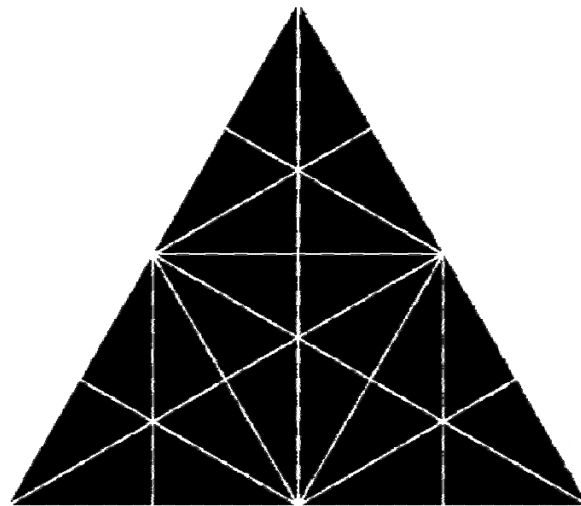


CITY OF LAFAYETTE  
FINAL BUDGET  
& WORKPLAN  
FY 2019-20



# CITY OF LAFAYETTE

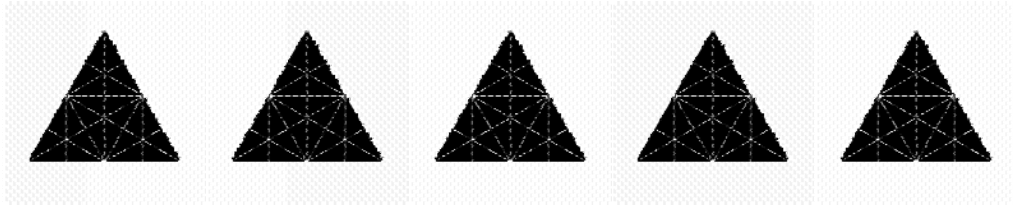
## 2019-20 FINAL BUDGET

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# CITY MANAGER'S MEMO





**City of Lafayette**  
**Staff Report**  
 City Council

**Meeting Date: December 9, 2019**

**Staff: Niroop Srivatsa, City Manager**  
**Tracy Robinson, Administrative Services Director**

**Subject: FY2019-20 Final Municipal Budget and Workplan**

**INTRODUCTION AND SUMMARY**

This Final Budget refines the Proposed Budget adopted by the Lafayette City Council in June and incorporates changes adopted by the City Council since then. The City remains in excellent financial health with General Fund balance of \$10.5M at the end of the fiscal year, June 30, 2019. This is equal to 69% of annual general fund expenditures and exceeds the 60% target by \$1.3M.

The financial audit is complete and the auditor’s numbers show that for FY2018-19, actual expenses were \$1.3M less than budgeted and revenue was \$600K M more than budgeted. The primary differences from the budgeted amounts are detailed in the tables below:

<b>Expenses Under Budget FY18-19</b>	
Salaries / Benefits	415,000
Police Services	300,000
Unspent 999	200,000
Road/Drain/Park Maintenance	135,000
Public Art	120,000
Misc Savings	100,000
Emergency Response	50,000
<b>TOTAL</b>	<b>\$1,320,000</b>

<b>Revenue Above Budget FY18-19</b>	
Investment Income	206,000
Fees for Service	134,000
Franchise Fees	128,000
Misc	90,000
Transient Occupancy Tax	43,000
<b>TOTAL</b>	<b>\$700,000</b>

**EXPENSES**

A significant portion of the expenses that are under budget is attributable to staff vacancies that are not projected to persist. Expenses for police services came in below budget due primarily to vacant positions being filled by overtime. Therefore, while this practice may continue intermittently, this current budget reflects the full staffing of 17 officers. Most other expense variances were due to timing issues for projects and unspent money from prior year savings.

It is the City’s practice to budget conservatively, meaning that money is included to cover contingency situations and unexpected costs. Department Heads are also given an incentive to stay under budget as well and are allowed to carry forward up to \$25K in unspent funds into the 999 accounts. This flexibility allows Department Heads to direct funds efficiently and expediently while also being encouraged to save money in

the budget. The fact that the budget usually comes in under each year without Department Heads having to ask for additional funds mid-year is proof that this methodology is effective.

## **REVENUE**

Property taxes increased by 4.7% compared to the prior year while sales taxes were 5.2% higher. In addition, increased property development activity pushed Engineering, Planning and Public Works fees well above their budgeted amounts. Also of note is that cable franchise fees were \$88K over the budgeted amount. The last few years have seen declining fees collected in this category so it was surprising to see such a large increase, particularly since more people appear to be “cutting the cord”. It is unclear whether this trend will continue, so the amount budgeted for FY2019-20 has been adjusted slightly downward from the high of \$588K to \$559K.

Revenues for the current year have been kept at the same level as the Proposed FY2019-20 Budget except for small adjustments to take into account updated run-rates.

## **CHANGES TO PROPOSED BUDGET**

### **General Fund**

- Added \$20K to City Council (11-110) for demographic study with Lafayette School District.
- Added \$8K to Traffic Maintenance (11-320) for speed humps and signs while using the same amount of reserves from Traffic Calming Programs (11-343.4)
- Added \$15K to City Council (11-110) for appraisal of the “Boswell’s” site.
- Added \$10.8K to Police Services (11-210) for 6 months of canine expenses (food and training)
- Added \$50K to Parks Maintenance (11-340) to mitigate damage to field by wild pigs. Released an equal amount from the Ballfield Repair sinking fund (11-344.7)
- Added new position of Engineering Technician (11-420) for a pilot program in which all Lamorinda cities contribute to a shared position for GIS services. The City’s share of the cost will be \$10,500 for the remainder of the fiscal year.
- Added \$60.5K to Technology Services (11-560) for two projects: 1) upgrade phone system and migrate some computer applications to the cloud so as to provide for better disaster recovery and ensure that critical city offices systems function during power outages (\$33K) and 2) implement phase 1 of 2 computer refresh cycles for Lafayette employees (\$27.5K). \$50K has also been released from the sinking fund to cover some of these costs.

### **Capital Improvement Programs**

The 2020 construction year Capital Improvement project budgets include projects adopted by the Council last June as well as carry-overs of projects that were not completed in the last fiscal year. Total project costs are \$8.3M with \$626K from the General Fund. Note that starting in FY2019-20 the Waste Management Mitigation fees are no longer considered “General Fund” contributions and are booked directly into Fund 14 (Capital Improvement Programs) because they are restricted funds.

Projects for the 2020 construction year include:

- 2019 Surface Seal Program
- 2019 Road & Drain Rehabilitation
- 2019 Storm Drain Repair
- 2020 Street Maintenance Program
- BART Pathway
- Pleasant Hill Road Resurfacing
- Traffic Signal at Mt. Diablo Court
- Oakbridge Rain Garden (grant funded)

### **Stormwater Pollution Program**

The Stormwater Pollution Program continues to be underfunded and the City is now using the sinking funds as well as contributing over \$100K per year in order to balance the budget. For FY2019-20 the fund had a shortfall of \$223K so the \$110K that was originally budgeted to be added to the sinking fund was used in addition to a \$113K transfer from the General Fund. The 5-year forecast anticipates that this trend will continue indefinitely. At this rate, the sinking fund will be depleted in 3 years and the General Fund will need to fund a total of \$240K annually going forward.

### **FIVE-YEAR FORECAST & GENERAL FUND RESERVE**

The FY2019-20 Final Budget is balanced with a \$161K surplus and an \$11.5M reserve expected at June 30, 2020. This brings the reserve total to 71% and \$1.85M over the target of 60%.

Given conservative estimates for both revenue and expense increases over the next five years, the 5-year forecast estimates that the City will be able to maintain a 60% reserve. Council should be mindful however that as expenses increase, so does the reserve target. That means that even if the budget balances exactly each year, the reserve will continue to decrease. Therefore there is actually very little “extra” money available for additional projects or services especially given the current challenges as follows:

- Funds must be identified to purchase the police station property when it becomes available.
- Sinking funds for the Stormwater Pollution budget will run out in 3 years adding an additional \$100K to the deficit going forward.
- In order to maintain the roads at the current CPI of 76, an additional \$150K per year in General Funds must be committed.
- Expenses for Core Area Maintenance continue to outpace the assessments by over \$200K per year.

Given that the surplus reserve is currently \$1.85M, Council may want to consider allocating a portion of that surplus into sinking funds to address some of the identified challenges that are not already included in the 5-year budget forecast. For example:

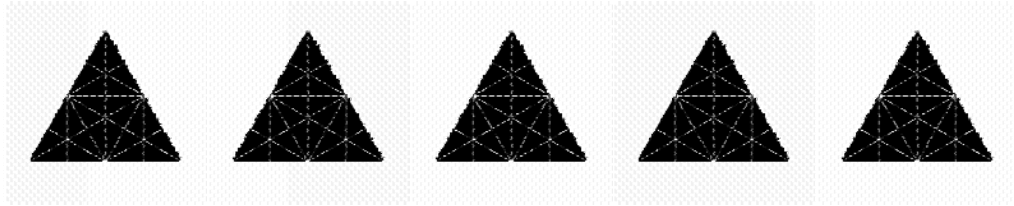
1. Set aside \$750K to fund 5 years of the CIP going forward.
2. Set aside \$500K to fund 5 years of Stormwater Pollution shortfalls starting in FY2023-24.

*\*Note: At the end of FY19, the General Fund RDA debts were “written down” so as to comply with the 3% per quarter interest calculation dictated by SB107. This write-down shows as a decrease in the accrued RDA interest and debt from FY19 to FY20. Because it has never been the City’s practice to include these loans in the General Fund balances available as “cash”, this adjustment does not affect the Reserve Balance at all. For more details, please refer to the FY18-19 audit.*

**Recommendation**

Receive the Final FY2019-20 Municipal Budget and Workplan and adopt Resolution 2019-56.





# SUMMARY PAGES



**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**SUMMARY OF FUND BALANCES AND CHANGES**

FUND #	FUND	Actual Fund Balance 7/1/2019	Estimated Revenue FY2019-20	Transfer In	Transfer Out	Estimated Expenditures, FY2019-20	Sinking Funds and Special Reserves	Estimated Fund Balance 6/30/2020	Change in Fund Balance	Loans (Assets) & Liabilities	Cash Position
11	General Fund	\$16,043,054	\$16,729,203	\$25,000	\$1,898,615	\$14,881,084	\$3,076,862	\$12,940,696	(\$3,102,358)	(\$5,337,401)	\$7,603,295
12	Parks Facilities	\$733,908	896,693	57,232	0	1,637,232	0	50,601	(683,307)	0	\$50,601
14	Capital Improvement Projects	\$2,624,019	4,373,700	3,417,859	0	8,790,420	1,445,479	179,679	(2,444,340)	0	\$179,679
16	Public Facilities	\$580,031	1,500	145,519	0	125,300	601,750	-	(580,031)	0	\$0
17	Parkland Acquisition	\$2,100,193	693,543	21,217	0	131,217	0	2,683,736	583,543	0	\$2,683,736
31	Recreation Programs	\$779,239	1,505,500	0	30,000	1,453,287	0	801,452	22,213	0	\$801,452
32	Parking Fund	\$469,392	567,150	0	0	443,854	298,122	294,566	(174,826)	(750,894)	(\$456,328)
34	Vehicle Abatement	\$49,645	12,060	0	0	9,592	0	52,113	2,468	0	\$52,113
36	Senior Transportation	\$197,480	101,975	40,000	0	186,171	67,483	85,801	(111,679)	0	\$85,801
37	Library Operations	\$103,184	874,423	155,340	0	1,029,763	0	103,184	0	0	\$103,184
51	Street Lighting	\$180,463	21,700	0	0	26,920	0	175,243	(5,220)	0	\$175,243
52	Core Area Maintenance	\$75,000	298,234	203,012	0	486,246	90,000	-	(75,000)	0	\$0
53	Stormwater Pollution	(\$4,863)	352,242	223,014	0	569,936	0	457	5,320	0	\$457
69	SBT Gas Tax	\$274,532	424,632	0	670,719	0	0	28,445	(246,087)	0	\$28,445
71	Gas Tax	\$732,825	680,352	0	1,207,000	0	0	206,177	(526,648)	0	\$206,177
72	Meas. J Return-to-Source	\$783,490	585,987	0	915,000	82,804	148,721	222,953	(560,537)	0	\$222,953
73	Supp. Law Enf. Services	\$0	156,184	433,479	0	589,663	0	1	1	0	\$1
74	School Bus Program	\$309,554	2,262,259	0	0	2,173,026	200,000	198,787	(110,767)	0	\$198,787
75	City Office Development	\$5,142,205	4,000	0	0	0	0	5,146,205	4,000	0	\$5,146,205
76	Insurance	\$3,577,851	6,000	249,662	0	249,662	500,000	3,083,851	(494,000)	0	\$3,083,851
78	General Obligation Bond Payments	\$594,828	600,000	0	0	728,667	0	466,161	(128,667)	0	\$466,161
38	Housing Successor Agency	\$1,569,782		0	0	0	0	1,569,782	0	0	\$1,569,782
87	Successor Agency	(\$5,577,218)	2,871,869	0	0	76,085	0	(2,781,434)	2,795,784	7,217,646	\$4,436,212
90	Redevelopment Debt	(\$33,646,072)	0	0	0	2,542,263	0	(36,188,335)	(2,542,263)	34,374,118	(\$1,814,217)
	<b>GRAND TOTAL</b>	<b>(\$2,307,478)</b>	<b>\$34,019,206</b>	<b>\$4,971,334</b>	<b>\$4,721,334</b>	<b>\$36,213,191</b>	<b>\$6,428,417</b>	<b>(\$10,679,879)</b>	<b>(\$8,372,401)</b>		

# CITY OF LAFAYETTE

## 2019-2020 FINAL BUDGET

### RESERVE STANDARD & CASH POSITION

Effective Fiscal Year 2013-14, the City Council voted to maintain a targeted minimum reserve balance equivalent to 60% of total General Fund operations. This reserve signals the City Council's intention to maintain the City's strong fiscal position, ensures that a significant buffer exists to fund unforeseen events, and bolsters the City's creditworthiness.

	Actual for June 30, 2018	Actual for June 30, 2019	Final for June 30, 2020
<b>CALCULATION OF TARGET RESERVE BALANCE</b>			
General Fund Expenditures	\$12,983,759	\$13,134,315	\$14,881,084
Ongoing General Fund Transfers			
<i>Pavement Management</i>	1,000,000	1,000,000	400,000
<i>Core Area Maintenance</i>	100,000	248,960	203,012
<i>Stormwater Pollution Fund</i>			100,000
<i>Supplementary Law Enforcement</i>	367,658	445,938	433,479
<i>Additional Library Hours</i>	147,023	152,530	155,340
<i>Insurance</i>	305,909	215,806	249,662
<i>One time adjustments</i>	(560,000)		(300,000)
Subtotal Transfers	1,360,590	\$2,063,234	1,241,494
<b>TOTAL EXPENDITURES + TRANSFERS</b>	<b>14,344,349</b>	<b>15,197,548</b>	<b>16,122,577</b>
Multiply total by goal:	60%	60%	60%
<b>TARGET RESERVE:</b>	<b>\$8,606,609</b>	<b>\$9,118,529</b>	<b>\$9,673,546</b>

	Actual for June 30, 2018	Actual for June 30, 2019	Final for June 30, 2020
<b>ESTIMATED CASH POSITION</b>			
<b>Fund #</b>	<b>Core Operations Funds (net of sinking funds)</b>		
11	\$13,265,435	\$12,986,592	\$12,940,696
31	586,821	779,239	801,452
76	3,127,851	3,077,851	3,083,851
	Net Core Operations Fund Balance	16,980,107	16,843,682
	Less Accrued RDA Interest & Loans	(6,204,609)	(6,371,669)
	Total Core Cash Position	10,775,498	10,472,013
	% of General Fund Expenditures	75%	69%
	<b>Excess Total Cash Position Over GF Reserve Target:</b>	<b>2,168,889</b>	<b>1,353,484</b>

<b>Fund #</b>	<b>Project Funds</b>		
32	Parking Programs		294,566
75	City Offices		5,146,205
	Net Project Fund Balance		5,440,771
	Less Loans from Parking Programs		(750,894)
	<b>Total Cash Position of Project Funds</b>		<b>4,689,877</b>

<b>FINANCIAL DASHBOARD</b>			
Days Cash Available	274	252	260
Budget to Actual Performance			
Expenses	92%	91%	N/A
Revenue	109%	104%	N/A
Working Capital	N/A	N/A	192%
Retirement Payments as % of General Fund Revenue	3.9%	4.1%	4.2%

# 5-YEAR BUDGET FORECAST

	Actual 2018/19	Change	Final 2019/20	Change/ Multiplier	Projected 2020/21	Multiplier	Projected 2021/22	Multiplier	Projected 2022/23	Multiplier	Projected 2023/24
<b>Estimated Beginning Fund Balance</b>	10,775,498		10,472,013		11,488,598		11,389,052		11,201,014		11,219,341
<b>Sources</b>											
Property Tax	5,257,039	4%	5,467,320	4%	5,686,013	4%	5,913,454	4%	6,149,992	4%	6,395,991
Sales Tax	3,184,917	4%	3,312,313	2%	3,378,560	2%	3,446,131	2%	3,515,053	2%	3,585,354
Revenue From State	3,054,636	4%	3,175,000	3%	2,983,050	3%	3,057,626	3%	3,134,067	3%	3,212,419
Franchise Tax	2,385,251	-39%	1,444,114	2%	1,472,996	2%	1,502,456	2%	1,532,505	2%	1,563,155
Investments	506,243	-11%	450,000	2%	459,000	2%	468,180	2%	477,544	2%	487,094
Hotel Tax	777,788	0%	775,000	2%	790,500	2%	806,310	2%	822,436	2%	838,885
Property Transfer Tax	386,626	3%	396,291	3%	408,180	3%	420,425	3%	433,038	3%	446,029
Misc. Fees, Fines, Revenue, COPS Grant	795,575	-25%	593,184	2%	605,048	2%	617,148	2%	629,491	2%	642,081
Planning Fees	1,038,693	7%	1,115,000	3%	1,142,875	3%	1,171,447	3%	1,200,733	3%	1,230,751
<b>Total Sources</b>	17,386,766	-4%	16,728,223	2%	16,926,221	3%	17,403,178	3%	17,894,860	3%	18,401,761
<b>Uses</b>											
Police	6,036,730	8.5%	6,548,981	4.0%	6,793,685	4.0%	7,065,433	4.0%	7,348,050	4.0%	7,641,972
Public Works	1,721,001	40%	2,403,436	3%	2,275,539	3%	2,343,805	3%	2,414,120	3%	2,486,543
Administration	2,709,229	4%	2,804,364	3%	2,888,495	3%	2,975,150	3%	3,064,404	3%	3,156,336
Council/Commissions	1,469,022	30%	1,916,670	3%	1,974,170	3%	2,033,396	3%	1,994,397	3%	2,054,229
Planning & Engineering	1,441,103	17%	1,680,426	3%	1,730,839	3%	1,782,764	3%	1,736,247	3%	1,788,334
Expenses	342,584	-66%	116,869	3%	120,375	3%	123,986	3%	127,706	3%	131,537
Potential Savings			(300,000)		(300,000)		(300,000)		(300,000)		(300,000)
<b>Total Uses</b>	13,719,669	11%	15,170,746	2%	15,483,103	3%	16,024,533	2%	16,384,924	4%	16,958,952
<b>General Fund Transfers to:</b>											
Public Facilities	5,000	0%	5,000	0%	5,000	0%	5,000	0%	5,000	0%	5,000
Capital Improvement Program	2,061,220	-82%	375,140	0%	400,000	0%	400,000	0%	400,000	0%	400,000
Library Operations	152,530	2%	155,340	2%	158,447	2%	161,616	2%	164,848	2%	168,145
Core Area Maintenance	248,960	-18%	203,012	2%	207,072	2%	211,214	2%	215,438	2%	219,747
Senior Transportation	40,000	0%	40,000	3%	40,000	0%	40,000	0%	40,000	0%	40,000
Insurance	240,893	4%	249,662	5%	262,145	5%	275,252	5%	289,015	5%	303,466
Library Maintenance Sinking Fund	200,000	0%	200,000	0%	200,000	0%	200,000	0%	200,000	0%	200,000
Stormwater Pollution Sinking Fund	100,000	123%	223,014	-46%	120,000	3%	123,600	3%	127,308	89%	241,127
Community Center Roof Repair Sinking Fund	100,000	0%	100,000	0%	100,000	0%	100,000	0%	-	0%	-
General Plan Revise 2020	100,000	-100%									
Sinking Funds	(405,455)	-64%	(144,600)	0%	50,000	0%	50,000	0%	50,000	0%	50,000
Subtotal	2,843,148		1,406,568	10%	1,542,664	2%	1,566,682	-5%	1,491,609	9%	1,627,485
<b>Total Uses</b>	16,562,817	0%	16,577,314	3%	17,025,768	3%	17,591,215	2%	17,876,533	4%	18,586,437
<b>Surplus or (Deficit)?:</b>	823,950		150,909		(99,546)		(188,038)		18,327		(184,676)
<b>Projected Ending Fund Balance</b>	10,472,013		11,488,598	-1%	11,389,052	-2%	11,201,014	0%	11,219,341	-2%	11,034,665
<b>% of General Fund Expenditures</b>	69%		71%		69%		66%		65%		62%

\*Note that figures for revenue and transfers may differ due to adjustments made for accounting purposes (e.g. to net out capitalized interest and consolidate revenue from other sources such as COPS grants).

# CITY OF LAFAYETTE

## 2019-2020 FINAL BUDGET

### SINKING FUNDS AND RESERVE RESTRICTIONS

Funds are reserved for specific purposes as follows:		<i>Actual for June 30, 2017</i>	<i>Actual for June 30, 2018</i>	<i>Actual for June 30, 2019</i>	<i>Proposed for June 30, 2020</i>	<i>Fiscal Year Difference</i>
<b>11</b>	<b>General Fund</b>					
340.9	Public Art - City Council Allocation	100,000	75,000	75,000	75,000	\$0
	Public Art - GF Advance for BART Pathway Project			(80,000)	(115,000)	(\$35,000)
341.2	Youth Committee Fund Raising Efforts	18,467	20,196	20,441	20,440	(\$1)
341.3	Environmental Task Force	11,200	1,600	3,200	1,600	(\$1,600)
341.4	Bikeways Plan Update	14,000	14,000	14,000	14,000	\$0
341.5	Stormwater Pollution	260,000	350,000	450,000	327,000	(\$123,000)
341.7	BART Pathway Project	253,490	232,535	0	0	\$0
341.8	CalRecycle Grant	15,048	17,737	17,975	9,168	(\$8,807)
342.1	Public Art	7,018	7,018	7,018	7,018	\$0
342.2	In Lieu Tree Payments	252,317	69,926	108,067	123,067	\$15,000
342.4	Library Maintenance	500,000	700,000	900,000	1,100,000	\$200,000
342.5	Accrued vacation liability	670,517	757,070	558,156	586,064	\$27,908
342.6	PEG Fees	32,107	132,479	220,215	302,715	\$82,500
342.9	Senior Services Bequest	22,709	17,309	13,709	10,109	(\$3,600)
343.2	Rehab of Medians	125,000	125,000	125,000	125,000	\$0
343.4	Traffic Calming Programs	101,100	101,100	101,100	93,100	(\$8,000)
343.5	EMBUD Pathway Woodbury Maintenance	25,000	25,000	25,000	25,000	\$0
343.6	Tree Planting & Landscaping in Median Islands (PG&E)	258,805	0	0	0	\$0
343.7	In-Lieu for Public Benefit per DA for Lafayette Park Terraces	145,000	0	0	0	\$0
343.8	General Plan Revision 2020		100,000	200,000	100,000	(\$100,000)
344.0	Replacement fund for public works vehicles	60,000	60,000	41,634	41,634	\$0
344.1	Replacement fund for Planning & Engineering vehicles	28,001	28,001	28,001	28,001	\$0
344.2	Unanticipated police equipment replacement	281,427	88,395	58,395	58,395	\$0
344.3	Computer Replacement	48,827	10,951	30,951	45,951	\$15,000
344.5	Retiree Medical Benefits (GASB45)	18,600	18,600	18,600	18,600	\$0
344.7	Ballfield Rehabilitation	100,000	110,000	120,000	80,000	(\$40,000)
344.9	PG & E Trees (Litigation Pending)		474,805	0	0	\$0
	Subtotal	\$3,348,633	\$3,536,722	\$3,056,462	\$3,076,862	\$20,400
<b>12</b>	<b>Parks Facilities</b>					
384.0	Playground Equipment sinking fund	120,000	135,000	150,000	0	(\$150,000)
<b>14</b>	<b>Capital Improvement Projects</b>					
340.0	Drainage Impact Fees	90,097	170,658	86,243	126,243	\$40,000
340.1	Downtown Oak Hill Road Utility Underground District		30,000	30,000	30,000	\$0
340.2	Downtown & PHR Congestion Relief		147,654	578,263	167,602	(\$410,661)
343.7	Mt. Diablo Court Improvements	145,000	145,000	145,000	145,000	\$0
348.0	Reliez Valley Traffic Control Funding	37,440	37,440	37,440	37,440	\$0
348.1	EBMUD Fresh Connection Pathway Install	25,000	25,000	25,000	25,000	\$0
348.2	City Share LFFA Fee	550,892	387,430	722,268	722,268	\$0
348.3	EBMUD Pathway - Merrill Gardens	15,000	15,000	15,000	15,000	\$0
352.0	Walkway Development Fees	\$29,373	\$49,281	\$126,926	\$176,926	\$50,000
	Subtotal	892,802	1,007,463	1,766,140	1,445,479	(\$320,661)
<b>16</b>	<b>Public Facilities</b>					
351.1	Public Works Yard Sinking Maintenance Fund	45,000	50,000	55,000	60,000	\$5,000
351.3	Community Center Roof Replacement Fund	\$75,000	\$85,000	\$195,000	\$305,000	\$110,000
	Police Offices Capital Maintenance Fund	\$0	\$0	\$236,750	\$236,750	\$0
	Subtotal	\$120,000	\$135,000	\$486,750	\$601,750	\$115,000
<b>31</b>	<b>Recreation Programs</b>					

342.5	Vacation/Sick Liability	28,686	36,461	41,047	43,099	\$2,052
	Subtotal	\$28,686	\$30,120	\$41,047	\$43,099	\$2,052

**32 Parking Fund**

341.55	Plaza Way Parking Overlay	\$269,443	\$283,122	\$296,235	\$298,122	\$1,887
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**36 Senior Transportation**

342.70	Bequest	\$77,500	\$77,500	\$58,709	\$53,109	(\$5,600)
342.80	Taxi Program	\$20,000	\$19,974	\$17,474	\$14,374	(\$3,100)
	Subtotal	\$97,500	\$97,474	\$76,183	\$67,483	(\$5,600)

**52 Core Area Maintenance**

340	Street Light Replacement and Maintenance Fund	\$45,000	\$60,000	\$75,000	\$90,000	\$30,000
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**72 Meas.J Return-to-Source**

348.4	Program 28C	\$83,952	\$111,432	\$121,771	\$148,721	\$37,289
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**74 School Bus Program**

	Emergency Reserve				\$200,000	\$200,000
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**76 Insurance**

341.0	Insurance Reserve	\$450,000	\$500,000	\$500,000	\$500,000	\$0
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<b>TOTAL - RESTRICTED RESERVES</b>		\$5,456,016	\$5,896,333	\$6,569,588	\$6,271,516	(\$269,633)
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**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
SCHEDULE OF FUND TRANSFERS**

FUND #	FUND	TRANSFER FROM:										TOTAL				
		11	31	69	71	72	87	General Fund	Recreation Programs	SB1 Gas Tax	Gas Tax		Measure J-Return to Source	Tax Increment Debt		
11	General Fund		25,000													25,000
12	Parks Facilities	57,232														57,232
14	Capital Improvement Projects	375,140		670,719	1,207,000	915,000										3,417,859
16	Public Facilities	140,519	5,000													145,519
17	Parkland Acquisition	21,217														21,217
31	Recreation Programs															-
32	Parking Fund															-
34	Vehicle Abatement															-
36	Senior Transportation	40,000														40,000
37	Library Operations	155,340														155,340
51	Street Lighting															-
52	Core Area Maintenance	203,012														203,012
53	Stormwater Pollution	223,014														223,014
71	Gas Tax															-
72	Meas. J Return-to-Source															-
73	Supp. Law Enf. Services	433,479														433,479
74	School Bus Program															-
75	City Office Development															-
76	Insurance	249,662														249,662
78	General Obligation Bond Payments															-
79	Road & Drain Bond Proceeds															-
87	Successor Agency															-
90	Redevelopment Debt															-
	TOTAL	1,898,615	30,000	670,719	1,207,000	915,000									2,542,263	7,513,597

\* For details on transfers, see specific pages for each fund.

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
SUMMARY OF CAPITAL IMPROVEMENT PROGRAM**

26-Nov-19

CY	Project Name / Funding Source	State and Federal Grants & Measures	Developer Contribution	SB-1 RMRA	Measure J	Gas Tax	General Fund	Waste Management Mitigation	Fund Balance	Total
	<b>FUND 12 - PARKS FACILITIES</b>									
	Overhead						42,232			\$42,232
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$42,232		\$0	\$42,232

	<b>FUND 14 - CAPITAL IMPROVEMENT PROJECTS</b>									
	2020 Street Maintenance Program			410,000	510,000	550,000		808,000		2,278,000
	Pleasant Hill Road Resurfacing	656,000					163,000	209,000		1,028,000
	Traffic Signal on Mt Diablo and Mt. Diablo Ct.		440,000							440,000
014-9722	Rain Garden	189,000					11,000			200,000
	2019 Surface Seal Program				212,000	157,000			118,168	487,168
	2019 Drainage Rehab					300,000				300,000
	2019 Road Rehab			260,719	193,000	200,000			203,000	856,719
	Lafayette BART Bike/Ped Connector	1,979,000	690,000						80,393	2,749,393
	Overhead						451,140			451,140
	Subtotal	2,824,000	1,130,000	670,719	915,000	1,207,000	625,140	1,017,000	401,561	8,790,420

	<b>GRAND TOTAL:</b>	\$2,824,000	\$1,130,000	\$670,719	\$915,000	\$1,207,000	\$667,371	\$1,017,000	\$401,561	\$8,832,651
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# CITY OF LAFAYETTE

## 2019-2020 FINAL BUDGET

### EXPENDITURE SUMMARY - GENERAL FUND

43795

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$2,777,113	\$2,924,190	\$3,414,891	\$3,229,582	\$3,078,884	-9.8%
705	Temporary Personnel	110,200	140,142	176,038	127,894	169,140	-3.9%
708	Overtime	16,248	15,789	20,500	11,015	18,000	-12.2%
711	Social Security	200,582	216,922	272,109	235,025	249,851	-8.2%
714	Worker's Compensation	74,863	80,712	143,701	128,812	123,425	-14.1%
721	Fringe Benefits	873,863	907,000	1,102,669	982,925	1,051,725	-4.6%
<b>Subtotal PERSONNEL</b>		<b>\$4,052,869</b>	<b>\$4,284,754</b>	<b>\$5,129,907</b>	<b>\$4,715,253</b>	<b>\$4,691,025</b>	<b>-8.6%</b>

#### OPERATIONS AND MAINTENANCE

741	Office Supplies	\$25,359	\$21,635	\$22,951	\$30,771	\$23,428	2.1%
743	Postage	7,102	6,928	9,635	7,632	10,168	5.5%
745	Printing & Binding	11,046	8,575	18,843	15,598	20,645	9.6%
746	Books & Software	25,779	9,761	22,301	26,256	28,500	27.8%
748	Special Departmental Supplies	82,881	92,758	89,550	117,334	95,700	6.9%
751	Maintenance of Vehicles	177,977	199,967	154,900	206,632	164,500	6.2%
761	Maintenance of Equipment	19,513	16,750	23,420	6,315	22,570	-3.6%
771	Maintenance of Buildings	26,705	36,392	31,117	47,463	45,145	45.1%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	20,922	20,166	21,434	29,627	20,787	-3.0%
801	Utilities-Water	68,958	82,350	110,420	99,446	112,620	2.0%
805	Utilities-Sewer	3,006	3,191	4,450	4,166	4,551	2.3%
811	Utilities-Gas & Electric	42,707	49,487	55,700	62,382	55,200	-0.9%
821	Utilities-Telephones	69,965	70,720	83,235	79,212	76,753	-7.8%
825	Utilities-Garbage Disposal	0	0	1,140	0	1,140	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	13,872	15,390	16,295	15,223	16,295	0.0%
841	Rental Expense	339,537	390,759	349,409	345,053	357,253	2.2%
843	Training	91,383	111,691	170,012	153,563	158,067	-7.0%
850	Contingency	148	0	150	0	150	0.0%
851	Advertising/Legal Notices	12,134	20,397	12,100	17,251	58,600	384.3%
853	Community Promotion	62,929	70,254	64,100	52,914	85,100	32.8%
861	Contractual Services	2,271,393	2,960,266	2,784,777	2,608,321	3,093,258	11.1%
862	Reimbursable Emergency Response	56,268	58,340	66,939	59,016	60,000	-10.4%
862	Contract Sheriff Services	3,683,029	3,827,521	4,518,644	3,963,968	4,645,098	2.8%
866	Contractual-Recreation	10,010	12,459	14,700	12,915	2,650	-82.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	2,906	0	0.0%
892	Debt Service	37,645	1,290	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$7,160,268</b>	<b>\$8,087,046</b>	<b>\$8,646,222</b>	<b>\$7,963,964</b>	<b>\$9,158,177</b>	<b>5.9%</b>

#### CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	82,384	242,290	212,000	91,007	510,670	140.9%
907	Equipment	393,358	369,669	270,000	364,090	271,200	0.4%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$475,741</b>	<b>\$611,959</b>	<b>\$482,000</b>	<b>\$455,097</b>	<b>\$781,870</b>	<b>62.2%</b>

<b>BASE PROGRAM COST</b>	<b>\$11,688,878</b>	<b>\$12,983,759</b>	<b>\$14,258,130</b>	<b>\$13,134,315</b>	<b>\$14,631,071</b>	<b>2.6%</b>
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999	Total Savings Carried Forward	\$0	\$0	\$198,834	\$0	\$250,012	25.7%
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<b>TOTAL G.F. EXPENDITURES</b>	<b>\$11,688,878</b>	<b>\$12,983,759</b>	<b>\$14,456,963</b>	<b>\$13,134,315</b>	<b>\$14,881,084</b>	<b>2.9%</b>
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CITY OF LAFAYETTE  
 2019-2020 FINAL BUDGET  
 EXPENDITURE SUMMARY - ALL DEPARTMENTS

26-Nov-19

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$4,192,651	\$4,281,691	\$4,712,399	\$4,475,233	\$4,483,819	-4.9%
705	Temporary Personnel	436,939	455,138	525,386	492,179	501,640	-4.5%
708	Overtime	26,796	28,862	30,500	17,288	23,000	-24.6%
711	Social Security	330,385	343,023	398,594	358,056	383,147	-3.9%
714	Worker's Compensation	119,926	124,242	209,578	193,117	189,447	-9.6%
721	Fringe Benefits	1,376,835	1,364,034	1,552,157	1,396,145	1,546,181	-0.4%
<b>Subtotal PERSONNEL</b>		<b>\$6,483,533</b>	<b>\$6,596,990</b>	<b>\$7,428,614</b>	<b>\$6,932,017</b>	<b>\$7,127,235</b>	<b>-4.1%</b>

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$39,706	\$31,547	\$37,527	\$41,309	\$37,306	-0.6%
743	Postage	21,155	21,801	26,093	23,946	28,838	10.5%
745	Printing & Binding	45,741	45,281	54,800	50,981	58,661	7.0%
746	Books & Software	26,961	9,901	25,601	26,341	31,950	24.8%
748	Special Departmental Supplies	145,074	148,580	164,242	188,500	181,430	10.5%
751	Maintenance of Vehicles	212,199	239,639	204,900	245,824	214,500	4.7%
761	Maintenance of Equipment	25,920	18,322	35,670	12,472	34,820	-2.4%
771	Maintenance of Buildings	186,389	116,004	150,717	126,644	175,645	16.5%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	21,232	24,555	22,464	30,116	21,787	-3.0%
801	Utilities-Water	90,998	112,594	145,495	140,324	151,695	4.3%
805	Utilities-Sewer	7,749	6,152	11,550	8,193	11,651	0.9%
811	Utilities-Gas & Electric	140,576	139,737	171,452	166,467	182,800	6.6%
821	Utilities-Telephones	89,489	88,524	106,548	96,650	98,669	-7.4%
825	Utilities-Garbage Disposal	0	0	1,200	0	1,200	0.0%
831	Utilities-Street Lighting	67,395	64,220	69,219	65,411	66,420	-4.0%
835	Utilities-Traffic Signals	13,872	15,390	16,295	15,223	16,295	0.0%
841	Rental Expense	412,234	462,108	435,760	413,689	429,509	-1.4%
843	Travel and Training	98,460	116,359	181,762	161,515	166,567	-8.4%
850	Contingency	148	0	150	0	150	0.0%
851	Advertising/Legal Notices	12,392	22,724	14,680	18,359	61,400	318.3%
853	Community Promotion	252,528	259,845	303,100	241,128	324,100	6.9%
861	Contractual Services	5,981,344	5,606,701	5,816,799	5,488,147	6,184,780	6.3%
861.5	Reimbursable Emergency Response	99,200	60,499	78,439	67,735	74,500	-5.0%
862	Contract Sheriff Services	4,215,839	4,374,949	5,103,998	4,549,322	5,234,760	2.6%
866	Contractual-Recreation	462,418	460,050	464,700	552,518	502,650	8.2%
881	Premium Payment-Liability	252,059	294,928	201,077	219,936	209,846	4.4%
885	Insurance and Surety Bonds	0	599	35,134	0	27,404	-22.0%
891	Claims Payments	8,907	7,016	15,000	4,887	15,000	0.0%
892	Debt Service	10,778,584	766,229	593,408	595,037	3,270,930	451.2%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$23,708,567</b>	<b>\$13,514,255</b>	<b>\$14,494,781</b>	<b>\$13,550,673</b>	<b>\$17,822,263</b>	<b>23.0%</b>

CAPITAL OUTLAY

902	Land	\$1,564,880	\$0	\$1,800,000	\$1,100,000	\$0	N/A
906	Improvements	7,046,428	2,168,798	8,454,700	2,468,588	10,684,950	26.4%
907	Equipment	508,304	378,348	385,560	455,700	335,730	-12.9%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$9,119,612</b>	<b>\$2,547,147</b>	<b>\$10,640,260</b>	<b>\$4,024,289</b>	<b>\$11,020,680</b>	<b>3.6%</b>

<b>BASE PROGRAM COST</b>	<b>\$39,311,712</b>	<b>\$22,658,392</b>	<b>\$32,563,655</b>	<b>\$24,506,979</b>	<b>\$35,970,178</b>	<b>10.5%</b>
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999	Total Savings Carried Forward	\$0	\$0	\$198,834	\$0	\$250,012	25.7%
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<b>TOTAL EXPENDITURES</b>	<b>\$39,311,712</b>	<b>\$22,658,392</b>	<b>\$32,762,489</b>	<b>\$24,506,979</b>	<b>\$36,220,191</b>	<b>10.6%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**EXPENDITURE SUMMARY - ALL DEPARTMENTS**

GENERAL FUND <i>Council, Commissions, and Community Support</i>		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
110	City Council	\$133,510	\$129,912	\$234,350	\$255,650	\$217,650	-7.1%
115	Public Art	54,974	154,642	111,736	59,139	163,619	46.4%
120	Trans/Circ Commission	147,312	165,989	147,052	93,663	129,349	-12.0%
130	Crime Prevention Com.	80,371	33,256	121,292	87,983	109,976	-9.3%
140	Parks, Trails & RecCommission	127,838	101,195	187,726	108,648	183,672	-2.2%
141	Senior Services	127,385	132,369	194,701	143,401	202,912	4.2%
142	Youth Commission	36,039	37,875	51,662	43,543	55,209	6.9%
150	Planning Commission	371,467	324,355	356,831	332,638	520,715	45.9%
151	Design Rev. Commission	318,957	323,328	356,471	328,426	319,027	-10.5%
152	Environmental Task Force	11,973	15,033	18,967	15,932	14,542	-23.3%
	Subtotal	\$1,409,827	\$1,417,954	\$1,780,789	\$1,469,022	\$1,916,670	7.6%

*Police Services*

210	Police Services	\$4,326,317	\$4,575,810	\$5,042,068	\$4,743,448	\$5,225,203	3.6%
215	Traffic Enforcement	532,810	566,811	590,068	590,068	612,565	3.8%
220	Emergency Prep. Comm.	27,191	23,689	28,550	27,860	31,550	10.5%
230	Crossing Guards	50,000	50,000	90,000	90,000	90,000	0.0%
	Subtotal	\$4,936,318	\$5,216,310	\$5,750,686	\$5,451,376	\$5,959,319	3.6%

*Public Works*

310	Road & Drain Maintenance	\$680,247	\$834,245	\$775,999	\$684,630	\$849,253	9.4%
320	Traffic Maintenance	295,655	303,912	487,655	328,645	502,655	3.1%
340	Parks & Trails Maint.	377,887	360,287	476,370	416,482	699,306	46.8%
350	Comm. Ctr. Maint.	300,876	257,506	331,058	291,244	302,222	-8.7%
360	Emergency Response	41,707	514,449	50,000	0	50,000	0.0%
	Subtotal	\$1,696,373	\$2,270,399	\$2,121,081	\$1,721,001	\$2,403,436	13.3%

*Planning and Engineering*

410	Planning Services	\$631,294	\$770,869	\$817,612	\$703,638	\$752,373	-8.0%
415	Code Enforcement	163,189	70,175	109,622	80,788	100,653	-8.2%
420	Engineering Services	306,017	505,983	756,582	656,677	827,400	9.4%
	Subtotal	\$1,100,499	\$1,347,027	\$1,683,815	\$1,441,103	\$1,680,426	-0.2%

*Administration*

510	City Manager	\$500,025	\$540,847	\$810,545	\$633,669	\$544,516	-32.8%
520	Legal Services	668,332	704,120	604,184	781,234	664,351	10.0%
530	City Clerk	154,104	155,731	239,737	207,325	251,651	5.0%
540	Administrative Services	755,668	802,706	792,249	792,239	893,899	12.8%
545	Communications	0	2,353	231,005	231,003	265,809	15.1%
560	Technology Services	144,220	176,281	97,396	63,759	184,139	89.1%
	Subtotal	\$2,222,349	\$2,382,037	\$2,775,117	\$2,709,229	\$2,804,364	1.1%

*Rent and Expenses*

550	Rent and Expenses	\$323,512	\$350,031	\$345,475	\$342,584	\$116,869	-66.2%
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	Subtotal General Fund	\$11,688,878	\$12,983,759	\$14,456,963	\$13,134,315	\$14,881,084	2.9%
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**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE SUMMARY - ALL DEPARTMENTS**

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<i>CAPITAL IMPROVEMENT FUNDS</i>							
12	Parks Facilities	\$11,859	\$31,326	\$1,075,735	\$23,031	\$1,637,232	52.2%
14	Capital Improvement Projects	7,318,498	2,276,062	7,495,449	2,740,047	8,790,420	17.3%
16	Public Facilities	568,368	4,560	300	31,772	125,300	41666.7%
17	Parkland Acquisition	0	37,468	2,049,208	1,238,012	131,217	-93.6%
	Subtotal	\$7,898,725	\$2,349,416	\$10,620,692	\$4,032,863	\$10,684,168	0.6%

<i>ENTERPRISE FUNDS</i>							
31	Recreation Programs	\$1,200,761	\$1,212,552	\$1,308,413	\$1,422,938	\$1,453,287	11.1%
32	Parking Fund	2,111,843	548,583	424,822	425,644	443,854	4.5%
34	Vehicle Abatement	8,936	6,817	9,134	6,790	9,592	5.0%
36	Senior Transportation	162,550	132,349	235,058	196,611	186,171	-20.8%
37	Library Operations	906,283	757,977	985,157	867,080	1,029,763	4.5%
	Subtotal	\$4,390,373	\$2,658,277	\$2,962,585	\$2,919,062	\$3,122,667	5.4%

<i>ASSESSMENT DISTRICT FUNDS</i>							
51	Street Lighting	\$14,776	\$14,297	\$26,719	\$12,911	\$26,920	0.8%
52	Core Area Maintenance	371,429	379,700	469,653	372,581	486,246	3.5%
53	Stormwater Pollution	542,276	462,563	551,669	457,770	569,936	3.3%
	Subtotal	\$928,481	\$856,560	\$1,048,041	\$843,261	\$1,083,102	3.3%

<i>GOVERNMENTAL FUNDS</i>							
71	Gas Tax	\$0	\$0	\$0	\$0	\$0	0.0%
72	Meas.J Return-to-Source	88,162	95,948	99,522	61,819	82,804	-16.8%
73	Supp. Law Enf. Services	532,810	547,428	585,354	585,354	589,663	0.7%
74	School Bus Program	1,977,640	2,019,461	2,069,946	2,041,379	2,173,026	5.0%
75	City Office Development	0	0	0	0	0	0.0%
76	Insurance	260,407	305,909	240,893	215,806	249,662	3.6%
77	Police Services Special Fund	0	0	7,000	0	7,000	0.0%
78	General Obligation Bond Payments	765,939	764,939	593,408	595,037	728,667	22.8%
	Subtotal	\$3,624,958	\$3,733,685	\$3,596,124	\$3,499,395	\$3,830,822	6.5%

<i>REDEVELOPMENT AGENCY</i>							
87	Successor Agency	\$75,150	\$76,696	\$78,084	\$75,660	\$76,085	-2.6%
95	Redevelopment Debt	10,658,776	0	0	1,451,001	2,542,263	N/A
	Subtotal	\$10,733,926	\$76,696	\$78,084	\$1,526,661	\$2,618,348	3253.2%

<b>GRAND TOTAL OF ALL FUNDS</b>		<b>\$39,265,341</b>	<b>\$22,658,392</b>	<b>\$32,762,489</b>	<b>\$25,955,556</b>	<b>\$36,220,191</b>	<b>10.6%</b>
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# City of Lafayette Investment Policy

## I. Introduction

The purpose of this document is to identify various policies and procedures that control the investment of City funds.

The investment policies and practices of the City of Lafayette ("the City") are based on state law and prudent money management. All funds will be invested in accordance with this Policy, and California government Code Sections 53601, et seq. If the City issues bonds in the future, the investment of bond proceeds will be further restricted by the provisions of relevant bond documents.

## II. Scope

This policy covers all funds (except retirement funds) and investment activities under the direction of the City.

## III. Objectives

The primary objectives, in priority order, of the investment activities of the City shall be:

- 1) Safety. The first priority for the investment program shall be the safety of principal investment. Speculation or risky investment media will be avoided even though high interest rates might be offered.
- 2) Liquidity. Investments must be carefully coordinated with the City's periodic cash needs. It is urgent that current available cash not be assigned to an investment with a time commitment which will result in the shortage of cash for either operations or capital purposes at some future time.
- 3) Return on Investment. After exercising maximum safety in investment media and responsible spacing of maturity, every effort shall then be made to obtain the highest earnings from investments of City money within the limits prescribed by State law for local government investment.

## IV. Delegation of Authority

The management responsibility for the investment program is hereby delegated to the City Manager or his/her designee who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

## V. Ethics and Conflict of Interest

City employees and officers involved in the investment process shall refrain from personal business activities that materially conflicts with proper execution of the investment program, or impairs their ability to make impartial decisions.

## VI. Permitted Investment Instruments

1. Government obligations for which the full faith and credit of the United State are pledged for the payment of principal and interest.
2. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
3. Commercial paper rated in the highest short-term rating category, as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):
  - (1) The entity meets the following criteria:
    - (A) Is organized and operating in the United States as a general corporation.
    - (B) Has total assets in excess of five hundred million dollars (\$500,000,000).
    - (C) Has debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO.
  - (2) The entity meets the following criteria:
    - (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
    - (B) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.
    - (C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO. Eligible commercial paper shall have a maximum maturity of 270 days or less. Purchases of eligible commercial paper may not exceed 25 percent of the City's investment portfolio, nor may purchases represent more than 10 percent of the outstanding paper of an issuing corporation.
4. FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California.
5. Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank; provided that the senior debt obligations of the issuing institution are rated "AA" or better by Moody's or Standard & Poor's.

Purchase of negotiable certificates of deposit may not exceed 30 percent of the City's investment portfolio.

6. State of California's Local Agency Investment Fund.

7. Fully FDIC insured savings account or money market account.
8. Shares of beneficial interest issued by diversified management companies, as defined in Section 23701m of the Revenue and Taxation Code, investing in the securities and obligations authorized by sections a through m of Government Code section 53601. To be eligible for investment pursuant to this subdivision these companies shall either: (1) attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services or (2) have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code Section 53601 and with assets under management in excess of \$500,000,000.

The purchase price of shares shall not exceed 15 percent of the investment portfolio of the City.

9. Medium-term corporate notes with a maximum maturity of five years, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Securities eligible for investment shall be rated "AA" or better by a nationally recognized rating service. Purchases of medium term notes may not exceed 10% of the market value of the portfolio.
10. Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state. Eligible investments must be rated AA or better by a nationally recognized rating service.
11. Bankers Acceptances that are drawn on and accepted by a commercial bank. Purchases of bankers acceptances may not exceed 180 days' maturity nor exceed 20% of the market value of the City's portfolio.
12. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section that invests in the securities and obligations authorized in subdivisions (a) to (n), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:
  - (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.
  - (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (n), inclusive.
  - (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

Credit criteria listed in this section refers to the credit of the issuing organization at the time the security is purchased.

The following is a listing of the City's allowable investments relative to the investments permitted for California governmental entities under Government Code §53601.

Investment Type	City Minimum Quality Parameters	Code Minimum Quality Parameters	City Maximum % of Portfolio	Code Maximum % of Portfolio	City Maximum Maturity	Code Maximum Maturity
U.S. Treasury Obligations	None	None	None	None	5 Years	5 Years
Federal Agency Obligations	None	None	None	None	5 Years	5 Years
Commercial Paper	A1/P1	A1/P1	25%	25%	270 Days	270 Days
Collateralized Bank Deposits	None	None	None	None	5 Years	5 Years
Negotiable Certificates of Deposits	AA	None	30%	30%	5 Years	5 Years
Local Agency Investment Fund	None	None	\$40 million	\$40 million	N/A	N/A
Time Deposits	None	None	None	None	5 Years	5 Years
Money Market Mutual Funds	Multiple <sup>1</sup>	Multiple <sup>1</sup>	15%	20%	N/A	N/A
Medium-Term Notes	AA	A	10%	30%	5 Years	5 Years
CA Local Agency Obligations	AA	None	None	None	5 Years	5 Years
Bankers Acceptances	A1/P1	A1/P1	20%	40%	180 Days	180 Days

<sup>1</sup>Must receive the highest rating by two of the three largest nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC and has not less than five years experience managing money market funds with assets under management in excess of \$500 million.

## VII. Maximum Maturity

Investment maturities shall be based on a review of cash flow forecasts. Maturities will be scheduled so as to permit the City to meet all projected obligations.

Unless otherwise noted within this investment policy, the City may not invest in a security that exceeds five (5) years from the date of purchase.

## VIII. Reporting Requirements

Quarterly investment reports shall be submitted to the City Council as a Consent Calendar item. The reports shall include, at a minimum, the following information for individual investment:

- Description of investment instrument
- Issuer name



- Yield to maturity
- Purchase date
- Maturity date
- Purchase price
- Par value
- Current market value for securities with maturity greater than 12 months

The quarterly report shall also (i) state compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance, (ii) include a description of any of the City's funds, investments or programs that are under the management of contracted parties, including lending programs, and (iii) include a statement denoting the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

This quarterly report shall be submitted within thirty days following the end of the quarter. The City shall not be required to submit a quarterly report to the Council if, during the entire reporting period, the City has maintained 100 percent of its investment portfolio in the Local Agency Investment Fund.

**IX. Safekeeping and Custody**

The assets of the City shall be secured through third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions.

**X. Annual Review of the Investment Policy**

The City Manager and/or Administrative Services Director shall annually submit to the Council a statement of investment policy, which the Council shall consider at a public meeting. Any change in the policy shall also be reviewed by the Council at a public meeting.

**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**MONTHLY SALARY RANGES FOR CITY POSITIONS**

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POSITION	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM
Accountant	1.00	6,431	8,459
Accounting Assistant	1.00	6,100	6,100
Administrative Analyst	2.00	8,760	8,760
Administrative Assistant	1.56	5,950	5,950
Administrative Services Director	1.00	16,780	16,780
Assistant Administrative Services Director	1.00	14,323	14,323
Assistant Engineer	1.00	8,995	8,995
Assistant Planner	0.00	7,766	7,766
Assistant Recreation Coordinator	1.00	5,398	5,398
Associate Planner	1.00	8,629	8,629
City Clerk	1.00	11,147	11,147
City Manager	1.00	21,140	21,140
Communications Analyst	1.00	8,760	8,760
Construction Inspector	1.00	8,314	8,314
Department Assistant	2.56	6,842	6,842
Engineering Services Manager	1.00	13,747	13,747
Engineering Technician (GIS)	1.00	7,646	7,646
Facilities Maintenance Worker I	1.00	5,466	5,466
Facilities Maintenance Worker II	1.00	6,012	6,012
Maintenance Supervisor	2.00	8,941	8,941
Parking Enforcement Officer	1.00	5,856	5,856
Parks and Recreation Director	1.00	14,376	14,376
Planning & Building Director	1.00	15,925	15,925
Planning Technician	3.00	6,338	6,338
Police Services Assistant	3.00	6,670	6,670
Public Works Director & City Engineer	1.00	16,238	16,238
Public Works Maintenance Manager	1.00	11,212	11,212
Recreation Coordinator	2.35	6,351	6,351
Recreation Supervisor	2.00	8,067	8,067
Senior Construction Inspector	1.00	9,561	9,561
Senior Engineer	1.00	11,494	11,494
Senior Planner	2.00	9,924	9,924
Transportation Planner	1.00	9,924	9,924
Transportation Program Manager	1.00	11,746	11,746
<b>TOTAL:</b>	<b>44.47</b>		

# CITY OF LAFAYETTE

## 2019-2020 FINAL BUDGET

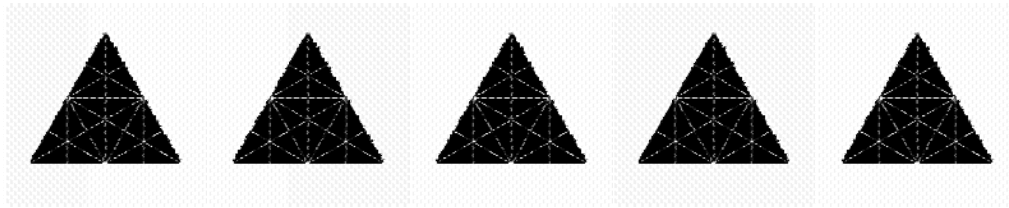
### APPROPRIATION LIMITATION

#### DESCRIPTION

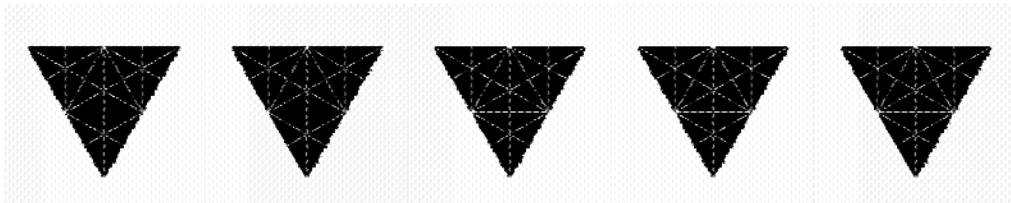
The Appropriations Limitation imposed on cities by Propositions 4 and 111 creates restrictions on the amount of revenue that can be appropriated in any fiscal year. The limit is based on actual appropriations during the 1978-79 fiscal year and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit, only those referred to as "proceeds of taxes."

In addition, proceeds of taxes can be spent on several types of appropriations that do not count against the limit. The law allows a city to spend tax proceeds on voter approved debt and the costs of complying with court orders and federal mandates, with certain restrictions. Proposition 111 expanded these exempt categories to include expenditures of "qualified capital outlay" beginning in 1990-91. Appropriations for these excludable categories do not count against the limit.

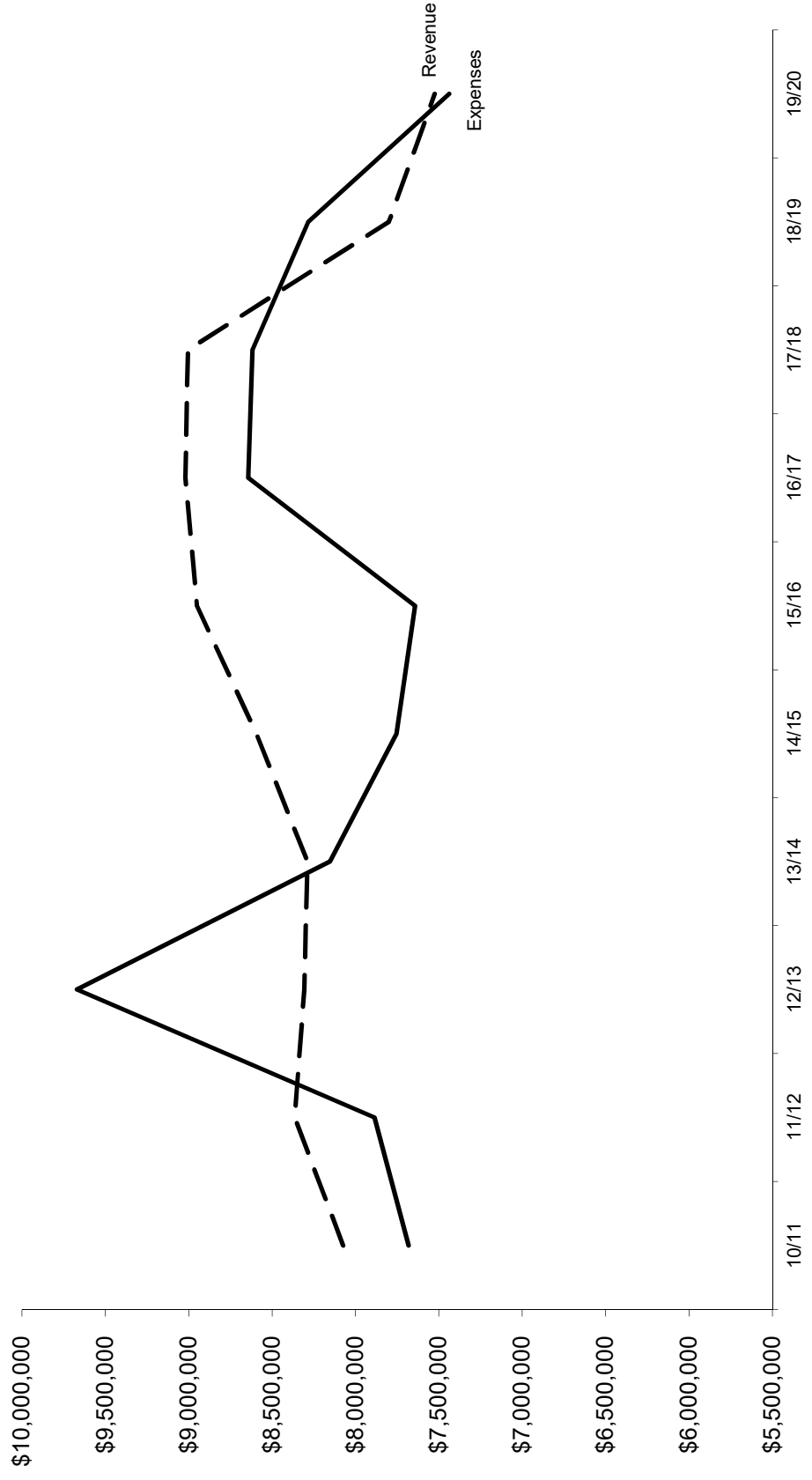
CALCULATION OF LIMIT						
Fiscal Year	City Change in Population	Change in Per Capita Personal Income	Total Increase	Annual Appropriations Limitation	Current Anticipated Revenue	Amount Under / (Over) Limit
1978-79				\$2,678,911		
1979-80				3,027,206		
1980-81				3,367,050		
1981-82				3,677,799		
1982-83				3,927,753		
1983-84				4,064,276		
1984-85				4,346,318		
1985-86				4,494,093		
1986-87				4,623,972		
1987-88	1.0190	1.0347	1.0544	4,875,328		
1988-89	1.0233	1.0466	1.0710	5,221,407		
1989-90	1.0274	1.0519	1.0807	5,642,890		
1990-91	1.0316	1.0421	1.0750	6,066,278		
1991-92	1.0269	1.0414	1.0694	6,487,360		
1992-93	1.0205	0.9936	1.0140	6,577,981		
1993-94	1.0210	1.0272	1.0488	6,898,797		
1994-95	1.0162	1.0071	1.0234	7,060,332		
1995-96	1.0179	1.0472	1.0659	7,525,925		
1996-97	1.0087	1.0467	1.0558	7,945,919		
1997-98	1.0086	1.0467	1.0557	8,388,519		
1998-99	1.0161	1.0415	1.0583	8,877,303		
1999-00	1.0114	1.0453	1.0572	9,385,231		
2000-01	1.0061	1.0491	1.0555	9,906,106		
2001-02	1.0171	1.0782	1.0966	10,863,405		
2002-03	1.0176	0.9873	1.0047	10,914,207		
2003-04	1.0430	1.0231	1.0671	11,646,477		
2004-05	1.0120	1.0328	1.0452	\$12,172,824		
2005-06	1.0180	1.0526	1.0715	\$13,043,750		
2006-07	1.0000	1.0396	1.0396	\$13,560,283		
2007-08	1.0113	1.0442	1.0560	\$14,319,651		
2008-09	1.0136	1.0429	1.0571	\$15,137,066		
2009-10	1.0116	1.0062	1.0179	\$15,407,595		
2010-11	1.0110	0.9746	0.9853	\$15,181,420		
2011-12	1.0077	1.0330	1.0410	\$15,803,162		
2012-13	1.0068	1.0377	1.0448	\$16,510,454		
2013-14	1.0747	1.0595	1.1386	\$18,799,575		
2014-15	1.0128	0.9977	1.0105	\$18,996,417		
2015-16	1.0188	1.0382	1.0577	\$20,092,855		
2016-17	1.0078	1.0537	1.0619	\$21,336,982		
2017-18	1.0063	1.0369	1.0434	\$22,263,700		
2018-19	1.0094	1.0367	1.0464	\$23,297,737		
2019-20	1.0096	1.0385	1.0485	\$24,426,969	\$16,729,203	\$6,568,534



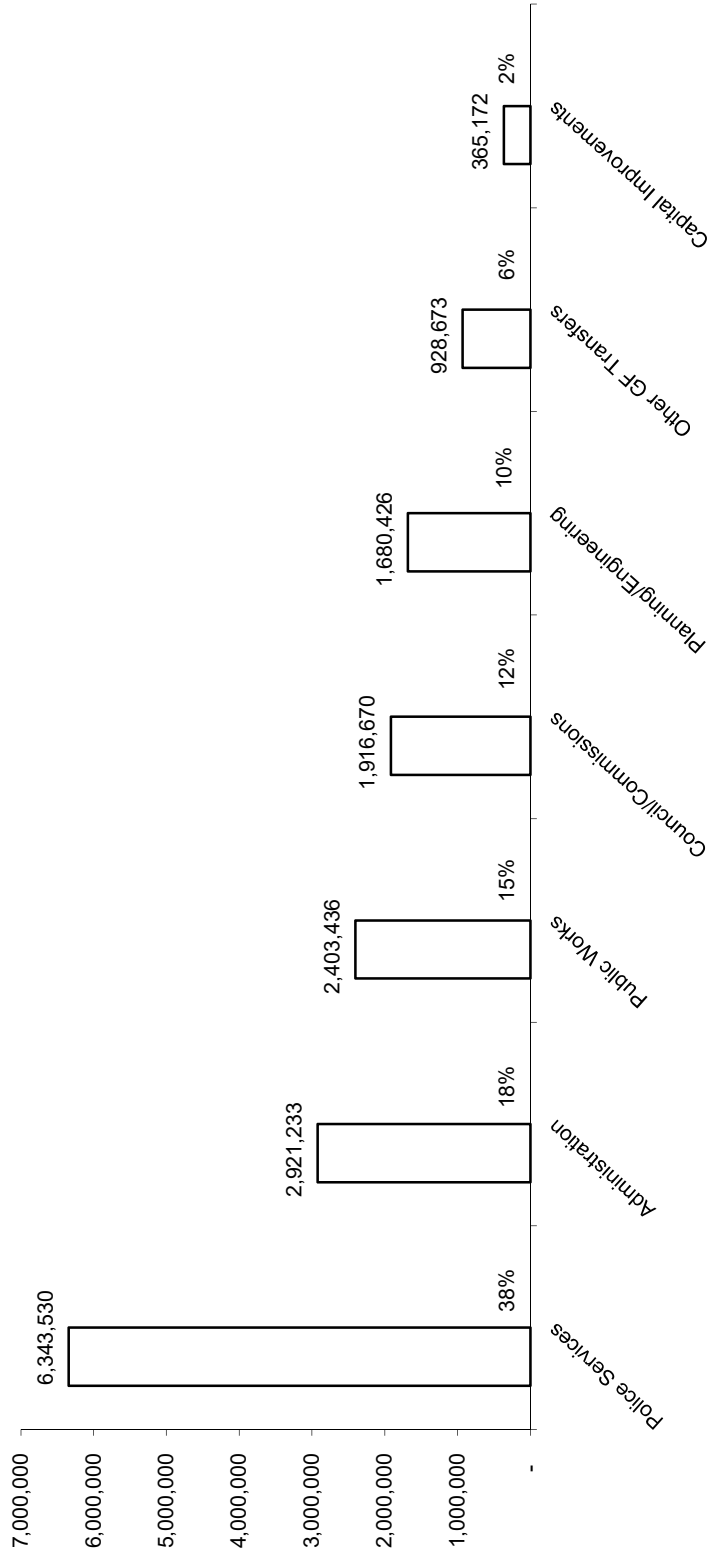
# GRAPHS & CHARTS



**CITY OF LAFAYETTE  
 2019-20 FINAL BUDGET  
 GENERAL FUND REVENUE vs. EXPENDITURE TRENDS  
 (Constant Dollars Including Net Transfers)**

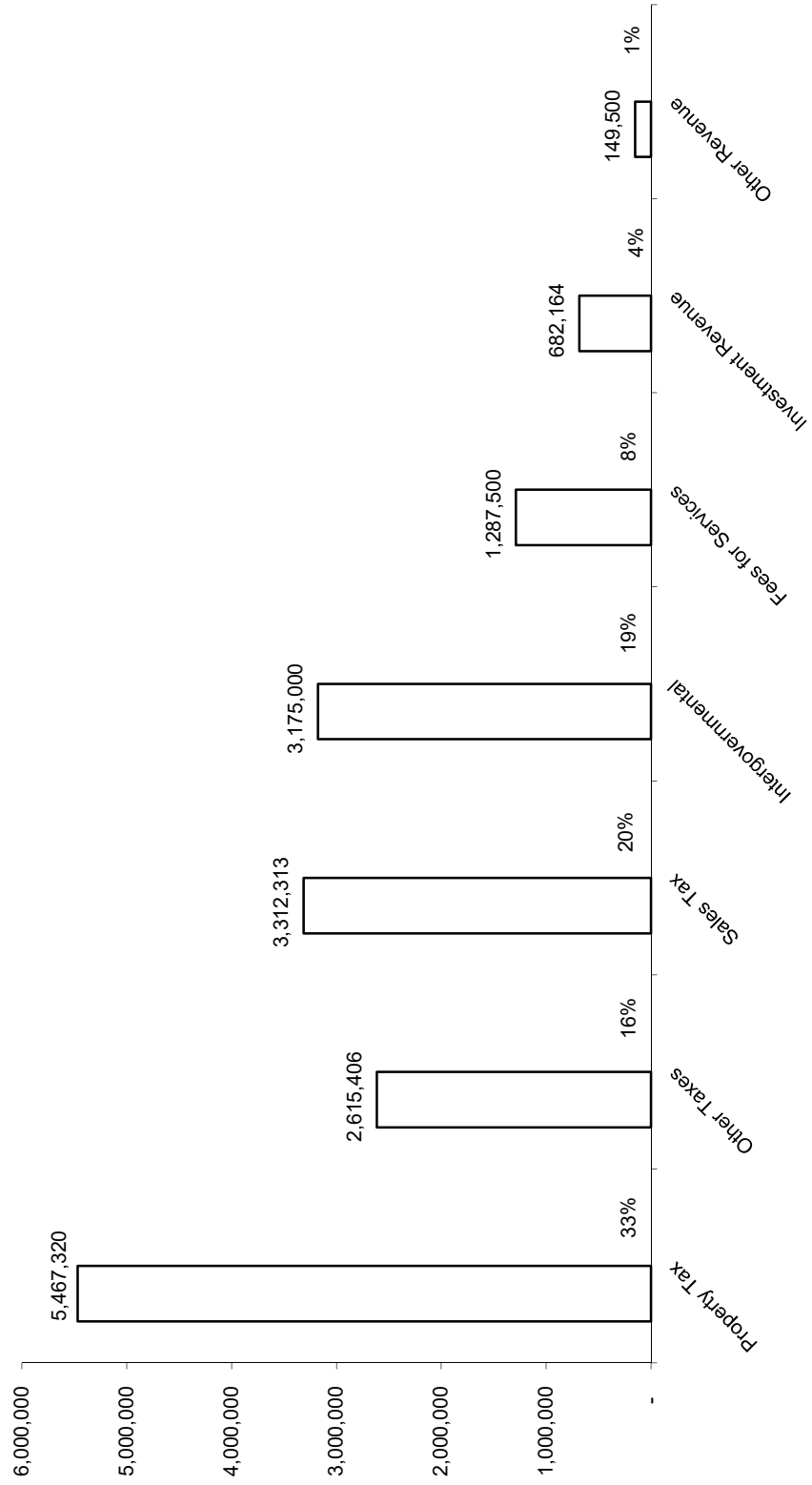


**CITY OF LAFAYETTE  
 2019-20 FINAL BUDGET  
 GENERAL FUND EXPENDITURES = \$16,559,140\***

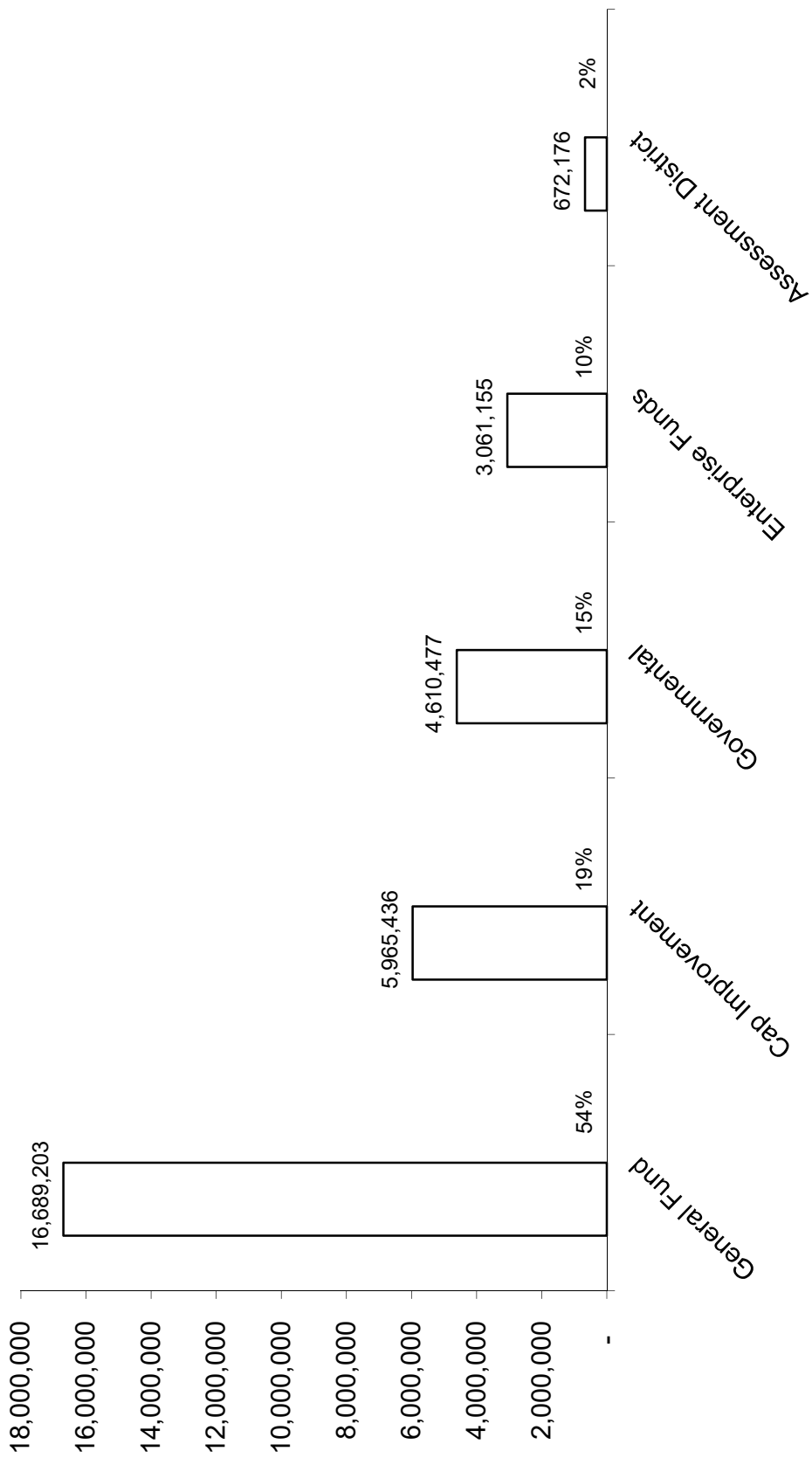


\*includes General Fund transfers .

**CITY OF LAFAYETTE  
 2019-20 FINAL BUDGET  
 GENERAL FUND REVENUES = \$16,689,203**

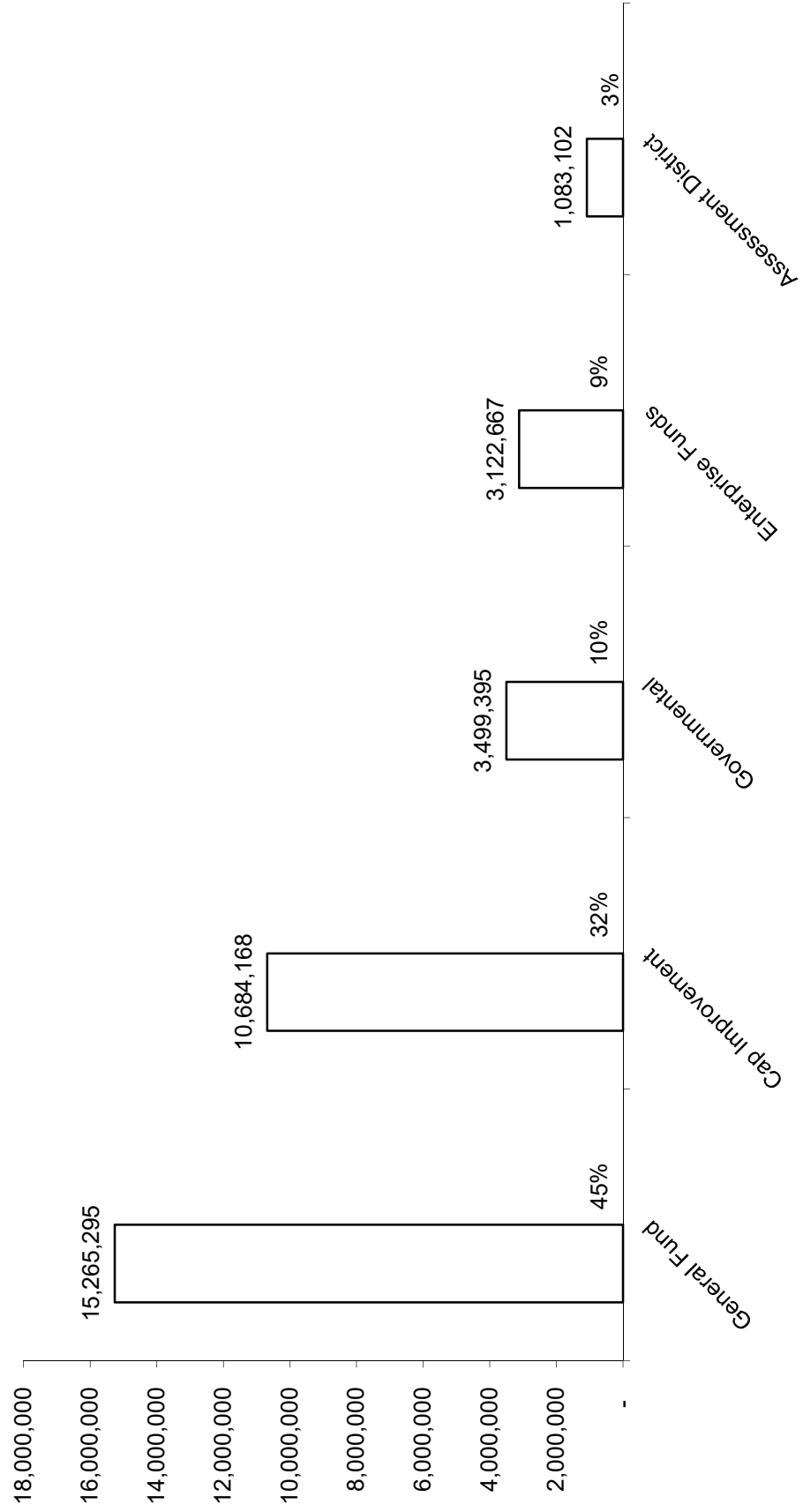


**CITY OF LAFAYETTE  
 2019-20 FINAL BUDGET  
 ALL REVENUES = \$30,998,447**



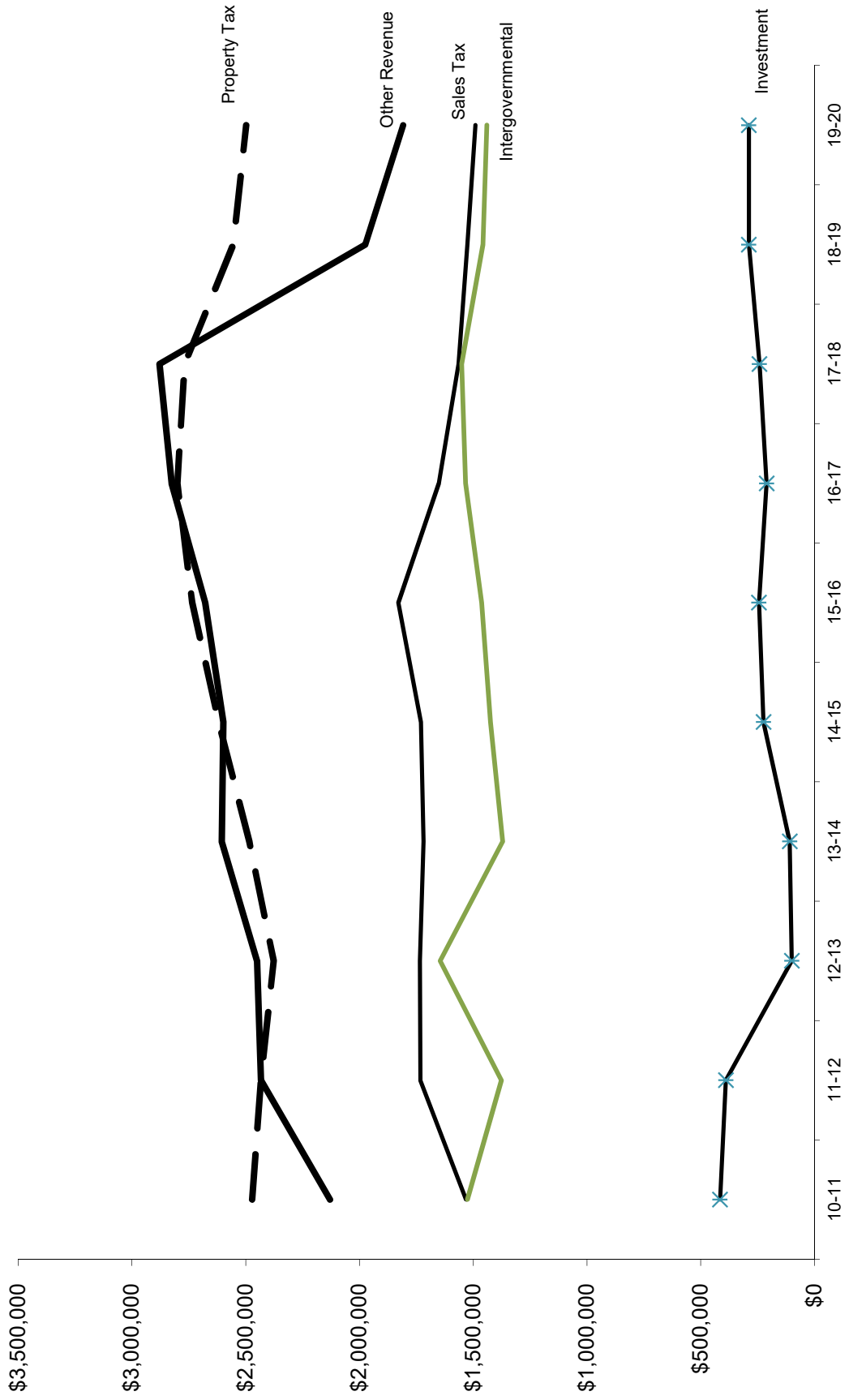


**CITY OF LAFAYETTE  
2019-20 FINAL BUDGET  
ALL EXPENDITURES = \$33,654,627**

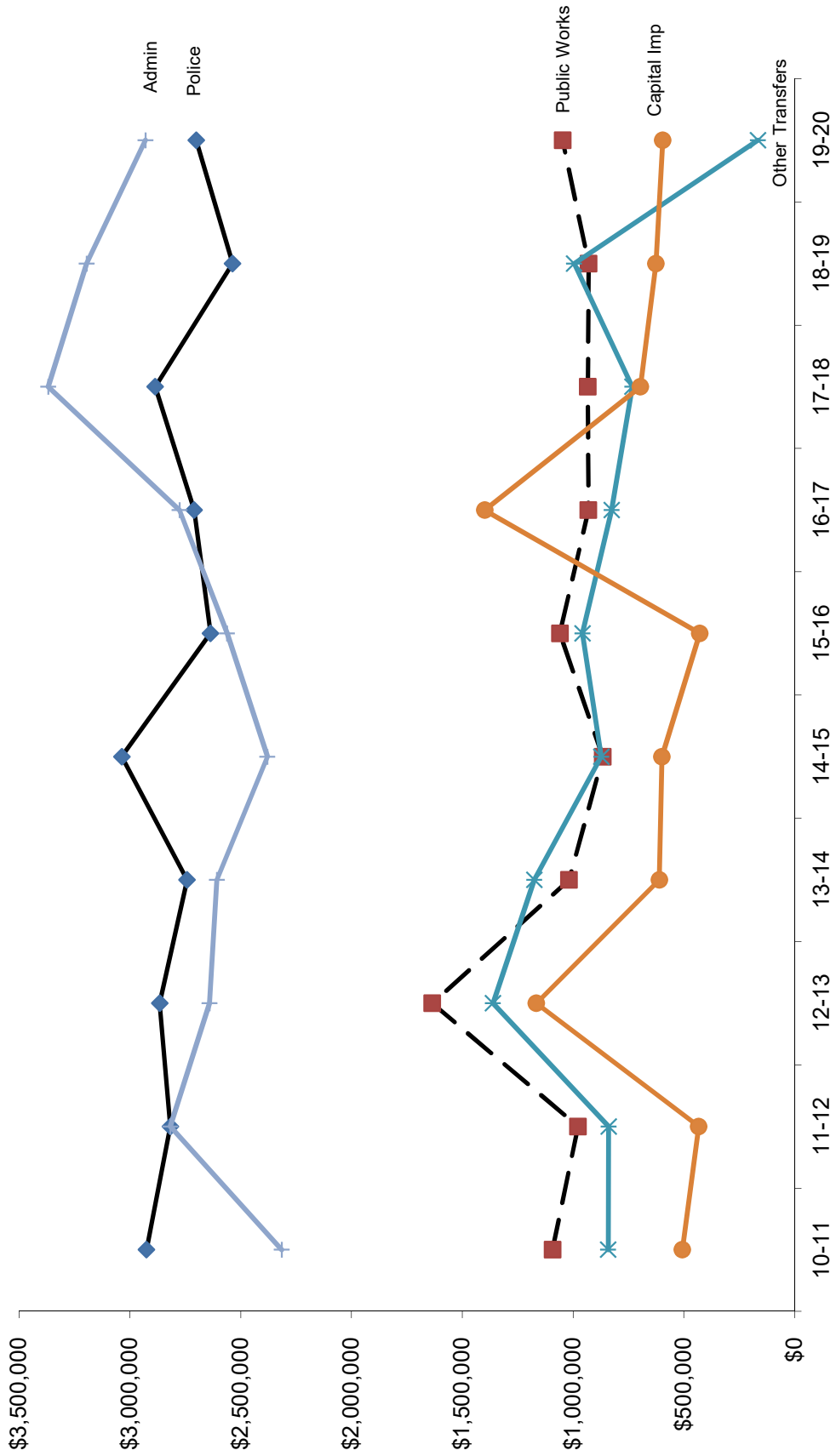


\*General Fund expenditures do not include transfers; transfers from General Fund are included in other spending categories

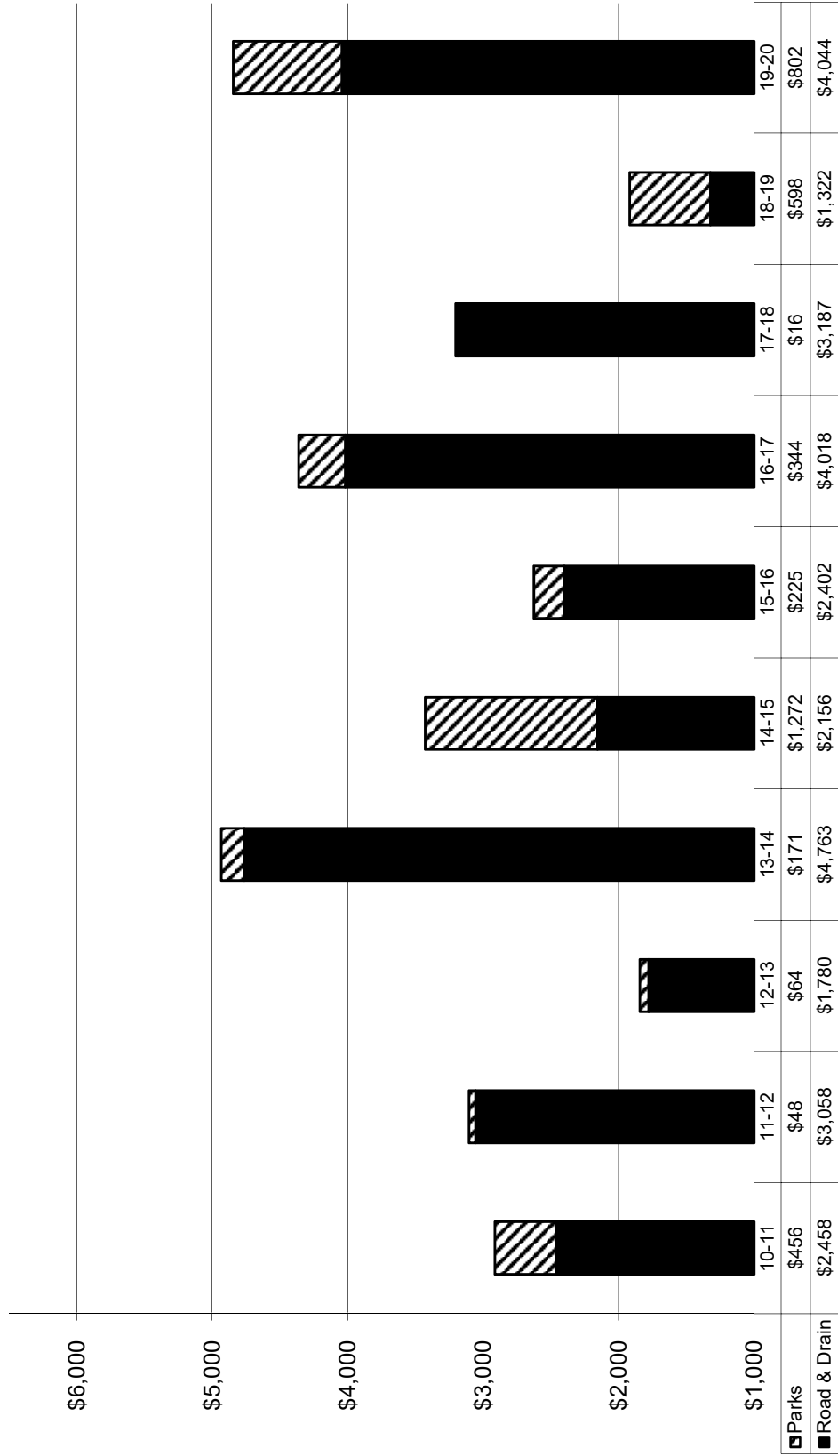
**CITY OF LAFAYETTE  
2019-20 FINAL BUDGET  
GENERAL FUND REVENUE TRENDS (Constant Dollars)**

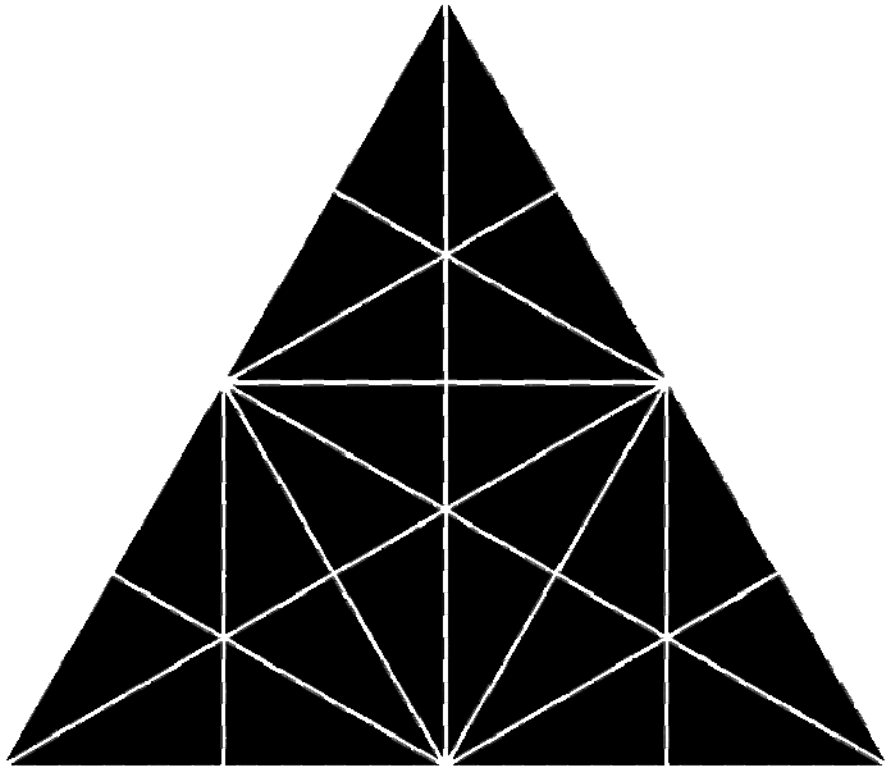


**CITY OF LAFAYETTE  
2019-20 FINAL BUDGET  
GENERAL FUND EXPENDITURE TRENDS (Constant Dollars)**

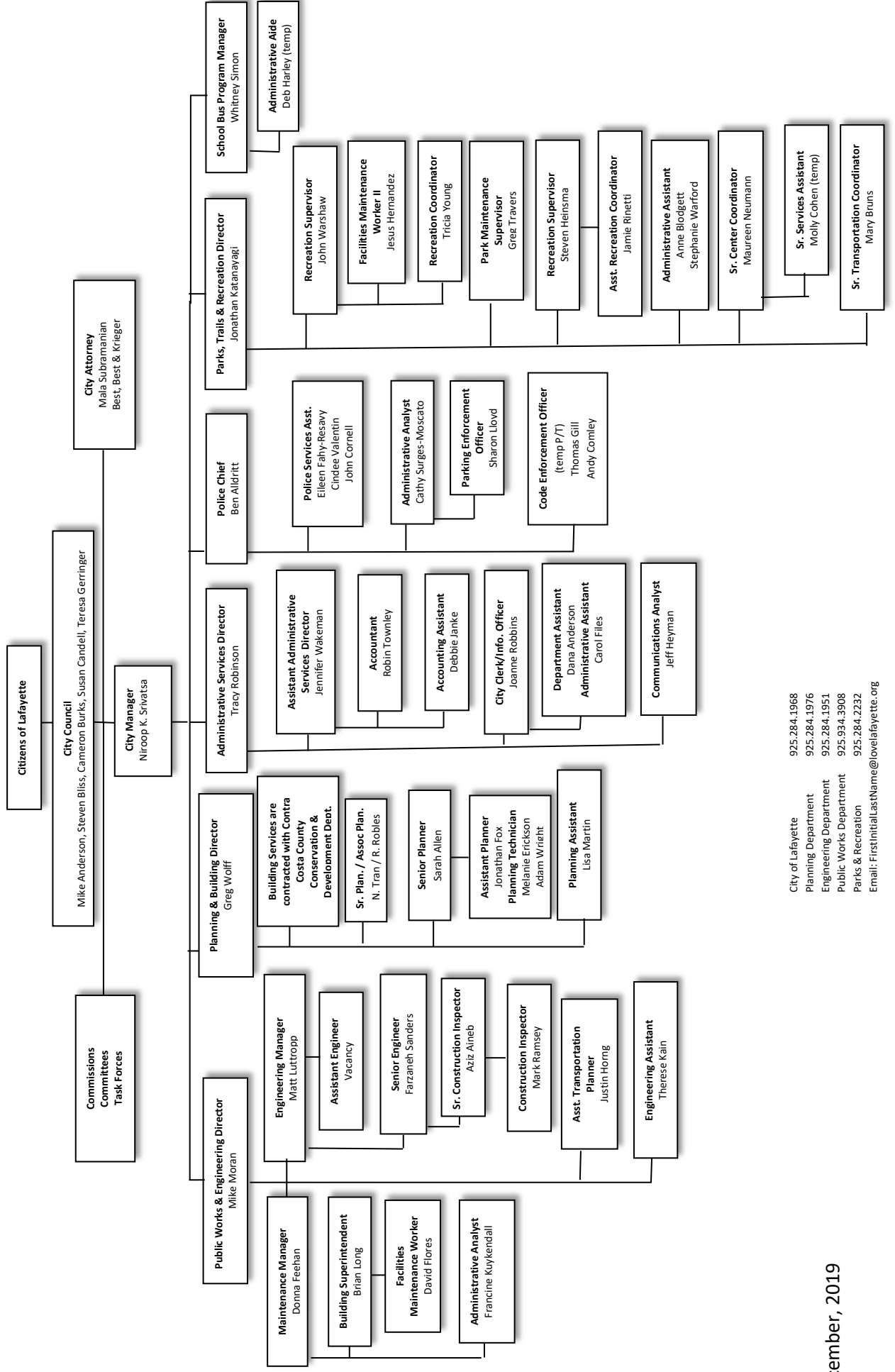


**CITY OF LAFAYETTE  
2019-20 FINAL BUDGET  
CIP EXPENDITURE TRENDS (Constant Dollars in 000's)**



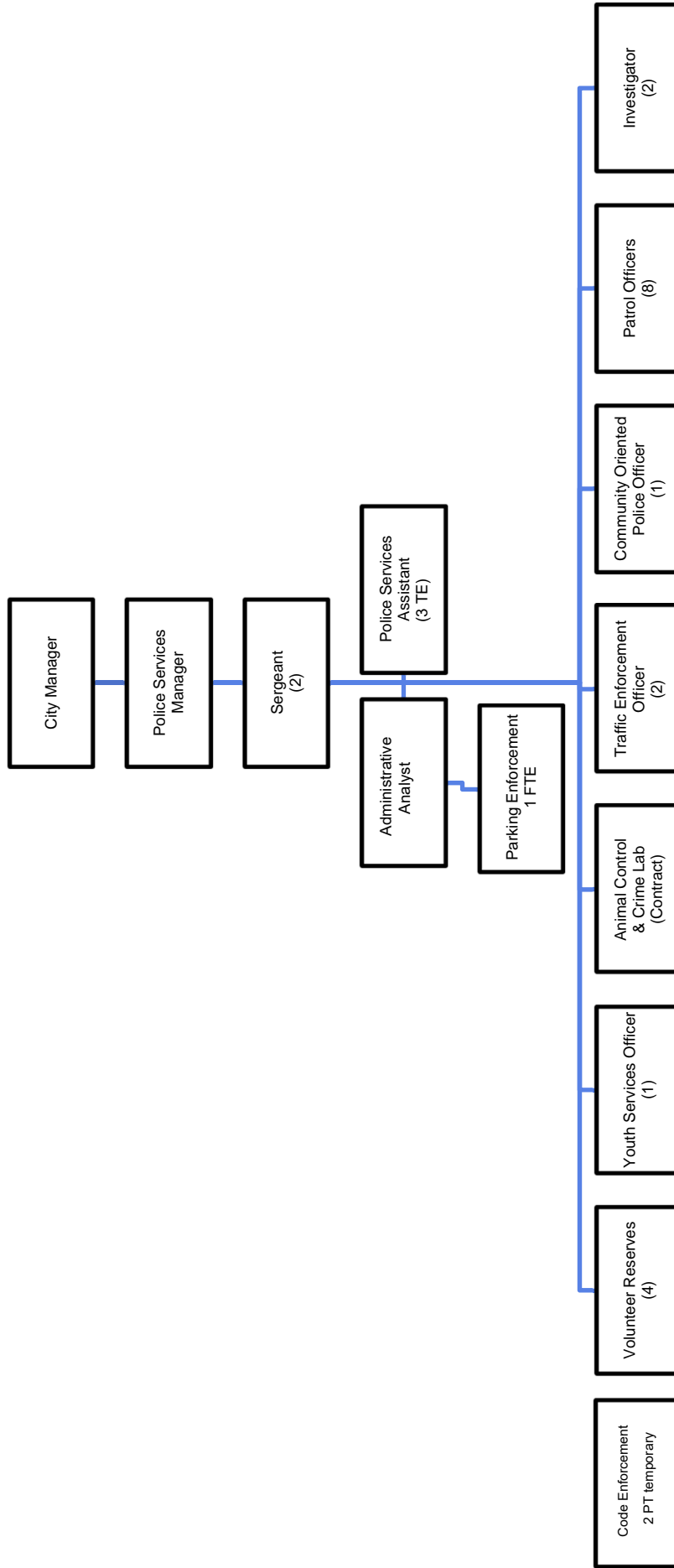


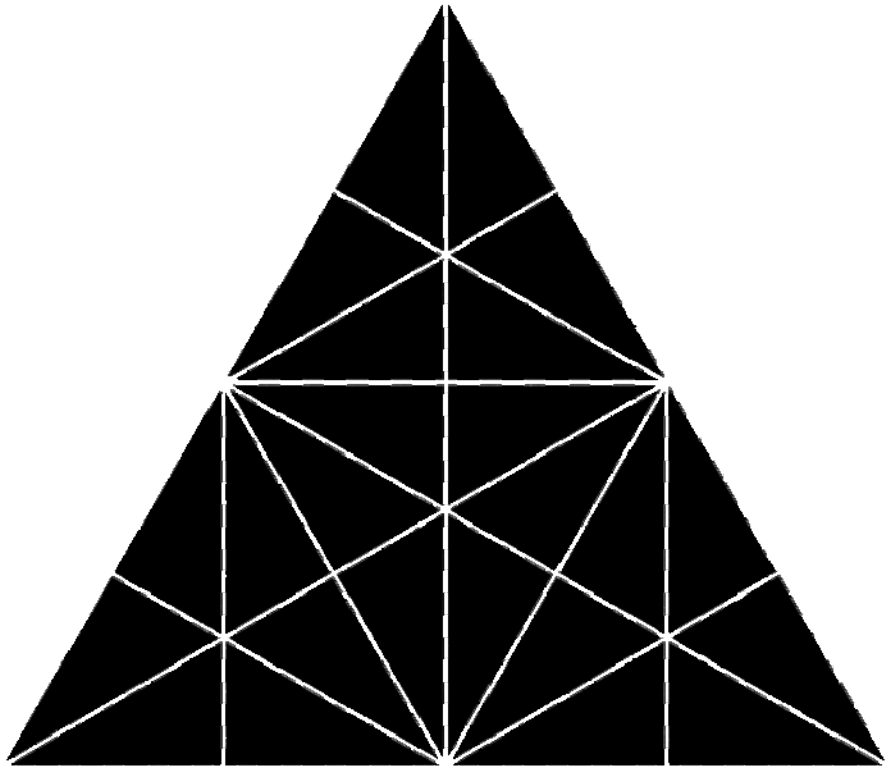
# City of Lafayette Organization Chart



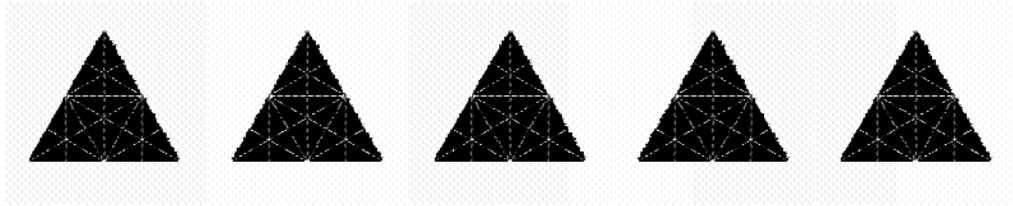
City of Lafayette 925.284.1968  
 Planning Department 925.284.1976  
 Engineering Department 925.284.1951  
 Public Works Department 925.934.3908  
 Parks & Recreation 925.284.2232  
 Email: FirstInitialLastName@lovelafayette.org

CITY OF LAFAYETTE  
 2019-20 FINAL BUDGET  
 ORGANIZATION CHART POLICE  
 DIVISION DETAIL

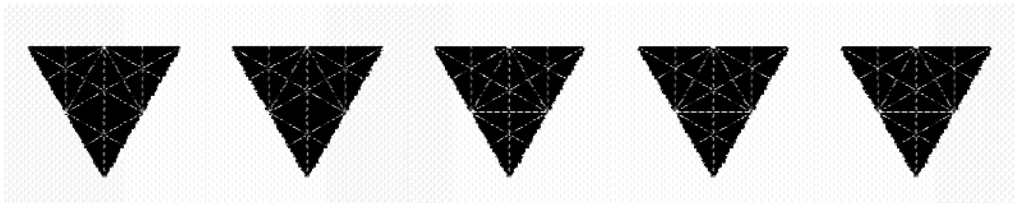






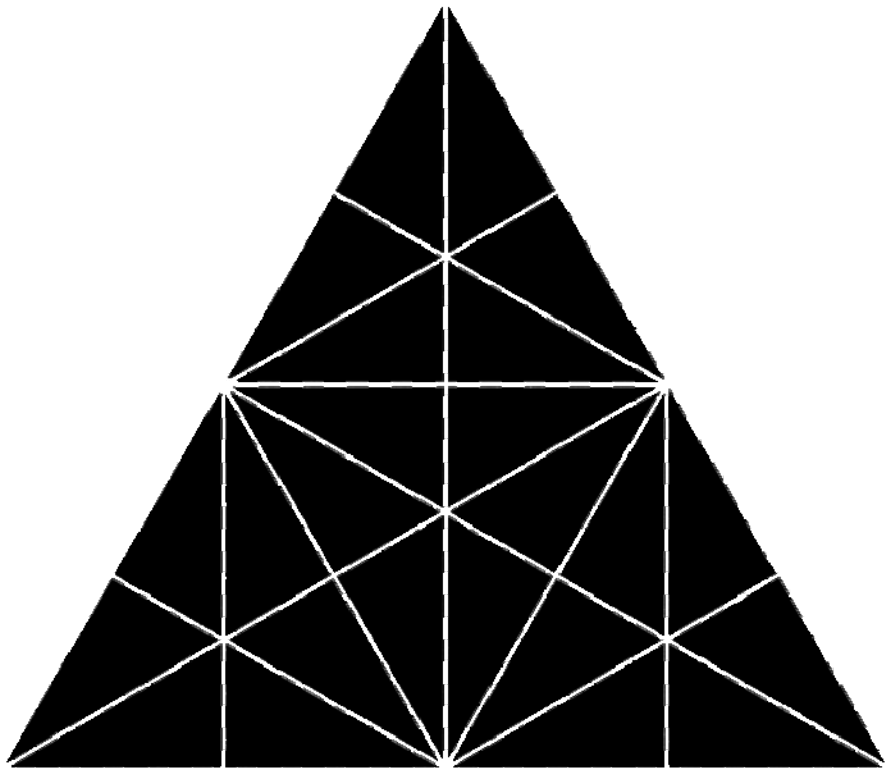


# REVENUE



CITY OF LAFAYETTE  
 2019-2020 FINAL BUDGET  
 REVENUE ESTIMATE - General Fund

<i>GENERAL FUND REVENUES</i>		<i>Actual 2016-2017 Revenues</i>	<i>Actual 2017-18 Revenues</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-19 Revenues</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>400 TAXES</b>							
401	Sales and Use Tax	3,008,076	3,026,925	3,191,550	3,184,917	3,312,313	3.8%
402	Property Taxes and Subventions	4,721,526	5,023,200	5,249,244	5,257,039	5,467,320	4.2%
411	State Motor Vehicle In-Lieu Tax	2,706,631	2,863,491	3,017,752	3,031,410	3,175,000	5.2%
403.1	Franchise Tax - PG&E	356,187	380,235	375,000	342,373	350,000	-6.7%
403.2	Franchise Tax - Cable Television	548,944	506,300	500,000	588,541	559,114	11.8%
403.3	Franchise Tax - Waste Disposal	491,384	518,124	533,946	538,499	535,000	0.2%
403.31	Additional Fees - Solid Waste	825,525	863,357	875,757	915,838	0	N/A
404	Real Property Transfer Tax	379,208	333,597	350,000	386,626	396,291	13.2%
405	Transient Occupancy Tax	733,429	732,816	735,000	777,788	775,000	5.4%
	<b>TAXES</b>	<b>\$13,770,910</b>	<b>\$14,248,045</b>	<b>\$14,828,249</b>	<b>\$15,023,030</b>	<b>\$14,570,039</b>	<b>-1.7%</b>
<b>410 REVENUE FROM OTHER GOVERNMENT AGENCIES</b>							
415	Reimbursement for Emergency Response	0	0	0	0	0	0.0%
419	Federal & State Grants	85,926	498,963	0	23,226	0	0.0%
	<b>GOVERNMENT REVENUE</b>	<b>\$85,926</b>	<b>\$498,963</b>	<b>\$0</b>	<b>\$23,226</b>	<b>\$0</b>	<b>0.0%</b>
<b>420 FEES FOR SERVICE</b>							
421	Administrative Fees	437	10,227	400	402	500	25.0%
422	Police Fees	26,508	22,085	24,000	21,606	22,000	-8.3%
423	Engineering Fees	172,775	674,382	175,000	211,916	120,000	-31.4%
424	Planning Fees	1,766,680	1,118,477	1,000,000	1,038,693	1,115,000	11.5%
425	Public Works Fees	26,286	21,179	10,000	55,407	20,000	100.0%
426	Other Fees for Service	11,102	0	10,000	25,000	10,000	0.0%
	<b>FEES FOR SERVICE</b>	<b>\$2,003,787</b>	<b>\$1,846,350</b>	<b>\$1,219,400</b>	<b>\$1,353,025</b>	<b>\$1,287,500</b>	<b>5.6%</b>
<b>430 INVESTMENT REVENUE</b>							
431	Investment Earnings	290,147	292,001	300,000	506,243	450,000	50.0%
430	RDA Earnings		87,229	45,000	0	157,164	249.3%
432	Rental of Property	92,998	87,899	80,000	76,528	75,000	-6.3%
	<b>INVESTMENT REVENUE</b>	<b>\$383,146</b>	<b>\$467,129</b>	<b>\$425,000</b>	<b>\$582,771</b>	<b>\$682,164</b>	<b>60.5%</b>
<b>440 FINES AND FORFEITURES</b>							
441	Vehicle Code Fines	62,244	72,248	75,000	51,867	60,000	-20.0%
	<b>FINES AND FORFEITURES</b>	<b>\$62,244</b>	<b>\$72,248</b>	<b>\$75,000</b>	<b>\$51,867</b>	<b>\$60,000</b>	<b>-20.0%</b>
<b>450 OTHER REVENUE</b>							
451	Reimbursements	65,037	176,070	60,000	95,687	60,000	0.0%
453.5	Senior Services Revenue	10,068	11,405	5,000	6,500	6,000	20.0%
454	Revenue from Sale of Property	0	18,668	5,000	0	0	N/A
458	Youth Activity Revenue	13,417	14,188	13,500	13,160	13,500	0.0%
459	Other Revenue	36,063	69,379	5,000	88,754	50,000	900.0%
	<b>OTHER REVENUE</b>	<b>\$124,584</b>	<b>\$289,710</b>	<b>\$88,500</b>	<b>\$204,101</b>	<b>\$129,500</b>	<b>46.3%</b>
<b>TOTAL GENERAL FUND REVENUE</b>		<b>\$16,430,598</b>	<b>\$17,422,445</b>	<b>\$16,636,149</b>	<b>\$17,238,020</b>	<b>\$16,729,203</b>	<b>0.6%</b>

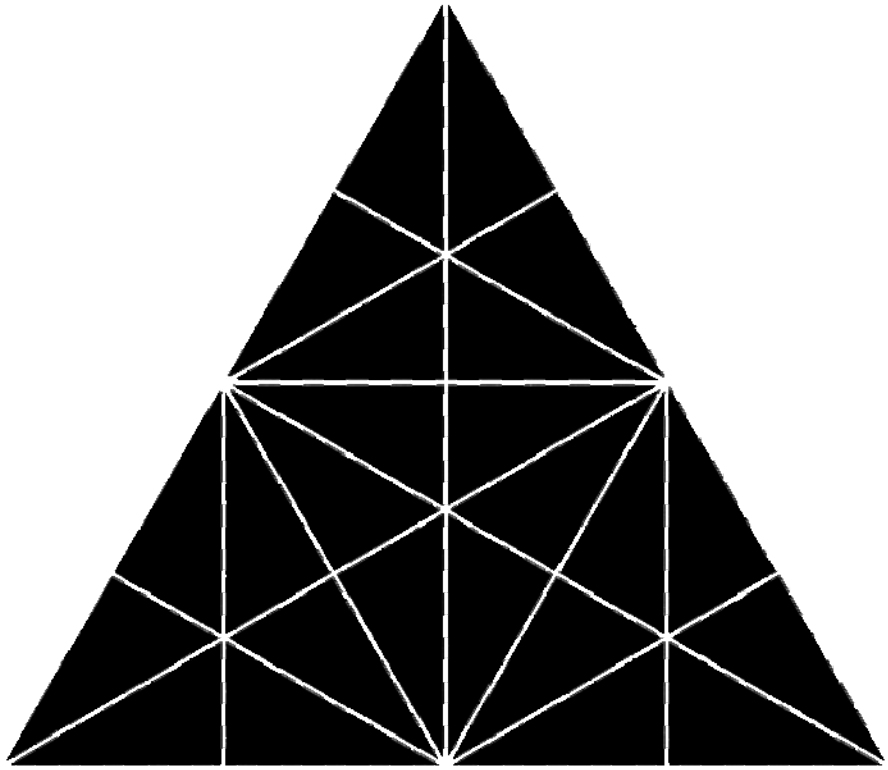


CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET

REVENUE ESTIMATE - Capital Improvement Funds

\$ 43,795.00

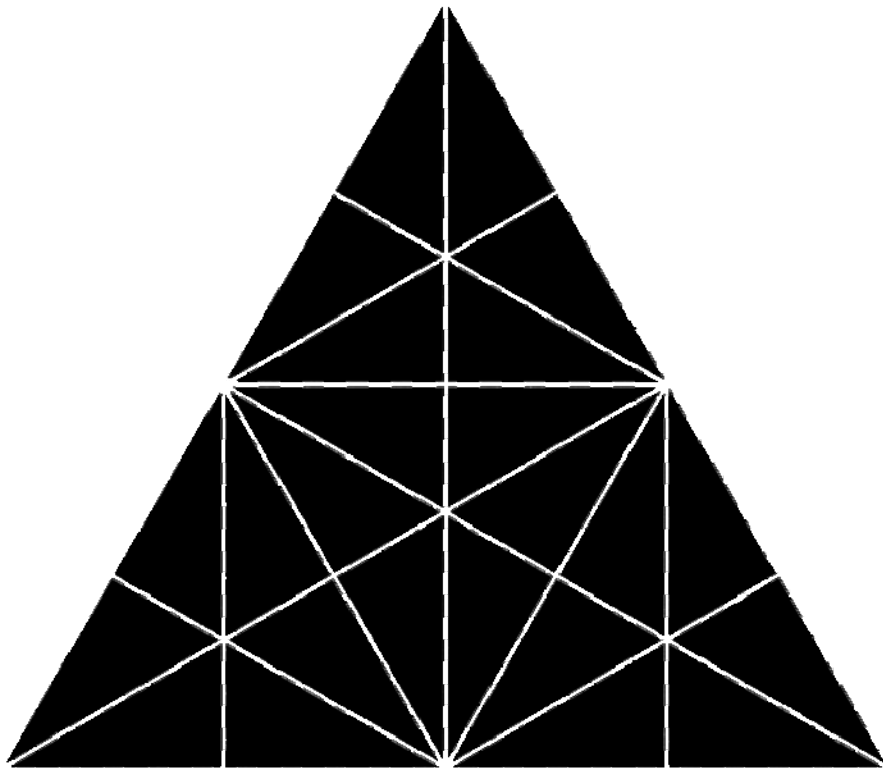
	<i>Actual 2016-2017 Revenues</i>	<i>Actual 2017-18 Revenues</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-19 Revenues</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>	
<b>12 Parks Facilities</b>							
419	State and Federal Grants	0	0	199,601	0	200,000	0.2%
426	Parkland Facilities Fees	270,473	230,831	550,292	642,763	670,693	21.9%
431	Investment Earnings	803	428	200	3,076	1,000	400.0%
453	Donations, Gifts, and Grants	0	0	225,000	0	25,000	-88.9%
459	Other Revenue	0	0	0	0	0	0.0%
	<b>Subtotal</b>	<b>\$271,277</b>	<b>\$231,259</b>	<b>\$975,093</b>	<b>\$645,839</b>	<b>\$896,693</b>	<b>-8.0%</b>
<b>14 Capital Improvement Projects</b>							
410	Revenues from Government Agencies	0	0	0	0	656,000	N/A
419	State and Federal Grants	88,950	1,629	2,187,700	0	2,168,700	-0.9%
403.31	Additional Fees - Solid Waste					1,017,000	N/A
420.1	Walkways Fee	12,801	19,820	50,000	77,130	50,000	0.0%
420.3	Drainage Impact Fees	89,595	80,155	55,000	54,656	40,000	-27.3%
424	Regional Fees	71,108	89,728	0	331,640	0	0.0%
429	Measure J	2,060,201	0	0	0	0	0.0%
431	Investment Earnings	2,021	5,696	2,500	16,308	2,000	-20.0%
451	Reimbursable Revenue	706,045	162,743	0	38,913	0	0.0%
459	Other Revenue	0	30,000	450,000	11,585	440,000	-2.2%
	<b>Subtotal</b>	<b>\$3,030,722</b>	<b>\$389,772</b>	<b>\$2,745,200</b>	<b>\$530,232</b>	<b>\$4,373,700</b>	<b>59.3%</b>
<b>16 Public Facilities</b>							
431	Investment Earnings	202	1,426	1,426	2,623	1,500	5.2%
459	Other Revenue	0	6,831	6,831	0	0	N/A
432	Rental Income	100,000	0	0	0	0	0.0%
	<b>Subtotal</b>	<b>\$100,202</b>	<b>\$8,257</b>	<b>\$8,257</b>	<b>\$2,623</b>	<b>\$1,500</b>	<b>-81.8%</b>
<b>17 Parkland Aquisition</b>							
426	Parkland Dedication Fees	258,778	227,886	350,000	630,760	690,543	97.3%
419	State and Federal Grants	0	0	0	0	0	0.0%
431	Investment Earnings	1,517	4,289	0	12,556	3,000	N/A
	<b>Subtotal</b>	<b>\$260,294</b>	<b>\$232,176</b>	<b>\$350,000</b>	<b>\$643,316</b>	<b>\$693,543</b>	<b>98.2%</b>
<b>TOTAL CAPITAL IMPROVEMENT FUND REVENUE</b>		<b>\$3,662,494</b>	<b>\$861,463</b>	<b>\$4,078,550</b>	<b>\$1,822,009</b>	<b>\$5,965,436</b>	<b>46.3%</b>



CITY OF LAFAYETTE  
 2019-2020 FINAL BUDGET  
 REVENUE ESTIMATE - Enterprise Funds

\$ 43,795.00

		<i>Actual 2016-2017 Revenues</i>	<i>Actual 2017-18 Revenues</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-19 Revenues</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>31 Recreation Programs</b>							
431	Investment Earnings	424	1,418	0	5,493	500	N/A
432	Rental of Buildings	133,295	136,453	115,000	129,342	115,000	0.0%
453	Donations, Gifts, and Grants	0	0	0	0	0	0.0%
459	Other Revenue	0	0	500	100	0	N/A
642.5	Tiny Tots	190,524	204,755	215,000	207,536	220,000	2.3%
642.6	Tea Dances	0	0	0	0	0	0.0%
649	Non-Summer Program Fees	532,641	572,669	656,000	830,760	770,000	17.4%
648	Summer Program Fees	443,841	436,375	430,000	476,707	400,000	-7.0%
	<b>Subtotal</b>	<b>\$1,300,724</b>	<b>\$1,351,669</b>	<b>\$1,416,500</b>	<b>\$1,649,938</b>	<b>\$1,505,500</b>	<b>6.3%</b>
<b>32 Parking Fund</b>							
431	Investment Earnings	416	149	149	41	150	0.6%
441	Parking Citation Fines	181,898	140,837	190,000	207,051	200,000	5.3%
459	Other Revenue	(250)	3,801	17,000	3,832	0	N/A
631.1	Lockboxes	19,228	18,438	18,438	15,918	16,000	-13.2%
631.2	Parking Meters	293,265	338,469	285,000	330,778	320,000	12.3%
631.3	Parking Permits -- City Lots	25,804	26,710	26,710	21,430	26,000	-2.7%
631.4	Parking Permits -- Residential	5,649	4,794	4,794	4,896	5,000	4.3%
	<b>Subtotal</b>	<b>\$526,010</b>	<b>\$533,198</b>	<b>\$542,091</b>	<b>\$583,946</b>	<b>\$567,150</b>	<b>4.6%</b>
<b>34 Vehicle Abatement</b>							
422	Abandoned Vehicle Fees	12,321	11,794	12,000	12,668	12,000	0.0%
431	Investment Earnings	17	67	30	220	60	100.0%
	<b>Subtotal</b>	<b>\$12,339</b>	<b>\$11,861</b>	<b>\$12,030</b>	<b>\$12,888</b>	<b>\$12,060</b>	<b>0.2%</b>
<b>36 Senior Transportation</b>							
419	Revenues from Gov't Agency	109,864	15,873	0	130,496	0	#N/A
431	Investment Earnings	0	302	0	629	0	0.0%
433	Fares & Rental	19,902	18,046	19,000	16,523	19,000	0.0%
434	Advertising	107	0	500	53	500	0.0%
451	Reimbursable Revenue	4,317	0	3,000	0	0	N/A
459	Other Income	2,070	920	30,708	31,161	0	N/A
453	Gifts & Grants	12,408	7,216	79,018	10,097	82,475	4.4%
	<b>Subtotal</b>	<b>\$148,668</b>	<b>\$42,357</b>	<b>\$132,226</b>	<b>\$188,960</b>	<b>\$101,975</b>	<b>-22.9%</b>
<b>37 Library Operations</b>							
432	Lease Income	43,633	38,201	38,201	5,855	34,855	-8.8%
453	Gifts & Grants (LLLC Foundation)	650,576	570,003	792,772	708,461	839,568	5.9%
459	Other Income	0	4,340	0	0	0	0.0%
	<b>Subtotal</b>	<b>\$694,209</b>	<b>\$612,544</b>	<b>\$886,008</b>	<b>\$714,316</b>	<b>\$874,423</b>	<b>-1.3%</b>
<b>TOTAL ENTERPRISE FUND REVENUE</b>		<b>\$2,681,950</b>	<b>\$2,551,629</b>	<b>\$2,988,855</b>	<b>\$3,150,048</b>	<b>\$3,061,108</b>	<b>2.4%</b>

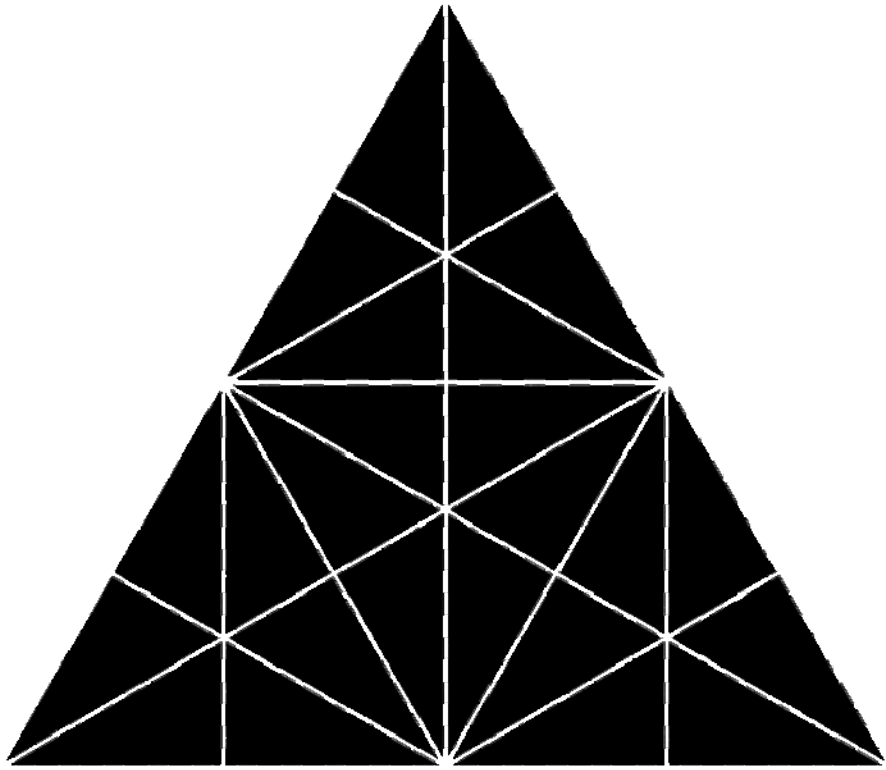


CITY OF LAFAYETTE  
 2019-2020 FINAL BUDGET  
 REVENUE ESTIMATE - Assessment District Funds

\$ 43,795.00

		<i>Actual 2016-2017 Revenues</i>	<i>Actual 2017-18 Revenues</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-19 Revenues</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>51 Street Lighting</b>							
402	Property Taxes / Assessments	21,162	21,478	21,478	22,417	21,500	0.1%
431	Investment Earnings	111	282	282	840	200	-29.2%
	<b>Subtotal</b>	<b>\$21,274</b>	<b>\$21,760</b>	<b>\$21,760</b>	<b>\$23,257</b>	<b>\$21,700</b>	<b>-0.3%</b>
<b>52 Core Area Maintenance</b>							
402	Property Taxes / Assessments	226,075	226,438	226,438	297,734	297,734	31.5%
431	Investment Earnings	407	424	424	868	500	17.8%
459	Other Revenue	16,014	750	750	0	0	N/A
	<b>Subtotal</b>	<b>\$242,497</b>	<b>\$227,612</b>	<b>\$227,612</b>	<b>\$298,602</b>	<b>\$298,234</b>	<b>31.0%</b>
<b>53 Stormwater Pollution</b>							
402	Property Taxes / Assessments	324,184	428,510	428,510	352,120	352,120	-17.8%
451	Reimbursement for Emergency Response	4,818	0	0	0	0	0.0%
431	Investment Earnings	202	103	103	122	122	18.1%
459	Other Revenue	38,249	829	829	0	0	N/A
	<b>Subtotal</b>	<b>\$367,453</b>	<b>\$429,442</b>	<b>\$429,442</b>	<b>\$352,242</b>	<b>\$352,242</b>	<b>-18.0%</b>
<b>TOTAL ASSESSMENT DISTRICT FUND REVENUE</b>		<b>\$631,224</b>	<b>\$678,814</b>	<b>\$678,814</b>	<b>\$674,101</b>	<b>\$672,176</b>	<b>-1.0%</b>

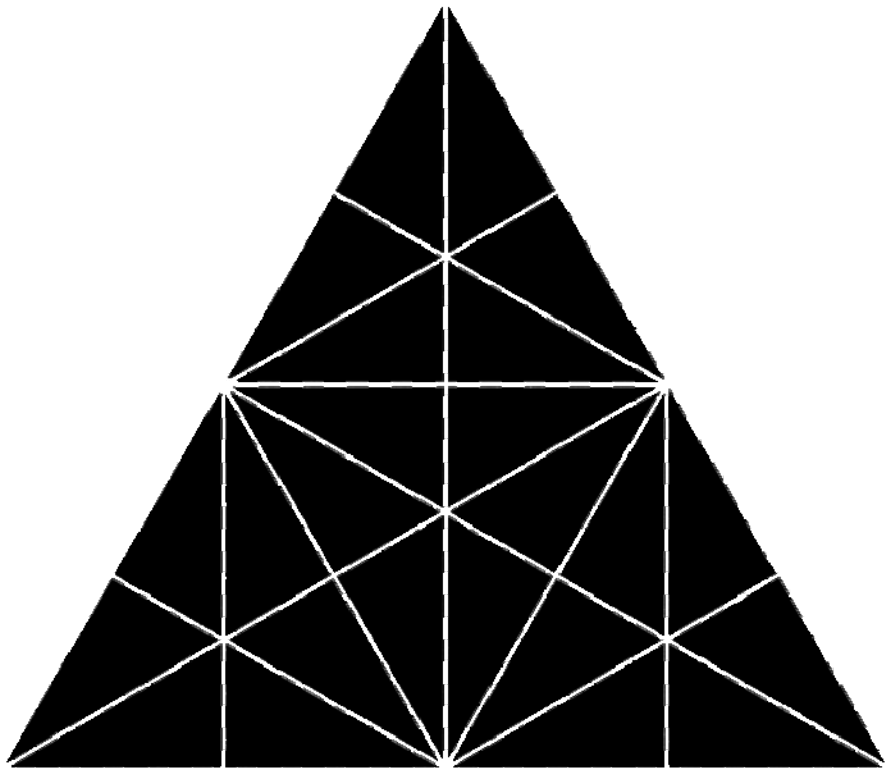




CITY OF LAFAYETTE  
 2019-2020 FINAL BUDGET  
 REVENUE ESTIMATE - Governmental Funds

\$ 43,795.00

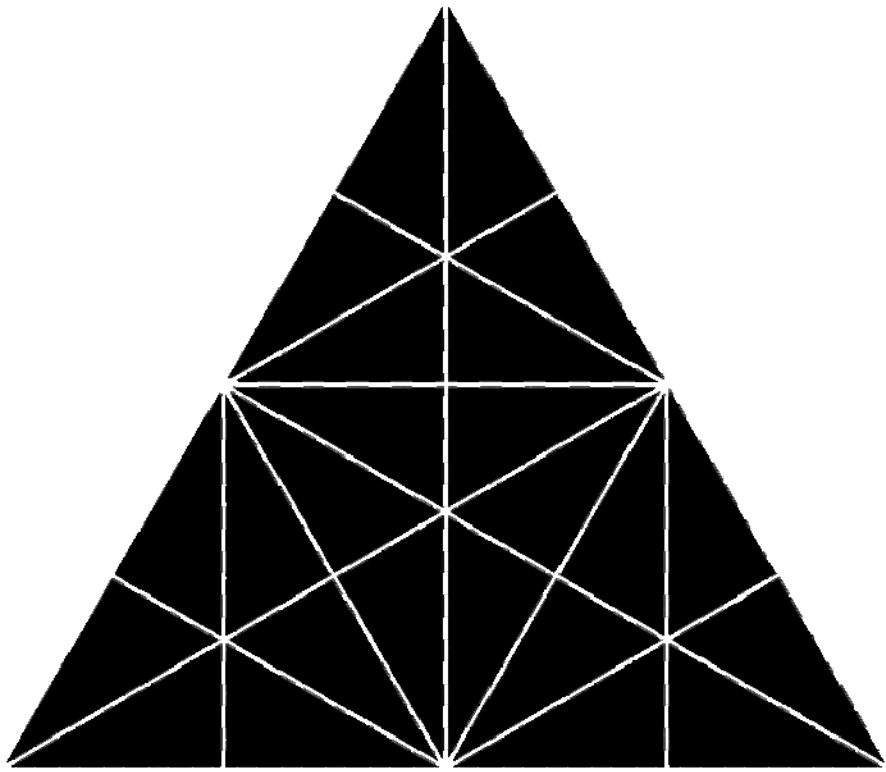
		<i>Actual 2016-2017 Revenues</i>	<i>Actual 2017-18 Revenues</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-19 Revenues</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>69 SB1 - Gas Tax</b>							
410	SB1	0	147,655	421,630	430,608	424,632	N/A
431	Investment Earnings	0	0	0	137	0	0.0%
	<b>Subtotal</b>	<b>\$0</b>	<b>\$147,655</b>	<b>\$421,630</b>	<b>\$430,745</b>	<b>\$424,632</b>	<b>0.7%</b>
<b>71 Gas Tax</b>							
410.1	State Gas Tax 2105	140,046	136,747	147,447	140,759	142,724	-3.2%
410.2	State Gas Tax 2106	94,904	94,209	97,481	96,686	96,475	-1.0%
410.3	State Gas Tax 2107 & 2107.5	182,556	183,967	189,039	183,020	193,418	2.3%
410.4	State Gas Tax 2103	66,523	98,131	96,437	85,707	218,804	126.9%
410.5	SB1 - TCRF Loan Repayment		28,647	28,647	28,931	28,931	1.0%
431	Investment Earnings	1,164	373	0	1,108	0	0.0%
459	Other Revenue	0	0	0	0	0	0.0%
	<b>Subtotal</b>	<b>\$485,193</b>	<b>\$542,074</b>	<b>\$559,051</b>	<b>\$536,212</b>	<b>\$680,352</b>	<b>21.7%</b>
<b>72 Meas.J Return-to-Source</b>							
410.6	Measure J Return-to-Source Funds	501,625	505,492	505,492	555,709	510,000	0.9%
410.65	Measure J Program 28C	26,950	27,480	27,480	29,339	30,000	0.0%
431	Investment Earnings	0	0	0	939	0	0.0%
	<b>Subtotal</b>	<b>\$528,575</b>	<b>\$532,972</b>	<b>\$532,972</b>	<b>\$585,987</b>	<b>585,987</b>	<b>9.9%</b>
<b>73 Supp. Law Enforcement Services</b>							
419	COPS Grant	129,324	139,416	139,416	148,747	156,184	12.0%
431	Investment Earnings	0	294	294	696	0	N/A
	<b>Subtotal</b>	<b>\$129,324</b>	<b>\$139,710</b>	<b>\$139,710</b>	<b>\$149,442</b>	<b>\$156,184</b>	<b>11.8%</b>
<b>74 Bus Program</b>							
429.5	Measure J & C	1,208,302	1,228,225	1,274,516	1,277,606	1,278,115	0.3%
429.1	Contributions from Parents	608,893	597,716	610,060	637,887	963,144	57.9%
429.2	State DOE	30,515	32,102	0	0	0	0.0%
429.3	One Trip Passes	16,026	19,073	20,000	18,398	20,000	0.0%
431	Investment Earnings	640	2,016	914	5,828	1,000	9.4%
459	Investment Earnings	0	4,206	0	0	0	0.0%
	<b>Subtotal</b>	<b>\$1,864,376</b>	<b>\$1,883,338</b>	<b>\$1,905,490</b>	<b>\$1,939,719</b>	<b>\$2,262,259</b>	<b>18.7%</b>
<b>75 City Office Development</b>							
431	Investment Earnings	3,191	8,426	4,000	24,351	4,000	0.0%
454	Revenue from the Sale of Property	0	1,997,245	0	0	0	0.0%
	<b>Subtotal</b>	<b>\$3,191</b>	<b>\$2,005,671</b>	<b>\$4,000</b>	<b>\$24,351</b>	<b>\$4,000</b>	<b>0.0%</b>
<b>76 Insurance</b>							
431	Investment Earnings	5,344	6,299	6,600	16,092	6,000	-9.1%
459	Other Revenue	23,214	29,546	11,352	20,289	6,000	-47.1%
	<b>Subtotal</b>	<b>\$28,558</b>	<b>\$35,845</b>	<b>\$17,952</b>	<b>\$36,381</b>	<b>\$12,000</b>	<b>-33.2%</b>
<b>78 General Obligation Bond Fund</b>							
402	Taxes / Assessments	636,615	581,208	670,000	613,191	600,000	-10.4%
431	Investment Earnings	1,529	304	0	0	0	0.0%
	<b>Subtotal</b>	<b>\$638,144</b>	<b>\$581,513</b>	<b>\$670,000</b>	<b>\$613,191</b>	<b>\$600,000</b>	<b>-10.4%</b>
<b>TOTAL GOVERNMENTAL FUND REVENUE</b>		<b>\$3,677,360</b>	<b>\$5,868,778</b>	<b>\$4,250,805</b>	<b>\$4,316,029</b>	<b>\$4,702,421</b>	<b>10.6%</b>

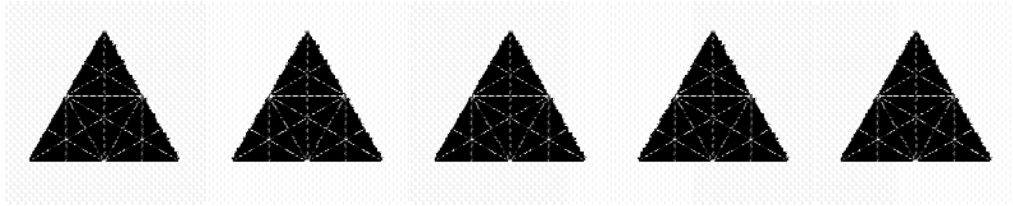


CITY OF LAFAYETTE  
 2019-2020 FINAL BUDGET  
 REVENUE ESTIMATE - Successor Agency Funds

\$ 43,795.00

		<i>Actual 2016-2017 Revenues</i>	<i>Actual 2017-18 Revenues</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-19 Revenues</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>87 Successor Agency (formerly RDA)</b>							
402	Tax Increment Revenue - General Account	3,562,271	2,844,540	2,545,913	2,894,311	2,871,869	12.8%
431	Investment Earnings - General Account	0	0	0	0	0	0.0%
	<b>Subtotal</b>	\$3,562,271	\$2,844,540	\$2,545,913	\$2,894,311	\$2,871,869	12.8%
<b>90 Redevelopment Debt Service</b>							
431	Investment Earnings & Dividends	0	12,136	0	18,848	0	0.0%
	<b>Subtotal</b>	\$0	\$12,136	\$0	\$18,848	\$0	0.0%
<b>TOTAL REDEVELOPMENT REVENUE</b>		\$3,562,271	\$2,844,540	\$2,545,913	\$2,894,311	\$2,871,869	12.8%
<b>TOTAL ALL FUNDS REVENUE</b>		\$30,645,896	\$30,227,669	\$31,179,085	\$30,094,517	\$34,002,212	9.1%





# RATES & FEES



**CITY OF LAFAYETTE**  
**FEE SCHEDULE**

Revenue Code		Administrative Fees	Fee	Per Unit
11-42	1.000	Hourly Rate	100.00	Per Hour
11-42	1.010	Agenda Service - Mailed Out for One Year	50.00	Per Year
11-42		Bill Collection Service	Actual Cost	
11-42	1.020	Bingo License	50.00	Application Fee, \$10 Renewal Fee
11-42	1.030	Bingo License Renewal	10.00	Per Year
11-42	1.040	Copies of Printed Materials (up to 11" x 17" - large format copies = outside reproduction cost)	0.10	Per Copy
11-42	1.050	Dishonored/Returned Check Fee	50.00	Per check
11-42	1.060	Filing a Notice of Intent to Circulate an Initiative	200.00	Per Filing
11-42	1.070	Fortunetelling License	100.00	Application Fee, \$10 Renewal Fee
11-42	1.080	Gun Shop Permit	150.00	Per Permit
11-42	1.090	Lafayette Municipal Budget	25.00	Per Copy
11-42	1.100	Lafayette Municipal Code	100.00	Per Copy
11-42	1.110	Late Payment on City Invoices (after 30 days)	50.00	Per invoice, plus 9% annual interest
11-42	1.120	Permit to Use City Property for a Film Project	500.00	Plus All Hourly Fees Incurred Above Minimum Hours
Revenue Code		Police Fees	Fee	Per Unit
11-42	2.000	Hourly Rate	150.00	Per Hour
11-42	2.010	Abandoned Vehicle/Tow/Release	150.00	Plus All Hourly Fees Incurred Above Minimum Hours
11-42	2.020	Bicycle License Fee	1.00	Per License
11-42	2.030	Copies of Printed Materials	0.10	Per Page
11-42	2.040	Copy of Speed Survey for City Street	37.50	Per Report
11-42	2.050	Crime Reports	75.00	Per Report
11-42	2.060	Driving-Under-Influence Charges	150.00	Plus All Hourly Fees Incurred Above Minimum Hours
11-42	2.070	False Alarm Fee (After Second Annual Violation)	250.00	Flat Fee
11-42	2.080	False Alarm Fee (First Annual Violation)	50.00	Flat Fee
11-42	2.090	False Alarm Fee (Second Annual Violation)	100.00	Flat Fee
11-42	2.100	Fingerprinting-Resident	25.00	Flat Fee + \$5 per additional card
11-42	2.100	Fingerprinting Non-Resident	35.00	Flat Fee + \$5 per additional card
11-42	2.120	Interstate Truck Terminal Fee	250.00	Per Application
11-42	2.130	Off-Road Motor Vehicle Permit	150.00	Flat Fee
11-42	2.180	Police Authorization Letters (e.g., VISA letters)	75.00	Plus All Hourly Fees Incurred Above Minimum Hours
11-42	2.190	Special Events Permit	75.00	Per Permit plus all other applicable fees
11-42	2.200	Traffic Collision Reports	75.00	Per Report
11-42		Private Parking Registration Processing Fee	250.00	Per Registration
Revenue Code		Engineering Fees	Fee	Per Unit
11-42	3.000	Hourly Rate	165.00	Per Hour
11-42	3.010	Certificate of Compliance	165.00	Plus All Hourly Fees Incurred Above Minimum Hours
11-42	3.020	Creek Setback Conformance Review	165.00	Plus All Hourly Fees Incurred Above Minimum Hours
11-42	3.030	Creek Setback Variance Request	660.00	Plus All Hourly Fees Incurred Above Minimum Hours
11-42	3.040	Encroachment Permit - Inspection	165.00	Plus All Hourly Fees Incurred Above Minimum Hours

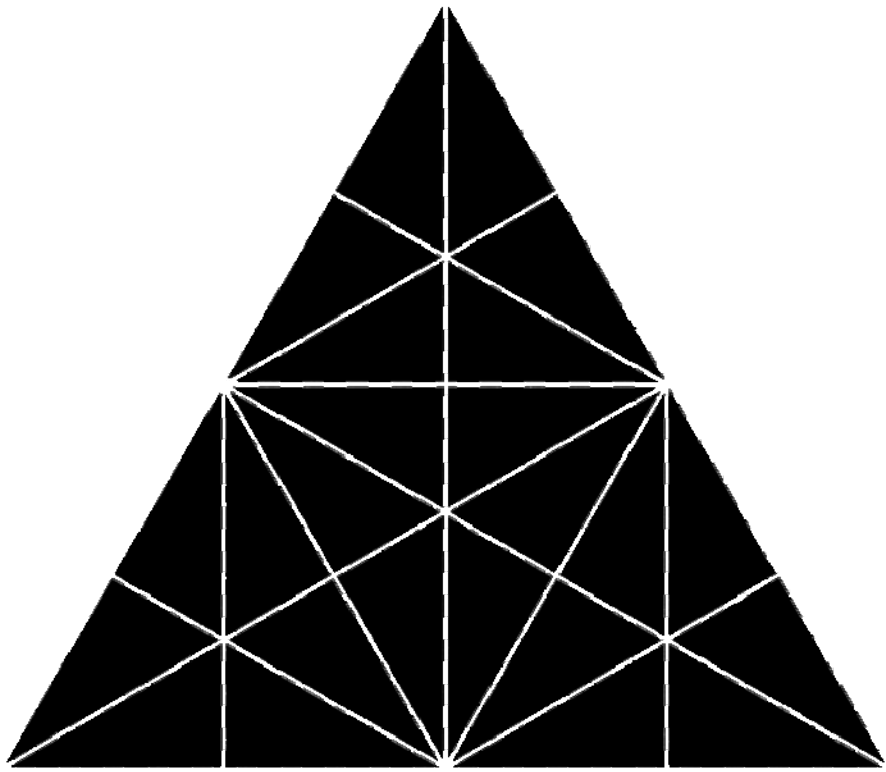
Revenue Code		Engineering Fees (cont'd.)	Fee	Per Unit
11-42	3.050	Encroachment Permit - Processing	247.50	Plus All Hourly Fees Incurred Above Minimum Hours
11-42	3.052	Encroachment Permit - Parking Spaces	27.00	Per Day
11-42	3.053	Encroachment Permit - Sidewalk, Bike Lane, Other Public ROW		
		Public Improvements		
		Calendar Days 31-60	100.00	Per Day
		Calendar Days 61-90	200.00	Per Day
		After 90 Calendar Days	300.00	Per Day
		All Other Improvements		
		First 60 days	100.00	Per Day
		Calendar Days 61-90	200.00	Per Day
		After 90 Calendar Days	300.00	Per Day
11-42	3.054	Encroachment Permit - Vehicle Traffic Lanes		<i>Note: public improvements are exempt for the first 30 days</i>
		One Direction		
		First 2 hours	150.00	Per Day
		2-4 hours	300.00	Per Day
		Greater than 4 hours	600.00	Per Day
		Both Directions		
		First 2 hours	300.00	Per Day
		2-4 hours	600.00	Per Day
		Greater than 4 hours	1,200.00	Per Day
11-42	3.060	Engineering Review on Referral from Planning	165.00	Plus All Hourly Fees Incurred Above Minimum Hours
11-42	3.070	Equipment Storage and Stagn in Right-of-Way	82.50	Processing Fee
11-42	3.080	Failure to Meet Repaving Deadline	107.00	Per Day
11-42	3.100	Final or Parcel Map Filing	1,650.00	Plus \$125 per lot
11-42	3.120	Inspection of Improvements	0.05	of Total Project Cost
11-42	3.130	Oversize/Overweight Loads	16.00	Per Move
11-42	3.160	Plan Check	0.03	of Total Project Cost
11-42	3.170	Reinspection Due to Delay	165.00	Plus All Hourly Fees Incurred Above Minimum Hours
11-42	3.180	Replacem. of Curb, Gutter, Sidewalk by Prop. Owner	330.00	Flat Fee
11-42	3.190	Review by Outside Consultant	165.00	Plus Actual Fees Charged by Consultant
11-42	3.230	Storage or Staging of Materials / Equipment in ROW	27.00	Per Day per Parking Space plus \$250 Deposit
11-42	3.240	Work without Permit	165.00	Per Day, Plus All Hourly Fees Incurred Above Minimum Hours
Revenue Code		Planning Fees	Fee	Per Unit
11-424	0.000	Hourly Rate	\$175.00	per hour
11-424	0.550	Address Assignment/Change of Address	525.00	Flat Fee
11-424	0.510	Annexation	\$9,500 + \$100/acre	Flat Fee
11-424	0.520	Appeals or Reconsiderations	50%	of initial fee
11-424	0.525	Appeal of Staff Determination	\$175.00	Flat Fee
11-424	0.528	Bee Keeping Permit	\$175.00	Flat Fee
11-424	0.530	Building & Grading Permit Surcharge (County)	50%	of permit fee
11-424	0.540	Certificate of Compliance	3,650.00	Flat Fee
11-424	0.560	Change of Conditions	50%	of initial fee
11-424	0.565	Code Enforcement Appeal Fee	525.00	Flat Fee

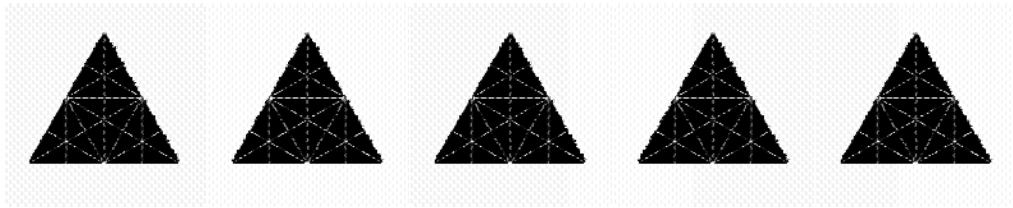


Revenue Code		Planning Fees (cont'd)	Fee	Per Unit
11-424	0.570	Design Review: Major (new houses, houses > 6,000 sq.ft. and new commercial buildings)	5,700.00	Flat Fee
11-424	0.580	Design Review: Minor (all projects not classified as "Major")	3,800.00	Flat Fee
11-424	0.590	Design Review Commission Study Session***	700.00	Flat Fee
11-424	0.595	Development Agreement, Regulatory Agreement	175.00	per hour + attorneys fees
11-424	0.750	Environmental Review - Notice of Exemption /Notice of Determination	175.00	Flat Fee
11-424	0.600	Environmental Review - by consultant (IS, ND, MND, EIR)	15%	admin fee
11-424	0.660	Environmental Review - by staff (IS, ND, MND, EIR)	\$2,625	Amount is a deposit; billed at an hourly rate
11-424	0.601	Film Shoot (not subject to Land Use Permit)	525.00	Flat Fee
11-424	0.605	Final Inspection Failure / Follow Up	350.00	Flat Fee
11-424	0.620	General Plan Amendment/ Specific Plan Amendment	9,500.00	Flat Fee
11-424	0.630	Grading (Design Review Commission and/or Planning Commission)	3,800.00	Flat Fee
11-424	0.640	Hillside Development Permit: Major (within 100' of a ridgeline protected area: DRC & PC review)	5,700.00	Flat Fee
11-424	0.650	Hillside Development Permit: Minor (requiring review only by the DRC; siting determination by PC)	3,800.00	Flat Fee
11-424	0.675	Land Use Permit (recreation court)	2,250.00	Flat Fee
11-424	0.680	Land Use Permit (existing building or structure)	3,800.00	Flat Fee
11-424	0.690	Land Use Permit (new building or structure)	5,700.00	Flat Fee
11-424	0.710	Lot Line Adjustment (Planning Commission)	5,400.00	Flat Fee
11-424	0.720	Lot Line Adjustment (Zoning Administrator)	1,200.00	Flat Fee
11-424	0.751	Performance Bond Processing	350.00	Flat Fee
11-424	0.752	Plan Revisions (Construction Drawings)	175.00	Flat Fee
11-427	0.753	Pre-Application Meeting	175.00	Flat Fee (no charge for 1st meeting)
11-424	0.755	Public Art Permit	875.00	Flat Fee
11-424	0.757	Re-approval (PC or DRC) within one year of approval expiration	875.00	Flat Fee
11-424	0.758	Re-approval (ZA) within one year of approval expiration	525.00	Flat Fee
11-424	0.760	Rezoning	\$9,500 + \$100/acre	Flat Fee
11-424	0.770	Right-of-Way Abandonment	1,900.00	Flat Fee
11-424	0.790	Second Unit (Zoning Administrator)*	700.00	Flat Fee
11-424	0.800	Sign (Design Review Commission)*	525.00	Flat Fee
11-424	0.810	Sign (Planning Director)*	400.00	Flat Fee
11-425	0.811	Sign (Conformance with Master Sign Plan)	175.00	Flat Fee
11-424	0.815	Stormwater Quality Implementation	175.00	Flat Fee
11-424	0.816	Stormwater Quality Control Plan	625.00	Flat Fee
11-424	0.730	Subdivision - Major (Tract of 5 or more lots)	\$8,750 + \$200/lot	Flat Fee
11-424	0.735	Subdivision - Major (Tract in the Hillside Overlay District)	\$12,250 + \$200/lot	Flat Fee
11-424	0.740	Subdivision - Minor (2-4 lots)	\$5,250 + \$200/lot	Flat Fee
11-424	0.745	Subdivision - Minor (2-4 lots in Hillside Overlay District)	\$8,750 + \$200/lot	Flat Fee
11-424	0.820	Subdivision - Map extension	1,400.00	Flat Fee
11-424	0.830	Temporary Land Use Permits	600.00	Flat Fee
11-424	0.840	Tree Permit – Category I (not associated with development app)	350.00	Flat Fee
11-424	0.850	Tree Permit – Category II (associated with development app)	350.00	Flat Fee
11-424	0.855	Tree Permit Appeal	350.00	Flat Fee

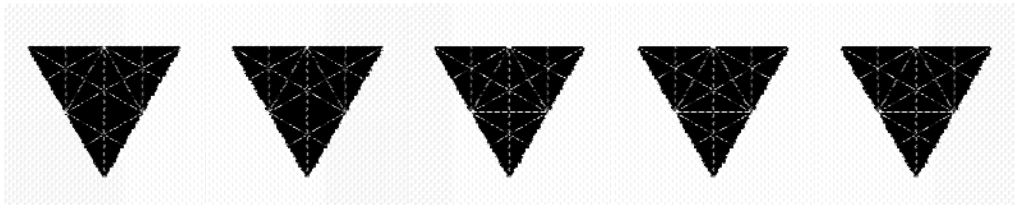
Revenue Code		Planning Fees (cont'd)	Fee	Per Unit
11-424	0.860	Variance or Exception (Design Review, Planning Commission or City Council)	4,375.00	Flat Fee
11-424	0.870	Variance or Exception (Zoning Administrator)	1,750.00	Flat Fee
11-424	0.875	Waste Management Review	80.00	Flat Fee
11-424	0.874	Waste Management Non-Compliance Fine	1% of project cost	or \$1000 whichever is less
11-424	0.876	Wireless Communications Facility Permit - Major (Planning Commission Review)	5,700.00	Flat Fee
11-424	0.877	Wireless Communications Facility Permit - Minor (Planning Director Review)	3,800.00	Flat Fee
11-424	0.878	Wireless Communications Facility Permit - Modification (Major and Minor)	2,250.00	Flat Fee
11-424	0.879	Wireless Communications Facility Permit - Administrative Review (post-approval)	700.00	Flat Fee
11-424	0.880	Zoning Administrator Action – No Hearing (hillside development permits, design review, grading permits)	700.00	Flat Fee
11-424	0.885	Zoning Administrator Review and Determination	350.00	Flat Fee
11-424	0.890	Zoning Administrator Hearing (hillside development permits, design review, grading permits)	2,250.00	Flat Fee
11-424	0.910	Zoning Map	20.00	Per Copy
11-424	0.920	Zoning Text Amendment	5,250.00	Flat Fee
11-424	0.930	Zoning Verification	350.00	Flat Fee
Revenue Code		Public Works	Fee	Per Unit
11-42	5.000	Hourly Rate	150.00	Per Hour
11-42	5.010	Damage to City Property	150.00	Plus Materials; Plus Hours Incurred Above Minimum Hours
Revenue Code		Parking Fees	Fee	Per Unit
32-63	1.000	Parking Lockboxes-First Street	1.00	Per Day
		Parking Lockboxes-All Other City Locations	5.00	Per Day
32-63	1.010	Parking Meters	1.00	Per Hour
32-63	1.020	Parking Permits - City Lot (Pac Bell)	60.00	Per Month
	1.030	Parking Permits - City Lot (Gazebo)	40.00	Per Month
32-63	1.030	Parking Permits - Residential	51.00	Per Year
Revenue Code		Development Fees	Fee	Per Unit
17-42		Parkland Dedication Fees (revision effective 7/1/2019)		
17-42	0.074	Additions	1.85	Per Square Foot
17-42	0.075	Single Family Residence-	8,150.00	Per Unit
17-42	0.076	Duplex/Townhouse-	5,659.00	Per Unit
17-42	0.077	Apartments/Condominiums-	4,927.00	Per Unit
17-42	0.078	Mobile Homes-	4,813.00	Per Unit
17-42	0.079	Second Units-	2,917.00	Per Unit
12-42		Parkland Facilities Fees (revision effective 7/1/2019)		
12-42	0.080	Additions	1.80	Per Square Foot
12-42	0.081	Single Family Residence-	7,903.00	Per Unit
12-42	0.082	Duplex/Townhouse-	5,488.00	Per Unit
12-42	0.083	Apartments/Condominiums-	4,777.00	Per Unit
12-42	0.084	Mobile Homes-	4,668.00	Per Unit
12-42	0.085	Second Units-	2,776.00	Per Unit
11-426	0.090	Park Fees Program Administration Fee	1%	of Parkland Fee + Park Facilities Fee
11-42	0.940	Tree Removal Mitigation In-Lieu Fee	\$260/15 gal \$363/24" box	Flat Fee

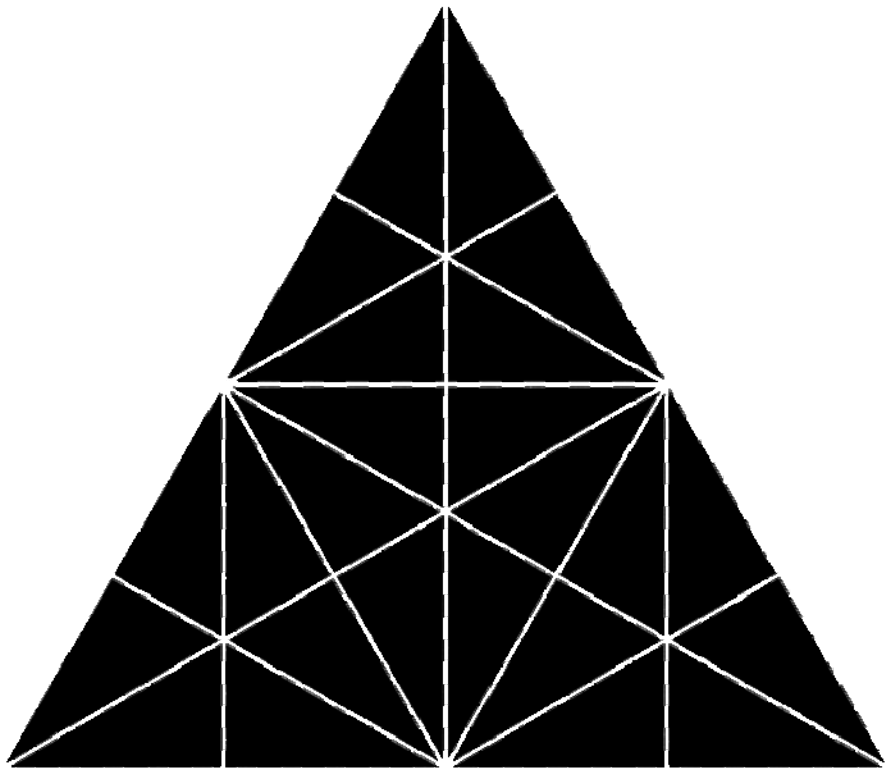
Revenue Code		Development Fees (cont'd)	Fee	Per Unit
		Walkways Fee (revision effective 7/25/2009)		
14-42	0.101	Single Family Residence-	1,076.22	Per Unit
14-42	1.020	Duplex-	747.27	Per Unit
14-42	0.103	Apartments-	650.59	Per Unit
14-42	0.104	Mobile Homes-	635.56	Per Unit
14-42	0.105	Second Units-	385.19	Per Unit
		Walkways Fee Program Administration Fee		
11-428	0.000	Single Family Residence-	53.81	Per Unit
11-428	0.000	Duplex-	37.36	Per Unit
11-428	0.000	Apartments-	32.53	Per Unit
11-428	0.000	Mobile Homes-	31.78	Per Unit
11-428	0.000	Second Units-	19.26	Per Unit
		Lamorinda Regional Transportation Fee (effective 1/1/2019)		
	0.020	Single Fam. Residential Use: Individ. Unit, Duet Home With One Shared Wall, Townhouse-	7,884.63	Per dwelling unit
	0.030	Multiple Family Residential: Second Unit, Apartments, Condominium-	5,518.91	Per dwelling unit
	0.040	Multiple Family; Transit Oriented Development	2,295.40	Per dwelling unit
	0.050	Commercial, office, retail, or industrial use-	8.45	Per square foot of gross floor area
	0.060	Other	867.76	Per daily trip generated per traffic study
14-42	0.300	Drainage Impact Fee	0.52	Per sq. ft. of impervious surface added
11-427	0.000	Drainage Impact Program Administration Fee	0.03	Per sq. ft. of impervious surface added
32-42	0.010	Parking Development Payment (effective 1/15/2006)		
		Structured parking in downtown core (Mountain View Dr. to First St.) -	36,900.00	Per space
		Surface parking in East End (First St. to Pleasant Hill Rd.) and West End (Risa Rd. to Mountain View Dr.)	19,200.00	Per space
11-424756		Public Art (in lieu fee)	1%	of total project cost





# GENERAL FUND





**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	City Council
FUND	11
PROGRAM	110

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	0	0	0	0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$454	\$0	\$500	\$502	\$500	0.0%
743	Postage	643	0	700	92	700	0.0%
745	Printing & Binding	357	264	400	112	400	0.0%
746	Books & Software	0	480	0	38	0	0.0%
748	Special Departmental Supplies	131	0	50	505	50	0.0%
751	Maintenance of Vehicles	0	0	0	(1)	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	5,694	2,848	3,000	5,223	3,000	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	220	0	0.0%
843	Training & Memberships	8,118	18,640	26,500	29,450	11,500	-56.6%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	6,871	6,924	6,000	7,702	6,000	0.0%
853	Community Promotion	45,653	42,752	44,000	41,450	44,000	0.0%
861	Contractual Services	65,589	58,004	144,400	161,488	151,500	4.9%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$133,510</b>	<b>\$129,912</b>	<b>\$225,550</b>	<b>\$246,782</b>	<b>\$217,650</b>	<b>-3.5%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	8,800	8,868	0	N/A
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$8,800</b>	<b>\$8,868</b>	<b>\$0</b>	<b>N/A</b>

<b>BASE PROGRAM COST</b>	<b>\$133,510</b>	<b>\$129,912</b>	<b>\$234,350</b>	<b>\$255,650</b>	<b>\$217,650</b>	<b>-7.1%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$133,510</b>	<b>\$129,912</b>	<b>\$234,350</b>	<b>\$255,650</b>	<b>\$217,650</b>	<b>-7.1%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	City Council
<b>FUND</b>	11
<b>PROGRAM</b>	110

**PROGRAM**

The Lafayette City Council consists of five members, elected at large, who constitute the legislative body of the City. The City Council is responsible for formulating policies that govern the municipal corporation and for approving actions by which operating programs are implemented through the City Manager.

**WORKPLAN**

- Develop a strategy to maintain local control on land use and development matters.
- Develop and define the City's core values and corresponding key elements that represent Lafayette's character
- Develop a comprehensive Lafayette community transparency & inclusion strategy
- Develop a strategy to augment community emergency preparedness, specifically in the area of wildfire planning.
- Develop a strategy to create and institutionalize holistic City-Schools collaboration.
- Develop a strategy to expand City support of local businesses and commerce and to increase the vibrancy of downtown Lafayette.
- Develop a strategy to address traffic congestion and improve mobility in Lafayette.

**ACCOUNT DESCRIPTIONS**

843	LOCC Annual Conference	\$500	861	Commissions Day	\$3,500
	Mayor's Conference Membership and Attendance	4,300		Council minutes	20,000
	Lamorinda Project Management Committee membership	5,000		Employee Appreciation Event	1,000
	Miscellaneous Meetings	1,200		Legislative Advocacy Services	54,000
	Travel & Car Mileage Reimbursement	500		Demographic Study with School Dist	20,000
		<u>\$11,500</u>		Appraisal of "Boswells" Site	15,000
				Annual Financial Audits / CAFR	<u>38,000</u>
					\$151,500
853	Ribbon cutting and other ceremonies	\$2,500			
	Support for:				
	Dogtown Downtown	\$1,000			
	July 4th Celebration in Moraga	500			
	Chamber of Commerce Support	40,000			
		<u>\$44,000</u>			



**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Public Art
FUND	11
PROGRAM	115

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$18,712	\$19,860	\$20,400	\$19,711	\$0	N/A
705	Temporary Personnel	0	0	0	\$0	10,000	N/A
708	Overtime	0	0	0	\$0	0	0.0%
711	Social Security	1,354	1,455	1,561	\$1,408	765	-51.0%
714	Worker's Compensation	477	512	816	\$784	380	-53.4%
721	Fringe Benefits	5,623	6,012	6,486	\$5,998	0	N/A
<b>Subtotal PERSONNEL</b>		<b>\$26,165</b>	<b>\$27,839</b>	<b>\$29,262</b>	<b>\$27,901</b>	<b>\$11,145</b>	<b>-61.9%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$188	\$0	\$200	\$0	\$200	0.0%
743	Postage	22	11	56	0	\$56	0.0%
745	Printing & Binding	43	0	100	0	\$100	0.0%
746	Books & Software	0	0	0	0	\$0	0.0%
748	Special Departmental Supplies	48	0	350	0	\$350	0.0%
751	Maintenance of Vehicles	0	0	0	0	\$0	0.0%
761	Maintenance of Equipment	0	0	0	0	\$0	0.0%
771	Maintenance of Buildings	0	0	0	0	\$0	0.0%
781	Maintenance of Right of Way	0	0	0	0	\$0	0.0%
791	Miscellaneous Expenses Under \$500	149	208	1,000	924	\$1,000	0.0%
801	Utilities-Water	0	0	0	0	\$0	0.0%
805	Utilities-Sewer	0	0	0	0	\$0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	\$0	0.0%
821	Utilities-Telephones	0	0	0	0	\$0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	\$0	0.0%
831	Utilities-Street Lighting	0	0	0	0	\$0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	\$0	0.0%
841	Rental Expense	282	232	281	0	\$281	0.0%
843	Training & Memberships	13	0	200	11	\$200	0.0%
850	Contingency	0	0	0	0	\$0	0.0%
851	Advertising/Legal Notices	561	0	0	0	\$0	0.0%
853	Community Promotion	0	0	0	0	\$0	0.0%
861	Contractual Services	754	302	287	302	\$287	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	\$0	0.0%
862	Contract Sheriff Services	0	0	0	0	\$0	0.0%
866	Contractual-Recreation	0	0	0	0	\$0	0.0%
881	Premium Payment-Liability	0	0	0	0	\$0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	\$0	0.0%
891	Claims Payments	0	0	0	0	\$0	0.0%
892	Debt Service	0	0	0	0	\$0	0.0%
896	Insurance Reserve	0	0	0	0	\$0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$2,059</b>	<b>\$753</b>	<b>\$2,474</b>	<b>\$1,238</b>	<b>\$2,474</b>	<b>0.0%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	10,500	126,050	80,000	30,000	150,000	87.5%
907	Equipment	16,250	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$26,750</b>	<b>\$126,050</b>	<b>\$80,000</b>	<b>\$30,000</b>	<b>\$150,000</b>	<b>87.5%</b>

<b>BASE PROGRAM COST</b>	<b>\$54,974</b>	<b>\$154,642</b>	<b>\$111,736</b>	<b>\$59,139</b>	<b>\$163,619</b>	<b>46.4%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$54,974</b>	<b>\$154,642</b>	<b>\$111,736</b>	<b>\$59,139</b>	<b>\$163,619</b>	<b>46.4%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Public Art
<b>FUND</b>	11
<b>PROGRAM</b>	115

**PROGRAM**

This Committee is composed of Lafayette residents that by experience, training, education, occupation or avocation, have demonstrated knowledge of and interest in the visual arts.

**WORKPLAN**

- Establish a public art program and its administration
- Establish the City of Lafayette public art collection
- Contribute to the cultural enrichment of the community by adding public art that is of the highest quality, visually stimulating, and of enduring value
- Ensure that public art is incorporated into project planning at the earliest planning stage
- Establish public art gift policies and procedures
- Advise the City Council on art acquisitions and gifts
- Review public art proposals in development project
- Select exhibits for the Library Gallery at the Lafayette Library and Learning Center and other public locations in the community
- Serve as stewards of the City's art collection, including the art at the Lafayette Library and Learning Center
- Advise the City Council on maintenance of the City's collection, and, when necessary, artwork de-accession

**STAFFING REQUIREMENTS**

705	Intern 10 hours/week @ \$20/hr	\$10,000
906	Kinematics Lab	\$150,000

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Trans/Circ Commission
FUND	11
PROGRAM	120

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$77,685	\$78,679	\$73,705	\$51,505	\$61,452	-16.6%
705	Temporary Personnel	108	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	5,436	5,621	5,638	3,735	4,701	-16.6%
714	Worker's Compensation	2,014	1,942	2,948	2,069	2,335	-20.8%
721	Fringe Benefits	24,409	24,570	23,885	15,979	19,893	-16.7%
<b>Subtotal PERSONNEL</b>		<b>\$109,651</b>	<b>\$110,813</b>	<b>\$106,177</b>	<b>\$73,288</b>	<b>\$88,381</b>	<b>-16.8%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$371	\$477	\$342	\$399	\$426	24.8%
743	Postage	747	638	187	459	211	13.1%
745	Printing & Binding	225	0	300	39	300	0.0%
746	Books & Software	0	0	1,000	718	1,000	0.0%
748	Special Departmental Supplies	93	217	2,000	1,143	2,000	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	23	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	136	86	0	45	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	7,081	8,329	7,408	6,961	7,408	0.0%
843	Training & Memberships	520	2,120	2,000	1,611	2,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	50	150	100	0	100	0.0%
853	Community Promotion	4,222	20,650	10,000	0	10,000	0.0%
861	Contractual Services	24,193	22,510	16,339	8,998	16,322	-0.1%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$37,661</b>	<b>\$55,177</b>	<b>\$39,676</b>	<b>\$20,374</b>	<b>\$39,767</b>	<b>0.2%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	1,200	-	1,200	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$1,200</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$147,312</b>	<b>\$165,989</b>	<b>\$147,052</b>	<b>\$93,663</b>	<b>\$129,349</b>	<b>-12.0%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$147,312</b>	<b>\$165,989</b>	<b>\$147,052</b>	<b>\$93,663</b>	<b>\$129,349</b>	<b>-12.0%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Trans/Circ Commission
<b>FUND</b>	11
<b>PROGRAM</b>	120

**PROGRAM**

The Circulation Commission reviews matters that affect the City's right-of-way, promote traffic safety in the City, and administer the the Circulation Element of the General Plan. The Commission advises the City Council on matters pertaining to traffic safety, on-street parking, walkways and bikeways. The Bicycle and Pedestrian Advisory Committee also conducts its business in coordination with the Circulation Commission by advising the Commission on issues and matters related to non-motorized modes of transportation. The Commission apportions a share of its staffing and other resource allocation to support BPAC activities.

**WORKPLAN**

- Implement the Downtown Congestion Reduction Plan
- Facilitate communication between the community and police on matters of traffic and pedestrian safety.
- Work with BPAC on bicycle and pedestrian issues.
- On a request basis, review school area traffic safety plans and land development proposals from the standpoint of traffic, pedestrian, and bicycle safety as well as parking impacts.

**STAFFING REQUIREMENTS**

702	Position Title	Full-Time Equivalent
	Transportation Planner	50%
	Department Assistant - A	10%
	Public Works & Engineering Director	5%
	Planning & Building Director	5%
	Total Full Time Equivalent	0.70

**ACCOUNT DESCRIPTIONS**

853	Transportation Development Act grant expenditure (reimbursable)	\$10,000
861	Contract Services for traffic counts & surveys	5,000
	Consultant traffic engineer	10,000
	Pro-rata share of City computer expenses	1,322
		<u>\$16,322</u>

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Crime Prevention Com.
FUND	11
PROGRAM	130

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$367	\$205	\$18,720	\$20,588	\$27,602	47.4%
705	Temporary Personnel	30,114	19,699	28,000	10,519	28,000	0.0%
708	Overtime	380	965	0	1,300	0	N/A
711	Social Security	2,361	1,596	3,574	2,699	4,254	19.0%
714	Worker's Compensation	799	556	1,869	1,305	2,113	382.0%
721	Fringe Benefits	0	0	4,129	6,123	9,007	118.1%
<b>Subtotal PERSONNEL</b>		<b>\$34,020</b>	<b>\$23,021</b>	<b>\$56,292</b>	<b>\$42,534</b>	<b>\$70,976</b>	<b>26.1%</b>

OPERATIONS AND MAINTENANCE							
741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	577	640	500	0	500	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	2,969	2,317	2,500	2,457	2,500	0.0%
751	Maintenance of Vehicles	0	0	1,000	0	0	N/A
761	Maintenance of Equipment	3,905	1,282	5,000	0	5,000	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	48	0	0	254	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	301	79	2,000	240	2,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	1,625	1,547	2,000	4,408	2,000	0.0%
861	Contractual Services	0	0	2,000	180	2,000	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$9,423</b>	<b>\$5,865</b>	<b>\$15,000</b>	<b>\$7,538</b>	<b>\$14,000</b>	<b>-6.7%</b>

CAPITAL OUTLAY							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	N/A
907	Equipment	36,928	4,370	50,000	37,911	25,000	N/A
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$36,928</b>	<b>\$4,370</b>	<b>\$50,000</b>	<b>\$37,911</b>	<b>\$25,000</b>	<b>-50.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$80,371</b>	<b>\$33,256</b>	<b>\$121,292</b>	<b>\$87,983</b>	<b>\$109,976</b>	<b>-9.3%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$80,371</b>	<b>\$33,256</b>	<b>\$121,292</b>	<b>\$87,983</b>	<b>\$109,976</b>	<b>-9.3%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Crime Prevention Com.
<b>FUND</b>	11
<b>PROGRAM</b>	130

**PROGRAM**

The Crime Prevention Commission exists to educate the community regarding crime prevention measures.

**WORKPLAN**

- Develop and coordinate neighborhood watch meetings and the neighborhood watch sign program.
- Coordinate community forums on general and specific crime prevention subject areas
- Implement neighborhood crime prevention adoption program targeting the reduction of specific crime trends
- Continue to support and coordinate Child I.D. Program in conjunction with the Chamber of Commerce.
- Coordinate a Community Safety Day in coordination with the Emergency Preparedness Commission.
- Provide crime prevention education material to local media - general and seasonal/theme-specific
- Organize National Night Out
- Engage at various community events to provide remarks and educational material on crime prevention best practices
- Liaise with public and private school groups to provide parents and students with crime prevention guidance
- Deliver crime prevention awareness material in commercial areas of downtown Lafayette (CPC booth, etc)
- Implement the Community Camera Program

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Police Services Assistant - B	44%
	<b>Total Full Time Equivalent</b>	<b>0.44</b>

**ACCOUNT DESCRIPTIONS**

705	Surveillance Camera Technician	\$28,000
745	Flyers, brochures and educational pamphlets	\$500
761	Surveillance camera maintenance	\$5,000
843	Neighborhood Watch	\$2,000
853	Child I.D. program supplies	500
	Community Forums	1,500
		<u>\$2,000</u>
907	Camera maintenance and additional equipment	\$25,000

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Parks, Trails & Rec Commission
FUND	11
PROGRAM	140

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$68,872	\$55,305	\$58,007	\$59,566	\$48,313	-16.7%
705	Temporary Personnel	1,385	8,436	14,000	913	15,000	7.1%
708	Overtime	4	4	0	0	0	0.0%
711	Social Security	4,517	4,816	5,509	4,508	4,843	-12.1%
714	Worker's Compensation	1,590	1,685	2,880	2,432	2,406	-16.5%
721	Fringe Benefits	21,853	19,258	20,243	20,397	16,924	-16.4%
<b>Subtotal PERSONNEL</b>		<b>\$98,220</b>	<b>\$89,503</b>	<b>\$100,640</b>	<b>\$87,816</b>	<b>\$87,487</b>	<b>-13.1%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$0	\$567	\$350	\$256	\$350	0.0%
743	Postage	200	0	200	0	200	0.0%
745	Printing & Binding	1,106	829	5,000	655	5,000	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	665	1,423	1,500	2,315	1,500	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	120	0	120	0.0%
771	Maintenance of Buildings	0	0	0	243	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	440	732	660	721	660	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	724	238	300	769	600	100.0%
843	Training & Memberships	1,218	1,419	2,000	489	2,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	568	0	1,000	0	0	N/A
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	24,698	6,484	75,957	15,384	85,755	12.9%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$29,619</b>	<b>\$11,692</b>	<b>\$87,087</b>	<b>\$20,832</b>	<b>\$96,185</b>	<b>10.4%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$127,838</b>	<b>\$101,195</b>	<b>\$187,726</b>	<b>\$108,648</b>	<b>\$183,672</b>	<b>-2.2%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$127,838</b>	<b>\$101,195</b>	<b>\$187,726</b>	<b>\$108,648</b>	<b>\$183,672</b>	<b>-2.2%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Parks, Trails & Rec Commission
<b>FUND</b>	11
<b>PROGRAM</b>	140

**PROGRAM**

The Parks, Trails and Recreation Commission supports the acquisition and development of City parks, trails, and recreation areas and makes recommendations to the City Council and staff. This budget also supports non-revenue generating services, including

- Staff time to provide general recreation information to the public
- Staff time to write and administer park, trail, and open space grants
- Staff time to prepare agendas, minutes and attend PT&R Commission meetings
- Staff time to assist consultants and task forces on Master Plans, surveys and studies

**WORKPLAN**

The Commission is divided into the following 3 subcommittees with duties as indicated:

*Parks*

- Review and support effective management and operations of existing park facilities to maximize public enjoyment.
- Seek funding for acquisition and development of City parks.
- Participate in developing City policies that affect parks .
- Encourage public awareness and use of parks.

*Trails*

- Pursue easements, use permits and other access provisions for trails.
- Construct, maintain, and upgrade trails over easements already obtained.
- Increase public awareness of trails
- Work with EBMUD and EBRPD and neighboring communities to achieve trail connections
- Pursue outside sources of funding and secure volunteer efforts.

*Community Center*

- Support the self-sufficiency of recreation programs.
- Maintain and upgrade the Community Center facilities.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Parks, Trails and Recreation Director	30%
	Administrative Assistant - P&R - A	5%
	Administrative Assistant - P&R - B	5%
	<b>Total Full Time Equivalent</b>	<b>0.40</b>

**ACCOUNT DESCRIPTIONS**

705	Trails Master Plan Update	\$15,000
745	Trails pamphlets and park design plans	\$5,000
748	Community Service project supplies	\$1,500
821	Share of basic phone and Internet expenses	\$660
841	Copier lease and postage meter	\$600
843	CPRS Conference	\$2,000
861	Park related developers fees update w/appraisals	65,000
	Trails Master Plan Update	2,000
	Trail Easements - surveying and recording	18,000
	Computer Support	755
		<u>\$85,755</u>



**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Senior Services
FUND	11
PROGRAM	141

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$57,094	\$58,905	\$61,932	\$62,937	\$65,199	5.3%
705	Temporary Personnel	23,716	23,841	24,000	23,816	24,720	3.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	5,537	5,813	6,574	6,089	6,879	4.6%
714	Worker's Compensation	2,086	2,193	3,437	3,464	3,417	-0.6%
721	Fringe Benefits	23,111	23,669	27,108	24,523	27,176	0.3%
<b>Subtotal PERSONNEL</b>		<b>\$111,545</b>	<b>\$114,420</b>	<b>\$123,051</b>	<b>\$120,829</b>	<b>\$127,391</b>	<b>3.5%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$870	\$472	\$900	\$782	\$900	0.0%
743	Postage	1,593	1,602	2,300	1,892	2,300	0.0%
745	Printing & Binding	4,853	5,025	4,900	5,164	4,900	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	2,570	381	4,200	1,840	4,200	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	250	0	250	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	292	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	797	932	850	883	850	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	1,130	900	1,800	1,919	1,800	0.0%
843	Training & Memberships	0	246	1,500	1,622	1,500	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	475	0	200	109	200	0.0%
861	Contractual Services	3,003	7,662	54,750	8,069	58,621	7.1%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$15,290</b>	<b>\$17,218</b>	<b>\$71,650</b>	<b>\$22,572</b>	<b>\$75,521</b>	<b>5.4%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	550	731	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$550</b>	<b>\$731</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$127,385</b>	<b>\$132,369</b>	<b>\$194,701</b>	<b>\$143,401</b>	<b>\$202,912</b>	<b>4.2%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$127,385</b>	<b>\$132,369</b>	<b>\$194,701</b>	<b>\$143,401</b>	<b>\$202,912</b>	<b>4.2%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Senior Services
<b>FUND</b>	11
<b>PROGRAM</b>	141

**PROGRAM**

It is the mission of the Lafayette Senior Services Commission to enhance the well being of Lafayette's older adults by identifying their concerns, and needs; providing information about resources; and promoting community programs and services that enable them to live meaningful lives.

**WORKPLAN**

- Assist in the development, coordination, and promotion of the Lafayette Senior Services Center programs.
- Maintain representation on County Committees to monitor and advocate for County services for older adults.
- Continue promotion and support of accessible transportation for seniors.
- Explore development of additional senior housing.

**STAFFING REQUIREMENTS**

	<u>Position Title</u>	<u>Full-Time Equivalent</u>
702	Parks, Trails and Recreation Director	5%
	Recreation Coordinator - D	75%
	Total Full Time Equivalent	0.80

**ACCOUNT DESCRIPTIONS**

705	Temporary Employees (19 hours per week)	24,720	
743	Rec Guide	\$1,906	
	Misc	394	
		\$2,300	
745	Recreation Guide	\$4,900	
821	Internet connection & phones	\$850	
841	Copier lease, postage meter, Community Hall rental	\$1,800	
861	Active Transaction & Credit Card Fees	\$150	
	One on one computer training	3,600	paid out of bequest sinking fund
	Senior Needs Assessment & Master Plan	50,000	
	Program Facilitation (contract presenters)	1,000	
	Computer Support	3,871	
		\$58,621	

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Youth Commission
FUND	11
PROGRAM	142

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$14,121	\$13,561	\$13,739	\$15,055	\$16,527	20.3%
705	Temporary Personnel	3,931	3,229	12,000	5,441	12,000	0.0%
708	Overtime	2	2	0	0	0	0.0%
711	Social Security	1,377	1,298	1,969	1,588	2,182	10.8%
714	Worker's Compensation	466	444	1,030	823	1,084	5.3%
721	Fringe Benefits	5,712	4,381	4,322	5,115	6,975	61.4%
<b>Subtotal PERSONNEL</b>		<b>\$25,609</b>	<b>\$22,914</b>	<b>\$33,060</b>	<b>\$28,023</b>	<b>\$38,768</b>	<b>17.3%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$0	\$93	\$100	\$0	\$100	0.0%
743	Postage	0	0	0	42	0	0.0%
745	Printing & Binding	15	145	250	193	145	-42.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	4,350	N/A
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	450	0	0	N/A
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	89	230	250	241	250	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	195	200	216	300	50.0%
843	Training & Memberships	0	1,072	1,500	1,085	1,500	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	6,000	N/A
861	Contractual Services	315	768	1,152	828	1,146	-0.5%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	10,010	12,459	14,700	12,915	2,650	-82.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$10,429</b>	<b>\$14,961</b>	<b>\$18,602</b>	<b>\$15,520</b>	<b>\$16,441</b>	<b>-11.6%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$36,039</b>	<b>\$37,875</b>	<b>\$51,662</b>	<b>\$43,543</b>	<b>\$55,209</b>	<b>6.9%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$36,039</b>	<b>\$37,875</b>	<b>\$51,662</b>	<b>\$43,543</b>	<b>\$55,209</b>	<b>6.9%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Youth Commission
<b>FUND</b>	11
<b>PROGRAM</b>	142

**PROGRAM**

The Youth Commission was formed to advise the City Council on issues pertaining to Youth in Lafayette. The Commission will coordinate activities for youth and become involved in community functions that benefit both the youth and the community-at-large.

**GOALS**

- Perform various community services.
- Promote and support community services for youth.
- Promote, implement, and support activities for youth.
- Consider involvement in other programs outside the City.
- Maintain and enhance cooperative activities with local schools.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Recreation Supervisor - B	20.0%
	Administrative Assistant - P&R - A	2.5%
	Administrative Assistant - P&R - B	2.5%
<b>Total Full Time Equivalent</b>		<b>0.25</b>

**ACCOUNT DESCRIPTIONS**

705	Teen Program meeting & event staff	\$12,000
841	Copier lease and postage meter	\$300
843	Strategic planning & team building retreat	\$1,500
861	Credit card fees	\$700
	Computer Support	446
		\$1,146
866	Vendors for events	\$2,650
853	Donations	6,000

**DESCRIPTION OF NET REVENUES**

	Actual 2017/18	Final 2018/19	Actual 2018/19	Final 2019/20
Revenue	\$14,439	\$14,700	\$13,159	\$13,000
Event Expenses	\$6,474	\$7,700	\$7,645	\$7,000
Net Revenue	\$7,965	\$7,000	\$5,514	\$6,000
Sinking Fund Beginning Balance	\$18,466	\$20,196	\$20,196	\$20,440
Add Net Revenue	7,965	7,000	5,514	6,000
Less Donations*	(5,984)	(7,000)	(5,270)	(6,000)
Less Release from Sinking Fund				
Sinking Fund Ending Balance	20,196	20,196	20,440	20,440

**NOTES:**

Youth activities are treated as an enterprise. Any surplus generated by youth activities, after deducting expenditures for the events, is placed in a General Fund reserve account (sinking fund) for Teen activities. This surplus will be used to make donations to various causes that benefit youth and the community.

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Planning Commission
FUND	11
PROGRAM	150

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$237,124	\$203,906	\$211,919	\$207,446	\$ 188,382	-11.1%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	136	0	2,000	0	2,000	0.0%
711	Social Security	16,888	14,874	16,365	14,791	14,564	-11.0%
714	Worker's Compensation	6,069	5,362	8,477	8,310	7,159	-15.6%
721	Fringe Benefits	77,302	67,189	76,182	69,540	67,437	-11.5%
<b>Subtotal PERSONNEL</b>		<b>\$337,519</b>	<b>\$291,331</b>	<b>\$314,943</b>	<b>\$300,086</b>	<b>\$279,542</b>	<b>-11.2%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$1,349	\$1,193	\$854	\$1,147	\$ 1,066	24.8%
743	Postage	342	431	468	401	529	13.1%
745	Printing & Binding	44	23	500	83	500	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	129	58	200	0	200	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	457	1,478	500	1,122	500	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	365	188	0	225	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	19,131	19,421	18,519	17,441	17,574	-5.1%
843	Training & Memberships	170	585	7,500	1,596	7,500	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	11,960	9,648	13,348	10,537	213,304	1498.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$33,948</b>	<b>\$33,024</b>	<b>\$41,889</b>	<b>\$32,552</b>	<b>\$241,174</b>	<b>475.7%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$371,467</b>	<b>\$324,355</b>	<b>\$356,831</b>	<b>\$332,638</b>	<b>\$520,715</b>	<b>45.9%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$371,467</b>	<b>\$324,355</b>	<b>\$356,831</b>	<b>\$332,638</b>	<b>\$520,715</b>	<b>45.9%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Planning Commission
<b>FUND</b>	11
<b>PROGRAM</b>	150

**PROGRAM**

The Planning Commission was established to implement the planning and zoning regulations of the City of Lafayette.

**WORKPLAN**

- Implement the General Plan and Downtown Specific Plan
- Exercise the powers and duties prescribed by statute and ordinance and as assigned by the City Council.
- Hear and decide land use permits, variances, design review, hillside permits, and subdivision approvals.
- Advise the City Council on administration of the laws governing approval of rezonings, planned developments, and ordinance changes.
- Evaluate planning procedures to provide services in the most expeditious fashion without sacrificing quality of review.
- Evaluate the existing level of review for new development and where necessary to implement General Plan goals, recommend changes to the City Council.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Planning & Building Director	35%
	Associate Planner	25%
	Senior Planner - B	35%
	Senior Planner - A	30%
	Planning Technician - C	20%
	Department Assistant - B	30%
	<b>Total Full Time Equivalent</b>	<b>1.75</b>

**ACCOUNT DESCRIPTIONS**

841	Prorated share of office rent	\$17,574	
843	Workshops, conferences, seminars and other training (Center for Urban Planning, Cal APA, Planner Institute)	\$7,500	
861	Planning Commission Minutes	\$10,000	
	General Plan Update	\$200,000	release from sinking fund
	Computer Support	3,304	
		<u>\$213,304</u>	

NOTE: \$100K per year in sinking fund for General Plan Revision 2020

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Design Rev. Commission
FUND	11
PROGRAM	151

PERSONNEL SERVICES		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
702	Regular Personnel	\$194,871	\$199,517	\$209,265	\$201,290	\$ 185,824	-11.2%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	290	240	2,000	113	2,000	0.0%
711	Social Security	14,901	15,128	16,162	14,888	14,369	-11.1%
714	Worker's Compensation	4,983	5,257	8,371	8,068	7,061	-15.6%
721	Fringe Benefits	65,455	66,800	78,510	69,297	68,447	-12.8%
<b>Subtotal PERSONNEL</b>		<b>\$280,501</b>	<b>\$286,943</b>	<b>\$314,307</b>	<b>\$293,655</b>	<b>\$277,700</b>	<b>-11.6%</b>

OPERATIONS AND MAINTENANCE		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
741	Office Supplies	\$1,405	\$1,179	\$1,001	\$1,306	\$1,249	24.8%
743	Postage	350	505	548	470	619	13.1%
745	Printing & Binding	227	0	0	21	0	0.0%
746	Books & Software	522	144	0	32	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	266	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	874	478	500	296	500	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	377	299	0	315	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	19,577	22,751	21,694	20,414	20,587	-5.1%
843	Training & Memberships	68	0	1,000	0	1,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	14,791	11,030	17,422	11,917	17,371	-0.3%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$38,456</b>	<b>\$36,386</b>	<b>\$42,164</b>	<b>\$34,771</b>	<b>\$41,326</b>	<b>-2.0%</b>

CAPITAL OUTLAY		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$318,957</b>	<b>\$323,328</b>	<b>\$356,471</b>	<b>\$328,426</b>	<b>\$319,027</b>	<b>-10.5%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$318,957</b>	<b>\$323,328</b>	<b>\$356,471</b>	<b>\$328,426</b>	<b>\$319,027</b>	<b>-10.5%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Design Rev. Commission
<b>FUND</b>	11
<b>PROGRAM</b>	151

**PROGRAM**

The Design Review Commission was established to advise the Planning Commission and City Council on matters relating to aesthetics and the physical appearance of the City of Lafayette, as well as on those matters for which it is the designated decision making body.

**WORKPLAN**

- Hear and decide applications for design review and hillside development permits.
- Serve as a referral body to the Planning Commission on land use, subdivision and variance applications
- Process and review applications in a timely and professional manner.
- Support the Downtown Street Improvement Master Plan Implementation Committee.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Planning & Building Director	15%
	Associate Planner	35%
	Senior Planner - B	20%
	Planning Technician - B	15%
	Senior Planner - A	40%
	Planning Technician - C	35%
	Planning Technician - A	15%
	Department Assistant - B	30%
	<b>Total Full Time Equivalent</b>	<b>2.05</b>

**ACCOUNT DESCRIPTIONS**

861	Design Review Commission Minutes	\$10,000
	Downtown Street Improvement Master Plan Committee (DSIMPC) Support	3,500
	Pro-rata share of City computer expenses	3,871
		<u>\$17,371</u>



**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Environmental Task Force
FUND	11
PROGRAM	153

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$6,820	\$9,098	\$10,143	\$9,114	\$ 8,669	-14.5%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	26	0	0	0	0	0.0%
711	Social Security	530	687	776	683	663	-14.5%
714	Worker's Compensation	176	240	406	367	329	-18.8%
721	Fringe Benefits	2,062	2,899	5,654	3,831	2,954	-47.8%
<b>Subtotal PERSONNEL</b>		<b>\$9,614</b>	<b>\$12,924</b>	<b>\$16,979</b>	<b>\$13,996</b>	<b>\$12,616</b>	<b>-25.7%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$50	\$83	\$73	\$86	\$91	24.8%
743	Postage	16	37	40	34	45	13.1%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	642	1,675	1,587	1,486	1,506	-5.1%
843	Training & Memberships	0	11	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	1,652	302	287	330	283	-1.3%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$2,359</b>	<b>\$2,109</b>	<b>\$1,988</b>	<b>\$1,936</b>	<b>\$1,926</b>	<b>-3.1%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$11,973</b>	<b>\$15,033</b>	<b>\$18,967</b>	<b>\$15,932</b>	<b>\$14,542</b>	<b>-23.3%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$11,973</b>	<b>\$15,033</b>	<b>\$18,967</b>	<b>\$15,932</b>	<b>\$14,542</b>	<b>-23.3%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Environmental Task Force
<b>FUND</b>	11
<b>PROGRAM</b>	153

**PROGRAM**

The City is committed to developing and implementing environmental policies and programs that will enable the City and its residents to meet their present needs without sacrificing the ability of future generations to meet their needs. The Environmental Task Force advises the City Council on environmental programs and policies that help to fulfill that vision.

**WORKPLAN**

- Implement the Environmental Action Plan
- Prepare water efficient landscape regulations

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Planning Technician - C	15%
	Total Full Time Equivalent	0.15

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Police Services
FUND	11
PROGRAM	210

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$205,745	\$192,552	\$211,296	\$214,565	\$232,121	9.9%
705	Temporary Personnel	712	0	5,000	190	5,000	0.0%
708	Overtime	14,274	12,769	12,000	8,557	12,000	0.0%
711	Social Security	18,506	17,373	17,465	18,792	19,058	9.1%
714	Worker's Compensation	5,711	5,354	8,652	8,884	9,011	4.1%
721	Fringe Benefits	63,273	59,474	69,887	66,429	77,994	11.6%
<b>Subtotal PERSONNEL</b>		<b>\$308,221</b>	<b>\$287,521</b>	<b>\$324,300</b>	<b>\$317,416</b>	<b>\$355,183</b>	<b>9.5%</b>

OPERATIONS AND MAINTENANCE							
741	Office Supplies	\$10,149	\$6,851	\$7,000	\$14,434	\$7,000	0.0%
743	Postage	359	81	400	255	400	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	2,080	775	2,000	17,404	2,000	0.0%
748	Special Departmental Supplies	19,467	22,374	12,000	46,710	12,000	0.0%
751	Maintenance of Vehicles	127,355	151,473	110,000	174,239	120,000	9.1%
761	Maintenance of Equipment	4,291	6,795	7,000	1,570	7,000	0.0%
771	Maintenance of Buildings	444	14,208	5,000	26,736	19,000	280.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	5,797	3,367	5,000	6,764	5,000	0.0%
801	Utilities-Water	102	1,912	3,420	5,071	3,420	0.0%
805	Utilities-Sewer	0	0	950	566	950	0.0%
811	Utilities-Gas & Electric	271	5,699	11,400	17,185	11,400	0.0%
821	Utilities-Telephones	27,303	35,015	38,190	41,615	38,190	0.0%
825	Utilities-Garbage Disposal	0	0	1,140	0	1,140	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	167,037	182,082	117,574	127,112	125,880	7.1%
843	Training & Memberships	31,245	49,876	30,000	55,518	37,200	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	8,009	2,876	4,000	3,663	4,000	0.0%
861	Contractual Services	220,196	243,180	262,618	259,539	271,408	3.3%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	3,150,219	3,260,710	3,928,576	3,373,900	4,032,533	2.6%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	2,906	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$3,774,323</b>	<b>\$3,987,274</b>	<b>\$4,546,268</b>	<b>\$4,175,188</b>	<b>\$4,698,520</b>	<b>3.3%</b>

CAPITAL OUTLAY							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	243,773	301,015	146,500	250,844	146,500	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$243,773</b>	<b>\$301,015</b>	<b>\$146,500</b>	<b>\$250,844</b>	<b>\$146,500</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$4,326,317</b>	<b>\$4,575,810</b>	<b>\$5,017,068</b>	<b>\$4,743,448</b>	<b>\$5,200,203</b>	<b>3.7%</b>
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999	Prior Year Savings	\$0	\$0	\$25,000	\$0	\$25,000	
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<b>TOTAL PROGRAM COST</b>	<b>\$4,326,317</b>	<b>\$4,575,810</b>	<b>\$5,042,068</b>	<b>\$4,743,448</b>	<b>\$5,225,203</b>	<b>3.6%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Police Services
<b>FUND</b>	11
<b>PROGRAM</b>	210

**PROGRAM**

This program provides contract law enforcement services to the community via the Contra Costa Sheriff's Department. Services include crime suppression, investigation, traffic enforcement, youth services, and community education.

**WORKPLAN**

- Continue liaison with and participation in city commissions and community groups to ensure that community standards are enforced and an open line of communication is maintained between the Police Department and the public they serve.
- Increase driver safety and compliance with traffic laws through an aggressive enforcement policy, education, citations and warnings.
- Establish a team approach to criminal investigation so that our Youth Services Officer, Detective, beat officers and the community all work together to jointly solve crimes and aggressively prosecute lawbreakers.
- Ensure continuation of the neighborhood patrol plan so that all city streets are patrolled on a regular basis.
- Continue to use the Bicycle Patrol Officer to patrol the core downtown area and function as the primary liaison to the Lafayette business community.
- Encourage the use of volunteers to supplement and assist the department in its duties. Explore the feasibility of joining the Sheriff's Senior Volunteer Program.
- Monitor and update fleet the management plan and ensure the cost effective and safe use of city owned patrol vehicles.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Administrative Analyst - Police	60%
	Police Services Assistant - A	100%
	Police Services Assistant - B	44%
	Police Services Assistant - C	100%
	<b>Total Full Time Equivalent</b>	<b>3.04</b>

**ACCOUNT DESCRIPTIONS**

748	Uniforms, badges, logs, business cards.	\$8,500	861	Animal Control Services	\$163,805
	Additional office supplies	3,500		California ID Program	32,000
	Canine supplies	3,600		Fingerprinting	15,000
		<u>\$12,000</u>		Booking fees	6,500
751	Police vehicle repairs & gas	\$120,000		A.C.C. Justice Info. Network cnxn	10,000
761	Maintenance of portable radios and MDT's	\$7,000		Aries / LE Databases	22,700
771	Janitorial Services	\$19,000		Crisis resolution	250
				Service contract for office equip.	6,000
841	Rent for 3471 Mt. Diablo Blvd (95%)	\$125,880		CLETS Fees	1,000
				Crime reports / Child Interview	5,000
907	Police Vehicles	\$130,000		Misc	1,300
	Misc equipment upgrade	16,500		Microwave Communication	6,720
		<u>\$146,500</u>		Pro-rata share of City computer equipn	1,133
					<u>\$271,408</u>

<b>POLICE CONTRACT DETAIL</b>		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Percent Increase</i>
862.1	Officers	\$2,926,215	\$3,043,265	\$3,598,916	\$2,674,269	\$3,742,873	4.0%
862.2	Overtime	-	-	75,000	520,839	50,000	-33.3%
862.4	Investigation	6,245	7,911	5,000	11,298	5,000	0.0%
862.6	Services/Supply	17,125	12,875	19,500	16,000	19,500	0.0%
862.7	Communications/EBRCS	115,071	126,362	140,000	90,465	125,000	-10.7%
862.8	Liability Insurance	26,486	29,462	30,160	24,746	30,160	0.0%
862.9	Crime Laboratory / Property	59,077	40,835	60,000	36,283	60,000	0.0%
	<b>Subtotal</b>	<b>\$3,150,219</b>	<b>\$3,260,710</b>	<b>\$3,928,576</b>	<b>\$3,373,900</b>	<b>\$4,032,533</b>	<b>2.6%</b>

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Traffic Enforcement
FUND	11
PROGRAM	215

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	0	0	0	0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	0	0	0	0	0	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	532,810	566,811	590,068	590,068	612,565	3.8%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$532,810</b>	<b>\$566,811</b>	<b>\$590,068</b>	<b>\$590,068</b>	<b>\$612,565</b>	<b>3.8%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$532,810</b>	<b>\$566,811</b>	<b>\$590,068</b>	<b>\$590,068</b>	<b>\$612,565</b>	<b>3.8%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$532,810</b>	<b>\$566,811</b>	<b>\$590,068</b>	<b>\$590,068</b>	<b>\$612,565</b>	<b>3.8%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Traffic Enforcement
<b>FUND</b>	11
<b>PROGRAM</b>	215

**PROGRAM**

This program provides contract law enforcement services to the community via the Contra Costa Sheriff's Department. Services include traffic enforcement and accident investigation. While all officers have the responsibility to enforce traffic rules, this budget includes costs for two officers whose primary responsibility is ensuring roadway safety within the City of Lafayette. The traffic enforcement unit will utilize plice cars and police motorcycles in order to focus on traffic violations, hazards, collisions and unsafe conditions.

**ACCOUNT DESCRIPTIONS**

<b>POLICE CONTRACT DETAIL</b>		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Percent Increase</i>
862.1	Officers	\$505,170	\$539,171	\$562,428	\$562,428	\$584,925	4.0%
862.2	Overtime	-	0	0	0	0	0.0%
862.4	Investigation	0	0	0	0	0	0.0%
862.6	Services/Supply	3,000	3,000	3,000	3,000	3,000	0.0%
862.7	Communications	20,000	20,000	20,000	20,000	20,000	0.0%
862.8	Liability Insurance	4,640	4,640	4,640	4,640	4,640	0.0%
Subtotal		\$532,810	\$566,811	\$590,068	\$590,068	\$612,565	3.8%

**REVENUES**

Vehicle Code Fines	\$62,244	\$72,248	\$75,000	\$54,300	\$60,000
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<b>SURPLUS/(DEFICIT)</b>	<b>(\$470,566)</b>	<b>(\$494,563)</b>	<b>(\$515,068)</b>	<b>(\$535,768)</b>	<b>(\$552,565)</b>
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**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Emergency Prep. Comm.
FUND	11
PROGRAM	220

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	0	0	0	0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$487	\$0	\$500	\$0	\$500	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	592	70	1,000	5,518	3,000	200.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	2,779	1,489	2,000	1,132	3,000	50.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	117	0	1,000	0	1,000	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	1,067	0	388	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	2,310	947	1,200	929	1,200	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	298	408	0	125	0	0.0%
843	Training & Memberships	1,268	0	1,250	179	1,250	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	17	164	1,000	0	1,000	0.0%
861	Contractual Services	18,000	19,176	18,600	18,621	18,600	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$25,868</b>	<b>\$23,321</b>	<b>\$26,550</b>	<b>\$26,892</b>	<b>\$29,550</b>	<b>11.3%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	1,323	368	2,000	968	2,000	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$1,323</b>	<b>\$368</b>	<b>\$2,000</b>	<b>\$968</b>	<b>\$2,000</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$27,191</b>	<b>\$23,689</b>	<b>\$28,550</b>	<b>\$27,860</b>	<b>\$31,550</b>	<b>10.5%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$27,191</b>	<b>\$23,689</b>	<b>\$28,550</b>	<b>\$27,860</b>	<b>\$31,550</b>	<b>10.5%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Emergency Prep. Comm.
<b>FUND</b>	11
<b>PROGRAM</b>	220

**PROGRAM**

This activity describes expenses relating to preparation and planning to mitigate the effects of natural and man-made disasters.

**WORKPLAN**

- Increase outreach to neighborhoods, businesses and vulnerable populations regarding need to be personally prepared
- Increase the amount of materials available to residents regarding disaster preparation
- Continue development of municipal codes sections that support emergency preparedness in the community
- Conduct emergency drill using EOC at the Lafayette Library & Learning Center.
- Develop annexes for emergency operations plan (EOP)
- Test EOP annually

**ACCOUNT DESCRIPTIONS**

745	Flyers (earthquake safety, neighborhood watch, etc.)	\$3,000	
861	Radio technician services	\$600	
	Contract services for emergency services coordinator	<u>18,000</u>	(shared with Orinda and Moraga offset by \$16K EMPG grant)
		\$18,600	
907	Emergency equipment for trailer	\$2,000	



**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Crossing Guards
FUND	11
PROGRAM	230

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	0	0	0	0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	50,000	50,000	90,000	90,000	90,000	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$50,000</b>	<b>\$50,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>0.0%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>0.0%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>0.0%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Crossing Guards
<b>FUND</b>	11
<b>PROGRAM</b>	230

**PROGRAM**

The purpose of this program is to provide crossing guard services to Stanley and Lafayette Elementary.  
The cost of the program is shared with the school district.  
Prior to the 2002-2003 fiscal year, the cost of this program was included with Police Services (11-210)

**ACCOUNT DESCRIPTIONS**

861 School District Contract with All City Management Services \$90,000 Currently 1/2 of total cost

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Road & Drain Maintenance
FUND	11
PROGRAM	310

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$103,676	\$117,496	\$58,648	\$56,337	\$89,033	51.8%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	2	0	0.0%
711	Social Security	7,579	8,579	4,487	4,550	6,811	51.8%
714	Worker's Compensation	2,698	3,086	2,346	2,200	3,383	44.2%
721	Fringe Benefits	33,592	36,987	19,118	17,294	29,018	51.8%
<b>Subtotal PERSONNEL</b>		<b>\$147,545</b>	<b>\$166,148</b>	<b>\$84,598</b>	<b>\$80,382</b>	<b>\$128,246</b>	<b>51.6%</b>

**OPERATIONS AND MAINTENANCE**

741	Office Supplies	\$76	\$47	\$47	\$209	\$91	93.7%
743	Postage	233	172	172	87	136	-21.1%
745	Printing & Binding	0	43	43	0	0	N/A
746	Books & Software	0	401	401	0	0	N/A
748	Special Departmental Supplies	14,926	20,950	20,950	21,781	21,500	2.6%
751	Maintenance of Vehicles	39,528	31,109	24,000	18,643	24,000	0.0%
761	Maintenance of Equipment	6,018	3,057	3,600	3,325	3,700	2.8%
771	Maintenance of Buildings	8,580	4,545	4,545	4,055	4,545	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	648	648	0	0	N/A
801	Utilities-Water	20,765	26,058	40,000	37,505	41,200	3.0%
805	Utilities-Sewer	504	530	600	566	600	0.0%
811	Utilities-Gas & Electric	3,598	4,839	6,000	4,072	6,000	0.0%
821	Utilities-Telephones	8,424	7,966	8,000	7,580	8,000	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	4,923	3,263	9,704	7,253	10,519	8.4%
843	Training & Memberships	203	713	3,000	96	3,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	1,704	0	0	0	0	0.0%
861	Contractual Services	396,257	468,816	504,752	422,826	522,716	3.6%
861.5	Reimbursable Emergency Response	19,396	19,939	19,939	50,061	25,000	25.4%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$525,134</b>	<b>\$593,097</b>	<b>\$646,401</b>	<b>\$578,060</b>	<b>\$671,008</b>	<b>3.8%</b>

**CAPITAL OUTLAY**

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	6,723	75,000	0	0	0	0.0%
907	Equipment	845	0	20,000	26,187	25,000	25.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$7,568</b>	<b>\$75,000</b>	<b>\$20,000</b>	<b>\$26,187</b>	<b>\$25,000</b>	<b>25.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$680,247</b>	<b>\$834,245</b>	<b>\$750,999</b>	<b>\$684,630</b>	<b>\$824,253</b>	<b>9.8%</b>
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999	Prior Year Savings	\$0	\$0	\$25,000	\$0	\$25,000
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<b>TOTAL PROGRAM COST</b>	<b>\$680,247</b>	<b>\$834,245</b>	<b>\$775,999</b>	<b>\$684,630</b>	<b>\$849,253</b>	<b>9.4%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Road & Drain Maintenance
<b>FUND</b>	11
<b>PROGRAM</b>	310

**PROGRAM**

This program is responsible for the supervision and delivery of minor street, curb, sidewalk, gutter, storm drain and shoulder maintenance services, tree and shrub pruning and weed abatement within the public right-of-way and on City property. Services include cleaning storm drains and roadside ditches, storm damage cleanup and minor mud slide control.

**WORKPLAN**

- Undertake pavement and guard rail repairs, large tree trimming and removal, street reconstruction, installation of berms and curbs, shrub clearing and landscape maintenance.
- Identify defective storm drain facilities and perform repairs and upgrades; Perform annual pre-rainy season inspection of drainage systems.
- Respond to storm drain failures during storms, using both internal resources and consultants / contractors.
- Implement repair projects (street, curb, gutter, sidewalk, slope and storm drains) not included in near term CIP.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Public Works & Engineering Director	5%
	Assistant Engineer	5%
	Administrative Analyst - PW	30%
	Construction Inspector	5%
	Public Works Maintenance Manager	30%
	<b>Total Full Time Equivalent</b>	<b>0.75</b>

**ACCOUNT DESCRIPTIONS**

748	Equipment and materials for inventory	\$21,500
841	Allocated cost of office space rental	\$4,519
	Equipment rentals	6,000
		<u>\$10,519</u>
861	Computer support	\$1,416
907	Bobcat	\$25,000

<b>PUBLIC WORKS CONTRACT DETAIL</b>		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
861.01	MCE Hourly	\$54,244	\$52,212	\$66,000	\$47,916	\$68,000	3.0%
861.02	Building Maintenance	3,937	4,980	6,000	11,610	6,000	0.0%
861.05	Catch Basin Repairs	0	5,000	5,000	-	5,000	0.0%
861.06	Community Events	1,895	1,638	2,000	287	2,000	0.0%
861.08	Curb and Gutter Repairs	0	4,810	5,500	-	5,500	0.0%
861.15	Fencing	4,682	13,192	5,000	3,721	5,000	0.0%
861.18	Irrigation Repairs/Maintenance	16,299	14,058	34,000	9,348	35,000	2.9%
861.19	Landscape Maintenance	81,042	49,192	88,000	76,921	90,600	3.0%
861.20	Machine Discing	1,480	-	3,000	1,480	3,000	0.0%
861.25	Road Repairs	101,887	169,688	120,000	195,442	130,000	8.3%
861.26	Retaining Walls	2,800	-	6,000	-	5,000	-16.7%
861.27	Slope Repair/Stabilization	7,214	23,709	10,000	-	10,000	0.0%
861.28	Sidewalk Repairs	6,435	11,004	20,000	9,022	25,000	25.0%
861.34	Storm Drain Repairs	11,969	38,582	31,000	14,134	31,000	0.0%
861.42	Tree/Brush Maintenance	32,153	31,520	40,000	11,595	40,000	0.0%
861.43	Weed Control (manual)	23,308	34,575	24,000	30,380	26,000	8.3%
861.44	Weed Control (spraying)	4,926	2,521	5,000	527	4,000	-20.0%
861.45	Unanticipated Repairs/Maintenance	28,780	5,537	25,000	4,762	22,000	-12.0%
861.46	Professional Services	6,856	1,500	5,000	1,500	5,000	0.0%
861.61	Safety Compliance	3,905	3,460	3,200	3,014	3,200	0.0%
	<b>Subtotal</b>	<b>\$393,812</b>	<b>\$467,178</b>	<b>\$503,700</b>	<b>\$421,659</b>	<b>\$521,300</b>	<b>3.5%</b>

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Traffic Maintenance
FUND	11
PROGRAM	320

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$49,048	\$55,870	\$62,684	\$60,313	\$81,277	29.7%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	2	0	0.0%
711	Social Security	3,579	4,075	4,795	4,675	6,218	29.7%
714	Worker's Compensation	1,278	1,477	2,507	2,360	3,089	23.2%
721	Fringe Benefits	16,065	17,385	20,431	18,627	26,488	29.6%
<b>Subtotal PERSONNEL</b>		<b>\$69,969</b>	<b>\$78,808</b>	<b>\$90,418</b>	<b>\$85,977</b>	<b>\$117,071</b>	<b>29.5%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$57	\$0	\$107	\$114	\$122	14.0%
743	Postage	194	74	500	92	136	-72.8%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	18,155	12,942	21,000	12,856	21,000	0.0%
751	Maintenance of Vehicles	0	0	0	12	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	408	433	450	456	450	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	13,872	15,390	16,295	15,223	16,295	0.0%
841	Rental Expense	482	0	4,233	3,989	4,233	0.0%
843	Training & Memberships	316	0	0	523	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	157,459	156,873	194,652	172,011	204,177	4.9%
861.5	Reimbursable Emergency Response	25,787	38,401	35,000	8,955	35,000	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$216,731</b>	<b>\$224,113</b>	<b>\$272,237</b>	<b>\$214,229</b>	<b>\$281,413</b>	<b>3.4%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	8,956	992	100,000	20,619	79,170	-20.8%
907	Equipment	0	0	0	7,820	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$8,956</b>	<b>\$992</b>	<b>\$100,000</b>	<b>\$28,439</b>	<b>\$79,170</b>	<b>-20.8%</b>

<b>BASE PROGRAM COST</b>	<b>\$295,655</b>	<b>\$303,912</b>	<b>\$462,655</b>	<b>\$328,645</b>	<b>\$477,655</b>	<b>3.2%</b>
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999	Prior Year Savings	\$0	\$0	\$25,000	\$0	\$25,000
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<b>TOTAL PROGRAM COST</b>	<b>\$295,655</b>	<b>\$303,912</b>	<b>\$487,655</b>	<b>\$328,645</b>	<b>\$502,655</b>	<b>3.1%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Traffic Maintenance
<b>FUND</b>	11
<b>PROGRAM</b>	320

**PROGRAM**

This program is responsible for the supervision and delivery of traffic signal maintenance, street and traffic sign installation and maintenance, traffic striping and pavement marking maintenance, and curb painting.

**WORKPLAN**

- Implement the City's traffic signal maintenance, sign installation and maintenance, and pavement marking deficiencies program, and continue a program of corrective action.
- Maintain striping and pavement markings maintenance inventory program.
- Implement actions recommended by the Circulation Commission and directed by the City Council.
- Encourage citizen involvement and input into matters concerning vehicle, bicycle and pedestrian safety and convenience.
- Perform ongoing inspection for vegetation encroachment on sight distances and the administration of appropriate trim notices.
- Develop program and recommendations for new sign reflectivity standards.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Public Works Maintenance Manager	25%
	Assistant Engineer	5%
	Administrative Analyst - PW	20%
	Public Works & Engineering Director	10%
	Construction Inspector	5%
Total Full Time Equivalent		0.65

**ACCOUNT DESCRIPTIONS**

748	Sign posts, panels, hardware, power and small tools and city purchased materials; fuel	\$21,000	
861	Computer support	\$1,227	
906	Upgrade pedestrian Xing units (Deer Hill & Tanglewood)	\$30,000	
	Traffic Safety for Glenside Drive @ LAFMO trail	\$26,170	(carryover)
	Speed humps & signs	8,000	(from sinking fund)
	Improve traffic signal Reliez Station Rd @ Olympic / Beechwa	15,000	
		\$79,170	

PUBLIC WORKS CONTRACT DETAIL		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
861.01	MCE Hourly	\$6,159	\$6,432	\$6,600	\$11,605	\$6,800	3.0%
861.09	Curb Painting	4,574	1,155	5,000	158	5,150	3.0%
861.15	Fencing & Guardrails	2,250	3,961	5,000	7,445	5,000	0.0%
861.29	Sign Installation, Repairs, Repl.	15,641	18,129	22,000	26,967	22,600	2.7%
861.39	Striping & Stenciling	41,400	17,731	30,000	13,412	30,900	3.0%
861.4	Signal Maintenance (Cal Trans - 4 sig)	14,017	17,155	16,000	24,883	22,000	37.5%
861.41	Signal Maintenance (City - 19 + 2 ped)	71,382	84,170	100,000	77,650	100,000	0.0%
861.45	Unanticipated Repairs	114	450	2,000	4,213	4,500	125.0%
861.46	Professional Services	1,223	0	0	0	0	0.0%
861.47	Street Light / Parking Light Maintenance	591	6,870	7,000	4,434	6,000	-14.3%
861.61	Safety Compliance	123	0	0	0	0	0.0%
Subtotal		\$200,748	\$157,473	\$194,600	\$170,767	\$202,950	4.3%

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Parks & Trails Maint.
FUND	11
PROGRAM	340

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$93,559	\$103,579	\$136,642	\$137,399	\$125,407	-8.2%
705	Temporary Personnel	1,800	1,614	5,000	994	0	N/A
708	Overtime	5	5	0	0	0	0.0%
711	Social Security	7,625	8,465	10,836	11,300	9,594	-11.5%
714	Worker's Compensation	2,497	2,792	5,666	5,513	4,765	-15.9%
721	Fringe Benefits	28,948	31,973	41,139	42,223	38,273	-7.0%
<b>Subtotal PERSONNEL</b>		<b>\$134,433</b>	<b>\$148,428</b>	<b>\$199,282</b>	<b>\$197,428</b>	<b>\$178,038</b>	<b>-10.7%</b>

OPERATIONS AND MAINTENANCE		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
741	Office Supplies	\$97	\$0	\$100	\$322	\$100	0.0%
743	Postage	16	0	40	23	40	0.0%
745	Printing & Binding	0	0	50	19	0	N/A
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	2,964	2,744	3,000	2,863	3,000	0.0%
751	Maintenance of Vehicles	2,998	2,077	5,000	4,236	5,000	0.0%
761	Maintenance of Equipment	3,827	2,701	4,000	61	3,500	-12.5%
771	Maintenance of Buildings	0	106	0	18	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	41,060	45,905	60,000	48,547	60,000	0.0%
805	Utilities-Sewer	1,008	1,060	1,400	1,132	1,400	0.0%
811	Utilities-Gas & Electric	6,794	6,037	7,000	6,691	6,500	-7.1%
821	Utilities-Telephones	944	599	0	1,577	1,500	N/A
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	600	722	1,058	2,154	1,500	41.7%
843	Training & Memberships	0	125	500	0	500	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	163,458	119,322	139,940	119,663	137,228	-1.9%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$223,764</b>	<b>\$181,398</b>	<b>\$222,088</b>	<b>\$187,306</b>	<b>\$220,268</b>	<b>-0.8%</b>

CAPITAL OUTLAY		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	9,205	30,460	25,000	31,748	273,000	992.0%
907	Equipment	10,486	0	5,000	0	3,000	-40.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$19,691</b>	<b>\$30,460</b>	<b>\$30,000</b>	<b>\$31,748</b>	<b>\$276,000</b>	<b>820.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$377,887</b>	<b>\$360,287</b>	<b>\$451,370</b>	<b>\$416,482</b>	<b>\$674,306</b>	<b>49.4%</b>
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999	Prior Year Savings	\$0	\$0	\$25,000	\$0	\$25,000
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<b>TOTAL PROGRAM COST</b>	<b>\$377,887</b>	<b>\$360,287</b>	<b>\$476,370</b>	<b>\$416,482</b>	<b>\$699,306</b>	<b>46.8%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Parks & Trails Maint.
<b>FUND</b>	11
<b>PROGRAM</b>	340

**PROGRAM**

This program is responsible for the maintenance of parks and trails. Emphasis is on appearance and user safety. Some maintenance of the Buckeye Fields and facilities at the Lafayette Community Park will be provided by contract and volunteer labor under the supervision of the Parks Maintenance Specialist.

**WORKPLAN**

- Implement maintenance requirements and track costs of the individual parks and trails for annual maintenance.
- Administer park maintenance contracts.
- Maintain ongoing communications between the public works department, Consolidated Fire District, and Park, Trails and Recreation Subcommittees, and the various park users for the purpose of developing realistic maintenance needs and costs.
- Maintain Brook Street park, Mildred Lane Observation park, Community Park, Leigh Creekside Park & Buckeye Fields.
- Monitor and repair erosion and slides at Community Park.
- Inspect and maintain the seven City trails and the network of trails in the Community Park.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Parks, Trails and Recreation Director	5%
	Parks Maintenance Supervisor	100%
	Administrative Assistant - P&R - A	6.5%
	Administrative Assistant - P&R - B	6.5%
	<b>Total Full Time Equivalent</b>	<b>1.18</b>

861 Computer Support \$2,228

**DESCRIPTION OF CAPITAL OUTLAY**

906	Trail renovations	15,000	
	Repair damage to fields due to pigs	50,000	(from sinking fund)
	Community Park Infields	8,000	
	Buckeye Patio	200,000	
		<u>\$273,000</u>	

PUBLIC WORKS CONTRACT DETAIL		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
861.01	MCE Hourly	\$24,375	110	\$3,300	770	\$3,000	-9.1%
861.02	Building Maintenance	1,764	2,718	2,000	0	2,000	0.0%
861.03	Ballfield Maintenance	30,409	18,769	35,000	23,712	30,000	-14.3%
861.10	Downtown Litter Removal	0	1,554	0	0	0	0.0%
861.15	Fencing	13,519	0	5,000	3,233	5,000	0.0%
861.16	Firebreak Maintenance	12,768	11,843	10,000	9,676	20,000	100.0%
861.18	Irrigation Repairs	1,961	5,046	4,000	4,585	4,000	0.0%
861.19	Landscape Maintenance	715	20,014	14,500	11,659	14,000	-3.4%
861.21	Park & Play Equipment & Furnishings	8,098	8,384	9,000	15,867	9,000	0.0%
861.22	Parking Lot Maintenance	416	0	2,000	0	2,000	0.0%
861.24	Restroom Maintenance	2,879	4,425	5,000	6,696	7,000	40.0%
861.25	Road Repairs	717	850	2,000	376	2,000	0.0%
861.27	Slope Repairs/Stabilization	1,057	5,127	3,000	214	3,000	0.0%
861.28	Trail Maintenance & Repair	6,770	12,622	12,000	6,601	12,000	0.0%
861.42	Tree Maintenance	30,356	17,990	10,000	18,481	10,000	0.0%
861.43	Weed Control (manual)	-	4,015	5,000	1,889	3,000	-40.0%
861.44	Weed Control (spraying)	390	420	2,500	814	1,000	-60.0%
861.45	Unanticipated Repairs	23,720	1,805	10,000	320	5,000	-50.0%
861.47	Streetlight / Parking Light Maint.	1,500	0	1,500	1,660	1,500	0.0%
861.48	Transaction Fees	1,337	1,505	1,500	702	1,500	0.0%
	<b>Subtotal</b>	<b>\$162,751</b>	<b>\$117,197</b>	<b>\$137,300</b>	<b>\$107,255</b>	<b>\$135,000</b>	<b>-1.7%</b>



**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Comm. Ctr. Maint.
FUND	11
PROGRAM	350

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$62,314	\$61,193	\$62,138	\$62,898	\$67,493	8.6%
705	Temporary Personnel	2,841	3,007	2,800	3,705	2,800	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	4,664	4,792	4,968	4,951	5,377	8.2%
714	Worker's Compensation	1,612	1,670	2,598	2,650	2,671	2.8%
721	Fringe Benefits	25,530	25,312	27,281	26,083	28,553	4.7%
<b>Subtotal PERSONNEL</b>		<b>\$96,962</b>	<b>\$95,974</b>	<b>\$99,785</b>	<b>\$100,287</b>	<b>\$106,895</b>	<b>7.1%</b>

OPERATIONS AND MAINTENANCE							
741	Office Supplies	\$53	\$50	\$75	\$0	\$75	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	11,311	17,634	13,600	16,121	13,600	0.0%
751	Maintenance of Vehicles	83	442	400	791	1,000	150.0%
761	Maintenance of Equipment	1,356	822	2,000	1,359	2,000	0.0%
771	Maintenance of Buildings	17,585	17,436	21,500	16,315	21,500	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	39	0	0	0	0.0%
801	Utilities-Water	7,032	8,475	7,000	8,322	8,000	14.3%
805	Utilities-Sewer	1,494	1,601	1,500	1,902	1,601	6.7%
811	Utilities-Gas & Electric	32,044	32,912	31,300	34,434	31,300	0.0%
821	Utilities-Telephones	469	379	250	712	268	7.2%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	2,040	1,516	3,074	182	3,066	-0.2%
843	Training & Memberships	279	151	1,000	245	0	N/A
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	71,743	65,215	101,574	85,480	74,416	-26.7%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$145,489</b>	<b>\$146,672</b>	<b>\$183,273</b>	<b>\$165,861</b>	<b>\$156,827</b>	<b>-14.4%</b>

CAPITAL OUTLAY							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	47,000	9,787	7,000	8,641	8,500	21.4%
907	Equipment	11,426	5,074	16,000	16,456	5,000	-68.8%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$58,426</b>	<b>\$14,861</b>	<b>\$23,000</b>	<b>\$25,097</b>	<b>\$13,500</b>	<b>-41.3%</b>

<b>BASE PROGRAM COST</b>	<b>\$300,876</b>	<b>\$257,506</b>	<b>\$306,058</b>	<b>\$291,244</b>	<b>\$277,222</b>	<b>-9.4%</b>
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999	Prior Year Savings	\$0	\$0	\$25,000	\$0	\$25,000
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<b>TOTAL PROGRAM COST</b>	<b>\$300,876</b>	<b>\$257,506</b>	<b>\$331,058</b>	<b>\$291,244</b>	<b>\$302,222</b>	<b>-8.7%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Comm. Ctr. Maint.
<b>FUND</b>	11
<b>PROGRAM</b>	350

**PROGRAM**

This program is responsible for maintaining the Community Center.

**WORKPLAN**

- Maintain a clean, safe environment suitable for public access at the Lafayette Community Center.
- Deter vandalism and property damage through a combination of public awareness, adequate lighting and program supervision and police services.
- Inspect roof, electrical, heating, and plumbing systems and project long-term repairs and costs.

**STAFFING REQUIREMENTS**

Position Title	Full-Time Equivalent
702 Parks, Trails and Recreation Director	10%
Recreation Supervisor - B	5%
Recreation Supervisor - A	15%
Facilities Maintenance Worker - A	50%
<b>Total Full Time Equivalent</b>	<b>0.80</b>

**ACCOUNT DESCRIPTIONS**

748	Cleaning and consumable items	\$13,600
761	Maintenance of kitchen equipment, fire extinguishers, HVAC, irrigation, lighting & playground	\$2,000
771	Alarm Monitoring	\$5,500
	Ceiling tiles, locks, switches	16,000
		\$21,500
841	Computer support	\$566
	Scissor Lift	2,500
		\$3,066
861	Landscape maintenance	\$25,000
	Contract custodial	35,000
	Kitchen hood maintenance	1,350
	Painting	5,000
	Electrical repairs / improvements	5,000
	Plumbing repairs	2,500
	Computer support	566
		\$74,416
906	Carpet	\$8,500
907	Tables	\$5,000

**TRANSFERS:**

Transfer to Community Center Sinking Maint. Fund 16	(\$10,000)
Transfer from Recreation Programs Fund 31	\$20,000

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Emergency Response
FUND	11
PROGRAM	360

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	0	0	0	0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	41,707	514,449	50,000	0	50,000	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$41,707</b>	<b>\$514,449</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>0.0%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$41,707</b>	<b>\$514,449</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>0.0%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$41,707</b>	<b>\$514,449</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>0.0%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Emergency Response
<b>FUND</b>	11
<b>PROGRAM</b>	360

**PROGRAM**

This program is used to track expenses incurred by the City while responding to natural and man-made emergency events.

*FUNDS FROM THIS PROGRAM CAN ONLY BE SPENT WITH EXPLICIT APPROVAL FROM THE LAFAYETTE CITY COUNCIL.*

**WORKPLAN**

- Keep the roadways clear.
- Track expenses to be reimbursed by the Federal Emergency Management Agency.
- Activate Emergency Operations Center during major emergency events.

**ACCOUNT DESCRIPTIONS**

861 Contingency for local emergencies \$50,000  
 Authorized \$20K for PG&E PSPS Planning

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Planning Services
FUND	11
PROGRAM	410

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$282,988	\$353,624	\$358,676	\$334,160	\$325,802	-9.2%
705	Temporary Personnel	19,922	17,235	20,000	27,058	20,000	0.0%
708	Overtime	856	1,176	4,000	848	2,000	-50.0%
711	Social Security	22,673	28,146	29,275	26,994	26,607	-9.1%
714	Worker's Compensation	7,846	9,793	15,147	14,513	13,140	-13.2%
721	Fringe Benefits	94,592	115,664	127,292	111,029	115,562	-9.2%
<b>Subtotal PERSONNEL</b>		<b>\$428,878</b>	<b>\$525,639</b>	<b>\$554,390</b>	<b>\$514,601</b>	<b>\$503,112</b>	<b>-9.2%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$3,655	\$3,629	\$3,000	\$3,128	\$3,000	0.0%
743	Postage	614	924	989	867	1,118	13.1%
745	Printing & Binding	669	214	3,000	262	3,000	0.0%
746	Books & Software	168	238	0	225	0	0.0%
748	Special Departmental Supplies	2,561	566	500	227	500	0.0%
751	Maintenance of Vehicles	1,257	1,145	1,500	439	1,500	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	974	4,828	500	1,139	500	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	1,411	969	1,500	950	1,500	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	30,317	43,750	41,655	41,252	39,657	-4.8%
843	Training & Memberships	12,859	7,794	10,000	5,643	10,000	0.0%
850	Contingency	10	0	0	0	0	0.0%
851	Advertising/Legal Notices	1,997	8,493	1,000	577	1,000	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	123,132	161,865	162,578	132,145	162,486	-0.1%
861.5	Reimbursable Emergency Response	0	0	12,000	0	0	N/A
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$179,624</b>	<b>\$234,413</b>	<b>\$238,222</b>	<b>\$186,854</b>	<b>\$224,261</b>	<b>-5.9%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	22,791	10,817	0	2,182	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$22,791</b>	<b>\$10,817</b>	<b>\$0</b>	<b>\$2,182</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$631,294</b>	<b>\$770,869</b>	<b>\$792,612</b>	<b>\$703,638</b>	<b>\$727,373</b>	<b>-8.2%</b>
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999	Prior Year Savings	\$0	\$0	\$25,000	\$0	\$25,000
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<b>TOTAL PROGRAM COST</b>	<b>\$631,294</b>	<b>\$770,869</b>	<b>\$817,612</b>	<b>\$703,638</b>	<b>\$752,373</b>	<b>-8.0%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Planning Services
<b>FUND</b>	11
<b>PROGRAM</b>	410

**PROGRAM**

This program provides current and future physical planning for the community consistent with the General Plan and the policy direction of the City Council. Strong emphasis is placed on physical preservation of neighborhoods, revitalization and enhancement of the downtown commercial area with respect for the community's semi-rural residential character, and the overall service needs and vitality of the City's economic base.

**WORKPLAN**

- Staff and provide professional recommendations to the City Council, Planning Commission, Design Review Commission, DSIMPIC, Public Art Committee, Environmental Task Force, Senior Housing Task Force and subcommittees.
- Provide quality assistance to the public in the areas of zoning, planning, building, and other related activities.
- Hear and decide discretionary approvals administered by the Zoning Administrator.
- Process and review applications in a timely and professional manner.
- Complete the tasks in the approved work plan.
- Implement the goals of the General Plan and the Downtown Specific Plan.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Planning & Building Director	45%
	Associate Planner	40%
	Senior Planner - B	40%
	Planning Technician - B	70%
	Senior Planner - A	30%
	Planning Technician - C	30%
	Planning Technician - A	75%
	Department Assistant - B	40%
	<b>Total Full-Time Equivalent:</b>	<b>3.70</b>

**ACCOUNT DESCRIPTIONS**

705	Interns	20,000		
745	Printing long-range studies	\$3,000		
841	2 Electric Vehicles for Planning Staff (Lease)	\$2,500		
	Allocated cost of office space rental	37,157		
		<u>\$39,657</u>		
843	Staff Training	\$10,000		
861	American Planning Association Dues	\$2,000	861.10	Contract Planners
	Landscape Architect Review Services	2,500		(reimbursed by applicants)
	Housing Element Implementation	40,000		
	Traffic Consultation Services	1,000		
	Downtown Specific Plan Implementation	20,000		
	Updates to downtown and single family residential design guide	50,000		
	Pro-rata share of City computer equipment	6,986		
		<u>\$122,486</u>		

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Code Enforcement
FUND	11
PROGRAM	415

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$80,492	\$19,785	\$20,537	\$15,962	\$20,310	-1.1%
705	Temporary Personnel	0	33,675	55,328	39,580	48,120	-13.0%
708	Overtime	3	181	500	106	0	N/A
711	Social Security	5,648	4,321	5,842	4,380	5,235	-10.4%
714	Worker's Compensation	2,107	1,418	3,035	2,231	2,600	-14.3%
721	Fringe Benefits	39,390	6,141	6,654	4,993	6,670	0.2%
<b>Subtotal PERSONNEL</b>		<b>\$127,640</b>	<b>\$65,521</b>	<b>\$91,896</b>	<b>\$67,253</b>	<b>\$82,935</b>	<b>-9.8%</b>

OPERATIONS AND MAINTENANCE							
741	Office Supplies	\$594	\$165	\$400	\$172	\$400	0.0%
743	Postage	191	78	77	69	77	0.0%
745	Printing & Binding	0	212	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	278	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	2,000	0	2,000	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	663	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	10,679	3,324	3,175	2,998	3,175	0.0%
843	Training & Memberships	0	0	1,500	63	1,500	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	16,963	597	10,574	10,234	10,566	-0.1%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$29,090</b>	<b>\$4,654</b>	<b>\$17,726</b>	<b>\$13,536</b>	<b>\$17,718</b>	<b>0.0%</b>

CAPITAL OUTLAY							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	6,459	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$6,459</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$163,189</b>	<b>\$70,175</b>	<b>\$109,622</b>	<b>\$80,788</b>	<b>\$100,653</b>	<b>-8.2%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$163,189</b>	<b>\$70,175</b>	<b>\$109,622</b>	<b>\$80,788</b>	<b>\$100,653</b>	<b>-8.2%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Code Enforcement
<b>FUND</b>	11
<b>PROGRAM</b>	415

**PROGRAM**

This program provides funding to enforce codes and ordinances in downtown and the neighborhoods as well as ensure that conditions imposed on new construction are implemented.

**WORKPLAN**

- Enforce City codes and ordinances.
- Ensure that conditions imposed for new construction are being properly implemented.

**STAFFING REQUIREMENTS**

	<u>Position Title</u>	<u>Full-Time Equivalent</u>
702	Planning Technician - B	15%
	Senior Planner - B	5%
	Planning Technician - A	10%
	Total Full-Time Equivalent:	0.30

**ACCOUNT DESCRIPTIONS**

705	Temporary Code Enforcement	\$48,120	
861	Abatement of nuisances*	\$10,000	(*Upfront costs that may be reimbursed)
	Pro-rata share of City computer equipment	566	
		\$10,566	



**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Engineering Services
FUND	11
PROGRAM	420

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$156,923	\$242,747	\$388,151	\$359,778	\$444,706	14.6%
705	Temporary Personnel	324	504	0	6,768	2,500	N/A
708	Overtime	228	448	0	57	0	0.0%
711	Social Security	10,468	16,968	29,694	26,466	34,211	15.2%
714	Worker's Compensation	4,022	6,153	15,526	14,365	16,994	9.5%
721	Fringe Benefits	55,668	86,397	139,648	120,299	150,068	7.5%
<b>Subtotal PERSONNEL</b>		<b>\$227,632</b>	<b>\$353,217</b>	<b>\$573,018</b>	<b>\$527,733</b>	<b>\$648,479</b>	<b>13.2%</b>

OPERATIONS AND MAINTENANCE							
741	Office Supplies	\$693	\$1,899	\$1,611	\$2,633	\$2,376	47.5%
743	Postage	517	672	882	779	1,178	33.6%
745	Printing & Binding	663	601	500	161	500	0.0%
746	Books & Software	0	350	500	926	500	0.0%
748	Special Departmental Supplies	1,936	5,983	1,500	668	1,500	0.0%
751	Maintenance of Vehicles	3,710	4,226	5,000	5,494	5,000	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	187	85	187	7,729	187	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	3,018	2,542	3,000	2,730	3,000	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	12,837	26,815	34,922	32,875	39,166	12.2%
843	Training & Memberships	848	2,722	3,000	1,570	3,000	0.0%
850	Contingency	138	0	150	0	150	0.0%
851	Advertising/Legal Notices	0	50	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	42,753	106,822	132,313	73,378	97,364	-26.4%
861.5	Reimbursable Emergency Response	11,085	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$78,384</b>	<b>\$152,766</b>	<b>\$183,564</b>	<b>\$128,944</b>	<b>\$153,921</b>	<b>-16.1%</b>

CAPITAL OUTLAY							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$306,017</b>	<b>\$505,983</b>	<b>\$756,582</b>	<b>\$656,677</b>	<b>\$802,400</b>	<b>6.1%</b>
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999	Prior Year Savings	\$0	\$0	\$0	\$0	\$25,000
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<b>TOTAL PROGRAM COST</b>	<b>\$306,017</b>	<b>\$505,983</b>	<b>\$756,582</b>	<b>\$656,677</b>	<b>\$827,400</b>	<b>9.4%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Engineering Services
<b>FUND</b>	11
<b>PROGRAM</b>	420

**PROGRAM**

City engineering services are provided by a professional staff. Design and major project work for engineering projects are provided through contracts with consultants. Services provided by in-house staff include:

- Administration of the Capital Improvement Program, including project development and contract administration.
- Facilitation of community involvement in project development.
- Engineering review of development proposals including incorporation of NPDES development regulations.
- Processing improvement plans and subdivision maps for private development.
- Providing input to other agencies, commissions, departments, and the public on engineering, maintenance, and development matters.
- Coordinating with the Public Works Services Manager regarding maintenance, operations, and repair of public facilities.
- Representing the City's interests in regional transportation and funding issues.
- Administering encroachment permit program.

**WORKPLAN**

- Administer the Capital Improvement Program, from project development through final construction, including contract administration.
- Administer transportation planning functions.
- Perform engineering review of development proposals including conformance review of new NPDES regulations.
- In coordination with the Planning Division, process improvement plans and subdivision maps for private development.
- Perform special studies to facilitate long-range planning in the capital improvements, downtown redevelopment, and traffic / pedestrian circulation.
- Provide input to other agencies, commissions, departments, and the public on engineering, maintenance, and development matters.
- Provide customer service to the community by responding to questions and requests regarding infrastructure maintenance and improvements.
- Coordinate with the Public Works Services Manager regarding maintenance, operations, and repair of public facilities.
- Represent the City's interests in regional transportation and funding issues.
- Administer the encroachment permit program including inspection of major public improvements by private developers.
- Staff the Capital Projects Assessment Committee and the Public Works Services subcommittee.

**STAFFING REQUIREMENTS**

	<u>Position Title</u>	<u>Full-Time Equivalent</u>
702	Public Works & Engineering Director	35%
	Engineering Services Manager	50%
	Assistant Engineer	25%
	Senior Engineer	50%
	Senior Construction Inspector	70%
	Construction Inspector	80%
	Engineering Technician	50% *offset 80% by Orinda/Moraga
	Department Assistant - A	30%
	Total Full Time Equivalent	3.90

**ACCOUNT DESCRIPTIONS**

861	Misc. consultant services (survey/traffic/geotech/landscape)	\$10,000	
	Contract inspection services (PG&E)	\$50,000	(offset by fees)
	Construction testing services for public improvements by private developers	10,000	
	Pre-engineering studies for construction year 2020 capital projects	20,000	
	Computer support	7,364	
		\$97,364	

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	City Manager
FUND	11
PROGRAM	510

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$323,146	\$344,895	\$524,810	\$428,661	323,983	-38.3%
705	Temporary Personnel	0	0	0	0	0	0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	16,756	17,290	40,148	19,460	24,785	-38.3%
714	Worker's Compensation	8,568	9,311	20,992	11,914	12,311	-41.4%
721	Fringe Benefits	107,213	111,085	173,998	135,147	112,912	-35.1%
<b>Subtotal PERSONNEL</b>		<b>\$455,683</b>	<b>\$482,581</b>	<b>\$759,949</b>	<b>\$595,182</b>	<b>\$473,991</b>	<b>-37.6%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$851	\$1,167	\$1,035	\$1,210	\$1,292	24.8%
743	Postage	330	522	566	486	641	13.1%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	70	965	1,000	0	1,000	0.0%
748	Special Departmental Supplies	0	68	500	30	500	0.0%
751	Maintenance of Vehicles	2,780	9,495	6,000	2,781	6,000	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	686	322	500	304	500	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	945	747	1,200	246	1,200	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	20,378	23,524	22,435	21,107	21,290	-5.1%
843	Training & Memberships	6,975	6,654	11,605	7,077	7,400	-36.2%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	400	1,759	1,700	0	1,700	0.0%
861	Contractual Services	10,927	5,454	4,056	5,245	4,003	-1.3%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$44,342</b>	<b>\$50,678</b>	<b>\$50,597</b>	<b>\$38,486</b>	<b>\$45,525</b>	<b>-10.0%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	7,589	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$7,589</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$500,025</b>	<b>\$540,847</b>	<b>\$810,545</b>	<b>\$633,669</b>	<b>\$519,516</b>	<b>-35.9%</b>
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999	Prior Year Savings	\$0	\$0	\$0	\$0	\$25,000
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<b>TOTAL PROGRAM COST</b>	<b>\$500,025</b>	<b>\$540,847</b>	<b>\$810,545</b>	<b>\$633,669</b>	<b>\$544,516</b>	<b>-32.8%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	City Manager
<b>FUND</b>	11
<b>PROGRAM</b>	510

**PROGRAM**

The City Manager's office provides general administrative direction of City operations and program implementation as set forth by policy direction of the City Council. The City Manager is appointed by the City Council as chief executive officer of the municipal corporation and is charged with providing professional leadership.

**WORKPLAN**

- Provide sound and objective policy recommendations and responsive staff support to the City Council.
- Monitor and report the fiscal condition of the City government to the City Council and recommend programs and policies that ensure the City's stable and healthy fiscal condition at all times.
- Provide the direction, motivation, supervision, and training of City staff as needed to achieve program objectives.
- Be responsive to citizens in a timely fashion and develop user friendly procedures including prompt and efficient responses to citizen requests for services.
- Develop procedures and training that protect the City's resources through sound management of claims, suits, and litigation.
- Promote the Team Standards and Customer Service Standards to City staff.
- Track and analyze State legislation.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	City Manager	100%
	Department Assistant - C	75%
	Administrative Assistant - Admin	37%
	<b>Total Full Time Equivalent</b>	<b>2.12</b>

**ACCOUNT DESCRIPTIONS**

841	Allocated cost of office space rental	\$21,290
843	LOCC Annual Conference	\$2,000
	CCMF	\$400
	Contract Cities Association Conference	2,600
	ICMA Membership & Conference	2,400
		<u>\$7,400</u>
853	Rotary Club Membership	\$1,200
	Chamber of Commerce	500
		<u>\$1,700</u>
861	Pro-rata share of City computer equipment	\$4,003

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Legal Services
FUND	11
PROGRAM	520

PERSONNEL SERVICES		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	0	0	0	0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

OPERATIONS AND MAINTENANCE		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	62	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	630,687	704,120	604,184	781,172	664,351	10.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	37,645	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$668,332</b>	<b>\$704,120</b>	<b>\$604,184</b>	<b>\$781,234</b>	<b>\$664,351</b>	<b>10.0%</b>

CAPITAL OUTLAY		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$668,332</b>	<b>\$704,120</b>	<b>\$604,184</b>	<b>\$781,234</b>	<b>\$664,351</b>	<b>10.0%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$668,332</b>	<b>\$704,120</b>	<b>\$604,184</b>	<b>\$781,234</b>	<b>\$664,351</b>	<b>10.0%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Legal Services
<b>FUND</b>	11
<b>PROGRAM</b>	520

**PROGRAM**

This program represents various legal services provided by the City Attorney and special legal counsel.

The City Attorney, a contract employee, is legal advisor to the City Council, the administrative staff, and, upon authorization, City Commissions. Responsibilities of the City Attorney include drafting ordinances, resolutions, leases, contracts, agreements, and other documents; researching and preparing legal opinions on various legal issues; attending City Council and Planning Commission meetings for the purpose of giving legal advice; investigating and settling certain civil claims; appearing in court and in administrative proceedings on behalf of the City; prosecuting certain ordinance/code violations; recovering damages to public property; condemning property for public purposes and performing other legal services as requested. The City Attorney's focus is to practice preventative law and provide legal advice leading to the adoption of practices and policies which will prevent or minimize litigation.

Special counsel is engaged when the nature of legal matters requires unique or special expertise to represent the City. The City Council determines, in matters of civil litigation, who shall represent the City. The City Attorney supervises and coordinates with such outside counsel at the Council's request.

City Attorney services are provided by Best, Best & Krieger.

**ACCOUNT DESCRIPTIONS**

863.1 Effective 7/1/18, the City expects to pay a retainer of \$21,182 per month for general legal services. Special litigation by the City Attorney is billed at \$300/hour for partners and of counsel, associates \$264/hour, and paralegal/clerks \$165/hour.

<i>LEGAL SERVICES DETAIL</i>		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
863.1	Legal Services Retainer	\$239,124	\$246,300	\$254,184	254,184	\$264,351	4.0%
863.2	Special Services (non-retainer)	328,418	132,738	150,000	48,888	150,000	0.0%
863.25	Special Litigation	0	0	0	21,012	0	0.0%
863.3	Outside Counsel	38,285	325,082	200,000	457,089	250,000	25.0%
	Subtotal	\$605,827	\$704,120	\$604,184	\$781,172	\$664,351	10.0%

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	City Clerk
FUND	11
PROGRAM	530

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$98,242	\$98,718	\$128,325	\$133,419	\$137,109	6.8%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	7,115	7,322	9,817	9,828	10,489	6.8%
714	Worker's Compensation	2,508	2,549	5,133	5,240	5,210	1.5%
721	Fringe Benefits	29,546	29,576	40,801	39,979	43,591	6.8%
<b>Subtotal PERSONNEL</b>		<b>\$137,411</b>	<b>\$138,166</b>	<b>\$184,077</b>	<b>\$188,466</b>	<b>\$196,399</b>	<b>6.7%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$426	\$413	\$488	\$571	\$609	24.8%
743	Postage	120	185	267	229	302	13.1%
745	Printing & Binding	0	162	200	0	200	0.0%
746	Books & Software	0	0	200	0	200	0.0%
748	Special Departmental Supplies	0	0	200	0	200	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	2,094	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	184	0	100	0	100	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	681	684	685	900	685	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	6,674	8,329	10,582	9,959	10,042	-5.1%
843	Training & Memberships	1,268	760	5,050	960	5,050	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	1,500	0	1,500	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	7,342	4,938	11,388	6,240	11,363	-0.2%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$16,693</b>	<b>\$17,565</b>	<b>\$30,661</b>	<b>\$18,859</b>	<b>\$30,252</b>	<b>-1.3%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$154,104</b>	<b>\$155,731</b>	<b>\$214,737</b>	<b>\$207,325</b>	<b>\$226,651</b>	<b>5.5%</b>
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999	Prior Year Savings	\$0	\$0	\$25,000	\$0	\$25,000
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<b>TOTAL PROGRAM COST</b>	<b>\$154,104</b>	<b>\$155,731</b>	<b>\$239,737</b>	<b>\$207,325</b>	<b>\$251,651</b>	<b>5.0%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	City Clerk
<b>FUND</b>	11
<b>PROGRAM</b>	530

**PROGRAM**

The City Clerk is responsible for the maintenance and distribution of City Council records, rosters, activities, and transactions; i.e., agendas, minutes, resolutions, ordinances, recordation with the County Recorder's Office; providing for Administration of City elections in accordance with State law; preparing, posting, and publishing all City Council official notices; administering Political Reform Act filing. The Clerk also maintains the Lafayette Municipal Code and is custodian of the City Seal.

**WORKPLAN**

- Continue timely preparation of agendas and minute transcriptions, and distribution of certified resolutions and ordinances.
- Provide for records management of City documents including safe and secure storage, as well as off-site back-up. Keep current the optical disk scanning of all City historical and legal documents.
- Continue timely advertising, legal publishing, and updates of Municipal Code.
- Continue administration of oaths, economic interest, and campaign statements consistent with State laws.
- Continue with educational training.
- Continue to handle the processing of claims filed against the City.

**STAFFING REQUIREMENTS**

	<u>Position Title</u>	<u>Full-Time Equivalent</u>
702	City Clerk & Municipal Information Officer	100%
	Total Full Time Equivalent	1.00

**ACCOUNT DESCRIPTIONS**

791	Notary Errors and Omissions insurance	\$100
843	Bimonthly No. Cal. City Clerks Association Meetings	\$250
	CMC Training - New Laws & Elections	3,500
	Annual CCAC Conference	700
	Mileage Reimbursement	600
		<u>\$5,050</u>
851	Publication of legal notices (public hearings / ordinances)	\$1,500
861	CCAC dues	\$125
	IIMC dues	250
	National Notary Assn. dues	100
	Municode Annual Update	5,000
	Muni codes on-line	1,000
	Questys annual maintenance	\$3,000
	Pro-rata share of City computer equipment	1,888
		<u>\$11,363</u>



**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Administrative Services
FUND	11
PROGRAM	540

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$440,378	\$482,908	\$478,313	\$471,824	\$517,393	8.2%
705	Temporary Personnel	16,432	19,903	1,000	0	1,000	0.0%
708	Overtime	45	0	0	32	0	0.0%
711	Social Security	31,317	35,334	36,667	32,362	39,657	8.2%
714	Worker's Compensation	11,781	13,122	19,173	18,601	19,699	2.7%
721	Fringe Benefits	141,895	159,390	156,869	148,681	167,264	6.6%
<b>Subtotal PERSONNEL</b>		<b>\$641,848</b>	<b>\$710,656</b>	<b>\$692,022</b>	<b>\$671,499</b>	<b>\$745,014</b>	<b>7.7%</b>

OPERATIONS AND MAINTENANCE		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
741	Office Supplies	\$3,388	\$3,186	\$1,757	\$2,886	\$2,346	33.5%
743	Postage	568	922	962	825	1,163	20.9%
745	Printing & Binding	1,084	347	1,000	3,327	1,000	0.0%
746	Books & Software	294	293	500	288	500	0.0%
748	Special Departmental Supplies	0	941	500	0	500	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	286	1,150	1,000	67	1,000	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	1,827	1,695	2,000	1,490	2,000	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	32,035	39,963	38,097	36,168	38,097	0.0%
843	Training & Memberships	6,510	4,144	6,400	3,886	6,400	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	1,113	4,779	2,500	8,972	50,000	1900.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	65,919	34,157	30,987	62,831	45,369	46.4%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$113,022</b>	<b>\$91,578</b>	<b>\$85,703</b>	<b>\$120,740</b>	<b>\$148,375</b>	<b>73.1%</b>

CAPITAL OUTLAY		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	798	471	500	0	500	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$798</b>	<b>\$471</b>	<b>\$500</b>	<b>\$0</b>	<b>\$500</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$755,668</b>	<b>\$802,706</b>	<b>\$778,225</b>	<b>\$792,239</b>	<b>\$893,888</b>	<b>14.9%</b>
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999	Prior Year Savings	\$0	\$0	\$14,025	\$0	\$10
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<b>TOTAL PROGRAM COST</b>	<b>\$755,668</b>	<b>\$802,706</b>	<b>\$792,249</b>	<b>\$792,239</b>	<b>\$893,899</b>	<b>12.8%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Administrative Services
<b>FUND</b>	11
<b>PROGRAM</b>	540

**PROGRAM**

The Administrative Services program is responsible for the administration of the City's fiscal and human resource operations, office technology and facilities, risk management, TCI and PG&E franchise oversight, Vistas newsletter publication, and the webpage. Finance is comprised of six principal areas of responsibility: financial administration, accounting, payroll, capital projects, treasury, and purchasing. Human Resources is responsible for recruiting, training, and retaining employees of the highest caliber. The Administrative Services Director functions as the Finance Director and the Human Resources Director.

**WORKPLAN**

**Finance, Purchasing, and Treasury**

- Maintain financial integrity of City and assure that adequate internal controls are in place.
- Maintain the accounting system and financial management practices in conformance with generally accepted accounting practices.
- Maximize interest earnings by investing 99% of all available funds daily.
- Implement Purchasing Ordinance and policy.
- Oversee parking lot leases and income, Transient Occupancy Tax audits, and TCI and PG&E franchise payments.
- Review and adjust user rates and fees to reflect the cost of providing services.
- Continue to pursue federal and state reimbursement for the cost of mandated programs.

**Personnel**

- Continue to recruit the highest quality personnel to fill vacancies as they occur or are created.
- Continue to implement City training programs.
- Manage worker's compensation claims, grievances, disciplinary matters and employee benefits.
- Maintain personnel database.

**Office Technology, Real and Personal Property, Risk Management, and Franchises**

- Manage office facilities and office technologies; telephone, voice mail, copiers, faxes, and computer systems.
- Implement an efficient system of City fixed assets inventory and disposal of surplus fixed assets.
- Continue to serve as the JPA Risk Management Board representative. Review all City property for proper insurance coverage.

**Vistas and Web Page**

- Continue to edit and coordinate the publication and distribution of Vistas newsletter.
- Design and implement changes to the City webpage as an on-going, work-in-progress.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Administrative Services Director	95%
	Assistant Administrative Services Director	100%
	Accounting Assistant	100%
	Accountant	90%
	<b>Total Full Time Equivalent</b>	<b>3.85</b>

**ACCOUNT DESCRIPTIONS**

745	Checks, forms, budgets, HR manuals	\$1,000	861	Accounting Software Support	\$7,500
				State Reporting	5,000
843	CSMFO	\$1,000		Actuarial	5,100
	Leadership Training	2,500		CAFR	1,500
	LOCC Financial Mgmt Seminar	1,000		Pro-rata share of City computer equipn	7,269
	CCMF	400		Property Tax Services	12,000
	LOCC Annual Conference	1,500		Sales Tax Services	2,000
		<u>\$6,400</u>		Acctg Fees & Services	<u>5,000</u>
					<b>\$45,369</b>

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Communications
FUND	11
PROGRAM	545

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$0	\$1,766	\$91,832	\$92,027	\$101,962	11.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	138	7,025	8,106	7,800	11.0%
714	Worker's Compensation	0	71	3,673	3,704	3,875	5.5%
721	Fringe Benefits	0	0	29,942	28,397	33,239	11.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$1,975</b>	<b>\$132,472</b>	<b>\$132,234</b>	<b>\$146,875</b>	<b>10.9%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$0	\$0	\$488	\$483	\$609	24.8%
743	Postage	0	0	267	454	302	13.1%
745	Printing & Binding	0	0	1,000	0	1,000	0.0%
746	Books & Software	0	0	500	0	500	0.0%
748	Special Departmental Supplies	0	0	500	6,686	750	50.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	1,000	387	1,000	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	38	0	900	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	10,582	9,959	10,042	-5.1%
843	Training & Memberships	0	340	13,007	3,865	13,467	3.5%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	2,681	15,000	N/A
861	Contractual Services	0	0	66,188	65,805	68,760	3.9%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$0</b>	<b>\$378</b>	<b>\$93,533</b>	<b>\$91,220</b>	<b>\$111,432</b>	<b>19.1%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	5,000	7,549	7,500	50.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$7,549</b>	<b>\$7,500</b>	<b>50.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$0</b>	<b>\$2,353</b>	<b>\$231,005</b>	<b>\$231,003</b>	<b>\$265,807</b>	<b>15.1%</b>
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999	Prior Year Savings	\$0	\$0	\$0	\$0	\$2
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<b>TOTAL PROGRAM COST</b>	<b>\$0</b>	<b>\$2,353</b>	<b>\$231,005</b>	<b>\$231,003</b>	<b>\$265,809</b>	<b>15.1%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Communications
<b>FUND</b>	11
<b>PROGRAM</b>	545

**PROGRAM**

The communications program is responsible for engaging residents, disseminating important information to constituents and increasing transparency for City activities. Responsibilities include: creating and maintaining the City's social media resources (Facebook, Twitter and Nextdoor); updating the City website; overseeing Lafayette Listens; issuing news releases; editing the City's newsletters and other media; producing, filming and editing video; providing photographic services; and assisting with various outreach efforts as assigned in an effort to inform and engage the community.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Communications Analyst	100%
	<b>Total Full Time Equivalent</b>	<b>1.00</b>

**ACCOUNT DESCRIPTIONS**

843	Rotary Membership	\$1,200
	CAPIO Membership	225
	Misc Training	2,000
	Pro-rata share of office rent	10,042
		<u>\$13,467</u>
861	Lafayette Vistas Newsletter	\$30,000
	Website & hosting	8,545
	Website QA Tool	3,250
	OpenGov	17,277
	Granicus (online access to public meetings)	7,800
	Computer Support	1,888
		<u>\$68,760</u>
907	Vdieo editing equipment (reimburse thru PEG fees)	\$7,500

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Rent and Expenses
FUND	11
PROGRAM	550

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$162,948	\$168,600	\$205,295	\$205,295	\$0	N/A
705	Temporary Personnel	8,915	9,000	8,910	\$8,910	0	N/A
708	Overtime	0	0	0	\$0	0	0.0%
711	Social Security	8,871	9,930	12,221	\$12,221	0	N/A
714	Worker's Compensation	4,503	4,653	8,632	\$8,632	0	N/A
721	Fringe Benefits	0	0	0	\$0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$185,237</b>	<b>\$192,183</b>	<b>\$235,058</b>	<b>\$235,058</b>	<b>\$0</b>	<b>N/A</b>

OPERATIONS AND MAINTENANCE		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
741	Office Supplies	\$0	(\$0)	\$2,000	\$0	\$0	N/A
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	591	0	0	43	0	0.0%
746	Books & Software	112	2,023	1,000	1,646	1,000	0.0%
748	Special Departmental Supplies	2,044	1,944	2,000	0	2,000	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	96	96	72	96	100	38.9%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	5,552	3,649	6,500	4,737	6,500	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	13,790	11,632	15,000	12,213	12,500	-16.7%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	19,204	14,240	38,500	37,835	39,100	1.6%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	974	0	0	0	0	0.0%
853	Community Promotion	823	505	1,200	603	1,200	0.0%
861	Contractual Services	92,079	121,108	44,145	50,352	54,469	23.4%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	1,290	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$135,266</b>	<b>\$156,488</b>	<b>\$110,417</b>	<b>\$107,526</b>	<b>\$116,869</b>	<b>5.8%</b>

CAPITAL OUTLAY		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	3,009	1,360	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$3,009</b>	<b>\$1,360</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$323,512</b>	<b>\$350,031</b>	<b>\$345,475</b>	<b>\$342,584</b>	<b>\$116,869</b>	<b>-66.2%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$ 323,512</b>	<b>\$ 350,031</b>	<b>\$ 345,475</b>	<b>\$ 342,584</b>	<b>\$ 116,869</b>	<b>-66.2%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Rent and Expenses
<b>FUND</b>	11
<b>PROGRAM</b>	550

**PROGRAM**

This program includes those expenses which are not attributable to any specific department(s) and which are general in nature, such as rent for City offices, general office equipment and maintenance, community promotion, and membership fees.

**ACCOUNT DESCRIPTIONS**

791	Employee Recognition	\$5,500	
	Misc office expenses	<u>1,000</u>	
		\$6,500	
841	Rent of City Offices at Desco Plaza	\$227,699	does not include police services
	Coffee machine and supplies	2,400	
	Lease of postage machine	2,700	
	Lease of Copy Machines (2)	<u>27,000</u>	
		\$259,799	allocated back to departments
843	Lafayette University Employee Enrichment Program	\$10,500	
	LAFCO Membership	4,500	
	ABAG Membership	6,200	
	East Bay Economic Development	4,250	
	Contract Cities Association Membership	2,500	
	League of California Cities Membership	10,500	
	Chamber of Commerce Membership	<u>650</u>	
		\$39,100	
853	City of Lafayette Commute Alternative Program	\$1,200	
861	Credit Card Fees	15,000	
	Phone System Support	8,124	
	Trust Administrators (Benefits Administration)	2,445	
	Contribution to OPEB Trust (GASB 45)	<u>28,900</u>	
		\$54,469	

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Technology Services
FUND	11
PROGRAM	560

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$41,989	\$41,422	\$9,714	\$9,733	\$10,320	6.2%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	2,881	2,900	743	551	789	6.2%
714	Worker's Compensation	1,072	1,072	389	382	392	0.9%
721	Fringe Benefits	12,625	12,837	3,087	2,942	3,280	6.2%
<b>Subtotal PERSONNEL</b>		<b>\$58,567</b>	<b>\$58,230</b>	<b>\$13,934</b>	<b>\$13,608</b>	<b>\$14,781</b>	<b>6.1%</b>

**OPERATIONS AND MAINTENANCE**

741	Office Supplies	\$149	\$165	\$24	\$131	\$24	0.0%
743	Postage	48	74	13	11	13	0.0%
745	Printing & Binding	0	0	100	0	100	0.0%
746	Books & Software	22,533	4,092	15,200	4,979	21,800	43.4%
748	Special Departmental Supplies	135	450	500	0	500	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	12	0	1,000	0	1,000	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	5,569	4,606	10,000	4,483	4,500	-55.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	2,670	3,324	529	495	529	0.0%
843	Training & Memberships	0	0	1,000	0	1,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	15,819	67,465	30,287	34,746	59,390	96.1%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$46,934</b>	<b>\$80,175</b>	<b>\$58,654</b>	<b>\$44,846</b>	<b>\$88,857</b>	<b>51.5%</b>

**CAPITAL OUTLAY**

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	38,719	37,876	15,000	5,305	55,500	270.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$38,719</b>	<b>\$37,876</b>	<b>\$15,000</b>	<b>\$5,305</b>	<b>\$55,500</b>	<b>270.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$144,220</b>	<b>\$176,281</b>	<b>\$87,587</b>	<b>\$63,759</b>	<b>\$159,139</b>	<b>81.7%</b>
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999	Prior Year Savings	\$0	\$0	\$9,809	\$0	\$25,000
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<b>TOTAL PROGRAM COST</b>	<b>\$144,220</b>	<b>\$176,281</b>	<b>\$97,396</b>	<b>\$63,759</b>	<b>\$184,139</b>	<b>89.1%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Technology Services
<b>FUND</b>	11
<b>PROGRAM</b>	560

**PROGRAM**

The City contracts for most Technology Services including server maintenance, repair and upgrades.

**WORKPLAN**

- Maintain and operate a local area network at the City offices including individual workstations and software.
- Maintain City website.
- Improve transparency and public access to City documents, information and resources.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Administrative Services Director	5%
		0.05

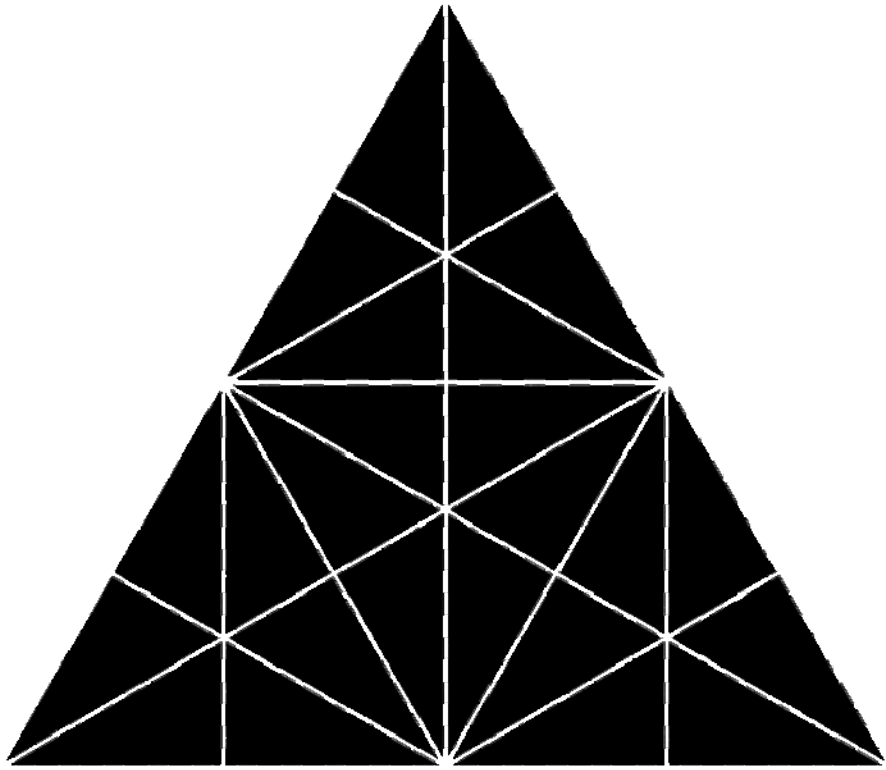
**ACCOUNT DESCRIPTIONS**

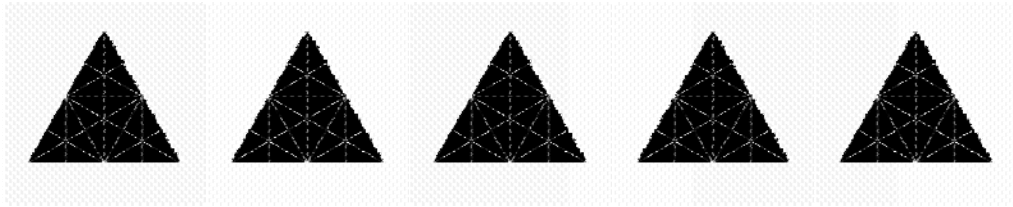
746	Engineering Computer Assisted (CAD) Software	3,400	
	ARC GIS; SketchUp; Planning Database upgrades	10,000	
	Office 365 (6 months)	5,400	
	Misc Software	3,000	
		<u>21,800</u>	
821	ATT Connections between locations	\$4,500	
861	Computer Support	\$78,000	allocated back to departments
861	E-disclosure System	4,150	
	PeopleTrak	700	
	KnowBe4 Security Training	2,305	
	Questys	2,141	
	City Geographical Information System (GIS)	20,000	
	Office365 Implementation	7,500	
	Office365 File Migration	8,100	
	Cloud Migration (apps, databases)	9,900	
	Monthly O365 (6 months)	4,500	
	Pro-rata share of City computer equipment	94	
		<u>59,390</u>	

**DESCRIPTION OF CAPITAL OUTLAY**

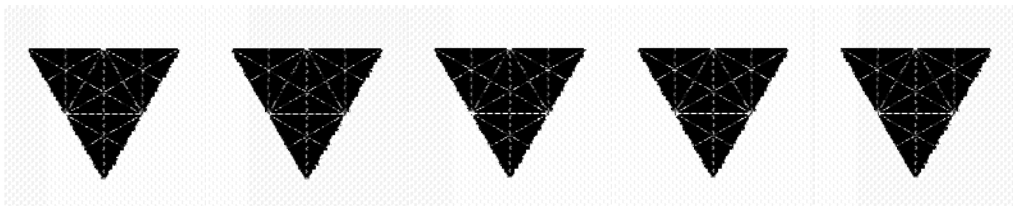
907	Datto Upgrade	5,000	
	Switches & Wifi equipment	7,000	
	Phone System Upgrade	16,000	
	P&R Computer Refresh	27,500	
		<u>55,500</u>	(release \$50K from sinking fund)

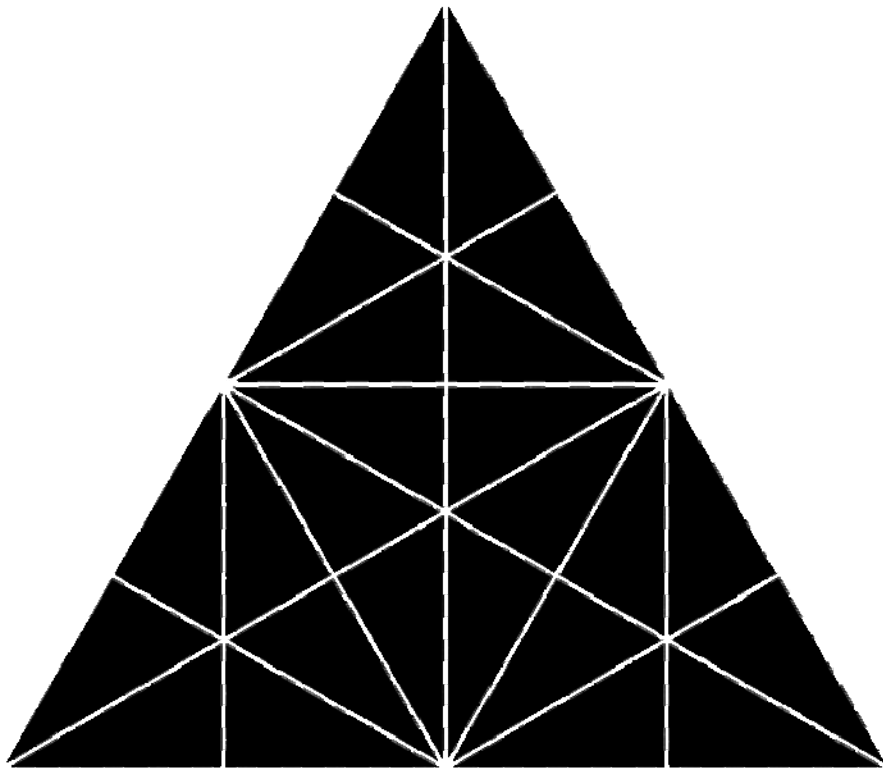






# CAPITAL IMPROVEMENT FUND





**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Parks Facilities
FUND	12
PROGRAM	600

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$8,110	\$6,354	\$6,458	\$7,119	\$27,876	331.6%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	507	473	494	522	2,133	331.6%
714	Worker's Compensation	181	168	258	286	1,059	310.0%
721	Fringe Benefits	2,572	2,236	2,287	2,317	9,408	311.3%
<b>Subtotal PERSONNEL</b>		<b>\$11,371</b>	<b>\$9,231</b>	<b>\$9,498</b>	<b>\$10,243</b>	<b>\$40,476</b>	<b>326.2%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$189	\$250	\$250	\$0	\$250	0.0%
743	Postage	78	0	200	0	200	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	32	45	100	51	100	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	53	0	546	0	828	51.7%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	1,466	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	136	20,334	47,141	8,208	378	-99.2%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$488</b>	<b>\$22,095</b>	<b>\$48,237</b>	<b>\$8,258</b>	<b>\$1,755</b>	<b>-96.4%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	1,018,000	4,530	1,595,000	56.7%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$1,018,000</b>	<b>\$4,530</b>	<b>\$1,595,000</b>	<b>56.7%</b>

<b>BASE PROGRAM COST</b>	<b>\$11,859</b>	<b>\$31,326</b>	<b>\$1,075,735</b>	<b>\$23,031</b>	<b>\$1,637,232</b>	<b>52.2%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$11,859</b>	<b>\$31,326</b>	<b>\$1,075,735</b>	<b>\$23,031</b>	<b>\$1,637,232</b>	<b>52%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Parks Facilities
<b>FUND</b>	12
<b>PROGRAM</b>	600

**PROGRAM**

This program tracks costs associated with parks and recreation capital projects. The Parks, Trails and Recreation Commission submits a 6-year CIP that reflects fund activity by fiscal year.

**WORKPLAN**

See account descriptions below and CIP Summary for specific projects.

**STAFFING REQUIREMENTS**

Position Title	Full-Time Equivalent
702 Parks, Trails and Recreation Director	20%
Total Full Time Equivalent	0.20

**ACCOUNT DESCRIPTIONS**

841 Share of office equipment leases	\$828
861 Computer Support	\$378
906 Projects (subject to Council approval):	
Leigh Creekside Park	50,000
Brook Street Park	430,000
Community Center Restrooms	450,000
Community Center Tot Lot	340,000
Rohrer Drive Trail Weatherization	80,000
Rose Lane Trail	45,000
Modify Rink Surface	200,000
	\$1,595,000

**TRANSFERS**

From General Fund for overhead expenses	\$42,232
From General Fund for playground equipment replacement	15,000
	\$57,232

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Parkland Acquisition
FUND	17
PROGRAM	650

PERSONNEL SERVICES		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
702	Regular Personnel	\$32,441	\$25,414	\$25,834	\$26,598	\$13,938	-46.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	2,030	1,893	1,976	1,946	1,066	-46.0%
714	Worker's Compensation	725	673	1,033	1,071	530	-48.7%
721	Fringe Benefits	10,290	8,945	9,607	9,268	4,939	-48.6%
<b>Subtotal PERSONNEL</b>		<b>\$45,486</b>	<b>\$36,925</b>	<b>\$38,450</b>	<b>\$38,883</b>	<b>\$20,473</b>	<b>-46.8%</b>

OPERATIONS AND MAINTENANCE							
741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	128	180	0	176	180	N/A
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	214	0	375	0	375	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	544	362	10,383	85,453	10,189	-1.9%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$885</b>	<b>\$542</b>	<b>\$10,758</b>	<b>\$85,630</b>	<b>\$10,744</b>	<b>-0.1%</b>

CAPITAL OUTLAY							
902	Land	\$0	\$0	\$1,800,000	\$1,100,000	\$0	N/A
906	Improvements	0	0	200,000	13,500	100,000	-50.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$1,113,500</b>	<b>\$100,000</b>	<b>-95.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$46,371</b>	<b>\$37,468</b>	<b>\$2,049,208</b>	<b>\$1,238,012</b>	<b>\$131,217</b>	<b>-93.6%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$46,371</b>	<b>\$37,468</b>	<b>\$2,049,208</b>	<b>\$1,238,012</b>	<b>\$131,217</b>	<b>-93.60%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Parkland Acquisition
<b>FUND</b>	17
<b>PROGRAM</b>	650

**PROGRAM**

This program tracks costs associated with purchasing parkland. Note that revenues to this fund are primarily collected via the Quimby Act and used for parkland acquisition only. Other revenue will be reserved in a restricted sinking fund as they are received.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Parks, Trails and Recreation Director	10%
	<b>Total Full Time Equivalent</b>	<b>0.10</b>

**ACCOUNT DESCRIPTIONS**

861	Appraisals	\$10,000
	Computer Support	189
		<u>\$10,189</u>

906	Improvements	\$100,000
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**TRANSFERS**

	From General Fund for overhead expenses	\$20,848
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**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Capital Improvement Projects
FUND	14
PROGRAM	620

PERSONNEL SERVICES		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
702	Regular Personnel	\$476,426	\$362,261	\$275,723	\$249,796	\$266,911	-3.2%
705	Temporary Personnel	540	0	0	0	0	0.0%
708	Overtime	228	0	0	126	0	0.0%
711	Social Security	33,359	25,635	21,093	18,186	20,419	-3.2%
714	Worker's Compensation	12,257	9,097	11,029	9,951	10,143	-8.0%
721	Fringe Benefits	163,922	116,698	99,965	83,617	88,615	-11.4%
<b>Subtotal PERSONNEL</b>		<b>\$686,732</b>	<b>\$513,691</b>	<b>\$407,810</b>	<b>\$361,676</b>	<b>\$386,087</b>	<b>-5.3%</b>

OPERATIONS AND MAINTENANCE							
741	Office Supplies	\$2,030	\$1,707	\$1,147	\$1,341	\$1,340	16.9%
743	Postage	653	764	628	539	665	5.9%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	17	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	1,294	538	1,300	981	1,300	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	37,077	34,403	24,869	23,411	22,093	-11.2%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	30,079	7,185	49,996	17,305	39,654	-20.7%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$71,134</b>	<b>\$44,597</b>	<b>\$77,939</b>	<b>\$43,595</b>	<b>\$65,052</b>	<b>-16.5%</b>

CAPITAL OUTLAY							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	6,560,633	1,717,775	7,009,700	2,334,776	8,339,280	19.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$6,560,633</b>	<b>\$1,717,775</b>	<b>\$7,009,700</b>	<b>\$2,334,776</b>	<b>\$8,339,280</b>	<b>19.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$7,318,498</b>	<b>\$2,276,062</b>	<b>\$7,495,449</b>	<b>\$2,740,047</b>	<b>\$8,790,420</b>	<b>17.3%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$ 7,318,498</b>	<b>\$ 2,276,062</b>	<b>\$ 7,495,449</b>	<b>\$ 2,740,047</b>	<b>\$ 8,790,420</b>	<b>17.3%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Capital Improvement Projects
<b>FUND</b>	14
<b>PROGRAM</b>	620

**PROGRAM**

This program tracks costs associated with the capital improvements.

**STAFFING REQUIREMENTS**

	<u>Position Title</u>	<u>Full-Time Equivalent</u>
702	Public Works & Engineering Director	20%
	Engineering Services Manager	30%
	Assistant Engineer	40%
	Senior Construction Inspector	30%
	Senior Engineer	50%
	Department Assistant - A	50%
	<b>Total Full Time Equivalent</b>	<b>2.20</b>

**ACCOUNT DESCRIPTIONS**

861	Contractual design and construction inspection services	\$30,000
	Computer support	4,154
	Single Audit for fed funds over \$500K	5,500
		<u>\$39,654</u>

**DESCRIPTION OF CAPITAL OUTLAY**

906	Street Maintenance Program	\$2,278,000
	Pleasant Hill Road Resurfacing	1,028,000
	Rain Garden (First @ Golden Gate)	200,000
	Traffic Signal (Mt. Diablo Ct.)	440,000
	2019 Surface Seal Program	487,168
	2019 Drain Rehab	300,000
	2019 Road Rehab	856,719
	Lafayette BART Bike/Ped Connector	<u>2,749,393</u>
		<b>\$8,339,280</b>

**REVENUE**

General Fund	\$625,140
Waste Mangement Mitigation	1,017,000
Measure J	915,000
WW Grant	189,000
Gas Tax	1,207,000
Developer Contribution	440,000
SB-1 Gas Tax	670,719
OBAG2 (\$579) + toll credits (\$77)	656,000
Measure J TLC Bike/Ped Grant	1,979,000
BART Contribution	450,000
BART Pathway Sinking Fund	240,000
Fund 14 Balances	<u>401,561</u>
	<b>\$8,790,420</b>

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Public Facilities
FUND	16
PROGRAM	640

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	0	0	0	0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

**OPERATIONS AND MAINTENANCE**

741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	360	60	300	0	300	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	4,167	0	0	0	0.0%
801	Utilities-Water	927	154	0	0	0	0.0%
805	Utilities-Sewer	504	0	0	0	0	0.0%
811	Utilities-Gas & Electric	938	133	0	0	0	0.0%
821	Utilities-Telephones	449	46	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	405,000	0	0	0	0	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$408,179</b>	<b>\$4,560</b>	<b>\$300</b>	<b>\$0</b>	<b>\$300</b>	<b>0.0%</b>

**CAPITAL OUTLAY**

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	160,189	0	0	5,847	125,000	N/A
907	Equipment	0	0	0	25,925	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$160,189</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,772</b>	<b>\$125,000</b>	<b>N/A</b>

<b>BASE PROGRAM COST</b>	<b>\$568,368</b>	<b>\$4,560</b>	<b>\$300</b>	<b>\$31,772</b>	<b>\$125,300</b>	<b>41666.7%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$568,368</b>	<b>\$4,560</b>	<b>\$300</b>	<b>\$31,772</b>	<b>\$125,300</b>	<b>41666.7%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

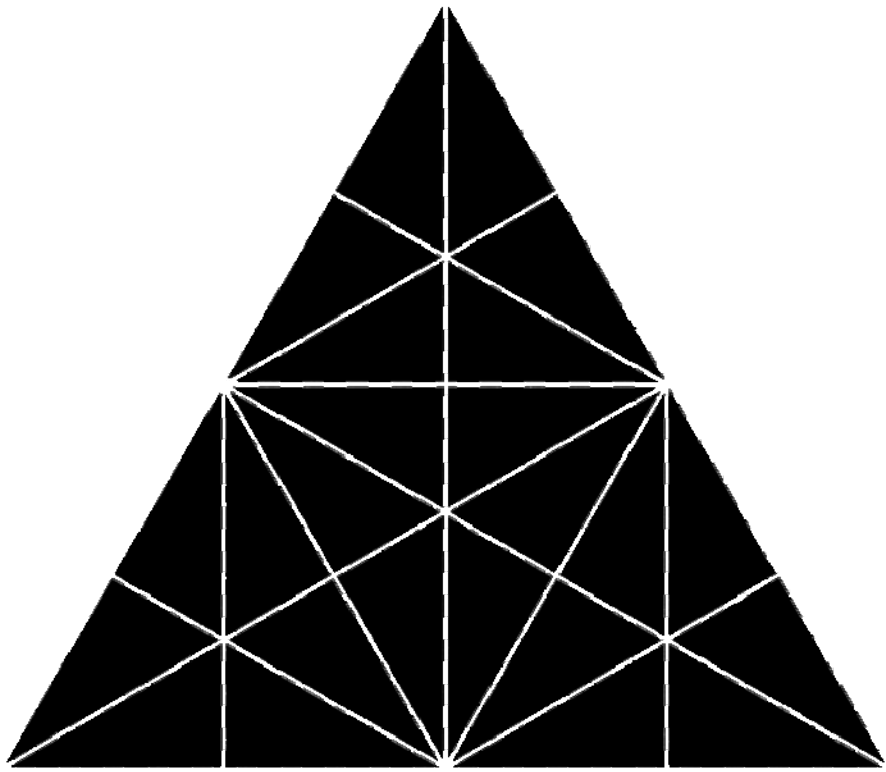
<b>DEPARTMENT</b>	Public Facilities
<b>FUND</b>	16
<b>PROGRAM</b>	640

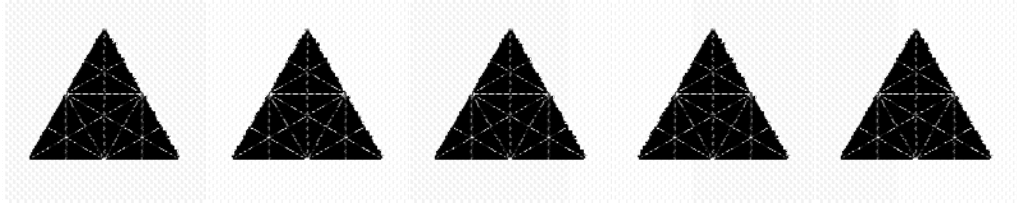
**PROGRAM**

This program tracks costs associated with the purchase and repair of public buildings and construction of landscaping projects.

**TRANSFERS**

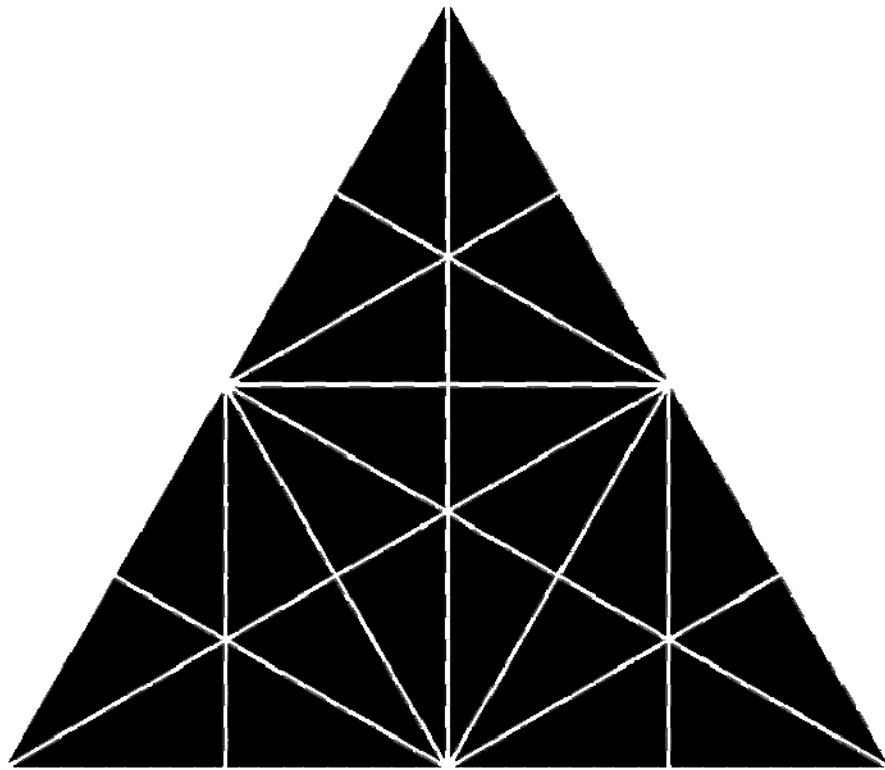
Police office remodel \$125,000





# ENTERPRISE FUND





**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Recreation Programs
FUND	31
PROGRAM	700

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$260,535	\$269,487	\$280,375	\$282,972	\$354,072	26.3%
705	Temporary Personnel	172,659	174,461	223,458	226,359	189,000	-15.4%
708	Overtime	27	90	0	0	0	0.0%
711	Social Security	33,210	34,023	38,543	39,621	41,545	7.8%
714	Worker's Compensation	11,117	11,506	20,153	20,375	20,637	2.4%
721	Fringe Benefits	85,385	94,986	97,873	102,398	138,032	41.0%
<b>Subtotal PERSONNEL</b>		<b>\$562,934</b>	<b>\$584,553</b>	<b>\$660,402</b>	<b>\$671,725</b>	<b>\$743,287</b>	<b>12.6%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$3,058	\$3,069	\$4,800	\$3,858	\$3,500	-27.1%
743	Postage	10,948	11,378	11,500	14,423	13,700	19.1%
745	Printing & Binding	32,164	34,762	32,000	33,843	34,000	6.3%
746	Books & Software	761	140	300	21	150	-50.0%
748	Special Departmental Supplies	25,093	27,324	30,477	34,410	33,000	8.3%
751	Maintenance of Vehicles	0	0	0	73	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	83	28	0	40	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	4,520	4,339	5,580	3,071	3,200	-42.7%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	9,669	6,777	11,570	6,993	7,700	-33.4%
843	Training & Memberships	2,965	3,686	6,000	5,106	3,500	-41.7%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	75	250	0	250	0.0%
853	Community Promotion	1,358	2,411	1,000	135	1,000	0.0%
861	Contractual Services	70,464	83,093	91,034	103,094	100,000	9.8%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	452,408	447,592	450,000	539,603	500,000	11.1%
881	Premium Payment-Liability	0	(167)	0	285	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$613,492</b>	<b>\$624,506</b>	<b>\$644,511</b>	<b>\$744,955</b>	<b>\$700,000</b>	<b>8.6%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	24,335	3,492	3,500	6,257	10,000	185.7%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$24,335</b>	<b>\$3,492</b>	<b>\$3,500</b>	<b>\$6,257</b>	<b>\$10,000</b>	<b>185.7%</b>

<b>BASE PROGRAM COST</b>	<b>\$1,200,761</b>	<b>\$1,212,552</b>	<b>\$1,308,413</b>	<b>\$1,422,938</b>	<b>\$1,453,287</b>	<b>11.1%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$1,200,761</b>	<b>\$1,212,552</b>	<b>\$1,308,413</b>	<b>\$1,422,938</b>	<b>\$1,453,287</b>	<b>11.1%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Recreation Programs
<b>FUND</b>	31
<b>PROGRAM</b>	700

**PROGRAMS**

The Recreation Department provides a variety of recreation activities that enhance the quality of life for all Lafayette citizens. Pending availability of space, the Department also administers rentals at the Lafayette Community Center and the Buckeye Fields building. The Lafayette Community Center is the primary facility used by these activities, but schools and other public and private facilities also are used. A Community Center Foundation assists the department with fundraising activities which go toward building and landscaping improvements. The City Council expects the programs to be self-supporting which has prompted the development of the goals below. The Parks and Recreation Director has full profit and loss responsibility for this budget program.

**WORKPLAN**

- Limit Community Center activities to those that are revenue neutral or otherwise subsidized from the general fund.
- Provide high quality recreation programs to the residents of Lafayette.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Parks, Trails and Recreation Director	20%
	Recreation Supervisor - B	75%
	Recreation Supervisor - A	85%
	Recreation Coordinator - A	85%
	Assistant Recreation Coordinator	100%
	Administrative Assistant - P&R - A	36%
	Administrative Assistant - P&R - B	36%
	Facilities Maintenance Worker - A	50%
	<b>Total Full Time Equivalent</b>	<b>4.87</b>

705 Temporary recreation teachers and leaders \$189,000

**ACCOUNT DESCRIPTIONS**

743	Postage for mailing brochures	\$13,700	
745	Printing P&R brochures	\$34,000	
748	Class materials for City run recreation classes	\$33,000	(reimbursed via class fees)
821	Telephone & Internet	\$3,200	
841	Rental of school district facilities, copier & postage lease	\$7,700	
843	Training	\$3,500	
861	Credit card fees, transaction fees, Summer entertainers, computer support	\$100,000	
866	Payments to recreation teachers and specialized program related personnel	\$500,000	
907	Technology upgrades	\$10,000	

**DESCRIPTION OF REVENUES**

	Final 18/19	Actual 18/19	Prop 19/20
Investment Earnings & Building Rental	\$115,000	\$134,836	\$115,000
Non-Summer Program Fees	656,000	830,760	770,000
Summer Program Fees	430,000	476,707	400,000
Tiny Tots	215,000	207,536	220,000
Other	500	100	500
	<b>\$1,416,500</b>	<b>\$1,649,938</b>	<b>\$1,505,500</b>

<b>PROJECTED ENTERPRISE SURPLUS/(DEFICIT)</b>	<b>\$108,087</b>	<b>\$227,001</b>	<b>\$52,213</b>
Transfer to Community Center Sinking Fund			(\$5,000)
Transfer to General Fund for Field Use			(\$5,000)
Transfer to Com. Ctr. Main. Fund for Utilities			(\$20,000)
Contribution from Prior Year's Recreation Fund Balance			\$779,239
Projected Ending Fund Balance			\$801,452



**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Parking Fund
FUND	32
PROGRAM	710

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$107,193	\$109,344	\$115,301	\$118,698	\$122,523	6.3%
705	Temporary Personnel	63,997	76,161	46,800	72,904	66,000	41.0%
708	Overtime	9,761	12,537	10,000	5,825	5,000	-50.0%
711	Social Security	13,938	15,233	13,166	15,250	14,804	12.4%
714	Worker's Compensation	4,681	5,171	6,484	7,844	7,164	10.5%
721	Fringe Benefits	32,932	33,599	38,527	36,349	41,019	6.5%
<b>Subtotal PERSONNEL</b>		<b>\$232,502</b>	<b>\$252,044</b>	<b>\$230,278</b>	<b>\$256,871</b>	<b>\$256,509</b>	<b>11.4%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$5,508	\$1,918	\$3,500	\$1,026	\$3,500	0.0%
743	Postage	254	25	500	23	500	0.0%
745	Printing & Binding	695	0	1,000	0	1,000	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	2,760	5,876	2,200	6,390	2,200	0.0%
751	Maintenance of Vehicles	13,632	22,274	20,000	19,258	20,000	0.0%
761	Maintenance of Equipment	3,679	36	5,000	3,526	5,000	0.0%
771	Maintenance of Buildings	0	498	1,000	1,108	1,000	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	28	0	0	0	0.0%
801	Utilities-Water	0	101	75	260	75	0.0%
805	Utilities-Sewer	504	530	800	566	800	0.0%
811	Utilities-Gas & Electric	7	2,841	600	3,360	600	0.0%
821	Utilities-Telephones	279	173	2,010	656	2,010	0.0%
825	Utilities-Garbage Disposal	0	0	60	0	60	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	4,415	6,380	14,739	7,271	7,550	-48.8%
843	Training & Memberships	2,400	670	2,000	1,785	2,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	200	0	200	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	55,008	52,866	95,861	116,206	95,850	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$89,141</b>	<b>\$94,216</b>	<b>\$149,545</b>	<b>\$161,435</b>	<b>\$142,345</b>	<b>-4.8%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$1,564,880	\$0	\$0	\$0	\$0	0.0%
906	Improvements	154,830	201,330	0	0	0	0.0%
907	Equipment	70,490	993	45,000	7,339	45,000	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$1,790,200</b>	<b>\$202,323</b>	<b>\$45,000</b>	<b>\$7,339</b>	<b>\$45,000</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$2,111,843</b>	<b>\$548,583</b>	<b>\$424,822</b>	<b>\$425,644</b>	<b>\$443,854</b>	<b>4.5%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$ 2,111,843</b>	<b>\$ 548,583</b>	<b>\$ 424,822</b>	<b>\$ 425,644</b>	<b>\$ 443,854</b>	<b>4.5%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Parking Fund
<b>FUND</b>	32
<b>PROGRAM</b>	710

**PROGRAM**

This enterprise program is responsible for all aspects of the City's parking program, including installation, enforcement and collection. In addition, to enforce city codes and ordinances in the downtown and in neighborhoods as well as ensure that conditions imposed on new construction are implemented.

**WORKPLAN**

- Enforce parking regulations in Lafayette
- Collect revenue from parking meters and lockboxes
- Make best efforts to develop off street parking in downtown Lafayette
- Provide backup for crossing guard program.
- Enforce City codes and ordinances in the downtown and in neighborhoods.
- Ensure that conditions imposed for new construction are being properly implemented.

**STAFFING REQUIREMENTS**

Position Title	Full-Time Equivalent
702 Accountant	10%
Parking Enforcement Officer	100%
Police Services Assistant - B	12.0%
Administrative Analyst - Police	35%
Total Full Time Equivalent	1.57

**ACCOUNT DESCRIPTIONS**

705	Meter collector / Parking Enforcement Officers	\$66,000
745	Printing of parking citations	\$1,000
748	Badges, uniforms, other special supplies	\$2,200
751	Maintenance of two parking and one code enforcement vehicles	\$20,000
761	Meter vandalism and maintenance	\$5,000
841	Pro-rata share of Police Offices Lease	6,546
	Allocated cost of office space rental	1,004
		\$7,550
861	IPS Meter costs	\$24,000
	Install meters	20,000
	Citezone contract costs	51,000
	Computer support	850
		\$95,850

**DESCRIPTION OF CAPITAL OUTLAY**

907	Misc Equip	20,000
	Meter Replacement Project	25,000
		\$45,000

**REVENUES**

	Budget 18/19	Actual 18/19	Budget 19/20
Parking Citations	\$190,000	\$207,051	\$200,000
Parking Meters (\$1/hour)	285,000	330,778	320,000
Rental Income from lots	31,504	21,430	26,000
Investment Earnings & Other Revenue	18,587	24,686	21,150
TOTAL Revenue	\$525,091	\$583,946	\$567,150
Expenses	(\$424,822)	(\$425,644)	(\$443,854)
Net Revenue	\$100,269	\$158,302	\$123,296

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Vehicle Abatement
FUND	34
PROGRAM	730

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$4,234	\$4,388	\$4,292	\$4,414	\$4,653	8.4%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	533	446	0	313	0	0.0%
711	Social Security	361	366	328	358	356	8.4%
714	Worker's Compensation	123	125	172	188	177	3.0%
721	Fringe Benefits	1,358	1,388	1,697	1,417	1,762	3.8%
<b>Subtotal PERSONNEL</b>		<b>\$6,609</b>	<b>\$6,713</b>	<b>\$6,489</b>	<b>\$6,689</b>	<b>\$6,948</b>	<b>7.1%</b>

OPERATIONS AND MAINTENANCE		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
741	Office Supplies	\$469	\$0	\$300	\$0	\$300	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	250	0	250	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	504	0	96	0	0	N/A
843	Training & Memberships	1,050	0	1,000	0	1,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	304	103	1,000	101	1,094	9.4%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$2,327</b>	<b>\$103</b>	<b>\$2,646</b>	<b>\$101</b>	<b>\$2,644</b>	<b>0.0%</b>

CAPITAL OUTLAY		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$8,936</b>	<b>\$6,817</b>	<b>\$9,134</b>	<b>\$6,790</b>	<b>\$9,592</b>	<b>5.0%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$ 8,936</b>	<b>\$ 6,817</b>	<b>\$ 9,134</b>	<b>\$ 6,790</b>	<b>\$ 9,592</b>	<b>5.0%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Vehicle Abatement
<b>FUND</b>	34
<b>PROGRAM</b>	730

**PROGRAM**

This program tracks the expenditures of the program to remove and dispose of abandoned vehicles.

**STAFFING REQUIREMENTS**

	<u>Position Title</u>	<u>Full-Time Equivalent</u>
702	Administrative Analyst - Police	5%
	Total Full Time Equivalent	0.05

**ACCOUNT DESCRIPTIONS**

861	Vehicle Towing Charges	\$1,000
	Computer Support	94
		\$1,094

**DESCRIPTION OF REVENUES**

Abandoned Vehicle Fees	\$12,000
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<b>PROJECTED ENTERPRISE SURPLUS/(DEFICIT)</b>	<b>\$2,408</b>
Contribution from Prior Year's Fund Balance	49,645
Projected Ending Fund Balance	\$52,053

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Senior Transportation
FUND	36
PROGRAM	750

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$47,951	\$46,911	\$56,347	\$50,105	\$58,058	3.0%
705	Temporary Personnel	43,856	42,224	48,100	43,188	49,660	3.2%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	7,023	6,819	7,990	7,137	8,240	3.1%
714	Worker's Compensation	2,390	2,328	4,178	3,707	4,093	-2.0%
721	Fringe Benefits	32,588	7,401	7,027	7,891	9,640	37.2%
<b>Subtotal PERSONNEL</b>		<b>\$133,809</b>	<b>\$105,683</b>	<b>\$123,643</b>	<b>\$112,027</b>	<b>\$129,693</b>	<b>4.9%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$1,086	\$1,221	\$2,400	\$2,335	\$2,400	0.0%
743	Postage	400	825	1,500	0	1,500	0.0%
745	Printing & Binding	0	0	1,000	0	1,000	0.0%
746	Books & Software	141	0	3,000	0	3,000	0.0%
748	Special Departmental Supplies	344	278	2,000	933	2,000	0.0%
751	Maintenance of Vehicles	20,589	17,397	30,000	19,843	30,000	0.0%
761	Maintenance of Equipment	0	0	500	0	500	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	133	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	761	814	1,040	838	1,040	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	445	516	500	804	500	0.0%
843	Training & Memberships	0	0	500	5	500	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	259	850	0	850	0.0%
853	Community Promotion	2,107	1,084	2,500	1,466	2,500	0.0%
861	Contractual Services	2,868	3,672	10,026	6,494	8,088	-19.3%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	599	599	0	600	0.2%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$28,742</b>	<b>\$26,666</b>	<b>\$56,415</b>	<b>\$32,850</b>	<b>\$54,478</b>	<b>-3.4%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	55,000	51,733	2,000	-96.4%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$55,000</b>	<b>\$51,733</b>	<b>\$2,000</b>	<b>-96.4%</b>

<b>BASE PROGRAM COST</b>	<b>\$162,550</b>	<b>\$132,349</b>	<b>\$235,058</b>	<b>\$196,611</b>	<b>\$186,171</b>	<b>-20.8%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$ 162,550</b>	<b>\$ 132,349</b>	<b>\$ 235,058</b>	<b>\$ 196,611</b>	<b>\$ 186,171</b>	<b>-20.8%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Senior Transportation
<b>FUND</b>	36
<b>PROGRAM</b>	750

**PROGRAM**

Provide transportation options for senior and the disabled in Lafayette, Moraga and Orinda.

**STAFFING REQUIREMENTS**

Position Title	Full-Time Equivalent
702 Recreation Coordinator - C	75%
<b>Total Full Time Equivalent</b>	<b>0.75</b>

**ACCOUNT DESCRIPTIONS**

705 Clerk/Dispatcher (15hrs/wk, \$21/hr)	\$16,380	861 Computer Support	\$1,888
Program Assistant (10hrs/wk, \$24/hr)	12,480	Contract Drivers	\$600
Van Driver (20 hrs/wk, \$21/hr)	20,800	Taxi Service	5,600
	<u>\$49,660</u>		<u>\$8,088</u>

	Actual FY 16-17	Actual FY 17-18	Final FY 18-19	Actual FY 18-19	Proposed FY 19-20
<b>REVENUES</b>					
Van Maintenance Reimbursement	4,317	4,629	3,000		-
Fares @ \$5 per ride / Rentals	19,902	18,046	19,000	16,523	19,000
Advertising & Other Income	107		500	681	500
New Freedom Funds/5310 Funds	109,984		56,518	126,996	54,975
CDBG Grant or Alternative		9,744	10,000	3,500	10,000
Gifts, Grants & Donations	14,478	7,216	10,000	10,096	10,000
Moraga Town Contribution			-	-	5,000
Lafayette Community Foundation		1,500	2,500	-	2,500
Lafayette Contribution (transfer from GF)	45,000	40,000	40,000	40,000	40,000
Other		1,221	-	-	-
Insurance from van accident			30,708	31,161	-
Bequest (Taxi Service)	-		5,600	2,500	5,600
<b>TOTAL</b>	<b>193,788</b>	<b>82,356</b>	<b>177,826</b>	<b>231,457</b>	<b>147,575</b>

<b>ENTERPRISE SURPLUS/(DEFICIT)</b>	<b>31,238</b>	<b>(49,993)</b>	<b>(57,232)</b>	<b>34,846</b>	<b>(38,596)</b>
Prior Year Fund Balance	36,420	67,658	17,665	17,665	52,511
Sinking Fund Balance	100,000	97,474	91,874	76,183	67,483
Cash Balance	67,658	17,665	(39,567)	52,511	13,916

	Actual FY 16-17	Actual FY 17-18	Final FY 18-19	Actual FY 18-19	Proposed FY 19-20
Discrete Passengers	105	109	110	125	140
Total Rides	3,813	3,096	3,500	3,500	4,000
Total Miles	31,348	30,000	30,000	30,000	36,000
Total Cost per Passenger	\$1,548.10	\$1,214.21	\$2,136.89	\$1,572.89	\$1,329.79
Total Cost per Ride	\$42.63	\$42.75	\$67.16	\$56.17	\$46.54
Total Cost per Mile	\$5.19	\$4.41	\$7.84	\$6.55	\$5.17
General Fund Cost per Passenger	\$428.57	\$366.97	\$363.64	\$320.00	\$285.71
General Fund Cost per Ride	\$11.80	\$12.92	\$11.43	\$11.43	\$10.00
General Fund Cost per Mile	\$0.80	\$0.83	\$0.83	\$0.83	\$0.69

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Library Operations
FUND	37
PROGRAM	770

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$134,365	\$148,389	\$156,624	\$158,141	168,063	7.3%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	10,334	11,333	11,982	12,217	12,857	7.3%
714	Worker's Compensation	3,520	3,930	6,265	6,312	6,386	1.9%
721	Fringe Benefits	43,859	47,791	50,156	49,811	52,115	3.9%
<b>Subtotal PERSONNEL</b>		<b>\$192,078</b>	<b>\$211,443</b>	<b>\$225,027</b>	<b>\$226,481</b>	<b>\$239,421</b>	<b>6.4%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$950	\$582	\$1,000	\$297	\$1,000	0.0%
743	Postage	227	43	500	62	500	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	13,583	17,432	17,500	21,955	26,000	48.6%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	2,727	1,463	5,000	2,516	5,000	0.0%
771	Maintenance of Buildings	159,324	79,054	118,300	78,073	129,200	9.2%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	6,247	8,096	11,000	9,877	11,000	0.0%
805	Utilities-Sewer	3,735	2,431	6,300	3,461	6,300	0.0%
811	Utilities-Gas & Electric	96,381	86,721	114,500	99,056	125,000	9.2%
821	Utilities-Telephones	9,491	9,033	10,500	9,385	11,600	10.5%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	1,072	725	2,000	868	2,000	0.0%
843	Training & Memberships	0	0	500	0	500	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	151,613	151,241	198,000	165,919	198,000	0.0%
861	Contractual Services	156,384	155,083	223,495	204,347	235,438	5.3%
861.5	Reimbursable Emergency Response	0	0	2,000	0	2,000	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	22,240	23,334	0	26,749	0	0.0%
885	Insurance and Surety Bonds	0	0	34,535	0	26,804	-22.4%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$623,975</b>	<b>\$535,238</b>	<b>\$745,130</b>	<b>\$622,565</b>	<b>\$780,342</b>	<b>4.7%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	74,431	7,404	5,000	18,034	5,000	0.0%
907	Equipment	15,799	3,893	10,000	0	5,000	-50.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$90,231</b>	<b>\$11,297</b>	<b>\$15,000</b>	<b>\$18,034</b>	<b>\$10,000</b>	<b>-33.3%</b>

<b>BASE PROGRAM COST</b>	<b>\$906,283</b>	<b>\$757,977</b>	<b>\$985,157</b>	<b>\$867,080</b>	<b>\$1,029,763</b>	<b>4.5%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$906,283</b>	<b>\$757,977</b>	<b>\$985,157</b>	<b>\$867,080</b>	<b>\$1,029,763</b>	<b>4.5%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Library Operations
<b>FUND</b>	37
<b>PROGRAM</b>	770

**PROGRAM**

Operate the new Lafayette Library & Learning Center for 56 hours per week.

**STAFFING REQUIREMENTS**

Position Title	Full-Time Equivalent
702 Building Maintenance Supervisor	100%
Facilities Maintenance Worker - B	100%
<b>Total Full Time Equivalent</b>	<b>2.00</b>

**ACCOUNT DESCRIPTIONS**

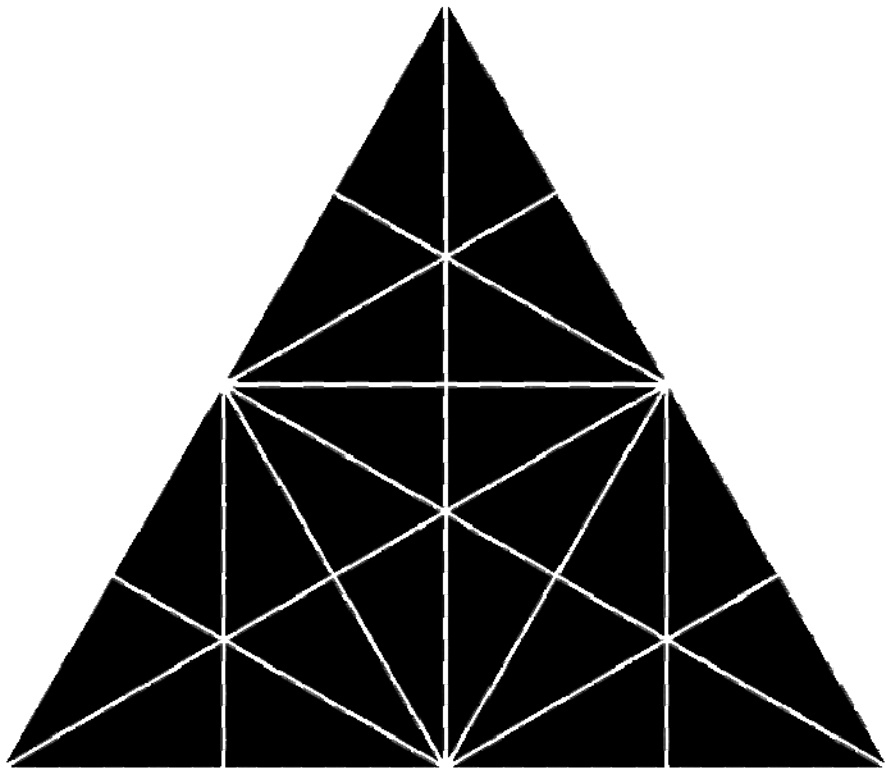
748	Equipment/Tools/Supplies	\$26,000	861.18	Irrigation Repairs & Maintenance	2,500
853	Additional Library Hours	\$198,000	861.19	Landscape Maintenance	5,500
906	Misc Improvements TBD	\$5,000	861.45	Unanticipated Repairs	4,250
			861.61	Safety Requirements/Compliance	1,800
861	Computer support	\$1,888		HKA Contract	216,500
	Roof Inspection	3,000			\$230,550
		\$4,888			

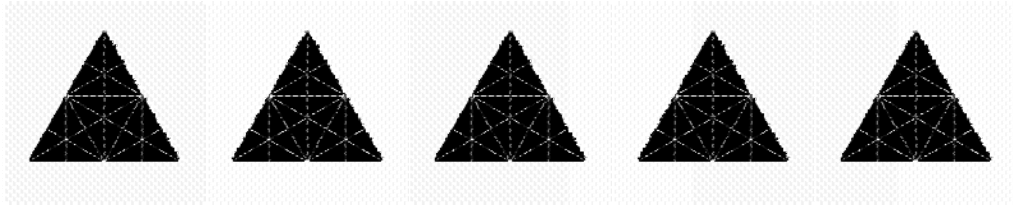
<b>BUILDING MAINTENANCE DETAIL</b>		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
771.01	Maintenance of Buildings	0	0	0	333	0	
771.01	Audio Visual	6,570	16,876	16,000	17,013	16,000	0.0%
771.02	Book Sorter Maintenance	0	1,929	1,000	0	1,000	0.0%
771.05	Custodial (basic)	43,508	0	0	0	0	0.0%
771.061	City Events in Community Hall	4,210	0	0	0	0	0.0%
771.062	City Events in Arts & Science Center	1,866	0	0	0	0	0.0%
771.063	Community Events in Community Hall	4,602	0	0	0	0	0.0%
771.064	Community Events in Arts & Science Center	4,530	0	0	0	0	0.0%
771.065	Building Maintenance Community Hall	16,031	0	0	0	0	0.0%
771.07	Electrical	79	3,175	2,000	1,509	5,000	150.0%
771.08	Elevators	9,740	11,541	17,000	7,551	17,000	0.0%
771.09	Emergency Generator	661	4,707	4,500	4,946	6,000	33.3%
771.10	Exterior	9,309	11,613	14,000	12,161	14,000	0.0%
771.11	Floors	7,493	699	1,500	958	1,500	0.0%
771.13	HVAC	10,030	6,812	15,000	6,984	16,000	6.7%
771.14	Lighting (Interior)	3,302	5,242	3,500	7,157	3,500	0.0%
771.15	Lighting (Exterior)	1,876	1,279	1,500	1,923	2,000	33.3%
771.16	Parking Garage (sweeping)	725	0	1,000	0	1,000	0.0%
771.17	Pest Control	602	798	1,000	834	1,000	0.0%
771.18	Photovoltaic	0	0	500	0	500	0.0%
771.19	Plumbing	1,712	466	2,000	935	2,000	0.0%
771.20	Security & Fire Alarm	20,254	9,170	25,000	11,594	25,000	0.0%
771.21	Plaza, Stairways	3,192	2,175	1,000	1,010	1,000	0.0%
771.22	Telephone	2,235	2,049	3,500	3,036	3,500	0.0%
771.24	Window Cleaning	6,135	0	3,000	128	3,000	0.0%
771.25	Vandalism	0	0	2,000	0	2,000	0.0%
771.26	Restroom Maintenance	189	0	100	0	5,000	4900.0%
771.27	Restroom Maintenance (City Events)	73	0	100	0	100	0.0%
771.28	Restroom Maintenance (Community Events)	400	0	100	0	100	0.0%
771.29	Parking/Garage Maintenance	0	523	3,000	0	3,000	0.0%
	<b>TOTAL</b>	<b>159,324</b>	<b>79,054</b>	<b>118,300</b>	<b>78,072</b>	<b>129,200</b>	<b>9.2%</b>

**SOURCES OF REVENUE**

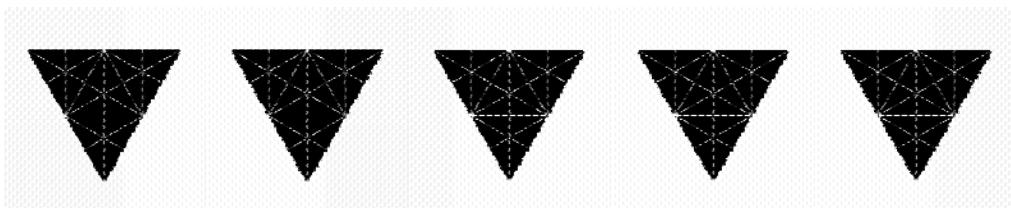
City	\$155,340	includes \$12K for City meetings
Building Leases	\$34,855	
LL&LC Foundation	\$839,568	
<b>TOTAL</b>	<b>\$1,029,763</b>	

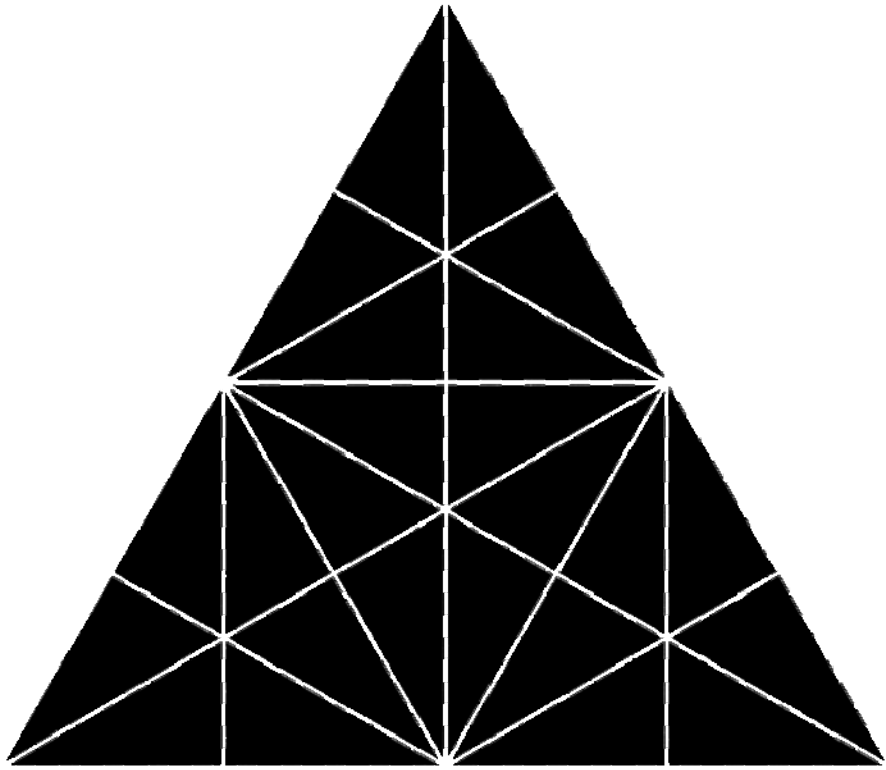






# ASSESSMENT DISTRICTS





**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Street Lighting
FUND	51
PROGRAM	800

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	0	0	0	0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	14,219	13,976	14,219	12,335	14,420	1.4%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	557	321	12,500	575	12,500	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$14,776</b>	<b>\$14,297</b>	<b>\$26,719</b>	<b>\$12,911</b>	<b>\$26,920</b>	<b>0.8%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$14,776</b>	<b>\$14,297</b>	<b>\$26,719</b>	<b>\$12,911</b>	<b>\$26,920</b>	<b>0.8%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$14,776</b>	<b>\$14,297</b>	<b>\$26,719</b>	<b>\$12,911</b>	<b>\$26,920</b>	<b>0.8%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Street Lighting
<b>FUND</b>	51
<b>PROGRAM</b>	800

**PROGRAM**

This budget provides funds through a maintenance district assessment process to maintain 82 street lights in eleven zones. The budget expense for street lights is not distributed by zone, since the assessments are not based on this budget but rather on the rates charged by PG&E. Property assessments are collected and distributed to the City by the County.

**ACCOUNT DESCRIPTIONS**

831 There are eleven street lighting zones. They are grouped onto equal benefits for assessment purposes only.

- Zones 1,2,3,5,6,8 and 10 have 45 lights and are billed at the same monthly rate of \$10.00
- Zone 4 has four lights at \$10.00 per month
- Zone 7 has one light at \$10.00 per month
- Zone 9 has twenty lights at \$10.00 per month
- Zone 11 has eleven lights at \$10.00 per month
- Zone 12 has one light at \$10.00 per month

**ACCOUNT DESCRIPTIONS**

861	Professional Services for annual assessment district	2,500
	Streelight Replacement / Repairs	10,000
		<u>\$12,500</u>

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Core Area Maintenance
FUND	52
PROGRAM	810

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$54,172	\$62,388	\$63,405	\$62,290	\$69,916	10.3%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	4,023	4,611	4,850	4,870	5,349	10.3%
714	Worker's Compensation	1,408	1,647	2,536	2,474	2,657	4.8%
721	Fringe Benefits	17,605	19,404	20,666	19,209	22,785	10.3%
<b>Subtotal PERSONNEL</b>		<b>\$77,208</b>	<b>\$88,048</b>	<b>\$91,457</b>	<b>\$88,843</b>	<b>\$100,707</b>	<b>10.1%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$49	\$0	\$94	\$86	\$106	13.1%
743	Postage	56	86	144	80	91	-36.5%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	4,042	1,852	12,000	4,037	12,000	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	73	1,500	115	1,500	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	14,865	21,895	24,000	30,742	28,000	16.7%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	542	555	652	1,669	2,000	206.7%
821	Utilities-Telephones	454	488	500	472	500	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	53,175	50,244	55,000	53,075	52,000	-5.5%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	536	768	3,704	3,493	3,704	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	258	526	250	0	500	100.0%
853	Community Promotion	32,011	34,856	35,000	20,400	35,000	0.0%
861	Contractual Services	148,278	178,151	227,852	167,778	232,638	2.1%
861.5	Reimbursable Emergency Response	25,994	2,159	7,500	894	7,500	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$280,260</b>	<b>\$291,651</b>	<b>\$368,196</b>	<b>\$282,843</b>	<b>\$375,539</b>	<b>2.0%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	13,961	0	10,000	895	10,000	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$13,961</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$895</b>	<b>\$10,000</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$371,429</b>	<b>\$379,700</b>	<b>\$469,653</b>	<b>\$372,581</b>	<b>\$486,246</b>	<b>3.5%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$371,429</b>	<b>\$379,700</b>	<b>\$469,653</b>	<b>\$372,581</b>	<b>\$486,246</b>	<b>3.5%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Core Area Maintenance
<b>FUND</b>	52
<b>PROGRAM</b>	810

**PROGRAM**

The Core Area Maintenance District was formed to provide landscaping, street lighting, and general maintenance improvements. An assessment based on a benefit formula is levied against each parcel within the District for the maintenance provided.

**WORKPLAN**

- Accomplish maintenance, repairs, and improvements within the District in accordance with the guidelines of the Master Plan.
- Maintain park facilities within the Core Area.
- Develop and systematically implement a program to upgrade landscape and irrigation systems in the Core Area.
- Implement rotational tree pruning program.
- Maintain newly landscaped medians.
- Repair decorative brick pavers and repair sidewalk, curb, and gutter as needed.
- Implement final phases of Master Landscaping Plan as developed.

**STAFFING REQUIREMENTS**

Position Title	Full-Time Equivalent
702 Public Works & Engineering Director	10%
Administrative Analyst - PW	20%
Construction Inspector	5%
Public Works Maintenance Manager	20%
<b>Total Full Time Equivalent</b>	<b>0.55</b>

**ACCOUNT DESCRIPTIONS**

853 Downtown Banners	\$35,000
861 Pro-rata share of City computer equipment	\$1,038
906 Plant restoration	\$10,000

PUBLIC WORKS CONTRACT DETAIL		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
861.01	MCE Hourly	\$23,957	\$32,157	\$36,000	\$32,694	\$37,100	3.1%
861.06	Community Events	6,209	10,399	12,000	4,520	12,000	0.0%
861.12	Holiday Twinkle Lights	1,139	876	1,300	2,369	2,500	92.3%
861.18	Irrigation Repairs	13,960	11,252	22,000	15,225	22,000	0.0%
861.19	Landscape Maintenance	55,460	40,870	88,000	55,237	90,000	2.3%
861.28	Sidewalk Repairs	5,015	2,533	15,000	12,342	15,000	0.0%
861.31	Safety Requirements/Compliance	31	0	0	0	0	0.0%
861.42	Tree Maintenance	6,033	18,399	10,000	12,079	10,000	0.0%
861.43	Weed Control (manual)	13,397	17,044	12,000	13,750	12,500	4.2%
861.44	Weed Control (spraying)	0	0	500	-	500	0.0%
861.45	Unanticipated Repairs	3,235	2,377	3,000	6,916	3,000	0.0%
861.46	Professional Services	1,073	1,110	2,000	1,360	2,000	0.0%
861.47	Street Light / Parking Light Repair	17,410	40,114	25,000	10,008	25,000	0.0%
Subtotal		\$146,919	\$177,131	\$226,800	\$166,500	\$231,600	2.1%

**ESTIMATED YEAR END FUND BALANCE**

Contribution from Prior Year's Fund Balance	\$75,000
Revenue from Assessments and Interest Earnings	298,234
Expenditures	(486,246)
Transfer from General Fund	203,012
Streetlight Sinking Fund	(90,000)
<b>ESTIMATED YEAR END BALANCE</b>	<b>\$0</b>

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Stormwater Pollution
FUND	53
PROGRAM	820

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$132,436	\$150,668	\$134,016	\$125,636	\$149,775	11.8%
705	Temporary Personnel	26,251	2,750	10,000	0	0	N/A
708	Overtime	0	0	0	8	0	0.0%
711	Social Security	11,994	11,482	11,017	9,879	11,458	4.0%
714	Worker's Compensation	4,103	3,946	5,761	4,848	5,691	-1.2%
721	Fringe Benefits	43,047	47,003	43,619	35,496	48,748	11.8%
	<b>Subtotal PERSONNEL</b>	<b>\$217,830</b>	<b>\$215,849</b>	<b>\$204,412</b>	<b>\$175,868</b>	<b>\$215,672</b>	<b>5.5%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$302	\$110	\$302	\$371	\$426	41.2%
743	Postage	310	209	310	218	287	-7.4%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	16,371	3,060	10,000	3,437	10,000	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	23	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	1,134	1,205	1,150	773	750	-34.8%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	3,119	3,976	10,053	11,443	9,540	-5.1%
843	Training & Memberships	228	217	750	93	0	N/A
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	2,510	0	2,500	293	2,500	0.0%
861	Contractual Services	283,510	237,937	320,191	257,450	325,760	1.7%
861.5	Reimbursable Emergency Response	16,938	0	2,000	7,825	5,000	150.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
	<b>Subtotal OP'S AND MAINTENANCE</b>	<b>\$324,445</b>	<b>\$246,714</b>	<b>\$347,257</b>	<b>\$281,902</b>	<b>\$354,264</b>	<b>2.0%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
	<b>Subtotal CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$542,276</b>	<b>\$462,563</b>	<b>\$551,669</b>	<b>\$457,770</b>	<b>\$569,936</b>	<b>3.3%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$542,276</b>	<b>\$462,563</b>	<b>\$551,669</b>	<b>\$457,770</b>	<b>\$569,936</b>	<b>3.3%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Stormwater Pollution
<b>FUND</b>	53
<b>PROGRAM</b>	820

**PROGRAM**

This program tracks costs associated with stormwater pollution control programs.

**WORKPLAN**

- Comply with Federal and State mandated program requirements. Administer the stormwater pollution ordinance.
- Administer and upgrade program to meet requirements for storm water run-off quality and pollutant elimination.
- Provide public education program including the funding of one issue of Vistas.
- Comply with Grizzly Creek restoration project Federal maintenance requirements.
- Implement the creek abatement ordinance.
- Provide appropriate staff assistance to the Creeks Committee.

**STAFFING REQUIREMENTS**

	Position Title	Full-Time Equivalent
702	Public Works & Engineering Director	10%
	Public Works Maintenance Manager	25%
	Engineering Services Manager	20%
	Assistant Engineer	25%
	Administrative Analyst - PW	30%
	Construction Inspector	5%
	Department Assistant - A	10%
	<b>Total Full Time Equivalent</b>	<b>1.25</b>

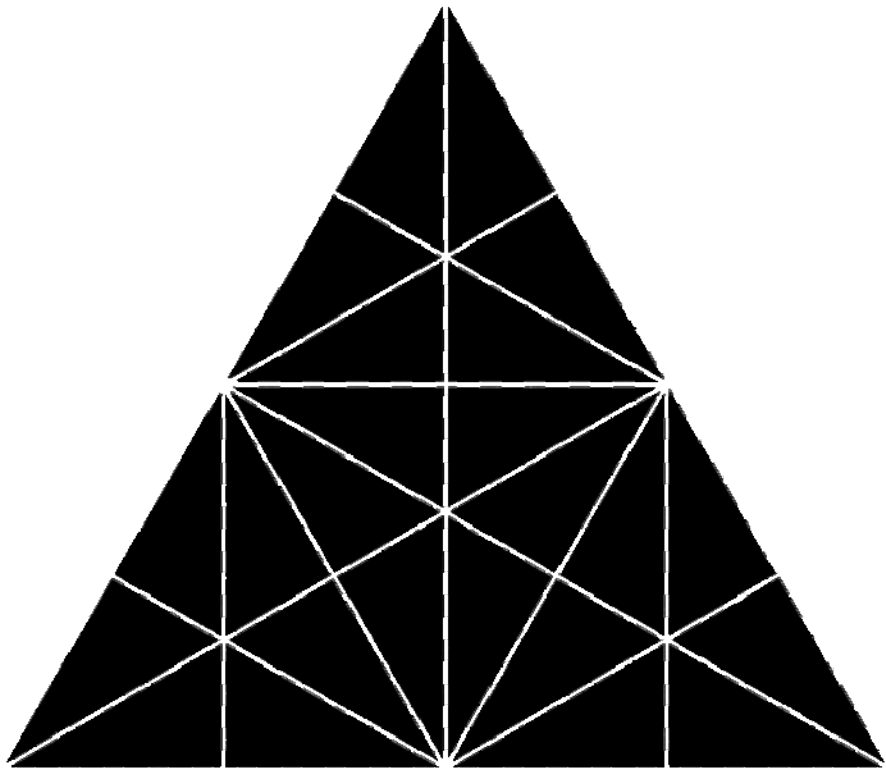
**ACCOUNT DESCRIPTIONS**

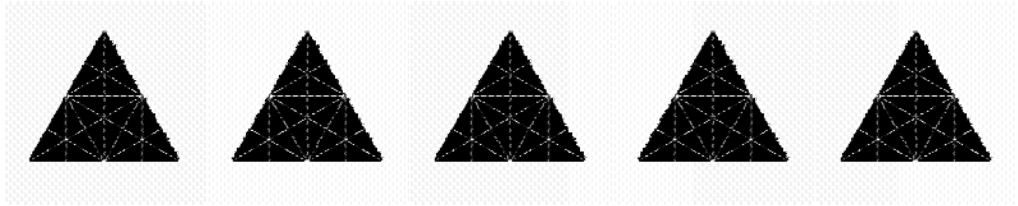
853	Creeks Committee operations	\$2,500
861	Computer support	\$2,360

<b>PUBLIC WORKS CONTRACT DETAIL</b>		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
861.01	MCE Hourly	\$13,740	\$15,429	\$20,000	\$19,519	\$20,600	3.0%
861.04	Catch Basin Cleaning & Inspection	35,190	35,597	33,000	41,522	36,000	9.1%
861.1	Detention Pond Cleaning	13,413	3,473	5,300	0	5,300	0.0%
861.11	Litter Removal	19,177	20,827	19,000	25,737	22,000	15.8%
861.3	Storm Patrol & Cleanup	73,270	25,156	40,000	37,663	40,000	0.0%
861.32	Storm Drain Inspection (visual)	1,129	477	500	943	500	0.0%
861.33	Storm Drain Inspection (video)	0	5,158	7,000	0	5,000	-28.6%
861.37	Storm Drain Cleaning (mechanical)	9,778	20,152	25,000	2,280	25,000	0.0%
861.38	Street Sweeping	69,916	89,482	150,000	115,290	150,000	0.0%
861.45	Unanticipated Repairs & Maintenance	5,245	2,553	8,000	0	8,000	0.0%
861.46	Professional Services	9,030	10,072	9,000	11,757	10,000	11.1%
861.61	Safety Requirements / Compliance	388	182	1,000	168	1,000	0.0%
	<b>Subtotal</b>	<b>\$250,276</b>	<b>\$228,558</b>	<b>\$317,800</b>	<b>\$254,879</b>	<b>\$323,400</b>	<b>1.8%</b>

**ESTIMATED YEAR END FUND BALANCE**

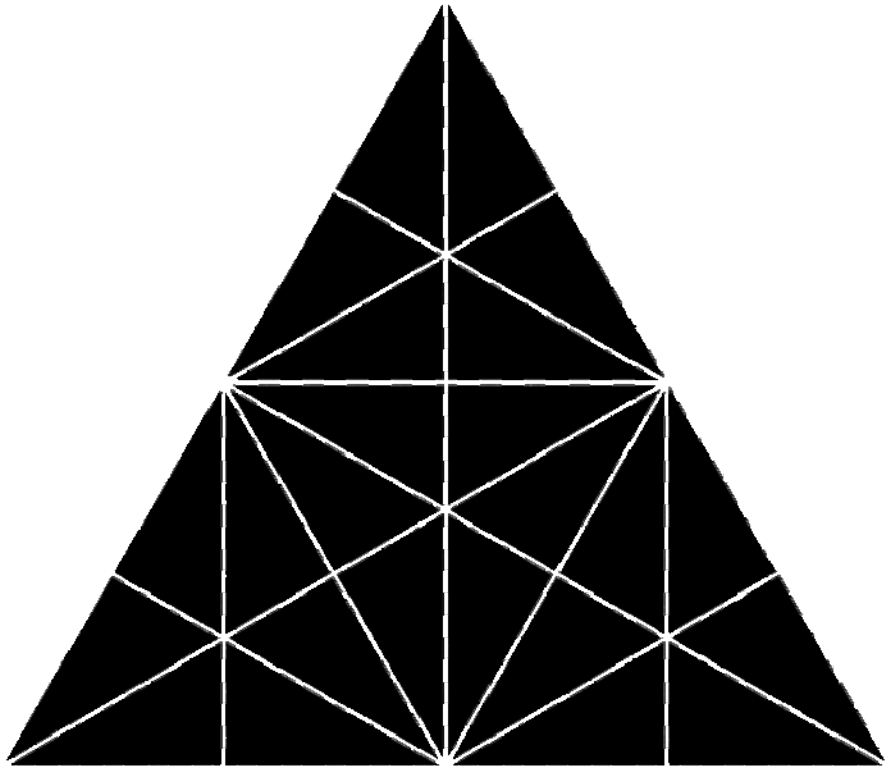
Contribution from Prior Year's Fund Balance	(\$4,863)
Revenue from Assessments and Interest Earnings	352,242
Sinking Fund Release	110,000
Transfer from General Fund	113,014
Expenditures	(569,936)
<b>ESTIMATED YEAR END BALANCE</b>	<b>\$457</b>





# GOVERNMENTAL FUND





**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Meas.J Return-to-Source
FUND	72
PROGRAM	910

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$51,641	\$54,258	\$55,969	\$33,307	\$44,592	-20.3%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	3,864	4,116	4,282	2,525	3,411	-20.3%
714	Worker's Compensation	1,346	1,393	2,239	1,342	1,695	-24.3%
721	Fringe Benefits	15,870	16,610	18,246	10,435	14,542	-20.3%
<b>Subtotal PERSONNEL</b>		<b>\$72,721</b>	<b>\$76,376</b>	<b>\$80,734</b>	<b>\$47,610</b>	<b>\$64,241</b>	<b>-20.4%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$273	\$302	\$268	\$313	\$335	24.8%
743	Postage	141	135	147	126	166	13.1%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	45	30	0	45	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	4,894	6,093	5,820	5,475	5,523	-5.1%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	10,088	13,011	12,552	8,250	12,538	-0.1%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$15,441</b>	<b>\$19,572</b>	<b>\$18,788</b>	<b>\$14,210</b>	<b>\$18,563</b>	<b>-1.2%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$88,162</b>	<b>\$95,948</b>	<b>\$99,522</b>	<b>\$61,819</b>	<b>\$82,804</b>	<b>-16.8%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$88,162</b>	<b>\$95,948</b>	<b>\$99,522</b>	<b>\$61,819</b>	<b>\$82,804</b>	<b>-16.8%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Meas.J Return-to-Source
<b>FUND</b>	72
<b>PROGRAM</b>	910

**PROGRAM**

This program is used to track and analyze Measure J transportation issues and compliance with requirements to receive funding from the County sales tax measure

**STAFFING REQUIREMENTS**

<u>Position Title</u>	<u>Full-Time Equivalent</u>
702 Public Works & Engineering Director	5%
Transportation Planner	50%
Total Full Time Equivalent	0.55

**ACCOUNT DESCRIPTIONS**

861 Consulting services for Measure J checklist monitoring	\$3,500
Administrative & staffing consultant for SWAT (City share)	8,000
Computer support	1,038
	\$12,538

**REVENUE**

Measure J Return-to-Source	\$510,000
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**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Supp. Law Enf. Services
FUND	73
PROGRAM	920

PERSONNEL SERVICES		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	0	0	0	0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

OPERATIONS AND MAINTENANCE		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	0	0	0	0	0	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	532,810	547,428	585,354	585,354	589,663	0.7%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$532,810</b>	<b>\$547,428</b>	<b>\$585,354</b>	<b>\$585,354</b>	<b>\$589,663</b>	<b>0.7%</b>

CAPITAL OUTLAY		Actual 2016-2017 Expenditures	Actual 2017-2018 Expenditures	Final 2018-2019 Budget	Actual 2018-2019 Expenditures	Final 2019-2020 Budget	Increase Over Budget
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$532,810</b>	<b>\$547,428</b>	<b>\$585,354</b>	<b>\$585,354</b>	<b>\$589,663</b>	<b>0.7%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$ 532,810</b>	<b>\$ 547,428</b>	<b>\$ 585,354</b>	<b>\$ 585,354</b>	<b>\$ 589,663</b>	<b>0.7%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	Supp. Law Enf. Services
<b>FUND</b>	73
<b>PROGRAM</b>	920

**PROGRAM**

This program provides supplemental law enforcement services to the City through funding provided by A.B. 3229. This bill was enacted in 1995-96 and appropriates \$100 million from the State's general fund. The city is required to use the revenue to provide front line municipal police services. The funds shall be appropriated only after the City Council has held a public hearing to consider options for disbursing the funds. Funding must be considered separate and apart from the general fund budget process.

**WORKPLAN**

- This program funds two officers. Approximately 25% of the funding is provided by the state via AB3229.

**ACCOUNT DESCRIPTIONS**

<b>POLICE CONTRACT DETAIL</b>		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Percent Increase</i>
862.1	Officers	\$505,170	\$529,788	\$557,714	\$557,714	\$580,023	4.0%
862.6	Services/Supply	\$3,000	\$3,000	3,000	3,000	\$3,000	0.0%
862.7	Communications	\$20,000	\$10,000	20,000	20,000	\$2,000	-90.0%
862.8	Liability Insurance	\$4,640	\$4,640	4,640	4,640	\$4,640	0.0%
Subtotal		\$532,810	\$547,428	\$585,354	\$585,354	\$589,663	0.7%

**REVENUE**

COPS AB3229	\$156,184
Transfer from General Fund	433,479
<b>TOTAL</b>	<u>\$589,663</u>



**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	School Bus Program
FUND	74
PROGRAM	930

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$106,033	\$117,640	\$123,165	\$126,575	124,558	1.1%
705	Temporary Personnel	19,437	19,401	20,990	21,835	27,840	32.6%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	9,160	10,119	10,763	10,519	11,658	8.3%
714	Worker's Compensation	3,211	3,545	5,769	5,908	5,791	0.4%
721	Fringe Benefits	31,862	34,068	35,003	34,319	38,034	8.7%
<b>Subtotal PERSONNEL</b>		<b>\$169,703</b>	<b>\$184,774</b>	<b>\$195,690</b>	<b>\$199,155</b>	<b>\$207,881</b>	<b>6.2%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$433	\$753	\$515	\$911	\$721	40.0%
743	Postage	987	1,407	1,030	843	1,061	3.0%
745	Printing & Binding	1,837	1,944	1,957	1,539	2,016	3.0%
746	Books & Software	280	0	0	64	300	N/A
748	Special Departmental Supplies	0	0	515	0	530	2.9%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	204	166	1,030	317	1,000	-2.9%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	938	913	1,133	990	1,236	9.1%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	10,699	11,711	12,080	8,878	12,442	3.0%
843	Training & Memberships	434	96	1,000	964	1,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	1,030	1,108	1,000	-2.9%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	1,787,804	1,817,396	1,851,906	1,826,254	1,941,309	4.8%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$1,803,615</b>	<b>\$1,834,386</b>	<b>\$1,872,196</b>	<b>\$1,841,868</b>	<b>\$1,962,615</b>	<b>4.8%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	4,322	301	2,060	356	2,530	22.8%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$4,322</b>	<b>\$301</b>	<b>\$2,060</b>	<b>\$356</b>	<b>\$2,530</b>	<b>22.8%</b>

<b>BASE PROGRAM COST</b>	<b>\$1,977,640</b>	<b>\$2,019,461</b>	<b>\$2,069,946</b>	<b>\$2,041,379</b>	<b>\$2,173,026</b>	<b>5.0%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$1,977,640</b>	<b>\$2,019,461</b>	<b>\$2,069,946</b>	<b>\$2,041,379</b>	<b>\$2,173,026</b>	<b>5.0%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

<b>DEPARTMENT</b>	School Bus Program
<b>FUND</b>	74
<b>PROGRAM</b>	930

**PROGRAM**

This program is used to track costs associated with the Lamorinda School Bus program.

**STAFFING REQUIREMENTS**

	<u>Position Title</u>	<u>Full-Time Equivalent</u>
702	LSBTA Manager	100%
	Total Full Time Equivalent	1.00

**DESCRIPTION OF ACCOUNTS**

705	Administrative Aide (.5FTE)	\$23,200
841	Office Lease & Shared Costs	\$12,442
861	First Student - Lamorinda	\$1,888,627
	Audit	3,914
	Insurance	10,475
	Transfer Charges to City	5,727
	VISA	20,000
	Website	2,266
	Legal counsel	6,180
	Computer Support	4,120
		\$1,941,309

**DESCRIPTION OF REVENUES**

Parent Contributions	\$963,144
Measure J (SWAT)	72,500
One Trip Passes	20,000
Interest Earnings	1,000
Measure J	1,205,615
	\$2,262,259

**ESTIMATED YEAR END FUND BALANCE**

Contribution from Prior Year's Fund Balance	\$309,554
Net income / (loss)	89,233
Reserve	(200,000)
<b>ESTIMATED YEAR END CASH BALANCE</b>	<b>\$198,787</b>

**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Insurance
FUND	76
PROGRAM	950

		<i>Actual 2016-2017 Expenditures</i>	<i>Actual 2017-2018 Expenditures</i>	<i>Final 2018-2019 Budget</i>	<i>Actual 2018-2019 Expenditures</i>	<i>Final 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	21,682	26,906	24,816	20,693	24,816	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$21,682</b>	<b>\$26,906</b>	<b>\$24,816</b>	<b>\$20,693</b>	<b>\$24,816</b>	<b>0.0%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	5	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	0	225	0	225	0	0.0%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	229,819	271,762	201,077	192,902	209,846	4.4%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	8,907	7,016	15,000	1,980	15,000	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$238,725</b>	<b>\$279,003</b>	<b>\$216,077</b>	<b>\$195,112</b>	<b>\$224,846</b>	<b>4.1%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$260,407</b>	<b>\$305,909</b>	<b>\$240,893</b>	<b>\$215,806</b>	<b>\$249,662</b>	<b>3.6%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$260,407</b>	<b>\$305,909</b>	<b>\$240,893</b>	<b>\$215,806</b>	<b>\$249,662</b>	<b>3.6%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

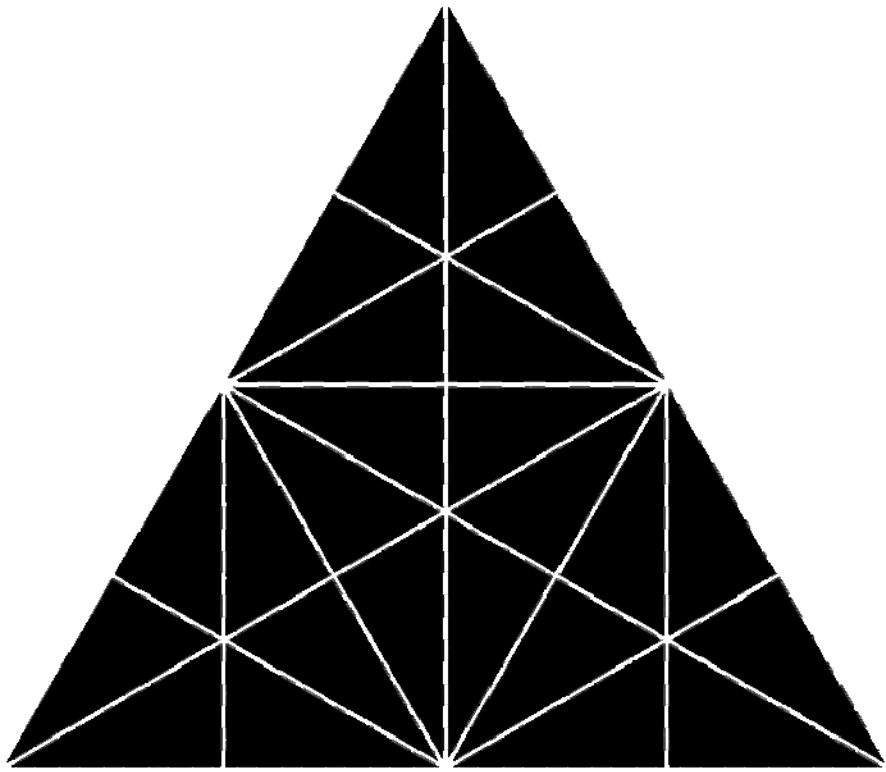
<b>DEPARTMENT</b>	Insurance
<b>FUND</b>	76
<b>PROGRAM</b>	950

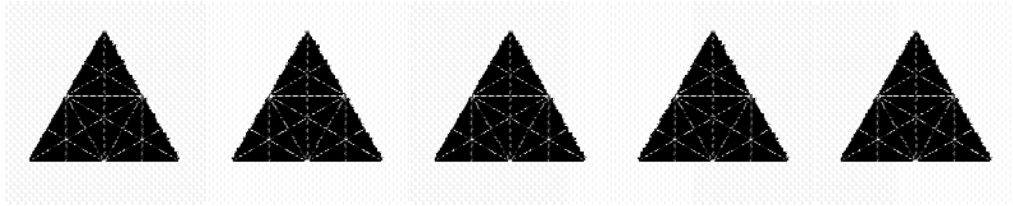
**PROGRAM**

The City of Lafayette is a member of the Contra Costa County Municipal Pooling Authority which provides a self-insurance program for general liability and property insurance. This fund has been established to ensure that the City is protected for deductible claim costs and certain legal and administrative expenses.

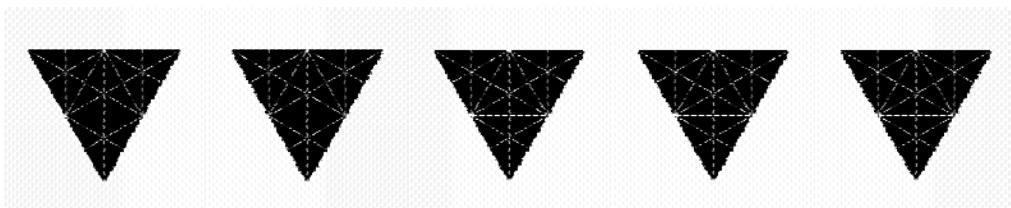
Premiums for blanket bonds and unemployment insurance are also included in this budget.

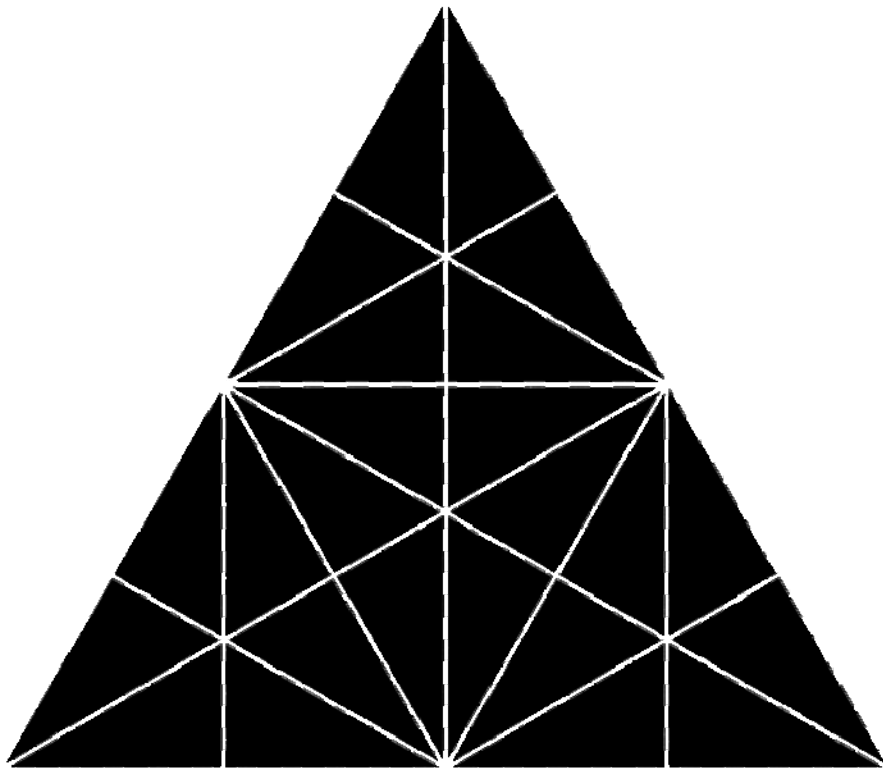
Property	17,675	
Work Alternative Program	875	
Vehicle	2,670	
Liability	116,212	
Excess Liability Insurance (CARMA)	49,573	
Crime	518	
Employment Risk Managment Authority (ERMA)	17,626	
Wellness Program	2,537	
EAP	<u>2,160</u>	
	\$209,846	
Workers Comp	\$0.038	per \$1 payroll charged to departments
Retiree Health Insurance Premiums	24,816	
Retiree Reimbursements	<u>(13,464)</u>	
	\$11,352	





# SUCCESSOR AGENCY





**CITY OF LAFAYETTE  
2019-2020 FINAL BUDGET  
EXPENDITURE DETAIL**

DEPARTMENT	Lafayette Successor Agency
FUND	87
PROGRAM	961

		<i>Actual 2016-2017 Expenditures</i>	<i>Estimated 2017-2018 Expenditures</i>	<i>Proposed 2018-2019 Budget</i>	<i>Estimated 2018-2019 Expenditures</i>	<i>Proposed 2019-2020 Budget</i>	<i>Increase Over Budget</i>
<b>PERSONNEL SERVICES</b>							
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	0	0	0	0	0	0.0%
714	Worker's Compensation	0	0	0	0	0	0.0%
721	Fringe Benefits	0	0	0	0	0	0.0%
<b>Subtotal PERSONNEL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>OPERATIONS AND MAINTENANCE</b>							
741	Office Supplies	\$0	\$0	\$0	\$0	\$0	0.0%
743	Postage	0	0	0	0	0	0.0%
745	Printing & Binding	0	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	0	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	0	0	0	0	0	0.0%
771	Maintenance of Buildings	0	0	0	0	0	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	0	0	0	0	0	0.0%
801	Utilities-Water	0	0	0	0	0	0.0%
805	Utilities-Sewer	0	0	0	0	0	0.0%
811	Utilities-Gas & Electric	0	0	0	0	0	0.0%
821	Utilities-Telephones	0	0	0	0	0	0.0%
825	Utilities-Garbage Disposal	0	0	0	0	0	0.0%
831	Utilities-Street Lighting	0	0	0	0	0	0.0%
835	Utilities-Traffic Signals	0	0	0	0	0	0.0%
841	Rental Expense	0	0	0	0	0	0.0%
843	Training & Memberships	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	75,150	76,696	78,084	78,084	76,085	-2.6%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	0	0	0	0	0	0.0%
866	Contractual-Recreation	0	0	0	0	0	0.0%
881	Premium Payment-Liability	0	0	0	0	0	0.0%
885	Insurance and Surety Bonds	0	0	0	0	0	0.0%
891	Claims Payments	0	0	0	0	0	0.0%
892	Debt Service	0	0	0	0	0	0.0%
896	Insurance Reserve	0	0	0	0	0	0.0%
<b>Subtotal OP'S AND MAINTENANCE</b>		<b>\$75,150</b>	<b>\$76,696</b>	<b>\$78,084</b>	<b>\$78,084</b>	<b>\$76,085</b>	<b>-2.6%</b>

<b>CAPITAL OUTLAY</b>							
902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
<b>Subtotal CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

<b>BASE PROGRAM COST</b>	<b>\$75,150</b>	<b>\$76,696</b>	<b>\$78,084</b>	<b>\$78,084</b>	<b>\$76,085</b>	<b>-2.6%</b>
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<b>TOTAL PROGRAM COST</b>	<b>\$75,150</b>	<b>\$76,696</b>	<b>\$78,084</b>	<b>\$78,084</b>	<b>\$76,085</b>	<b>-2.6%</b>
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**CITY OF LAFAYETTE**  
**2019-2020 FINAL BUDGET**  
**DESCRIPTION**

DEPARTMENT	Tax Increment Bonds
FUND	90
PROGRAM	995

**PROGRAM**

This fund is used to track all outstanding debt obligations for tax increment bonds.

**Lafayette Redevelopment Agency Obligations**

BONDS	Original Debt	Payment Due
Series 2014 (Refinance of 2002 & 2008)	\$13,880,000	
Principal Expense		50,000
Interest Expense		669,900
TOTAL		<u>\$719,900</u>
Series 2015 (Refinance of 2005 & Library)	\$23,727,306	
Principal Expense		955,000
Interest Expense		867,363
TOTAL		<u>\$1,822,363</u>
Transfer from Fund 87		\$2,542,263