4584	83,875	47,279	10,000	10,000
Off-Hwy. MV License Tax	101	4586	-	-	1,000	1,000
Sale of Real/Personal Property	101	4960	4,037	4,382	3,000	3,000
Insurance Claims Refund	101	4962	53,630	14,257	5,000	10,000
Other Revenue	101	4965	34,443	158,903	10,000	25,000
Misc. Fund Transfers-In	101	6899	141,640	-	149,513	155,376
RDA 94 Housing Admin Fee	101	4750	294,616	-	-	-
Economic Fluctuations Reserve	101	6090	-	-	1,997,985	542,000
Construction Tax Reserve	101	6090	-	-	-	50,000
TOTAL			\$ 22,321,524	\$ 22,866,764	\$ 24,563,498	\$ 24,288,376

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

EXHIBIT B
 101.535

Description	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
101.535.7001 Personnel - Regular	\$ 612,676	\$ 667,469	\$ 741,049	\$ 748,704
101.535.7002 Personnel - Temporary	-	350	-	-
101.535.7003 Personnel - Overtime	2,278	15,978	4,000	4,000
101.535.7005 Personnel - POST	-	-	-	-
101.535.7103 Personnel - Holiday Pay	-	-	-	-
101.535.7104 Meal Allowance	-	-	-	-
101.535.7105 Uniform Allowance	-	-	-	-
101.535.7106 Retirement	72,435	81,349	82,716	80,179
101.535.7107 Dental Insurance	11,373	11,833	12,323	12,323
101.535.7108 Group Health Insurance	72,673	80,889	86,770	90,324
101.535.7109 Group Life Insurance	1,373	1,414	1,890	1,890
101.535.7110 Workers' Compensation Insurance	5,099	5,831	4,388	2,799
101.535.7111 Unemployment Insurance	-	-	-	-
101.535.7112 Group Disability Insurance	4,680	4,910	6,603	6,603
101.535.7113 Medicare	8,681	9,427	10,803	10,914
101.535.7114 Auto Allowance	3,598	4,594	4,560	4,560
101.535.7118 Other Benefit Pay	(57,275)	7,402	-	-
101.535.7119 Social Security	-	-	-	-
101.535.7122 Deferred Compensation Contribution	9,347	9,577	9,718	9,718
101.535.7126 PARS 457 Retirement	-	5	-	-
101.535.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 746,938	\$ 901,028	\$ 964,820	\$ 972,014

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

EXHIBIT B-1
 101.535

Permanent Personnel	Full-Time Equivalents (FTE's)				09/10 Adopted
	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted	
Finance Director	1.00	1.00	1.00	1.00	\$ 171,852
Finance Manager	1.00	1.00	1.00	1.00	126,127
Accountant *	1.87	1.87	1.87	1.87	167,188
Accounting Technician (Confidential)	1.00	1.00	1.00	1.00	76,252
Executive Assistant	1.00	1.00	1.00	1.00	72,381
Accounting Clerk II	2.00	2.00	2.00	2.00	134,904
* 0.1 FTE in 208.553 0.03 FTE in 208.555					
TOTAL	7.87	7.87	7.87	7.87	\$ 748,704

Temporary Personnel	Full-Time Equivalents (FTE's)				09/10 Adopted
	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.535**

Description	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
101.535.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.535.7421 Communications - Phones	1,190	1,077	1,350	1,250
101.535.7423 Clothing and Personal Expense	-	-	-	-
101.535.7424 Office Expense	4,739	4,844	8,000	7,500
101.535.7425 Minor Tools & Equipment	-	-	3,000	-
101.535.7427 Special Departmental Expense	41	1,085	900	800
101.535.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.535.7429 Maintenance & Operation of Equipment	1,435	750	950	800
101.535.7430 Professional & Specialized Services	86,263	67,048	42,670	37,700
101.535.7431 Promotional Expense	-	-	-	-
101.535.7432 Other Contractual Services	-	-	-	-
101.535.7433 Insurance and Surety Bonds	-	-	-	-
101.535.7434 Memberships, Dues, Books	1,579	1,844	1,650	1,650
101.535.7435 Professional Development & Meetings	1,319	3,211	5,600	4,500
101.535.7437 Staff Development	12	-	-	-
101.535.7438 Other Charges	110,882	117,978	-	120,000
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	18	79	50	50
101.535.7551 User Charges - IT Pool	44,063	48,967	48,967	48,967
101.535.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 251,541	\$ 246,883	\$ 113,137	\$ 223,217

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

EXHIBIT C-1
 101.535

Description	09/10 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Modem Charges	\$ 1,250
<u>7424 OFFICE EXPENSE</u>	
Check & Other Forms Printing	3,750
Specialized Printing of Tabs for Budget, Capital Improvement Plan and Annual Financial Report	2,000
Office Supplies	1,750
	7,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	-
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Departmental Employee Recognition	300
Meeting Expenses	500
	800
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>	
Filing System + Folder Sealer	800
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Annual Audit - \$40,500 (\$5,500 Budgeted in RDA)	32,000
Budget and CAFR Review Program	850
Collection Services Fees (A/R & DUI)	900
Direct & Overlapping Bonded Debt Statement	500
Mandated Cost Reimbursement	2,100
Off-Site Storage	1,350
	37,700
<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>	4,500
<u>7438 OTHER CHARGES</u>	
Property Tax Administration Fees - County	120,000
<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

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	FY 09*
1	Number of liability claims filed.	18	9
2	Total annual liability and property claims expense.	\$96,296	\$31,632
3	Liability and property claims premium no more than 3% of total annual payroll.	1.36%	2.2%

*6 months only

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

**EXHIBIT C
101.540**

Description	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
101.540.7420 Utilities - Electricity/Gas	\$ 172,729	\$ 189,252	\$ 203,000	\$ 195,000
101.540.7421 Communications - Phones	60,700	53,719	60,000	55,000
101.540.7422 Advertising	119	-	-	-
101.540.7424 Office Expense	10,577	11,946	7,500	7,000
101.540.7425 Minor Tools & Equipment	-	-	-	-
101.540.7427 Special Departmental Expense	1,354	1,325	2,720	1,800
101.540.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.540.7429 Maintenance & Operation of Equipment	-	-	-	-
101.540.7430 Professional & Specialized Services	37,279	35,065	14,700	14,000
101.540.7431 Promotional Expense	-	-	-	-
101.540.7432 Other Contractual Services	-	-	-	-
101.540.7433 Insurance and Surety Bonds	241,600	243,905	251,200	278,000
101.540.7434 Memberships, Dues, Books	-	-	-	-
101.540.7435 Professional Development & Meetings	91	-	-	-
101.540.7437 Staff Development	-	-	-	-
101.540.7438 Other Charges	20,143	38,453	27,000	16,000
101.540.7439 Bad Debt Expense	-	-	-	-
101.540.7440 Fees Paid to State	726	737	800	800
101.540.7442 Insurance Claims Expense	20,124	96,296	50,000	50,000
101.540.7445 Cobra Insurance	-	-	-	-
101.540.7448 Other Interest Expense	10,738	9,474	7,000	7,000
101.540.7452 Expense for Future Claims	-	-	-	-
101.540.7549 User Charges - Communications Pool	-	-	-	-
101.540.7626 Retiree Health Prefunding	-	-	-	117,000
101.540.7884 Machinery & Equipment	-	-	-	-
101.540.7900 Supplies Inventory	-	-	-	-
TOTAL	\$ 576,180	\$ 680,172	\$ 623,920	\$ 741,600

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

**EXHIBIT C-1
101.540
Page 1**

Description	09/10 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)	\$ 195,000
<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	55,000
<u>7424 OFFICE EXPENSE</u>	
Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	7,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Annual "Clean-Out Your Files" Day, Promotion Materials & Refreshments	400
Bottled Water - Employee Lounge	1,400
	1,800
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
STARS - Quarterly Sales Tax Report	6,000
Sales Tax Audit - MuniServices Revenue Share Estimate (Offset w/ New Revenue)	8,000
	14,000
<u>7433 INSURANCE AND SURETY BONDS</u>	
Comprehensive Insurance Premiums:	
Fidelity Bonds (Estimated)	700
Liability Insurance Pool (Estimated)	240,300
Property (Estimated)	37,000
	278,000
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees (City Clerk Register & PD Register)	16,000
<u>7440 FEES PAID TO STATE</u>	
Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	800
SUB - TOTAL	\$ 567,600

Description	09/10 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
<u>7626 RETIREE HEALTH PREFUNDING</u>	
GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB)*	117,000
* Funded from OPEB Reserve	
TOTAL	\$ 741,600

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.

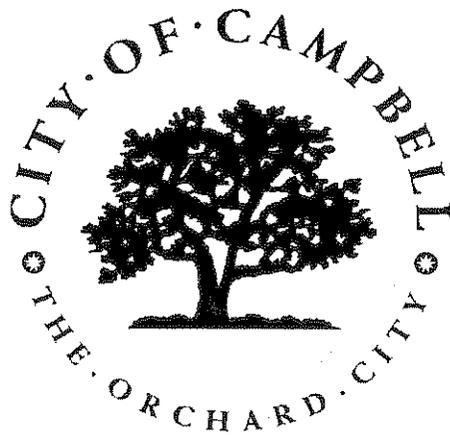
ONGOING RESPONSIBILITIES

- 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	FY 09*
1	99% of idle funds placed in interest bearing investments.	98.1%	98.7%
2	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	42%	50%

*6 months only



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

EXHIBIT B
 101.545

Description	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
101.545.7001 Personnel - Regular	\$ 1,207	\$ 1,200	\$ 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	1,557	1,620	1,620
101.545.7108 Group Health Insurance	9,147	9,454	10,200	10,200
101.545.7109 Group Life Insurance	186	186	240	240
101.545.7110 Workers' Compensation Insurance	8	10	7	4
101.545.7111 Unemployment Insurance	-	-	-	-
101.545.7112 Group Disability Insurance	-	-	-	-
101.545.7113 Medicare	18	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	\$ 12,177	\$ 12,441	\$ 13,300	\$ 13,297

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

EXHIBIT B-1
 101.545

Permanent Personnel	Full-Time Equivalents (FTE's)				09/10 Adopted
	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 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)				09/10 Adopted
	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 101.545

Description	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 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	150	-	-	-
101.545.7431 Promotional Expense	-	-	-	-
101.545.7432 Other Contractual Services	1,309	1,620	1,500	1,500
101.545.7433 Insurance and Surety Bonds	-	-	-	-
101.545.7434 Memberships, Dues, Books	-	155	560	385
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	\$ 1,709	\$ 1,775	\$ 2,060	\$ 1,885

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

EXHIBIT C-1
 101.545

Description	09/10 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	200
	385
TOTAL	\$ 1,885

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:
 - 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 layer.
- Maintain website and on-going enhancements.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2009 – 2010

- Upgrade the City's Nortel Meridian Telephone Switch and Call Pilot Voice Messaging Platform
- Working with all departments, continue work on the City's Business Continuity planning efforts and incorporate these findings into a comprehensive Disaster Recovery Plan for technology services.

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

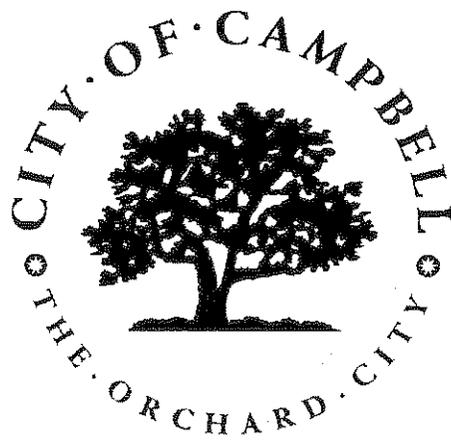
MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2009 – 2010

- Evaluate options for migration of the City's Storage Area Network to a larger capacity system.
- Implement a Network Attached Storage solution for storage of Police Department digital files.
- Working with the Public Works Department, replace radio equipment at the Service Center.
- Determine and migrate appropriate applications from stand-alone servers to VMware environment.
- Evaluate alternatives for desktop personal computer replacement.
- Evaluate Emergency Operations Center (EOC) technology environment.
- Participate with County and City departments in implementation of new GIS system.
- Work with Recreation & Community Services to research the costs and options available for the update/replacement of the Recreation registration/reservation software program.

PERFORMANCE OUTCOMES

	Measure	FY 08	FY 09*
1	Core Business Applications will be available 98% of scheduled up-time.	99%	99%
2	Network servers will be maintained to provide for reliability consistent with the Core Business Applications availability goal.	100%	100%
3	An accurate and current inventory of City assets (workstations, servers & mobile) will be maintained.	100%	100%
4	98% of all Network back-ups are completed as scheduled.	98%	100%
5	The City's total per copy cost for black and white photocopies does not exceed \$.05.	≤.02¢	≤.02¢
6	The City's total per copy cost for color photocopies does not exceed \$.30.	≤.15¢	≤.12¢
7	Photocopying equipment will be available 95% of normal business hours.	96%	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%	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%	100%

*6 months only



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

EXHIBIT A
 647.547

Description	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
Employee Services (Exhibit B)	\$ -	\$ 350,469	\$ 529,165	\$ 532,604
Supplies, Services & Capital Outlay (Exhibit C)	1,273,382	834,421	549,773	502,529
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,273,382	1,184,890	1,078,938	1,035,133
Transfers Out (Exhibit E)	20,675	20,675	21,708	22,576
APPROPRIATION TOTAL	\$ 1,294,057	\$ 1,205,565	\$ 1,100,646	\$ 1,057,709

FUNDING SOURCE(s)

Description	Fund	Acct. #	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
Information Technologies (IT) Pool	647	Misc.	\$ 1,031,894	\$ 989,519	\$ 993,584	\$ 1,050,000
IT - Beginning Fund Balance - IT	647	6090	197,050	173,400	80,662	7,500
IT - Beginning Fund Balance - Communications	647	6090	62,497	-	26,400	81,000
General Fund (Equipment)	101	9899	2,616	42,646	-	-
TOTAL			\$ 1,294,057	\$ 1,205,565	\$ 1,100,646	\$ 1,138,500

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
Sales of Real/Personal Property	647	4960	\$ -	\$ 95	\$ -	\$ -
Other Revenue	647	4965	-	8,455	-	-
Capital Contributions (GASB 34)	647	4990	9,018	-	-	-
IT Pool Fees	647	5104	944,900	1,050,000	1,050,000	1,050,000
General Fund - Transfers In	647	6899	2,616	42,646	-	-
TOTAL			\$ 956,534	\$ 1,101,196	\$ 1,050,000	\$ 1,050,000

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

EXHIBIT B
 647.547

Description	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
647.547.7001 Personnel - Regular	\$ -	\$ 212,284	\$ 408,402	414,621
647.547.7002 Personnel - Temporary	-	58,960	-	-
647.547.7003 Personnel - Overtime	-	263	5,000	3,000
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	-	24,712	45,586	44,402
647.547.7107 Dental Insurance	-	3,740	6,480	6,480
647.547.7108 Group Health Insurance	-	26,215	44,106	45,336
647.547.7109 Group Life Insurance	-	465	960	960
647.547.7110 Workers' Compensation Insurance	-	3,230	2,429	1,541
647.547.7111 Unemployment Insurance	-	-	-	-
647.547.7112 Group Disability Insurance	-	1,584	3,348	3,348
647.547.7113 Medicare	-	4,223	5,994	6,056
647.547.7114 Auto Allowance	-	1,478	1,920	1,920
647.547.7118 Other Benefit Pay	-	10,249	-	-
647.547.7122 Deferred Compensation	-	2,300	4,940	4,940
647.547.7126 PARS 457 Retirement	-	766	-	-
647.547.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ -	\$ 350,469	\$ 529,165	\$ 532,604

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

EXHIBIT C
 647.547

Description	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
647.547.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
647.547.7421 Communications - Phones	6,899	6,398	9,000	8,800
647.547.7423 Clothing and Personal Expense	-	-	-	-
647.547.7424 Office Expense	17,242	19,472	20,000	20,500
647.547.7425 Minor Tools & Equipment	-	-	69,730	11,900
647.547.7427 Special Departmental Expense	283	16,223	4,750	2,000
647.547.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
647.547.7429 Maintenance & Operation of Equipment	308,226	316,622	367,543	324,329
647.547.7430 Professional & Specialized Services	543,504	150,498	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	4,007	7,174	7,000	5,000
647.547.7437 Staff Development	-	2,724	8,500	6,500
647.547.7438 Other Charges	31,602	33,624	31,750	35,000
647.547.7441 Special Community Services	-	-	-	-
647.547.7442 Insurance Claims Expense	-	-	-	-
647.547.7444 Depreciation	355,978	281,686	-	-
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	788	-	26,500	88,500
TOTAL	\$ 1,273,382	\$ 834,421	\$ 549,773	\$ 502,529

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

**EXHIBIT C-1
647.547
Page 1**

Description	09/10 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Cell Phones	\$ 1,000
Internet Connection - Globix	7,800
	8,800
<u>7424 OFFICE EXPENSE</u>	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	16,750
Magnetic Media, IT Consumables	3,500
Stationery, Office Supplies, Business Cards	250
	20,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
New Color Scanner for Planning Department	1,000
New Network Attached Storage for Image, Video and Audio Storage	2,000
New Personal Computer for Scanning Station	500
New Uninterruptable Power Supplies (5)	1,500
Server for Police Field Reporting System	4,500
Replacement Multi-function Device (Printer/Scanner/Fax)	400
Replacement Personal Computer for Critical Reach System	1,000
Upgrade Crystal Reports from 7.0 to 8.5	1,000
	11,900
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
AT&T Enhanced Alternate Call Routing of Police Non-Emergency Numbers	2,000
	2,000
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
<u>Hardware:</u>	
Cisco Router Support for CLETS	750
Cisco Smartnet Support Router & Firewall	5,000
Community Alert System	7,500
Dispatch Automated Map System	5,500
DLI Annual Maintenance (Replaces NiceLog - Voice Recording for Police)	2,760
Foundry Networks - Foundry Core Switch Maintenance	2,350
Left-Hand Storage Network	10,000
Motorola Mobile Data Terminal Support Contract (Police Department)	12,500
Past Perfect Museum Management System	500
Phone System Support (Adds - Moves - Changes)	2,000
Proxim Serv Pack - PW Wireless Equipment	100
Small Parts & Supplies	3,500
Spectracom Annual Maintenance	250
Troy Check Printer Annual Maintenance	350
	53,060
SUB - TOTAL	\$ 96,260

Description	09/10 Adopted
7429 MAINTENANCE & OPERATION OF EQUIPMENT (Continued)	
Software:	
ArcIms & ArcView Support (ESRI)	1,500
Autocad Subscription	7,800
CAD/RMS FRS Map Source Code Escrow	1,750
Critical Reach Support	400
E-Safe Spam/Web Filtering	8,600
FTK Software Maintenance	840
Gasboy Communications & Reporting Maintenance	550
GIS Application	9,000
Graffiti Tracking Software Maintenance	600
LaserFiche - Document Management Maintenance	12,500
Miscellaneous Software Upgrades (Contingency)	5,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	24,346
Munimetrix	700
Online Municipal Code - Book Publishing Corp.	825
Palladium CAD/RMS Support	90,000
Recware Safari - Active.Com (Recreation)	8,250
Servlet Exec Annual Maintenance	1,000
Square Rigger - Vehicle Maintenance System	2,750
StreetSaver / Asset Management Maintenance	1,250
Sungard Public Sector (Pentamation) Software Maintenance	51,000
Symantec Anti-Virus Subscription	7,500
T model - Traffic Counts	750
Tidemark - Permit*Plan (Permitting)	25,000
Track - It Help Desk Management Software - Maintenance	1,500
Verisign Secure Site Pro Certificate Renewal	995
Verisign Web SSL Certificate	995
Veritas Back-up Executive	3,500
Visual Statement FX3 Software Annual Maintenance	1,168
Vmware ESX Maintenance & Support	1,200
	271,269
	324,329
7435 PROFESSIONAL DEVELOPMENT & MEETINGS	5,000
7437 STAFF DEVELOPMENT	
City-Wide Specialized Technical Trainings	6,500
SUB-TOTAL	\$ 282,769

Description	09/10 Adopted
7438 OTHER CHARGES	
Maintenance - Photocopiers / Fax Machines	21,000
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	14,000
	35,000
7884 MACHINERY & EQUIPMENT	
Replace Radio Equipment at Service Center	7,500
Upgrade Telephone Switch & Voice Messaging	81,000
	88,500
TOTAL	\$ 502,529

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

EXHIBIT E
 647.547

Account Description	09/10 Adopted
9899 TRANSFERS OUT	
Finance - #101.535	
Accounting Clerk II - 5%	4,133
Accountant - 10%	10,095
Executive Assistant - 10% (Photocopier/Fax)	8,348
TOTAL TRANSFERS OUT	\$ 22,576

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

EXHIBIT A
 Misc. 980

Description	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	39,950	85,180	272,488	122,480
APPROPRIATION TOTAL	\$ 39,950	\$ 85,180	\$ 272,488	\$ 122,480

FUNDING SOURCE(S)

Description	Fund	Acct. #	06/07 Actual	07/08 Actual	08/09 Adopted	09/10 Adopted
Beg. Fund Bal. - Asset Seizure	205	6090	\$ -	\$ -	\$ -	\$ -
Asset Seizure	205	4892	5,000	10,000	5,000	5,000
Federal Aid Urban	211	4410	-	-	-	-
Federal Aid Urban (Beg. Fund Bal.)	211	6090	-	-	50,000	50,000
State Grants (ABAG)	212	4523	-	10,000	15,000	13,000
Federal Grants (BVP)	218	4531	4,500	4,500	3,000	4,000
Federal Grants (Other Grants)	218	4523	3,000	3,000	5,000	3,000
Federal Grants (Traffic Safety)	218	4527	-	-	-	-
Federal Grants (LLEBG)	218	4532	-	-	-	-
Parkland Dedication (Beg. Fund Bal.)	295	6090	-	-	37,000	-
Parks & Museum Trust Revenue	794	4410	1,000	-	-	-
Donations-Historic Museum	794	4812	25,000	52,000	32,000	42,000
Donations-Parks	794	4818	-	-	-	-
Museum Trust (Beg. Fund Bal.)	794	6090	-	-	-	-
Senior Citizen Trust Revenue	797	4410	450	-	-	-
Senior Citizen Trust-Donations	797	4813	1,000	5,680	5,680	5,480
Beg. Fund Bal. - Senior Citizen Trust	797	6090	-	-	-	-
TOTAL			\$ 39,950	\$ 85,180	\$ 152,680	\$ 122,480

REVENUES MONITORED BY THIS PROGRAM

Asset Seizure (205.604)	205	4892	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000
Federal Aid Urban	211	4410	-	-	-	-
Other Grants	212	4523	-	10,000	15,000	13,000
Federal Grants	218	4523	3,000	3,000	5,000	3,000
Federal Grants	218	4531	4,500	4,500	3,000	4,000
Federal Grants	218	4527	-	-	-	-
Federal Grants (LLEBG)	218	4532	-	-	-	-
Investment Earnings	794	4410	1,000	-	-	-
Donations-Historic Museum (794.775)	794	4812	25,000	52,000	32,000	42,000
Donations-Ainsley Capital	794	4815	-	-	-	-
Donations-Parks (794.775)	794	4818	-	-	-	-
Investment Earnings	797	4410	450	-	-	-
Senior Trust - Donations (797.526)	797	4813	1,000	5,680	5,680	5,480
TOTAL			\$ 39,950	\$ 85,180	\$ 65,680	\$ 72,480

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

EXHIBIT E
 Misc. 980

Account Description	09/10 Adopted
9899 OPERATING TRANSFERS OUT	
Museum Trust - (794) Museum Services - # 101.528	\$ 42,000
Senior Citizens Trust - (797) Senior Citizens Services - # 101.526	5,480
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)	13,000
Federal Grant (Bulletproof Vest Grant) - (218) Police - Field Services - # 101.605	4,000
Federal Grant (Emergency Preparedness EMPG) - (218) Police - Field Services - # 101.605	3,000
Parkland Dedication - (295) Park Maintenance - # 207.775 (Campbell Park Court Resurfacing)	-
Parkland Dedication - (295) Park Maintenance - # 207.775 (Orchard City Green Amphitheatre Renovation)	-
Parkland Dedication - (295) Park Maintenance - # 207.775 (Virginia Park Climbing Structure)	-
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	\$ 122,480