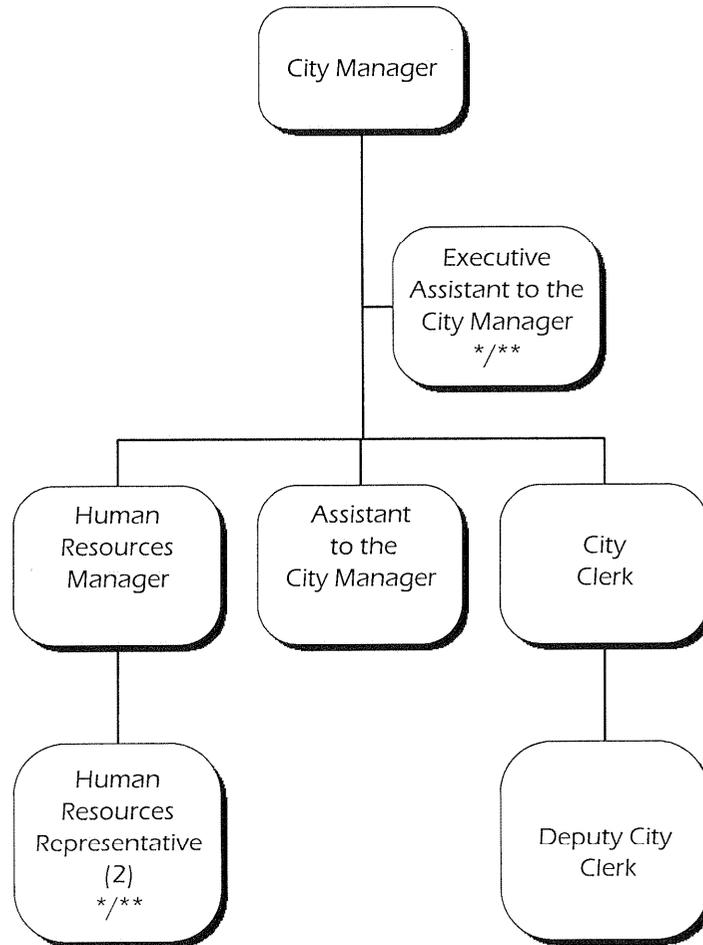


City Manager



City Manager's Office 2010 - 2011



* Confidential

** Permanent Part-Time

CITY MANAGER DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

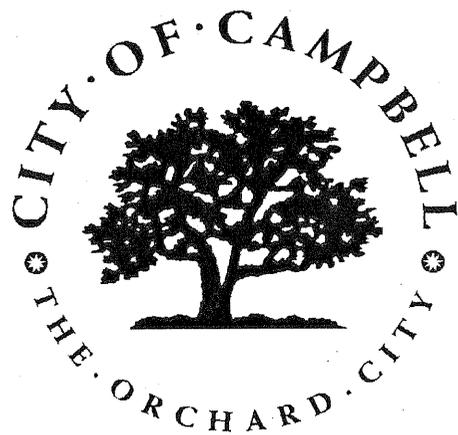
<u>Budgeted Positions</u>	<u>Actual 2007-2008</u>	<u>Actual 2008-2009</u>	<u>Adopted 2009-2010</u>	<u>Adopted 2010-2011</u>
Assistant to the City Manager	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Assistant to the City Manager	1.00	1.00	1.00	0.90
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	-
Office Specialist	1.00	1.00	1.00	-
Total Budgeted Positions	8.75	8.75	8.75	7.40
<u>Temporary Positions</u>				
Temporary Clerical Assistance	-	-	-	-
Summer Intern	-	-	0.08	-
Total Temporary Positions	-	-	0.08	-
Total Staffing	8.75	8.75	8.83	7.40

Expenditure Summary

<u>Description</u>	<u>Actual 2007-2008</u>	<u>Actual 2008-2009</u>	<u>Adopted 2009-2010</u>	<u>Adopted 2010-2011</u>
Employee Services	\$ 1,087,080	\$ 1,136,723	\$ 1,163,626	\$ 1,038,607
Supplies & Other Services & Capital Outlay	497,302	486,905	923,681	907,078
Debt Service	-	-	-	-
Total Before Transfers	1,584,382	1,623,628	2,087,307	1,945,685
Transfers-Out	-	-	-	-
Appropriation Total	1,584,382	1,623,628	2,087,307	1,945,685
Less Transfers-In	64,978	66,638	72,244	93,944
Net Cost	<u>\$ 1,519,404</u>	<u>\$ 1,556,990</u>	<u>\$ 2,015,063</u>	<u>\$ 1,851,741</u>

Revenue Summary

Total Revenue Monitored by Department	<u>\$ 1,614,014</u>	<u>\$ 1,462,606</u>	<u>\$ 1,166,943</u>	<u>\$ 819,242</u>
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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 2010 - 2011

- Assist with a ballot measure for converting City Clerk and City Treasurer positions from elected to appointed (carryover) as well as the Revenue Measure, if pursued.
- Review and update City's policy on Gift Acceptance and Donations. #
- Explore the roles and responsibilities of the Council liaison to the Friends of the Heritage Theatre and Museum Foundation.
- Audit City's cable franchise for compliance.
- Pursue "Poetry in Motion" project. *
- Orient new Councilmembers.
- Evaluate going to a two-year funding cycle for social service sub-grants and Community Development Block Grant (CDBG) allocations.

Lower priority will only be done if resources are available.

* Projects suggested by Boards & Commissions or Council.

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

PERFORMANCE OUTCOMES

	Measure	FY 08	FY 09	FY 10*
1	Quarterly Council Agenda items presented as scheduled 90% of time.	82%	88%	93%
2	City Manager's Office will respond to citizen concerns within 2 business days 85% of time. #	**	100%	96%
3	Review and process Purchase Orders within 2 business days 90% of time.	100%	100%	100%
4	Civic Improvement Commission agenda packets will be completed and transmitted 4 business days prior to meeting 95% of time.	100%	100%	100%
5	Civic Improvement Commission annual Workplan Items will meet timelines 90% of time.	100%	100%	100%
6	Public Information Workplan Items will meet timelines 90% of time.	100%	***	***

* 6 months only.

** Data not fully collected.

*** Data reported at fiscal year end.

This is a reduced standard due to the Budget Correction Strategy.

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

EXHIBIT A
 101.510

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 517,763	\$ 506,852	\$ 509,484	\$ 479,704
Supplies, Services & Capital Outlay (Exhibit C)	178,080	123,935	115,283	100,790
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	695,843	630,787	624,767	580,494
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 695,843	\$ 630,787	\$ 624,767	\$ 580,494

FUNDING SOURCE(S)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
General Fund Revenues	101	Misc.	\$ 630,865	\$ 564,149	\$ 552,523	\$ 508,250
Environmental Services	209	9899	17,500	17,500	17,500	17,500
RDA - 20% Housing	223	9899	17,655	18,272	19,185	19,185
RDA - Administration	434	9899	29,823	30,866	35,559	35,559
TOTAL			\$ 695,843	\$ 630,787	\$ 624,767	\$ 580,494

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Cable TV Franchise Fee	101	4122	\$ 389,592	\$ 396,917	\$ 400,532	\$ 380,000
Environmental Services - Transfers In	101	6899	17,500	17,500	17,500	17,500
RDA - 20% Housing - Transfers In	101	6899	17,655	18,272	19,185	19,185
RDA - Administration - Transfers In	101	6899	29,823	30,866	35,559	35,559
Telephone Franchise Fee	101	4125	1,872	34,770	17,590	58,000
TOTAL			\$ 456,442	\$ 498,325	\$ 490,366	\$ 510,244

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

EXHIBIT B
 101.510

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.510.7001 Personnel - Regular	\$ 393,036	\$ 391,003	\$ 404,432	\$ 380,830
101.510.7002 Personnel - Temporary	12,749	-	-	-
101.510.7003 Personnel - Overtime	554	5	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	45,749	44,547	43,311	41,552
101.510.7107 Dental Insurance	4,775	4,836	4,587	4,776
101.510.7108 Group Health Insurance	32,951	36,914	35,774	35,505
101.510.7109 Group Life Insurance	570	577	744	480
101.510.7110 Workers' Compensation Insurance	3,182	2,443	1,497	1,310
101.510.7111 Unemployment Insurance	-	-	-	-
101.510.7112 Group Disability Insurance	2,211	2,237	3,050	2,902
101.510.7113 Medicare	5,951	5,846	5,869	5,522
101.510.7114 Auto Allowance	7,246	7,320	7,320	3,660
101.510.7118 Other Benefit Pay	5,037	7,484	-	-
101.510.7119 Social Security	-	-	-	-
101.510.7122 Deferred Compensation Contribution	3,598	3,640	2,600	2,327
101.510.7126 PARS 457 Retirement	154	-	-	-
101.510.7115 Cell Phone Allowance	-	-	-	840
101.510.7121 Leave Balance Payout				-
101.510.7130 Project Overhead Cost				
TOTAL	\$ 517,763	\$ 506,852	\$ 509,484	\$ 479,704

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

EXHIBIT C
 101.510

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.510.7420 Utilities - Electricity/Gas	\$ -			
101.510.7421 Communications - Phones	771	1,050	\$ 700	\$ -
101.510.7422 Advertising	-	-	-	-
101.510.7423 Clothing and Personal Expense	-	-	-	-
101.510.7424 Office Expense	1,558	869	1,000	1,300
101.510.7425 Minor Tools & Equipment	-	-	-	-
101.510.7427 Special Departmental Expense	2,011	3,840	4,000	3,500
101.510.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.510.7429 Maintenance & Operation of Equipment	425	201	-	-
101.510.7430 Professional & Specialized Services	80,207	15,753	1,000	-
101.510.7431 Promotional Expense	2,500	12,500	12,500	12,000
101.510.7432 Other Contractual Services	44,873	45,285	50,000	43,000
101.510.7433 Insurance and Surety Bonds	-	-	-	-
101.510.7434 Memberships, Dues, Books	3,466	2,561	4,000	3,500
101.510.7435 Professional Development & Meetings	4,182	3,793	4,000	3,500
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	-	-	-
101.510.7551 User Charges - IT Pool	38,083	38,083	38,083	33,990
101.510.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 178,080	\$ 123,935	\$ 115,283	\$ 100,790

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

**EXHIBIT C-1
 101.510**

Description	10/11 Adopted
<u>7424 OFFICE EXPENSE</u>	
Office Supplies - Printed Forms	1,300
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Citywide Employee Recognition	750
Civic Improvement Commission Project	250
Departmental Employee Recognition	200
Employees' Holiday Event/Annual Picnic Potluck	2,000
Special Supplies, Film Processing & Awards	300
	3,500
<u>7431 PROMOTIONAL EXPENSE</u>	
Countywide 2-1-1 Initiative (United Way Silicon Valley)	2,000
Chamber of Commerce Information & Referral Contract	10,000
	12,000
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Social Service Grants: *	
Catholic Charities / Ombudsman Program	5,750
Live Oak Adult Day Services	5,000
Outreach & Escort - Case Management Services	7,500
Saratoga Adult Care Center	4,000
Second Harvest Food Bank / Brown Bag Program	7,500
Teen Counseling Center	7,500
The Health Trust / Meals on Wheels	5,750
	43,000
<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), National Notary Association, SCCMA, WVM&M	2,750
	750
	3,500
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	3,500
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	33,990
TOTAL	\$ 100,790

* As Approved by City Council on 05/18/10

**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 2010 - 2011

- Conduct November 2, 2010 General Municipal election.
- Monitor compliance of AB1234 – Ethics Training for elected and appointed officials.
- Assist with review of Gift and Donation Policy.
- Assist with review and possible implementation of paperless agenda process. (carryover)

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

PERFORMANCE OUTCOMES

	Measure	FY 08	FY 09	FY 10*
1	100% of legal notification requirements for Council Meetings are met.	100%	100%	100%
2	90% of the Minutes, Resolutions and Ordinances will be scanned into document imaging within two weeks of City Council approval.	100%	100%	75%
3	90% of the Minutes of City Council Meetings will be accurately prepared for approval at the next regular Council Meeting.	90%	100%	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%	100%	100%

*6 months only

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

**EXHIBIT B
101.511**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.511.7001 Personnel - Regular	\$ 218,922	\$ 220,346	\$ 236,205	\$ 171,496
101.511.7002 Personnel - Temporary	-	383	-	-
101.511.7003 Personnel - Overtime	-	47	-	-
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	26,643	24,834	25,295	18,712
101.511.7107 Dental Insurance	4,515	4,394	4,698	3,216
101.511.7108 Group Health Insurance	31,004	30,642	32,770	23,617
101.511.7109 Group Life Insurance	539	524	696	432
101.511.7110 Workers' Compensation Insurance	1,797	1,417	874	590
101.511.7111 Unemployment Insurance	-	-	-	-
101.511.7112 Group Disability Insurance	1,919	1,731	2,530	1,860
101.511.7113 Medicare	3,496	3,533	3,425	2,487
101.511.7114 Auto Allowance	1,920	1,920	1,920	960
101.511.7118 Other Benefit Pay	1,909	2,486	-	-
101.511.7119 Social Security	-	-	-	-
101.511.7122 Deferred Compensation Contribution	3,510	3,410	3,510	2,340
101.511.7126 PARS 457 Retirement	-	-	-	-
101.511.7115 Cell Phone Allowance	-	-	-	360
101.511.7121 Leave Balance Payout	-	-	-	-
101.511.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 296,174	\$ 295,667	\$ 311,923	\$ 226,070

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

**EXHIBIT C
101.511**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.511.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.511.7421 Communications - Phones	349	382	400	-
101.511.7422 Advertising	15,888	16,567	16,700	16,700
101.511.7423 Clothing and Personal Expense	-	-	-	-
101.511.7424 Office Expense	37,801	34,734	48,000	43,500
101.511.7425 Minor Tools & Equipment	-	-	-	-
101.511.7427 Special Departmental Expense	116	543	1,000	900
101.511.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.511.7429 Maintenance & Operation of Equipment	5,827	6,359	6,900	7,000
101.511.7430 Professional & Specialized Services	6,763	5,053	9,000	8,000
101.511.7431 Promotional Expense	-	-	-	-
101.511.7432 Other Contractual Services	-	-	-	-
101.511.7433 Insurance and Surety Bonds	-	-	-	-
101.511.7434 Memberships, Dues, Books	1,025	544	1,015	1,015
101.511.7435 Professional Development & Meetings	836	1,241	2,500	2,500
101.511.7436 Election Expense	-	71,706	-	98,500
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	5	-	200	200
101.511.7551 User Charges - IT Pool	27,202	27,202	27,202	10,458
101.511.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 95,812	\$ 164,331	\$ 112,917	\$ 188,773

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

EXHIBIT C-1
101.511

Description	10/11 Adopted
<u>7422 ADVERTISING</u>	
Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc.	\$ 16,700
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	2,500
Postage for All Departments	41,000
	43,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Frames for City Council Proclamations/Resolutions	400
Minute, Ordinance & Resolution Books	200
Office Equipment	300
	900
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Mailing Machine - 48 Month Lease	6,000
Supplies for Postage Machine	500
U.S. Audio (Sony Recorder Maintenance & Supplies)	500
	7,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Codification of Ordinances Amending Campbell Municipal Code	8,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	100
Dues	465
Notary Renewal	300
Subscriptions	150
	1,015
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	2,500
<u>7436 Election Expense</u>	
November 2, 2010 General Municipal Election	98,500
<u>7550 USER CHARGES - MOTOR POOL</u>	
Pool Vehicle Rental	200
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	10,458
TOTAL	\$ 188,773

**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 2010 - 2011

- Meet and confer with all employee groups.
- Provide Sexual Harassment Training for all employees.
- Assist Information Technologies Division with implementation of new CalPERS reporting system.
- Conduct classification analysis and develop specifications for newly created positions as a result of Budget Corrections Strategy.

PERFORMANCE OUTCOMES

	Measure	FY 08	FY 09	FY 10*
1	Complete 90% of recruitments in 2.5 months or less (time measured from date filing opens to date Eligibility List is established).	100%	100%	100%
2	90% of recruitments begin within two (2) weeks of approval to fill the position.	100%	100%	100%
3	Provide 22,000 volunteer hours to City programs annually.	22,021	21,340	21,354**
4	Employee inquiries regarding benefits and compensation are addressed within 3 working days 90% of the time	100%	100%	100%

*6 months only

** For calendar year 2009

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

**EXHIBIT B
101.515**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.515.7001 Personnel - Regular	\$ 170,232	\$ 224,574	\$ 229,712	\$ 224,039
101.515.7002 Personnel - Temporary	12,673	625	2,400	-
101.515.7003 Personnel - Overtime	-	-	-	-
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	21,119	25,570	24,600	28,477
101.515.7107 Dental Insurance	3,224	4,545	3,666	4,406
101.515.7108 Group Health Insurance	18,690	26,759	33,859	29,860
101.515.7109 Group Life Insurance	386	542	672	672
101.515.7110 Workers' Compensation Insurance	1,717	1,755	859	771
101.515.7111 Unemployment Insurance	-	-	-	-
101.515.7112 Group Disability Insurance	1,399	1,877	2,567	2,009
101.515.7113 Medicare	2,857	3,546	3,366	3,249
101.515.7114 Auto Allowance	1,610	1,536	1,536	768
101.515.7118 Other Benefit Pay	3,589	4,165	-	-
101.515.7119 Social Security	-	-	-	-
101.515.7122 Deferred Compensation Contribution	2,156	3,102	2,977	2,977
101.515.7126 PARS 457 Retirement	165	8	31	-
101.515.7115 Cell Phone Allowance	-	-	-	288
101.515.7121 Leave Balance Payout				-
101.515.7130 Project Overhead Cost				
TOTAL	\$ 239,817	\$ 298,604	\$ 306,245	\$ 297,516

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

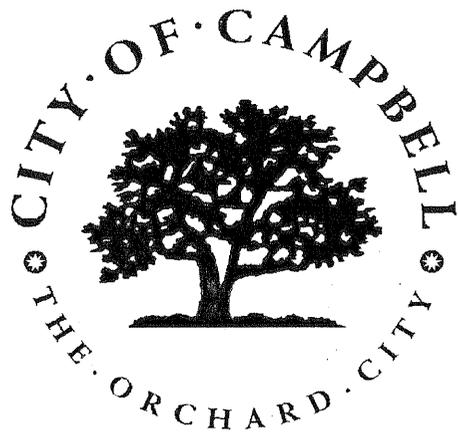
**EXHIBIT C
101.515**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.515.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.515.7421 Communications - Phones	365	547	400	-
101.515.7422 Advertising	752	1,104	1,500	500
101.515.7423 Clothing and Personal Expense	-	-	-	-
101.515.7424 Office Expense	3,683	1,428	2,000	750
101.515.7425 Minor Tools & Equipment	-	-	-	-
101.515.7427 Special Departmental Expense	4,078	3,239	6,000	5,400
101.515.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.515.7429 Maintenance & Operation of Equipment	-	-	-	-
101.515.7430 Professional & Specialized Services	60,107	91,974	75,150	69,650
101.515.7431 Promotional Expense	-	-	-	-
101.515.7432 Other Contractual Services	-	-	-	-
101.515.7433 Insurance and Surety Bonds	-	-	-	-
101.515.7434 Memberships, Dues, Books	1,775	1,747	1,500	750
101.515.7435 Professional Development & Meetings	8,415	4,471	5,000	3,500
101.515.7437 Staff Development	26,608	20,082	33,700	27,400
101.515.7438 Other Charges	-	-	-	-
101.515.7441 Special Community Services	4,273	4,865	5,500	5,000
101.515.7442 Insurance Claims Expense	17,179	26,612	25,000	25,000
101.515.7548 User Charges - Photocopy/Fax	-	-	-	-
101.515.7549 User Charges - Communications Pool	-	-	-	-
101.515.7550 User Charges - Motor Pool	25	-	100	100
101.515.7551 User Charges - IT Pool	10,881	10,881	10,881	8,715
101.515.7625 Retiree Health Rebate	57,105	72,859	133,000	125,000
101.515.7626 Retiree Health Prefunding (OPEB)	-	118,000	-	-
101.515.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 195,246	\$ 357,809	\$ 299,731	\$ 271,765

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

EXHIBIT C-1
101.515
Page 1

Description	10/11 Adopted
<u>7422 ADVERTISING</u>	\$ 500
<u>7424 OFFICE EXPENSE</u> Office Supplies & Forms	750
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
City-wide Safety Supplies	700
Fingerprinting - All New Permanent Employees and Temporary Recreation Employees as Required by Law	3,000
Oral Board Expenses	1,000
Negotiations Lunches	400
Travel Reimbursement - Out of Area Job Candidates	300
	5,400
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Attorney Fees - Labor Relations	5,000
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)	8,850
Hearing Conservation Program	700
Hepatitis B Vaccinations	1,100
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
Test Rental and Administration Fees	1,500
	69,650
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	750
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
Conferences & Meetings - Human Resources Manager	1,500
Conference / Seminar - HR Staff	1,500
H/R Related Seminars - Liebert, Cassidy, Whitmore, etc.	500
	3,500
SUB-TOTAL	\$ 80,550



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.

PERFORMANCE OUTCOMES

	Measure	FY 08	FY 09	FY 10*
1	90% of claims are responded to within 5 working days.	100%	100%	100%
2	Number of recordable industrial injures	N/A	14	7
3	Percent of annual increase (decrease) in the number of recordable work related injuries.	(17%)	16%	(50%)

*6 months only

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

EXHIBIT A
 690.516

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 33,326	\$ 35,600	\$ 35,974	\$ 35,317
Supplies, Services & Capital Outlay (Exhibit C)	28,164	(159,170)	395,750	345,750
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	61,490	(123,570)	431,724	381,067
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 61,490	\$ (123,570)	\$ 431,724	\$ 381,067

FUNDING SOURCE(S)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Workers' Comp. Trust	690	5142	\$ 910,471	\$ 721,992	\$ 432,121	\$ 381,242
Workers' Comp. Ins. - Beg. Fund Bal.	690	6090	(848,981)	(845,562)	-	-
Insurance Claims Reimbursements	690	4962	-	-	-	-
TOTAL			61,490	\$ (123,570)	\$ 432,121	\$ 381,242

REVENUES MONITORED BY THIS PROGRAM

Workers' Compensation:						
Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Charges to Operating Departments	690	5142	\$ 910,471	\$ 721,992	\$ 432,121	\$ 381,242
Insurance Claims Reimbursements	690	4962	-	-	-	-
TOTAL			\$ 910,471	\$ 721,992	\$ 432,121	\$ 381,242

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

**EXHIBIT B
690.516**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
690.516.7001 Personnel - Regular	\$ 25,438	\$ 27,741	\$ 28,947	\$ 28,296
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	3,175	3,187	3,100	3,087
690.516.7107 Dental Insurance	312	312	324	322
690.516.7108 Group Health Insurance	2,183	2,243	2,213	2,362
690.516.7109 Group Life Insurance	37	37	48	48
690.516.7110 Workers' Compensation Insurance	205	170	107	97
690.516.7111 Unemployment Insurance	-	-	-	-
690.516.7112 Group Disability Insurance	158	158	223	223
690.516.7113 Medicare	350	392	420	410
690.516.7114 Auto Allowance	384	384	384	192
690.516.7118 Other Benefit Pay	876	768	-	-
690.516.7119 Social Security	-	-	-	-
690.516.7122 Deferred Compensation Contribution	208	208	208	208
690.516.7126 PARS 457 Retirement	-	-	-	-
690.516.7115 Cell Phone Allowance	-	-	-	72
690.516.7121 Leave Balance Payout				-
690.516.7130 Project Overhead Cost				
TOTAL	\$ 33,326	\$ 35,600	\$ 35,974	\$ 35,317

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)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Human Resources Manager *	0.20	0.20	0.20	0.20	\$ 28,296
* Balance of Position in #515					
TOTAL	0.20	0.20	0.20	0.20	\$ 28,296

Temporary Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
690.516**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 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	17	-	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	(31,256)	59,263	53,700	53,700
690.516.7431 Promotional Expense	-	-	-	-
690.516.7432 Other Contractual Services	-	-	-	-
690.516.7433 Insurance and Surety Bonds	128,881	44,736	42,000	42,000
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	342,542	147,530	250,000	250,000
690.516.7548 User Charges - Photocopy/Fax	-	-	-	-
690.516.7549 User Charges - Communications Pool	-	-	-	-
690.516.7668 Change in Accrual W/C Losses	(412,020)	(410,699)	50,000	-
690.516.7669 Reimbursable W/C Claims Expense	-	-	-	-
690.516.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 28,164	\$ (159,170)	\$ 395,750	\$ 345,750

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

EXHIBIT C-1
 690.516

Description	10/11 Adopted
<u>7424 OFFICE EXPENSE</u>	
Supplies, Forms, Etc.	\$ 50
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Actuarial Review	2,900
Department of Industrial Relations (DOIR) Self-Insurance Fee	8,800
Third-Party Administrator Fees (Tri-Star)	42,000
	<u>53,700</u>
<u>7433 INSURANCE & SURETY BONDS</u>	
Excess Workers' Compensation Insurance over \$1,000,000 Self-Insured Retention (SIR)	<u>42,000</u>
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
Disability Payments to Employees, Medical Fees, Legal Fees, Etc.	<u>250,000</u>
<u>7668 CHANGE IN ACCRUAL</u>	
Workers' Compensation Losses *	-
TOTAL	\$ 345,750

* Funded with One-Time Revenue - Beginning Fund Balance