

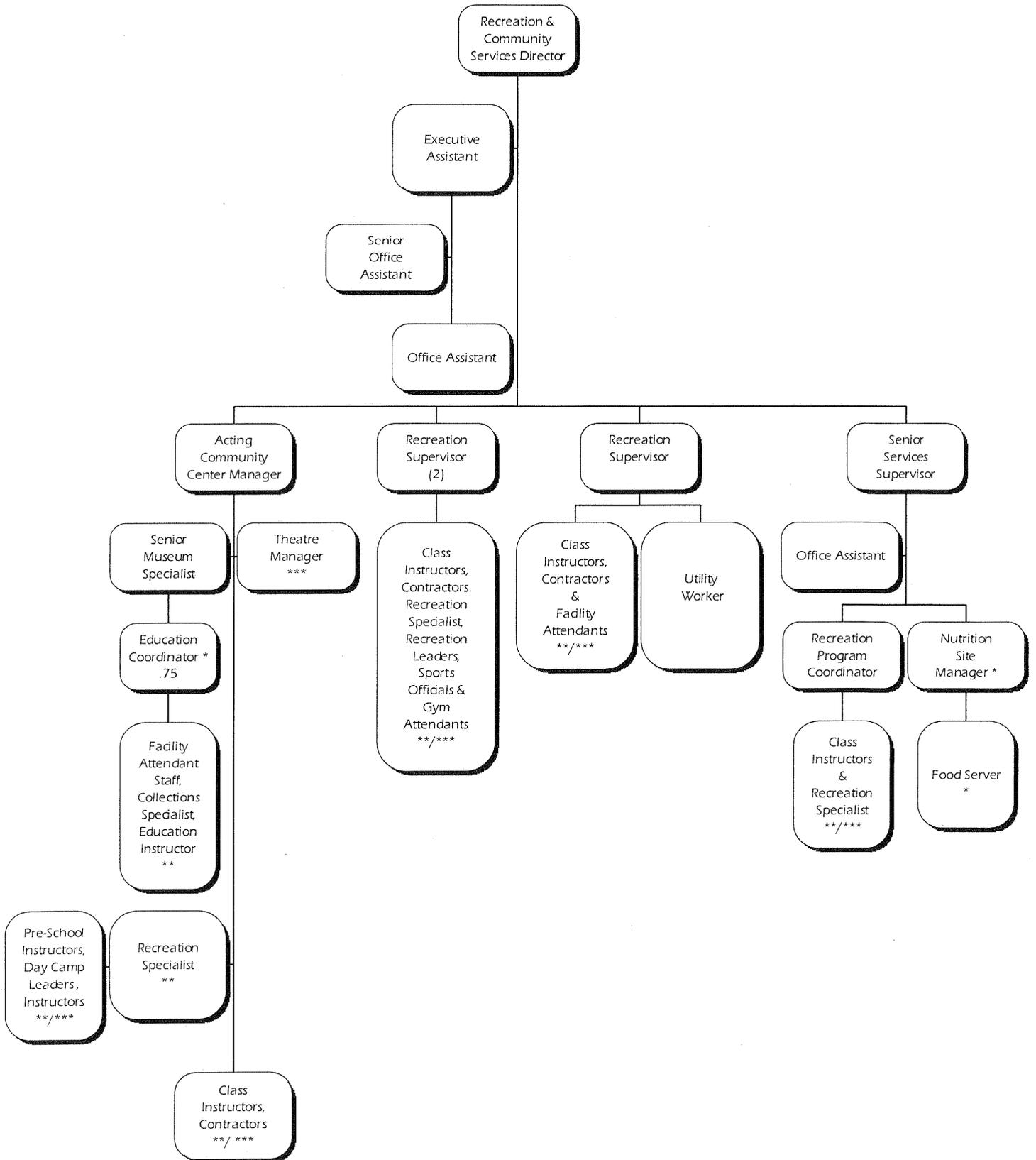
# Recreation &



# Community Services



# Recreation and Community Services Department 2010 - 2011



\* Permanent Part-Time  
 \*\* Temporary Part-Time  
 \*\*\* Contract

## RECREATION & COMMUNITY SERVICES 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>
Building Maintenance Lead Worker	1.00	1.00	-	-
Facilities Maintenance Manager	1.00	1.00	-	-
Building Maintenance Worker	2.00	2.00	-	-
Community Center Coordinator	1.00	-	-	-
Community Center Manager	1.00	1.00	1.00	-
Executive Assistant	1.00	1.00	1.00	1.00
Food Server	0.50	0.50	0.50	0.50
Historic Resources Supervisor	1.00	-	-	-
Museum Education Coordinator	-	1.00	1.00	0.75
Museum Specialist	1.00	1.00	1.00	1.00
Nutrition Site Manager	0.50	0.50	0.50	0.50
Office Assistant	3.25	3.25	2.00	2.00
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00
Recreation Program Coordinator	3.00	1.00	1.00	1.00
Recreation Program Supervisor	3.00	4.00	4.00	3.00
Recreation Services Manager	-	-	-	1.00
Senior Office Assistant	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00
Utility Worker	2.00	1.00	-	1.00
<b>Total Budgeted Positions</b>	<b>24.25</b>	<b>21.25</b>	<b>15.00</b>	<b>14.75</b>

### Temporary Positions

Aquatic Instructor / Lifeguard	4.34	4.39	4.65	1.75
Bldg. Attendants - Building Attendants - Wknight	1.23	1.40	1.40	1.39
Bldg. Attendants - Building Attendants - Wkend	1.55	1.60	1.60	1.49
Bldg. Attendants - Concert Series	0.04	0.07	0.07	-
Bldg. Attendants - Museum Support	0.02	0.02	0.02	0.02
Bldg. Attendants - Enhanced Skate Park Supvr.	0.24	-	-	-
Bldg. Attendants - Special Events	0.05	0.05	0.05	-
Class Instructors	4.27	5.36	5.41	4.22
Clerical Relief	0.33	0.34	0.29	0.14
Collections Specialist	-	-	0.31	0.23
Day Camp Recreation Leaders	5.34	5.38	5.38	5.99
Day Camp Recreation Specialist	0.62	-	0.17	0.19
Day Camp Senior Recreation Specialist	0.62	0.62	0.56	0.25
Drama Camp Instructor	0.04	0.04	-	-
Education Specialist	-	-	-	-
Facility Attendance Staff	0.29	0.56	0.56	0.51
Facility Attendants / Scorers	1.32	1.47	1.49	2.34

## RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

### Staffing (Full-Time Equivalents)

<u>Temporary Positions</u>	<u>Actual 2007-2008</u>	<u>Actual 2008-2009</u>	<u>Adopted 2009-2010</u>	<u>Adopted 2010-2011</u>
Fitness Program Staff	3.11	3.41	4.13	5.39
Food Server - Relief	0.02	0.02	0.02	0.02
Lifeguard/Instructor	0.12	0.12	0.12	0.11
Maintenance Staff Vacation Relief	0.15	0.15	0.04	-
Museum Aide	-	-	-	-
Museum Education Instructor	-	-	-	0.13
Park/Field Attendant	0.65	0.67	0.50	-
Pre-School Aides	1.53	1.54	1.54	2.03
Pre-School Instructors	1.86	1.88	1.94	2.30
Recreation Coordinator	0.79	-	-	-
Parks & Recreation Commission Assistant	0.02	0.02	-	-
Recreation Specialist	0.31	0.23	0.23	0.84
Site Manager - Relief	0.03	0.03	0.03	0.03
Skate Park Attendant	0.92	0.92	0.92	0.91
Special Event Leaders	0.16	0.16	0.09	-
Special Event Specialist/Instructor	0.10	0.10	0.19	-
Sports League Officials	1.27	1.33	1.15	1.03
Sports Specialist	0.38	0.38	0.38	-
Summer Concert Event Staff	-	-	-	0.09
Swim Team Coaches	-	-	-	3.04
Weekend Work Furlough Supervisor	0.23	0.19	-	-
<b>Total Temporary Positions</b>	<b>31.95</b>	<b>32.45</b>	<b>33.24</b>	<b>34.44</b>
<b>Total Staffing</b>	<b>56.20</b>	<b>53.70</b>	<b>48.24</b>	<b>49.19</b>

**RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY**

**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	\$ 3,255,200	\$ 3,257,486	\$ 2,901,242	\$ 2,813,067
Supplies & Other Services & Capital Outlay	2,618,622	2,880,931	2,047,212	1,903,054
Debt Service	-	-	-	-
Total Before Transfers	5,873,822	6,138,417	4,948,454	4,716,121
Transfers-Out	-	-	-	-
Appropriation Total	5,873,822	6,138,417	4,948,454	4,716,121
Less Transfers-In	47,000	52,680	47,480	52,480
Net Cost	<u>\$ 5,826,822</u>	<u>\$ 6,085,737</u>	<u>\$ 4,900,974</u>	<u>\$ 4,663,641</u>

**Revenue Summary**

Total Revenue Monitored by Department	<u>\$ 4,668,469</u>	<u>\$ 4,939,334</u>	<u>\$ 4,947,833</u>	<u>\$ 5,212,042</u>
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**GENERAL FUND - (101)**  
**Recreation & Community Services - Administrative Services Program (524)**  
**Program Manager - Recreation & Community Services Director**

**MISSION STATEMENT**

Provide long-range direction for managing Recreation and Community Service programs in coordination with other local agencies and organizations.

**ONGOING RESPONSIBILITIES**

- Provide direction to staff to produce high quality, cost effective recreation, senior citizen and cultural services for the citizens of Campbell.
- Maintain cooperative relationships with the Campbell Union School District and the Campbell Union High School District to coordinate programs and issues concerning Campbell residents.
- Set revenue and expenditure targets with staff.
- Monitor departmental performance relating to financial and productivity measures.
- Assist in the development of program work plans and monitor progress.
- Serve as staff to the Park and Recreation Commission.
- Complete the departmental budget preparation process for fiscal year 2011-2012.
- Complete an annual review of fees for departmental services and facilities.
- Foster partnerships with other agencies and community groups to address the community's diverse recreational needs.
- Ensure timely completion of permanent employees' annual performance reviews.
- Conduct an annual departmental meeting to discuss community needs, future trends and departmental direction.
- Assist the Park & Recreation Commission in formulating their goals for 2012.
- Facilitate ongoing emergency preparedness training for staff.

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2010 - 2011**

- Perform financial analysis of major recreation programs and implement strategies to make the Recreation Department more self-supporting.
- Assist the Museum Foundation in their efforts to take their proposed Firehouse Museum Enhancement project through the City's approval process. \*
- Facilitate the Parks and Recreation Commission in their exploration of the creation of a non-profit foundation to support parks and recreation programs and projects. \*

\*Projects suggested by Boards & Commissions or Council

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	Percent actual to budgeted revenue for overall department.	100%	100.4%	54.8%
2	Percent actual to budgeted expenditures for overall department.	95%	94%	46.7%

\* 6 months only

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: RECREATION & COMMUNITY SERVICES - ADMINISTRATION

EXHIBIT A  
 101.524

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 289,649	\$ 278,376	\$ 318,102	\$ 248,345
Supplies, Services & Capital Outlay (Exhibit C)	72,441	77,803	90,762	69,560
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	362,090	356,179	408,864	317,905
Transfers Out (Exhibit E)	-	-	-	-
<b>APPROPRIATION TOTAL</b>	<b>\$ 362,090</b>	<b>\$ 356,179</b>	<b>\$ 408,864</b>	<b>\$ 317,905</b>

FUNDING SOURCE(s)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
General Fund Revenues	101	Misc.	\$ 362,090	\$ 356,179	\$ 408,864	\$ 317,905
<b>TOTAL</b>			<b>\$ 362,090</b>	<b>\$ 356,179</b>	<b>\$ 408,864</b>	<b>\$ 317,905</b>

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Donations - Youth Scholarships	101	4821	\$ 1,658	\$ 3,142	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 1,658</b>	<b>\$ 3,142</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Employee Services Summary  
 PROGRAM: RECREATION & COMMUNITY SERVICES - ADMINISTRATION

EXHIBIT B  
 101.524

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.524.7001 Personnel - Regular	\$ 218,793	\$ 211,913	\$ 246,491	\$ 170,230
101.524.7002 Personnel - Temporary	4,235	9,159	3,000	3,000
101.524.7003 Personnel - Overtime	99	-	-	-
101.524.7005 Personnel - POST	-	-	-	-
101.524.7103 Personnel - Holiday Pay	-	-	-	-
101.524.7104 Meal Allowance	-	-	-	-
101.524.7105 Uniform Allowance	-	-	-	-
101.524.7106 Retirement	26,521	21,727	26,397	18,574
101.524.7107 Dental Insurance	3,501	3,055	3,645	2,251
101.524.7108 Group Health Insurance	24,112	21,629	25,344	16,532
101.524.7109 Group Life Insurance	419	348	540	317
101.524.7110 Workers' Compensation Insurance	1,947	1,389	942	596
101.524.7111 Unemployment Insurance	-	-	-	-
101.524.7112 Group Disability Insurance	1,533	1,255	2,046	1,414
101.524.7113 Medicare	1,238	1,132	3,618	2,512
101.524.7114 Auto Allowance	2,640	2,160	2,640	1,320
101.524.7118 Other Benefit Pay	1,902	2,115	-	-
101.524.7119 Social Security	-	-	-	-
101.524.7122 Deferred Compensation Contribution	2,665	2,436	2,665	1,560
101.524.7126 PARS 457 Retirement	44	58	774	39
101.524.7115 Cell Phone Allowance	-	-	-	-
101.524.7121 Leave Balance Payout				30,000
101.524.7130 Project Overhead Cost				
<b>TOTAL</b>	<b>\$ 289,649</b>	<b>\$ 278,376</b>	<b>\$ 318,102</b>	<b>\$ 248,345</b>



**CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Summary  
 PROGRAM: RECREATION & COMMUNITY SERVICES - ADMINISTRATION**

**EXHIBIT C  
 101.524**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.524.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.524.7421 Communications - Phones	841	715	1,260	960
101.524.7422 Advertising	-	-	-	-
101.524.7423 Clothing and Personal Expense	-	-	-	-
101.524.7424 Office Expense	6,983	7,223	6,500	7,000
101.524.7425 Minor Tools & Equipment	-	-	-	-
101.524.7427 Special Departmental Expense	35,506	37,928	38,100	35,170
101.524.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.524.7429 Maintenance & Operation of Equipment	-	-	-	-
101.524.7430 Professional & Specialized Services	208	3,610	14,340	1,200
101.524.7431 Promotional Expense	-	-	-	-
101.524.7432 Other Contractual Services	-	-	-	-
101.524.7433 Insurance and Surety Bonds	-	-	-	-
101.524.7434 Memberships, Dues, Books	484	541	800	800
101.524.7435 Professional Development & Meetings	6,545	6,930	8,000	7,000
101.524.7437 Staff Development	102	-	-	-
101.524.7438 Other Charges	-	-	-	-
101.524.7441 Special Community Services	-	(906)	-	-
101.524.7442 Insurance Claims Expense	-	-	-	-
101.524.7548 User Charges - Photocopy/Fax	-	-	-	-
101.524.7549 User Charges - Communications Pool	-	-	-	-
101.524.7550 User Charges - Motor Pool	10	-	-	-
101.524.7551 User Charges - IT Pool	21,762	21,762	21,762	17,430
101.524.7621 Youth Scholarship Program	-	-	-	-
101.524.7884 Machinery & Equipment	-	-	-	-
<b>TOTAL</b>	<b>\$ 72,441</b>	<b>\$ 77,803</b>	<b>\$ 90,762</b>	<b>\$ 69,560</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: RECREATION & COMMUNITY SERVICES - ADMINISTRATION

EXHIBIT C-1  
 101.524

Description	10/11 Adopted
<b><u>7421 COMMUNICATIONS</u></b>	
E-Mail Newsletter Fees	\$ 360
FAX Line	600
	960
<b><u>7424 OFFICE EXPENSE</u></b>	
Office Supplies & Printing Expenses	7,000
<b><u>7427 SPECIAL DEPARTMENTAL EXPENSE</u></b>	
American Society of Composers, Authors & Performers (ASCAP) BMI Licensing Fee	620
Department Meetings	300
Departmental Employee Recognition	450
Lettering Machine Supplies	300
Motion Picture License	500
Recreation Activities Brochure (3 Per Year)	33,000
	35,170
<b><u>7430 PROFESSIONAL &amp; SPECIAL SERVICES</u></b>	
Hepatitis B Vaccines (Lifeguards/Building Attendants)	200
TB Testing - Lifeguards, Day Camp Leaders, Instructors, Etc.	1,000
	1,200
<b><u>7434 MEMBERSHIPS, DUES &amp; BOOKS</u></b>	
Books	100
Dues (Includes Parks & Recreation Commission)	500
Subscriptions	200
	800
<b><u>7435 PROFESSIONAL DEVELOPMENT &amp; MEETINGS</u></b>	
	7,000
<b><u>7551 USER CHARGES - IT POOL</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	17,430
<b>TOTAL</b>	<b>\$ 69,560</b>

**SENIOR NUTRITION PROGRAM FUND - (101)**  
**Recreation & Community Services - Senior Nutrition Program (525)**  
**Program Manager - Senior Services Supervisor**

**MISSION STATEMENT**

Provide nutritionally balanced meals five days a week and offer programs and services that will maintain the independence and dignity of older persons, enhance the quality of their lives and encourage their involvement within the community.

**ONGOING RESPONSIBILITIES**

- Operate the Campbell Lunch Program for older adults.
- Share funding of program costs with Santa Clara County.
- Provide administration for the program with Santa Clara County.
- Coordinate services provided by the caterer, vendors and social service agencies.
- Provide health and welfare counseling, and assistance with information and referral.
- Coordinate VTA ParaTransit services with Outreach, Inc. for those individuals who cannot access the Nutrition Program by using public or private transportation.
- Coordinate monthly volunteer opportunities for approximately 10 volunteers.
- Provide on-going training to staff and volunteers on health and safety standards for food handling and operations.
- Provide on-going training for staff and volunteers in Universal Precautions and emergency procedures.
- Seek donations from individuals and service groups.
- Maintain attendance levels consistent with the City and County budget support.

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10*</b>
<b>1</b>	Total number of meals served as a percent of meals budgeted.	110%	97%	96%
<b>2</b>	Average number of meals served per day as percent of meals budgeted.	42 100%	44 105%	40 95%

\*6 months only

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: REC & COMM SERVICES - SENIOR CITIZENS - NUTRITION PROGRAM

EXHIBIT A  
 101.525

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 55,490	\$ 56,367	\$ 76,009	\$ 99,475
Supplies, Services & Capital Outlay (Exhibit C)	55,672	59,688	54,509	56,000
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>111,162</b>	<b>116,055</b>	<b>130,518</b>	<b>155,475</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>APPROPRIATION TOTAL</b>	<b>\$ 111,162</b>	<b>\$ 116,055</b>	<b>\$ 130,518</b>	<b>\$ 155,475</b>

FUNDING SOURCE(s)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
General Fund Revenue	101	Misc.	\$ 57,431	\$ 58,466	\$ 75,163	\$ 99,422
Program Revenue	101	Misc.	53,731	57,589	55,355	56,053
<b>TOTAL</b>			<b>\$ 111,162</b>	<b>\$ 116,055</b>	<b>\$ 130,518</b>	<b>\$ 155,475</b>

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
County's Share of Nutrition Program	101	4561	\$ 23,854	\$ 35,745	\$ 28,255	\$ 28,698
County's Share of Personnel Costs	101	4561	17,017	8,991	17,500	17,155
Meal Donations	101	4816	12,860	12,853	9,600	10,200
<b>TOTAL</b>			<b>\$ 53,731</b>	<b>\$ 57,589</b>	<b>\$ 55,355</b>	<b>\$ 56,053</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Employee Services Summary  
 PROGRAM: REC & COMM SERVICES - SENIOR CITIZENS - NUTRITION PROGRAM**

**EXHIBIT B  
 101.525**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.525.7001 Personnel - Regular	\$ 32,518	\$ 33,578	\$ 40,631	\$ 58,791
101.525.7002 Personnel - Temporary	1,191	968	1,150	1,150
101.525.7003 Personnel - Overtime	-	-	-	-
101.525.7005 Personnel - POST	-	-	-	-
101.525.7103 Personnel - Holiday Pay	-	-	-	-
101.525.7104 Meal Allowance	-	-	-	-
101.525.7105 Uniform Allowance	-	-	-	75
101.525.7106 Retirement	3,896	3,706	4,351	9,977
101.525.7107 Dental Insurance	3,114	3,120	3,240	3,779
101.525.7108 Group Health Insurance	10,984	11,534	22,848	15,941
101.525.7109 Group Life Insurance	372	372	480	451
101.525.7110 Workers Compensation Insurance	1,340	1,007	758	1,668
101.525.7111 Unemployment Insurance	-	-	-	-
101.525.7112 Group Disability Insurance	350	363	630	1,004
101.525.7113 Medicare	412	422	606	869
101.525.7114 Auto Allowance	-	-	-	-
101.525.7118 Other Benefit Pay	-	-	-	-
101.525.7119 Social Security	-	-	-	-
101.525.7122 Deferred Compensation Contribution	1,298	1,284	1,300	1,755
101.525.7126 PARS 457 Retirement	15	13	15	15
101.525.7115 Cell Phone Allowance	-	-	-	-
101.525.7121 Leave Balance Payout				4,000
101.525.7130 Project Overhead Cost				
<b>TOTAL</b>	<b>\$ 55,490</b>	<b>\$ 56,367</b>	<b>\$ 76,009</b>	<b>\$ 99,475</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM: REC & COMM SERVICES - SENIOR CITIZENS - NUTRITION PROGRAM

EXHIBIT B-1  
 101.525

Permanent Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Nutrition Site Manager	0.50	0.50	0.50	0.50	\$ 19,260
Food Server	0.50	0.50	0.50	0.50	13,388
Senior Services Supervisor *	-	-	-	0.20	17,265
Utility Worker **	-	-	-	0.15	8,878
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.35</b>	<b>\$ 58,791</b>

\* Balance in Prog #526 FY 11

\*\* Balance in Prog #526, #527, #531, & #532 FY 11

Temporary Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Relief Site Manager	0.025	0.025	0.025	0.025	600
Relief Food Server	0.025	0.025	0.025	0.025	550
<b>TOTAL</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>\$ 1,150</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Summary  
 PROGRAM: REC & COMM SERVICES - SENIOR CITIZENS - NUTRITION PROGRAM

EXHIBIT C  
 101.525

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.525.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.525.7421 Communications - Phones	-	-	-	-
101.525.7422 Advertising	-	-	-	-
101.525.7423 Clothing and Personal Expense	-	-	-	-
101.525.7424 Office Expense	-	-	-	-
101.525.7425 Minor Tools & Equipment	-	-	-	-
101.525.7427 Special Departmental Expense	6,918	7,243	5,941	5,872
101.525.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.525.7429 Maintenance & Operation of Equipment	-	-	-	-
101.525.7430 Professional & Specialized Services	-	-	-	-
101.525.7431 Promotional Expense	-	-	-	-
101.525.7432 Other Contractual Services	48,754	52,445	48,568	50,128
101.525.7433 Insurance and Surety Bonds	-	-	-	-
101.525.7434 Memberships, Dues, Books	-	-	-	-
101.525.7435 Professional Development & Meetings	-	-	-	-
101.525.7437 Staff Development	-	-	-	-
101.525.7438 Other Charges	-	-	-	-
101.525.7441 Special Community Services	-	-	-	-
101.525.7442 Insurance Claims Expense	-	-	-	-
101.525.7548 User Charges - Photocopy/Fax	-	-	-	-
101.525.7549 User Charges - Communications Pool	-	-	-	-
101.525.7550 User Charges - Motor Pool	-	-	-	-
101.525.7883 Improvements Other than Buildings	-	-	-	-
101.525.7884 Machinery & Equipment	-	-	-	-
<b>TOTAL</b>	<b>\$ 55,672</b>	<b>\$ 59,688</b>	<b>\$ 54,509</b>	<b>\$ 56,000</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: REC & COMM SERVICES - SENIOR CITIZENS - NUTRITION PROGRAM

EXHIBIT C-1  
 101.525

Description	10/11 Adopted
<b><u>7427 SPECIAL DEPARTMENTAL EXPENSE</u></b>	
Operations Costs (Serving Dishes/Flatware; Paper Products; Laundry Srvcs, Office Supplies)	\$ 2,722
Plasticware	3,000
Pre-Packaged Meals	150
	<b>5,872</b>
<b><u>7432 OTHER CONTRACTUAL SERVICES</u></b>	
Food Costs (10,416 Meals @ \$4.323 Each)	45,028
Payment to Santa Clara County:	
1/2 of Daily Contributions for FY 10/11	5,100
	<b>50,128</b>
<b>TOTAL</b>	<b>\$ 56,000</b>

**GENERAL FUND - (101)**  
**Recreation & Community Services – Adult Services Program (526)**  
**Program Manager - Senior Services Supervisor**

**MISSION STATEMENT**

Provide programs and services that will maintain the fitness, independence and dignity of adults 50+, to enhance the quality of their lives and encourage their involvement within the community.

**ONGOING RESPONSIBILITIES**

- Operate the Campbell Adult Center.
- Maintain a diverse program to target the needs of the “younger” senior adult.
- Develop and provide leisure, cultural, wellness and educational programs.
- Publish a bi-monthly newsletter to advertise Adult Center programs and services.
- Serve as the primary community resource for information and referral for Senior Adult Services.
- Supervise the Nutrition Program, and coordinate with Santa Clara County.
- Serve as Adult Services Division representative to the Civic Improvement Commission.
- Monitor senior oriented programs/services provided by Social Service sub-grant recipients.
- Maintain existing and develop new partnerships with community-based organizations to enhance programs and services to senior adults.
- Facilitate monthly volunteer opportunities for approximately 50 volunteers.
- Provide supervision for delivery of Case Management Services.
- Continue marketing efforts to sustain participation levels.
- Produce camera-ready Senior Adult pages for Recreation Activities brochure.
- Facilitate training for staff in CPR, Universal Precautions and Emergency Procedures.
- Provide consistent, exceptional customer service in all program offerings.
- Generate revenue from classes to achieve 125% cost recovery factor to help support non-fee based programs and services.

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2010-2011**

- Expand programming to offer revenue-producing classes in the new divided Orchard City Banquet Hall.

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	Attain 90% or better of desired membership base of 1,200.	93%	92%	75%
2	Number of classes offered.	180	206	108
3	Attain 80% or better enrollment in all classes. **	75%	80%	80%
4	Percent of resident enrollees in classes is 50% or greater.	41%	40%	44%
5	Ratio of gross revenues to division direct expenses is 40% or greater.	40%	42%	44%
6	1% of overall division budget is funded by donations & other external sources.	2%	1%	1.5%

\* 6 months only

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

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: RECREATION & COMMUNITY SERVICES - ADULT SERVICES

EXHIBIT A  
 101.526

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 345,932	\$ 353,682	\$ 372,042	\$ 400,114
Supplies, Services & Capital Outlay (Exhibit C)	121,023	120,168	110,240	118,441
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>466,955</b>	<b>473,850</b>	<b>482,282</b>	<b>518,555</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>APPROPRIATION TOTAL</b>	<b>\$ 466,955</b>	<b>\$ 473,850</b>	<b>\$ 482,282</b>	<b>\$ 518,555</b>

FUNDING SOURCE(S)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
General Fund Revenues	101	Misc.	\$ 466,955	\$ 468,170	\$ 476,802	\$ 230,124
Senior Trust - Transfers In	797	9899	-	5,680	5,480	5,480
Program Revenues	101	*	-	-	-	282,951
* Account #4612, #4625, and #4626						
<b>TOTAL</b>			<b>\$ 466,955</b>	<b>\$ 473,850</b>	<b>\$ 482,282</b>	<b>\$ 518,555</b>

REVENUES MONITORED BY THIS PROGRAM

Classes	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Classes	101	4612	\$ 187,883	\$ 196,444	\$ 88,590	\$ 154,306
Fund Raiser	101	4625	-	-	3,150	3,075
Program Fees	101	4626	-	-	96,240	125,570
Senior Trust	101	6899	-	5,680	5,480	5,480
<b>TOTAL</b>			<b>\$ 187,883</b>	<b>\$ 202,124</b>	<b>\$ 193,460</b>	<b>\$ 288,431</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services Summary  
PROGRAM: RECREATION & COMMUNITY SERVICES - ADULT SERVICES**

**EXHIBIT B  
101.526**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.526.7001 Personnel - Regular	\$ 204,531	\$ 211,915	\$ 213,882	\$ 200,672
101.526.7002 Personnel - Temporary	67,058	67,856	81,767	106,360
101.526.7003 Personnel - Overtime	-	-	-	-
101.526.7005 Personnel - POST	-	-	-	-
101.526.7103 Personnel - Holiday Pay	-	-	-	-
101.526.7104 Meal Allowance	-	-	-	-
101.526.7105 Uniform Allowance	-	-	-	75
101.526.7106 Retirement	24,572	23,576	22,905	21,895
101.526.7107 Dental Insurance	4,671	4,678	4,860	4,744
101.526.7108 Group Health Insurance	31,730	33,349	34,272	34,834
101.526.7109 Group Life Insurance	558	558	720	566
101.526.7110 Workers' Compensation Insurance	4,376	3,311	2,154	3,103
101.526.7111 Unemployment Insurance	-	-	-	-
101.526.7112 Group Disability Insurance	1,780	1,782	2,232	2,195
101.526.7113 Medicare	1,835	1,875	4,287	4,452
101.526.7114 Auto Allowance	-	-	-	-
101.526.7118 Other Benefit Pay	47	-	-	-
101.526.7119 Social Security	-	-	-	-
101.526.7122 Deferred Compensation Contribution	3,902	3,900	3,900	3,835
101.526.7126 PARS 457 Retirement	872	882	1,063	1,383
101.526.7115 Cell Phone Allowance	-	-	-	-
101.526.7121 Leave Balance Payout				16,000
101.526.7130 Project Overhead Cost				
<b>TOTAL</b>	<b>\$ 345,932</b>	<b>\$ 353,682</b>	<b>\$ 372,042</b>	<b>\$ 400,114</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM: RECREATION & COMMUNITY SERVICES - ADULT SERVICES

EXHIBIT B-1  
 101.526

Permanent Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Senior Services Supervisor *	1.00	1.00	1.00	0.80	\$ 69,058
Recreation Program Coordinator	1.00	1.00	1.00	1.00	67,478
Office Assistant	1.00	1.00	1.00	1.00	55,257
Utility Worker **	-	-	-	0.15	8,879
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.95</b>	<b>\$ 200,672</b>

\* Balance in Program #525 FY 11

\*\* Balance in Program #525, #531, #532 FY 11

Temporary Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Lifeguard/Instructor	0.12	0.12	0.12	0.11	\$ 2,760
Class Instructors	1.13	1.16	1.16	1.58	94,200
Clerical Relief	0.06	0.06	0.06	0.07	2,400
Recreation Specialist (Trips) *	0.23	0.23	0.23	0.24	7,000
<b>TOTAL</b>	<b>1.54</b>	<b>1.57</b>	<b>1.57</b>	<b>2.00</b>	<b>\$ 106,360</b>

\* \$4,680 Funded from Senior Trust Fund  
 \$2,340 Revenue Offset

**CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Summary  
 PROGRAM: RECREATION & COMMUNITY SERVICES - ADULT SERVICES**

**EXHIBIT C  
 101.526**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.526.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.526.7421 Communications - Phones	-	-	-	-
101.526.7422 Advertising	-	-	-	-
101.526.7423 Clothing and Personal Expense	-	-	-	-
101.526.7424 Office Expense	8,603	7,905	8,768	8,286
101.526.7425 Minor Tools & Equipment	-	-	-	-
101.526.7427 Special Departmental Expense	5,303	15,558	6,690	6,690
101.526.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.526.7429 Maintenance & Operations of Equipment	175	90	300	300
101.526.7430 Professional & Specialized Services	-	-	-	-
101.526.7431 Promotional Expense	-	-	-	-
101.526.7432 Other Contractual Services	4,377	6,894	7,500	7,500
101.526.7433 Insurance and Surety Bonds	-	-	-	-
101.526.7434 Memberships, Dues, Books	690	690	690	160
101.526.7435 Professional Development & Meetings	-	-	-	-
101.526.7437 Staff Development	129	-	-	-
101.526.7438 Other Charges	2,410	1,995	1,500	1,900
101.526.7441 Special Community Services	66,662	54,394	52,100	67,410
101.526.7442 Insurance Claims Expense	-	-	-	-
101.526.7548 User Charges - Photocopy/Fax	-	-	-	-
101.526.7549 User Charges - Communications Pool	-	-	-	-
101.526.7550 User Charges - Motor Pool	32	-	50	50
101.526.7551 User Charges - IT Pool	32,642	32,642	32,642	26,145
101.526.7884 Machinery & Equipment	-	-	-	-
<b>TOTAL</b>	<b>\$ 121,023</b>	<b>\$ 120,168</b>	<b>\$ 110,240</b>	<b>\$ 118,441</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: RECREATION & COMMUNITY SERVICES - ADULT SERVICES

EXHIBIT C-1  
 101.526

Description	10/11 Adopted
<b><u>7424 OFFICE EXPENSE</u></b>	
Newsletter Mailing & Permit (Revenue Offset)	\$ 1,019
Office Supplies	200
Printing of Monthly Newsletter (Revenue Offset)	7,067
	<b>8,286</b>
<b><u>7427 SPECIAL DEPARTMENTAL EXPENSE</u></b>	
Coffee Service (Revenue Offset)	200
Flash Passes (Revenue Offset)	3,600
Information & Referral Books (Trust Fund)	500
Recreation Program Supplies	2,390
	<b>6,690</b>
<b><u>7429 MAINTENANCE &amp; OPERATION OF EQUIPMENT</u></b>	
Piano Tuning, TV, VCR, Pool Table Repair, Keyboard, Etc. (Trust Fund)	300
<b><u>7432 OTHER CONTRACTUAL SERVICES</u></b>	
Case Management Augmentation	<b>7,500</b>
<b><u>7434 MEMBERSHIPS, DUES &amp; BOOKS</u></b>	
Dues - Supervisor & Coordinator	<b>160</b>
<b><u>7438 OTHER CHARGES</u></b>	
Credit Card Fees - Mastercard & VISA	1,900
<b><u>7441 SPECIAL COMMUNITY SERVICES</u></b>	
Program Expenses for Trips (Revenue Offset)	65,950
Program Expenses for Special Events/Fund Raisers (Revenue Offset)	1,460
	<b>67,410</b>
<b><u>7550 USER CHARGES - MOTOR POOL</u></b>	
Use of City Pool Vehicles	<b>50</b>
<b><u>7551 USER CHARGES - IT POOL</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>26,145</b>
<b>TOTAL</b>	<b>\$ 118,441</b>

**COMMUNITY CENTER FUND - (101)**  
**Recreation & Community Services - Campbell Community Center Program (527)**  
**Program Manager - Community Center Manager**

**MISSION STATEMENT**

Effectively manage facility operations and public use of open space to provide a safe, clean, comfortable environment to meet City, tenant, and customer needs.

**ON-GOING RESPONSIBILITIES**

- Promote and facilitate public use of the Community Center.
- Provide efficient and courteous service to all customers.
- Maximize lease and rental revenues to support operating expenses and increase the contribution to the General Fund to offset program overhead costs.
- Conduct annual surveys of comparable rental facilities and recommend modifications to the fee schedule accordingly to maintain fees at the mid-range of like facilities.
- Manage property and tenant needs at the Community Center (with support from RDA.)
- Negotiate tenant leases and rental rates to achieve a minimum of a 3% increase in revenue over the previous year (RDA).
- Identify Capital Improvement and building maintenance projects at the Community Center.
- Provide facility needs support to Recreation and Adult Services division programs.
- Supervise youth basketball, tennis and sports camps programs.
- Staff, program and supervise the Skate Park.
- Oversee the application review and planning process for community sponsored special events held on public property.
- Schedule, monitor and supervise public use of City park facilities and the Creek Trail.
- Coordinate emergency preparedness issues and readiness for the department.
- Manage the City's vending machine contract.

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2010 - 2011**

- Market, advertise and facilitate the re-opening of the Orchard City Banquet Hall.

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	80% of available short-term rental space is scheduled.	60%	56%	49%
2	Tenant lease rates are 90% or better of market rates for comparable office space in the Campbell/West Valley area..	99%	135%	124%
3	90 % of available square footage of identified lease space is leased.	97%	95%	94%
4	50% of available athletic field time is reserved.	41%	48%	52%

\* 6 months only



**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services Summary  
PROGRAM: REC & COMMUNITY SERVICES - CAMPBELL COMMUNITY CENTER**

**EXHIBIT B  
101.527**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
<b>101.527.7001</b> Personnel - Regular	\$ 204,844	\$ 219,314	\$ 217,637	\$ 174,262
<b>101.527.7002</b> Personnel - Temporary	116,141	115,453	133,652	118,480
<b>101.527.7003</b> Personnel - Overtime	74	90	1,000	1,000
<b>101.527.7005</b> Personnel - POST	-	-	-	-
<b>101.527.7103</b> Personnel - Holiday Pay	-	-	-	-
<b>101.527.7104</b> Meal Allowance	-	-	-	-
<b>101.527.7105</b> Uniform Allowance	-	-	-	300
<b>101.527.7106</b> Retirement	24,951	24,583	23,307	19,014
<b>101.527.7107</b> Dental Insurance	4,043	4,368	4,050	4,020
<b>101.527.7108</b> Group Health Insurance	27,275	30,415	28,344	29,521
<b>101.527.7109</b> Group Life Insurance	483	505	600	480
<b>101.527.7110</b> Workers' Compensation Insurance	17,905	6,800	8,202	5,384
<b>101.527.7111</b> Unemployment Insurance	-	-	-	-
<b>101.527.7112</b> Group Disability Insurance	1,662	1,615	2,083	1,860
<b>101.527.7113</b> Medicare	3,956	4,392	5,108	4,259
<b>101.527.7114</b> Auto Allowance	1,152	797	1,152	-
<b>101.527.7118</b> Other Benefit Pay	2,070	1,323	-	-
<b>101.527.7119</b> Social Security	-	-	-	-
<b>101.527.7122</b> Deferred Compensation Contribution	3,223	3,445	3,094	3,250
<b>101.527.7126</b> PARS 457 Retirement	1,511	1,499	1,737	1,540
<b>101.527.7115</b> Cell Phone Allowance	-	-	-	-
<b>101.527.7121</b> Leave Balance Payout				-
<b>101.527.7130</b> Project Overhead Cost				
<b>TOTAL</b>	<b>\$ 409,290</b>	<b>\$ 414,599</b>	<b>\$ 429,966</b>	<b>\$ 363,370</b>



**CITY OF CAMPBELL  
OPERATING BUDGET - Supplies & Services Summary  
PROGRAM: REC & COMMUNITY SERVICES - CAMPBELL COMMUNITY CENTER**

**EXHIBIT C  
101.527**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
<b>101.527.7420</b> Utilities - Electricity/Gas	\$ 373,603	\$ 366,660	\$ 363,600	\$ 297,240
<b>101.527.7421</b> Communications - Phones	1,480	1,228	600	325
<b>101.527.7422</b> Advertising	5,294	1,195	-	-
<b>101.527.7423</b> Clothing and Personal Expense	812	411	500	500
<b>101.527.7424</b> Office Expense	-	-	-	-
<b>101.527.7425</b> Minor Tools & Equipment	-	7,546	6,200	7,400
<b>101.527.7427</b> Special Departmental Expense	11,936	6,191	3,750	3,450
<b>101.527.7428</b> Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
<b>101.527.7429</b> Maintenance & Operation of Equipment	852	1,094	1,450	1,450
<b>101.527.7430</b> Professional & Specialized Services	93	-	-	-
<b>101.527.7431</b> Promotional Expense	-	-	-	5,000
<b>101.527.7432</b> Other Contractual Services	-	-	-	-
<b>101.527.7433</b> Insurance and Surety Bonds	-	-	-	-
<b>101.527.7434</b> Memberships, Dues, Books	315	155	325	175
<b>101.527.7435</b> Professional Development & Training	-	-	-	-
<b>101.527.7437</b> Staff Development	300	-	-	-
<b>101.527.7438</b> Other Charges	20,081	16,629	5,000	4,300
<b>101.527.7441</b> Special Community Services	-	44	-	-
<b>101.527.7548</b> User Charges - Photocopy/Fax	-	-	-	-
<b>101.527.7549</b> User Charges - Communications Pool	-	-	-	-
<b>101.527.7550</b> User Charges - Motor Pool	-	-	-	-
<b>101.527.7551</b> User Charges - IT Pool	16,321	16,321	16,321	17,430
<b>101.527.7884</b> Machinery & Equipment	-	-	-	-
<b>TOTAL</b>	<b>\$ 431,087</b>	<b>\$ 417,474</b>	<b>\$ 397,746</b>	<b>\$ 337,270</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: REC & COMMUNITY SERVICES - CAMPBELL COMMUNITY CENTER

EXHIBIT C-1  
 101.527

Description	10/11 Adopted
<b><u>7420 UTILITIES</u></b>	
PG&E (Community Center) *	\$ 222,600
Sewer (Community Center)	12,000
Water (Community Center)	62,640
	<b>297,240</b>
<b><u>7421 COMMUNICATIONS</u></b>	
Cell Phones for Field Attendants & Building Attendants	325
<b><u>7423 CLOTHING &amp; PERSONAL EXPENSE</u></b>	
Shirts & Sweatshirts for Part-Time Staff	500
<b><u>7425 MINOR TOOLS &amp; EQUIPMENT</u></b>	
A E Defibrillator for OCBH	1,200
Meeting Room Equipment (Portable Whiteboard, Surge Protectors, Ext. Cords, etc.)	1,200
Replacement Signs (New Tenants, Vandalism Replacement)	5,000
	<b>7,400</b>
<b><u>7427 SPECIAL DEPARTMENTAL EXPENSE</u></b>	
Meeting Supplies	150
Miscellaneous Batteries, Flashlights, Emergency Preparedness, Etc.	500
Safety, First Aid, Personal Protective Equipment (PPE)	2,400
Skate Park Membership Supplies	400
	<b>3,450</b>
<b><u>7429 MAINTENANCE &amp; OPERATION OF EQUIPMENT</u></b>	
Repairs to Microphones, TV's, PA's, AV Equipment, Projector Bulbs, etc.	250
Skate Park Equipment Parts for Repairs, Replacement & Services, Etc.	1,200
	<b>1,450</b>
<b><u>7431 PROMOTIONAL EXPENSE</u></b>	
OCBH /CCC Updated Marketing Materials (design & printing)	2,500
OCBH Grand Opening	2,500
	<b>5,000</b>
<b><u>7434 MEMBERSHIPS, DUES &amp; BOOKS</u></b>	
California Park & Recreation Society (CPRS)	175
<b><u>7438 OTHER CHARGES</u></b>	
Credit Card Transaction Fees	4,300
<b><u>7551 USER CHARGES - IT POOL</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	17,430
* Portion attributable to Heritage Theatre - Transferred to Program #529	
<b>TOTAL</b>	<b>\$ 337,270</b>

**GENERAL FUND - (101)**  
**Recreation & Community Services - Museum Services Program (528)**  
**Program Manager – Senior Museum Specialist**

**MISSION STATEMENT**

**Interpret and preserve the history of the Campbell area from its early beginnings to today and to relate that history within the context of the Santa Clara Valley region.**

**ONGOING RESPONSIBILITIES**

- Collect, preserve, document, protect, exhibit and interpret objects of cultural and historical significance to the Campbell area.
- Maintain the collection to American Association of Museums standards, as is practical.
- Develop, provide and promote educational programs and services for school aged children.
- Secure supplemental funding sources to support museum programs.
- Supervise and provide guidance and direction to museum staff and volunteers.
- Manage and maintain the exhibit space in the Historical (firehouse) Museum and Ainsley House and change exhibits in each at least once annually.
- Promote individual and group visits to both the Ainsley House and Historical (firehouse) Museum.
- Recruit and train docents on an annual basis.
- Support and facilitate the Museum Foundation in their fundraising efforts to support the Museum collections, programs and facilities.
- Provide bi-monthly reports to the Civic Improvement Commission.
- Provide support, as needed, to the Historic Preservation Board.
- Work with non-profit and private sources to generate funds to support 35% of cost of Museum's operational costs.

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2010 – 2011**

- Explore additional programming opportunities to generate visitorship and revenue.
- Create an online exhibit.
- Consider implementing a lecture series.
- Conserve the breakfast table at the Ainsley House.
- Develop policy to set a goal for the level of General Fund support to the Museum.\*

\*Projects suggested by Boards & Commissions or Council

**GENERAL FUND - (101)**  
**Recreation & Community Services - Museum Services Program (528)**  
**Program Manager – Senior Museum Specialist**

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	Ainsley Gardens are rented 70% of the available time.	80%	67%	41%
2	80% of available school program dates are booked. **	71%	82%	76%
3	Total number of Museum attendance.	5,625	6,664	3,678
4	Education programs recover 80% or better of direct costs.	122%	116%	158%
5	11% of overall division budget if funded through donations & other external sources.	12%	11%	13.6%
6	The ratio of gross revenues to division expenses is 35% or better.	20%	30%	25%

\* 6 months only.

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

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES

EXHIBIT A  
 101.528

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 196,850	\$ 212,630	\$ 231,855	\$ 203,652
Supplies, Services & Capital Outlay (Exhibit C)	75,545	86,289	77,467	74,935
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	272,395	298,919	309,322	278,587
Transfers Out (Exhibit E)	-	-	-	-
<b>APPROPRIATION TOTAL</b>	<b>\$ 272,395</b>	<b>\$ 298,919</b>	<b>\$ 309,322</b>	<b>\$ 278,587</b>

FUNDING SOURCE(s)						
Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
General Fund Revenues	101	Misc.	\$ 185,224	\$ 207,363	\$ 193,027	\$ 154,822
Museum Program Revenues	101	Misc.	55,171	59,556	74,295	76,765
Museum Trust	794	9899	32,000	32,000	42,000	47,000
<b>TOTAL</b>			<b>\$ 272,395</b>	<b>\$ 298,919</b>	<b>\$ 309,322</b>	<b>\$ 278,587</b>

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Program Fees	101	4609	\$ 14,246	\$ 21,336	\$ 26,620	\$ 26,890
Rental Fees	101	4610	30,475	30,558	41,025	43,025
Admission Fees	101	4611	6,612	7,662	6,650	6,850
Miscellaneous Revenue	101	4965	3,838	-	-	-
Museum Trust - Transfers In	101	6899	32,000	32,000	32,000	32,000
Museum Trust - Donated Funding for Collections Specialist by Museum Foundation (Reimbursable basis)	101	6899	-	-	10,000	15,000
<b>TOTAL</b>			<b>\$ 87,171</b>	<b>\$ 91,556</b>	<b>\$ 116,295</b>	<b>\$ 123,765</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services Summary  
PROGRAM: RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES**

**EXHIBIT B  
101.528**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
<b>101.528.7001</b> Personnel - Regular	\$ 135,629	\$ 133,554	\$ 154,987	\$ 133,917
<b>101.528.7002</b> Personnel - Temporary	9,844	29,809	22,806	21,516
<b>101.528.7003</b> Personnel - Overtime	1,263	394	-	-
<b>101.528.7005</b> Personnel - POST	-	-	-	-
<b>101.528.7103</b> Personnel - Holiday Pay	-	-	-	-
<b>101.528.7104</b> Meal Allowance	-	-	-	-
<b>101.528.7105</b> Uniform Allowance	-	-	-	-
<b>101.528.7106</b> Retirement	16,379	14,959	16,598	14,612
<b>101.528.7107</b> Dental Insurance	3,265	3,263	3,402	3,377
<b>101.528.7108</b> Group Health Insurance	19,991	22,462	23,954	21,845
<b>101.528.7109</b> Group Life Insurance	390	389	504	408
<b>101.528.7110</b> Workers' Compensation Insurance	3,567	1,346	2,234	1,554
<b>101.528.7111</b> Unemployment Insurance	-	-	-	-
<b>101.528.7112</b> Group Disability Insurance	1,265	1,222	1,600	1,414
<b>101.528.7113</b> Medicare	1,978	2,223	2,578	2,254
<b>101.528.7114</b> Auto Allowance	192	96	192	96
<b>101.528.7118</b> Other Benefit Pay	257	(70)	-	-
<b>101.528.7119</b> Social Security	-	-	-	-
<b>101.528.7122</b> Deferred Compensation Contribution	2,702	2,595	2,704	2,379
<b>101.528.7126</b> PARS 457 Retirement	128	388	296	280
<b>101.528.7115</b> Cell Phone Allowance	-	-	-	-
<b>101.528.7121</b> Leave Balance Payout				-
<b>101.528.7130</b> Project Overhead Cost				
<b>TOTAL</b>	<b>\$ 196,850</b>	<b>\$ 212,630</b>	<b>\$ 231,855</b>	<b>\$ 203,652</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM: RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES

EXHIBIT B-1  
 101.528

Permanent Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Senior Museum Specialist	1.00	1.00	1.00	1.00	\$ 74,930
Community Center Manager *	0.10	0.10	0.10	-	-
Education Coordinator **	1.00	1.00	1.00	0.75	49,533
Acting Community Center Manager ***	-	-	-	0.10	9,454
* Position eliminated & replaced by Acting Comm Cntr Mgr FY 11 ** Voluntary reduction of hours FY 11 *** Balance in Prog #529 & #532 FY 11					
<b>TOTAL</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>	<b>1.85</b>	<b>\$ 133,917</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Facility Attendant Staff	0.29	0.31	0.31	0.26	\$ 6,600
Building Attendant (Museum Support)	0.02	0.02	0.02	0.02	576
Maternity Leave	-	0.21	-	-	-
Class Instructor	-	0.15	0.15	0.10	3,210
Collections Specialist **	-	-	0.31	0.23	7,170
Museum Education Instructor **	-	-	-	0.13	3,960
** Funded by Museum Foundation					
<b>TOTAL</b>	<b>0.31</b>	<b>0.69</b>	<b>0.79</b>	<b>0.74</b>	<b>\$ 21,516</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Summary  
 PROGRAM: RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES**

**EXHIBIT C  
 101.528**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.528.7420 Utilities - Electricity/Gas	\$ 13,537	\$ 15,621	\$ 15,000	\$ 15,000
101.528.7421 Communications - Phones	951	982	1,030	1,030
101.528.7422 Advertising	4,662	6,148	5,000	5,000
101.528.7423 Clothing and Personal Expense	-	-	-	-
101.528.7424 Office Expense	403	347	400	400
101.528.7425 Minor Tools & Equipment	-	-	-	-
101.528.7427 Special Departmental Expense	11,267	10,367	11,000	12,700
101.528.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.528.7429 Maintenance & Operation of Equipment	2,743	895	1,500	1,500
101.528.7430 Professional & Specialized Services	-	-	-	-
101.528.7431 Promotional Expense	2,199	11,127	3,000	3,000
101.528.7432 Other Contractual Services	17,540	18,540	18,275	18,275
101.528.7433 Insurance and Surety Bonds	-	-	-	-
101.528.7434 Memberships, Dues, Books	430	500	500	500
101.528.7435 Professional Development & Meetings	-	-	-	-
101.528.7437 Staff Development	-	-	-	-
101.528.7438 Other Charges	-	-	-	100
101.528.7441 Special Community Services	-	-	-	-
101.528.7442 Insurance Claims Expense	-	-	-	-
101.528.7548 User Charges - Photocopy/Fax	-	-	-	-
101.528.7549 User Charges - Communications Pool	-	-	-	-
101.528.7550 User Charges - Motor Pool	51	-	-	-
101.528.7551 User Charges - IT Pool	21,762	21,762	21,762	17,430
101.528.7884 Machinery & Equipment	-	-	-	-
<b>TOTAL</b>	<b>\$ 75,545</b>	<b>\$ 86,289</b>	<b>\$ 77,467</b>	<b>\$ 74,935</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES

EXHIBIT C-1  
 101.528  
 Page 1

Description	10/11 Adopted
<b><u>7420 UTILITIES - ELEC/GAS</u></b>	
PG&E (Museum & Ainsley House)	\$ 10,900
Sewer (Museum & Ainsley House)	500
Water (Museum & Ainsley House)	3,600
	<b>15,000</b>
<b><u>7421 COMMUNICATIONS - PHONES</u></b>	
Telephone Line for Alarm System, Computer Network, FAX Machine (Visa/ MC)	<b>1,030</b>
<b><u>7422 ADVERTISING</u></b>	
Yellow Pages, Wedding Guide & Individual Exhibit Brochures	<b>5,000</b>
<b><u>7424 OFFICE EXPENSE</u></b>	
Museum Operations	400
<b><u>7427 SPECIAL DEPARTMENTAL EXPENSE</u></b>	
Ainsley House School Program Supplies	1,050
Collections Supplies	500
Conservation of Artifacts	1,000
Educational Programs	5,150
Exhibit Expenses (NEW: Outdoor Text Panel & Ainsley House Exhibit)	2,500
Garden Supplies	500
Other Program Supplies (Family Fun Spooky Night, Open House)	750
Tea Program Supplies	850
Volunteer Training Supplies	400
	<b>12,700</b>
<b><u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u></b>	
Ainsley House Alarm Monitoring & Repairs	750
Historical Museum Alarm Monitoring & Repairs	750
	<b>1,500</b>
<b><u>7431 PROMOTIONAL EXPENSE</u></b>	
Marketing Expenses - School Program Brochure	3,000
<b>SUB - TOTAL</b>	<b>\$ 38,630</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES

EXHIBIT C-1  
 101.528  
 Page 2

Description	10/11 Adopted
<b><u>7432 OTHER CONTRACTUAL SERVICES</u></b>	
Awning Cleaning	\$ 775
Museum Custodial Services	17,500
	<b>18,275</b>
<b><u>7434 MEMBERSHIPS, DUES &amp; BOOKS</u></b>	
Books / Dues	500
<b><u>7438 OTHER CHARGES</u></b>	
Credit Card Transation Fees	100
<b><u>7551 USER CHARGES - IT POOL</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>17,430</b>
<b>TOTAL</b>	<b>\$ 74,935</b>

**GENERAL FUND - (101)**  
**Recreation & Community Services - Heritage Theatre Program (529)**  
**Program Manager – Community Center Manager**

**MISSION STATEMENT**

**Provide a quality venue for a variety of cultural entertainment and educational opportunities for the surrounding region in a sound, business-like manner.**

**ONGOING RESPONSIBILITIES**

- Provide a quality venue, for production of a variety of entertainment and cultural activities.
- Monitor performance of contract theatre management staff relating to financial and productivity measures.
  - Operate the facility within a fiscally responsible framework that carefully balances creative and financial goals.
  - Bring major entertainment to the Campbell community through a series of in-house productions.
  - Market the shows and rental facility to maintain a strong presence in the West Valley area.
  - Monitor use of the Theatre and facilitate maintenance and repairs in a timely fashion.
  - Manage the Theatre’s volunteer recruitment, retention and training program.
  - Maintain a database of theatre patrons.
  - Work with the Friends of the Heritage Theatre to implement a continuous fund development plan, including systematic grant solicitation, underwriting/sponsorship programs, and community fund-raising activities.
  - Achieve rental, marketing and fund-raising goals to generate revenue to limit impact on the City’s General Fund to a maximum of \$100,000 in support per year.

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2010 – 2011**

- Work with the Friends of the Heritage Theatre to explore fundraising options to support Theatre operations.
- Develop and enact a marketing program to reach and attract more corporate uses of the Theatre.
- Work with Finance/IT to evaluate alternative credit card processors.

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	70% of all prime dates are booked.	46%	68%	62%
2	Sponsorship revenue is 7% of overall Theatre expenses.	9%	8.4%	5.7%
3	Ratio of gross revenues (net of P&E) to expenses is 70% or greater.	77%	88%	80%
4	80% of available tickets for City sponsored events will be sold..	94%	78%	68%
5	General Fund subsidy of Theatre Program to be \$100,000/year or less.	N/A	\$141,491**	TBD

\* 6 months only

\*\* New: From FY 04 to FY 09 this subsidy came from the Theatre Reserve for Operations; in FY 10 from GF.

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: RECREATION & COMMUNITY SERVICES - THEATER

EXHIBIT A  
 101.529

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 45,009	\$ 31,684	\$ 47,679	\$ 18,599
Supplies, Services & Capital Outlay (Exhibit C)	596,704	801,357	741,293	751,425
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	641,713	833,041	788,972	770,024
Transfers Out (Exhibit E)	-	-	-	-
<b>APPROPRIATION TOTAL</b>	<b>\$ 641,713</b>	<b>\$ 833,041</b>	<b>\$ 788,972</b>	<b>\$ 770,024</b>

FUNDING SOURCE(S)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Theater Revenues	101	Misc.	\$ 491,480	\$ 691,550	\$ 615,580	\$ 652,680
Transfer/shift from P&E Reserve	101	6090	-	-	-	15,000
General Fund Beginning Fund Bal. *	101	6090	150,233	141,491	-	-
General Fund Miscellaneous	101	Misc.	-	-	173,392	102,347
* Theatre Reserve						
<b>TOTAL</b>			<b>\$ 641,713</b>	<b>\$ 833,041</b>	<b>\$ 788,972</b>	<b>\$ 770,027</b>

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Theater Revenue Donations	101	4631	\$ 5,492	\$ 3,334	\$ 3,500	\$ 3,500
FOHT Operation Support	101	4631	-	-	-	26,000
Theater Preservation & Facility Surcharge **	101	4632	43,758	59,737	72,800	46,650
Facility Fee	101	4633	-	-	-	14,250
Concession & Merchandise	101	4643	3,225	3,554	3,400	2,875
Ticket Sales	101	4644	187,142	245,709	226,000	232,550
Sponsorships	101	4645	60,632	69,812	50,000	55,000
Program Advertising	101	4646	1,300	5,725	8,000	7,000
Theatre Rental Income	101	4819	233,562	363,445	324,680	311,505
Other Revenue	101	4965	127	(29)	-	-
** Restricted for Capital Improvements or Enhancements Portion to be shifted to Operations						
<b>TOTAL</b>			<b>\$ 535,238</b>	<b>\$ 751,287</b>	<b>\$ 688,380</b>	<b>\$ 699,330</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Employee Services Summary  
 PROGRAM: RECREATION & COMMUNITY SERVICES - THEATER**

**EXHIBIT B  
 101.529**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.529.7001 Personnel - Regular	\$ 34,593	\$ 24,506	\$ 37,838	\$ 14,182
101.529.7002 Personnel - Temporary	-	-	-	-
101.529.7003 Personnel - Overtime	-	-	-	-
101.529.7005 Personnel - POST	-	-	-	-
101.529.7103 Personnel - Holiday Pay	-	-	-	-
101.529.7104 Meal Allowance	-	-	-	-
101.529.7105 Uniform Allowance	-	-	-	-
101.529.7106 Retirement	4,267	2,813	4,052	1,547
101.529.7107 Dental Insurance	468	332	486	241
101.529.7108 Group Health Insurance	3,443	2,352	3,319	1,771
101.529.7109 Group Life Insurance	56	40	72	36
101.529.7110 Workers' Compensation Insurance	284	245	140	149
101.529.7111 Unemployment Insurance	-	-	-	-
101.529.7112 Group Disability Insurance	238	156	335	167
101.529.7113 Medicare	-	105	549	206
101.529.7114 Auto Allowance	576	288	576	144
101.529.7118 Other Benefit Pay	772	609	-	-
101.529.7119 Social Security	-	-	-	-
101.529.7122 Deferred Compensation Contribution	312	238	312	156
101.529.7126 PARS 457 Retirement	-	-	-	-
101.529.7115 Cell Phone Allowance	-	-	-	-
101.529.7121 Leave Balance Payout				-
101.529.7130 Project Overhead Cost				
<b>TOTAL</b>	<b>\$ 45,009</b>	<b>\$ 31,684</b>	<b>\$ 47,679</b>	<b>\$ 18,599</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM: RECREATION & COMMUNITY SERVICES - THEATER

EXHIBIT B-1  
 101.529

Permanent Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Community Center Manager *	0.30	0.30	0.30	-	\$ -
Acting Community Center Manager **				0.15	14,182
<b>TOTAL</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.15</b>	<b>\$ 14,182</b>

\* Position eliminated & replaced by Acting Comm Cntr Mgr FY 11

\*\* Balance in Program #528 & #532

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

**CITY OF CAMPBELL  
OPERATING BUDGET - Supplies & Services Summary  
PROGRAM: RECREATION & COMMUNITY SERVICES - THEATER**

**EXHIBIT C  
101.529**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
<b>101.529.7420</b> Utilities - Electricity/Gas	\$ 17,496	\$ 41,271	\$ 40,200	\$ 40,200
<b>101.529.7421</b> Communications - Phones	-	589	600	840
<b>101.529.7422</b> Advertising	40,664	57,173	52,600	52,600
<b>101.529.7423</b> Clothing and Personal Expense	-	-	-	-
<b>101.529.7424</b> Office Expense	8,638	7,817	9,200	9,000
<b>101.529.7425</b> Minor Tools & Equipment	-	7	100	100
<b>101.529.7427</b> Special Departmental Expense	30,801	35,224	34,000	42,320
<b>101.529.7428</b> Maintenance of Bldgs. Struct. & Grounds	1,815	-	1,500	1,500
<b>101.529.7429</b> Maintenance & Operation of Equipment	2,350	7,215	6,300	8,100
<b>101.529.7430</b> Professional & Specialized Services	411,278	562,874	500,681	495,100
<b>101.529.7431</b> Promotional Expense	-	-	-	-
<b>101.529.7432</b> Other Contractual Services	28,511	29,093	30,470	29,720
<b>101.529.7433</b> Insurance and Surety Bonds	6,517	8,323	9,000	7,500
<b>101.529.7434</b> Memberships, Dues, Books	-	-	-	-
<b>101.529.7435</b> Professional Development & Meetings	-	-	-	-
<b>101.529.7437</b> Staff Development	-	-	-	-
<b>101.529.7438</b> Other Charges	15,992	19,129	24,000	38,300
<b>101.529.7441</b> Special Community Services	-	-	-	-
<b>101.529.7442</b> Insurance Claims Expense	-	-	-	-
<b>101.529.7548</b> User Charges - Photocopy/Fax	-	-	-	-
<b>101.529.7549</b> User Charges - Communications Pool	-	-	-	-
<b>101.529.7550</b> User Charges - Motor Pool	-	-	-	-
<b>101.529.7551</b> User Charges - IT Pool	32,642	32,642	32,642	26,145
<b>101.529.7884</b> Machinery & Equipment	-	-	-	-
<b>TOTAL</b>	<b>\$ 596,704</b>	<b>\$ 801,357</b>	<b>\$ 741,293</b>	<b>\$ 751,425</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: RECREATION & COMMUNITY SERVICES - THEATER

EXHIBIT C-1  
 101.529  
 Page 1

Description	10/11 Adopted
<b><u>7420 UTILITIES</u></b>	
Gas & Electricity	\$ 36,000
Sewer	1,200
Water	3,000
	<b>40,200</b>
<b><u>7421 COMMUNICATIONS</u></b>	
Cell Phone for Production Manager	<b>840</b>
<b><u>7422 ADVERTISING</u></b>	
Marketing for Co-produced & Season Shows	52,000
Theater Marketing & Advertising	600
	<b>52,600</b>
<b><u>7424 OFFICE EXPENSE</u></b>	
Box Office Supplies	1,500
Office Supplies	1,500
Postage	6,000
	<b>9,000</b>
<b><u>7425 MINOR TOOLS &amp; EQUIPMENT</u></b>	
Tool Box & Miscellaneous Tools	<b>100</b>
<b><u>7427 SPECIAL DEPARTMENTAL EXPENSE</u></b>	
First Aid Kits, Supplies & Equipment	100
Maintenance & Janitorial Supplies	200
Photo Framing	220
Piano Tuning	500
Production Equipment & Supplies	2,500
Special Program Expenses based on 1 Season (6 Shows):	
Catering for Performers (Shows)	7,800
Performer Lodging	3,000
Performer Transportation	3,000
Program Printing (Moved from 7422 in FY 07/08 & Added Programs for Co-Promotes)	6,500
Special Equipment Rental	18,500
	<b>42,320</b>
<b><u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES &amp; GROUNDS</u></b>	
General Repairs for Customer Use-Related Damages (Reimbursable)	<b>1,500</b>
<b>SUB - TOTAL</b>	<b>\$ 146,560</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: RECREATION & COMMUNITY SERVICES - THEATER

EXHIBIT C-1  
 101.529  
 Page 2

Description	10/11 Adopted
<b><u>7429 MAINTENANCE &amp; OPERATION OF EQUIPMENT</u></b>	
Preventative Maintenance Agreements:	
Fire Sprinkler System (Once every 5 yrs: 2004 - 2009 - 2014)	-
HVAC System	1,500
Repairs to Walkie Talkies, Elevators, etc.	500
Routine Service & Repairs:	
Lighting Equipment	250
Microphone & Public Address System Repairs	250
Service Agreements:	
D&V Sound Annual Maintenance Contract	1,500
Elevator Maintenance	2,000
Fire / Intrusion / Burglar Alarm Monitoring	600
Rigging/Draper Service (Once every 5 yrs: 2010 - 2015 - 2020)	1,500
	<b>8,100</b>
<b><u>7430 PROFESSIONAL &amp; SPECIALIZED SERVICES</u></b>	
Contract for Theater Management & Theater Manager	153,379
Fund Development & Volunteer Expenses	1,000
In-House Production Talent (Based on One Season)	90,000
Other Reimbursable Expenses	700
Part-Time Labor (Technicians, Box Office Staff, Production Manager)	210,021
<b><u>On-going Operations:</u></b>	
Box Office & House Manager      \$    49,231	
Marketing/Media Relations            37,500	
Production Manager                    4,375	
Technical Staff                         19,330	
	<u>110,436</u>
<b><u>Reimbursable Labor:</u></b>	
Box Office @ Events                    11,355	
House Manager @ Events               9,375	
Technical Staff                         78,855	
	<u>99,585</u>
	<u>\$ 210,021</u>
Co-promote Producer Split	40,000
	<b>495,100</b>
<b>SUB - TOTAL</b>	<b>\$ 649,760</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Supplies & Services Detail**  
**PROGRAM: RECREATION & COMMUNITY SERVICES - THEATER**

**EXHIBIT C-1**  
**101.529**  
**Page 3**

Description	10/11 Adopted
<b><u>7432 OTHER CONTRACTUAL SERVICES</u></b>	
Box Office Ticketing Software Support	\$ 2,400
Carpet Cleaning	4,320
Custodial Services & Upholstery Cleaning	19,200
Security Services for In-House Productions	3,800
	<b>29,720</b>
<b><u>7433 INSURANCE &amp; SURETY BONDS</u></b>	
Show Insurance (Annual Policy Based on Attendance or Square Feet & Number of Shows)	7,500
<b><u>7438 OTHER CHARGES</u></b>	
American Society of Composers, Authors & Producers (ASCAP) / Broadcast Music, Inc. License Fee (Based on 5 Shows & Rentals)	2,500
Credit Card Transaction & Bank Fees	16,600
Internet Ticketing Fees	10,200
NAGBOR Fees (Net Adjusted Gross Box Office Receipts)	9,000
	<b>38,300</b>
<b><u>7551 USER CHARGES - IT POOL</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/FAX	26,145
<b>TOTAL</b>	<b>\$ 751,425</b>

**GENERAL FUND - (101)**  
**Recreation & Community Services - Sports, Aquatics & Fitness Program (531)**  
**Program Manager - Recreation Supervisor**

**MISSION STATEMENT**

Provide quality recreational sports, aquatics and fitness program opportunities to Campbell residents through effective use of City resources.

**ONGOING RESPONSIBILITIES**

- Provide high quality sports, aquatics and fitness programs.
- Maintain cooperative relationships with CUSD & CUHSD to facilitate joint use of facilities for City programs.
- Reduce overhead operational costs wherever possible without reducing program quality.
- Generate revenues equal to at least 125% of the program costs to contribute toward covering departmental and city-wide overhead.
- Offer a variety of fitness classes to meet changing interests and trends and maintain class enrollment at 90% of capacity or better.
- Provide a mixture of adult men's, women's and co-recreational athletic leagues to meet the changing fitness and recreational interests, trends and demands and maintain participation at 90% of league capacity or better.
  - ♦ Maintain a minimum of 700 active players in the adult women's basketball league.
  - ♦ Maintain a minimum of 44 teams per season in the adult volleyball leagues.
- Encourage community health, fitness and competition by providing two annual fun runs for all ages that bring visitors to Campbell and create community excitement.
- Coordinate entertainment and obtain sponsors for the Summer Concert series.

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2010-2011**

- Work with Building Maintenance to analyze all operational costs of Aquatics and develop a plan to increase cost recovery.

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	Attain 90% of capacity or better in all programs.	84%	85%	89%
2	Percent of resident enrollees in programs is 55% or greater.	51%	49%	56%
3	Ratio of gross revenues to division expenses is 107% or greater.	113%	109%	79%
4	Sponsorship funds are 120% of overall Summer Concert direct expenses.	16%	0%	0%
5	Revenue for Drop-In Programs to exceed direct expenses by 50%	N/A	N/A	TBD**

\* 6 months only

\*\* New FY 11



**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services Summary  
PROGRAM: REC & COMM SERVICES - SPORTS, AQUATICS & FITNESS**

**EXHIBIT B  
101.531**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
<b>101.531.7001</b> Personnel - Regular	\$ 115,009	\$ 120,481	\$ 124,657	\$ 146,760
<b>101.531.7002</b> Personnel - Temporary	410,034	454,712	489,734	494,581
<b>101.531.7003</b> Personnel - Overtime	4,956	6,073	2,000	2,000
<b>101.531.7005</b> Personnel - POST	-	-	-	-
<b>101.531.7103</b> Personnel - Holiday Pay	-	-	-	-
<b>101.531.7104</b> Meal Allowance	-	-	-	-
<b>101.531.7105</b> Uniform Allowance	-	-	-	25
<b>101.531.7106</b> Retirement	13,239	12,683	13,350	16,013
<b>101.531.7107</b> Dental Insurance	2,137	2,137	2,398	3,136
<b>101.531.7108</b> Group Health Insurance	14,394	15,234	16,908	23,026
<b>101.531.7109</b> Group Life Insurance	255	255	355	374
<b>101.531.7110</b> Workers' Compensation Insurance	39,767	19,693	19,654	9,321
<b>101.531.7111</b> Unemployment Insurance	-	-	-	-
<b>101.531.7112</b> Group Disability Insurance	815	814	1,101	1,451
<b>101.531.7113</b> Medicare	6,487	7,205	8,938	9,328
<b>101.531.7114</b> Auto Allowance	-	-	-	-
<b>101.531.7118</b> Other Benefit Pay	-	-	-	-
<b>101.531.7119</b> Social Security	-	-	-	-
<b>101.531.7122</b> Deferred Compensation Contribution	1,783	1,781	1,924	2,535
<b>101.531.7126</b> PARS 457 Retirement	5,336	5,955	6,367	6,430
<b>101.531.7115</b> Cell Phone Allowance	-	-	-	-
<b>101.531.7121</b> Leave Balance Payout				-
<b>101.531.7130</b> Project Overhead Cost				
<b>TOTAL</b>	<b>\$ 614,212</b>	<b>\$ 647,023</b>	<b>\$ 687,386</b>	<b>\$ 714,980</b>



**CITY OF CAMPBELL  
OPERATING BUDGET - Supplies & Services Summary  
PROGRAM: REC & COMM SERVICES - SPORTS, AQUATICS & FITNESS**

**EXHIBIT C  
101.531**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.531.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.531.7421 Communications - Phones	-	-	-	-
101.531.7422 Advertising	-	-	-	-
101.531.7423 Clothing and Personal Expense	-	-	-	-
101.531.7424 Office Expense	-	-	-	-
101.531.7425 Minor Tools & Equipment	-	-	-	-
101.531.7427 Special Departmental Expense	21,667	31,231	21,203	14,385
101.531.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.531.7429 Maintenance & Operation of Equipment	7,912	4,816	4,600	5,060
101.531.7430 Professional & Specialized Services	-	-	-	-
101.531.7431 Promotional Expense	-	-	-	-
101.531.7432 Other Contractual Services	96,334	89,412	97,129	79,869
101.531.7433 Insurance and Surety Bonds	-	-	-	-
101.531.7434 Memberships, Dues, Books	475	415	550	300
101.531.7435 Professional Development & Meetings	-	-	-	-
101.531.7437 Staff Development	70	-	-	-
101.531.7438 Other Charges	10,041	8,302	11,000	10,500
101.531.7441 Special Community Services	21,339	25,422	42,300	28,834
101.531.7548 User Charges - Photocopy/Fax	-	-	-	-
101.531.7549 User Charges - Communications Pool	-	-	-	-
101.531.7550 User Charges - Motor Pool	113	-	-	-
101.531.7551 User Charges - IT Pool	16,321	16,321	16,321	13,073
101.531.7882 Buildings	-	-	-	-
101.531.7884 Machinery & Equipment	-	-	-	-
<b>TOTAL</b>	<b>\$ 174,272</b>	<b>\$ 175,919</b>	<b>\$ 193,103</b>	<b>\$ 152,021</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: REC & COMM SERVICES - SPORTS, AQUATICS & FITNESS**

**EXHIBIT C-1  
 101.531**

Description	10/11 Adopted
<b><u>7427 SPECIAL DEPARTMENTAL EXPENSE</u></b>	
Aquatics & Swim Team Supplies (Lane Line, Kickboards, Lifeguard & First Aid Supplies)	\$ 1,600
Fitness / Lap Swim Supplies / Weight Room Supplies / Tables & Chairs	4,100
Fitness Room Equipment Replacement (3 Spin Bikes)	3,000
Sports Program Supplies	4,085
Summer Concert Banners	1,000
Westmont Aquatics Supplies	600
	<b>14,385</b>
<b><u>7429 MAINTENANCE &amp; OPERATION OF EQUIPMENT</u></b>	
Maintenance and Parts for Fitness Center Equipment	5,060
<b><u>7432 OTHER CONTRACTUAL SERVICES</u></b>	
Payment for Sport Camp (Soccer Camps) and Contract Class Instructors	<b>79,869</b>
<b><u>7434 MEMBERSHIPS, DUES &amp; BOOKS</u></b>	
Books, Dues, Subscriptions	300
<b><u>7438 OTHER CHARGES</u></b>	
Credit Card Transaction Fees	<b>10,500</b>
<b><u>7441 SPECIAL COMMUNITY SERVICES</u></b>	
Aquatics Supplies	1,000
Fitness Supplies (Includes Fun Run Supplies)	9,500
Sports Supplies	9,400
Summer Concert Band Fees	6,400
Willow Glen Pool Rental (Swim Team Summer 2010)	2,534
	<b>28,834</b>
<b><u>7551 USER CHARGES - IT POOL</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>13,073</b>
<b>TOTAL</b>	<b>\$ 152,021</b>

**GENERAL FUND - (101)**  
**Recreation & Community Services - Special Interest Classes Program (532)**  
**Program Manager - Recreation Supervisor**

**MISSION STATEMENT**

**Provide a variety of recreational classes, camps and special events that enrich the quality of life, strengthen community identity, increase cultural unity and promote wellness and health.**

**ONGOING RESPONSIBILITIES**

- Provide a wide variety of high quality fee-based special interest classes and programs that will recover 125% of their direct expenses.
- Consistently provide an exceptional customer experience in all programs.
- Hire qualified staff for classes, pre-school, camps and provide additional training for specific skills desired to provide a safe and well-supervised program.
- Use volunteer staff whenever possible to reduce staff cost.
- Provide a quality pre-school program that operates at 95% of enrollment capacity.
- Maintain cooperative relationships with the CUSD and the CUHSD to coordinate programs and issues concerning Campbell residents and youth.
- Offer a children's dance and cheerleading recital to supplement the traditional classroom experience and provide kids with the opportunity to build confidence and self-esteem.
- Market activities through the Recreation Activity Guide, email newsletters, Community Center reader board, local newspaper, City website, City cable channel, kiosks and bulletin boards at City facilities and the Campbell Library to increase enrollment, maximize revenue and achieve enrollment at a minimum of 80% of capacity and with 55% resident participation.
- Generate revenues of at least 125% of the direct costs for pre-school, camps and classes to contribute to department and city-wide overhead.
- Partner with SC County Fire make our community more safe and prepared for emergencies by offering safety training workshops to the public.
- Offer life-skills (sewing, cooking, driver's education, babysitting classes, and leader-in-training program) to foster independence, confidence and self-esteem.

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2010 - 2011**

- Incorporate fitness, wellness and nutrition concepts into youth programs to help address the childhood obesity issue.
- Explore more partnerships with off-site contractors and neighboring agencies to provide special interest classes.
- Work with IT and the City Attorney to pursue test use of social media tools.

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	Attain 90% of capacity or better in all programs.	74%	71%	74.1%
2	50% or better of special interest class enrollees shall be residents.	41%	55%	52%
3	Ratio of gross revenues to division expenses is 115% or greater.	106%	114%	63.5%

\* 6 months only

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: REC & COMM SERVICES - SPECIAL INTEREST CLASSES

EXHIBIT A  
 101.532

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 741,849	\$ 689,385	\$ 738,203	\$ 764,532
Supplies, Services & Capital Outlay (Exhibit C)	361,442	382,546	382,092	343,402
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,103,291	1,071,931	1,120,295	1,107,934
Transfers Out (Exhibit E)	-	-	-	-
<b>APPROPRIATION TOTAL</b>	<b>\$ 1,103,291</b>	<b>\$ 1,071,931</b>	<b>\$ 1,120,295</b>	<b>\$ 1,107,934</b>

FUNDING SOURCE(S)						
Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
General Fund Revenues	101	Misc.	\$ 1,103,291	\$ 1,071,931	\$ 1,120,295	\$ 1,107,934
<b>TOTAL</b>			<b>\$ 1,103,291</b>	<b>\$ 1,071,931</b>	<b>\$ 1,120,295</b>	<b>\$ 1,107,934</b>

REVENUES MONITORED BY THIS PROGRAM						
Program Fees:	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Day Camp	101	4617	\$ 342,732	\$ 345,452	\$ 322,830	\$ 356,699
Trips & Tours	101	4618	1,980	2,133	2,250	-
Classes	101	4619	551,290	560,782	560,170	521,359
Pre-School	101	4620	271,406	287,525	297,540	338,998
Special Events	101	4621	6,789	9,551	9,225	-
<b>TOTAL</b>			<b>\$ 1,174,197</b>	<b>\$ 1,205,443</b>	<b>\$ 1,192,015</b>	<b>\$ 1,217,056</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services Summary  
PROGRAM: REC & COMM SERVICES - SPECIAL INTEREST CLASSES**

**EXHIBIT B  
101.532**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
<b>101.532.7001</b> Personnel - Regular	\$ 186,853	\$ 170,817	\$ 203,421	\$ 209,036
<b>101.532.7002</b> Personnel - Temporary	439,111	443,881	440,841	465,474
<b>101.532.7003</b> Personnel - Overtime	1,915	1,183	2,000	2,000
<b>101.532.7005</b> Personnel - POST	-	-	-	-
<b>101.532.7103</b> Personnel - Holiday Pay	-	-	-	-
<b>101.532.7104</b> Meal Allowance	-	-	-	-
<b>101.532.7105</b> Uniform Allowance	-	-	25	25
<b>101.532.7106</b> Retirement	22,375	18,967	21,784	22,808
<b>101.532.7107</b> Dental Insurance	3,704	3,095	3,839	4,181
<b>101.532.7108</b> Group Health Insurance	25,023	21,945	27,075	30,702
<b>101.532.7109</b> Group Life Insurance	442	369	569	535
<b>101.532.7110</b> Workers' Compensation Insurance	42,760	10,471	18,703	7,793
<b>101.532.7111</b> Unemployment Insurance	-	-	-	-
<b>101.532.7112</b> Group Disability Insurance	1,413	1,179	1,763	2,213
<b>101.532.7113</b> Medicare	9,454	9,231	9,371	9,809
<b>101.532.7114</b> Auto Allowance	-	-	-	720
<b>101.532.7118</b> Other Benefit Pay	-	-	-	-
<b>101.532.7119</b> Social Security	-	-	-	-
<b>101.532.7122</b> Deferred Compensation Contribution	3,092	2,593	3,081	3,185
<b>101.532.7126</b> PARS 457 Retirement	5,707	5,654	5,731	6,051
<b>101.532.7115</b> Cell Phone Allowance	-	-	-	-
<b>101.532.7121</b> Leave Balance Payout				-
<b>101.532.7130</b> Project Overhead Cost				
<b>TOTAL</b>	<b>\$ 741,849</b>	<b>\$ 689,385</b>	<b>\$ 738,203</b>	<b>\$ 764,532</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM: REC & COMM SERVICES - SPECIAL INTEREST CLASSES

EXHIBIT B-1  
 101.532

Permanent Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Recreation Program Supervisor *	2.00	2.00	2.00	1.00	\$ 86,323
Executive Assistant **	0.37	0.37	0.37	0.40	28,296
Acting Community Center Manager ***	-	-	-	0.75	70,908
Utility Worker ****	-	-	-	0.05	2,960
Office Assistant **	-	-	-	0.40	20,549
* Reduced FTE by 1.0 FY 11					
** Balance in Prog #524 & #531					
*** Balance in Prog #528, #529					
**** Balance in Prog #525, #526, #531 FY 11					
<b>TOTAL</b>	<b>2.37</b>	<b>2.37</b>	<b>2.37</b>	<b>2.60</b>	<b>\$ 209,036</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Day Camp Senior Recreation Specialist	0.62	0.62	0.56	0.25	\$ 11,440
Day Camp Recreation Specialist	0.35	-	0.17	0.19	6,400
Day Camp Recreation Leader I, II, III	5.34	5.38	5.38	5.99	133,176
Special Events Recreation Specialist	0.10	0.10	0.10	-	-
Special Events Recreation Leader II	0.16	0.16	0.09	-	-
Class Instructors	2.10	1.90	1.88	1.85	96,125
PreSchool Teacher	1.86	1.88	1.94	2.30	114,797
PreSchool Aides	1.53	1.54	1.54	2.03	64,528
Drama Camp Instructor	0.04	0.04	-	-	-
Recreation Specialist	-	-	-	0.60	39,008
<b>TOTAL</b>	<b>12.10</b>	<b>11.62</b>	<b>11.66</b>	<b>13.21</b>	<b>\$ 465,474</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Supplies & Services Summary  
PROGRAM: REC & COMM SERVICES - SPECIAL INTEREST CLASSES**

**EXHIBIT C  
101.532**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.532.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.532.7421 Communications - Phones	80	-	100	50
101.532.7422 Advertising	-	-	-	-
101.532.7423 Clothing and Personal Expense	-	-	-	-
101.532.7424 Office Expense	-	-	-	-
101.532.7425 Minor Tools & Equipment	-	-	-	-
101.532.7427 Special Departmental Expense	5,437	4,143	7,400	5,600
101.532.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.532.7429 Maintenance & Operation of Equipment	-	-	-	-
101.532.7430 Professional & Specialized Services	-	-	-	-
101.532.7431 Promotional Expense	-	-	-	-
101.532.7432 Other Contractual Services	214,420	214,072	230,850	199,749
101.532.7433 Insurance and Surety Bonds	-	-	-	-
101.532.7434 Memberships, Dues, Books	459	365	540	540
101.532.7435 Professional Development & Meetings	-	-	-	-
101.532.7437 Staff Development	244	28	-	-
101.532.7438 Other Charges	30,122	30,330	18,000	17,500
101.532.7441 Special Community Services	88,868	111,846	103,440	106,890
101.532.7442 Insurance Claims Expense	-	-	-	-
101.532.7548 User Charges - Photocopy/Fax	-	-	-	-
101.532.7549 User Charges - Communications Pool	-	-	-	-
101.532.7550 User Charges - Motor Pool	50	-	-	-
101.532.7551 User Charges - IT Pool	21,762	21,762	21,762	13,073
101.532.7884 Machinery & Equipment	-	-	-	-
<b>TOTAL</b>	<b>\$ 361,442</b>	<b>\$ 382,546</b>	<b>\$ 382,092</b>	<b>\$ 343,402</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Supplies & Services Detail**  
**PROGRAM: REC & COMM SERVICES - SPECIAL INTEREST CLASSES**

**EXHIBIT C-1**  
**101.532**

Description	10/11 Adopted
<b><u>7421 COMMUNICATIONS - PHONES</u></b>	
Reimbursement for Personal Cell Phone Usage During Day Camp	\$ 50
<b><u>7427 SPECIAL DEPARTMENTAL EXPENSE</u></b>	
Expendable Supplies - Classes	1,900
Expendable Supplies - Day Camp	1,200
Expendable Supplies - Pre-School	2,400
Laminating Machine Supplies	100
	<b>5,600</b>
<b><u>7432 OTHER CONTRACTUAL SERVICES</u></b>	
Payment for Contract Class Instructors (Art Classes; Boating; Gardening; Pruneridge Golf, EZ Computers, Music Together, Gymnastics, Planet Granite, Economic Driving School)	199,749
<b><u>7434 MEMBERSHIPS, DUES &amp; BOOKS</u></b>	
Dues	480
Subscriptions	60
	<b>540</b>
<b><u>7438 OTHER CHARGES</u></b>	
Credit Card Transaction Fees	17,500
<b><u>7441 SPECIAL COMMUNITY SERVICES</u></b>	
Classes	8,950
Day Camps (Trip Buses; Day camp T-Shirts, Etc.)	86,600
Pre-School	11,340
	<b>106,890</b>
<b><u>7551 USER CHARGES - IT POOL</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,073
<b>TOTAL</b>	<b>\$ 343,402</b>