



City Council Agenda

City of Campbell, 70 N. First St., Campbell, California

STUDY SESSION MEETING OF THE CAMPBELL CITY COUNCIL

Monday, April 22, 2019 - 3:00 p.m.
Community Center Room Q-80
1 W. Campbell Avenue, Campbell California

NOTE: No action may be taken on a matter under Study Session other than direction to staff to further review or prepare a report. Any proposed action regarding items on a Study Session must be agendized for a future Regular or Special City Council meeting.

CALL TO ORDER

PUBLIC COMMENT

NEW BUSINESS

FY 2020 Budget Study Session:

1. **Work Plan Overviews and Projected Revenue Summary**
Recommended Action: Review the proposed FY 2019-20 Work Plan items and revenue projections and provide feedback to staff.

ADJOURN

IMPORTANT NOTICE: Materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection with the agenda packet in the lobby of City Clerk's Office, 70 N. First Street, Campbell, CA 95008, during normal business hours. These materials will also be available on the City website at <https://www.ci.campbell.ca.us/agendacenter> with the agenda packet following the last item of the agenda, subject to staff's ability to post the documents prior to the meeting. All documents not posted prior to the meeting will be posted the next business day.

In compliance with the Americans with Disabilities Act, listening assistive devices are available for all meetings held in the City Council Chambers. If you require accommodation, please contact the City Clerk's Office, (408) 866-2117, at least one week in advance of the meeting.



*City
Council
Report*

Item: 1
Category: NEW BUSINESS
Meeting Date: April 22, 2019

TITLE: Work Plan Overviews and Projected Revenue Summary

RECOMMENDED ACTION

Review the proposed FY 2019-20 Work Plan items and revenue projections and provide feedback to staff.

DISCUSSION

Staff will provide an overview of each department's proposed Fiscal Year (FY) 2019-20 Work Plans (Attachment 1). The Council priorities resulting from the February 22 workshop have been incorporated into these Work Plans.

Staff will also provide an overview of the projected revenues for FY 2019-20 (Attachment 2), by revenue source. These projections are based on the actual revenues from the prior two years, taking into account Consumer Price Index (CPI) increases where appropriate. The summary also compares actual revenue from FY 2017-18 to the projected actual revenues for FY 2018-19.

A study session on the draft FY 2019-20 operating and Capital Improvement Projects (CIP) budgets is proposed for May 7. The complete draft budget is scheduled for introduction at the regular City Council meeting on Tuesday, June 4.

At this study session the City Council will have the opportunity to review the individual department Work Plan items proposed for the next fiscal year, offer feedback, and provide direction.

The items shown in Attachment 1 can be accomplished during the upcoming fiscal year. Should other unexpected issues arise during the year, Council may consider whether the Work Plans items need to be re-prioritized or possibly deferred.

The revenue figures provided in Attachment 2 are projections based on actual revenues for the prior two fiscal years. The total projected revenue for FY 2019-20 is \$73,117,807. This figure is a decline of 2.4% from the projected FY 2018-19 year end. The reduction in revenue is primarily due to Capital Projects Budget Carryovers during FY 2019-20, a decline in licenses and permit activity and a reduction in projected grant revenue (indicated as other revenue in Attachment 2).

The chart included in Attachment 2 indicates that taxes are 58% of total City revenue. The two most significant revenue sources for the City continue to be Property Tax and Sales Tax. These revenue sources are projected to increase 6.1% and 1.8% respectively from the FY 2018-19 year end projections.

Prepared by:



Brian Loventhal, City Manager

Attachment:

1. FY 20 Proposed Work Plans
2. FY 20 Total Projected City Revenue Summary

Major Work Plan Items - FY 20

City Manager's Department:

510 - Administration

- Provide overall coordination of Measure O police and library design process
- Coordinate, plan and staff the 2019 State of the City event
- Coordinate tracking of State Legislation (that may impact City) with Legislative Subcommittee
- Develop/revise requirements for neighborhood associations
- Provide overall coordination of redistricting process

511 - City Clerk

- Review and implement electronic filing system
- Review and implement automated public records request system
- Review, coordinate, and implement a revised records retention schedule and procedures with potential software updates to the Laserfiche system
- Coordinate the process and procedures for transferring to District-Based Elections

515 - Human Resources

- Meet and confer with CMEA, CPCEA, CPOA and CARP.
- Establish new Resolutions for Mid-Managers and Confidential Employee Groups
- Conduct classification audits/analysis for requested positions.
- Conduct total compensation surveys in accordance with established MOU's
- Work with Liebert Cassidy Whitmore on the CalPERS Hourly Exclusion Determination as needed
- Provide identified mandatory employee training as needed
- Development plan to fill key leadership positions as they become open
- Explore options for new Section 125 third party administrators

547 - Information Technology

- Deploy City phone system (Unfunded CIP budget for \$400k currently)
- Deploy enterprise permit system
- Replace City Council computer offerings (Currently testing options)
- Deploy full cloud backup of data
- Deploy internal Web Site using Microsoft SharePoint
- Provide public access to LaserFiche documents
- Provide public access to most GIS mapping layers
- Deploy PRA automation for CM/Clerks office (using LaserFiche)
- Replace public meeting video and recording system (We have ~\$55k)

Recreation & Community Services:

526 - Adult Services

- Continue with third year of the 3-Year Action Plan to support the Age-Friendly City initiative.

527 - Community Center

- Assist with the asset valuation and long-term sustainability analysis of the Community Center campus.

529 - Heritage Theatre

- Continue to implement maintenance and enhancement projects for the Heritage Theatre in conjunction with Building Maintenance.

Finance Department:**535 - Accounting Services**

- Implement new multi-year contract for financial audit services
- Issue RFP and evaluate proposals for payroll processing service and/or new payroll software
- Coordinate a citywide capital asset physical inventory
- Assist in implementation and tracking of Measure O expenses

Community Development:**551 - Current Planning**

- Assist with deployment and customization of new permit system

552 - Policy Development

- Continue to work with consultant on Envision Campbell – General Plan Update

557 - Low/Moderate Income Housing

- Perform policy document and development standards updates to implement recent housing legislation

Legal Services:**560 - Legal Services**

- Complete ordinances addressing Wireless Telecommunications in public right-of-way
- Prepare updates to Public Works contract documents
- Assist Community Development with General Plan update

Public Works Department:**701 - Administration**

- Initiate Civic Center design process and subsequent related work (Measure O)
- Participate in long range regional transportation planning efforts - Envision Silicon Valley and Plan

- Bay Area 2050 process
- Implement new funding model for the West Valley Clean Water Program JPA
- Implement traffic calming improvements

720 - Traffic Engineering

- Manage Citywide Quinquennial Speed Survey Study

730 – Engineering

- Complete design of the Annual Street Maintenance - Winchester Boulevard Resurfacing project
- Complete construction of the Harriet Avenue Traffic Calming project
- Complete construction of the Eden Avenue Sidewalk project
- Complete design of the Campbell Park Improvements
- Complete the preliminary design of the San Tomas Aquino Creek Trail project
- Complete the East Campbell Avenue Plan Line
- Complete the design for the All-Inclusive Playground at John D. Morgan Park (Budd Ave. side)
- Continue to support the deployment of small cell wireless telecommunications facilities in the public right-of-way

740 - Land Development / Environmental Programs

- Continue to develop a Green Infrastructure Plan as required by the recently reissued Storm Water Municipal Regional Permit
- Complete the Park In-Lieu Fees Update

760 – Street Maintenance

- Continue the Citywide Sign Replacement Project – Federal Mandate

770 – Signals and Lighting Maintenance

- Continue Streetlight Conversion from Low Pressure Sodium to LED Fixtures

775 – Parks Maintenance

- Initiate Irrigation Controller Conversions

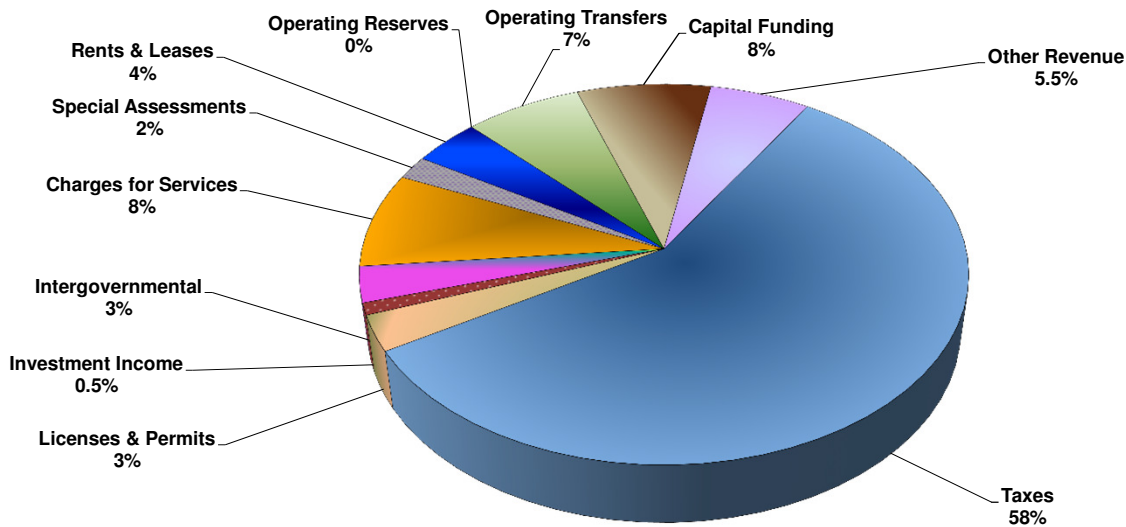
780 – Building Maintenance

- Perform a CASP review for Citywide ADA Compliance
- Complete Energy Audits for City Buildings

Total City Revenue Summary

Revenue Source	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Estimated Actual	% Change*	FY 2019-20 Proposed	% Change**
Taxes:						
Property	\$ 15,213,795	\$ 16,421,000	\$ 16,261,143	6.9%	\$ 17,264,400	6.2%
Sales	14,859,014	14,656,000	15,037,300	1.2%	15,299,100	1.7%
Franchise	3,586,297	3,339,000	3,667,235	2.3%	3,736,800	1.9%
Transient Occupancy Taxes	4,554,949	4,600,000	4,691,597	3.0%	4,785,400	2.0%
Other Taxes	1,557,673	1,625,500	1,599,048	2.7%	1,633,500	2.2%
Total Taxes	39,771,728	40,641,500	41,256,323	3.7%	42,719,200	3.5%
Licenses & Permits	2,411,868	2,109,500	2,247,093	-6.8%	2,144,800	-4.6%
Fines & Forfeitures	303,382	321,600	346,092	14.1%	362,300	4.7%
Investment Income	270,105	421,000	507,547	87.9%	496,000	-2.3%
Intergovernmental Revenue:						
Motor Vehicle In-lieu Fee	45,523	17,500	17,500	-61.6%	22,500	28.6%
Gasoline Tax	860,047	1,043,100	1,043,100	21.3%	1,123,577	7.7%
Community Development Block Grant	-	-	-	-	-	-
Other	2,677,215	916,685	1,572,811	-41.3%	902,500	-42.6%
Total Intergovernmental Revenue	3,582,785	1,977,285	2,633,411	-26.5%	2,048,577	-22.2%
Charges for Services	5,792,273	5,794,021	6,057,020	4.6%	6,458,660	6.6%
Rentals/Leases	2,813,009	2,843,257	2,845,257	1.1%	2,893,999	1.7%
Other Revenue	1,137,963	371,624	1,287,224	13.1%	735,056	-42.9%
Special Assessments	1,377,069	1,387,750	1,387,750	0.8%	1,387,750	0.0%
Charges to Operating Departments	3,510,439	3,346,400	3,346,400	-4.7%	3,346,400	0.0%
Operating Fund Reserves (Beg. Fund Balance)	-	-	-	-	-	-
Interfund Operating Transfers	5,016,683	4,900,165	5,754,302	14.7%	4,810,465	-16.4%
Total Operating Revenue	65,987,304	64,114,102	67,668,419	2.5%	67,403,207	-0.4%
Capital Project Funding (Beg. Fund Balance)	-	-	-	-	-	-
Capital Project Funding (Revenue/Grants)	1,075,842	730,000	728,000	-32.3%	777,000	6.7%
Interfund Capital Transfers	5,662,286	5,214,226	6,393,971	12.9%	4,937,600	-22.8%
Total Revenue	\$ 72,725,432	\$ 70,058,328	\$ 74,790,390	2.8%	\$ 73,117,807	-2.2%

Total City Revenue Summary - \$73,117,807



* % Change from FY 2017-18 actual to FY 2018-19 projected actual
 ** % Change from FY 2018-19 projected actual to FY 2019-20 proposed

Attachment: FY 20 Total Projected City Revenue Summary (Work Plan Overviews and Projected Revenue Summary)