

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	City Council
FUND	11
PROGRAM	110

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
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%
Subtotal PERSONNEL		\$0	\$0	\$0	\$0	\$0	0.0%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$601	\$367	\$300	\$287	\$300	0.0%
743	Postage	414	650	500	311	500	0.0%
745	Printing & Binding	741	0	2,500	9	2,500	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	6,630	4,178	6,000	4,913	6,000	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	0	0	0.0%
843	Training	11,824	10,008	17,700	6,704	17,700	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	235	0	1,000	1,082	1,000	0.0%
853	Community Promotion	143,448	223,957	43,400	44,255	36,600	-15.7%
861	Contractual Services	37,768	121,501	66,956	73,350	51,056	-23.7%
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%
Subtotal OP'S AND MAINTENANCE		\$201,661	\$360,661	\$138,356	\$130,912	\$115,656	-16.4%

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%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$201,661	\$360,661	\$138,356	\$130,912	\$115,656	-16.4%
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TOTAL PROGRAM COST	\$201,661	\$360,661	\$138,356	\$130,912	\$115,656	-16.4%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	City Council
FUND	11
PROGRAM	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

1. To study alternatives to the Sheriff's contract for police services;
2. To open the Lafayette Library and Learning Center to the public;
3. To implement the recommendations of the Financial Review Committee;
4. To adopt a new downtown strategy and specific plan;
5. To develop a plan to fix more failed roads;
6. Adopt a Parks Master Plan;
7. Complete the Senior Needs Assessment;
8. Secure additional downtown parking;
9. Develop a plan and strategy to acquire open space;
10. Prepare the City's first ever Government Statement.

ACCOUNT DESCRIPTIONS

745 Letterhead	\$2,500	861 Commissions Day	\$3,500
		Council minutes	20,000
843 LOCC Annual Conference	\$500	Employee Appreciation Event	1,000
Host Mayor's Conference	8,000	Security alarm for council meetings	456
Mayor's Conference Membership and Attendance	2,500	Annual Financial Audits	26,100
Lamorinda Project Management Committee membership	5,000		<u>\$51,056</u>
Miscellaneous Meetings	1,200		
Travel & Car Mileage Reimbursement	500		
	<u>\$17,700</u>		
853 Ribbon cutting and other ceremonies	\$1,000		
Support for:			
Historical Society	100		
July 4th Celebration in Moraga	500		
Arts Programs	5,000		
Chamber of Commerce Support	30,000		
	<u>\$36,600</u>		

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Circulation Commission
FUND	11
PROGRAM	120

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$57,928	\$61,394	\$68,740	\$65,400	\$67,086	-2.4%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	19	15	0	0	0	0.0%
711	Social Security	4,407	4,685	5,259	4,928	5,132	-2.4%
714	Worker's Compensation	582	921	687	1,315	671	-2.4%
721	Fringe Benefits	15,045	19,013	17,872	20,718	20,126	12.6%
Subtotal PERSONNEL		\$77,982	\$86,028	\$92,558	\$92,361	\$93,015	0.5%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$387	\$464	\$782	\$350	\$1,095	40.0%
743	Postage	153	115	395	486	395	0.0%
745	Printing & Binding	407	0	300	0	300	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	121	56	0	0	0	0.0%
751	Maintenance of Vehicles	50	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	204	300	22	300	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	7,857	8,147	8,758	8,413	9,072	3.6%
843	Training	1,199	1,706	1,300	1,197	1,300	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	741	315	800	102	800	0.0%
853	Community Promotion	0	0	0	69	0	0.0%
861	Contractual Services	7,219	8,075	10,000	10,140	15,000	50.0%
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%
Subtotal OP'S AND MAINTENANCE		\$18,133	\$19,082	\$22,635	\$20,778	\$28,261	24.9%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	300	370	0	2,025	0	0.0%
907	Equipment	0	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
Subtotal CAPITAL OUTLAY		\$300	\$370	\$0	\$2,025	\$0	0.0%

BASE PROGRAM COST	\$96,415	\$105,480	\$115,194	\$115,164	\$121,276	5.3%
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TOTAL PROGRAM COST	\$96,415	\$105,480	\$115,194	\$115,164	\$121,276	5.3%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Circulation Commission
FUND	11
PROGRAM	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

- Identify and suggest priorities for the City's long-range capital improvement program.
- Expedite the Commission's response to residents' concerns about circulation issues.
- Facilitate communication between the community and police on matters of traffic and pedestrian safety.
- Encourage coordination with the County, transportation authorities, school districts, and other agencies.
- Analyze land development proposals from the standpoint of traffic, pedestrian, and bicycle safety as well as parking impacts.
- Implement neighborhood traffic calming program.
- Work with BPAC on bicycle and pedestrian issues.

STAFFING REQUIREMENTS

Position Title	Full-Time Equivalent
702 Transportation Planner	50%
702 Administrative Assistant - Engineering	10%
702 Engineering Services Manager	10%
Total Full Time Equivalent	0.70

ACCOUNT DESCRIPTIONS

841 Allocated cost of office space rental	\$7,301
Pro-rata share of City computer expenses	1,770
	\$9,072
861 Consultant Services for traffic counts & surveys	5,000
Traffic Engineering Consultants	5,000
Meeting Minutes	5,000
	\$15,000

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Crime Prevention Com.
FUND	11
PROGRAM	130

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
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%
Subtotal PERSONNEL		\$0	\$0	\$0	\$0	\$0	0.0%

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	492	473	500	0	500	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	557	1,068	1,000	1,400	1,000	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	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	30	30	500	30	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	695	432	650	979	650	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	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%
Subtotal OP'S AND MAINTENANCE		\$1,775	\$2,002	\$2,650	\$2,409	\$2,650	0.0%

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%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$1,775	\$2,002	\$2,650	\$2,409	\$2,650	0.0%
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TOTAL PROGRAM COST	\$1,775	\$2,002	\$2,650	\$2,409	\$2,650	0.0%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Crime Prevention Com.
FUND	11
PROGRAM	130

PROGRAM

The Crime Prevention Commission studies and educates regarding safety issues in the City. It encourages neighborhood organization for crime prevention.

WORKPLAN

- Continue neighborhood watch meetings and neighborhood watch sign program.
- Continue the operation of the Video Lending Library.
- Pursue business alert program with Lafayette Chamber of Commerce.
- Provide crime prevention tips to the local newspapers.
- Continue to support and coordinate Child I.D. program in conjunction with the Chamber of Commerce.
- Coordinate a community safety day with Emergency Preparedness Commission.
- Increase public education through distribution of crime prevention materials and flyers.

ACCOUNT DESCRIPTIONS

745 Flyers, brochures and educational pamphlets	\$500
748 Purchase of videos for lending library, plastic badges, magnets, promo items	\$1,000
843 Neighborhood watch training	\$500
853 Child I.D. program supplies	\$650

NOTE: Added sinking fund for left over Measure P campaign funds

CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL

DEPARTMENT	Parks, Trails & Rec Commission
FUND	11
PROGRAM	140

10 Dec 09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$32,831	\$36,539	\$37,057	\$38,518	\$39,806	7.4%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	2,195	2,340	2,835	2,489	3,045	7.4%
714	Worker's Compensation	330	548	371	775	398	7.4%
721	Fringe Benefits	9,096	10,607	9,635	13,412	11,942	23.9%
Subtotal PERSONNEL		\$44,451	\$50,034	\$49,898	\$55,194	\$55,191	10.6%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$58	\$800	\$800	\$419	\$800	0.0%
743	Postage	1,105	1,100	1,100	1,100	1,100	0.0%
745	Printing & Binding	443	30	1,000	0	1,000	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	3,006	2,837	3,000	1,003	2,500	-16.7%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	500	367	500	500	300	-40.0%
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	37	245	550	282	550	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	300	450	450	450	450	0.0%
843	Training	500	299	1,000	1,338	1,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	515	0	500	0	500	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	15,338	50,298	56,000	37,538	16,000	-71.4%
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%
Subtotal OP'S AND MAINTENANCE		\$21,802	\$56,426	\$64,900	\$42,631	\$24,200	-62.7%

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%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$66,253	\$106,460	\$114,798	\$97,825	\$79,391	-30.8%
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TOTAL PROGRAM COST	\$66,253	\$106,460	\$114,798	\$97,825	\$79,391	-30.8%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Parks, Trails & Rec Commission
FUND	11
PROGRAM	140

PROGRAM

The Parks, Trails and Recreation Commission supports the 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 impart general recreation information to the public
- Staff time to write and administer park, trail, and open space grants
- Staff time to prepare agendas 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.
- Continue to seek funding and develop the Community Park and other City parks.
- Participate in the development of City policies that affect parks and encourage public awareness and use of park facilities.

Trails

- Continue to pursue easements for trails as shown on the Trails Master Plan.
- Construct, maintain, and upgrade trails over easements already obtained.
- Increase public awareness of trails
- Secure progress reports regarding trail easement properties involving EBMUD, the EBRPD, and neighboring communities.
- Pursue outside sources of funding for trail projects.

Community Center

- Continue supporting the self-sufficiency of recreation programs.
- Continue maintaining and up-grading the Community Center facilities.

STAFFING REQUIREMENTS

Position Title	Full-Time Equivalent
702 Parks and Recreation Director	25%
Administrative Assistant - P&R - A	5%
Administrative Assistant - P&R - B	5%
Total Full Time Equivalent	0.35

ACCOUNT DESCRIPTIONS

745 Trails pamphlets and park design plans	\$1,000
748 Community Service project supplies	\$2,500
821 15% of basic phone and computer expenses	\$550
841 Copier lease and postage meter	\$450
861 Parks, Trails and Recreation Commission Minutes	\$2,000
Land Appraisals	4,000
Parks Master Plan Phase 3	10,000
	\$16,000

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Senior Services
FUND	11
PROGRAM	141

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$5,716	\$6,362	\$6,413	\$6,703	\$6,913	7.8%
705	Temporary Personnel	0	31,523	52,936	47,167	52,936	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	2,744	2,816	4,540	4,042	4,578	0.8%
714	Worker's Compensation	367	568	593	1,085	598	0.8%
721	Fringe Benefits	1,448	1,903	1,667	2,076	2,074	24.4%
Subtotal PERSONNEL		\$10,275	\$43,174	\$66,150	\$61,074	\$67,100	1.4%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$1,520	\$1,412	\$1,700	\$1,474	\$1,700	0.0%
743	Postage	2,200	2,200	2,200	1,700	2,200	0.0%
745	Printing & Binding	2,515	3,891	3,950	3,950	3,950	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	1,854	987	700	639	900	28.6%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	100	100	100	100	100	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	524	454	500	970	900	80.0%
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	291	450	450	450	450	0.0%
843	Training	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	200	9	200	0.0%
861	Contractual Services	995	683	30,750	25,739	5,750	-81.3%
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%
Subtotal OP'S AND MAINTENANCE		\$9,999	\$10,176	\$40,550	\$35,030	\$16,150	-60.2%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	1,103	1,000	1,056	1,000	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
Subtotal CAPITAL OUTLAY		\$0	\$1,103	\$1,000	\$1,056	\$1,000	0.0%

BASE PROGRAM COST	\$20,274	\$54,454	\$107,700	\$97,159	\$84,250	-21.8%
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TOTAL PROGRAM COST	\$20,274	\$54,454	\$107,700	\$97,159	\$84,250	-21.8%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Senior Services
FUND	11
PROGRAM	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.
- 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.
- Support the Senior Transportation Services project.

STAFFING REQUIREMENTS

Position Title	Full-Time Equivalent
702 Parks and Recreation Director	5%
705 Senior Center Coordinator	0%
Total Full Time Equivalent	0.05

ACCOUNT DESCRIPTIONS

705 Temporary Employees (49 hours per week)	52,936
743 Postage for PTR brochure	\$2,200
745 Printing for "Lifestyles" & portion of PTR brochure	\$3,950
821 Internet connection & phones	\$900
841 Copier lease and postage meter	\$450
861 Program Facilitation	\$1,000
Senior Needs Assessment (completion of consultant contract)	4,750
	<u>\$5,750</u>
907 Senior Center furnishings	\$1,000

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Youth Commission
FUND	11
PROGRAM	142

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$5,726	\$8,242	\$8,146	\$8,275	\$8,636	6.0%
705	Temporary Personnel	13,898	14,900	17,500	15,256	17,500	0.0%
708	Overtime	0	0	0	641	0	0.0%
711	Social Security	1,526	1,778	1,962	1,849	1,999	1.9%
714	Worker's Compensation	197	347	256	486	261	1.9%
721	Fringe Benefits	1,463	3,021	2,118	3,321	2,591	22.3%
Subtotal PERSONNEL		\$22,810	\$28,288	\$29,982	\$29,829	\$30,988	3.4%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$342	\$275	\$275	\$360	\$275	0.0%
743	Postage	300	300	300	300	300	0.0%
745	Printing & Binding	0	500	500	0	500	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	100	600	200	200	200	0.0%
771	Maintenance of Buildings	0	148	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	738	489	510	510	510	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	200	450	450	450	450	0.0%
843	Training	741	665	950	0	950	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	0	0	0	0	0	0.0%
866	Contractual-Recreation	10,058	14,202	16,000	12,369	13,000	-18.8%
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%
Subtotal OP'S AND MAINTENANCE		\$12,480	\$17,629	\$19,185	\$14,189	\$16,185	-15.6%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	900	0	1,500	1,167	0	N/A
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
Subtotal CAPITAL OUTLAY		\$900	\$0	\$1,500	\$1,167	\$0	N/A

BASE PROGRAM COST	\$36,190	\$45,917	\$50,667	\$45,185	\$47,173	-6.9%
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TOTAL PROGRAM COST	\$36,190	\$45,917	\$50,667	\$45,185	\$47,173	-6.9%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Youth Commission
FUND	11
PROGRAM	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 such as the child abuse prevention program.
- Maintain and enhance cooperative activities with local schools.

STAFFING REQUIREMENTS

	Position Title	Full-Time Equivalent
702	Recreation Coordinator	15.0%
	Total Full Time Equivalent	0.150

ACCOUNT DESCRIPTIONS

705 Teen Program Intern & event staff	\$17,500
841 Copier lease and postage meter	\$450
843 Strategic planning & team building retreat	\$950

DESCRIPTION OF NET REVENUES

	Actual 2007/08	Actual 2008/09	Projected 2009/10
Revenue	\$13,424	\$14,041	\$13,500
Event Expenses	\$7,407	\$7,369	\$7,500
Net Revenue	\$6,017	\$6,672	\$6,000
Sinking Fund Beginning Balance	6,478	\$5,700	\$7,372
Add Net Revenue	6,017	6,672	6,000
Less Donations*	(6,795)	(5,000)	(5,000)
Sinking Fund Ending Balance	5,700	7,372	8,372

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.

*2008-09 donations include: TBD.

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Planning Commission
FUND	11
PROGRAM	150

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$185,875	\$199,654	\$208,612	\$207,110	\$211,036	1.2%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	2,287	1,070	5,000	352	5,000	0.0%
711	Social Security	14,183	15,043	16,341	15,316	16,527	1.1%
714	Worker's Compensation	1,889	3,001	2,086	4,174	2,110	1.2%
721	Fringe Benefits	42,787	57,744	54,239	67,189	63,311	16.7%
Subtotal PERSONNEL		\$247,022	\$276,512	\$286,279	\$294,141	\$297,984	4.1%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$1,012	\$1,592	\$3,311	\$2,505	\$3,755	13.4%
743	Postage	1,054	1,402	4,184	1,122	4,735	13.2%
745	Printing & Binding	0	0	4,100	0	4,100	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	0	134	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	710	84	500	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	0	0	600	0	0	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	29,756	28,133	30,029	28,844	31,102	3.6%
843	Training	0	0	1,000	0	1,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	500	177	500	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	9,445	3,635	35,000	3,197	35,000	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%
Subtotal OP'S AND MAINTENANCE		\$41,978	\$34,980	\$79,424	\$35,967	\$80,892	1.8%

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%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$288,999	\$311,492	\$365,703	\$330,107	\$378,876	3.6%
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TOTAL PROGRAM COST	\$288,999	\$311,492	\$365,703	\$330,107	\$378,876	3.6%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Planning Commission
FUND	11
PROGRAM	150

PROGRAM

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

WORKPLAN

- Begin the process of updating the zoning ordinances and zoning map to ensure consistency with 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.
- Prepare the commercial and multi-family Design Guidelines after completion of the Downtown Strategic Plan

STAFFING REQUIREMENTS

<u>Position Title</u>	<u>Full-Time Equivalent</u>
702 Planning & Building Manager	30%
Senior Planner - A	20%
Senior Planner - B	55%
Associate Planner	40%
Assistant Planner - B	30%
Assistant Planner - A	30%
Administrative Assistant - Planning	35%
Total Full Time Equivalent	2.40

ACCOUNT DESCRIPTIONS

841 Allocated cost of office space rental	\$25,033
Pro-rata share of City computer expenses	<u>6,070</u>
	\$31,102
843 Workshops, conferences, seminars and other training (Center for Urban Planning, Cal APA, Planner Institute)	\$1,000
861 Planning Commission Minutes	\$10,000
Consultant for E. Deerhill Road Study environmental review	<u>25,000</u>
	\$35,000

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Design Rev. Commission
FUND	11
PROGRAM	151

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$141,283	\$155,309	\$163,282	\$161,247	\$162,107	-0.7%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	3,050	1,399	5,000	469	5,000	0.0%
711	Social Security	11,187	11,936	12,874	12,142	12,784	-0.7%
714	Worker's Compensation	1,449	2,339	1,633	3,253	1,621	-0.7%
721	Fringe Benefits	35,777	46,875	42,453	54,691	48,632	14.6%
Subtotal PERSONNEL		\$192,745	\$217,859	\$225,242	\$231,802	\$230,144	2.2%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$865	\$1,360	\$2,828	\$1,958	\$3,129	10.6%
743	Postage	1,065	1,180	3,574	945	3,946	10.4%
745	Printing & Binding	18	0	0	0	0	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	32	182	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	93	62	200	107	200	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	300	0	0	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	25,363	25,178	25,650	24,638	25,919	1.0%
843	Training	0	0	0	0	0	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	275	0	0	0	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	11,532	8,144	13,600	9,112	13,600	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%
Subtotal OP'S AND MAINTENANCE		\$38,968	\$36,381	\$46,152	\$36,759	\$46,794	1.4%

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%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$231,713	\$254,240	\$271,394	\$268,561	\$276,937	2.0%
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TOTAL PROGRAM COST	\$231,713	\$254,240	\$271,394	\$268,561	\$276,937	2.0%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Design Rev. Commission
FUND	11
PROGRAM	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.
- Evaluate the workload of Commission to determine whether it can be lightened.
- Support the Downtown Street Improvement Master Plan Implementation Committee.

STAFFING REQUIREMENTS

<u>Position Title</u>	<u>Full-Time Equivalent</u>
702 Planning & Building Manager	10%
Senior Planner - A	40%
Senior Planner - B	10%
Associate Planner	30%
Assistant Planner - B	40%
Assistant Planner - A	40%
Administrative Assistant - Planning	30%
Total Full Time Equivalent	2.00

ACCOUNT DESCRIPTIONS

841 Allocated cost of office space rental	\$20,861
Pro-rata share of City computer expenses	5,058
	<u>\$25,919</u>
861 Design Review Commission Minutes	\$10,000
Downtown Street Improvement Master Plan Support	3,600
	<u>\$13,600</u>

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Police Services
FUND	11
PROGRAM	210

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$28,622	\$63,766	\$82,436	\$82,498	\$96,562	17.1%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	1,501	3,615	1,000	2,974	1,000	0.0%
711	Social Security	2,309	5,427	6,383	7,055	7,463	16.9%
714	Worker's Compensation	302	1,011	824	1,719	966	17.1%
721	Fringe Benefits	8,528	16,641	21,433	24,728	28,969	35.2%
Subtotal PERSONNEL		\$41,263	\$90,460	\$112,077	\$118,975	\$134,960	20.4%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$1,567	\$3,138	\$1,400	\$2,694	\$1,400	0.0%
743	Postage	238	187	500	208	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	15,033	19,729	14,500	18,428	15,700	8.3%
751	Maintenance of Vehicles	76,921	91,991	80,000	92,018	80,000	0.0%
761	Maintenance of Equipment	4,465	3,440	4,000	3,582	4,000	0.0%
771	Maintenance of Buildings	3,191	2,712	4,000	2,417	4,000	0.0%
781	Maintenance of Right of Way	0	0	0	0	0	0.0%
791	Miscellaneous Expenses Under \$500	1,435	1,417	1,500	752	1,500	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	6,651	6,325	5,800	8,001	5,800	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	41,548	41,177	111,077	107,063	117,293	5.6%
843	Training	21,744	(6,953)	3,000	6,192	5,000	66.7%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	0	0	0	0.0%
853	Community Promotion	409	0	0	0	0	0.0%
861	Contractual Services	264,276	151,389	298,416	184,344	263,998	-11.5%
861.5	Reimbursable Emergency Response	0	0	0	0	0	0.0%
862	Contract Sheriff Services	2,554,748	2,840,822	3,179,968	2,954,244	3,146,845	-1.0%
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%
Subtotal OP'S AND MAINTENANCE		\$2,992,226	\$3,155,375	\$3,704,161	\$3,379,943	\$3,646,036	-1.6%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	84,526	27,203	24,500	48,467	11,000	-55.1%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
Subtotal CAPITAL OUTLAY		\$84,526	\$27,203	\$24,500	\$48,467	\$11,000	-55.1%

BASE PROGRAM COST	\$3,118,015	\$3,273,038	\$3,840,738	\$3,547,385	\$3,791,996	-1.3%
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999	Prior Year Savings	\$24,204	\$0	\$25,000	\$0	\$12,500
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TOTAL PROGRAM COST	\$3,142,218	\$3,273,038	\$3,865,738	\$3,547,385	\$3,804,496	-1.6%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Police Services
FUND	11
PROGRAM	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

	<u>Position Title</u>	<u>Full-Time Equivalent</u>
702	Community Services Officer	60%
	Police Services Officer	100%
	Total Full Time Equivalent	1.60

ACCOUNT DESCRIPTIONS

748	Uniforms, badges, logs, business cards.	\$7,000	861	Animal Control Services	\$125,998
	K9 maintenance (food, vet, training)	7,200		California ID Program	24,000
	Additional office supplies	1,500		Fingerprinting	35,000
		<u>\$15,700</u>		Booking fees	72,700
751	Police vehicle repairs & gas	\$80,000		A.C.C. Justice Info. Network cnxn	2,500
				Health Services Hazmat cleanup	1,000
761	Maintenance of portable radios and MDT's	\$4,000		Crisis resolution	1,300
				Service contract for office equip.	<u>1,500</u>
					\$263,998
771	Janitorial Services	\$4,000			
841	Allocated cost of office space rental	\$115,776	907	Fuel Share w/Fire Dept	\$11,000
	Pro-rata share of City computer equipment	1,517			
		<u>\$117,293</u>			

POLICE CONTRACT DETAIL		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Percent Increase</i>
862.1	Officers	\$2,122,000	\$2,409,371	\$2,734,206	\$2,432,882	\$2,707,277	-1.0%
862.2	Overtime	230,000	185,227	200,000	155,687	200,000	0.0%
862.4	Investigation	3,000	9,960	5,000	8,019	5,000	0.0%
862.5	Vehicles	5,000	12,557	5,000	16,960	5,000	0.0%
862.6	Services/Supply	18,000	20,500	21,000	21,000	21,000	0.0%
862.7	Communications	113,772	115,113	122,805	111,591	127,097	3.5%
862.8	Liability Insurance	27,720	29,658	30,380	30,380	30,380	0.0%
862.9	Crime Laboratory / Property	100,000	58,436	61,577	42,405	51,091	-17.0%
	Subtotal	\$2,619,492	\$2,840,822	\$3,179,968	\$2,818,924	\$3,146,845	-1.0%

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Traffic Enforcement
FUND	11
PROGRAM	215

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
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%
Subtotal PERSONNEL		\$0	\$0	\$0	\$0	\$0	0.0%

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	500	0	500	0.0%
751	Maintenance of Vehicles	0	0	4,000	0	4,000	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	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	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	193,340	198,909	207,262	207,262	206,165	-0.5%
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%
Subtotal OP'S AND MAINTENANCE		\$193,340	\$198,909	\$212,262	\$207,262	\$211,165	-0.5%

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%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$193,340	\$198,909	\$212,262	\$207,262	\$211,165	-0.5%
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TOTAL PROGRAM COST	\$193,340	\$198,909	\$212,262	\$207,262	\$211,165	-0.5%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Traffic Enforcement
FUND	11
PROGRAM	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 one officer whose primary responsibility is traffic

ACCOUNT DESCRIPTIONS

748 Uniforms, badges, logs, business cards.	\$500
751 Police vehicle repairs	\$4,000
761 Maintenance of portable radios and MDT's	\$500

POLICE CONTRACT DETAIL		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Percent Increase</i>
862.1	Officers	\$173,609	\$179,178	\$187,007	\$187,007	\$185,910	-0.6%
862.2	Overtime	8,000	8,000	8,000	8,000	8,000	0.0%
862.4	Investigation	0	0	0	0	0	0.0%
862.5	Vehicles	0	0	0	0	0	0.0%
862.6	Services/Supply	1,500	1,500	1,500	1,500	1,500	0.0%
862.7	Communications	8,061	8,061	8,585	8,585	8,585	0.0%
862.8	Liability Insurance	2,170	2,170	2,170	2,170	2,170	0.0%
862.9	Crime Laboratory	0	0	0	0	0	0.0%
Subtotal		\$193,340	\$198,909	\$207,262	\$207,262	\$206,165	-0.5%

REVENUES

Vehicle Code Fines	\$135,538	\$100,159	\$150,000	\$107,408	\$100,000
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SURPLUS/(DEFICIT)	(\$57,802)	(\$98,750)	(\$57,262)	(\$99,854)	(\$106,165)
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**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Emergency Prep. Comm.
FUND	11
PROGRAM	220

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
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%
Subtotal PERSONNEL		\$0	\$0	\$0	\$0	\$0	0.0%

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	354	700	1,000	836	1,000	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	643	934	1,000	462	1,000	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	236	0	1,000	822	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	24	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	2,293	2,106	3,500	2,053	3,500	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	0	0	0	0	0	0.0%
843	Training	0	0	1,250	0	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	505	563	500	0	500	0.0%
861	Contractual Services	20,675	8,927	54,600	4,500	9,600	-82.4%
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%
Subtotal OP'S AND MAINTENANCE		\$24,729	\$13,230	\$62,850	\$8,672	\$17,850	-71.6%

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	2,000	N/A
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$2,000	N/A

BASE PROGRAM COST	\$24,729	\$13,230	\$62,850	\$8,672	\$19,850	-68.4%
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TOTAL PROGRAM COST	\$24,729	\$13,230	\$62,850	\$8,672	\$19,850	-68.4%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Emergency Prep. Comm.
FUND	11
PROGRAM	220

PROGRAM

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

WORKPLAN

- Bring the EOC to a state of readiness by providing the necessary materials and resource guides for the assigned staff.
- Continue the Neighborhood Captains Program and provide training opportunities for Captains.
- Focus emergency preparation on apartments, seniors, businesses, and pre-schools.
- Assist with the annual disaster drill.
- Work with Crime Prevention Commission for a coordinated Safety Day.
- Increase public relations and awareness with news articles and web page information.
- Work toward more expertise in dealing with emergency flooding.

ACCOUNT DESCRIPTIONS

745 Flyers (earthquake safety, neighborhood watch, etc.)	\$1,000
821 Cellular phone services (4 cellular phones)	\$1,000
Satellite Cell Service	2,500
	<u>3,500</u>
843 Emergency Prep Training	\$1,250
861 Radio technician services	\$600
211 Telephone Information Service	4,500
EBRC Radios	4,500
	<u>9,600</u>
907 Emergency equipment for trailer	\$2,000

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Crossing Guards
FUND	11
PROGRAM	230

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$0	\$0	\$0	\$0	\$0	0.0%
705	Temporary Personnel	1,727	4,272	5,500	0	0	N/A
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	132	327	421	0	0	N/A
714	Worker's Compensation	17	64	55	0	0	N/A
721	Fringe Benefits	0	0	0	0	0	0.0%
Subtotal PERSONNEL		\$1,876	\$4,663	\$5,976	\$0	\$0	N/A

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	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	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	61,695	74,112	68,943	74,601	76,759	11.3%
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%
Subtotal OP'S AND MAINTENANCE		\$61,695	\$74,112	\$68,943	\$74,601	\$76,759	11.3%

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%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$63,571	\$78,775	\$74,919	\$74,601	\$76,759	2.5%
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TOTAL PROGRAM COST	\$63,571	\$78,775	\$74,919	\$74,601	\$76,759	2.5%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Crossing Guards
FUND	11
PROGRAM	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 Contract with All City Management Service \$76,759

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Road & Drain Maintenance
FUND	11
PROGRAM	310

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$74,406	\$79,448	\$83,081	\$83,964	\$96,041	15.6%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	10	0	0.0%
711	Social Security	5,434	5,698	6,356	5,640	7,347	15.6%
714	Worker's Compensation	747	1,192	831	1,688	960	15.6%
721	Fringe Benefits	20,184	25,494	21,601	25,349	28,812	33.4%
Subtotal PERSONNEL		\$100,771	\$111,831	\$111,868	\$116,651	\$133,161	19.0%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$63	\$33	\$78	\$34	\$78	0.0%
743	Postage	416	499	1,381	365	1,381	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	33,909	38,305	50,210	19,958	43,640	-13.1%
751	Maintenance of Vehicles	28,930	22,569	25,000	23,162	25,500	2.0%
761	Maintenance of Equipment	3,822	1,141	3,900	2,891	3,940	1.0%
771	Maintenance of Buildings	4,206	4,582	5,450	3,496	2,490	-54.3%
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	32,623	30,356	35,805	18,860	28,480	-20.5%
805	Utilities-Sewer	892	1,621	1,690	1,722	1,740	3.0%
811	Utilities-Gas & Electric	922	1,037	960	945	970	1.0%
821	Utilities-Telephones	7,324	6,563	6,490	5,998	6,550	0.9%
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	12,736	9,523	8,670	4,790	8,692	0.3%
843	Training	0	0	720	1,159	1,170	62.5%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	590	0	600	1.7%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	529,987	492,493	612,628	472,780	575,590	-6.0%
861.5	Reimbursable Emergency Response	0	18,050	14,030	0	12,050	-14.1%
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%
Subtotal OP'S AND MAINTENANCE		\$655,830	\$626,771	\$767,602	\$556,160	\$712,871	-7.1%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	4,400	0	0	0	0	0.0%
907	Equipment	32,923	16,321	0	0	2,500	N/A
908	Depreciation-Capital Equipment	0	0	4,830	0	0	N/A
Subtotal CAPITAL OUTLAY		\$37,323	\$16,321	\$4,830	\$0	\$2,500	-48.2%

BASE PROGRAM COST	\$793,923	\$754,923	\$884,300	\$672,810	\$848,532	-4.0%
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999	Prior Year Savings	\$0	\$0	\$25,000	\$0	\$12,500
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TOTAL PROGRAM COST	\$793,923	\$754,923	\$909,300	\$672,810	\$861,032	5.3%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Road & Drain Maintenance
FUND	11
PROGRAM	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 Community Development Director	5%
Public Works Services Manager	45%
Engineering Technician	10%
Administrative Analyst	20%
Total Full Time Equivalent	0.80

ACCOUNT DESCRIPTIONS

748 Equipment and materials for inventory, fue	\$43,640
841 GPS	\$2,600
Allocated cost of office space rental	522
Pro-rata share of computer equipment	\$1,770
Other equipment	3,800
	<u>\$8,692</u>

PUBLIC WORKS CONTRACT DETAIL		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
861.01	MCE Hourly	\$77,225	\$73,072	\$82,540	\$70,251	\$71,500	-13.4%
861.02	Building Maintenance	11,778	7,805	8,675	3,001	8,120	-6.4%
861.05	Catch Basin Repairs	7,142	4,400	6,520	0	6,150	-5.7%
861.06	Community Events	12,775	10,675	11,733	12,328	10,900	-7.1%
861.08	Curb and Gutter Repairs	0	0	5,750	4,868	5,420	-5.7%
861.15	Fencing	6,942	7,374	4,720	2,930	4,460	-5.5%
861.17	Hydro Culverts	0	0	5,000	0	5,000	0.0%
861.18	Irrigation Repairs/Maintenance	37,047	26,582	33,980	38,158	31,430	-7.5%
861.19	Landscape Maintenance	100,677	96,202	111,480	101,971	103,030	-7.6%
861.20	Machine Discing	0	2,850	1,440	2,050	1,460	1.4%
861.25	Road Repairs	104,296	102,065	112,400	113,074	105,600	-6.0%
861.26	Retaining Walls	2,809	0	4,390	0	4,150	-5.5%
861.27	Slope Repair/Stabilization	4,642	0	5,020	0	4,740	-5.6%
861.28	Sidewalk Repairs	5,943	10,348	12,560	7,517	11,870	-5.5%
861.61	Safety Compliance	0	0	3,400	2,566	3,140	-7.6%
861.34	Storm Drain Repairs	25,176	29,718	57,930	8,770	69,350	19.7%
861.36	Storm Drain Cleaning (hydro)	0	0	9,400	0	-	N/A
861.42	Tree/Brush Maintenance	70,837	65,466	68,180	42,682	63,220	-7.3%
861.43	Weed Control (manual)	10,591	23,177	23,800	17,639	22,180	-6.8%
861.44	Weed Control (spraying)	16,924	12,563	17,230	13,338	17,330	0.6%
861.45	Unanticipated Repairs/Maintenance	14,228	18,271	20,480	27,472	18,500	-9.7%
861.46	Professional Services	3,849	1,925	6,000	4,165	8,040	34.0%
	Subtotal	\$512,881	\$492,493	\$612,628	\$472,780	\$575,590	-6.0%

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Traffic Maintenance
FUND	11
PROGRAM	320

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$37,922	\$40,295	\$42,047	\$42,555	\$48,412	15.1%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	5	0	0.0%
711	Social Security	2,725	2,847	3,217	2,820	3,704	15.1%
714	Worker's Compensation	381	604	420	856	484	15.1%
721	Fringe Benefits	10,281	12,987	10,932	13,013	14,524	32.9%
Subtotal PERSONNEL		\$51,309	\$56,733	\$56,616	\$59,249	\$67,123	18.6%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$42	\$33	\$78	\$34	\$78	0.0%
743	Postage	208	201	690	254	690	0.0%
745	Printing & Binding	0	0	570	0	570	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	18,652	26,230	33,860	27,376	29,040	-14.2%
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	25,268	26,464	28,590	24,669	28,590	0.0%
841	Rental Expense	2,219	2,001	1,384	1,319	1,407	1.6%
843	Training	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	153,954	171,663	182,460	169,193	181,250	-0.7%
861.5	Reimbursable Emergency Response	19,582	17,778	15,600	0	14,480	-7.2%
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%
Subtotal OP'S AND MAINTENANCE		\$219,925	\$244,370	\$263,233	\$222,845	\$256,105	-2.7%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	8,043	0	0	0	9,500	N/A
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
Subtotal CAPITAL OUTLAY		\$8,043	\$0	\$0	\$0	\$9,500	N/A

BASE PROGRAM COST	\$279,277	\$301,103	\$319,850	\$282,094	\$332,729	4.0%
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999	Prior Year Savings	\$0	\$0	\$25,000	\$0	\$12,500
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TOTAL PROGRAM COST	\$279,277	\$301,103	\$344,850	\$282,094	\$345,229	0.1%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Traffic Maintenance
FUND	11
PROGRAM	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

<u>Position Title</u>	<u>Full-Time Equivalent</u>
702 Community Development Director	5%
Administrative Analyst	10%
Public Works Services Manager	20%
Engineering Technician	5%
Total Full Time Equivalent	0.40

ACCOUNT DESCRIPTIONS

748 Sign posts, panels, hardware, power and small tools and city purchased materials; fuel	\$29,040
841 Allocated cost of office space rental	\$522
Pro-rata share of City computer equipment	\$885
	\$1,407
999 Intern for signage GIS projects	\$12,500

DESCRIPTION OF CAPITAL OUTLAY

908 Retroreflectivity Meter for Sign Program	\$9,500
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PUBLIC WORKS CONTRACT DETAIL		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
861.01	MCE Hourly	\$12,243	\$8,528	\$9,710	\$9,604	\$8,900	-8.3%
861.09	Curb Painting	4,502	2,676	3,550	1,740	3,600	1.4%
861.15	Fencing & Guardrails	5,000	3,091	6,270	805	5,920	-5.6%
861.29	Sign Installation, Repairs, Repl.	26,432	27,914	24,660	18,693	24,940	1.1%
861.39	Striping & Stenciling	18,800	34,017	35,650	31,903	36,000	1.0%
861.4	Signal Maintenance (Cal Trans - 4 sig)	14,642	12,520	14,840	12,599	15,000	1.1%
861.41	Signal Maintenance (City - 19 + 2 ped)	65,465	78,060	76,220	69,132	72,000	-5.5%
861.45	Unanticipated Repairs	5,788	4,488	4,350	3,691	4,060	-6.7%
861.46	Professional Services	0	0	0	290	4,000	N/A
861.47	Street Light / Parking Light Maintenance	1,081	370	7,210	20,736	6,830	-5.3%
	Subtotal	\$125,153	\$153,954	\$182,460	\$169,193	\$181,250	-0.7%

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Parks & Trails Maint.
FUND	11
PROGRAM	340

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$62,773	\$76,011	\$79,015	\$79,389	\$83,568	5.8%
705	Temporary Personnel	3,145	0	500	0	500	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	5,130	5,845	6,083	6,020	6,431	5.7%
714	Worker's Compensation	661	1,140	795	1,596	841	5.7%
721	Fringe Benefits	16,590	22,305	20,544	22,880	25,070	22.0%
Subtotal PERSONNEL		\$88,299	\$105,302	\$106,938	\$109,885	\$116,411	8.9%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$1,110	\$377	\$400	\$791	\$400	0.0%
743	Postage	135	157	135	0	135	0.0%
745	Printing & Binding	8	4	50	0	50	0.0%
746	Books & Software	0	50	200	50	250	25.0%
748	Special Departmental Supplies	2,569	4,474	3,000	2,049	3,000	0.0%
751	Maintenance of Vehicles	3,031	3,087	3,100	3,565	3,100	0.0%
761	Maintenance of Equipment	800	152	1,000	1,045	1,200	20.0%
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	23,993	24,315	38,500	23,126	25,000	-35.1%
805	Utilities-Sewer	20,603	27,552	22,500	25,170	18,000	-20.0%
811	Utilities-Gas & Electric	4,969	4,867	2,000	4,447	2,000	0.0%
821	Utilities-Telephones	888	878	1,000	709	1,000	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	418	352	1,750	291	1,750	0.0%
843	Training	0	635	1,000	225	1,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	0	0	570	500	570	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	117,159	109,333	121,070	114,450	115,025	-5.0%
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%
Subtotal OP'S AND MAINTENANCE		\$175,683	\$176,233	\$196,275	\$176,417	\$172,480	-12.1%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	92,090	53,739	0	4,216	0	0.0%
907	Equipment	3,749	15,204	10,000	14,824	0	N/A
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
Subtotal CAPITAL OUTLAY		\$95,839	\$68,942	\$10,000	\$19,040	\$0	N/A

BASE PROGRAM COST	\$359,821	\$350,478	\$313,213	\$305,342	\$288,891	-7.8%
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999	Prior Year Savings	\$7,455	\$0	\$22,332	\$0	\$12,500
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TOTAL PROGRAM COST	\$367,275	\$350,478	\$335,545	\$305,342	\$301,391	-10.2%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Parks & Trails Maint.
FUND	11
PROGRAM	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.
- Monitor and maintain city trails.

STAFFING REQUIREMENTS

Position Title	Full-Time Equivalent
702 Parks and Recreation Director	10%
Park Maintenance Specialist	100%
Total Full Time Equivalent	1.10

PUBLIC WORKS CONTRACT DETAIL		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
861.01	MCE Hourly	\$762	\$1,521	\$1,600	\$4,094	\$1,600	0.0%
861.002	Building Maintenance	1,644	1,273	3,000	1,004	3,000	0.0%
861.003	Ballfield Maintenance	45,766	45,069	45,000	50,191	40,000	-11.1%
861.006	Community Events	0	0	0	-	0	0.0%
861.015	Fencing	598	10,383	2,000	6,309	6,000	200.0%
861.016	Firebreak Maintenance	4,824	5,639	6,000	2,330	6,000	0.0%
861.018	Irrigation Repairs	8,233	7,405	10,000	2,218	4,000	-60.0%
861.019	Landscape Maintenance	12,473	11,558	10,920	11,596	11,000	0.7%
861.021	Park & Play Equipment & Furnishings	1,077	239	1,025	3,087	1,500	46.3%
861.022	Parking Lot Maintenance	300	466	300	160	6,000	1900.0%
861.024	Restroom Maintenance	3,644	491	2,150	3,123	2,000	-7.0%
861.025	Road Repairs	3,950	2,044	3,950	299	4,000	1.3%
861.027	Slope Repairs/Stabilization	2,125	0	2,125	0	2,125	0.0%
861.028	Sidewalk Repairs/Path & Trail Maint.	5,460	4,122	5,400	1,658	5,400	0.0%
861.042	Tree Maintenance	6,175	2,772	6,175	9,642	6,200	0.4%
861.043	Weed Control (manual)	1,200	1,416	1,200	4,094	1,200	0.0%
861.044	Weed Control (spraying)	4,450	3,492	4,450	-	4,500	1.1%
861.045	Unanticipated Repairs	10,275	11,444	10,275	9,299	10,000	-2.7%
861.047	Streetlight / Parking Light Maint.	500	0	500	0	500	0.0%
861.048	Retention Pond Maintenance	0	0	5,000	5,347	0	N/A
	Subtotal	\$113,456	\$109,333	\$121,070	\$114,450	\$115,025	-5.0%

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Comm. Ctr. Maint.
FUND	11
PROGRAM	350

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$46,540	\$57,561	\$57,289	\$52,534	\$60,054	4.8%
705	Temporary Personnel	879	16,199	1,000	11,528	1,000	0.0%
708	Overtime	0	102	0	117	0	0.0%
711	Social Security	3,476	5,365	4,459	4,554	4,671	4.7%
714	Worker's Compensation	476	1,094	583	1,288	611	4.7%
721	Fringe Benefits	13,327	14,966	14,895	18,203	18,016	21.0%
	Subtotal PERSONNEL	\$64,698	\$95,288	\$78,226	\$88,224	\$84,351	7.8%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$0	\$0	\$100	\$0	\$100	0.0%
743	Postage	0	0	100	107	100	0.0%
745	Printing & Binding	0	0	100	30	100	0.0%
746	Books & Software	0	0	0	0	0	0.0%
748	Special Departmental Supplies	5,299	4,740	4,800	9,010	4,800	0.0%
751	Maintenance of Vehicles	0	192	500	0	500	0.0%
761	Maintenance of Equipment	435	2,845	2,700	2,365	2,700	0.0%
771	Maintenance of Buildings	6,299	10,712	7,500	6,494	7,500	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	3,900	5,524	3,960	5,768	3,960	0.0%
805	Utilities-Sewer	1,667	2,071	2,300	2,197	2,300	0.0%
811	Utilities-Gas & Electric	30,447	29,191	30,000	27,963	30,000	0.0%
821	Utilities-Telephones	1,166	707	700	100	700	0.0%
825	Utilities-Garbage Disposal	0	26	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	100	0	100	0.0%
843	Training	0	0	1,200	1,240	1,200	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	0	0	0	0	0	0.0%
861	Contractual Services	32,922	41,695	41,000	50,058	40,000	-2.4%
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%
	Subtotal OP'S AND MAINTENANCE	\$82,136	\$97,702	\$95,060	\$105,333	\$94,060	-1.1%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	63,250	16,360	63,000	42,176	0	N/A
907	Equipment	6,340	5,570	9,000	6,135	4,000	-55.6%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
	Subtotal CAPITAL OUTLAY	\$69,590	\$21,931	\$72,000	\$48,311	\$4,000	-94.4%

BASE PROGRAM COST	\$216,423	\$214,921	\$245,286	\$241,868	\$182,411	-25.6%
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999	Prior Year Savings	\$0	\$0	\$203	\$0	\$1,811
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TOTAL PROGRAM COST	\$216,423	\$214,921	\$245,490	\$241,868	\$184,222	-25.0%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Comm. Ctr. Maint.
FUND	11
PROGRAM	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

<u>Position Title</u>	<u>Full-Time Equivalent</u>
702 Parks and Recreation Director	20%
Recreation Supervisor	5%
Administrative Assistant - P&R - A	5%
Administrative Assistant - P&R - B	5%
Community Center Caretaker	50%
Total Full Time Equivalent	0.85

ACCOUNT DESCRIPTIONS

761 Maintenance of kitchen equipment, fire extinguishers, HVAC, irrigation, lighting & playground	\$2,700
771 Window washing, locks/keys, signs	\$7,500
861 Landscape maintenance	\$9,000
Contract custodial	12,000
HVAC and lighting controls	10,000
Parking lot striping	2,500
Electrical	2,000
Painting	2,000
Graffiti and vandalism repairs	2,500
	\$40,000
907 Tables & Chairs	\$2,000
Floor Machine	1,000
Computer	1,000
	\$4,000

TRANSFERS:

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

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Emergency Response
FUND	11
PROGRAM	360

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
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%
Subtotal PERSONNEL		\$0	\$0	\$0	\$0	\$0	0.0%

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	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	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	44,630	78,251	307,000	161,184	100,000	-67.4%
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%
Subtotal OP'S AND MAINTENANCE		\$44,630	\$78,251	\$307,000	\$161,184	\$100,000	-67.4%

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%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$44,630	\$78,251	\$307,000	\$161,184	\$100,000	-67.4%
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TOTAL PROGRAM COST	\$44,630	\$78,251	\$307,000	\$161,184	\$100,000	-67.4%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Emergency Response
FUND	11
PROGRAM	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 \$100,000

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Planning Services
FUND	11
PROGRAM	410

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$195,803	\$208,387	\$217,380	\$217,127	\$222,509	2.4%
705	Temporary Personnel	24,538	46,363	23,400	34,983	23,400	0.0%
708	Overtime	2,287	1,062	5,000	352	5,000	0.0%
711	Social Security	16,446	18,679	18,802	18,054	19,195	2.1%
714	Worker's Compensation	2,234	3,828	2,408	5,076	2,459	2.1%
721	Fringe Benefits	57,990	64,533	56,519	62,757	66,753	18.1%
	Subtotal PERSONNEL	\$299,299	\$342,851	\$323,509	\$338,349	\$339,315	4.9%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$3,810	\$3,635	\$3,242	\$3,808	\$3,677	13.4%
743	Postage	1,270	1,324	4,097	1,105	4,636	13.2%
745	Printing & Binding	2,511	569	4,000	332	4,000	0.0%
746	Books & Software	751	158	1,000	359	1,000	0.0%
748	Special Departmental Supplies	0	3,816	0	449	0	0.0%
751	Maintenance of Vehicles	1,092	1,074	1,500	865	1,500	0.0%
761	Maintenance of Equipment	0	0	200	0	200	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	804	1,335	500	392	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	738	643	2,000	426	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	29,750	27,557	29,403	28,243	30,454	3.6%
843	Training	1,362	8,959	6,000	1,919	6,000	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	1,613	1,819	2,500	2,675	2,500	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	102,540	50,537	150,500	93,058	27,500	-81.7%
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%
	Subtotal OP'S AND MAINTENANCE	\$146,242	\$101,426	\$204,943	\$133,630	\$83,967	-59.0%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	929	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
	Subtotal CAPITAL OUTLAY	\$0	\$929	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$445,540	\$445,206	\$528,451	\$471,979	\$423,283	-19.9%
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999	Prior Year Savings	\$99	\$0	\$25,000	\$0	\$12,500
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TOTAL PROGRAM COST	\$445,639	\$445,206	\$553,451	\$471,979	\$435,783	-21.3%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Planning Services
FUND	11
PROGRAM	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 Planning Commission, Design Review Commission, DSIMPIC, and other groups.
- Provide 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

<u>Position Title</u>	<u>Full-Time Equivalent</u>
702 Community Development Director	20%
Planning & Building Manager	30%
Senior Planner - A	40%
Senior Planner - B	30%
Associate Planner	30%
Assistant Planner - B	30%
Assistant Planner - A	25%
Administrative Assistant - Planning	30%
Total Full-Time Equivalent:	2.35

ACCOUNT DESCRIPTIONS

705 Planning Intern	\$23,400
745 Printing long-range studies (per workplan)	\$4,000
841 Allocated cost of office space rental	\$24,511
Pro-rata share of City computer equipment	5,943
	<u>\$30,454</u>
843 Staff Training	\$6,000
861 American Planning Association Dues	\$2,000
Landscape Architect Review Services	2,500
Housing Element Update	10,000
Traffic Consultation Services	1,000
	<u>\$15,500</u>
861.1 Contract Planners	\$10,000
861.2 Environmental Task Force	\$2,000

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Engineering Services
FUND	11
PROGRAM	420

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$92,728	\$78,388	\$78,061	\$80,760	\$80,572	3.2%
705	Temporary Personnel	0	2,683	7,560	15,369	7,560	0.0%
708	Overtime	87	63	0	317	0	0.0%
711	Social Security	6,311	5,401	6,550	6,366	6,742	2.9%
714	Worker's Compensation	932	1,217	856	1,937	881	2.9%
721	Fringe Benefits	42,341	49,998	20,296	35,708	24,172	19.1%
	Subtotal PERSONNEL	\$142,399	\$137,750	\$113,323	\$140,456	\$119,927	5.8%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$604	\$1,113	\$1,330	\$578	\$1,330	0.0%
743	Postage	646	503	1,677	710	1,677	0.0%
745	Printing & Binding	776	580	500	589	500	0.0%
746	Books & Software	1,000	0	500	0	500	0.0%
748	Special Departmental Supplies	1,526	1,862	1,300	3,637	1,300	0.0%
751	Maintenance of Vehicles	3,193	4,619	6,000	3,360	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	250	222	0	222	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	3,282	3,819	4,500	3,669	4,500	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	14,870	13,902	10,635	10,216	11,015	3.6%
843	Training	2,413	810	1,500	931	1,500	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	50	160	1,000	0	1,000	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	14,547	8,550	40,000	24,044	40,000	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%
	Subtotal OP'S AND MAINTENANCE	\$43,156	\$36,139	\$68,942	\$47,956	\$69,322	0.6%

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%
	Subtotal CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$185,556	\$173,890	\$182,265	\$188,412	\$189,249	3.8%
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999	Prior Year Savings	\$0	\$0	\$11,476	\$0	\$2,665
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TOTAL PROGRAM COST	\$185,556	\$173,890	\$193,741	\$188,412	\$191,914	-0.9%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Engineering Services
FUND	11
PROGRAM	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

- Update 5-year CIP to address local road repair backlog
- 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 areas of 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.
- Staff the Capital Projects Assessment Committee and the Public Works Services subcommittee.

STAFFING REQUIREMENTS

Position Title	Full-Time Equivalent
702 Community Development Director	10%
Engineering Services Manager	20%
Senior Engineer	10%
Administrative Assistant - Engineering	45%
Total Full Time Equivalent	0.85
705 Engineering Intern (3 months)	\$7,560

ACCOUNT DESCRIPTIONS

841 Allocated cost of office space rental	\$8,866
Pro-rata share of City computer equipment	2,150
	\$11,015
861 Misc. consultant services (survey/traffic/geotech/landscape)	\$5,000
Pre-engineering studies for construction year 2010 capital projects	35,000
	\$40,000

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	City Manager
FUND	11
PROGRAM	510

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$214,551	\$235,526	\$268,960	\$238,891	\$260,790	-3.0%
705	Temporary Personnel	0	0	10,000	0	0	N/A
708	Overtime	265	25	0	0	0	0.0%
711	Social Security	12,725	13,508	21,340	13,992	19,950	-6.5%
714	Worker's Compensation	2,225	3,605	2,790	4,915	2,608	-6.5%
721	Fringe Benefits	73,148	71,563	69,930	74,661	78,237	11.9%
Subtotal PERSONNEL		\$302,914	\$324,227	\$373,020	\$332,459	\$361,586	-3.1%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$2,188	\$1,740	\$3,630	\$2,181	\$3,630	0.0%
743	Postage	1,300	1,355	4,577	1,256	4,577	0.0%
745	Printing & Binding	0	31	200	0	200	0.0%
746	Books & Software	0	590	200	264	200	0.0%
748	Special Departmental Supplies	0	0	500	0	500	0.0%
751	Maintenance of Vehicles	6,196	5,787	9,000	6,978	10,000	11.1%
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	786	156	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	529	1,127	900	812	900	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	32,836	24,022	31,254	29,989	32,291	3.3%
843	Training	2,940	2,523	5,000	2,955	5,000	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	4,508	2,941	4,000	3,155	5,000	25.0%
861	Contractual Services	3,181	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%
Subtotal OP'S AND MAINTENANCE		\$54,465	\$40,271	\$60,260	\$47,589	\$63,298	5.0%

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%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$357,379	\$364,498	\$433,281	\$380,048	\$424,884	-1.9%
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999	Prior Year Savings	\$2,708	\$1,597	\$12,502	\$1,555	\$12,500
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TOTAL PROGRAM COST	\$360,086	\$366,095	\$445,783	\$381,603	\$437,384	-1.9%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	City Manager
FUND	11
PROGRAM	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	75%
Administrative Assistant - Admin	45%
Administrative Assistant - Admin A	56%
Administrative Assistant - Admin B	56%
Total Full Time Equivalent	2.32

ACCOUNT DESCRIPTIONS

841 Allocated cost of office space rental	\$24,198
Pro-rata share of City computer equipment	8,093
	\$32,291
843 LOCC Annual Conference	\$1,000
Contract Cities Association Conference	1,000
LOCC Workshops	1,000
ICMA Annual Meeting	2,000
	\$5,000
853 Membership in ICMA, and Service Clubs	\$5,000

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Legal Services
FUND	11
PROGRAM	520

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
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%
Subtotal PERSONNEL		\$0	\$0	\$0	\$0	\$0	0.0%

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	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	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	561,937	287,899	317,000	250,301	317,000	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%
Subtotal OP'S AND MAINTENANCE		\$561,937	\$287,899	\$317,000	\$250,301	\$317,000	0.0%

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%
Subtotal CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$561,937	\$287,899	\$317,000	\$250,301	\$317,000	0.0%
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TOTAL PROGRAM COST	\$561,937	\$287,899	\$317,000	\$250,301	\$317,000	0.0%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Legal Services
FUND	11
PROGRAM	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 The City pays a retainer of \$16,000 per month for general legal services. Special litigation by the City Attorney is billed at \$225/hour, senior associates \$195/hour, junior associates \$175/hour, and paralegal/clerks \$125/hour.

<i>LEGAL SERVICES DETAIL</i>		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
863.1	Legal Services	\$263,650	\$197,090	\$192,000	\$212,140	\$192,000	0.0%
863.2	Litigation	298,287	90,622	100,000	32,815	100,000	0.0%
863.3	Outside Counsel	0	187	25,000	5,347	25,000	0.0%
	Subtotal	\$561,937	\$287,899	\$317,000	\$250,301	\$317,000	0.0%

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	City Clerk
FUND	11
PROGRAM	530

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$60,659	\$67,913	\$68,454	\$71,677	\$73,928	8.0%
705	Temporary Personnel	0	0	3,000	0	3,000	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	4,685	5,260	5,466	5,501	5,885	7.7%
714	Worker's Compensation	609	1,019	715	1,441	769	7.7%
721	Fringe Benefits	15,366	20,010	17,798	21,705	22,179	24.6%
	Subtotal PERSONNEL	\$81,319	\$94,202	\$95,433	\$100,324	\$105,761	10.8%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$444	\$1,103	\$1,035	\$914	\$1,173	13.4%
743	Postage	411	464	1,308	376	1,480	13.2%
745	Printing & Binding	29	0	200	27	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	3,097	2,840	4,000	2,485	2,500	-37.5%
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	19	51	100	211	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	590	576	300	525	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	9,292	8,787	9,384	9,014	9,720	3.6%
843	Training	6,091	2,791	5,000	1,942	5,050	1.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	4,179	2,484	3,000	2,248	3,000	0.0%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	27,181	1,845	10,070	9,464	10,095	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%
	Subtotal OP'S AND MAINTENANCE	\$51,333	\$20,941	\$34,796	\$27,206	\$34,018	-2.2%

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%
	Subtotal CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$132,652	\$115,143	\$130,229	\$127,530	\$139,779	7.3%
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999	Prior Year Savings	\$50	\$0	\$19,330	\$0	\$11,014
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TOTAL PROGRAM COST	\$132,701	\$115,143	\$149,559	\$127,530	\$150,793	0.8%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	City Clerk
FUND	11
PROGRAM	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

Position Title	Full-Time Equivalent
702 City Clerk & Municipal Information Officer	75%
Total Full Time Equivalent	0.75

ACCOUNT DESCRIPTIONS

761 Questys annual maintenance	\$2,500
Disk X-tender software license & maintenance	-
	<u>\$2,500</u>
791 Notary Errors and Omissions insurance	\$100
841 Allocated cost of office space rental	\$7,823
Pro-rata share of City computer equipment	1,897
	<u>\$9,720</u>
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)	\$3,000
861 CCAC dues	\$125
IIMC dues	250
National Notary Assn. dues	100
Updates to municipal code	4,000
Muni codes on-line	1,000
Meeting room set up	4,620
	<u>\$10,095</u>

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Administrative Services
FUND	11
PROGRAM	540

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$312,372	\$355,310	\$365,131	\$377,234	\$389,320	6.6%
705	Temporary Personnel	3,525	1,174	2,000	3,141	2,000	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	22,085	25,031	28,086	26,139	29,936	6.6%
714	Worker's Compensation	3,171	5,347	3,671	7,627	3,913	6.6%
721	Fringe Benefits	80,000	103,084	94,934	113,048	116,796	23.0%
	Subtotal PERSONNEL	\$421,153	\$489,946	\$493,822	\$527,189	\$541,965	9.7%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$3,447	\$4,101	\$5,163	\$3,989	\$5,163	0.0%
743	Postage	1,803	2,003	6,510	1,805	6,510	0.0%
745	Printing & Binding	2,111	3,041	1,500	2,417	1,500	0.0%
746	Books & Software	5,036	504	6,000	2,583	6,000	0.0%
748	Special Departmental Supplies	182	0	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	1,057	1,189	1,000	960	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	1,183	1,194	2,000	918	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	43,988	38,917	41,290	39,661	42,766	3.6%
843	Training	4,814	2,808	9,600	3,205	9,600	0.0%
850	Contingency	0	0	0	0	0	0.0%
851	Advertising/Legal Notices	2,824	1,073	6,000	1,486	2,000	-66.7%
853	Community Promotion	0	0	0	0	0	0.0%
861	Contractual Services	10,619	7,977	5,000	0	5,000	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%
	Subtotal OP'S AND MAINTENANCE	\$77,063	\$62,806	\$84,563	\$57,025	\$82,039	-3.0%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	553	0	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
	Subtotal CAPITAL OUTLAY	\$553	\$0	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$498,768	\$552,752	\$578,385	\$584,214	\$624,004	7.9%
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999	Prior Year Savings	\$5,375	\$0	\$21,273	\$0	\$7,722
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TOTAL PROGRAM COST	\$504,143	\$552,752	\$599,658	\$584,214	\$631,726	5.3%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Administrative Services
FUND	11
PROGRAM	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

<u>Position Title</u>	<u>Full-Time Equivalent</u>
702 Administrative Services Director	85%
Financial Services Manager	95%
Accounting Assistant	75%
Accounting Assistant - P&R	50%
Accountant	75%
Total Full Time Equivalent	3.80

ACCOUNT DESCRIPTIONS

745 Recruiting brochures	1,000	843 Misc Seminars	\$1,000
Checks, forms, employment applications	500	Leadership Training	6,000
	<u>\$1,500</u>	LOCC Financial Management Seminar	1,600
		LOCC Annual Conference (ASD/FSM)	<u>1,000</u>
			\$9,600
746 Accounting software upgrades	\$6,000	851 Recruiting costs - ads	\$2,000
841 Allocated cost of office space rental	\$34,420	861 MIP Software Support	\$5,000
Pro-rata share of City computer equipment	<u>8,346</u>		
	\$42,766		

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Rent and Expenses
FUND	11
PROGRAM	550

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$89,160	\$51,950	\$0	\$0	\$0	0.0%
705	Temporary Personnel	8,790	3,000	3,000	0	0	N/A
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	4,163	2,685	230	0	0	N/A
714	Worker's Compensation	983	824	30	0	0	N/A
721	Fringe Benefits	48	0	0	0	0	0.0%
Subtotal PERSONNEL		\$103,144	\$58,459	\$3,260	\$0	\$0	N/A

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	2,132	41	1,500	0	1,500	0.0%
746	Books & Software	0	0	500	0	500	0.0%
748	Special Departmental Supplies	0	67	0	0	0	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	956	0	3,000	0	3,000	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	3,403	9,578	5,680	6,757	4,300	-24.3%
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	10,849	10,923	8,500	12,301	9,500	11.8%
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	733	9,036	0	0	0	0.0%
843	Training	2,420	1,674	3,500	2,577	3,500	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	3,060	3,199	7,200	2,971	8,500	18.1%
861	Contractual Services	94,158	135,257	119,074	116,619	87,040	-26.9%
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%
Subtotal OP'S AND MAINTENANCE		\$117,712	\$169,775	\$148,954	\$141,226	\$117,840	-20.9%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	0	227	0	0	0	0.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
Subtotal CAPITAL OUTLAY		\$0	\$227	\$0	\$0	\$0	0.0%

BASE PROGRAM COST	\$220,856	\$228,461	\$152,214	\$141,226	\$117,840	-22.6%
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TOTAL PROGRAM COST	\$220,856	\$228,461	\$152,214	\$141,226	\$117,840	-22.6%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Rent and Expenses
FUND	11
PROGRAM	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

745 Letterhead	\$1,500	
761 Maintenance for office machines	\$3,000	
791 Employee Recognition	\$3,000	
Misc office expenses	1,300	
	<u>\$4,300</u>	
841 Rent of City Offices at Desco Plaza	\$332,588	
Coffee machine and supplies	4,000	
Phone System Support	3,336	
Lease of postage machine	3,120	
Lease of Copy Machines (2)	16,800	
	<u>\$359,844</u>	allocated back to departments
843 City-wide Employee Training Program	\$2,000	
Quarterly Staff Training Lunch Meetings (3)	1,500	
	<u>\$3,500</u>	
853 City of Lafayette Commute Alternative Program	\$8,500	
861 Public Financial Management (Investment Management Servic	7,500	
Credit Card Fees	12,000	
Sales Tax Audits	2,000	
LAFCO Membership	3,200	
LOCC Grass Roots Network	2,750	
Contract Cities Association Membership	1,820	
Contra Costa County Mayor's Conference Membership	1,880	
ABAG Membership	4,650	
League of California Cities Membership	7,940	
Chamber of Commerce Membership	550	
Security alarms	1,000	
Trust Administrators (Benefits Administration)	1,500	
PMA Legislative Activities	8,250	
Lafayette Vistas Newsletter	32,000	
	<u>\$87,040</u>	

**CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
EXPENDITURE DETAIL**

DEPARTMENT	Technology Services
FUND	11
PROGRAM	560

10-Dec-09

		<i>Actual 2006-2007 Expenditures</i>	<i>Actual 2007-2008 Expenditures</i>	<i>Final 2008-2009 Budget</i>	<i>Actual 2008-2009 Expenditures</i>	<i>Final 2009-2010 Budget</i>	<i>Increase Over Budget</i>
PERSONNEL SERVICES							
702	Regular Personnel	\$26,861	\$30,044	\$30,275	\$31,686	\$32,632	7.8%
705	Temporary Personnel	0	0	0	0	0	0.0%
708	Overtime	0	0	0	0	0	0.0%
711	Social Security	1,954	2,183	2,316	2,290	2,496	7.8%
714	Worker's Compensation	270	451	303	637	326	7.8%
721	Fringe Benefits	6,849	8,814	7,871	9,540	9,790	24.4%
Subtotal PERSONNEL		\$35,933	\$41,492	\$40,765	\$44,153	\$45,244	11.0%

OPERATIONS AND MAINTENANCE

741	Office Supplies	\$127	\$813	\$969	\$573	\$469	-51.6%
743	Postage	186	173	592	156	592	0.0%
745	Printing & Binding	0	0	100	0	100	0.0%
746	Books & Software	1,774	15,765	15,650	17,909	15,650	0.0%
748	Special Departmental Supplies	1,898	0	3,000	1,060	3,000	0.0%
751	Maintenance of Vehicles	0	0	0	0	0	0.0%
761	Maintenance of Equipment	613	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	389	0	1,603	1,000	N/A
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	2,476	4,117	4,140	3,977	4,140	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	3,717	3,520	3,754	6,006	3,888	3.6%
843	Training	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	9,550	7,459	6,625	6,750	9,625	45.3%
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%
Subtotal OP'S AND MAINTENANCE		\$20,341	\$32,236	\$36,830	\$38,034	\$40,464	9.9%

CAPITAL OUTLAY

902	Land	\$0	\$0	\$0	\$0	\$0	0.0%
906	Improvements	0	0	0	0	0	0.0%
907	Equipment	58,279	66,106	20,000	9,827	10,000	-50.0%
908	Depreciation-Capital Equipment	0	0	0	0	0	0.0%
Subtotal CAPITAL OUTLAY		\$58,279	\$66,106	\$20,000	\$9,827	\$10,000	-50.0%

BASE PROGRAM COST	\$114,554	\$139,835	\$97,595	\$92,015	\$95,708	-1.9%
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999	Prior Year Savings	\$0	\$0	\$14,424	\$0	\$9,571
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TOTAL PROGRAM COST	\$114,554	\$139,835	\$112,019	\$92,015	\$105,279	6.0%
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CITY OF LAFAYETTE
2009-2010 FINAL BUDGET
DESCRIPTION

DEPARTMENT	Technology Services
FUND	11
PROGRAM	560

PROGRAM

The Technology Services program is newly established for FY 2000-2001. It will employ a Technology Services Manager who will be responsible for managing the delivery of technology services to residents and staff.

WORKPLAN

- Maintain and operate a local area network at the City offices.
- Establish a high-speed internet connection and connect all employees to the internet; assign e-mail addresses to all employees and Councilmembers
- Maintain and improve the City's web page

STAFFING REQUIREMENTS

<u>Position Title</u>	<u>Full-Time Equivalent</u>
702 City Clerk & Municipal Information Officer	25%
Administrative Services Director	5%
	<u>0.30</u>

ACCOUNT DESCRIPTIONS

746 City GIS	\$12,000	
Bentley Microstation	650	
Misc Software	<u>3,000</u>	
	\$15,650	
821 T1 Lines for Parks & Rec and Public Works	\$4,140	
841 Allocated cost of office space rental	\$3,129	
Pro-rata share of City computer equipment	<u>759</u>	
	\$3,888	
861 Computer Support	\$83,460	allocated back to departments
861 Web hosting	1,425	
DocuShare	7,200	
Scan maps / parcels	<u>1,000</u>	
	\$9,625	

DESCRIPTION OF CAPITAL OUTLAY

907 Misc Upgrades	10,000
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