

+



Arrillaga Family Gymnastics Center - Menlo Park, California

**BUDGET REPORT  
2012-13  
CITY OF MENLO PARK**



# Contents

## Budget Overview/Transmittal Letters

|                          |    |
|--------------------------|----|
| City of Menlo Park ..... | 1  |
| Charts .....             | 9  |
| Budget Summary .....     | 15 |
| FTE Schedule .....       | 21 |

## Administrative Services Department

|   |    |
|---|----|
| 502 – Community Development Area .....                  | 23 |
| 701 – Policy Development and City Council Support ..... | 27 |
| 702 – Service Excellence .....                          | 32 |
| 703 – Elections and Records .....                       | 36 |
| 704 – Community Engagement .....                        | 39 |
| 705 – Asset Preservation .....                          | 43 |
| 706 – Information Support .....                         | 53 |
| 707 – Internet and World Wide Web .....                 | 59 |
| 708 – Employee Support .....                            | 62 |
| 709 – Legal Services .....                              | 68 |
| 710 – Business Development .....                        | 73 |

## Community Development Department

|                                    |    |
|------------------------------------|----|
| 601 – Comprehensive Planning ..... | 77 |
| 602 – Development Services .....   | 80 |

## Community Services Department

|  |    |
|--|----|
| 310 – Social Services & Childcare .....    | 85 |
| 311 – Recreation/Physical Activities ..... | 91 |
| 501 – Affordable Housing .....             | 99 |

## Library Department

|  |     |
|--|-----|
| 401 – Library Collections and Online Resources ..... | 103 |
| 402 – Reading Promotion and Life Skills .....        | 107 |

## Police Department

|                                       |     |
|---------------------------------------|-----|
| 101 – Community Safety .....          | 113 |
| 102 – Patrol Support .....            | 119 |
| 103 – Emergency Preparedness .....    | 124 |
| 104 – Traffic and School Safety ..... | 128 |

**Public Works Department**

201 – City Facilities .....131  
202 – Menlo Park Municipal Water District Water Supply.....136  
203 – City Vehicles and Equipment .....139  
204 – Urban Forest.....142  
205 – City-Owned Street and Other Right-of-Way .....145  
206 – Stormwater Management .....151  
207 – Resource Conservation .....156  
208 – Transportation Management .....159

**Fund Balance Summary**.....165

**Capital Improvement Program** .....171

# CITY OF MENLO PARK FISCAL YEAR 2012 – 13



## BUDGET OVERVIEW

June 2012

Honorable Mayor Keith and City Council Members:

The 2012-13 Adopted Budget, as revised by the City Council, is a \$65 million spending plan for the City of Menlo Park. This Budget provides a small surplus while funding key community and Council priorities and maintaining core service levels; however, it sacrifices some initiatives and utilizes short term strategies that, after four years of use, remain a stress on the organization.

The Adopted Budget is the result of a remarkable effort by City staff, elected officials and residents working together to create a spending plan reflecting our community's values and priorities. While this process is never easy, the collaborative effort produces better results and staff looks forward to seeking improvements to the process in the future.

This 2012-13 Budget is my first as your City Manager, and, although the process was well underway when I came on board, I fully support the results we have been able to achieve. Despite the impacts of a struggling economy coupled with the elimination of redevelopment agencies by the State, for now, the City has succeeded in keeping operating costs at bay and initiating positive measures to spark an improved and healthier local economy resulting in expanded future revenue sources.

## BACKGROUND & PHILOSOPHY

The economic conditions that plunged our nation into the worst recession since the Great Depression have forced local governments to shift to a new paradigm of delivering public services. While the signs of an economic recovery are beginning to emerge, governments at all levels still struggle to adapt to the new climate of slower revenue growth, critical infrastructure needs, rising costs to provide basic services, and, in California especially, a state budget crisis that continues to push the costs of service provision to the local level. And still, we endure.

Amid these pressures, economic conditions can also be a catalyst for positive change. We are continually motivated by the current economic forces to respond to changing community needs, finding the best value necessary to maintain the services and meet the expectations of our current and future customers. As you know well, this is a balancing act between those who argue for "fewer services" and those who see the value in continued investment. We believe the attached budget, as it reflects a spending plan for the next year, accomplishes both – securing the immediate needs of the community and addressing the long term needs for sustainable services. This budget strives to maintain the quality of life our residents have come to enjoy and expect.

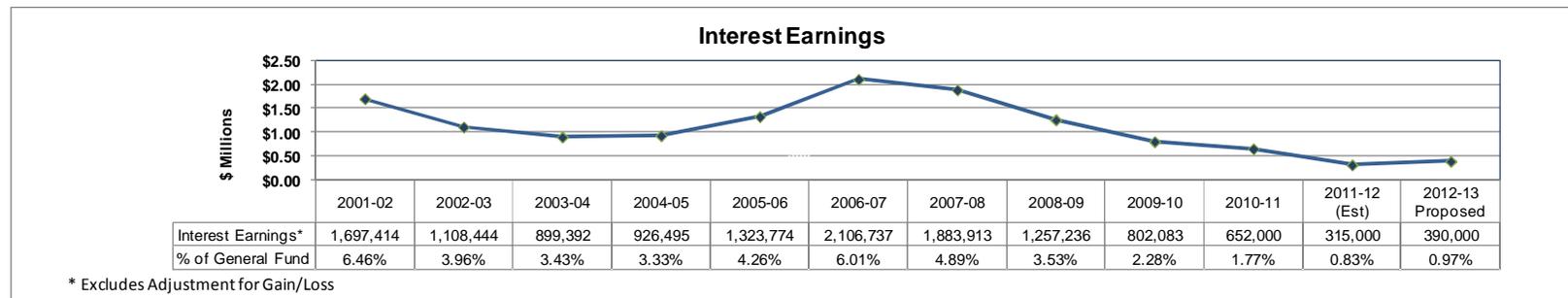
Despite the many challenges, our financial condition remains strong, in part, because of our ability to creatively manage this balancing act. Although difficult, recent Council decisions have helped us ease through the economic crisis and continue our progress toward a sustainable budget for the long term:

- Elimination of positions (15 since 2009) and City services
- Paid off Safety Side retirement fund
- Increased employee contributions to health care
- Implemented a two-tier retirement program
- Recovered greater cost in all departments
- Negotiated wage controls with labor groups

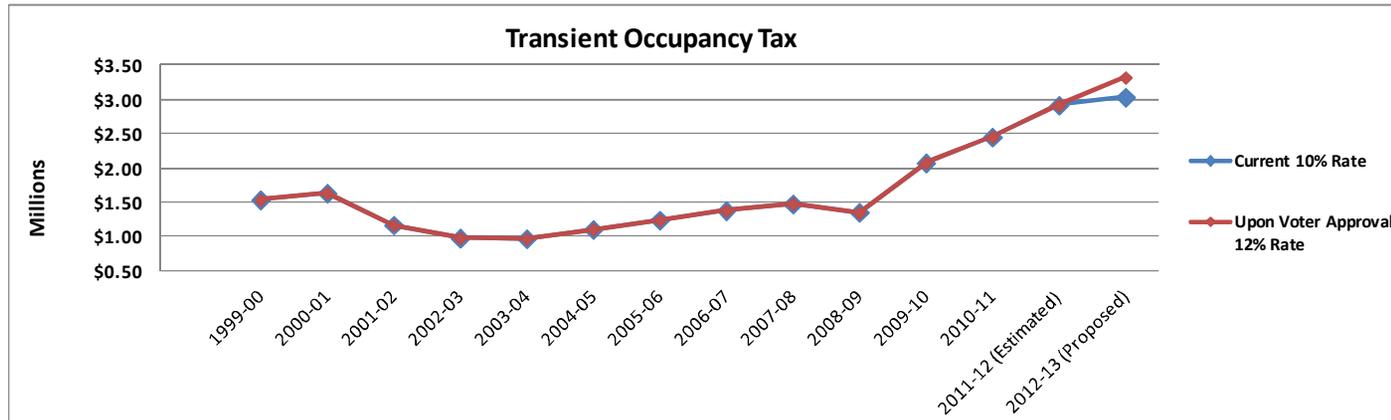
The current fiscal setting presents an additional set of challenges under this new paradigm. The City's General Fund was greatly impacted by the dissolution of redevelopment agencies and the need to continue some of the vital services formerly funded through that source. Other challenges include the obligation to fund long-term comprehensive planning activities, the slow economic recovery and the need to continue previous years' operational reductions in order to keep costs in line with reduced revenues. These items were major stressors in balancing the General Fund budget and resulted in Council-directed service trade-offs.

| GENERAL FUND REVENUE TRENDS SINCE FISCAL YEAR ENDED June 30, 2001 |            |            |            |            |            |            |            |            |            |            |            |            |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Revenue Source  | 2001       | 2002       | 2003       | 2004       | 2005       | 2006       | 2007       | 2008       | 2009       | 2010       | 2011       | 2012 (est) |
| Property Taxes  | 5,287,616  | 6,059,380  | 5,914,296  | 6,792,082  | 8,925,236  | 10,007,808 | 10,727,003 | 11,339,649 | 11,867,559 | 12,603,742 | 12,811,324 | 13,022,600 |
| Sales Taxes   | 12,358,973 | 8,648,641  | 6,857,224  | 6,048,940  | 6,057,461  | 6,503,635  | 6,799,561  | 7,676,943  | 6,865,152  | 5,499,244  | 5,988,055  | 6,132,000  |
| Other Taxes   | 2,666,328  | 2,412,305  | 2,157,462  | 2,202,364  | 2,332,273  | 2,476,442  | 2,773,249  | 2,902,827  | 2,835,853  | 3,583,152  | 4,130,997  | 4,689,413  |
| Utility Users Taxes (new)   |            |            |            |            |            |            | 641,668    | 1,651,479  | 1,162,595  | 1,148,454  | 1,122,940  | 1,135,900  |
| Licenses and Permits  | 2,997,571  | 2,329,144  | 2,671,512  | 2,553,997  | 2,570,849  | 3,092,918  | 3,279,751  | 4,005,693  | 2,843,479  | 2,738,638  | 3,239,561  | 3,436,465  |
| Use of Money and Property   | 2,696,396  | 1,966,153  | 1,391,918  | 694,342    | 1,289,037  | 1,671,653  | 2,700,614  | 2,745,485  | 1,746,993  | 849,023    | 575,758    | 716,000    |
| Intergovernmental   | 2,730,115  | 2,762,308  | 2,862,975  | 2,322,221  | 1,442,107  | 1,732,929  | 1,754,834  | 2,009,244  | 1,827,065  | 1,811,140  | 1,946,156  | 1,153,713  |
| Charges for Services  | 3,518,154  | 3,552,392  | 3,580,793  | 4,288,973  | 3,827,158  | 4,210,639  | 4,948,444  | 4,564,918  | 4,639,203  | 5,210,044  | 5,246,251  | 6,206,341  |
| Fines and Other   | 1,274,744  | 1,328,814  | 1,471,413  | 1,284,598  | 1,385,045  | 1,406,826  | 1,440,181  | 1,623,338  | 1,872,726  | 1,773,408  | 1,683,700  | 1,621,759  |
|   | 33,529,897 | 29,059,137 | 26,907,593 | 26,187,517 | 27,829,166 | 31,102,850 | 35,065,305 | 38,519,576 | 35,660,625 | 35,216,845 | 36,744,742 | 38,114,191 |

From the trend information above, it is evident that economic recovery since the "dot.com" bust has been supported by increasing property taxes, the addition of the Utility Users' Tax in 2007, and growth in Transient Occupancy Taxes (TOT). These gains were largely offset by the loss of local sales tax revenues and the reduction of over \$1.7 million (79 percent) in interest income in the General Fund since the 2007-08 fiscal year. The federal funds target rate for interest income is projected to remain at the current level of 0 to .25 percent for an indefinite period, further diminishing interest revenues. Per the graph below, interest earnings are a much less significant portion of the City's revenue stream.



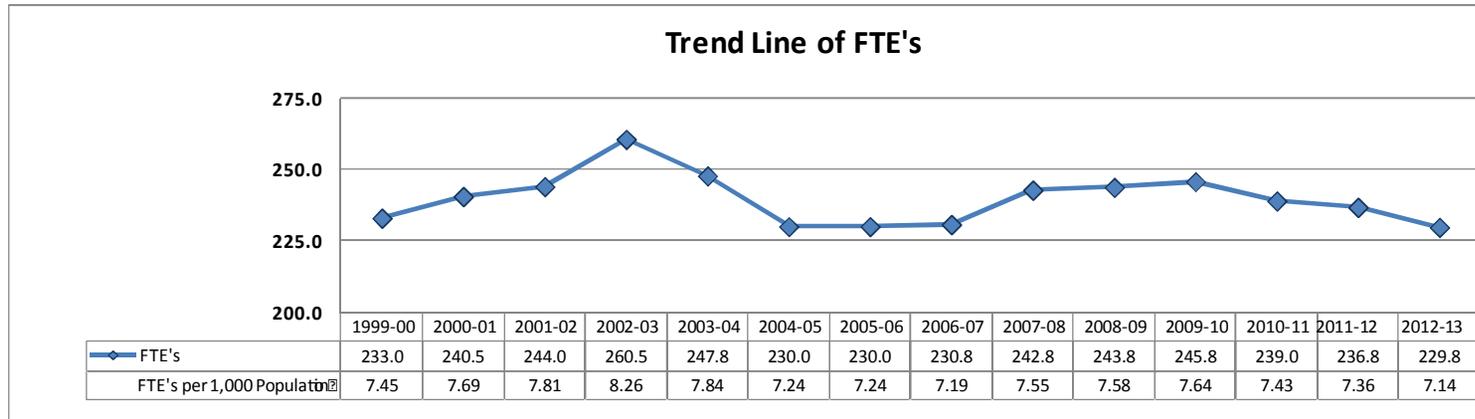
Property taxes and TOT remain bright spots in the revenue picture, as real estate values in the area continue to buck national trends and local hotels recover both rates and occupancy levels to pre-recession levels. The 2012-13 General Fund budget assumes an increase in the TOT rate from 10 to 12 percent, effective January 1, 2013. However, this will require voter approval in November.



On the expenditure side, employee compensation costs have risen over the years as health care premiums and pension costs continue to rise. With lower yields in investments over the last several years, the California Public Employees Retirement has increased the cost of retirement benefits to public employers. Increasing insurance costs for general liability, workers compensation and property coverage have also contributed to the higher cost of local government services. Additionally, personnel costs increased with the long-term funding of other post-employment benefits implemented in 2007. The schedule below confirms that, at the same time revenues were declining (since the fiscal year 2000-01), the cost of providing General Fund services - over 70% of which is personnel - has increased significantly (extraordinary items have been removed for this comparison):

| GENERAL FUND EXPENDITURE TRENDS SINCE FISCAL YEAR ENDED June 30, 2001 |            |            |            |            |            |            |            |            |            |            |            |            |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Expenditure Category  | 2001       | 2002       | 2003       | 2004       | 2005       | 2006       | 2007       | 2008       | 2009       | 2010       | 2011       | 2012 (est) |
| Personnel   | 16,952,114 | 18,055,363 | 18,779,435 | 18,682,163 | 19,956,863 | 20,372,055 | 22,798,667 | 25,471,178 | 27,282,856 | 26,960,644 | 26,845,801 | 26,687,679 |
| Operating   | 4,358,162  | 4,557,128  | 3,800,803  | 3,492,436  | 3,511,604  | 3,729,324  | 4,490,278  | 4,688,423  | 4,534,018  | 4,726,739  | 4,614,493  | 4,242,121  |
| Services  | 1,573,911  | 1,764,947  | 1,648,438  | 1,177,841  | 1,115,301  | 1,394,129  | 2,124,512  | 2,433,891  | 2,683,126  | 2,677,924  | 2,250,245  | 3,432,780  |
| Transfers Out   | 7,287,500  | 2,508,504  | 1,496,000  | 2,897,483  | 3,646,000  | 1,946,000  | 3,263,578  | 2,502,525  | 1,734,200  | 2,132,656  | 2,267,950  | 2,377,800  |
|   | 30,171,687 | 26,885,942 | 25,724,676 | 26,249,923 | 28,229,768 | 27,441,508 | 32,677,035 | 35,096,017 | 36,234,200 | 36,497,963 | 35,978,489 | 36,740,380 |

Personnel costs include employee salaries, retirement, health and other benefits. Next year, the General Fund personnel budget is \$1.7 million higher than the current year adopted budget, largely due to the funding of personnel previously supported with redevelopment revenues, but also due to a full funding of all positions, even if currently vacant. Despite the reduction of seven full time equivalent (FTE) staff positions city-wide, the 2012-13 budget for personnel costs remains flat. Salaries and wage budgets declined, but increases in health insurance premiums (\$183,000, nearly 6 percent) and retirement costs (\$125,000, 3.6 percent) offset these savings.



**FISCAL YEAR 2012-13 BUDGET**

In total, projections call for 2012-13 revenues to increase approximately \$2.35 million over the 2011-12 fiscal year adjusted budget, largely due to an anticipated increase in property tax revenues, charges for services, revenue from the Facebook development agreement and an anticipated increases in the TOT rate. Sales taxes are showing only a small increase of about 2.0 percent. The largest reduction in revenues is Inter-Governmental Revenue. With limited resources available from the federal government and significant state budget reductions, inter-governmental revenue is estimated to drop by approximately \$230,000 - over 20 percent. With continued low yields on investments, interest revenue will also decline further.

The City Manager’s Proposed Budget for 2012-13 reflects the continuation of past cost reduction strategies, plus implementation of further budget-balancing approaches supported by Council and expected to bring service expectations and revenues into alignment. Recognizing that producing a “balanced” budget for any single year does not necessarily equate to a sustainable budget for the long term, Council continues to state a preference for making adjustments to the expenditure plan within the adopted budget. Strategies employed in development of the 2012-13 budget were those most likely to maintain: key services to the community; the organization’s ability to meet Council goals; a long term focus and the ability to leverage opportunities; the current status of existing infrastructure to avoid higher costs in the future; and the ability to move the City toward a sustainable budget.

The 2012-13 budget was discussed with the City Council at several meetings in early 2012 and a Study Session in early March 2012. With Council’s desire to have a balanced budget for the 2012-13 fiscal year and given the dissolution of redevelopment agencies, Council members supported placing a measure on the November 6, 2012 ballot to increase Menlo Park’s Transient Occupancy Tax (Hotel Tax)

rate from 10% to 12% in alignment with surrounding communities. The 2012-13 budget includes an additional increase of \$280,000 in anticipation of the TOT measure passing in November and increasing the rate as of January 1, 2013.

To complete the budget process, Departments submitted the results of their service measures for inclusion in the Budget Report. Data on community perceptions of services and quality of life are available through the community survey conducted in the autumn of 2010, are the most common and reliable service perception measures. Refining performance measures is an annual process which begins in July when data collection begins for next year's service measure results.

## DEPARTMENTAL BUDGET CHALLENGES

Given the aggressive efforts to cut costs at mid-year for the past three years, departments continued to implement both short and long-term operational efficiencies to control spending while providing quality municipal services throughout the year. After many years of cost containment and budget cuts, the proposed budget continues to address only the basics: addressing the Council's priorities and continuing to provide services as well as those programs that make Menlo Park unique. To avoid negative impacts on services, City staff will continue exploring alternative revenue options, additional staffing and labor cost reductions, exploring alternative service delivery models, further operational reviews and aggressive pursuit of available federal, state and local funding. Within this restricted fiscal environment, each department continues to work toward achieving program and service goals contending with their own distinct challenges. Despite these challenges, highlights of the past year follow.

### Administrative Services

The Finance Division worked extensively during the past year dealing with the financial and regulatory impact of the loss of redevelopment agencies. A monumental effort within unrealistically short time frames imposed by the state was required to manage the impacts and establish the procedures required of the City as Successor Agency to the former redevelopment agency. Requirements and interpretations of the laws associated with this action continue to evolve and require constant effort to maintain compliance and serve the City's best interests.

The Personnel Division continued under temporary contract leadership when an external recruitment process to replace the Director failed to yield a viable replacement. However, a major recruitment was completed in March with the hiring of a new City Manager. Business Development has also been put on hold following the departure of the Manager of that division in December. The Clerk's Office continued to support the Commission Two-Year Work Plan process and began implementation of "less paper" with electronic agenda management. This year's budget provides for the costs of the election in November, which will include two Council positions and the TOT measure. The Administrative Services Department budget also includes funding for half-time positions that are currently vacant in the offices of Business Development, Information Services and Personnel.

A highlight for the year was the continuation of the Menlo Park Leadership Academy for both the Executive staff and a fourth cohort, in which 15 employees graduated with additional skills and knowledge focused on creating organizational leaders at all levels. These classes have inspired not just those in the class but others throughout the organization.

### Community Development

One of the primary focuses of the Community Development Department during the fiscal year has been the El Camino Real/Downtown Specific Plan, consistent with the Council's goals. The Plan passed on June 5 and work on subsequent planning efforts, including a major overhaul of the City's Housing Element to be completed early in the new fiscal year, has already begun.

The second priority for the Department has been processing land use entitlements for the Facebook campus, approved by Council in May. Additional permitting and other planning support for the Facebook West Campus may commence in the coming fiscal year. The Department also finalized the sale of the City's Terminal Avenue property, once a potential housing site, to Beechwood School. Building Division staff is continuing work with major land owners in the M-2 zoning district to expedite the plan check process for tenant improvements.

### Community Services

The Community Services Department continued refining business plans designed to achieve greater cost recovery at the new facilities on the Burgess Campus and maximizing program capacity. An improved branding and marketing strategy will be implemented in the coming year to support these goals. The Social Services Division also continues to evolve and will implement a strategic focus on community capacity-building and sustainable partnerships in the coming year. The Housing Division was eliminated in February due to the dissolution of the City's redevelopment agency.

### Library

The main library was closed for three weeks during the spring of 2012 to install equipment and furnishings for a redesigned circulation area to allow for expanded self-check-out services. Both of these efforts should improve the use of staff resources within the library, freeing available staff to provide more direct patron assistance.

### Police

A new patrol schedule was adopted in FY 2011-12, reducing the current 2,184-hour annual work year to the standard 2080-hour work year and saving approximately \$275,000 annually. The Department's dispatching contract with the City of San Carlos expired in November and was not renewed, reducing the dispatch unit from 11 personnel to 7. A police volunteer program was developed, and the department has adopted a social media program for improved community outreach.

Through the General Fund, the Police Department will maintain the important operations of the Narcotics Enforcement Team (NET), previously funded from redevelopment funds. The NET serves to combat narcotics and gang violence, partnering with allied agencies for maximum impact in making the community a safer place to live and a desirable place to do business.

## Public Works

During the 2011-12 fiscal year, the Public Works Department completed the final of the three most recent major capital improvement project on the Burgess Campus funded in partnership with the Arrillaga family – the Arrillaga Family Gymnastics Center. Other significant projects completed this year included improvements to the parking system downtown, and renovation to Parking Plaza 2. The Department has continued to look for ways to reduce operating costs and work toward a long-term sustainable budget. Energy retrofits and water conservation improvements, which have both environmental benefits and cost savings, have been completed in many city facilities. The transition to LED streetlights has been completed for approximately 25 percent of the City.

The Public works budget reflects alternate funding sources to mitigate the impact of the dissolution of the redevelopment agency on the General Fund. For example, the City will receive funding from a Metropolitan Transportation Commission grant to substitute a large majority of the funding from the former RDA (\$72,000) for shuttle operations. Certain streets maintenance and repair costs (\$56,000) have been moved from the General Fund to the Construction Impact Fee Fund. And the Gas Tax Fund will contribute \$250,000 to the CIP transfer to support additional funding of the bi-annual Streets Resurfacing Project .

Maintenance of the City's infrastructure continues to be a high priority, and this year's five-year Capital Improvement Plan (CIP) includes a 4% increase to infrastructure funding, as the amount has been unchanged since the 2008-09 budget. The CIP fund which includes projects through the 2016-17 fiscal year, has also become the funding tool for long range planning projects, information systems upgrades and new or replacement facilities that are not covered by maintenance budgets. Input from the City's appointed commissions was solicited on the draft plan and incorporated into the current proposal. The CIP was extensively altered to reflect the loss of redevelopment funding, and will continue as a valuable resource in prioritizing capital projects as the plan is updated.

The 2012-13 budget factors in completion of capital projects started in the current fiscal year, most notably the \$4.5 million 2011-12 Street Resurfacing Project. This project qualifies for Proposition 1B funding from the State in the amount of \$460,000. In addition, the 2012-13 fiscal year budget provides for 21 projects totaling \$2.4 million from the General Fund CIP. Funds for all projects shown in the 2012-13 year of the five-year CIP will be appropriated with adoption of the budget and become available on July 1, 2012. Projects in subsequent years are approved for planning purposes and will be considered for appropriation in the budget year indicated in the five-year plan.

## OTHER FUNDS

In addition to the General Fund and CIP Program, the City's budget includes numerous other separate but interdependent special revenue funds. These funds are established to account separately for special-purpose revenues and expenditures. The Estimated Fund Balances section shows the latest projected fiscal year-end fund balances and the programmed revenues and expenditures for fiscal year 2012-13. Staff carefully monitors all fund balances. Decreases in fund balance may indicate a future reliance on General Fund appropriations in order to continue services, programs or projects that were intended to be self-sufficient or funded through other means. A Summary of Fund Balances was presented to the Council with the City Manager's proposed budget and staff report for consideration of long-term trends and impacts.

It is important to note that these fund balance estimates change over time based on the actual status of the various projects that are underway and the corresponding staffing levels. The Budget Report contains additional detailed, service-level information by department with respect to the interaction between these funds and the City General Fund operating budget.

SUMMARY

As your new City Manager, I inherited a better-than-expected budget scenario and financial forecast that shows signs of stabilizing. In total, this 2012-13 Budget honors the Capital Improvement Projects approved by the Council for the 2012-13 fiscal year and provides for the continuance of the City Council's established goals. All of this is credited to staff making sound financial recommendations and the Council having the courage to make the hard decisions so that we, as an organization, can continue to deliver the services our residents have come to enjoy and expect. City Managers, by nature, are cautious and this budget reflects a cautious, yet achievable, fiscal plan that will allow us to do the work the Council has asked of us.

Importantly, the City of Menlo Park's Fiscal Year 2012-13 Budget is balanced and contains a small surplus. It assumes an inflationary increase to the full annual transfer for infrastructure maintenance, and maintains the Utility Users Tax (UUT) at its current rate. Revenue increases come largely from the new development agreement with Facebook and anticipated increases in the hotel tax rate from a proposed ballot measure in November. This careful balancing of the fiscal year's revenues and expenditures is supported by the continued implementation of previously approved strategies, some of which are not sustainable in the long term. This approach allows for a measured response to the slow recovery of the economy, and, depending upon the performance of the City's other revenue-generating sources, is the most appropriate for determining an adequate rate of taxation over time. Once again, the presence of substantial reserves reflects the foresight of you, prior City Councils and the community, allowing the City to manage costs strategically and to position itself well for the future. The goal of moving closer to long-term budget sustainability will require us to continue to closely review our organizational structure and be willing to take an innovative approach to some programs in order to better align our expenses with revenues while maintaining the community's core services.

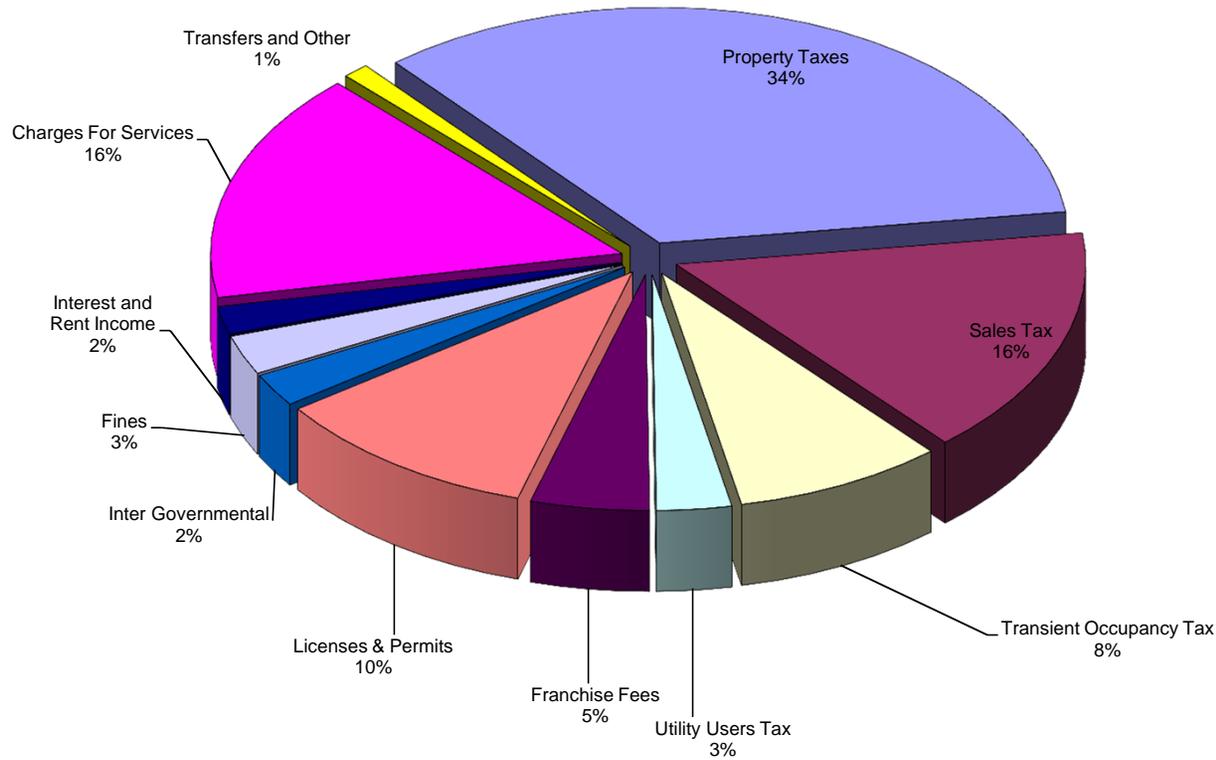
The final result is a budget that will guide organizational efforts to maintain Menlo Park's position as a premier community. Looking towards next year, I anticipate several changes to the budget process, the document and further consideration of how we deliver services. I appreciate the City Council's leadership, support and confidence during this period of transition. I also wish to thank staff throughout the organization; most notably department directors, for their efforts at all levels of this budget's development; and special thanks to Finance Director Carol Augustine and her staff for managing this ever-changing financial picture.

Respectfully submitted,



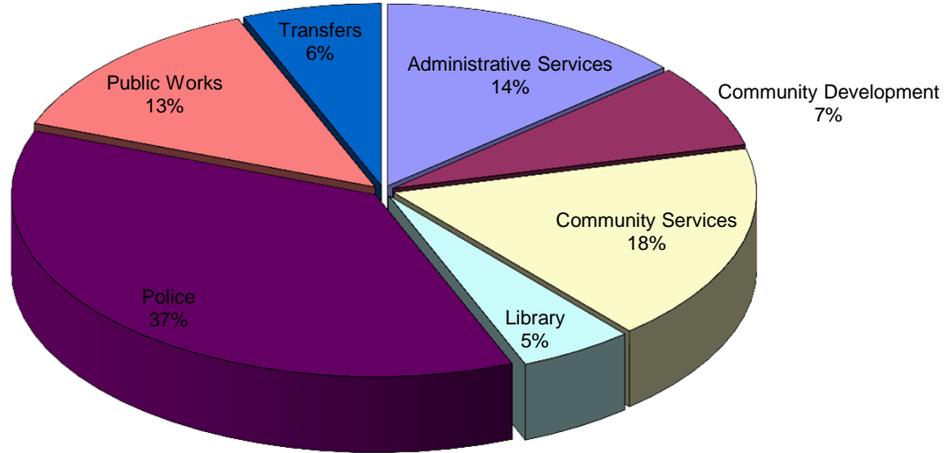
Alex D. McIntyre  
City Manager

**City of Menlo Park  
2012-13 General Fund Revenue - Budget**



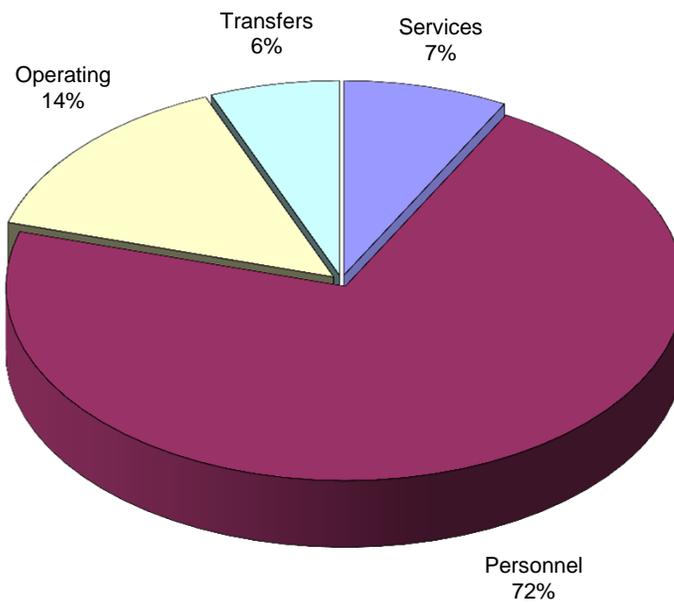
|                          |                      |     |
|--------------------------|----------------------|-----|
| Property Taxes           | \$ 13,658,000        | 34% |
| Sales Tax                | 6,330,000            | 16% |
| Transient Occupancy Tax  | 3,326,000            | 8%  |
| Utility Users Tax        | 1,180,500            | 3%  |
| Franchise Fees           | 1,873,500            | 5%  |
| Licenses & Permits       | 4,266,465            | 11% |
| Inter Governmental       | 911,263              | 2%  |
| Fines                    | 1,085,200            | 3%  |
| Interest and Rent Income | 770,018              | 2%  |
| Charges For Services     | 6,370,600            | 16% |
| Transfers and Other      | 418,123              | 1%  |
| <b>Total Revenue</b>     | <b>\$ 40,189,669</b> |     |

**City of Menlo Park  
2012-13 General Fund Expenditures by Lead Department**



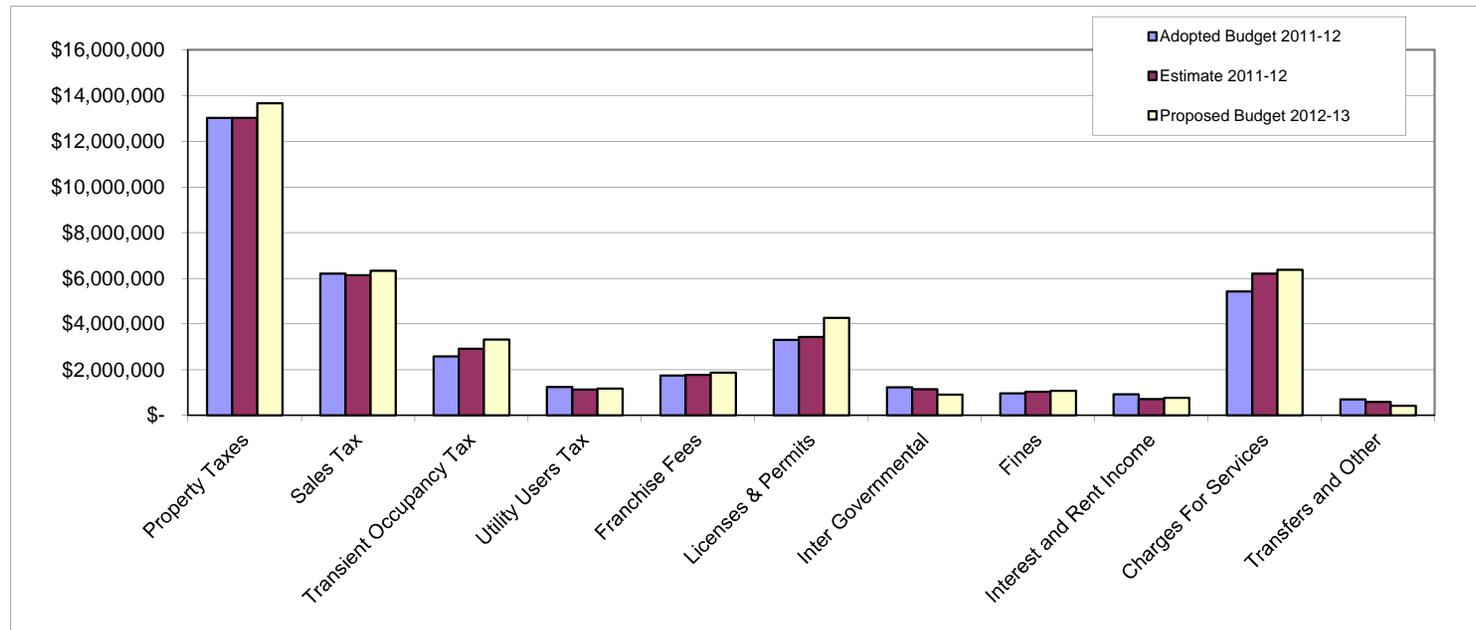
|                           |                     |     |
|---------------------------|---------------------|-----|
| Administrative Services   | \$ 5,490,017        | 14% |
| Community Development     | 2,946,137           | 7%  |
| Community Services        | 7,039,934           | 18% |
| Library                   | 2,042,465           | 5%  |
| Police                    | 14,706,931          | 37% |
| Public Works              | 5,239,516           | 13% |
| Transfers                 | 2,464,328           | 6%  |
| <b>Total Expenditures</b> | <b>\$39,929,328</b> |     |

**City of Menlo Park  
2012-13 General Fund Expenditures by Category**



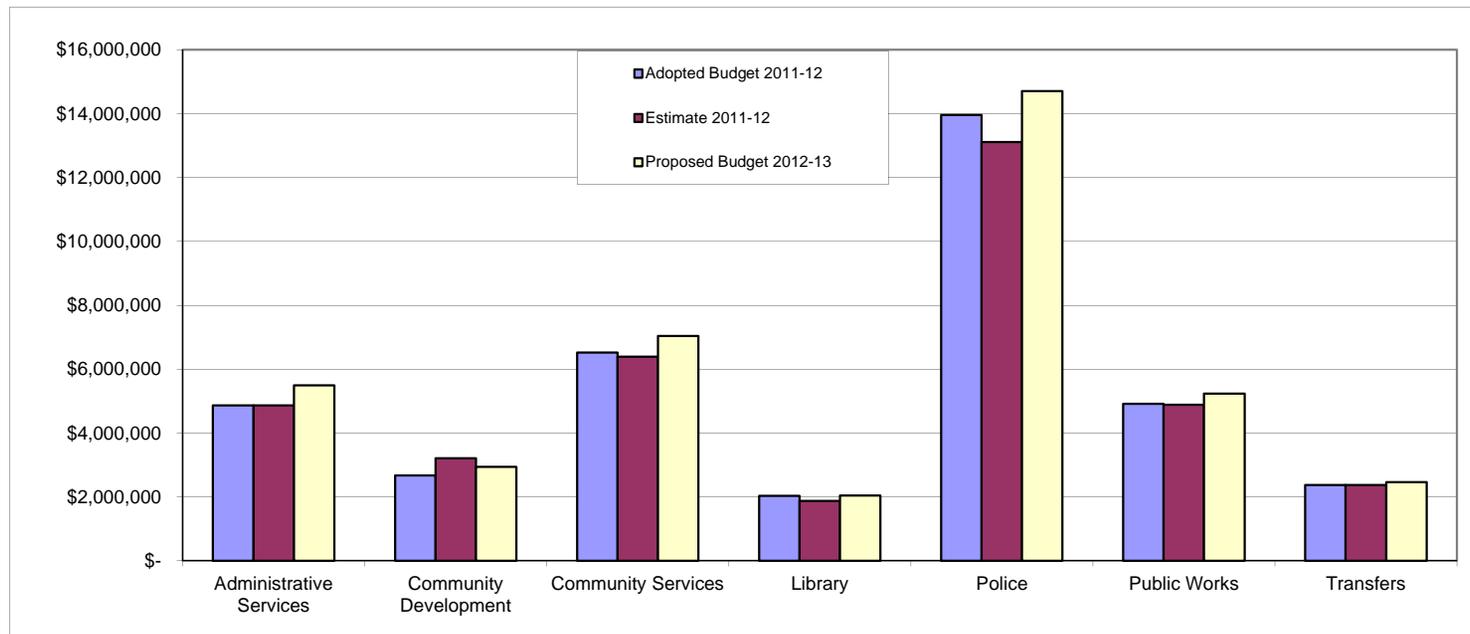
|                           |                      |     |
|---------------------------|----------------------|-----|
| Services                  | \$ 3,143,401         | 8%  |
| Personnel                 | 28,612,146           | 72% |
| Operating                 | 5,709,453            | 14% |
| Transfers                 | 2,464,328            | 6%  |
| <b>Total Expenditures</b> | <b>\$ 39,929,328</b> |     |

**City of Menlo Park  
2012-13 General Fund  
Revenue Increase/(Decrease) by Category  
2010-11 Adopted Budget and Estimate vs. 2011-12 Proposed**



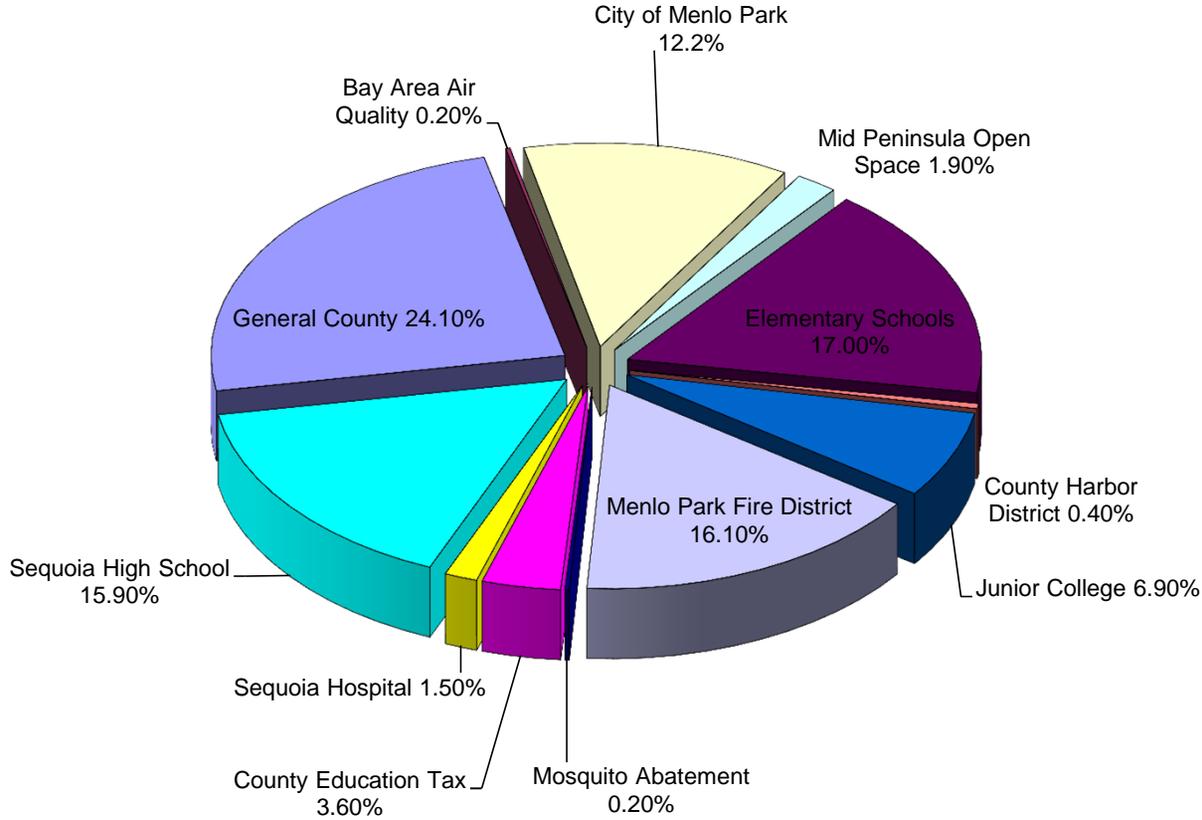
| Operating Revenues       | Adopted Budget 2011-12 | Estimate 2011-12     | Proposed Budget 2012-13 | 2011-12 Adopted Budget vs. Proposed |                        | 2011-12 Estimate vs. Proposed |                        |
|--------------------------|------------------------|----------------------|-------------------------|-------------------------------------|------------------------|-------------------------------|------------------------|
|                          |                        |                      |                         | Increase/ (Decrease) Amount         | Increase/ (Decrease) % | Increase/ (Decrease) Amount   | Increase/ (Decrease) % |
| Property Taxes           | \$ 13,021,000          | \$ 13,022,600        | \$ 13,658,000           | \$ 637,000                          | 5%                     | \$ 635,400                    | 5%                     |
| Sales Tax                | 6,203,000              | 6,132,000            | 6,330,000               | 127,000                             | 2%                     | 198,000                       | 3%                     |
| Transient Occupancy Tax  | 2,580,000              | 2,920,000            | 3,326,000               | 746,000                             | 29%                    | 406,000                       | 14%                    |
| Utility Users Tax        | 1,249,000              | 1,135,900            | 1,180,500               | (68,500)                            | -5%                    | 44,600                        | 4%                     |
| Franchise Fees           | 1,743,000              | 1,769,413            | 1,873,500               | 130,500                             | 7%                     | 104,087                       | 6%                     |
| Licenses & Permits       | 3,307,140              | 3,436,465            | 4,266,465               | 959,325                             | 29%                    | 830,000                       | 24%                    |
| Inter Governmental       | 1,227,631              | 1,153,713            | 911,263                 | (316,368)                           | -26%                   | (242,450)                     | -21%                   |
| Fines                    | 970,000                | 1,035,200            | 1,085,200               | 115,200                             | 12%                    | 50,000                        | 5%                     |
| Interest and Rent Income | 925,438                | 716,000              | 770,018                 | (155,420)                           | -17%                   | 54,018                        | 8%                     |
| Charges For Services     | 5,425,265              | 6,206,341            | 6,370,600               | 945,335                             | 17%                    | 164,259                       | 3%                     |
| Transfers and Other      | 707,125                | 586,559              | 418,123                 | (289,002)                           | -41%                   | (168,436)                     | -29%                   |
| <b>Total Revenue</b>     | <b>\$ 37,358,599</b>   | <b>\$ 38,114,191</b> | <b>\$ 40,189,669</b>    | <b>\$ 2,831,070</b>                 | <b>7.6%</b>            | <b>\$ 2,075,478</b>           | <b>5%</b>              |

**City of Menlo Park  
2012-13 General Fund  
Expenditure Increase/(Decrease) by Lead Department  
2010-2011 Adopted Budget and Estimate vs. 2011-12 Proposed**



|                                   | Adopted Budget 2011-12 | Estimate 2011-12     | Proposed Budget 2012-13 | 2011-12 Adopted Budget vs. Proposed 2012-13 |                        | 2011-12 Estimate vs. Proposed 2012-13 |                        |
|-----------------------------------|------------------------|----------------------|-------------------------|---|------------------------|---------------------------------------|------------------------|
|                                   |                        |                      |                         | Increase/ (Decrease) Amount                 | Increase/ (Decrease) % | Increase/ (Decrease) Amount           | Increase/ (Decrease) % |
| Administrative Services           | \$ 4,867,556           | \$ 4,870,320         | \$ 5,490,017            | \$ 622,461                                  | 13%                    | \$ 619,697                            | 13%                    |
| Community Development             | 2,672,129              | 3,212,359            | 2,946,137               | 274,008                                     | 10%                    | (266,222)                             | -8%                    |
| Community Services                | 6,525,522              | 6,391,606            | 7,039,934               | 514,412                                     | 8%                     | 648,328                               | 10%                    |
| Library                           | 2,033,990              | 1,881,445            | 2,042,465               | 8,475                                       | 0%                     | 161,020                               | 9%                     |
| Police                            | 13,962,800             | 13,115,153           | 14,706,931              | 744,131                                     | 5%                     | 1,591,778                             | 12%                    |
| Public Works                      | 4,918,802              | 4,891,696            | 5,239,516               | 320,714                                     | 7%                     | 347,820                               | 7%                     |
| Transfers                         | 2,377,800              | 2,377,800            | 2,464,328               | 86,528                                      | 4%                     | 86,528                                | 4%                     |
| <b>Total Expenditures</b>         | <b>\$ 37,358,599</b>   | <b>\$ 36,740,379</b> | <b>\$ 39,929,328</b>    | <b>\$ 2,570,729</b>                         | <b>7%</b>              | <b>\$ 3,188,949</b>                   | <b>9%</b>              |
| Total Expenditures less Transfers | 34,980,799             | 34,362,579           | 37,465,000              | 2,484,201                                   | 7%                     | 3,102,421                             | 9%                     |

# Property Tax Split



|                          |        |
|--------------------------|--------|
| General County           | 24.10% |
| Bay Area Air Quality     | 0.20%  |
| City of Menlo Park       | 12.20% |
| Mid Peninsula Open Space | 1.90%  |
| Elementary Schools       | 17.00% |
| County Harbor District   | 0.40%  |
| Junior College           | 6.90%  |
| Menlo Park Fire District | 16.10% |
| Mosquito Abatement       | 0.20%  |
| County Education Tax     | 3.60%  |
| Sequoia Hospital         | 1.50%  |
| Sequoia High School      | 15.90% |

**FY 2012-13 BUDGET SUMMARY  
By Department and Program**

|  | <b>GENERAL FUND</b> |                   |                     |                     | <b>ALL FUNDS</b>   |                    |                     |                     |
|--|---------------------|-------------------|---------------------|---------------------|--------------------|--------------------|---------------------|---------------------|
|  | Actual<br>2010-11   | Budget<br>2011-12 | Estimate<br>2011-12 | Proposed<br>2012-13 | Actual<br>2010-11  | Budget<br>2011-12  | Estimate<br>2011-12 | Proposed<br>2012-13 |
| <b>700 - Administrative Services Department</b>                |                     |                   |                     |                     |                    |                    |                     |                     |
| Program 502 - Community Development Area/Agency                | -                   | 61,595            | 22,309              | 12,000              | 32,034,953         | 9,098,751          | 36,814              | 12,000              |
| Program 701 - Policy Development And City Council Support      | 854,035             | 857,640           | 851,170             | 993,590             | 868,786            | 857,640            | 851,170             | 993,590             |
| Program 702 - Service Excellence                               | 260,875             | 276,164           | 223,688             | 287,197             | 260,875            | 276,164            | 223,688             | 287,197             |
| Program 703 - Elections And Records                            | 108,471             | 84,613            | 74,924              | 120,508             | 108,471            | 84,613             | 74,924              | 120,508             |
| Program 704 - Community Engagement                             | 166,464             | 224,361           | 179,260             | 222,967             | 214,470            | 244,512            | 214,432             | 222,967             |
| Program 705 - Asset Preservation                               | 9,973,501           | 3,659,462         | 3,628,032           | 3,821,059           | 20,306,158         | 14,187,193         | 13,920,390          | 12,653,704          |
| Program 706 - Information Support                              | 828,018             | 915,449           | 866,306             | 975,613             | 828,018            | 915,449            | 866,306             | 975,613             |
| Program 707 - Internet And World Wide Web                      | 24,029              | 28,366            | 40,400              | 84,450              | 24,029             | 28,366             | 40,400              | 84,450              |
| Program 708 - Employee Support                                 | 787,944             | 889,706           | 929,193             | 824,564             | 1,422,524          | 1,470,706          | 1,416,565           | 1,405,564           |
| Program 709 - Legal Services                                   | 367,352             | 332,009           | 244,138             | 322,195             | 472,877            | 521,127            | 430,045             | 335,284             |
| Program 710 - Business Development                             | 162,380             | 217,563           | 188,700             | 290,202             | 196,477            | 238,952            | 209,964             | 290,202             |
| Department Total   | <b>13,533,069</b>   | <b>7,546,928</b>  | <b>7,248,120</b>    | <b>7,954,344</b>    | <b>56,737,637</b>  | <b>27,923,473</b>  | <b>18,284,699</b>   | <b>17,381,077</b>   |
| <b>600 - Community Development Department</b>                  |                     |                   |                     |                     |                    |                    |                     |                     |
| Program 601 - Comprehensive Planning                           | 340,337             | 614,081           | 329,875             | 124,597             | 340,337            | 716,081            | 1,043,875           | 782,403             |
| Program 602 - Land and Building Development Services           | 2,163,242           | 2,893,521         | 2,882,484           | 2,821,541           | 2,408,725          | 3,017,196          | 3,006,159           | 2,821,541           |
| Department Total   | <b>2,503,579</b>    | <b>3,507,602</b>  | <b>3,212,359</b>    | <b>2,946,137</b>    | <b>2,749,062</b>   | <b>3,733,277</b>   | <b>4,050,034</b>    | <b>3,603,944</b>    |
| <b>300 - Community Services Department</b>                     |                     |                   |                     |                     |                    |                    |                     |                     |
| Program 310 - Social Services & Childcare                      | 3,663,026           | 3,728,401         | 3,604,398           | 3,917,857           | 3,707,767          | 3,800,807          | 3,667,967           | 4,015,479           |
| Program 311 - Recreation/Physical Activities                   | 2,506,128           | 2,788,051         | 2,664,418           | 3,090,235           | 2,506,828          | 2,788,751          | 2,665,118           | 3,090,935           |
| Program 501 - Affordable Housing                               | -                   | 135,000           | 122,791             | 31,842              | 8,511,489          | 4,205,404          | 1,127,292           | 94,842              |
| Department Total   | <b>6,169,154</b>    | <b>6,651,452</b>  | <b>6,391,606</b>    | <b>7,039,935</b>    | <b>14,726,083</b>  | <b>10,794,962</b>  | <b>7,460,378</b>    | <b>7,201,255</b>    |
| <b>400 - Library Department</b>                                |                     |                   |                     |                     |                    |                    |                     |                     |
| Program 401 - Library Collections And Online Resources         | 1,524,399           | 1,642,762         | 1,514,948           | 1,657,776           | 1,536,277          | 1,786,459          | 1,582,029           | 1,774,861           |
| Program 402 - Reading Promotion And Life Skills                | 390,499             | 391,228           | 366,498             | 384,689             | 682,546            | 658,152            | 616,275             | 645,403             |
| Department Total   | <b>1,914,899</b>    | <b>2,033,990</b>  | <b>1,881,445</b>    | <b>2,042,465</b>    | <b>2,218,823</b>   | <b>2,444,611</b>   | <b>2,198,303</b>    | <b>2,420,264</b>    |
| <b>100 - Police Department</b>                                 |                     |                   |                     |                     |                    |                    |                     |                     |
| Program 101 - Community Safety                                 | 9,466,004           | 9,235,195         | 8,738,853           | 10,060,071          | 10,516,641         | 10,001,798         | 9,471,862           | 10,199,854          |
| Program 102 - Patrol Support                                   | 3,170,290           | 3,214,583         | 2,889,408           | 3,158,023           | 3,181,474          | 3,235,983          | 2,910,808           | 3,179,423           |
| Program 103 - Emergency Preparedness                           | 240,807             | 261,924           | 224,477             | 245,537             | 240,807            | 261,924            | 224,477             | 245,537             |
| Program 104 - Traffic And School Safety                        | 1,050,796           | 1,446,917         | 1,262,416           | 1,243,300           | 1,050,796          | 1,446,917          | 1,262,416           | 1,243,300           |
| Department Total   | <b>13,927,897</b>   | <b>14,158,619</b> | <b>13,115,153</b>   | <b>14,706,931</b>   | <b>14,989,718</b>  | <b>14,946,622</b>  | <b>13,869,562</b>   | <b>14,868,114</b>   |
| <b>200 - Public Works Department</b>                           |                     |                   |                     |                     |                    |                    |                     |                     |
| Program 201 - City Facilities                                  | 2,115,084           | 2,404,366         | 2,352,885           | 2,556,212           | 23,451,628         | 33,806,611         | 12,419,552          | 12,517,696          |
| Program 202 - Menlo Park Municipal Water District Water Supply | -                   | -                 | -                   | -                   | 5,281,834          | 7,266,339          | 5,772,993           | 6,471,978           |
| Program 203 - City Vehicles And Equipment                      | 292,095             | 359,104           | 340,434             | 366,552             | 668,479            | 712,632            | 693,642             | 720,309             |
| Program 204 - Urban Forest                                     | 231,797             | 300,735           | 275,215             | 298,570             | 808,473            | 931,695            | 888,048             | 920,342             |
| Program 205 - City-Owned Street And Other Right-Of-Way         | 1,382,115           | 1,345,163         | 1,388,044           | 1,371,388           | 1,887,142          | 2,068,104          | 2,021,744           | 1,897,217           |
| Program 206 - Stormwater Management                            | 138,817             | 176,888           | 153,758             | 280,076             | 454,629            | 629,877            | 590,730             | 617,786             |
| Program 207 - Resource Conservation                            | 72,584              | 82,553            | 62,235              | 72,112              | 303,518            | 311,911            | 267,677             | 314,862             |
| Program 208 - Transportation Management                        | 284,758             | 324,222           | 319,124             | 294,605             | 1,582,695          | 1,798,483          | 1,570,464           | 1,768,159           |
| Department Total   | <b>4,517,248</b>    | <b>4,993,031</b>  | <b>4,891,696</b>    | <b>5,239,516</b>    | <b>34,438,398</b>  | <b>47,525,652</b>  | <b>24,224,849</b>   | <b>25,228,350</b>   |
| City Totals  | <b>42,565,846</b>   | <b>38,891,622</b> | <b>36,740,380</b>   | <b>39,929,327</b>   | <b>125,859,720</b> | <b>107,368,597</b> | <b>70,087,825</b>   | <b>70,703,004</b>   |

**FY 2012-13 BUDGET SUMMARY  
By Department, Program and Service**

|  | GENERAL FUND      |                   |                     |                     | ALL FUNDS         |                   |                     |                     |
|--|-------------------|-------------------|---------------------|---------------------|-------------------|-------------------|---------------------|---------------------|
|  | Actual<br>2010-11 | Budget<br>2011-12 | Estimate<br>2011-12 | Proposed<br>2012-13 | Actual<br>2010-11 | Budget<br>2011-12 | Estimate<br>2011-12 | Proposed<br>2012-13 |
| <b>700 - Administrative Services Department</b>                |                   |                   |                     |                     |                   |                   |                     |                     |
| Program 502 - Community Development Area/Agency                |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 502-01 - Policy, Program & Project Development         | -                 | 53,340            | 22,309              | 12,000              | 111,086           | 118,520           | 36,814              | 12,000              |
| Service 502-02 - Facility Improvement                          | -                 | 4,455             | -                   | -                   | 28,228,459        | 5,910,231         | -                   | -                   |
| Service 502-03 - Service Enhancement                           | -                 | 3,800             | -                   | -                   | 3,695,407         | 3,070,000         | -                   | -                   |
| Program Total  | -                 | 61,595            | 22,309              | 12,000              | 32,034,953        | 9,098,751         | 36,814              | 12,000              |
| Program 701 - Policy Development And City Council Support      |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 701-01 - Effective Staffing                            | 474,566           | 449,005           | 467,832             | 523,808             | 474,566           | 449,005           | 467,832             | 523,808             |
| Service 701-02 - Intergovernmental Liaison                     | 225,098           | 226,860           | 222,236             | 283,861             | 239,849           | 226,860           | 222,236             | 283,861             |
| Service 701-03 - Commissions                                   | 45,885            | 50,757            | 45,065              | 52,174              | 45,885            | 50,757            | 45,065              | 52,174              |
| Service 701-04 - Constituent Assistance                        | 108,486           | 131,018           | 116,036             | 133,747             | 108,486           | 131,018           | 116,036             | 133,747             |
| Program Total  | 854,035           | 857,640           | 851,170             | 993,590             | 868,786           | 857,640           | 851,170             | 993,590             |
| Program 702 - Service Excellence                               |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 702-01 - Priority Setting                              | 136,786           | 141,080           | 117,015             | 143,784             | 136,786           | 141,080           | 117,015             | 143,784             |
| Service 702-02 - Performance Accountability and Workplace Env. | 71,828            | 81,080            | 61,269              | 90,490              | 71,828            | 81,080            | 61,269              | 90,490              |
| Service 702-03 - Interdepartmental Initiatives                 | 52,261            | 54,004            | 45,405              | 52,923              | 52,261            | 54,004            | 45,405              | 52,923              |
| Program Total  | 260,875           | 276,164           | 223,688             | 287,197             | 260,875           | 276,164           | 223,688             | 287,197             |
| Program 703 - Elections And Records                            |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 703-01 - Coordinated Elections                         | 62,863            | 37,968            | 11,610              | 74,746              | 62,863            | 37,968            | 11,610              | 74,746              |
| Service 703-02 - Election Records Management                   | 45,608            | 46,645            | 63,313              | 45,761              | 45,608            | 46,645            | 63,313              | 45,761              |
| Program Total  | 108,471           | 84,613            | 74,924              | 120,508             | 108,471           | 84,613            | 74,924              | 120,508             |
| Program 704 - Community Engagement                             |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 704-01 - Community Information                         | 137,011           | 150,506           | 144,575             | 168,404             | 137,011           | 150,506           | 144,575             | 168,404             |
| Service 704-02 - Community Involvement                         | 26,007            | 60,453            | 30,459              | 40,535              | 74,013            | 80,604            | 65,632              | 40,535              |
| Service 704-04 - Volunteers                                    | 3,446             | 13,402            | 4,225               | 14,027              | 3,446             | 13,402            | 4,225               | 14,027              |
| Program Total  | 166,464           | 224,361           | 179,260             | 222,967             | 214,470           | 244,512           | 214,432             | 222,967             |
| Program 705 - Asset Preservation                               |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 705-01 - Financial Planning                            | 203,955           | 191,876           | 180,441             | 197,494             | 211,378           | 200,210           | 180,441             | 197,994             |
| Service 705-02 - Investments                                   | 33,707            | 33,451            | 34,871              | 34,276              | 34,429            | 33,451            | 34,871              | 34,276              |
| Service 705-03 - Revenue Management                            | 362,289           | 372,099           | 377,649             | 375,358             | 2,438,736         | 1,021,258         | 820,202             | 1,004,659           |
| Service 705-04 - Accounting and Reporting                      | 385,997           | 522,838           | 496,236             | 531,077             | 430,276           | 556,532           | 555,631             | 533,077             |
| Service 705-05 - Accounts Payable and Purchasing               | 105,609           | 120,478           | 112,717             | 135,649             | 132,921           | 140,445           | 134,534             | 146,142             |
| Service 705-06 - Risk Management                               | -                 | -                 | -                   | -                   | 1,384,839         | 1,215,871         | 1,080,700           | 1,223,085           |
| Service 705-07 - General                                       | 8,855,308         | 2,377,800         | 2,377,800           | 2,464,328           | 8,855,308         | 2,377,800         | 2,377,800           | 2,464,328           |
| Service 705-08 - Debt Service                                  | -                 | -                 | -                   | -                   | 6,791,633         | 8,600,706         | 8,687,895           | 6,967,265           |
| Service 705-09 - Payroll                                       | 26,637            | 40,920            | 48,318              | 82,878              | 26,637            | 40,920            | 48,318              | 82,878              |
| Program Total  | 9,973,501         | 3,659,462         | 3,628,032           | 3,821,059           | 20,306,158        | 14,187,193        | 13,920,390          | 12,653,704          |
| Program 706 - Information Support                              |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 706-01 - Desktop Maintenance                           | 424,492           | 501,840           | 482,288             | 507,267             | 424,492           | 501,840           | 482,288             | 507,267             |
| Service 706-02 - Network Infrastructure Maintenance            | 259,851           | 237,157           | 229,469             | 273,335             | 259,851           | 237,157           | 229,469             | 273,335             |
| Service 706-03 - Design and Advice                             | (234)             | 760               | -                   | 1,000               | (234)             | 760               | -                   | 1,000               |
| Service 706-04 - Remote Access                                 | 3,083             | 1,075             | -                   | 500                 | 3,083             | 1,075             | -                   | 500                 |
| Service 706-05 - Printing Support                              | 140,825           | 174,617           | 154,549             | 193,510             | 140,825           | 174,617           | 154,549             | 193,510             |
| Program Total  | 828,018           | 915,449           | 866,306             | 975,613             | 828,018           | 915,449           | 866,306             | 975,613             |
| Program 707 - Internet And World Wide Web                      |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 707-01 - Web Posting                                   | 15,682            | 13,966            | 22,400              | 22,950              | 15,682            | 13,966            | 22,400              | 22,950              |
| Service 707-02 - Interactive Web Services                      | 8,346             | 14,400            | 18,000              | 61,500              | 8,346             | 14,400            | 18,000              | 61,500              |
| Program Total  | 24,029            | 28,366            | 40,400              | 84,450              | 24,029            | 28,366            | 40,400              | 84,450              |

**FY 2012-13 BUDGET SUMMARY  
By Department, Program and Service**

|   | <b>GENERAL FUND</b> |                   |                     |                     | <b>ALL FUNDS</b>  |                   |                     |                     |
|---|---------------------|-------------------|---------------------|---------------------|-------------------|-------------------|---------------------|---------------------|
|   | Actual<br>2010-11   | Budget<br>2011-12 | Estimate<br>2011-12 | Proposed<br>2012-13 | Actual<br>2010-11 | Budget<br>2011-12 | Estimate<br>2011-12 | Proposed<br>2012-13 |
| <b>Program 708 - Employee Support</b>                                 |                     |                   |                     |                     |                   |                   |                     |                     |
| Service 708-01 - Personnel & Benefits Administration                  | 288,731             | 270,863           | 242,718             | 275,865             | 288,731           | 270,863           | 242,718             | 275,865             |
| Service 708-02 - Employee Development                                 | 12,601              | 19,793            | 17,492              | 15,685              | 12,601            | 19,793            | 17,492              | 15,685              |
| Service 708-03 - Employee Relations                                   | 203,399             | 250,342           | 328,856             | 189,128             | 203,399           | 250,342           | 328,856             | 189,128             |
| Service 708-04 - Recruitment and Selection                            | 77,187              | 132,108           | 122,618             | 127,286             | 77,187            | 132,108           | 122,618             | 127,286             |
| Service 708-05 - General Employee Benefits                            | 206,024             | 216,600           | 217,508             | 216,600             | 840,605           | 797,600           | 704,880             | 797,600             |
| <b>Program Total</b>  | <b>787,944</b>      | <b>889,706</b>    | <b>929,193</b>      | <b>824,564</b>      | <b>1,422,524</b>  | <b>1,470,706</b>  | <b>1,416,565</b>    | <b>1,405,564</b>    |
| <b>Program 709 - Legal Services</b>                                   |                     |                   |                     |                     |                   |                   |                     |                     |
| Service 709-01 - City Council and City Manager Support                | 79,208              | 117,249           | 67,925              | 78,661              | 102,675           | 128,237           | 91,011              | 78,661              |
| Service 709-02 - Planning Staff and Planning Commission Support       | 97,257              | 46,604            | 85,402              | 58,690              | 97,257            | 46,604            | 85,402              | 58,690              |
| Service 709-03 - Personnel, Risk Management and Other City Prog.      | 190,887             | 144,855           | 90,804              | 173,605             | 245,093           | 305,608           | 245,931             | 186,693             |
| Service 709-05 - Successor Agency to the Community Development Agency | -                   | 23,301            | 6                   | 11,239              | 27,852            | 40,678            | 7,701               | 11,239              |
| <b>Program Total</b>  | <b>367,352</b>      | <b>332,009</b>    | <b>244,138</b>      | <b>322,195</b>      | <b>472,877</b>    | <b>521,127</b>    | <b>430,045</b>      | <b>335,284</b>      |
| <b>Program 710 - Business Development</b>                             |                     |                   |                     |                     |                   |                   |                     |                     |
| Service 710-01 - Strategic Partnerships                               | 49,753              | 91,132            | 64,449              | 142,394             | 83,850            | 112,521           | 85,713              | 142,394             |
| Service 710-02 - Market Information and Research                      | 85,237              | 75,033            | 82,673              | 81,168              | 85,237            | 75,033            | 82,673              | 81,168              |
| Service 710-03 - Diversifying Tax Base                                | 27,391              | 51,398            | 41,577              | 66,639              | 27,391            | 51,398            | 41,577              | 66,639              |
| <b>Program Total</b>  | <b>162,380</b>      | <b>217,563</b>    | <b>188,700</b>      | <b>290,202</b>      | <b>196,477</b>    | <b>238,952</b>    | <b>209,964</b>      | <b>290,202</b>      |
| <b>Department Total</b>   | <b>13,533,069</b>   | <b>7,546,928</b>  | <b>7,248,120</b>    | <b>7,954,343</b>    | <b>56,737,637</b> | <b>27,923,473</b> | <b>18,284,699</b>   | <b>17,381,077</b>   |
| <br>  |                     |                   |                     |                     |                   |                   |                     |                     |
| <b>600 - Community Development Department</b>                         |                     |                   |                     |                     |                   |                   |                     |                     |
| <b>Program 601 - Comprehensive Planning</b>                           |                     |                   |                     |                     |                   |                   |                     |                     |
| Service 601-01 - General Plan   | 307,316             | 561,920           | 310,466             | 60,974              | 307,316           | 561,920           | 310,466             | 718,780             |
| Service 601-02 - Zoning Ord. & Related Documents                      | 33,021              | 52,161            | 19,409              | 63,623              | 33,021            | 154,161           | 733,409             | 63,623              |
| <b>Program Total</b>  | <b>340,337</b>      | <b>614,081</b>    | <b>329,875</b>      | <b>124,597</b>      | <b>340,337</b>    | <b>716,081</b>    | <b>1,043,875</b>    | <b>782,403</b>      |
| <b>Program 602 - Land and Building Development Services</b>           |                     |                   |                     |                     |                   |                   |                     |                     |
| Service 602-01 - Pre-Application Information                          | 250,649             | 270,914           | 244,553             | 271,507             | 250,649           | 270,914           | 244,553             | 271,507             |
| Service 602-02 - Zoning Review  | 667,813             | 1,181,581         | 1,248,216           | 1,044,247           | 913,296           | 1,305,256         | 1,371,891           | 1,044,247           |
| Service 602-03 - Plan Check and Permitting                            | 730,484             | 897,952           | 865,511             | 950,466             | 730,484           | 897,952           | 865,511             | 950,466             |
| Service 602-04 - Inspecting and Monitoring                            | 514,296             | 543,074           | 524,204             | 555,320             | 514,296           | 543,074           | 524,204             | 555,320             |
| <b>Program Total</b>  | <b>2,163,242</b>    | <b>2,893,521</b>  | <b>2,882,484</b>    | <b>2,821,541</b>    | <b>2,408,725</b>  | <b>3,017,196</b>  | <b>3,006,159</b>    | <b>2,821,541</b>    |
| <b>Department Total</b>   | <b>2,503,579</b>    | <b>3,507,602</b>  | <b>3,212,359</b>    | <b>2,946,137</b>    | <b>2,749,062</b>  | <b>3,733,277</b>  | <b>4,050,034</b>    | <b>3,603,944</b>    |

**FY 2012-13 BUDGET SUMMARY  
By Department, Program and Service**

|   | GENERAL FUND      |                   |                     |                     | ALL FUNDS         |                   |                     |                     |
|---|-------------------|-------------------|---------------------|---------------------|-------------------|-------------------|---------------------|---------------------|
|   | Actual<br>2010-11 | Budget<br>2011-12 | Estimate<br>2011-12 | Proposed<br>2012-13 | Actual<br>2010-11 | Budget<br>2011-12 | Estimate<br>2011-12 | Proposed<br>2012-13 |
| <b>300 - Community Services Department</b>                  |                   |                   |                     |                     |                   |                   |                     |                     |
| Program 310 - Social Services & Childcare                   |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 310-01 - Seniors                                    | 405,767           | 417,834           | 429,708             | 452,795             | 405,767           | 417,834           | 429,708             | 452,795             |
| Service 310-02 - Pre-School Child Care                      | 1,981,913         | 1,997,668         | 1,929,632           | 2,091,903           | 1,981,913         | 1,997,668         | 1,929,632           | 2,091,903           |
| Service 310-03 - Peninsula Partnership                      | 20,697            | 30,535            | 42,284              | 40,209              | 65,437            | 102,941           | 105,854             | 137,830             |
| Service 310-04 - School-Age Child Care                      | 755,469           | 748,153           | 720,694             | 743,170             | 755,469           | 748,153           | 720,694             | 743,170             |
| Service 310-05 - Teen Programs                              | -                 | -                 | -                   | -                   | -                 | -                 | -                   | -                   |
| Service 310-06 - Neighborhood Services                      | 499,179           | 534,211           | 482,080             | 589,780             | 499,179           | 534,211           | 482,080             | 589,780             |
| Program Total   | <b>3,663,026</b>  | <b>3,728,401</b>  | <b>3,604,398</b>    | <b>3,917,857</b>    | <b>3,707,767</b>  | <b>3,800,807</b>  | <b>3,667,967</b>    | <b>4,015,479</b>    |
| Program 311 - Recreation/Physical Activities                |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 311-01 - Youth Sports                               | 316,175           | 387,217           | 364,948             | 435,605             | 316,175           | 387,217           | 364,948             | 435,605             |
| Service 311-02 - Adult Sports                               | 229,646           | 281,472           | 283,148             | 279,127             | 229,646           | 281,472           | 283,148             | 279,127             |
| Service 311-03 - Gymnastics                                 | 617,355           | 613,759           | 568,658             | 874,317             | 617,355           | 613,759           | 568,658             | 874,317             |
| Service 311-04 - Aquatics                                   | 325,136           | 236,081           | 238,410             | 219,767             | 325,136           | 236,081           | 238,410             | 219,767             |
| Service 311-05 - Contract Classes                           | 673,133           | 784,927           | 768,000             | 855,870             | 673,133           | 784,927           | 768,000             | 855,870             |
| Service 311-06 - Events & Concerts                          | 177,615           | 198,601           | 210,750             | 214,120             | 178,315           | 199,301           | 211,450             | 214,820             |
| Service 311-07 - Community Facilities Service               | 167,067           | 285,994           | 230,505             | 211,428             | 167,067           | 285,994           | 230,505             | 211,428             |
| Program Total   | <b>2,506,128</b>  | <b>2,788,051</b>  | <b>2,664,418</b>    | <b>3,090,235</b>    | <b>2,506,828</b>  | <b>2,788,751</b>  | <b>2,665,118</b>    | <b>3,090,935</b>    |
| Program 501 - Affordable Housing                            |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 501-01 - Increase Supply of Affordable Housing      | -                 | 46,000            | 42,391              | 14,233              | 7,935,064         | 3,731,541         | 836,260             | 14,233              |
| Service 501-02 - Maintain Existing Affordable Housing Stock | -                 | 62,000            | 44,703              | 8,673               | 389,113           | 233,302           | 140,140             | 71,673              |
| Service 501-05 - Policy Development                         | -                 | 27,000            | 35,697              | 8,936               | 187,312           | 240,561           | 150,892             | 8,936               |
| Program Total   | -                 | <b>135,000</b>    | <b>122,791</b>      | <b>31,842</b>       | <b>8,511,489</b>  | <b>4,205,404</b>  | <b>1,127,292</b>    | <b>94,842</b>       |
| Department Total  | <b>6,169,154</b>  | <b>6,651,452</b>  | <b>6,391,606</b>    | <b>7,039,935</b>    | <b>14,726,083</b> | <b>10,794,962</b> | <b>7,460,378</b>    | <b>7,201,255</b>    |
| <b>400 - Library Department</b>                             |                   |                   |                     |                     |                   |                   |                     |                     |
| Program 401 - Library Collections And Online Resources      |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 401-01 - Library Materials                          | 539,099           | 555,322           | 547,213             | 577,798             | 538,976           | 601,322           | 588,663             | 673,798             |
| Service 401-02 - Circulation                                | 516,857           | 607,102           | 506,572             | 629,155             | 516,857           | 607,102           | 506,572             | 629,155             |
| Service 401-03 - User Assistance                            | 468,444           | 480,338           | 461,163             | 450,823             | 480,444           | 578,035           | 486,794             | 471,908             |
| Program Total   | <b>1,524,399</b>  | <b>1,642,762</b>  | <b>1,514,948</b>    | <b>1,657,776</b>    | <b>1,536,277</b>  | <b>1,786,459</b>  | <b>1,582,029</b>    | <b>1,774,861</b>    |
| Program 402 - Reading Promotion And Life Skills             |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 402-01 - Programs and events                        | 82,487            | 73,171            | 76,264              | 80,181              | 139,547           | 149,285           | 146,901             | 158,050             |
| Service 402-02 - Foster community                           | 38,932            | 47,125            | 39,195              | 47,715              | 38,932            | 47,125            | 39,195              | 47,715              |
| Service 402-03 - Teaching                                   | -                 | -                 | 41                  | -                   | 234,987           | 190,810           | 179,179             | 182,844             |
| Service 402-04 - Belle Haven                                | 269,080           | 270,932           | 250,999             | 256,794             | 269,080           | 270,932           | 250,999             | 256,794             |
| Program Total   | <b>390,499</b>    | <b>391,228</b>    | <b>366,498</b>      | <b>384,689</b>      | <b>682,546</b>    | <b>658,152</b>    | <b>616,275</b>      | <b>645,403</b>      |
| Department Total  | <b>1,914,899</b>  | <b>2,033,990</b>  | <b>1,881,445</b>    | <b>2,042,465</b>    | <b>2,218,823</b>  | <b>2,444,611</b>  | <b>2,198,303</b>    | <b>2,420,264</b>    |
| <b>100 - Police Department</b>                              |                   |                   |                     |                     |                   |                   |                     |                     |
| Program 101 - Community Safety                              |                   |                   |                     |                     |                   |                   |                     |                     |
| 101-01 - Patrol Service                                     | 7,468,239         | 6,646,851         | 5,908,092           | 6,914,603           | 7,540,915         | 6,776,634         | 6,042,906           | 7,044,386           |
| 101-02 - Investigations                                     | 1,173,073         | 1,249,544         | 1,288,501           | 1,198,353           | 1,173,073         | 1,249,544         | 1,288,501           | 1,198,353           |
| 101-04 - Community Outreach                                 | 664,155           | 766,896           | 694,674             | 768,033             | 664,155           | 766,896           | 694,674             | 768,033             |
| 101-05 - Narcotic Abatement                                 | 60,277            | 327,091           | 513,673             | 849,266             | 687,316           | 671,460           | 920,804             | 859,266             |
| 101-06 - Code Enforcement                                   | 100,260           | 244,813           | 333,913             | 329,817             | 451,182           | 537,264           | 524,977             | 329,817             |
| Program Total   | <b>9,466,004</b>  | <b>9,235,195</b>  | <b>8,738,853</b>    | <b>10,060,071</b>   | <b>10,516,641</b> | <b>10,001,798</b> | <b>9,471,862</b>    | <b>10,199,854</b>   |

**FY 2012-13 BUDGET SUMMARY  
By Department, Program and Service**

|  | GENERAL FUND      |                   |                     |                     | ALL FUNDS         |                   |                     |                     |
|--|-------------------|-------------------|---------------------|---------------------|-------------------|-------------------|---------------------|---------------------|
|  | Actual<br>2010-11 | Budget<br>2011-12 | Estimate<br>2011-12 | Proposed<br>2012-13 | Actual<br>2010-11 | Budget<br>2011-12 | Estimate<br>2011-12 | Proposed<br>2012-13 |
| Program 102 - Patrol Support                                   |                   |                   |                     |                     |                   |                   |                     |                     |
| 102-01 - Dispatch  | 1,972,317         | 1,717,214         | 1,659,069           | 1,613,053           | 1,972,317         | 1,717,214         | 1,659,069           | 1,613,053           |
| 102-02 - Records Management                                    | 530,300           | 588,379           | 506,299             | 546,196             | 530,300           | 588,379           | 506,299             | 546,196             |
| 102-04 - Police Training                                       | 268,231           | 443,195           | 327,095             | 439,536             | 268,231           | 443,195           | 327,095             | 439,536             |
| 102-05 - Parking Management                                    | 399,442           | 465,795           | 396,945             | 559,239             | 410,626           | 487,195           | 418,345             | 580,639             |
| Program Total  | <b>3,170,290</b>  | <b>3,214,583</b>  | <b>2,889,408</b>    | <b>3,158,023</b>    | <b>3,181,474</b>  | <b>3,235,983</b>  | <b>2,910,808</b>    | <b>3,179,423</b>    |
| Program 103 - Emergency Preparedness                           |                   |                   |                     |                     |                   |                   |                     |                     |
| 103-01 - Information Outreach                                  | 55,899            | 61,601            | 48,690              | 40,955              | 55,899            | 61,601            | 48,690              | 40,955              |
| 103-02 - Disaster Management Coordination                      | 144,151           | 165,332           | 152,083             | 168,359             | 144,151           | 165,332           | 152,083             | 168,359             |
| 103-03 - Emergency Preparedness Training                       | 40,757            | 34,991            | 23,703              | 36,223              | 40,757            | 34,991            | 23,703              | 36,223              |
| Program Total  | <b>240,807</b>    | <b>261,924</b>    | <b>224,477</b>      | <b>245,537</b>      | <b>240,807</b>    | <b>261,924</b>    | <b>224,477</b>      | <b>245,537</b>      |
| Program 104 - Traffic And School Safety                        |                   |                   |                     |                     |                   |                   |                     |                     |
| 104-01 - Public Traffic Safety Education                       | 49,166            | 129,729           | 155,644             | 89,372              | 49,166            | 129,729           | 155,644             | 89,372              |
| 104-02 - Enforcement of Traffic Laws                           | 1,001,631         | 1,317,188         | 1,106,772           | 1,153,928           | 1,001,631         | 1,317,188         | 1,106,772           | 1,153,928           |
| Program Total  | <b>1,050,796</b>  | <b>1,446,917</b>  | <b>1,262,416</b>    | <b>1,243,300</b>    | <b>1,050,796</b>  | <b>1,446,917</b>  | <b>1,262,416</b>    | <b>1,243,300</b>    |
| Department Total   | <b>13,927,897</b> | <b>14,158,619</b> | <b>13,115,153</b>   | <b>14,706,931</b>   | <b>14,989,718</b> | <b>14,946,622</b> | <b>13,869,562</b>   | <b>14,868,114</b>   |
| <b>200 - Public Works Department</b>                           |                   |                   |                     |                     |                   |                   |                     |                     |
| Program 201 - City Facilities                                  |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 201-01 - Facility/Field Capital Projects               | 12,369            | 36,789            | -                   | -                   | 20,942,679        | 30,736,020        | 9,567,279           | 9,511,772           |
| Service 201-02 - Facility Maintenance                          | 1,166,043         | 1,271,338         | 1,293,370           | 1,339,869           | 1,166,043         | 1,271,338         | 1,293,370           | 1,339,869           |
| Service 201-03 - Field/Grounds Maintenance                     | 936,671           | 1,096,239         | 1,059,514           | 1,216,343           | 1,342,907         | 1,799,253         | 1,558,903           | 1,666,056           |
| Program Total  | <b>2,115,084</b>  | <b>2,404,366</b>  | <b>2,352,885</b>    | <b>2,556,212</b>    | <b>23,451,628</b> | <b>33,806,611</b> | <b>12,419,552</b>   | <b>12,517,696</b>   |
| Program 202 - Menlo Park Municipal Water District Water Supply |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 202-01 - Water Delivery System                         | -                 | -                 | -                   | -                   | 3,990,293         | 5,555,795         | 5,421,435           | 6,103,950           |
| Service 202-02 - Water Supply                                  | -                 | -                 | -                   | -                   | 1,291,541         | 1,710,544         | 351,558             | 368,027             |
| Program Total  | -                 | -                 | -                   | -                   | <b>5,281,834</b>  | <b>7,266,339</b>  | <b>5,772,993</b>    | <b>6,471,978</b>    |
| Program 203 - City Vehicles And Equipment                      |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 203-01 - Vehicle Replacement                           | 10,299            | 13,954            | 11,747              | 15,794              | 276,901           | 323,754           | 321,547             | 325,594             |
| Service 203-02 - Vehicle Repair and Maintenance                | 281,796           | 345,150           | 328,687             | 350,758             | 391,578           | 388,878           | 372,094             | 394,715             |
| Program Total  | <b>292,095</b>    | <b>359,104</b>    | <b>340,434</b>      | <b>366,552</b>      | <b>668,479</b>    | <b>712,632</b>    | <b>693,642</b>      | <b>720,309</b>      |
| Program 204 - Urban Forest                                     |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 204-02 - City Tree Maintenance                         | 149,708           | 214,385           | 195,510             | 212,405             | 726,384           | 845,345           | 808,344             | 834,177             |
| Service 204-03 - Heritage Trees                                | 82,089            | 86,350            | 79,704              | 86,165              | 82,089            | 86,350            | 79,704              | 86,165              |
| Program Total  | <b>231,797</b>    | <b>300,735</b>    | <b>275,215</b>      | <b>298,570</b>      | <b>808,473</b>    | <b>931,695</b>    | <b>888,048</b>      | <b>920,342</b>      |
| Program 205 - City-Owned Street And Other Right-Of-Way         |                   |                   |                     |                     |                   |                   |                     |                     |
| Service 205-01 - Right-of-Way Maintenance/Repair               | 456,056           | 457,008           | 421,741             | 461,244             | 490,781           | 552,450           | 467,014             | 562,455             |
| Service 205-02 - Street Fixture Maintenance                    | 231,816           | 263,025           | 247,225             | 223,662             | 231,789           | 263,025           | 247,225             | 223,662             |
| Service 205-03 - Median/Roadway Landscaping                    | 350,766           | 361,873           | 394,281             | 345,021             | 468,572           | 514,689           | 542,689             | 503,626             |
| Service 205-04 - Street Cleaning                               | 155               | -                 | -                   | 55,000              | 256,379           | 274,732           | 274,450             | 241,650             |
| Service 205-05 - Right-of-Way Encroachments                    | 343,321           | 263,257           | 324,796             | 286,461             | 439,621           | 463,208           | 490,366             | 365,823             |
| Program Total  | <b>1,382,115</b>  | <b>1,345,163</b>  | <b>1,388,044</b>    | <b>1,371,388</b>    | <b>1,887,142</b>  | <b>2,068,104</b>  | <b>2,021,744</b>    | <b>1,897,217</b>    |

**FY 2012-13 BUDGET SUMMARY  
By Department, Program and Service**

|  | <b>GENERAL FUND</b> |                   |                     |                     | <b>ALL FUNDS</b>   |                    |                     |                     |
|--|---------------------|-------------------|---------------------|---------------------|--------------------|--------------------|---------------------|---------------------|
|  | Actual<br>2010-11   | Budget<br>2011-12 | Estimate<br>2011-12 | Proposed<br>2012-13 | Actual<br>2010-11  | Budget<br>2011-12  | Estimate<br>2011-12 | Proposed<br>2012-13 |
| Program 206 - Stormwater Management                  |                     |                   |                     |                     |                    |                    |                     |                     |
| Service 206-01 - Storm Drain System                  | 67,528              | 75,085            | 72,919              | 73,649              | 67,528             | 75,085             | 72,919              | 73,649              |
| Service 206-02 - FEMA Compliance                     | 21,022              | 38,223            | 34,195              | 33,543              | 21,022             | 38,223             | 34,195              | 33,543              |
| Service 206-03 - Stormwater Pollution Prevention     | 38,000              | 43,842            | 32,569              | 44,823              | 219,400            | 292,312            | 268,526             | 247,219             |
| Service 206-04 - Creek Management                    | 12,267              | 19,738            | 14,075              | 128,061             | 146,678            | 224,257            | 215,089             | 263,374             |
| Program Total  | <b>138,817</b>      | <b>176,888</b>    | <b>153,758</b>      | <b>280,076</b>      | <b>454,629</b>     | <b>629,877</b>     | <b>590,730</b>      | <b>617,786</b>      |
| Program 207 - Resource Conservation                  |                     |                   |                     |                     |                    |                    |                     |                     |
| Service 207-01 - Solid Waste Management              | -                   | -                 | -                   | -                   | 230,934            | 229,358            | 205,442             | 242,750             |
| Service 207-02 - Sustainable Environmental Practices | 72,584              | 82,553            | 62,235              | 72,112              | 72,584             | 82,553             | 62,235              | 72,112              |
| Program Total  | <b>72,584</b>       | <b>82,553</b>     | <b>62,235</b>       | <b>72,112</b>       | <b>303,518</b>     | <b>311,911</b>     | <b>267,677</b>      | <b>314,862</b>      |
| Program 208 - Transportation Management              |                     |                   |                     |                     |                    |                    |                     |                     |
| Service 208-01 - Congestion Management               | 129,168             | 135,482           | 138,650             | 139,921             | 536,765            | 579,192            | 537,075             | 663,048             |
| Service 208-02 - Transportation Demand Management    | 49,125              | 50,697            | 51,217              | 35,357              | 550,346            | 621,448            | 539,224             | 582,280             |
| Service 208-04 - Street Signage & Markings           | 54,864              | 97,424            | 83,008              | 97,373              | 311,262            | 338,068            | 291,575             | 306,853             |
| Service 208-05 - Safe Routes to School               | 7,076               | 8,260             | 7,240               | 3,007               | 76,435             | 83,636             | 70,070              | 69,233              |
| Service 208-06 - Neighborhood Traffic Management     | 44,525              | 32,359            | 39,010              | 18,947              | 107,887            | 176,139            | 132,521             | 146,746             |
| Program Total  | <b>284,758</b>      | <b>324,222</b>    | <b>319,124</b>      | <b>294,605</b>      | <b>1,582,695</b>   | <b>1,798,483</b>   | <b>1,570,464</b>    | <b>1,768,159</b>    |
| Department Total                                     | <b>4,517,248</b>    | <b>4,993,031</b>  | <b>4,891,696</b>    | <b>5,239,516</b>    | <b>34,438,398</b>  | <b>47,525,652</b>  | <b>24,224,849</b>   | <b>25,228,350</b>   |
| City Total   | <b>42,565,846</b>   | <b>38,891,622</b> | <b>36,740,380</b>   | <b>39,929,327</b>   | <b>125,859,720</b> | <b>107,368,597</b> | <b>70,087,825</b>   | <b>70,703,003</b>   |

**FY 2012-13 FTE SCHEDULE  
By Department and Program**

|  | <u>GENERAL FUND</u> |                | <u>ALL FUNDS</u> |                |
|--|---------------------|----------------|------------------|----------------|
|  | <u>2011-12</u>      | <u>2012-13</u> | <u>2011-12</u>   | <u>2012-13</u> |
| <b>700 - Administrative Services Department</b>                |                     |                |                  |                |
| Program 502 - Community Development Area/Agency                | 0.00                | 0.00           | 0.35             | 0.00           |
| Program 701 - Policy Development and City Council Support      | 8.30                | 8.40           | 8.30             | 8.40           |
| Program 702 - Service Excellence                               | 0.90                | 0.98           | 0.90             | 0.98           |
| Program 703 - Elections and Records                            | 0.40                | 0.40           | 0.40             | 0.40           |
| Program 704 - Community Engagement                             | 0.55                | 0.60           | 0.87             | 0.60           |
| Program 705 - Asset Preservation                               | 7.27                | 8.28           | 8.78             | 9.26           |
| Program 706 - Information Support                              | 3.57                | 3.57           | 3.57             | 3.57           |
| Program 708 - Employee Support                                 | 2.81                | 2.33           | 2.81             | 2.33           |
| Program 709 - Legal Services                                   | 0.65                | 0.92           | 1.00             | 1.00           |
| Program 710 - Business Development                             | 1.25                | 1.50           | 1.52             | 1.50           |
| Department Total   | <u>25.70</u>        | <u>26.98</u>   | <u>28.49</u>     | <u>28.04</u>   |
| <b>600 - Community Development Department</b>                  |                     |                |                  |                |
| Program 601 - Comprehensive Planning                           | 1.41                | 0.60           | 1.41             | 1.40           |
| Program 602 - Land and Building Development Services           | 14.81               | 16.29          | 14.81            | 16.29          |
| Department Total   | <u>16.21</u>        | <u>16.88</u>   | <u>16.21</u>     | <u>17.68</u>   |
| <b>300 - Community Services Department</b>                     |                     |                |                  |                |
| Program 310 - Social Services and Childcare                    | 33.15               | 31.49          | 33.68            | 32.24          |
| Program 311 - Recreation/Physical Activities                   | 13.85               | 15.08          | 13.85            | 15.08          |
| Program 501 - Affordable Housing                               | 0.00                | 1.00           | 3.21             | 1.00           |
| Department Total   | <u>47.00</u>        | <u>47.57</u>   | <u>50.74</u>     | <u>48.32</u>   |
| <b>400 - Library Department</b>                                |                     |                |                  |                |
| Program 401 - Library Collections and Online Resources         | 9.24                | 9.34           | 9.24             | 9.34           |
| Program 402 - Reading Promotion and Life Skills                | 2.66                | 2.56           | 4.51             | 4.41           |
| Department Total   | <u>11.90</u>        | <u>11.90</u>   | <u>13.75</u>     | <u>13.75</u>   |
| <b>100 - Police Department</b>                                 |                     |                |                  |                |
| Program 101 - Community Safety                                 | 37.67               | 43.72          | 42.27            | 43.72          |
| Program 102 - Patrol Support                                   | 23.92               | 19.42          | 23.92            | 19.42          |
| Program 103 - Emergency Preparedness                           | 0.70                | 0.60           | 0.70             | 0.60           |
| Program 104 - Traffic and School Safety                        | 6.86                | 6.01           | 6.86             | 6.01           |
| Department Total   | <u>69.15</u>        | <u>69.75</u>   | <u>73.75</u>     | <u>69.75</u>   |
| <b>200 - Public Works Department</b>                           |                     |                |                  |                |
| Program 201 - City Facilities                                  | 13.21               | 13.33          | 22.75            | 21.97          |
| Program 202 - Menlo Park Municipal Water District Water Supply | 0.00                | 0.00           | 5.19             | 5.28           |
| Program 203 - City Vehicles and Equipment                      | 1.83                | 1.84           | 2.17             | 2.15           |
| Program 204 - Urban Forest                                     | 2.48                | 2.25           | 4.84             | 4.84           |
| Program 205 - City-Owned Street and Other Right-of-Way         | 6.30                | 6.45           | 9.08             | 8.38           |
| Program 206 - Stormwater Management                            | 0.98                | 0.85           | 2.05             | 1.94           |
| Program 207 - Resource Conservation                            | 0.53                | 0.54           | 1.85             | 1.82           |
| Program 208 - Transportation Management                        | 1.95                | 1.82           | 5.90             | 5.84           |
| Department Total   | <u>27.28</u>        | <u>27.08</u>   | <u>53.81</u>     | <u>52.21</u>   |
| City Totals  | <u>197.23</u>       | <u>200.16</u>  | <u>236.75</u>    | <u>229.75</u>  |

*This page intentionally left blank*

CITY OF MENLO PARK  
FISCAL YEAR 2012 – 13



ADMINISTRATIVE SERVICES DEPARTMENT

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 502 - COMMUNITY DEVELOPMENT AREA/AGENCY**

Description: Improve the standard of living for residents in the Las Pulgas Community Development Project Area by removing blighted conditions, providing beneficial services, and improving the physical quality of the area.

---

|  | <u>Actual<br/>2010-2011</u> | <u>Budget<br/>2011-2012</u> | <u>Estimate<br/>2011-2012</u> | <u>Proposed<br/>2012-2013</u> |
|--|-----------------------------|-----------------------------|-------------------------------|-------------------------------|
| 502-01 - Policy, Program & Project Development | \$ 111,086                  | \$ 118,520                  | \$ 36,814                     | \$ 12,000                     |
| 502-02 - Facility Improvement                  | 28,228,459                  | 5,910,231                   | -                             | -                             |
| 502-03 - Service Enhancement                   | 3,695,407                   | 3,070,000                   | -                             | -                             |
| <b>Program Total</b>                           | <u>\$ 32,034,953</u>        | <u>\$ 9,098,751</u>         | <u>\$ 36,814</u>              | <u>\$ 12,000</u>              |

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 502 - COMMUNITY DEVELOPMENT AREA/AGENCY**

Description: Improve the standard of living for residents in the Las Pulgas Community Development Project Area by removing blighted conditions, providing beneficial services, and improving the physical quality of the area.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   |             |                     |             | <b>STATUS:</b>        |             |                       |             |
|---|---|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| 502-01 - Policy, Program & Project Development: Monitor, revise and update the Las Pulgas Community Development Plan to accomplish the goals of the Plan, including the removal of blighted conditions, and to meet State reporting requirements. | Program discontinued due to dissolution of the Redevelopment Agency |             |                     |             |                       |             |                       |             |
|   | Actual<br>2010-2011   |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Total Expenditures</b>   | <b>\$ 111,086</b>   | <b>100%</b> | <b>\$ 118,520</b>   | <b>100%</b> | <b>\$ 36,814</b>      | <b>100%</b> | <b>\$ 12,000</b>      | <b>100%</b> |
| Personnel   | 54,715  | 49%         | 72,368              | 61%         | 36,814                | 100%        | -                     | 0%          |
| Operating   | 27,251  | 25%         | 12,781              | 11%         | -                     | 0%          | 12,000                | 100%        |
| Services  | 29,120  | 26%         | 33,371              | 28%         | -                     | 0%          | -                     | 0%          |
|   | Actual<br>2010-2011   |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |   |             |                     |             |                       |             |                       |             |
| General Fund  | \$ -  | 0%          | \$ 53,340           | 45%         | \$ 22,309             | 61%         | \$ 12,000             | 100%        |
| Community Development Agency Non-Housing  | 67,892  | 61%         | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Redevelopment Services Agreement  | (10,956,806)  | -9863%      | (1,349,965)         | -1139%      | 14,505                | 39%         | -                     | 0%          |
| Other Financing Sources   | 11,000,000  | 9902%       | 1,415,145           | 1194%       | -                     | 0%          | -                     | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 502 - COMMUNITY DEVELOPMENT AREA/AGENCY**

Description: Improve the standard of living for residents in the Las Pulgas Community Development Project Area by removing blighted conditions, providing beneficial services, and improving the physical quality of the area.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   |             |                     |             | <b>STATUS:</b>        |           |                       |           |
|---|---|-------------|---------------------|-------------|-----------------------|-----------|-----------------------|-----------|
| 502-02 - Facility Improvement:<br>Conduct land use studies, perform redevelopment related activities and provide funding for projects required to improve and replace facilities and infrastructure in the Las Pulgas Community Development Project Area. | Program discontinued due to dissolution of the Redevelopment Agency |             |                     |             |                       |           |                       |           |
|   | Actual<br>2010-2011   |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |           | Proposed<br>2012-2013 |           |
| <b>Total Expenditures</b>   | <b>\$ 28,228,459</b>  | <b>100%</b> | <b>\$ 5,910,231</b> | <b>100%</b> | <b>\$ -</b>           | <b>0%</b> | <b>\$ -</b>           | <b>0%</b> |
| Operating   | 28,195,563  | 100%        | 5,904,800           | 100%        | -                     | 0%        | -                     | 0%        |
| Services  | 32,903  | 0%          | 5,431               | 0%          | -                     | 0%        | -                     | 0%        |
|   | Actual<br>2010-2011   |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |           | Proposed<br>2012-2013 |           |
| <b>Funding Source *</b>   |   |             |                     |             |                       |           |                       |           |
| General Fund  | \$ -  | 0%          | \$ 4,455            | 0%          | \$ -                  | 0%        | \$ -                  | 0%        |
| Community Development Agency Non-Housing  | 14,322,198  | 51%         | (3,070,000)         | -52%        | -                     | 0%        | -                     | 0%        |
| Redevelopment Services Agreement  | (28,385)  | 0%          | 76,076              | 1%          | -                     | 0%        | -                     | 0%        |
| Taxes   | 8,900,204   | 32%         | 8,899,700           | 151%        | -                     | 0%        | -                     | 0%        |
| Interest and Rent Income  | 34,442  | 0%          | 0                   | 0%          | 0                     | 0%        | 0                     | 0%        |
| Other Financing Sources   | 5,000,000   | 18%         | 0                   | 0%          | 0                     | 0%        | 0                     | 0%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 502 - COMMUNITY DEVELOPMENT AREA/AGENCY**

Description: Improve the standard of living for residents in the Las Pulgas Community Development Project Area by removing blighted conditions, providing beneficial services, and improving the physical quality of the area.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   |             |                     |             | <b>STATUS:</b>        |           |                       |           |
|--|---|-------------|---------------------|-------------|-----------------------|-----------|-----------------------|-----------|
| 502-03 - Service Enhancement:<br>Provide funding for non-housing services in the Las Pulgas Community Development Project Area through direct funding for services and pass-through funding to agencies. | Program discontinued due to dissolution of the Redevelopment Agency |             |                     |             |                       |           |                       |           |
|  | Actual<br>2010-2011   |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |           | Proposed<br>2012-2013 |           |
| <b>Total Expenditures</b>  | <b>\$ 3,695,407</b>   | <b>100%</b> | <b>\$ 3,070,000</b> | <b>100%</b> | <b>\$ -</b>           | <b>0%</b> | <b>\$ -</b>           | <b>0%</b> |
| Operating  | 3,695,407   | 100%        | 3,070,000           | 100%        | -                     | 0%        | -                     | 0%        |
|  | Actual<br>2010-2011   |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |           | Proposed<br>2012-2013 |           |
| <b>Funding Source *</b>  |   |             |                     |             |                       |           |                       |           |
| General Fund   | \$ -  | 0%          | \$ 3,800            | 0%          | \$ -                  | 0%        | \$ -                  | 0%        |
| Community Development Agency Non-Housing   | 3,291,877   | 89%         | 3,070,000           | 100%        | -                     | 0%        | -                     | 0%        |
| Redevelopment Services Agreement   | 403,531   | 11%         | (3,800)             | 0%          | -                     | 0%        | -                     | 0%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 701 - POLICY DEVELOPMENT AND CITY COUNCIL SUPPORT**

Description: City policies are clear, coherent and consistent with a commitment to the long-term interests of the community. Council members, both individually and as the City's policymaking body, are effectively supported in their roles as elected leaders.

---

|                                    | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|------------------------------------|---------------------|---------------------|-----------------------|-----------------------|
| 701-01 - Effective Staffing        | \$ 474,566          | \$ 449,005          | \$ 467,832            | \$ 523,808            |
| 701-02 - Intergovernmental Liaison | 239,849             | 226,860             | 222,236               | 283,861               |
| 701-03 - Commissions               | 45,885              | 50,757              | 45,065                | 52,174                |
| 701-04 - Constituent Assistance    | 108,486             | 131,018             | 116,036               | 133,747               |
| <b>Program Total</b>               | <b>\$ 868,786</b>   | <b>\$ 857,640</b>   | <b>\$ 851,170</b>     | <b>\$ 993,590</b>     |

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 701 - POLICY DEVELOPMENT AND CITY COUNCIL SUPPORT**

Description: City policies are clear, coherent and consistent with a commitment to the long-term interests of the community. Council members, both individually and as the City's policymaking body, are effectively supported in their roles as elected leaders.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b>                                |
|---|---|---|
| 701-01 - Effective Staffing: Provide comprehensive, unbiased expertise and valued assistance to the City Council in terms of thorough staff reports, thoughtful and strategic recommendations, effective presentations, on time and within budget project delivery, and meeting and administrative support. | Annual Council survey indicates 80% of Council members rate overall satisfaction with staff support as satisfied or very satisfied. | Exceeded - 100% (One Council survey returned) |
|   | Bi-Annual Community Survey shows resident perception of "value of services for taxes paid" rates higher than benchmark.             | Met   |
|   | Bi-Annual Community Survey shows resident perception of overall image or reputation of Menlo Park rates higher than benchmark.      | Exceeded - much above benchmark               |
|   | Bi-Annual Community Survey shows resident perception of "overall direction Menlo Park is taking" rates higher than benchmark.       | Not met - similar to benchmark                |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 474,566</b>   | <b>100%</b> | <b>\$ 449,005</b>   | <b>100%</b> | <b>\$ 467,832</b>     | <b>100%</b> | <b>\$ 523,808</b>     | <b>100%</b> |
| Personnel                 | 452,869             | 95%         | 412,692             | 92%         | 439,750               | 94%         | 477,364               | 91%         |
| Operating                 | 21,041              | 4%          | 29,813              | 7%          | 23,582                | 5%          | 38,944                | 7%          |
| Services                  | 656                 | 0%          | 6,500               | 1%          | 4,500                 | 1%          | 7,500                 | 1%          |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 473,213          | 100%        | \$ 447,355          | 100%        | \$ 467,832            | 100%        | \$ 523,808            | 100%        |
| Interest and Rent Income  | 1,084               | 0%          | 700                 | 0%          | -                     | 0%          | -                     | 0%          |
| Charges For Services      | 268                 | 0%          | 950                 | 0%          | -                     | 0%          | -                     | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 701 - POLICY DEVELOPMENT AND CITY COUNCIL SUPPORT**

Description: City policies are clear, coherent and consistent with a commitment to the long-term interests of the community. Council members, both individually and as the City's policymaking body, are effectively supported in their roles as elected leaders.

**SERVICES:**

701-02 - Intergovernmental Liaison: Effectively represent the City's interests so that they are duly considered in the decisions of other agencies that potentially impact Menlo Park.

**RESULTS:**

80% of regional NOP's, EIR's, and decisions of regional bodies (PCC, SBWMA, CCAG, etc) receive a response stating the City's position.

**STATUS:**

Not measured this year

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 239,849</b>   | <b>100%</b> | <b>\$ 226,860</b>   | <b>100%</b> | <b>\$ 222,236</b>     | <b>100%</b> | <b>\$ 283,861</b>     | <b>100%</b> |
| Personnel                 | 65,686              | 27%         | 57,772              | 25%         | 56,061                | 25%         | 64,911                | 23%         |
| Operating                 | 174,163             | 73%         | 169,088             | 75%         | 166,175               | 75%         | 218,951               | 77%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 210,347          | 88%         | \$ 226,860          | 100%        | \$ 222,236            | 100%        | \$ 283,861            | 100%        |
| Burgess Award Fund        | 14,750              | 6%          | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Other Financing Sources   | 14,751              | 6%          | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 701 - POLICY DEVELOPMENT AND CITY COUNCIL SUPPORT**

Description: City policies are clear, coherent and consistent with a commitment to the long-term interests of the community. Council members, both individually and as the City's policymaking body, are effectively supported in their roles as elected leaders.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>   |
|--|---|--|
| 701-03 - Commissions: Recruit and train commissioners so that they are considered to be in synch with and an integral part of the City's policy development and decision-making processes. | Annual Commission survey indicates Commissioners rate their work as supportive of Council goals at an 80% satisfaction level.<br><br>At least two applications are received for each vacancy 90% of the time within the initial deadline. | Not met - 65% satisfied, somewhat satisfied<br><br>Met, but resulted in delays |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 45,885</b>    | <b>100%</b> | <b>\$ 50,757</b>    | <b>100%</b> | <b>\$ 45,065</b>      | <b>100%</b> | <b>\$ 52,174</b>      | <b>100%</b> |
| Personnel                 | 42,240              | 92%         | 46,685              | 92%         | 41,340                | 92%         | 47,074                | 90%         |
| Operating                 | 501                 | 1%          | 572                 | 1%          | 225                   | 0%          | 600                   | 1%          |
| Services                  | 3,144               | 7%          | 3,500               | 7%          | 3,500                 | 8%          | 4,500                 | 9%          |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund              | \$ 45,885           | 100%        | \$ 50,757           | 100%        | \$ 45,065             | 100%        | \$ 52,174             | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 701 - POLICY DEVELOPMENT AND CITY COUNCIL SUPPORT**

Description: City policies are clear, coherent and consistent with a commitment to the long-term interests of the community. Council members, both individually and as the City's policymaking body, are effectively supported in their roles as elected leaders.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>  |
|--|---|---|
| 701-04 - Constituent Assistance:<br>Ensure that the City Council gets timely and useful input and feedback on issues, and provide helpful information and referral to residents with questions, comments and concerns. | Constituent complaints/requests sent to the City Council (Direct Connect and CCIN) are resolved on average within 5 business days.<br><br>Annual Council survey indicates 80% of Council members feel staff always or almost always provide timely response to Council member and constituent issues and questions. | Exceeded - 2.4 business days<br><br>Exceeded - 100% (One Council survey returned) |

|                           | <u>Actual<br/>2010-2011</u> |                | <u>Budget<br/>2011-2012</u> |    | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |                |             |    |                |             |
|---------------------------|-----------------------------|----------------|-----------------------------|----|-------------------------------|-------------|-------------------------------|----------------|-------------|----|----------------|-------------|
| <b>Total Expenditures</b> | \$                          | <b>108,486</b> | <b>100%</b>                 | \$ | <b>131,018</b>                | <b>100%</b> | \$                            | <b>116,036</b> | <b>100%</b> | \$ | <b>133,747</b> | <b>100%</b> |
| Personnel                 |                             | 105,303        | 97%                         |    | 127,900                       | 98%         |                               | 113,736        | 98%         |    | 130,450        | 98%         |
| Operating                 |                             | 3,183          | 3%                          |    | 3,118                         | 2%          |                               | 2,300          | 2%          |    | 3,296          | 2%          |
| <b>Funding Source *</b>   |                             |                |                             |    |                               |             |                               |                |             |    |                |             |
| General Fund              | \$                          | 108,486        | 100%                        | \$ | 131,018                       | 100%        | \$                            | 116,036        | 100%        | \$ | 133,747        | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

Description: To facilitate and ensure the delivery of high quality, cost effective City services that are responsive to the community's needs, meet or exceed expectations, accomplish the City Council's goals and achieve continuously improved results.

---

|  | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|---------------------|---------------------|-----------------------|-----------------------|
| 702-01 - Priority Setting              | \$ 136,786          | \$ 141,080          | \$ 117,015            | \$ 143,784            |
| 702-02 - Performance Accountability    | 71,828              | 81,080              | 61,269                | 90,490                |
| 702-03 - Interdepartmental Initiatives | 52,261              | 54,004              | 45,405                | 52,923                |
| <b>Program Total</b>                   | <u>\$ 260,875</u>   | <u>\$ 276,164</u>   | <u>\$ 223,688</u>     | <u>\$ 287,197</u>     |

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

Description: To facilitate and ensure the delivery of high quality, cost effective City services that are responsive to the community's needs, meet or exceed expectations, accomplish the City Council's goals and achieve continuously improved results.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>  |
|--|--|---|
| 702-01 - Priority Setting: Identify community needs and expectations through surveys, workshops and outreach, and clearly link them to the City's funding priorities and service levels. | <p>The City undertakes a process to identify Council priorities, and uses this information to develop an annual budget which is adopted on time.</p> <p>Annual Council survey indicates 80% of Council members feel staff always or almost always provide Council with adequate opportunities to discuss long-term plans and issues through study sessions and goal setting processes.</p> | <p>Session held January 30, 2012</p> <p>Exceeded - 100% (One Council survey returned)</p> |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 136,786</b>   | <b>100%</b> | <b>\$ 141,080</b>   | <b>100%</b> | <b>\$ 117,015</b>     | <b>100%</b> | <b>\$ 143,784</b>     | <b>100%</b> |
| Personnel                 | 128,079             | 94%         | 119,878             | 85%         | 104,815               | 90%         | 122,643               | 85%         |
| Operating                 | 8,707               | 6%          | 21,202              | 15%         | 12,200                | 10%         | 21,141                | 15%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 136,786          | 100%        | \$ 141,080          | 100%        | \$ 117,015            | 100%        | \$ 143,784            | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

Description: To facilitate and ensure the delivery of high quality, cost effective City services that are responsive to the community's needs, meet or exceed expectations, accomplish the City Council's goals and achieve continuously improved results.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   |             |                             |             | <b>STATUS:</b>                |             |                               |             |
|--|---|-------------|-----------------------------|-------------|-------------------------------|-------------|-------------------------------|-------------|
| 702-02 - Performance<br>Accountability: Create an organizational structure and the internal systems required so that all employees share the responsibility for cost effective service delivery, objectively measure and monitor performance results and employ creative approaches. Foster team work, learning, individual initiative and appropriate customer-focused risk-taking. | Bi-Annual Community Survey shows resident perception of services provided by the City of Menlo Park rate above benchmark. |             |                             |             | Met                           |             |                               |             |
|  | Bi-Annual Community Survey shows resident perception of City of Menlo Park employees rate above benchmark.                |             |                             |             | Met                           |             |                               |             |
|  | <u>Actual<br/>2010-2011</u>   |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
| <b>Total Expenditures</b>  | <b>\$ 71,828</b>  | <b>100%</b> | <b>\$ 81,080</b>            | <b>100%</b> | <b>\$ 61,269</b>              | <b>100%</b> | <b>\$ 90,491</b>              | <b>100%</b> |
| Personnel  | 68,773  | 96%         | 68,100                      | 84%         | 58,589                        | 96%         | 77,192                        | 85%         |
| Operating  | 1,733   | 2%          | 2,480                       | 3%          | 1,180                         | 2%          | 2,798                         | 3%          |
| Services   | 1,322   | 2%          | 10,500                      | 13%         | 1,500                         | 2%          | 10,500                        | 12%         |
|  | <u>Actual<br/>2010-2011</u>   |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
| <b>Funding Source *</b>  |   |             |                             |             |                               |             |                               |             |
| General Fund   | \$ 71,828   | 100%        | \$ 81,080                   | 100%        | \$ 61,269                     | 100%        | \$ 90,491                     | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

Description: To facilitate and ensure the delivery of high quality, cost effective City services that are responsive to the community's needs, meet or exceed expectations, accomplish the City Council's goals and achieve continuously improved results.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b>         |
|---|---|------------------------|
| 702-03 - Interdepartmental Initiatives: Coordinate interdepartmental projects requiring team-based, cooperative, and multidisciplinary involvement. | 85% of employees report that they are satisfied with the teamwork between City departments. | Not measured this year |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 52,261</b>    | <b>100%</b> | <b>\$ 54,004</b>    | <b>100%</b> | <b>\$ 45,405</b>      | <b>100%</b> | <b>\$ 52,923</b>      | <b>100%</b> |
| Personnel                 | 51,427              | 98%         | 53,099              | 98%         | 44,905                | 99%         | 52,007                | 98%         |
| Operating                 | 834                 | 2%          | 905                 | 2%          | 500                   | 1%          | 916                   | 2%          |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund              | \$ 52,261           | 100%        | \$ 54,004           | 100%        | \$ 45,405             | 100%        | \$ 52,923             | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

Description: Conduct fair, open, legal and democratic elections and keep an accurate historical record of the City's affairs for posterity.

---

|                                | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--------------------------------|---------------------|---------------------|-----------------------|-----------------------|
| 703-01 - Coordinated Elections | \$ 62,863           | \$ 37,968           | \$ 11,610             | \$ 74,746             |
| 703-02 - Records Management    | 45,608              | 46,645              | 63,313                | 45,761                |
| <b>Program Total</b>           | <u>\$ 108,471</u>   | <u>\$ 84,613</u>    | <u>\$ 74,924</u>      | <u>\$ 120,508</u>     |

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

Description: Conduct fair, open, legal and democratic elections and keep an accurate historical record of the City's affairs for posterity.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b> |
|--|--|----------------|
| 703-01 - Coordinated Elections:<br>Facilitate local elections in accordance with all requirements. | Elections are conducted in accordance with all requirements, including filing deadlines for candidates, ballot measures, and FPPC regulations. | Met            |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 62,863</b>    | <b>100%</b> | <b>\$ 37,968</b>    | <b>100%</b> | <b>\$ 11,610</b>      | <b>100%</b> | <b>\$ 74,746</b>      | <b>100%</b> |
| Personnel                 | 30,102              | 48%         | 29,626              | 78%         | 7,990                 | 69%         | 30,304                | 41%         |
| Operating                 | 32,761              | 52%         | 8,342               | 22%         | 3,620                 | 31%         | 44,443                | 59%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 62,863           | 100%        | \$ 37,968           | 100%        | \$ 11,610             | 100%        | \$ 74,746             | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

Description: Conduct fair, open, legal and democratic elections and keep an accurate historical record of the City's affairs for posterity.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b> |
|--|--|----------------|
| 703-02 - Records Management:<br>Create, maintain and effectively administer the City's essential records and retention schedule. | Official City records are created accurately and are available to the public;<br>100% of minutes, resolutions and ordinances are scanned and kept in accordance with all applicable regulations and retention schedules. | Met            |
|  | Destruction of records occurs once a year in August.   | Met            |

|                           | Actual<br>2010-2011 |               | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |               |             |
|---------------------------|---------------------|---------------|---------------------|----|-----------------------|-------------|-----------------------|---------------|-------------|
| <b>Total Expenditures</b> | \$                  | <b>45,608</b> | <b>100%</b>         | \$ | <b>46,645</b>         | <b>100%</b> | \$                    | <b>45,761</b> | <b>100%</b> |
| Personnel                 |                     | 33,396        | 73%                 |    | 28,183                | 60%         |                       | 29,304        | 64%         |
| Operating                 |                     | 10,622        | 23%                 |    | 16,862                | 36%         |                       | 14,858        | 32%         |
| Services                  |                     | 1,590         | 3%                  |    | 1,600                 | 3%          |                       | 1,600         | 3%          |
|                           |                     |               |                     |    |                       |             |                       |               |             |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |               | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |               |             |
| General Fund              | \$                  | 45,399        | 100%                | \$ | 46,645                | 100%        | \$                    | 45,761        | 100%        |
| Charges For Services      |                     | 209           | 0%                  |    | 0                     | 0%          |                       | 0             | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 704 - COMMUNITY ENGAGEMENT**

Description: To effectively inform residents and build a strong sense of community identity in which people are actively involved in and concerned for the community as a whole.

---

|                                | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--------------------------------|---------------------|---------------------|-----------------------|-----------------------|
| 704-01 - Community Information | \$ 137,011          | \$ 150,506          | \$ 144,575            | \$ 168,404            |
| 704-02 - Community Involvement | 74,013              | 80,604              | 65,632                | 40,535                |
| 704-04 - Volunteers            | 3,446               | 13,402              | 4,225                 | 14,028                |
| <b>Program Total</b>           | <u>\$ 214,470</u>   | <u>\$ 244,512</u>   | <u>\$ 214,432</u>     | <u>\$ 222,967</u>     |

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 704 - COMMUNITY ENGAGEMENT**

Description: To effectively inform residents and build a strong sense of community identity in which people are actively involved in and concerned for the community as a whole.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b> |
|--|---|----------------|
| 704-01 - Community Information:<br>Provide written and electronic information that is current, timely and valued by residents. | Bi-Annual Community Survey results indicate residents rate public information services higher than benchmark. | Met            |
|  | Newsletter clip-out survey indicates 75% of respondents rate newsletter as useful source of City information. | Met            |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 137,011</b>   | <b>100%</b> | <b>\$ 150,506</b>   | <b>100%</b> | <b>\$ 144,575</b>     | <b>100%</b> | <b>\$ 168,404</b>     | <b>100%</b> |
| Personnel                 | 74,997              | 55%         | 73,347              | 49%         | 72,115                | 50%         | 88,441                | 53%         |
| Operating                 | 16,753              | 12%         | 20,659              | 14%         | 16,960                | 12%         | 20,963                | 12%         |
| Services                  | 45,261              | 33%         | 56,500              | 38%         | 55,500                | 38%         | 59,000                | 35%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 137,011          | 100%        | \$ 150,506          | 100%        | \$ 144,575            | 100%        | \$ 168,404            | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 704 - COMMUNITY ENGAGEMENT**

Description: To effectively inform residents and build a strong sense of community identity in which people are actively involved in and concerned for the community as a whole.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>                  |
|--|---|---------------------------------|
| 704-02 - Community Involvement: Survey opinions, solicit input and seek suggestions about City services and community affairs. | Bi-Annual Community Survey indicates residents rate the job Menlo Park does at welcoming community involvement higher than benchmark. | Not met - similar to benchmark  |
|  | Bi-Annual Community Survey indicates residents rate sense of community higher than benchmark.   | Exceeded - much above benchmark |
|  | Bi-Annual Community Survey indicates residents rate opportunities to participate in community matters higher than benchmark.          | Exceeded - much above benchmark |
|  | Annual Commission survey indicates 80% of Commission members feel their commission successfully links with community input.           | Not met - 78%                   |

|                           | Actual<br>2010-2011 |               | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |               |             |    |               |             |
|---------------------------|---------------------|---------------|---------------------|----|-----------------------|-------------|-----------------------|---------------|-------------|----|---------------|-------------|
| <b>Total Expenditures</b> | \$                  | <b>74,013</b> | <b>100%</b>         | \$ | <b>80,604</b>         | <b>100%</b> | \$                    | <b>65,632</b> | <b>100%</b> | \$ | <b>40,535</b> | <b>100%</b> |
| Personnel                 |                     | 72,641        | 98%                 |    | 77,261                | 96%         |                       | 65,232        | 99%         |    | 36,344        | 90%         |
| Operating                 |                     | 1,372         | 2%                  |    | 3,343                 | 4%          |                       | 400           | 1%          |    | 4,192         | 10%         |

| <b>Funding Source *</b>                  | Actual<br>2010-2011 |        | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |        |     |    |        |      |
|--|---------------------|--------|---------------------|----|-----------------------|-----|-----------------------|--------|-----|----|--------|------|
| General Fund                             | \$                  | 26,007 | 35%                 | \$ | 60,453                | 75% | \$                    | 30,459 | 46% | \$ | 40,535 | 100% |
| Community Development Agency Non-Housing |                     | 28,025 | 38%                 |    | 0                     | 0%  |                       | 0      | 0%  |    | 0      | 0%   |
| Redevelopment Services Agreement         |                     | 19,981 | 27%                 |    | 20,151                | 25% |                       | 35,172 | 54% |    | -      | 0%   |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 704 - COMMUNITY ENGAGEMENT**

Description: To effectively inform residents and build a strong sense of community identity in which people are actively involved in and concerned for the community as a whole.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>                                  |
|---|--|---|
| 704-04 - Volunteers: Provide meaningful opportunities for residents to be involved in their local government. | Volunteers rate their experience at an 85% satisfaction level.<br><br>On an annual basis, volunteers donate 710 hours. | Met<br><br>Exceeded - over 4000 volunteer hours |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 3,446</b>     | <b>100%</b> | <b>\$ 13,402</b>    | <b>100%</b> | <b>\$ 4,225</b>       | <b>100%</b> | <b>\$ 14,028</b>      | <b>100%</b> |
| Personnel                 | 3,244               | 94%         | 12,656              | 94%         | 3,995                 | 95%         | 13,283                | 95%         |
| Operating                 | 202                 | 6%          | 746                 | 6%          | 230                   | 5%          | 744                   | 5%          |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund              | \$ 3,446            | 100%        | \$ 13,402           | 100%        | \$ 4,225              | 100%        | \$ 14,028             | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

Description: Ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Provides a safe environment to the community and the workforce by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

---

|  | Actual<br>2010-2011  | Budget<br>2011-2012  | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|----------------------|----------------------|-----------------------|-----------------------|
| 705-01 - Financial Planning              | \$ 211,378           | \$ 200,210           | \$ 180,441            | \$ 197,994            |
| 705-02 - Investments                     | 34,429               | 33,451               | 34,871                | 34,276                |
| 705-03 - Revenue Management              | 2,438,736            | 1,021,258            | 820,202               | 1,004,659             |
| 705-04 - Accounting and Reporting        | 430,276              | 556,532              | 555,631               | 533,077               |
| 705-05 - Accounts Payable and Purchasing | 132,921              | 140,445              | 134,534               | 146,142               |
| 705-06 - Risk Management                 | 1,384,839            | 1,215,871            | 1,080,700             | 1,223,085             |
| 705-07 - General (Transfers Out)         | 8,855,308            | 2,377,800            | 2,377,800             | 2,464,328             |
| 705-08 - Debt Service                    | 6,791,633            | 8,600,706            | 8,687,895             | 6,967,265             |
| 705-09 - Payroll                         | 26,637               | 40,920               | 48,318                | 82,878                |
| <b>Program Total</b>                     | <u>\$ 20,306,158</u> | <u>\$ 14,187,193</u> | <u>\$ 13,920,390</u>  | <u>\$ 12,653,704</u>  |

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

Description: Ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Provides a safe environment to the community and the workforce by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>     |
|---|--|--------------------|
| 705-01 - Financial Planning:<br>Coordinate the budget preparation process, and provide up to date reports and financial analysis necessary to ensure short-term and long-term asset preservation. | Present a balanced budget that meets established service levels for Council adoption by June 30th.   | Met                |
|   | Prepare a ten-year forecast for use by decision makers in the analysis of short-term and long-term budgetary challenges and opportunities. Revise semi-annually. | Met                |
|   | Prepare and distribute a Budget Summary for the community that is comprehensive and understandable to the general public by August 1st.                          | Met                |
|   | Annual Commission survey indicates the Finance and Audit Committee members are satisfied with the information and analysis provided by staff.                    | Data not available |

|  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|--|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>                | <b>\$ 211,378</b>   | <b>100%</b> | <b>\$ 200,210</b>   | <b>100%</b> | <b>\$ 180,441</b>     | <b>100%</b> | <b>\$ 197,994</b>     | <b>100%</b> |
| Personnel                                | 204,893             | 97%         | 182,368             | 91%         | 174,883               | 97%         | 192,002               | 97%         |
| Operating                                | 2,012               | 1%          | 8,508               | 4%          | 5,558                 | 3%          | 5,992                 | 3%          |
| Services                                 | 4,473               | 2%          | 9,334               | 5%          | -                     | 0%          | -                     | 0%          |
|  |                     |             |                     |             |                       |             |                       |             |
| <b>Funding Source *</b>                  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund                             | \$ 203,955          | 96%         | \$ 191,876          | 96%         | \$ 180,441            | 100%        | \$ 197,494            | 100%        |
| Garbage Service Fund                     | 630                 | 0%          | -                   | 0%          | -                     | 0%          | 500                   | 0%          |
| General Fund - CIP                       | 3,473               | 2%          | 8,334               | 4%          | -                     | 0%          | -                     | 0%          |
| Community Development Agency Non-Housing | 971                 | 0%          | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Community Development Agency Housing     | 569                 | 0%          | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Redevelopment Services Agreement         | 892                 | 0%          | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Housing Authority                        | 529                 | 0%          | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Water Fund - Operation                   | 360                 | 0%          | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

Description: Ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Provides a safe environment to the community and the workforce by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b> |
|---|---|----------------|
| 705-02 - Investments: Manage cash flow to meet requirements while maximizing return on investments and maintaining safety of principal. | Achieve greater than the twelve month average of two year T-bill rate on investments. | Met            |

|  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|--|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>                | <b>\$ 34,429</b>    | <b>100%</b> | <b>\$ 33,451</b>    | <b>100%</b> | <b>\$ 34,871</b>      | <b>100%</b> | <b>\$ 34,276</b>      | <b>100%</b> |
| Personnel                                | 23,166              | 67%         | 22,117              | 66%         | 24,571                | 70%         | 23,042                | 67%         |
| Operating                                | 11,263              | 33%         | 11,334              | 34%         | 10,300                | 30%         | 11,234                | 33%         |
|  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>                  |                     |             |                     |             |                       |             |                       |             |
| General Fund                             | \$ (178,533)        | -519%       | \$ (281,549)        | -842%       | \$ (280,129)          | -803%       | \$ (355,724)          | -1038%      |
| Community Development Agency Non-Housing | (14,634)            | -43%        | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Redevelopment Services Agreement         | 14,990              | 44%         | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Water Fund - Operation                   | 370                 | 1%          | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Interest and Rent Income                 | 212,239             | 616%        | 315,000             | 942%        | 315,000               | 903%        | 390,000               | 1138%       |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

Description: Ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Provides a safe environment to the community and the workforce by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b>                       |
|---|---|--------------------------------------|
| 705-03 - Revenue Management:<br>Establish and administer rate structures required to provide water and garbage utility services. Collect business license tax and administer collection of other revenue to maximize cash flow. | Resolve 90% of service and billing complaints within two business days.               | Exceeded - 100%                      |
|   | Identify and issue 100 new business licenses annually through internal audit process. | Exceeded - 203 new business licenses |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 2,438,736</b> | <b>100%</b> | <b>\$ 1,021,258</b> | <b>100%</b> | <b>\$ 820,202</b>     | <b>100%</b> | <b>\$ 1,004,659</b>   | <b>100%</b> |
| Personnel                 | 198,500             | 8%          | 177,848             | 17%         | 175,027               | 21%         | 180,216               | 18%         |
| Operating                 | 515,100             | 21%         | 418,410             | 41%         | 471,581               | 57%         | 548,443               | 55%         |
| Services                  | 1,725,136           | 71%         | 425,000             | 42%         | 173,594               | 21%         | 276,000               | 27%         |

| <b>Funding Source *</b>  | Actual<br>2010-2011 |       | Budget<br>2011-2012 |       | Estimate<br>2011-2012 |       | Proposed<br>2012-2013 |       |
|--------------------------|---------------------|-------|---------------------|-------|-----------------------|-------|-----------------------|-------|
| General Fund             | \$ (1,448,251)      | -59%  | \$ (1,506,839)      | -148% | \$ (1,606,351)        | -196% | \$ (1,621,642)        | -161% |
| Garbage Service Fund     | 222,091             | 9%    | (204,760)           | -20%  | (721,303)             | -88%  | (553,373)             | -55%  |
| Water Fund - Operation   | (4,722,988)         | -194% | (6,028,256)         | -590% | (4,550,626)           | -555% | (5,634,325)           | -561% |
| Licenses & Permits       | 1,477,564           | 61%   | 1,555,000           | 152%  | 1,625,000             | 198%  | 1,650,000             | 164%  |
| Interest and Rent Income | 329,200             | 13%   | 322,938             | 32%   | 361,000               | 44%   | 347,000               | 35%   |
| Charges For Services     | 5,673,386           | 233%  | 5,583,175           | 547%  | 5,712,481             | 696%  | 5,517,000             | 549%  |
| Other Financing Sources  | 907,734             | 37%   | 1,300,000           | 127%  | -                     | 0%    | 1,300,000             | 129%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

Description: Ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Provides a safe environment to the community and the workforce by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>                                |
|--|--|---|
| 705-04 - Accounting and Reporting:<br>Maintain accurate record keeping in accordance with Generally Accepted Accounting Principles and report periodically the financial status of the organization reflecting the economic fluctuations in the market place to the Council, general public, Governmental agencies and internal departments. | Provide monthly financial reports to internal departments by the 10th business day of the following month.   | Not met                                       |
|  | Provide interim financial reports on the data that already exists in the system within 24 hours of the request.  | Met   |
|  | Annual Council survey indicates 80% of Council members feel staff provides financial reports and other information that instills confidence in the reliability of the City's financial management always or almost always. | Exceeded - 100% (One Council survey returned) |
|  | Receive an unqualified opinion on all annual audits.   | Met   |
|  | Prepare and distribute an Annual Financial Report Summary for the community that is comprehensive and understandable to the general public by December 15th.   | Met   |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 430,276</b>   | <b>100%</b> | <b>\$ 556,532</b>   | <b>100%</b> | <b>\$ 555,631</b>     | <b>100%</b> | <b>\$ 533,077</b>     | <b>100%</b> |
| Personnel                 | 387,433             | 90%         | 439,436             | 79%         | 431,081               | 78%         | 455,313               | 85%         |
| Operating Services        | 8,990               | 2%          | 10,565              | 2%          | 7,550                 | 1%          | 9,665                 | 2%          |
|                           | 33,853              | 8%          | 106,531             | 19%         | 117,000               | 21%         | 68,100                | 13%         |

| <b>Funding Source *</b>                  | Actual<br>2010-2011 |     | Budget<br>2011-2012 |     | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |      |
|--|---------------------|-----|---------------------|-----|-----------------------|-----|-----------------------|------|
| General Fund                             | \$ 385,097          | 89% | \$ 522,538          | 94% | \$ 495,886            | 89% | \$ 530,727            | 100% |
| Garbage Service Fund                     | 747                 | 0%  | 0                   | 0%  | 0                     | 0%  | 0                     | 0%   |
| Housing Fund                             | -                   | 0%  | -                   | 0%  | 1,582                 | 0%  | -                     | 0%   |
| Community Development Agency Non-Housing | 6,504               | 2%  | 0                   | 0%  | 0                     | 0%  | 0                     | 0%   |
| Community Development Agency Housing     | 9,207               | 2%  | 0                   | 0%  | 0                     | 0%  | 0                     | 0%   |
| Redevelopment Services Agreement         | 19,991              | 5%  | 19,939              | 4%  | 36,893                | 7%  | -                     | 0%   |
| Housing Authority                        | 7,467               | 2%  | 13,755              | 2%  | 20,919                | 4%  | -                     | 0%   |
| Water Fund - Operation                   | 363                 | 0%  | -                   | 0%  | -                     | 0%  | 2,000                 | 0%   |
| Charges For Services                     | 900                 | 0%  | 300                 | 0%  | 350                   | 0%  | 350                   | 0%   |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

Description: Ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Provides a safe environment to the community and the workforce by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b> |
|---|---|----------------|
| 705-05 - Accounts Payable and Purchasing: Administer effective fiscal policies and practices to ensure that all purchases are made within guidelines and budget, emergency needs are taken care of and bills are paid on time and accurately to maintain credit worthiness. | Obtain the maximum discount provided by the City's CalCard Purchasing Program each month. | Met            |

|                           | Actual<br>2010-2011 |                | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |                |             |
|---------------------------|---------------------|----------------|---------------------|----|-----------------------|-------------|-----------------------|----------------|-------------|
| <b>Total Expenditures</b> | \$                  | <b>132,921</b> | <b>100%</b>         | \$ | <b>140,445</b>        | <b>100%</b> | \$                    | <b>146,142</b> | <b>100%</b> |
| Personnel                 |                     | 126,953        | 96%                 |    | 136,445               | 97%         |                       | 140,836        | 96%         |
| Operating                 |                     | 5,969          | 4%                  |    | 4,000                 | 3%          |                       | 5,307          | 4%          |

| <b>Funding Source *</b>                  | Actual<br>2010-2011 |        | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |         |     |
|--|---------------------|--------|---------------------|----|-----------------------|-----|-----------------------|---------|-----|
| General Fund                             | \$                  | 98,724 | 74%                 | \$ | 114,478               | 82% | \$                    | 129,049 | 88% |
| Community Development Agency Non-Housing |                     | 6,268  | 5%                  |    | 0                     | 0%  |                       | 0       | 0%  |
| Redevelopment Services Agreement         |                     | 11,845 | 9%                  |    | 10,040                | 7%  |                       | -       | 0%  |
| Water Fund - Operation                   |                     | 9,200  | 7%                  |    | 9,927                 | 7%  |                       | 10,494  | 7%  |
| Charges For Services                     |                     | 6,885  | 5%                  |    | 6,000                 | 4%  |                       | 6,600   | 5%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

Description: Ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Provides a safe environment to the community and the workforce by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b> |
|--|---|----------------|
| 705-06 - Risk Management:<br>Coordinate safety training and maintain awareness to prevent the adverse effects of accidents and work injuries and minimize cost. Administer claims by investigating, processing and defending liability and work related injury claims. | Recommend for settlement or denial on 80% of claims received within 5 working days.                     | Met            |
|  | Investigate and initiate mitigation of 100% of reported hazards within 24 hours.                        | Met            |
|  | Maintain number of indemnity claims at 15 or below.   | Met            |
|  | Process 100% of employee claims requiring medical treatment within 48 hours of knowledge of occurrence. | Met            |
|  | Maintain number of new medical claims at 30 or below.   | Met            |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 1,384,839</b> | <b>100%</b> | <b>\$ 1,215,871</b> | <b>100%</b> | <b>\$ 1,080,700</b>   | <b>100%</b> | <b>\$ 1,223,085</b>   | <b>100%</b> |
| Personnel                 | 63,051              | 5%          | 109,733             | 9%          | 55,067                | 5%          | 116,225               | 10%         |
| Operating                 | 1,297,136           | 94%         | 1,070,220           | 88%         | 998,633               | 92%         | 1,019,860             | 83%         |
| Services                  | 24,652              | 2%          | 35,918              | 3%          | 27,000                | 2%          | 87,000                | 7%          |

| <b>Funding Source *</b>       | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
|-------------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|------|
| Liability/Fire Insurance Fund | (252,615)           | -18% | (220,974)           | -18% | (18,682)              | -2%  | (179,196)             | -15% |
| Worker's Compensation Fund    | 264,639             | 19%  | 112,845             | 9%   | (216,619)             | -20% | 91,281                | 7%   |
| Interest and Rent Income      | 21,930              | 2%   | 24,000              | 2%   | 16,000                | 1%   | 11,000                | 1%   |
| Charges For Services          | 1,350,884           | 98%  | 1,300,000           | 107% | 1,300,000             | 120% | 1,300,000             | 106% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

Description: Ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Provides a safe environment to the community and the workforce by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b> |
|--|---|----------------|
| 705-07 - General (Transfers Out):<br>Ensure timely receipt of general revenue and transfers. | Actual General Fund revenue variance with the adjusted budget are less than 5%. | Met            |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 8,855,308</b> | <b>100%</b> | <b>\$ 2,377,800</b> | <b>100%</b> | <b>\$ 2,377,800</b>   | <b>100%</b> | <b>\$ 2,464,328</b>   | <b>100%</b> |
| Operating                 | 8,855,308           | 100%        | 2,377,800           | 100%        | 2,377,800             | 100%        | 2,464,328             | 100%        |

| <b>Funding Source *</b>    | Actual<br>2010-2011 |       | Budget<br>2011-2012 |       | Estimate<br>2011-2012 |       | Proposed<br>2012-2013 |        |
|----------------------------|---------------------|-------|---------------------|-------|-----------------------|-------|-----------------------|--------|
| General Fund               | \$ (16,080,593)     | -182% | \$ (23,522,409)     | -989% | \$ (23,454,422)       | -986% | \$ (25,367,045)       | -1029% |
| Taxes                      | 22,376,299          | 253%  | 23,279,900          | 979%  | 23,210,500            | 976%  | 24,494,500            | 994%   |
| Franchise Fees             | 1,677,016           | 19%   | 1,768,000           | 74%   | 1,769,413             | 74%   | 1,873,500             | 76%    |
| Licenses & Permits         | 6,094               | 0%    | 0                   | 0%    | 0                     | 0%    | 800,000               | 32%    |
| Inter Governmental Revenue | 191,592             | 2%    | 32,500              | 1%    | 32,500                | 1%    | 15,000                | 1%     |
| Charges For Services       | 1,758               | 0%    | 250,000             | 11%   | 250,000               | 11%   | 250,000               | 10%    |
| Donations                  | 1,000               | 0%    | 10,001              | 0%    | 10,000                | 0%    | 10,000                | 0%     |
| Other Financing Sources    | 682,142             | 8%    | 559,809             | 24%   | 559,809               | 24%   | 388,373               | 16%    |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

Description: Ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Provides a safe environment to the community and the workforce by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

| <b>SERVICES:</b>   | <b>RESULTS:</b>                            | <b>STATUS:</b> |
|--|--|----------------|
| 705-08 - Debt Service: Ensure adequate funds are available to make timely debt service payments. | Accurate and timely debt service payments. | Met            |

|                                 | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>       | <b>\$ 6,791,633</b> | <b>100%</b> | <b>\$ 8,600,706</b> | <b>100%</b> | <b>\$ 8,687,895</b>   | <b>100%</b> | <b>\$ 6,967,265</b>   | <b>100%</b> |
| Operating                       | 6,714,646           | 99%         | 8,585,706           | 100%        | 8,687,895             | 100%        | 6,967,265             | 100%        |
| Services                        | 76,987              | 1%          | 15,000              | 0%          | -                     | 0%          | -                     | 0%          |
| <b>Funding Source *</b>         | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| 2002 Recreation GO Bond D.S.    | 16,440              | 0%          | 1,555,971           | 18%         | 1,658,900             | 19%         | (4,932)               | 0%          |
| 1990 Library Bond Debt Service  | (34,894)            | -1%         | 1,450               | 0%          | 2,700                 | 0%          | (75,800)              | -1%         |
| Debt Service Fund-CDA           | (14,122)            | 0%          | (60,000)            | -1%         | (120,000)             | -1%         | -                     | 0%          |
| Special Assessments on Tax Roll | 1,798,063           | 26%         | 1,733,990           | 20%         | 1,730,000             | 20%         | 1,800,000             | 26%         |
| Interest and Rent Income        | 272,014             | 4%          | 120,000             | 1%          | 167,000               | 2%          | 128,000               | 2%          |
| Other Financing Sources         | 4,754,131           | 70%         | 5,249,295           | 61%         | 5,249,295             | 60%         | 5,119,997             | 73%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

Description: Ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. Provides a safe environment to the community and the workforce by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b> |
|---|--|----------------|
| 705-09 - Payroll: Process payroll that supports timely and accurate processing of employee salary and benefits. | Payroll is submitted in a timely manner 100% of the time.<br>Payroll checks reflect and accuracy rate of 99.90% or better. | Met<br>Met     |

|                           | Actual<br>2010-2011 |               | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |    | Proposed<br>2012-2013 |               |    |    |               |    |
|---------------------------|---------------------|---------------|---------------------|----|-----------------------|----|-----------------------|---------------|----|----|---------------|----|
| <b>Total Expenditures</b> | \$                  | <b>26,637</b> | 0%                  | \$ | <b>40,920</b>         | 0% | \$                    | <b>48,318</b> | 1% | \$ | <b>82,878</b> | 1% |
| Personnel                 |                     | 25,335        | 0%                  |    | 40,638                | 0% |                       | 48,318        | 1% |    | 82,349        | 1% |
| Operating                 |                     | 1,302         | 0%                  |    | 282                   | 0% |                       | -             | 0% |    | 530           | 0% |
| <b>Funding Source *</b>   |                     |               |                     |    |                       |    |                       |               |    |    |               |    |
| General Fund              | \$                  | 26,637        | 0%                  | \$ | 40,920                | 0% | \$                    | 48,318        | 1% | \$ | 82,878        | 1% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

Description: To maintain a modern, efficient set of information tools that provide accurate and timely information access to authorized users in order to support decision-making; deliver service and respond to community needs; provide advice on application of new technology; and provide responsive service and support to internal staff.

---

|   | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|---|---------------------|---------------------|-----------------------|-----------------------|
| 706-01 - Desktop Maintenance                | \$ 424,492          | \$ 501,840          | \$ 482,288            | \$ 507,267            |
| 706-02 - Network Infrastructure Maintenance | 259,851             | 237,157             | 229,469               | 273,335               |
| 706-03 - Design and Advice                  | (234)               | 760                 | -                     | 1,000                 |
| 706-04 - Remote Access                      | 3,083               | 1,075               | -                     | 500                   |
| 706-05 - Printing Support                   | 140,825             | 174,617             | 154,549               | 193,510               |
| <b>Program Total</b>                        | <b>\$ 828,018</b>   | <b>\$ 915,449</b>   | <b>\$ 866,306</b>     | <b>\$ 975,613</b>     |

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

Description: To maintain a modern, efficient set of information tools that provide accurate and timely information access to authorized users in order to support decision-making; deliver service and respond to community needs; provide advice on application of new technology; and provide responsive service and support to internal staff.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b> |
|--|---|----------------|
| 706-01 - Desktop Maintenance:<br>Maintain computer hardware and phone systems used by employees; install and upgrade software. | Resolve 85% of desktop computer problems within sixty (60) minutes of trouble report. | Exceeded - 90% |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 424,492</b>   | <b>100%</b> | <b>\$ 501,840</b>   | <b>100%</b> | <b>\$ 482,288</b>     | <b>100%</b> | <b>\$ 507,267</b>     | <b>100%</b> |
| Personnel                 | 330,399             | 78%         | 368,009             | 73%         | 354,958               | 74%         | 395,371               | 78%         |
| Operating                 | 54,785              | 13%         | 98,431              | 20%         | 94,330                | 20%         | 76,496                | 15%         |
| Services                  | 39,309              | 9%          | 35,400              | 7%          | 33,000                | 7%          | 35,400                | 7%          |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 424,492          | 100%        | \$ 501,840          | 100%        | \$ 482,288            | 100%        | \$ 507,267            | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

Description: To maintain a modern, efficient set of information tools that provide accurate and timely information access to authorized users in order to support decision-making; deliver service and respond to community needs; provide advice on application of new technology; and provide responsive service and support to internal staff.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>           |
|--|--|--------------------------|
| 706-02 - Network Infrastructure Maintenance: Install, maintain, and upgrade computer servers and network equipment. Coordinate installation of vendor systems. Protect the network from unauthorized intrusion. Repel virus attacks. Control access. Maintain databases. Provide support for intranet and internet use. Ensure reliability of network resources. | Add 80% of new employees to authorized systems within one business day of request.<br>Maintain network availability 99.8% of time between 7am to 7pm, M-F.<br>95% of users indicate satisfaction with up time<br>Ensure virus protection is in place for all internal networks and that no more than three (3) virus outbreaks occur in a twelve month period. | Met<br>Met<br>Met<br>Met |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 259,851</b>   | <b>100%</b> | <b>\$ 237,157</b>   | <b>100%</b> | <b>\$ 229,469</b>     | <b>100%</b> | <b>\$ 273,335</b>     | <b>100%</b> |
| Personnel                 | 28,976              | 11%         | 1,386               | 1%          | -                     | 0%          | 2,000                 | 1%          |
| Operating                 | 115,407             | 44%         | 112,835             | 48%         | 106,533               | 46%         | 129,835               | 48%         |
| Services                  | 115,468             | 44%         | 122,936             | 52%         | 122,936               | 54%         | 141,500               | 52%         |

| <b>Funding Source *</b> | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
|-------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|------|
| General Fund            | \$ 259,851          | 100% | \$ 237,157          | 100% | \$ 229,469            | 100% | \$ 273,335            | 100% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

Description: To maintain a modern, efficient set of information tools that provide accurate and timely information access to authorized users in order to support decision-making; deliver service and respond to community needs; provide advice on application of new technology; and provide responsive service and support to internal staff.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b> |
|---|--|----------------|
| 706-03 - Design and Advice: Design facility wiring, provide relocation assistance, advise on use of new technologies and acquisition of new applications. | Facilities design results in 95% accommodation of user needs.                                  | Met            |
|   | Advice on new product integration and changes to existing systems results in 95% satisfaction. | Met            |

|                           | <u>Actual<br/>2010-2011</u> |            | <u>Budget<br/>2011-2012</u> |          | <u>Estimate<br/>2011-2012</u> |      | <u>Proposed<br/>2012-2013</u> |            |
|---------------------------|-----------------------------|------------|-----------------------------|----------|-------------------------------|------|-------------------------------|------------|
| <b>Total Expenditures</b> | \$                          | (234) 100% | \$                          | 760 100% | \$                            | - 0% | \$                            | 1,000 100% |
| Personnel                 |                             | (234) 100% |                             | 335 44%  |                               | - 0% |                               | 1,000 100% |
| Operating                 |                             | - 0%       |                             | 425 56%  |                               | - 0% |                               | - 0%       |
| <b>Funding Source *</b>   |                             |            |                             |          |                               |      |                               |            |
| General Fund              | \$                          | (234) 100% | \$                          | 760 100% | \$                            | - 0% | \$                            | 1,000 100% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

Description: To maintain a modern, efficient set of information tools that provide accurate and timely information access to authorized users in order to support decision-making; deliver service and respond to community needs; provide advice on application of new technology; and provide responsive service and support to internal staff.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b> |
|---|---|----------------|
| 706-04 - Remote Access: Provide virtual private networking (VPN) service to City system over the Internet, which allows employees working from home or remote locations to access the City's network. | 90% of all users who request access to web mail or remote IP are granted access within two business days. | Met            |

|                           | <u>Actual<br/>2010-2011</u> |              | <u>Budget<br/>2011-2012</u> |    | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |            |             |
|---------------------------|-----------------------------|--------------|-----------------------------|----|-------------------------------|-------------|-------------------------------|------------|-------------|
| <b>Total Expenditures</b> | \$                          | <b>3,083</b> | <b>100%</b>                 | \$ | <b>1,075</b>                  | <b>100%</b> | \$                            | <b>500</b> | <b>100%</b> |
| Personnel                 |                             | 2,535        | 82%                         |    | 200                           | 19%         |                               | 500        | 100%        |
| Operating                 |                             | 549          | 18%                         |    | 875                           | 81%         |                               | -          | 0%          |
| <b>Funding Source *</b>   |                             |              |                             |    |                               |             |                               |            |             |
| General Fund              | \$                          | 3,083        | 100%                        | \$ | 1,075                         | 100%        | \$                            | 500        | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

Description: To maintain a modern, efficient set of information tools that provide accurate and timely information access to authorized users in order to support decision-making; deliver service and respond to community needs; provide advice on application of new technology; and provide responsive service and support to internal staff.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b> |
|---|---|----------------|
| 706-05 - Printing Support: Provide local low volume printing and fax service for departments through strategic placement of workgroup equipment clusters, and efficient, accurate high volume printer services from the print shop. | 95% of all printing jobs completed within time-frame specified. | Met            |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 140,825</b>   | <b>100%</b> | <b>\$ 174,617</b>   | <b>100%</b> | <b>\$ 154,549</b>     | <b>100%</b> | <b>\$ 193,510</b>     | <b>100%</b> |
| Personnel                 | 33,485              | 24%         | 41,686              | 24%         | 25,750                | 17%         | 60,446                | 31%         |
| Operating                 | 104,520             | 74%         | 129,931             | 74%         | 125,799               | 81%         | 130,065               | 67%         |
| Services                  | 2,820               | 2%          | 3,000               | 2%          | 3,000                 | 2%          | 3,000                 | 2%          |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund              | \$ 133,649          | 95%         | \$ 172,117          | 99%         | \$ 152,049            | 98%         | \$ 191,010            | 99%         |
| Charges For Services      | 7,176               | 5%          | 2,500               | 1%          | 2,500                 | 2%          | 2,500                 | 1%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 707 - INTERNET AND WORLD WIDE WEB**

Description: To provide convenient, cost effective access to public City information and self help services, and facilitate community input and feedback, as well as enable and promote remote public access to City information, e-commerce business transactions and authorized access to confidential/secured information.

---

|                                   | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|-----------------------------------|---------------------|---------------------|-----------------------|-----------------------|
| 707-01 - Web Posting              | \$ 15,682           | \$ 13,966           | \$ 22,400             | \$ 22,950             |
| 707-02 - Interactive Web Services | 8,346               | 14,400              | 18,000                | 61,500                |
| <b>Program Total</b>              | <u>\$ 24,029</u>    | <u>\$ 28,366</u>    | <u>\$ 40,400</u>      | <u>\$ 84,450</u>      |

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 707 - INTERNET AND WORLD WIDE WEB**

Description: To provide convenient, cost effective access to public City information and self help services, and facilitate community input and feedback, as well as enable and promote remote public access to City information, e-commerce business transactions and authorized access to confidential/secured information.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b> |
|--|--|----------------|
| 707-01 - Web Posting: Support departments in providing timely and accurate posting of City information. Ensure that all information on the site can be easily navigated. | Council and Commission information is posted to the website according to prescribed advance schedule 100% of the time. | Met            |
|  | Maintain 98% availability of web site.   | Met            |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 15,682</b>    | <b>100%</b> | <b>\$ 13,966</b>    | <b>100%</b> | <b>\$ 22,400</b>      | <b>100%</b> | <b>\$ 22,950</b>      | <b>100%</b> |
| Personnel                 | 5,777               | 37%         | -                   | 0%          | -                     | 0%          | 500                   | 2%          |
| Operating                 | 9,906               | 63%         | 13,966              | 100%        | 22,400                | 100%        | 22,450                | 98%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 15,682           | 100%        | \$ 13,966           | 100%        | \$ 22,400             | 100%        | \$ 22,950             | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 707 - INTERNET AND WORLD WIDE WEB**

Description: To provide convenient, cost effective access to public City information and self help services, and facilitate community input and feedback, as well as enable and promote remote public access to City information, e-commerce business transactions and authorized access to confidential/secured information.

**SERVICES:**

707-02 - Interactive Web Services:  
Develop or acquire systems to allow interactive delivery of services to the public on a 24 hour basis, and provide search tools so that information can be easily accessed.

**RESULTS:**

80% of users rate web site experience as good or excellent based on on-line website survey.  
Bi-Annual Community Survey results indicate number of residents using City website in the last 12 months is higher than benchmark.

**STATUS:**

No survey data collected  
Exceeded - much higher than benchmark

|                           | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
|---------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|------|
| <b>Total Expenditures</b> | \$ 8,346            | 100% | \$ 14,400           | 100% | \$ 18,000             | 100% | \$ 61,500             | 100% |
| Personnel                 | (54)                | -1%  | -                   | 0%   | -                     | 0%   | 500                   | 1%   |
| Operating                 | 8,400               | 101% | 14,400              | 100% | 18,000                | 100% | 21,000                | 34%  |
| Services                  | -                   | 0%   | -                   | 0%   | -                     | 0%   | 40,000                | 65%  |
|                           | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
| <b>Funding Source *</b>   |                     |      |                     |      |                       |      |                       |      |
| General Fund              | \$ 8,346            | 100% | \$ 14,400           | 100% | \$ 18,000             | 100% | \$ 61,500             | 100% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

Description: To attract and retain a stable, productive, competent and talented workforce, encourage continued growth and development through training and career planning, foster job satisfaction, provide competitive compensation and benefits, recognize and reward achievement, meet legal requirements and support a positive work experience.

---

|  | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|---------------------|---------------------|-----------------------|-----------------------|
| 708-01 - Personnel & Benefits Administration | \$ 288,731          | \$ 270,863          | \$ 242,718            | \$ 275,865            |
| 708-02 - Employee Development                | 12,601              | 19,793              | 17,492                | 15,685                |
| 708-03 - Employee Relations                  | 203,399             | 250,342             | 328,856               | 189,129               |
| 708-04 - Recruitment and Selection           | 77,187              | 132,108             | 122,618               | 127,286               |
| 708-05 - General Employee Benefits           | 840,605             | 797,600             | 704,880               | 797,600               |
| <b>Program Total</b>                         | <b>\$ 1,422,524</b> | <b>\$ 1,470,706</b> | <b>\$ 1,416,565</b>   | <b>\$ 1,405,564</b>   |

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

Description: To attract and retain a stable, productive, competent and talented workforce, encourage continued growth and development through training and career planning, foster job satisfaction, provide competitive compensation and benefits, recognize and reward achievement, meet legal requirements and support a positive work experience.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b> |
|---|---|----------------|
| 708-01 - Personnel & Benefits Administration: Process payroll that supports timely and accurate processing of employee salary and benefits. | Payroll master file entries are maintained with an accuracy rate of 99.95% or better.<br><br>Generate all payroll reports the day before the pay day 93% of the time. | Met<br><br>Met |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 288,731</b>   | <b>100%</b> | <b>\$ 270,863</b>   | <b>100%</b> | <b>\$ 242,718</b>     | <b>100%</b> | <b>\$ 275,865</b>     | <b>100%</b> |
| Personnel                 | 232,447             | 81%         | 207,072             | 76%         | 183,045               | 75%         | 212,722               | 77%         |
| Operating Services        | 7,861               | 3%          | 10,391              | 4%          | 8,073                 | 3%          | 9,143                 | 3%          |
|                           | 48,424              | 17%         | 53,400              | 20%         | 51,600                | 21%         | 54,000                | 20%         |
|                           |                     |             |                     |             |                       |             |                       |             |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 288,731          | 100%        | \$ 270,863          | 100%        | \$ 242,718            | 100%        | \$ 275,865            | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

Description: To attract and retain a stable, productive, competent and talented workforce, encourage continued growth and development through training and career planning, foster job satisfaction, provide competitive compensation and benefits, recognize and reward achievement, meet legal requirements and support a positive work experience.

**SERVICES:**

708-02 - Employee Development:  
Provide opportunities for continued learning and development, publicize and coordinate training opportunities, and encourage employees to establish and pursue vocational goals.

**RESULTS:**

These result measures are being modified to correspond to the new Leadership Development Program which was initiated in the 2010-11 fiscal year.

**STATUS:**

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 12,601</b>    | <b>100%</b> | <b>\$ 19,793</b>    | <b>100%</b> | <b>\$ 17,492</b>      | <b>100%</b> | <b>\$ 15,685</b>      | <b>100%</b> |
| Personnel                 | 9,542               | 76%         | 6,795               | 34%         | 6,658                 | 38%         | 7,638                 | 49%         |
| Operating                 | 1,739               | 14%         | 2,998               | 15%         | 2,334                 | 13%         | 3,047                 | 19%         |
| Services                  | 1,320               | 10%         | 10,000              | 51%         | 8,500                 | 49%         | 5,000                 | 32%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 12,601           | 100%        | \$ 19,793           | 100%        | \$ 17,492             | 100%        | \$ 15,685             | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

Description: To attract and retain a stable, productive, competent and talented workforce, encourage continued growth and development through training and career planning, foster job satisfaction, provide competitive compensation and benefits, recognize and reward achievement, meet legal requirements and support a positive work experience.

**SERVICES:**

708-03 - Employee Relations: Inform and train employees on City policies and procedures, provide timely processing of employee complaints and concerns, assist the employee in utilizing benefit programs, and negotiate labor contracts.

**RESULTS:**

Respond to 90% of written complaints within 10 business days.

**STATUS:**

Data not available

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 203,399</b>   | <b>100%</b> | <b>\$ 250,342</b>   | <b>100%</b> | <b>\$ 328,856</b>     | <b>100%</b> | <b>\$ 189,129</b>     | <b>100%</b> |
| Personnel                 | 70,138              | 34%         | 75,590              | 30%         | 22,120                | 7%          | 94,947                | 50%         |
| Operating                 | 1,049               | 1%          | 4,552               | 2%          | 1,695                 | 1%          | 4,482                 | 2%          |
| Services                  | 132,211             | 65%         | 170,200             | 68%         | 305,041               | 93%         | 89,700                | 47%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 203,399          | 100%        | \$ 250,342          | 100%        | \$ 328,856            | 100%        | \$ 189,129            | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

Description: To attract and retain a stable, productive, competent and talented workforce, encourage continued growth and development through training and career planning, foster job satisfaction, provide competitive compensation and benefits, recognize and reward achievement, meet legal requirements and support a positive work experience.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b>                  |
|---|---|---------------------------------|
| 708-04 - Recruitment and Selection:<br>Recruit, select and retain highly qualified personnel using a process that is timely, thorough and encourages a diverse applicant pool. Ensure that wages and benefits are competitive among similarly sized agencies. | Generate offer letter for 80% of non-safety positions within 4 weeks of position close.<br><br>Satisfaction with Personnel staff's involvement with the recruitment process attains or exceeds a score of 4.0 (on a 5 point scale). | Met<br><br>No surveys conducted |

|                           | Actual<br>2010-2011 |               | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |                |             |
|---------------------------|---------------------|---------------|---------------------|----|-----------------------|-------------|-----------------------|----------------|-------------|
| <b>Total Expenditures</b> | \$                  | <b>77,187</b> | <b>100%</b>         | \$ | <b>132,108</b>        | <b>100%</b> | \$                    | <b>127,286</b> | <b>100%</b> |
| Personnel                 |                     | 52,160        | 68%                 |    | 52,041                | 39%         |                       | 55,995         | 44%         |
| Operating                 |                     | 19,857        | 26%                 |    | 50,067                | 38%         |                       | 39,491         | 31%         |
| Services                  |                     | 5,170         | 7%                  |    | 30,000                | 23%         |                       | 31,800         | 25%         |
|                           |                     |               |                     |    |                       |             |                       |                |             |
|                           | Actual<br>2010-2011 |               | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |                |             |
| <b>Funding Source *</b>   |                     |               |                     |    |                       |             |                       |                |             |
| General Fund              | \$                  | 77,187        | 100%                | \$ | 132,108               | 100%        | \$                    | 127,286        | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

Description: To attract and retain a stable, productive, competent and talented workforce, encourage continued growth and development through training and career planning, foster job satisfaction, provide competitive compensation and benefits, recognize and reward achievement, meet legal requirements and support a positive work experience.

| <b>SERVICES:</b>   | <b>RESULTS:</b>              | <b>STATUS:</b> |
|--|------------------------------|----------------|
| 708-05 - General Employee Benefits:<br>Provide for employee costs and post-employment costs not related to a specific program/service. | No relevant service results. |                |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 840,605</b>   | <b>100%</b> | <b>\$ 797,600</b>   | <b>100%</b> | <b>\$ 704,880</b>     | <b>100%</b> | <b>\$ 797,600</b>     | <b>100%</b> |
| Personnel                 | 587,181             | 70%         | 569,400             | 71%         | 676,725               | 96%         | 569,400               | 71%         |
| Operating                 | 239,954             | 29%         | 212,200             | 27%         | 15,200                | 2%          | 212,200               | 27%         |
| Services                  | 13,469              | 2%          | 16,000              | 2%          | 12,955                | 2%          | 16,000                | 2%          |

| <b>Funding Source *</b>        | Actual<br>2010-2011 |     | Budget<br>2011-2012 |     | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |     |
|--------------------------------|---------------------|-----|---------------------|-----|-----------------------|-----|-----------------------|-----|
| General Fund                   | \$ 206,024          | 25% | \$ 216,600          | 27% | \$ 217,508            | 31% | \$ 216,600            | 27% |
| Other Post Employment Benefits | 26,356              | 3%  | -                   | 0%  | (62,728)              | -9% | -                     | 0%  |
| Interest and Rent Income       | 915                 | 0%  | 1,000               | 0%  | 100                   | 0%  | 1,000                 | 0%  |
| Charges For Services           | 607,310             | 72% | 580,000             | 73% | 550,000               | 78% | 580,000               | 73% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

Description: Assist the City in achieving its goals while maintaining compliance with relevant statutes, minimizing risk of legal challenges and rendering sound and cost effective advice to the City Council and the City's departments. Ensure the City practices and actions are consistent with applicable laws and appropriate risk exposure, effectively represent the City's interests in legal matters, and defend the City against claims in litigation.

---

|  | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|---------------------|---------------------|-----------------------|-----------------------|
| 709-01 - City Council and City Manager Support       | \$ 102,675          | \$ 128,237          | \$ 91,011             | \$ 78,661             |
| 709-02 - Planning Staff and Commission Support       | 97,257              | 96,604              | 85,402                | 58,690                |
| 709-03 - Personnel, Risk Management & Other Programs | 245,093             | 305,608             | 245,931               | 186,693               |
| 709-05 - Community Development Agency                | 27,852              | 40,678              | 7,701                 | 11,239                |
| <b>Program Total</b>                                 | <b>\$ 472,877</b>   | <b>\$ 571,127</b>   | <b>\$ 430,045</b>     | <b>\$ 335,284</b>     |

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

Description: Assist the City in achieving its goals while maintaining compliance with relevant statutes, minimizing risk of legal challenges and rendering sound and cost effective advice to the City Council and the City's departments. Ensure the City practices and actions are consistent with applicable laws and appropriate risk exposure, effectively represent the City's interests in legal matters, and defend the City against claims in litigation.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>                                |
|--|---|---|
| 709-01 - City Council and City Manager Support: Advise and assist the City Council and City Manager on policy and administrative matters. Ensure compliance with statutes. | Annual Council survey indicates 80% of Council members feel the City Attorney always or almost always provides high quality support and legal advice. | Exceeded - 100% (One Council survey returned) |

|  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|--|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>                | <b>\$ 102,675</b>   | <b>100%</b> | <b>\$ 128,237</b>   | <b>100%</b> | <b>\$ 91,011</b>      | <b>100%</b> | <b>\$ 78,661</b>      | <b>100%</b> |
| Personnel                                | 77,689              | 76%         | 79,080              | 62%         | 77,011                | 85%         | 48,460                | 62%         |
| Operating                                | 536                 | 1%          | 557                 | 0%          | -                     | 0%          | 601                   | 1%          |
| Services                                 | 24,450              | 24%         | 48,600              | 38%         | 14,000                | 15%         | 29,600                | 38%         |
|  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>                  |                     |             |                     |             |                       |             |                       |             |
| General Fund                             | \$ 79,208           | 77%         | \$ 117,249          | 91%         | \$ 67,925             | 75%         | \$ 78,661             | 100%        |
| Community Development Agency Non-Housing | 9,269               | 9%          | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Redevelopment Services Agreement         | 14,198              | 14%         | 10,988              | 9%          | 23,085                | 25%         | -                     | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

Description: Assist the City in achieving its goals while maintaining compliance with relevant statutes, minimizing risk of legal challenges and rendering sound and cost effective advice to the City Council and the City's departments. Ensure the City practices and actions are consistent with applicable laws and appropriate risk exposure, effectively represent the City's interests in legal matters, and defend the City against claims in litigation.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b> |
|--|--|----------------|
| 709-02 - Planning Staff and Commission Support: Advise and assist the staff and Commission, prepare and interpret ordinances and statutes. | No legal challenges as a result of planning decisions. | Met            |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 97,257</b>    | <b>100%</b> | <b>\$ 96,604</b>    | <b>100%</b> | <b>\$ 85,402</b>      | <b>100%</b> | <b>\$ 58,690</b>      | <b>100%</b> |
| Personnel                 | 15,501              | 16%         | 16,493              | 17%         | 15,402                | 18%         | 8,581                 | 15%         |
| Operating                 | 113                 | 0%          | 111                 | 0%          | -                     | 0%          | 109                   | 0%          |
| Services                  | 81,643              | 84%         | 80,000              | 83%         | 70,000                | 82%         | 50,000                | 85%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 97,257           | 100%        | \$ 96,604           | 100%        | \$ 85,402             | 100%        | \$ 58,690             | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

Description: Assist the City in achieving its goals while maintaining compliance with relevant statutes, minimizing risk of legal challenges and rendering sound and cost effective advice to the City Council and the City's departments. Ensure the City practices and actions are consistent with applicable laws and appropriate risk exposure, effectively represent the City's interests in legal matters, and defend the City against claims in litigation.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b> |
|---|--|----------------|
| 709-03 - Personnel, Risk Management & Other Programs: Advise staff and oversee outside counsel and related professional services consultants/contractors. | The City's claims history and litigation rates are kept below comparable cities. | Met            |

|                               | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|-------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>     | <b>\$ 245,093</b>   | <b>100%</b> | <b>\$ 305,608</b>   | <b>100%</b> | <b>\$ 245,931</b>     | <b>100%</b> | <b>\$ 186,693</b>     | <b>100%</b> |
| Personnel                     | 54,351              | 22%         | 55,329              | 18%         | 53,881                | 22%         | 93,311                | 50%         |
| Operating Services            | 268                 | 0%          | 279                 | 0%          | 50                    | 0%          | 383                   | 0%          |
|                               | 190,474             | 78%         | 250,000             | 82%         | 192,000               | 78%         | 93,000                | 50%         |
|                               |                     |             |                     |             |                       |             |                       |             |
|                               | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>       |                     |             |                     |             |                       |             |                       |             |
| General Fund                  | \$ 190,887          | 78%         | \$ 144,855          | 47%         | \$ 90,804             | 37%         | \$ 173,605            | 93%         |
| Liability/Fire Insurance Fund | 41,880              | 17%         | 145,816             | 48%         | 145,402               | 59%         | 9,796                 | 5%          |
| Worker's Compensation Fund    | 12,327              | 5%          | 14,937              | 5%          | 9,725                 | 4%          | 3,292                 | 2%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.



**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

Description: To continually improve the City's fiscal health by increasing revenues from the business sector of the community.

---

|  | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|---------------------|---------------------|-----------------------|-----------------------|
| 710-01 - Strategic Partnerships          | \$ 83,850           | \$ 112,521          | \$ 85,713             | \$ 142,394            |
| 710-02 - Market Information and Research | 85,237              | 75,033              | 82,673                | 81,168                |
| 710-03 - Diversifying Tax Base           | 27,391              | 51,398              | 41,577                | 66,639                |
| <b>Program Total</b>                     | <u>\$ 196,477</u>   | <u>\$ 238,952</u>   | <u>\$ 209,964</u>     | <u>\$ 290,202</u>     |

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

Description: To continually improve the City's fiscal health by increasing revenues from the business sector of the community.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>            |
|---|--|---------------------------|
| 710-01 - Strategic Partnerships:<br>Leverage the City's efforts by forming strategic partnerships with business associations, regional trade organizations and local companies. | Bi-Annual Community Survey results indicate residents rate job growth in Menlo Park higher than benchmark.           | Not met - below benchmark |
|   | Bi-Annual Community Survey results indicate residents rate economic development in Menlo Park higher than benchmark. | Not met - below benchmark |

|  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|--|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>                | <b>\$ 83,850</b>    | <b>100%</b> | <b>\$ 112,521</b>   | <b>100%</b> | <b>\$ 85,713</b>      | <b>100%</b> | <b>\$ 142,394</b>     | <b>100%</b> |
| Personnel                                | 66,425              | 79%         | 88,923              | 79%         | 68,083                | 79%         | 117,935               | 83%         |
| Operating                                | 17,425              | 21%         | 22,198              | 20%         | 17,380                | 20%         | 23,060                | 16%         |
| Services                                 | -                   | 0%          | 1,400               | 1%          | 250                   | 0%          | 1,400                 | 1%          |
|  |                     |             |                     |             |                       |             |                       |             |
| <b>Funding Source *</b>                  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund                             | \$ 49,753           | 59%         | \$ 91,132           | 81%         | \$ 64,449             | 75%         | \$ 142,394            | 100%        |
| Community Development Agency Non-Housing | 13,880              | 17%         | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Redevelopment Services Agreement         | 20,217              | 24%         | 21,389              | 19%         | 21,265                | 25%         | -                     | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

Description: To continually improve the City's fiscal health by increasing revenues from the business sector of the community.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>   |
|--|---|--|
| 710-02 - Market Information and Research: Provide timely, accurate information, research, analysis, and policy development needed to make informed business decisions. | Bi-Annual community survey results indicate residents rate employment opportunities in Menlo Park higher than benchmark.<br>Annual survey of business licensees indicates 85% of business agree with the statement "Menlo Park is a good place to do business". | Not met - similar to benchmark<br><br>Survey not conducted this year |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 85,237</b>    | <b>100%</b> | <b>\$ 75,033</b>    | <b>100%</b> | <b>\$ 82,673</b>      | <b>100%</b> | <b>\$ 81,168</b>      | <b>100%</b> |
| Personnel                 | 80,840              | 95%         | 56,904              | 76%         | 77,973                | 94%         | 62,931                | 78%         |
| Operating                 | 3,127               | 4%          | 3,129               | 4%          | 700                   | 1%          | 3,238                 | 4%          |
| Services                  | 1,270               | 1%          | 15,000              | 20%         | 4,000                 | 5%          | 15,000                | 18%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 85,237           | 100%        | \$ 75,033           | 100%        | \$ 82,673             | 100%        | \$ 81,168             | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

Description: To continually improve the City's fiscal health by increasing revenues from the business sector of the community.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>                 |
|--|--|--------------------------------|
| 710-03 - Diversifying Tax Base:<br>Work with business, real estate, and internal resources to broaden the tax base and increase the diversity of goods and services available to meet the community's needs and help reduce the negative fiscal impact of economic cycles. | Achieve an increase in overall revenue generated from business-related sources, while decreasing the City's dependence on the percentage of revenue generated by the top 25 sales tax producers. | Not measured this year         |
|  | Bi-Annual community survey results indicate residents rate retail growth in Menlo Park higher than benchmark.  | Not met - below benchmark      |
|  | Bi-Annual community survey results indicate residents rate the overall quality of business and service establishments in Menlo Park higher than benchmark.                                       | Not met - similar to benchmark |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 27,391</b>    | <b>100%</b> | <b>\$ 51,398</b>    | <b>100%</b> | <b>\$ 41,577</b>      | <b>100%</b> | <b>\$ 66,639</b>      | <b>100%</b> |
| Personnel                 | 23,913              | 87%         | 42,005              | 82%         | 37,677                | 91%         | 56,993                | 86%         |
| Operating                 | 3,478               | 13%         | 1,893               | 4%          | 900                   | 2%          | 2,146                 | 3%          |
| Services                  | -                   | 0%          | 7,500               | 15%         | 3,000                 | 7%          | 7,500                 | 11%         |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund              | \$ 27,391           | 100%        | \$ 51,398           | 100%        | \$ 41,577             | 100%        | \$ 66,639             | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

CITY OF MENLO PARK  
FISCAL YEAR 2012 - 13



COMMUNITY DEVELOPMENT DEPARTMENT

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 601 - COMPREHENSIVE PLANNING**

Description: To develop, monitor, update and integrate relevant land use and transportation planning documents, studies, policies and implementation strategies to enable the achievement of citywide goals and improve the physical environment of the entire community, while enhancing the unique character of individual neighborhoods and protecting them from the adverse impacts of the larger urban area.

---

|   | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|---|---------------------|---------------------|-----------------------|-----------------------|
| 601-01 - General Plan                   | \$ 307,316          | \$ 1,425,920        | \$ 310,466            | \$ 718,780            |
| 601-02 - Zoning Ord.& Related Documents | 33,021              | 64,401              | 733,409               | 63,623                |
| <b>Program Total</b>                    | <u>\$ 340,337</u>   | <u>\$ 1,490,321</u> | <u>\$ 1,043,875</u>   | <u>\$ 782,403</u>     |

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 601 - COMPREHENSIVE PLANNING**

Description: To develop, monitor, update and integrate relevant land use and transportation planning documents, studies, policies and implementation strategies to enable the achievement of citywide goals and improve the physical environment of the entire community, while enhancing the unique character of individual neighborhoods and protecting them from the adverse impacts of the larger urban area.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>   |
|--|---|--|
| 601-01 - General Plan: Monitor and update the General Plan to maintain its relevancy as a critical public policy document helping to guide City decisions leading to enhanced quality of life. | Annual survey of Council members indicates 80% of Council are always or are almost always satisfied with the quality of information and analysis provided by staff.<br><br>The quality of information and analysis meets the expectations of 85% of the Commission members. | Exceeded - 100% (One Council survey returned)<br><br>Not met - 67% (2 of 3 respondents very satisfied) |
|  | Bi-Annual Community Survey results indicate residents rate overall quality of life in Menlo Park higher than benchmark.   | Met  |
|  | Bi-Annual Community Survey results indicate residents' rating of Menlo Park as a good place to live is higher than benchmark.   | Met  |

|  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|--|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>                | <b>\$ 307,316</b>   | <b>100%</b> | <b>\$ 1,425,920</b> | <b>100%</b> | <b>\$ 310,466</b>     | <b>100%</b> | <b>\$ 718,780</b>     | <b>100%</b> |
| Personnel                                | 183,024             | 60%         | 208,181             | 15%         | 214,369               | 69%         | 57,943                | 8%          |
| Operating                                | 6,979               | 2%          | 27,363              | 2%          | 27,363                | 9%          | 3,031                 | 0%          |
| Services                                 | 117,312             | 38%         | 326,376             | 23%         | 68,734                | 22%         | -                     | 0%          |
| Capital Improvement Projects             | -                   | 0%          | 864,000             | 61%         | -                     | 0%          | 657,806               | 92%         |
|  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>                  |                     |             |                     |             |                       |             |                       |             |
| General Fund                             | \$ 307,316          | 100%        | \$ 561,920          | 39%         | \$ 310,466            | 100%        | \$ 60,974             | 8%          |
| General Fund Comprehensive Planning Fund | -                   | 0%          | 864,000             | 61%         | -                     | 0%          | 657,806               | 92%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 601 - COMPREHENSIVE PLANNING**

Description: To develop, monitor, update and integrate relevant land use and transportation planning documents, studies, policies and implementation strategies to enable the achievement of citywide goals and improve the physical environment of the entire community, while enhancing the unique character of individual neighborhoods and protecting them from the adverse impacts of the larger urban area.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b>                                     |
|---|---|--|
| 601-02 - Zoning Ord.& Related Documents: Update the Zoning Ordinance and other planning documents, and prepare new planning standards and regulations, to maintain consistency with and provide for implementation of the General Plan. | Annual survey of Council members indicates 80% of Council are always or almost always satisfied with the quality of information and analysis provided by staff.<br><br>Annual Commission survey indicates the quality of information and analysis meets expectations of 85% of Planning Commission members. | No Council surveys returned<br><br>Exceeded - 100% |
|   | Bi-Annual Community Survey results indicate residents rate their neighborhood as a place to live higher than benchmark  | Met  |
|   | Bi-Annual Community Survey results indicate residents rate quality of new development higher than benchmark.  | Met  |

|                              | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>    | <b>\$ 33,021</b>    | <b>100%</b> | <b>\$ 64,401</b>    | <b>100%</b> | <b>\$ 733,409</b>     | <b>100%</b> | <b>\$ 63,623</b>      | <b>100%</b> |
| Personnel                    | 31,991              | 97%         | 43,945              | 68%         | 11,193                | 2%          | 55,378                | 87%         |
| Operating                    | 1,030               | 3%          | 3,216               | 5%          | 8,216                 | 1%          | 8,245                 | 13%         |
| Capital Improvement Projects | -                   | 0%          | -                   | 0%          | 714,000               | 97%         | -                     | 0%          |

| <b>Funding Source *</b>                  | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |       |
|--|---------------------|------|---------------------|------|-----------------------|-----|-----------------------|-------|
| General Fund                             | \$ 32,880           | 100% | \$ 64,151           | 100% | \$ 19,369             | 3%  | \$ 63,623             | 100%  |
| General Fund Comprehensive Planning Fund | -                   | 0%   | -                   | 0%   | 598,500               | 82% | (250,000)             | -393% |
| Charges For Services                     | 141                 | 0%   | 250                 | 0%   | 40                    | 0%  | -                     | 0%    |
| Other Financing Sources                  | -                   | 0%   | -                   | 0%   | 115,500               | 16% | 250,000               | 393%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

Description: Provides a centralized, comprehensive and seamless set of services for people to easily obtain information and assistance with required approvals for land use and building construction projects in an efficient manner and in compliance with established regulations.

---

|   | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|---|---------------------|---------------------|-----------------------|-----------------------|
| 602-01 - Development Information Services | \$ 250,649          | \$ 270,914          | \$ 244,553            | \$ 271,507            |
| 602-02 - Planning Level Reviews           | 913,296             | 1,305,256           | 1,371,891             | 1,044,247             |
| 602-03 - Plan Check and Permitting        | 730,484             | 897,952             | 865,511               | 950,466               |
| 602-04 - Inspecting and Monitoring        | 514,296             | 543,074             | 524,204               | 555,320               |
| <b>Program Total</b>                      | <b>\$ 2,408,725</b> | <b>\$ 3,017,196</b> | <b>\$ 3,006,159</b>   | <b>\$ 2,821,541</b>   |

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

Description: Provides a centralized, comprehensive and seamless set of services for people to easily obtain information and assistance with required approvals for land use and building construction projects in an efficient manner and in compliance with established regulations.

**SERVICES:**

602-01 - Development Information Services: Provide potential applicants and interested parties with timely and accurate information regarding applicable City policies, ordinances, regulations, guidelines and other requirements related to land use development.

**RESULTS:**

85% customer satisfaction rating per Development Services Survey.

**STATUS:**

No surveys returned

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 250,649</b>   | <b>100%</b> | <b>\$ 270,914</b>   | <b>100%</b> | <b>\$ 244,553</b>     | <b>100%</b> | <b>\$ 271,508</b>     | <b>100%</b> |
| Personnel                 | 245,155             | 98%         | 265,506             | 98%         | 239,145               | 98%         | 265,873               | 98%         |
| Operating                 | 5,494               | 2%          | 5,408               | 2%          | 5,408                 | 2%          | 5,634                 | 2%          |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 247,621          | 99%         | \$ 268,414          | 99%         | \$ 242,053            | 99%         | \$ 269,008            | 99%         |
| Charges For Services      | 3,028               | 1%          | 2,500               | 1%          | 2,500                 | 1%          | 2,500                 | 1%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

Description: Provides a centralized, comprehensive and seamless set of services for people to easily obtain information and assistance with required approvals for land use and building construction projects in an efficient manner and in compliance with established regulations.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>                      |
|---|--|-------------------------------------|
| 602-02 - Planning Level Reviews:<br>Provide timely, thorough and structured review, including public input, of proposed development projects and land use permits that evaluates the merits of a project leading to a decision. | 95% of projects reviewed for completeness within 30 days of application submittal.<br><br>85% customer satisfaction rating per Planning Review Survey. | Not met - 76%<br><br>Exceeded - 97% |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 913,296</b>   | <b>100%</b> | <b>\$ 1,305,256</b> | <b>100%</b> | <b>\$ 1,371,891</b>   | <b>100%</b> | <b>\$ 1,044,247</b>   | <b>100%</b> |
| Personnel                 | 599,503             | 66%         | 657,355             | 50%         | 723,990               | 53%         | 816,828               | 78%         |
| Operating                 | 23,111              | 3%          | 40,459              | 3%          | 40,459                | 3%          | 47,419                | 5%          |
| Services                  | 290,682             | 32%         | 607,442             | 47%         | 607,442               | 44%         | 180,000               | 17%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 65,560           | 7%          | \$ 176,581          | 14%         | \$ 243,216            | 18%         | \$ 254,247            | 24%         |
| Eir Fees                  | (282,916)           | -31%        | 123,675             | 9%          | 123,675               | 9%          | -                     | 0%          |
| Charges For Services      | 1,130,652           | 124%        | 1,005,000           | 77%         | 1,005,000             | 73%         | 790,000               | 76%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

Description: Provides a centralized, comprehensive and seamless set of services for people to easily obtain information and assistance with required approvals for land use and building construction projects in an efficient manner and in compliance with established regulations.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>      |
|--|--|---------------------|
| 602-03 - Plan Check and Permitting:<br>Provide efficient review of construction drawings with clear interpretation of codes to protect health, safety and welfare of the public and to issue permits in a timely manner. | 90% of audited projects received all appropriate plan review checks and are in substantial compliance with all relevant codes. | Exceeded - 100%     |
|  | 85% customer satisfaction rating per Plan Check Survey.  | No surveys returned |
|  | 85% of projects requiring a full plan review receive first comments/approval within 6 weeks of the first submittal.            | Exceeded - 91%      |
|  | 85% of projects requiring a full plan review receive comments/approval within 2 weeks of the second submittal.                 | Exceeded - 100%     |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 730,484</b>   | <b>100%</b> | <b>\$ 897,952</b>   | <b>100%</b> | <b>\$ 865,511</b>     | <b>100%</b> | <b>\$ 950,466</b>     | <b>100%</b> |
| Personnel                 | 552,898             | 76%         | 588,172             | 66%         | 555,731               | 64%         | 596,901               | 63%         |
| Operating                 | 30,153              | 4%          | 32,954              | 4%          | 32,954                | 4%          | 33,566                | 4%          |
| Services                  | 147,433             | 20%         | 276,826             | 31%         | 276,826               | 32%         | 320,000               | 34%         |

|                         | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |     |
|-------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|-----|
| <b>Funding Source *</b> |                     |      |                     |      |                       |      |                       |     |
| General Fund            | \$ (231,464)        | -32% | \$ (95,848)         | -11% | \$ (128,289)          | -15% | \$ (46,334)           | -5% |
| Licenses & Permits      | 814,030             | 111% | 834,000             | 93%  | 834,000               | 96%  | 834,000               | 88% |
| Charges For Services    | 147,918             | 20%  | 159,800             | 18%  | 159,800               | 18%  | 162,800               | 17% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

Description: Provides a centralized, comprehensive and seamless set of services for people to easily obtain information and assistance with required approvals for land use and building construction projects in an efficient manner and in compliance with established regulations.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>  |
|--|---|-----------------|
| 602-04 - Inspecting and Monitoring:<br>Provide timely and thorough inspection of construction projects in compliance with all approvals from the time of permit issuance through final approval. | 95% of inspections scheduled on a given day are completed.                            | Exceeded - 100% |
|  | 85% of inspections can be scheduled within one day between December 1 and June 30.    | Exceeded - 100% |
|  | 85% of inspections can be scheduled within three days between July 1 and November 30. | Exceeded - 100% |
|  | 85% customer satisfaction rating per Inspection Survey.                               | Exceeded - 98%  |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 514,296</b>   | <b>100%</b> | <b>\$ 543,074</b>   | <b>100%</b> | <b>\$ 524,204</b>     | <b>100%</b> | <b>\$ 555,320</b>     | <b>100%</b> |
| Personnel                 | 496,086             | 96%         | 505,612             | 93%         | 486,742               | 93%         | 522,486               | 94%         |
| Operating                 | 16,190              | 3%          | 23,719              | 4%          | 23,719                | 5%          | 25,333                | 5%          |
| Services                  | 2,020               | 0%          | 13,743              | 3%          | 13,743                | 3%          | 7,500                 | 1%          |

| <b>Funding Source *</b> | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
|-------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|------|
| General Fund            | \$ (364,650)        | -71% | \$ (367,126)        | -68% | \$ (385,996)          | -74% | \$ (355,880)          | -64% |
| Licenses & Permits      | 814,030             | 158% | 834,000             | 154% | 834,000               | 159% | 834,000               | 150% |
| Charges For Services    | 64,917              | 13%  | 76,200              | 14%  | 76,200                | 15%  | 77,200                | 14%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

CITY OF MENLO PARK  
FISCAL YEAR 2012 – 13



COMMUNITY SERVICES DEPARTMENT

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE**

Description: Services focused on improving the quality of life for children, teens, seniors and their families.

---

|                                | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--------------------------------|---------------------|---------------------|-----------------------|-----------------------|
| 310-01 - Seniors               | \$ 405,767          | \$ 417,834          | \$ 429,708            | \$ 452,795            |
| 310-02 - Pre-School Childcare  | 1,981,913           | 1,997,668           | 1,929,632             | 2,091,903             |
| 310-03 - Peninsula Partnership | 65,437              | 102,941             | 105,854               | 137,830               |
| 310-04 - School-Age Childcare  | 755,469             | 748,153             | 720,694               | 743,170               |
| 310-06 - Neighborhood Services | 499,179             | 534,211             | 482,080               | 589,780               |
| <b>Program Total</b>           | <b>\$ 3,707,767</b> | <b>\$ 3,800,807</b> | <b>\$ 3,667,967</b>   | <b>\$ 4,015,479</b>   |

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE**

Description: Services focused on improving the quality of life for children, teens, seniors and their families.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>                  |
|--|---|---------------------------------|
| 310-01 - Seniors: Provide health, recreational and social services for adults ages 55 and older. | 90% of participants indicate they are more fit, have less falls and easier time walking.  | Exceeded - 100% agree           |
|  | 90% of participants indicate that the meals are nutritionally balanced and that they are eating healthy at home because of local produce.   | Exceeded - 100% agree           |
|  | 90% of participants indicate that they are more knowledgeable about available resources; are empowered to learn new skills; and report a healthier mental being and independence. | Exceeded - 100% agree           |
|  | Bi-Annual Community Survey results indicate residents rate services to seniors higher than the benchmark.   | Exceeded - much above benchmark |
|  | Bi-Annual Community Survey results indicate services to low-income residents higher than the benchmark.   | Not met - similar to benchmark  |

|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|----------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>  | <b>\$ 405,767</b>   | <b>100%</b> | <b>\$ 417,834</b>   | <b>100%</b> | <b>\$ 429,708</b>     | <b>100%</b> | <b>\$ 452,795</b>     | <b>100%</b> |
| Personnel                  | 297,333             | 73%         | 290,294             | 69%         | 307,216               | 71%         | 323,281               | 71%         |
| Operating                  | 101,465             | 25%         | 79,281              | 19%         | 70,233                | 16%         | 79,076                | 17%         |
| Services                   | 6,969               | 2%          | 48,259              | 12%         | 52,259                | 12%         | 50,439                | 11%         |
|                            |                     |             |                     |             |                       |             |                       |             |
|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>    |                     |             |                     |             |                       |             |                       |             |
| General Fund               | \$ 311,504          | 77%         | \$ 331,928          | 79%         | \$ 322,099            | 75%         | \$ 356,910            | 79%         |
| Inter Governmental Revenue | 74,485              | 18%         | 68,256              | 16%         | 82,074                | 19%         | 82,185                | 18%         |
| Charges For Services       | 7,947               | 2%          | 7,650               | 2%          | 15,535                | 4%          | 3,700                 | 1%          |
| Donations                  | 11,831              | 3%          | 10,000              | 2%          | 10,000                | 2%          | 10,000                | 2%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE**

Description: Services focused on improving the quality of life for children, teens, seniors and their families.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>                              |
|--|---|---|
| 310-02 - Pre-School Childcare:<br>Provide child care for preschool children ages 3 to 5 in an educational child development environment. | 95% of children enrolled at BHDCDC exhibit creativity; emerging social, physical and behavior skills; and language development appropriate for their age per State assessments.<br>95% - of children enrolled at MCC exhibit creativity; emerging social, physical and behavioral skills appropriate for their age per State assessments. | Exceeded - 96% agree<br><br>Met - 95% agree |
|  | Bi-Annual Community Survey results indicate residents rate Menlo Park as a place to raise children higher than the benchmark.   | Exceeded - much above benchmark             |
|  | Bi-Annual Community Survey results indicate availability of affordable, quality childcare higher than the benchmark.  | Not met - below benchmark                   |
|  | Bi-Annual Community Survey results indicate residents rate services to youth higher than the benchmark.   | Exceeded - much above benchmark             |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 1,981,913</b> | <b>100%</b> | <b>\$ 1,997,668</b> | <b>100%</b> | <b>\$ 1,929,632</b>   | <b>100%</b> | <b>\$ 2,091,903</b>   | <b>100%</b> |
| Personnel                 | 1,774,482           | 90%         | 1,777,712           | 89%         | 1,729,035             | 90%         | 1,859,037             | 89%         |
| Operating                 | 191,500             | 10%         | 203,941             | 10%         | 184,582               | 10%         | 213,971               | 10%         |
| Services                  | 15,930              | 1%          | 16,015              | 1%          | 16,015                | 1%          | 18,895                | 1%          |

| <b>Funding Source *</b>    | Actual<br>2010-2011 |     | Budget<br>2011-2012 |     | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |     |
|----------------------------|---------------------|-----|---------------------|-----|-----------------------|-----|-----------------------|-----|
| General Fund               | \$ 251,981          | 13% | \$ 399,093          | 20% | \$ 314,082            | 16% | \$ 457,558            | 22% |
| Inter Governmental Revenue | 830,886             | 42% | 707,945             | 35% | 707,945               | 37% | 707,945               | 34% |
| Charges For Services       | 896,046             | 45% | 890,630             | 45% | 907,605               | 47% | 926,400               | 44% |
| Donations                  | 3,000               | 0%  | 0                   | 0%  | 0                     | 0%  | 0                     | 0%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE**

Description: Services focused on improving the quality of life for children, teens, seniors and their families.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>   |
|--|---|--|
| 310-03 - Peninsula Partnership:<br>Improve the quality of life<br>(educational performance, parenting<br>skills for children and their families)<br>in the Belle Haven neighborhood. | 70% of Belle Haven residents report improved understanding of the process to<br>address or resolve community issues.<br><br>Bi-annual Community Survey results indicate residents rate services to low<br>income residents higher than benchmark. | Not assessed this year<br><br>Not met - similar to benchmark |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 65,437</b>    | <b>100%</b> | <b>\$ 102,941</b>   | <b>100%</b> | <b>\$ 105,854</b>     | <b>100%</b> | <b>\$ 137,830</b>     | <b>100%</b> |
| Personnel                 | 56,267              | 86%         | 95,028              | 92%         | 93,512                | 88%         | 136,864               | 99%         |
| Operating                 | 5,489               | 8%          | 3,913               | 4%          | 7,842                 | 7%          | 966                   | 1%          |
| Services                  | 3,681               | 6%          | 4,000               | 4%          | 4,500                 | 4%          | -                     | 0%          |

| <b>Funding Source *</b>     | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |     |
|-----------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|-----|
| General Fund                | \$ 20,697           | 32%  | \$ 29,535           | 29%  | \$ 42,284             | 40%  | \$ 40,209             | 29% |
| Peninsula Partnership Grant | (37,515)            | -57% | (20,001)            | -19% | (28,837)              | -27% | 621                   | 0%  |
| Inter Governmental Revenue  | 48,990              | 75%  | 80,203              | 78%  | 80,203                | 76%  | 93,500                | 68% |
| Charges For Services        | -                   | 0%   | 1,000               | 1%   | -                     | 0%   | -                     | 0%  |
| Donations                   | 33,266              | 51%  | 12,204              | 12%  | 12,204                | 12%  | 3,500                 | 3%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE**

Description: Services focused on improving the quality of life for children, teens, seniors and their families.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>                  |
|---|--|---------------------------------|
| 310-04 - School-Age Childcare:<br>Offer safe and secure after school and summer activities for school age children in kindergarten through 5th grade. | 90% of parents with children enrolled in the BHSA program indicate children model responsible behavior, safety is practiced and rules are enforced.                                  | Exceeded - 94% agree            |
|   | 90% of parents with children enrolled in the BHSA program indicate improved use of time, positive peer interaction, increased self esteem, creative expression, and improved grades. | Exceeded - 94% agree            |
|   | 90% of parents with children enrolled in MCC SA program indicate that their child care needs are being met during the school year.   | Exceeded - 99% agree            |
|   | 90% of parents with children enrolled in MCC SA program indicate increase of social skills, new skills and cultural awareness.   | Not met - 87% agree             |
|   | Bi-Annual Community Survey results indicate residents rate Menlo Park as a place to raise children higher than the benchmark.  | Exceeded - much above benchmark |

|                           | <u>Actual<br/>2010-2011</u> |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
|---------------------------|-----------------------------|-------------|-----------------------------|-------------|-------------------------------|-------------|-------------------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 755,469</b>           | <b>100%</b> | <b>\$ 748,153</b>           | <b>100%</b> | <b>\$ 720,694</b>             | <b>100%</b> | <b>\$ 743,170</b>             | <b>100%</b> |
| Personnel                 | 654,319                     | 87%         | 628,885                     | 84%         | 612,494                       | 85%         | 620,180                       | 83%         |
| Operating                 | 98,105                      | 13%         | 112,768                     | 15%         | 101,700                       | 14%         | 115,990                       | 16%         |
| Services                  | 3,045                       | 0%          | 6,500                       | 1%          | 6,500                         | 1%          | 7,000                         | 1%          |

| <b>Funding Source *</b>    | <u>Actual<br/>2010-2011</u> |     | <u>Budget<br/>2011-2012</u> |     | <u>Estimate<br/>2011-2012</u> |     | <u>Proposed<br/>2012-2013</u> |     |
|----------------------------|-----------------------------|-----|-----------------------------|-----|-------------------------------|-----|-------------------------------|-----|
| General Fund               | \$ 124,777                  | 17% | \$ 266,248                  | 36% | \$ 221,051                    | 31% | \$ 230,287                    | 31% |
| Inter Governmental Revenue | 4,493                       | 1%  | 17,990                      | 2%  | 17,333                        | 2%  | 17,333                        | 2%  |
| Charges For Services       | 626,198                     | 83% | 463,915                     | 62% | 482,310                       | 67% | 495,550                       | 67% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE**

Description: Services focused on improving the quality of life for children, teens, seniors and their families.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>       |
|---|--|----------------------|
| 310-06 - Neighborhood Services:<br>Provide year round recreational and social services at the Onetta Harris Community Center. | 80% of participants feel they have improved their fitness level or the program supports a healthy lifestyle. | Exceeded - 82% agree |
|   | 80% of participants feel they have improved upon or developed a new skill.                                   | Exceeded - 81% agree |
|   | 80% of participants feel the program contributes to their individual growth & personal development.          | Not met - 79% agree  |
|   | 80% of participants feel closer to the community as a direct result of the program.                          | Exceeded - 81% agree |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 499,179</b>   | <b>100%</b> | <b>\$ 534,211</b>   | <b>100%</b> | <b>\$ 482,080</b>     | <b>100%</b> | <b>\$ 589,780</b>     | <b>100%</b> |
| Personnel                 | 415,538             | 83%         | 411,181             | 77%         | 367,361               | 76%         | 467,756               | 79%         |
| Operating Services        | 66,666              | 13%         | 85,530              | 16%         | 77,009                | 16%         | 82,525                | 14%         |
|                           | 16,975              | 3%          | 37,500              | 7%          | 37,710                | 8%          | 39,500                | 7%          |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 435,253          | 87%         | \$ 465,091          | 87%         | \$ 402,054            | 83%         | \$ 517,980            | 88%         |
| Charges For Services      | 63,926              | 13%         | 69,120              | 13%         | 80,026                | 17%         | 71,800                | 12%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES**

Description: Services promoting healthy lifestyles and personal growth through organized sports and recreation.

---

|                                       | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|---------------------------------------|---------------------|---------------------|-----------------------|-----------------------|
| 311-01 - Youth Sports                 | \$ 316,175          | \$ 387,217          | \$ 364,948            | \$ 435,605            |
| 311-02 - Adult Sports                 | 229,646             | 281,472             | 283,148               | 279,127               |
| 311-03 - Gymnastics                   | 617,355             | 613,759             | 568,658               | 874,317               |
| 311-04 - Aquatics                     | 325,136             | 236,081             | 238,410               | 219,768               |
| 311-05 - Contract Classes             | 673,133             | 784,927             | 768,000               | 855,870               |
| 311-06 - Events & Concerts            | 178,315             | 199,301             | 211,450               | 214,820               |
| 311-07 - Community Facilities Service | 167,067             | 285,994             | 230,505               | 211,428               |
| <b>Program Total</b>                  | <u>\$ 2,506,828</u> | <u>\$ 2,788,751</u> | <u>\$ 2,665,118</u>   | <u>\$ 3,090,935</u>   |

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES**

Description: Services promoting healthy lifestyles and personal growth through organized sports and recreation.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>        |
|---|--|-----------------------|
| 311-01 - Youth Sports: Sports classes, camps, activities and leagues for youth. | 90% of participants feel they have improved their fitness level or the program supports a healthy lifestyle.     | Exceeded - 93% agree  |
|   | 90% of participants feel they have improved upon or developed a new skill.                                       | Exceeded - 93% agree  |
|   | 90% of participants feel the program contributes to their individual growth & personal development.              | Exceeded - 92% agree  |
|   | 85% of participants feel closer to the community as a direct result of the program.                              | Exceeded - 88% agree  |
|   | Bi-Annual Community Survey results indicate residents rate recreation programs or classes higher than benchmark. | Exceeded - much above |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 316,175</b>   | <b>100%</b> | <b>\$ 387,217</b>   | <b>100%</b> | <b>\$ 364,948</b>     | <b>100%</b> | <b>\$ 435,605</b>     | <b>100%</b> |
| Personnel                 | 158,772             | 50%         | 182,563             | 47%         | 164,148               | 45%         | 172,274               | 40%         |
| Operating                 | 55,835              | 18%         | 56,904              | 15%         | 53,050                | 15%         | 50,560                | 12%         |
| Services                  | 101,568             | 32%         | 147,750             | 38%         | 147,750               | 40%         | 212,770               | 49%         |
|                           |                     |             |                     |             |                       |             |                       |             |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 75,223           | 24%         | \$ 17,217           | 4%          | \$ (22,552)           | -6%         | \$ (11,395)           | -3%         |
| Charges For Services      | 240,952             | 76%         | 370,000             | 96%         | 387,500               | 106%        | 447,000               | 103%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES**

Description: Services promoting healthy lifestyles and personal growth through organized sports and recreation.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>        |
|--|--|-----------------------|
| 311-02 - Adult Sports: Sports classes, camps, activities and leagues for adults. | 90% of participants feel they have improved their fitness level or the program supports a healthy lifestyle.     | Exceeded - 95% agree  |
|  | 90% of participants feel they have improved upon or developed a new skill.                                       | Not met - 87% agree   |
|  | 90% of participants feel the program contributes to their individual growth & personal development.              | Met - 90% agree       |
|  | 85% of participants feel closer to the community as a direct result of the program.                              | Not met - 83% agree   |
|  | Bi-Annual Community Survey results indicate residents rate recreation programs or classes higher than benchmark. | Exceeded - much above |

|                           | Actual<br>2010-2011 |                | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |                |             |
|---------------------------|---------------------|----------------|---------------------|----|-----------------------|-------------|-----------------------|----------------|-------------|
| <b>Total Expenditures</b> | \$                  | <b>229,646</b> | <b>100%</b>         | \$ | <b>281,472</b>        | <b>100%</b> | \$                    | <b>279,127</b> | <b>100%</b> |
| Personnel                 |                     | 138,496        | 60%                 |    | 168,476               | 60%         |                       | 171,164        | 61%         |
| Operating                 |                     | 45,812         | 20%                 |    | 56,721                | 20%         |                       | 47,513         | 17%         |
| Services                  |                     | 45,338         | 20%                 |    | 56,275                | 20%         |                       | 60,450         | 22%         |

| <b>Funding Source *</b> | Actual<br>2010-2011 |         | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |         |     |
|-------------------------|---------------------|---------|---------------------|----|-----------------------|-----|-----------------------|---------|-----|
| General Fund            | \$                  | 59,712  | 26%                 | \$ | 74,672                | 27% | \$                    | 66,627  | 24% |
| Charges For Services    |                     | 169,934 | 74%                 |    | 206,800               | 73% |                       | 212,500 | 76% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES**

Description: Services promoting healthy lifestyles and personal growth through organized sports and recreation.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>        |
|---|--|-----------------------|
| 311-03 - Gymnastics: A comprehensive educational, recreational and developmental program designed for gymnasts of all ages. | 90% of participants feel they have improved their fitness level or the program supports a healthy lifestyle.     | Not met - 85% agree   |
|   | 90% of participants feel they have improved upon or developed a new skill.                                       | Not met - 82% agree   |
|   | 90% of participants feel the program contributes to their individual growth & personal development.              | Not met - 83% agree   |
|   | 85% of participants feel closer to the community as a direct result of the program.                              | Not met - 75% agree   |
|   | Bi-Annual Community Survey results indicate residents rate recreation programs or classes higher than benchmark. | Exceeded - much above |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 617,355</b>   | <b>100%</b> | <b>\$ 613,759</b>   | <b>100%</b> | <b>\$ 568,658</b>     | <b>100%</b> | <b>\$ 874,317</b>     | <b>100%</b> |
| Personnel                 | 540,730             | 88%         | 541,220             | 88%         | 510,194               | 90%         | 748,037               | 86%         |
| Operating                 | 76,625              | 12%         | 72,539              | 12%         | 58,464                | 10%         | 111,280               | 13%         |
| Services                  | -                   | 0%          | -                   | 0%          | -                     | 0%          | 15,000                | 2%          |

| <b>Funding Source *</b> | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
|-------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|------|
| General Fund            | \$ (58,117)         | -9%  | \$ (48,241)         | -8%  | \$ (93,342)           | -16% | \$ (64,683)           | -7%  |
| Charges For Services    | 675,472             | 109% | 662,000             | 108% | 662,000               | 116% | 939,000               | 107% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES**

Description: Services promoting healthy lifestyles and personal growth through organized sports and recreation.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>        |
|---|--|-----------------------|
| 311-04 - Aquatics: Recreational programs, developmental classes and fitness oriented activities for all ages. | 90% of participants have improved their fitness level or the program supports a healthy lifestyle.         | Exceeded - 93% agree  |
|   | 90% of participants have improved upon or developed a new skill.   | Not met - 87% agree   |
|   | 90% of participants feel the program contributes to their individual growth & personal development.        | Exceeded - 98% agree  |
|   | 85% of participants feel closer to the community as a direct result of the program.                        | Exceeded - 94% agree  |
|   | Bi-Annual Community Survey results indicate residents rate recreation opportunities higher than benchmark. | Exceeded - much above |

|                           | <u>Actual<br/>2010-2011</u> |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
|---------------------------|-----------------------------|-------------|-----------------------------|-------------|-------------------------------|-------------|-------------------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 325,136</b>           | <b>100%</b> | <b>\$ 236,081</b>           | <b>100%</b> | <b>\$ 238,410</b>             | <b>100%</b> | <b>\$ 219,768</b>             | <b>100%</b> |
| Personnel                 | 159,844                     | 49%         | 53,167                      | 23%         | 59,733                        | 25%         | 63,622                        | 29%         |
| Operating                 | 152,867                     | 47%         | 180,695                     | 77%         | 175,814                       | 74%         | 152,145                       | 69%         |
| Services                  | 12,425                      | 4%          | 2,219                       | 1%          | 2,863                         | 1%          | 4,000                         | 2%          |
|                           | <u>Actual<br/>2010-2011</u> |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
| <b>Funding Source *</b>   |                             |             |                             |             |                               |             |                               |             |
| General Fund              | \$ 196,899                  | 61%         | \$ 71,831                   | 30%         | \$ 70,410                     | 30%         | \$ 45,518                     | 21%         |
| Charges For Services      | 128,238                     | 39%         | 164,250                     | 70%         | 168,000                       | 70%         | 174,250                       | 79%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES**

Description: Services promoting healthy lifestyles and personal growth through organized sports and recreation.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>        |
|--|--|-----------------------|
| 311-05 - Contract Classes: Offer a variety of enrichment classes such as dance, computer, language, martial arts and science for all ages. | 90% of participants feel they have improved their fitness level or the program supports a healthy lifestyle.           | Exceeded - 92% agree  |
|  | 90% of participants feel they have improved upon or developed a new skill.   | Not met - 88% agree   |
|  | 90% of participants feel the program contributes to their individual growth & personal development.                    | Met - 90% agree       |
|  | 85% of participants feel closer to the community as a direct result of the program.                                    | Not met - 72% agree   |
|  | Bi-Annual Community Survey results indicate residents rate recreation programs or classes higher than benchmark.       | Exceeded - much above |
|  | Bi-Annual Community Survey indicates residents rate quality of recreation centers or facilities higher than benchmark. | Exceeded - much above |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 673,133</b>   | <b>100%</b> | <b>\$ 784,927</b>   | <b>100%</b> | <b>\$ 768,000</b>     | <b>100%</b> | <b>\$ 855,870</b>     | <b>100%</b> |
| Personnel                 | 319,661             | 47%         | 392,150             | 50%         | 383,875               | 50%         | 443,751               | 52%         |
| Operating                 | 93,307              | 14%         | 107,777             | 14%         | 99,125                | 13%         | 112,120               | 13%         |
| Services                  | 260,165             | 39%         | 285,000             | 36%         | 285,000               | 37%         | 300,000               | 35%         |

| <b>Funding Source *</b> | Actual<br>2010-2011 |     | Budget<br>2011-2012 |     | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |     |
|-------------------------|---------------------|-----|---------------------|-----|-----------------------|-----|-----------------------|-----|
| General Fund            | \$ 67,246           | 10% | \$ 65,427           | 8%  | \$ 29,000             | 4%  | \$ 96,370             | 11% |
| Charges For Services    | 605,888             | 90% | 719,500             | 92% | 739,000               | 96% | 759,500               | 89% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES**

Description: Services promoting healthy lifestyles and personal growth through organized sports and recreation.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>                                   |
|--|--|--|
| 311-06 - Events & Concerts: Provide special community events such as 4th of July, Halloween, Egg Hunt and summer concerts. | 80% of participants feel they have a greater appreciation for living in Menlo Park.<br>90% of participants feel closer to the community as a direct result of the program. | Exceeded - 83% agree<br><br>Exceeded - 97% agree |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 178,315</b>   | <b>100%</b> | <b>\$ 199,301</b>   | <b>100%</b> | <b>\$ 211,450</b>     | <b>100%</b> | <b>\$ 214,820</b>     | <b>100%</b> |
| Personnel                 | 117,292             | 66%         | 108,969             | 55%         | 102,035               | 48%         | 109,183               | 51%         |
| Operating                 | 46,835              | 26%         | 50,332              | 25%         | 46,571                | 22%         | 53,637                | 25%         |
| Services                  | 14,188              | 8%          | 40,000              | 20%         | 62,844                | 30%         | 52,000                | 24%         |
|                           |                     |             |                     |             |                       |             |                       |             |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 145,718          | 82%         | \$ 161,901          | 81%         | \$ 174,050            | 82%         | \$ 178,420            | 83%         |
| E. Kennedy/ Arts Trust    | 529                 | 0%          | 500                 | 0%          | 500                   | 0%          | 700                   | 0%          |
| Interest and Rent Income  | 171                 | 0%          | 200                 | 0%          | 200                   | 0%          | -                     | 0%          |
| Charges For Services      | 25,122              | 14%         | 30,000              | 15%         | 30,000                | 14%         | 29,000                | 13%         |
| Donations                 | 6,075               | 3%          | 6,000               | 3%          | 6,000                 | 3%          | 6,000                 | 3%          |
| Other Financing Sources   | 700                 | 0%          | 700                 | 0%          | 700                   | 0%          | 700                   | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Services**

**PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES**

Description: Services promoting healthy lifestyles and personal growth through organized sports and recreation.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>                                    |
|---|--|---|
| 311-07 - Community Facilities Service:<br>Provides access and support to residents and visitors to parks, fields, playgrounds, programs, and community resources in Menlo Park. | 90% of participants have a greater appreciation for living in Menlo Park.<br><br>Bi-Annual Community Survey indicates number of residents visiting a neighborhood park or City parks in the previous 12 months is higher than benchmark. | Exceeded - 91% agree<br><br>Exceeded - much above |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 167,067</b>   | <b>100%</b> | <b>\$ 285,994</b>   | <b>100%</b> | <b>\$ 230,505</b>     | <b>100%</b> | <b>\$ 211,428</b>     | <b>100%</b> |
| Personnel                 | 121,012             | 72%         | 208,867             | 73%         | 167,758               | 73%         | 132,978               | 63%         |
| Operating                 | 36,051              | 22%         | 50,437              | 18%         | 36,057                | 16%         | 54,761                | 26%         |
| Services                  | 10,004              | 6%          | 26,690              | 9%          | 26,690                | 12%         | 23,690                | 11%         |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund              | \$ 8,702            | 5%          | \$ 33,994           | 12%         | \$ (21,495)           | -9%         | \$ (43,572)           | -21%        |
| Charges For Services      | 158,366             | 95%         | 252,000             | 88%         | 252,000               | 109%        | 255,000               | 121%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

Description: To promote the expansion of local housing opportunities for low and moderate income residents and workers in the City of Menlo Park by assisting in opportunities to increase the supply and improve the condition of the existing stock of affordable housing

---

|   | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|---|---------------------|---------------------|-----------------------|-----------------------|
| 501-01 - Increase Supply of Affordable Housing      | \$ 7,935,064        | \$ 3,731,541        | \$ 836,260            | \$ 14,233             |
| 501-02 - Maintain Existing Affordable Housing Stock | 389,113             | 233,302             | 140,140               | 71,673                |
| 501-05 - Policy Development                         | 187,312             | 240,561             | 150,892               | 8,936                 |
| <b>Program Total</b>                                | <u>\$ 8,511,489</u> | <u>\$ 4,205,404</u> | <u>\$ 1,127,292</u>   | <u>\$ 94,842</u>      |

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

Description: To promote the expansion of local housing opportunities for low and moderate income residents and workers in the City of Menlo Park by assisting in opportunities to increase the supply and improve the condition of the existing stock of affordable housing

| <b>SERVICES:</b>  | <b>RESULTS:</b>   |             |                             |             | <b>STATUS:</b>                |             |                               |             |
|---|---|-------------|-----------------------------|-------------|-------------------------------|-------------|-------------------------------|-------------|
| 501-01 - Increase Supply of Affordable Housing: Increase the number of and access to affordable housing units in Menlo Park available to residents and employees who work in the City by providing general assistance and referral services, administrative support for Below Market Rate (BMR) Agreement review process and, where applicable, financial support, including first-time home buyer loans. | Program discontinued due to dissolution of the Redevelopment Agency |             |                             |             |                               |             |                               |             |
|   | <u>Actual<br/>2010-2011</u>   |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
| <b>Total Expenditures</b>   | <b>\$ 7,935,064</b>   | <b>100%</b> | <b>\$ 3,731,541</b>         | <b>100%</b> | <b>\$ 836,260</b>             | <b>100%</b> | <b>\$ 14,233</b>              | <b>100%</b> |
| Personnel   | 137,860   | 2%          | 122,561                     | 3%          | 132,914                       | 16%         | 8,673                         | 61%         |
| Operating   | 7,738,147   | 98%         | 3,583,330                   | 96%         | 643,346                       | 77%         | 5,560                         | 39%         |
| Services  | 59,057  | 1%          | 25,650                      | 1%          | 60,000                        | 7%          | -                             | 0%          |
|   | <u>Actual<br/>2010-2011</u>   |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
| <b>Funding Source *</b>   |   |             |                             |             |                               |             |                               |             |
| General Fund  | \$ -  | 0%          | \$ 46,000                   | 1%          | \$ 42,391                     | 5%          | \$ 14,233                     | 100%        |
| BMR Housing-Resident/Commerl  | 142,740   | 2%          | 1,010,393                   | 27%         | 420,176                       | 50%         | -                             | 0%          |
| Community Development Agency Housing  | 1,864,758   | 24%         | 0                           | 0%          | 43,137                        | 5%          | 0                             | 0%          |
| Housing Authority   | (6,229,550)   | -79%        | (1,150,153)                 | -31%        | 90,522                        | 11%         | -                             | 0%          |
| Taxes   | 2,225,051   | 28%         | 2,202,000                   | 59%         | -                             | 0%          | -                             | 0%          |
| Interest and Rent Income  | 143,122   | 2%          | 135,000                     | 4%          | 40,000                        | 5%          | -                             | 0%          |
| Charges For Services  | 446,521   | 6%          | 426,000                     | 11%         | 200,033                       | 24%         | -                             | 0%          |
| Other Financing Sources   | 9,342,421   | 118%        | 1,062,301                   | 28%         | -                             | 0%          | -                             | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

Description: To promote the expansion of local housing opportunities for low and moderate income residents and workers in the City of Menlo Park by assisting in opportunities to increase the supply and improve the condition of the existing stock of affordable housing

| <b>SERVICES:</b>  | <b>RESULTS:</b>   |             |                             |             |                               | <b>STATUS:</b> |                               |             |  |
|---|---|-------------|-----------------------------|-------------|-------------------------------|----------------|-------------------------------|-------------|--|
| 501-02 - Maintain Existing Affordable Housing Stock: Maintain the existing affordable housing stock by providing loan services (including funding, application processing, construction management and collections) for housing rehabilitation loans; managing resale of Below Market Rate (BMR) units, funding and monitoring non-profits including fair housing services, disabled access to housing, shared housing and minor home repair. | Program discontinued due to dissolution of the Redevelopment Agency |             |                             |             |                               |                |                               |             |  |
|   | <u>Actual<br/>2010-2011</u>   |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |                | <u>Proposed<br/>2012-2013</u> |             |  |
| <b>Total Expenditures</b>   | <b>\$ 389,113</b>   | <b>100%</b> | <b>\$ 233,302</b>           | <b>100%</b> | <b>\$ 140,140</b>             | <b>100%</b>    | <b>\$ 71,673</b>              | <b>100%</b> |  |
| Personnel   | 126,972   | 33%         | 124,788                     | 53%         | 130,020                       | 93%            | 8,673                         | 12%         |  |
| Operating   | 220,743   | 57%         | 67,007                      | 29%         | 10,120                        | 7%             | -                             | 0%          |  |
| Services  | 41,398  | 11%         | 41,507                      | 18%         | -                             | 0%             | 63,000                        | 88%         |  |
|   | <u>Actual<br/>2010-2011</u>   |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |                | <u>Proposed<br/>2012-2013</u> |             |  |
| <b>Funding Source *</b>   |   |             |                             |             |                               |                |                               |             |  |
| General Fund  | \$ -  | 0%          | \$ 62,000                   | 27%         | \$ 44,703                     | 32%            | \$ 8,673                      | 12%         |  |
| BMR Housing-Resident/Commerl  | -   | 0%          | -                           | 0%          | -                             | 0%             | 63,000                        | 88%         |  |
| Commun Devel Block Grant  | 771   | 0%          | (9,300)                     | -4%         | -                             | 0%             | -                             | 0%          |  |
| Rev Share-Emergency Loan  | 33,169  | 9%          | 12,478                      | 5%          | (2,319)                       | -2%            | (2,000)                       | -3%         |  |
| Community Development Agency Housing  | 283,104   | 73%         | 0                           | 0%          | 0                             | 0%             | 0                             | 0%          |  |
| Housing Authority   | 82,916  | 21%         | 216,102                     | 93%         | 85,318                        | 61%            | -                             | 0%          |  |
| Inter Governmental Revenue  | (58,547)  | -15%        | (115,000)                   | -49%        | (122,910)                     | -88%           | (93,500)                      | -130%       |  |
| Interest and Rent Income  | 1,493   | 0%          | (34,000)                    | -15%        | 26,740                        | 19%            | 19,500                        | 27%         |  |
| Charges For Services  | 46,206  | 12%         | 101,022                     | 43%         | 108,609                       | 78%            | 76,000                        | 106%        |  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

Description: To promote the expansion of local housing opportunities for low and moderate income residents and workers in the City of Menlo Park by assisting in opportunities to increase the supply and improve the condition of the existing stock of affordable housing

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b> |
|---|---|----------------|
| 501-05 - Policy Development: To develop, monitor and update policies related to affordable housing production, maintenance and availability for Housing Commission and City Council/Agency Board consideration. | Program discontinued due to dissolution of the Redevelopment Agency |                |

|                                      | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|--------------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>            | <b>\$ 187,312</b>   | <b>100%</b> | <b>\$ 240,561</b>   | <b>100%</b> | <b>\$ 150,892</b>     | <b>100%</b> | <b>\$ 8,936</b>       | <b>100%</b> |
| Personnel                            | 185,640             | 99%         | 128,834             | 54%         | 150,892               | 100%        | 8,936                 | 100%        |
| Operating                            | 1,672               | 1%          | 727                 | 0%          | -                     | 0%          | -                     | 0%          |
| Services                             | -                   | 0%          | 1,000               | 0%          | -                     | 0%          | -                     | 0%          |
| Capital Improvement Projects         | -                   | 0%          | 110,000             | 46%         | -                     | 0%          | -                     | 0%          |
|                                      | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>              |                     |             |                     |             |                       |             |                       |             |
| General Fund                         | \$ -                | 0%          | \$ 27,000           | 11%         | \$ 35,697             | 24%         | \$ 8,936              | 100%        |
| Community Development Agency Housing | 103,592             | 55%         | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Housing Authority                    | 83,720              | 45%         | 213,561             | 89%         | 115,195               | 76%         | -                     | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

CITY OF MENLO PARK  
FISCAL YEAR 2012 – 13



LIBRARY DEPARTMENT

**LEAD DEPARTMENT: Library**

**PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES**

Description: To make the world virtually available to the Menlo Park community through print, visual, audio, computer and online applications and resources. A closely related aim is to acquire such materials at a cost attractive to Menlo Park taxpayers.

---

|  | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|---------------------|---------------------|-----------------------|-----------------------|
| 401-01 - Library Materials                 | \$ 538,976          | \$ 599,071          | \$ 588,663            | \$ 673,798            |
| 401-02 - Lend & Retrieve Library Materials | 516,857             | 604,852             | 506,572               | 629,155               |
| 401-03 - User Assistance                   | 480,444             | 582,536             | 486,794               | 471,908               |
| <b>Program Total</b>                       | <u>\$ 1,536,277</u> | <u>\$ 1,786,459</u> | <u>\$ 1,582,029</u>   | <u>\$ 1,774,861</u>   |

**LEAD DEPARTMENT: Library**

**PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES**

Description: To make the world virtually available to the Menlo Park community through print, visual, audio, computer and online applications and resources. A closely related aim is to acquire such materials at a cost attractive to Menlo Park taxpayers.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>                  |
|--|--|---------------------------------|
| 401-01 - Library Materials: Select, organize, and maintain materials and information resources for maximum benefit to users. | 85% satisfaction with Library materials.   | Exceeded - 88%                  |
|  | 85% of all new adult materials are available to the public within 2 weeks of receipt.              | Not met - 71%                   |
|  | 9% of all the collection is updated each year to reflect a changing community.                     | Not met - 8%                    |
|  | Bi-Annual Community Survey results indicate residents rate library services higher than benchmark. | Exceeded - much above benchmark |

|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|----------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>  | <b>\$ 538,976</b>   | <b>100%</b> | <b>\$ 599,071</b>   | <b>100%</b> | <b>\$ 588,663</b>     | <b>100%</b> | <b>\$ 673,798</b>     | <b>100%</b> |
| Personnel                  | 339,525             | 63%         | 323,529             | 54%         | 317,963               | 54%         | 334,629               | 50%         |
| Operating                  | 199,452             | 37%         | 275,542             | 46%         | 270,700               | 46%         | 339,169               | 50%         |
|                            |                     |             |                     |             |                       |             |                       |             |
| <b>Funding Source *</b>    | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund               | \$ 483,037          | 90%         | \$ 491,886          | 82%         | \$ 486,028            | 83%         | \$ 524,748            | 78%         |
| Library Endowment Fund     | (2)                 | 0%          | 1,000               | 0%          | 1,000                 | 0%          | -                     | 0%          |
| Library Donations          | (15,208)            | -3%         | 43,000              | 7%          | (5,496)               | -1%         | 39,000                | 6%          |
| 1990 Library Bond Fund     | -                   | 0%          | -                   | 0%          | 1,450                 | 0%          | 55,000                | 8%          |
| Inter Governmental Revenue | 12,179              | 2%          | 8,135               | 1%          | 8,135                 | 1%          | -                     | 0%          |
| Charges For Services       | 43,883              | 8%          | 53,000              | 9%          | 53,000                | 9%          | 53,000                | 8%          |
| Donations                  | 15,086              | 3%          | 2,050               | 0%          | 44,546                | 8%          | 2,050                 | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Library**

**PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES**

Description: To make the world virtually available to the Menlo Park community through print, visual, audio, computer and online applications and resources. A closely related aim is to acquire such materials at a cost attractive to Menlo Park taxpayers.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>                  |
|---|--|---------------------------------|
| 401-02 - Lend & Retrieve Library<br>Materials: Lend and retrieve library materials (including shared collections with other agencies) in an efficient, caring, responsive manner including self-service and remote options. | 85% of returned materials are accurately shelved within 48 hours.  | Met - 85%                       |
|   | 50% of circulation users know of new automated services including self-check, remote renewals/holds.   | Exceeded - 74%                  |
|   | Bi-Annual Community Survey results indicate residents use of library or library services in the past 12 months is higher than the benchmark. | Exceeded - much above benchmark |

|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|----------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>  | <b>\$ 516,857</b>   | <b>100%</b> | <b>\$ 604,852</b>   | <b>100%</b> | <b>\$ 506,572</b>     | <b>100%</b> | <b>\$ 629,155</b>     | <b>100%</b> |
| Personnel                  | 429,720             | 83%         | 516,313             | 85%         | 419,172               | 83%         | 540,199               | 86%         |
| Operating                  | 87,137              | 17%         | 88,539              | 15%         | 87,400                | 17%         | 88,956                | 14%         |
|                            |                     |             |                     |             |                       |             |                       |             |
|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>    |                     |             |                     |             |                       |             |                       |             |
| General Fund               | \$ 460,187          | 89%         | \$ 543,717          | 90%         | \$ 445,437            | 88%         | \$ 576,155            | 92%         |
| Inter Governmental Revenue | 12,179              | 2%          | 8,135               | 1%          | 8,135                 | 2%          | -                     | 0%          |
| Charges For Services       | 44,490              | 9%          | 53,000              | 9%          | 53,000                | 10%         | 53,000                | 8%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Library**

**PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES**

Description: To make the world virtually available to the Menlo Park community through print, visual, audio, computer and online applications and resources. A closely related aim is to acquire such materials at a cost attractive to Menlo Park taxpayers.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b> |
|---|---|----------------|
| 401-03 - User Assistance: Empower users by educating them in library research and technology aids by providing information or assisting users in finding the information needed, and supplying readers with title/author recommendations. | 85% of customers who use the library get answers to their questions and desired reading choices and indicate that they received what they needed. | Exceeded - 97% |
|   | 50% of customers indicate that, in a library visit, they learned about additional library resources or service i.e. eBooks, online databases.     | Exceeded - 74% |
|   | 85% of patrons are satisfied with: efficiency; convenience; manner; and, timeliness of user assistance services.                                  | Exceeded - 94% |

|                              | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>    | <b>\$ 480,444</b>   | <b>100%</b> | <b>\$ 582,536</b>   | <b>100%</b> | <b>\$ 486,794</b>     | <b>100%</b> | <b>\$ 471,908</b>     | <b>100%</b> |
| Personnel                    | 387,970             | 81%         | 389,872             | 67%         | 373,913               | 77%         | 367,183               | 78%         |
| Operating                    | 92,474              | 19%         | 168,664             | 29%         | 111,250               | 23%         | 104,725               | 22%         |
| Capital Improvement Projects | -                   | 0%          | 24,000              | 4%          | 1,631                 | 0%          | -                     | 0%          |

| <b>Funding Source *</b>    | Actual<br>2010-2011 |     | Budget<br>2011-2012 |     | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |     |
|----------------------------|---------------------|-----|---------------------|-----|-----------------------|-----|-----------------------|-----|
| General Fund               | \$ 394,821          | 82% | \$ 419,204          | 72% | \$ 395,528            | 81% | \$ 393,323            | 83% |
| Library Endowment Fund     | 12,000              | 2%  | 0                   | 0%  | 0                     | 0%  | 0                     | 0%  |
| Public Library Fund        | (11,009)            | -2% | 37,697              | 6%  | 14,131                | 3%  | 21,085                | 4%  |
| 1990 Library Bond Fund     | -                   | 0%  | 60,000              | 10% | 11,500                | 2%  | -                     | 0%  |
| Inter Governmental Revenue | 23,188              | 5%  | 8,135               | 1%  | 8,135                 | 2%  | -                     | 0%  |
| Charges For Services       | 51,033              | 11% | 57,500              | 10% | 57,500                | 12% | 57,500                | 12% |
| Donations                  | 10,410              | 2%  | 0                   | 0%  | 0                     | 0%  | 0                     | 0%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Library**

**PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS**

Description: Promote reading skills and lifelong learning by providing a welcoming, stimulating and safe environment, and by offering programs, instruction, and community involvement opportunities.

---

|                              | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|------------------------------|---------------------|---------------------|-----------------------|-----------------------|
| 402-01 - Programs and Events | \$ 139,547          | \$ 149,285          | \$ 146,901            | \$ 158,050            |
| 402-02 - Foster Community    | 38,932              | 47,125              | 39,195                | 47,715                |
| 402-03 - Teaching            | 234,987             | 190,810             | 179,179               | 182,844               |
| 402-04 - Satellite Provision | 269,080             | 270,932             | 250,999               | 256,794               |
| <b>Program Total</b>         | <u>\$ 682,546</u>   | <u>\$ 658,152</u>   | <u>\$ 616,275</u>     | <u>\$ 645,403</u>     |

**LEAD DEPARTMENT: Library**

**PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS**

Description: Promote reading skills and lifelong learning by providing a welcoming, stimulating and safe environment, and by offering programs, instruction, and community involvement opportunities.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b> |
|--|---|----------------|
| 402-01 - Programs and Events:<br>Provide a variety of story-times, community visits, lectures and readers' groups that attract users to the Library and stimulate interest in the Library and its offerings. | 80% of attendees indicate they engage in other library activities as a result of attending a library event. | Exceeded - 98% |
|  | 85% of attendees rate library events as interesting to them.  | Exceeded - 98% |
|  | 80% of attendees say that events are the reason they came to the library.                                   | Exceeded - 98% |

|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|----------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>  | <b>\$ 139,547</b>   | <b>100%</b> | <b>\$ 149,285</b>   | <b>100%</b> | <b>\$ 146,901</b>     | <b>100%</b> | <b>\$ 158,050</b>     | <b>100%</b> |
| Personnel                  | 121,085             | 87%         | 110,331             | 74%         | 109,151               | 74%         | 119,099               | 75%         |
| Operating                  | 18,462              | 13%         | 36,954              | 25%         | 35,750                | 24%         | 36,952                | 23%         |
| Services                   | -                   | 0%          | 2,000               | 1%          | 2,000                 | 1%          | 2,000                 | 1%          |
|                            |                     |             |                     |             |                       |             |                       |             |
| <b>Funding Source *</b>    | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund               | \$ 70,308           | 50%         | \$ 65,036           | 44%         | \$ 68,129             | 46%         | \$ 80,181             | 51%         |
| Frances Mack Trust         | 54,580              | 39%         | 73,614              | 49%         | 68,138                | 46%         | 77,870                | 49%         |
| Inter Governmental Revenue | 12,179              | 9%          | 8,135               | 5%          | 8,135                 | 6%          | -                     | 0%          |
| Interest and Rent Income   | 2,480               | 2%          | 2,500               | 2%          | 2,500                 | 2%          | -                     | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Library**

**PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS**

Description: Promote reading skills and lifelong learning by providing a welcoming, stimulating and safe environment, and by offering programs, instruction, and community involvement opportunities.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b> |
|--|---|----------------|
| 402-02 - Foster Community: Provide opportunities for community interaction, involvement, and volunteering. | 90% of volunteers working in areas of fundraising, outreach, literacy and library service assistance rate their experience as satisfying. | Met - 90%      |
|  | 65% of all library attendees report satisfaction with library facility equipment.   | Exceeded - 88% |

|                            | Actual<br>2010-2011 |               | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |               |             |
|----------------------------|---------------------|---------------|---------------------|----|-----------------------|-------------|-----------------------|---------------|-------------|
| <b>Total Expenditures</b>  | \$                  | <b>38,932</b> | <b>100%</b>         | \$ | <b>47,125</b>         | <b>100%</b> | \$                    | <b>47,715</b> | <b>100%</b> |
| Personnel                  |                     | 24,985        | 64%                 |    | 32,521                | 69%         |                       | 33,112        | 69%         |
| Operating                  |                     | 13,947        | 36%                 |    | 14,604                | 31%         |                       | 14,603        | 31%         |
|                            |                     |               |                     |    |                       |             |                       |               |             |
| <b>Funding Source *</b>    | Actual<br>2010-2011 |               | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |               |             |
| General Fund               | \$                  | 17,782        | 46%                 | \$ | 31,240                | 66%         | \$                    | 39,715        | 83%         |
| Inter Governmental Revenue |                     | 12,179        | 31%                 |    | 8,135                 | 17%         |                       | -             | 0%          |
| Charges For Services       |                     | 8,971         | 23%                 |    | 7,750                 | 16%         |                       | 8,000         | 17%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Library**

**PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS**

Description: Promote reading skills and lifelong learning by providing a welcoming, stimulating and safe environment, and by offering programs, instruction, and community involvement opportunities.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>      |
|---|--|---------------------|
| 402-03 - Teaching: Provide classes and individual instruction in reading, writing, English as a Second Language, computer basics and other life skills. | 140 individual literacy students receive skill building instruction this year.   | Met - 140 students  |
|   | More than 40 new literacy volunteer tutors are trained per year with a goal of increasing volunteers by 5% next year.  | Not met - 37 tutors |
|   | 80% of all literacy students advance to higher skill level or meet a literacy personal goal.   | Met - 80%           |
|   | 80% of active tutors report satisfaction with training and other staff support.  | Met - 80%           |
|   | 50% of all English as a Second Language students enrolled in the Belle Haven literacy program advance to the language level required for Project Read inclusion. | Not met - 25%       |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 234,987</b>   | <b>100%</b> | <b>\$ 190,810</b>   | <b>100%</b> | <b>\$ 179,179</b>     | <b>100%</b> | <b>\$ 182,844</b>     | <b>100%</b> |
| Personnel                 | 168,269             | 72%         | 176,446             | 92%         | 174,749               | 98%         | 175,078               | 96%         |
| Operating                 | 66,718              | 28%         | 14,364              | 8%          | 4,430                 | 2%          | 7,766                 | 4%          |

| <b>Funding Source *</b>    | Actual<br>2010-2011 |     | Budget<br>2011-2012 |     | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |     |
|----------------------------|---------------------|-----|---------------------|-----|-----------------------|-----|-----------------------|-----|
| General Fund               | \$ -                | 0%  | \$ -                | 0%  | \$ 41                 | 0%  | \$ -                  | 0%  |
| Literacy Grants            | 1,458               | 1%  | 1,710               | 1%  | (6,861)               | -4% | 11,344                | 6%  |
| Inter Governmental Revenue | 42,422              | 18% | 0                   | 0%  | 0                     | 0%  | 0                     | 0%  |
| Donations                  | 80,813              | 34% | 134,100             | 70% | 116,000               | 65% | 116,500               | 64% |
| Other Financing Sources    | 110,294             | 47% | 55,000              | 29% | 70,000                | 39% | 55,000                | 30% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Library**

**PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS**

Description: Promote reading skills and lifelong learning by providing a welcoming, stimulating and safe environment, and by offering programs, instruction, and community involvement opportunities.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b> |
|--|--|----------------|
| 402-04 - Satellite Provision: Provide unique services and materials tailored to the Belle Haven community. | 30% of attendees new to this library branch and 50% of the new attendees get library cards   | Met - 30%      |
|  | 50% of school visit attendees replace or get library cards for the first time and 80% return following the visits                                    | Met - 50%      |
|  | 65% of reference and circulation transactions are conducted fully or partially in Spanish  | Met - 65%      |
|  | 75% of families use the library as a result of the book lending and book giveaway programs.  | Met - 75%      |
|  | 60% of repeat visitors spend time in the library sound collections, databases, reading and socializing in addition to checking materials in and out. | Met - 60%      |

|                           | Actual<br>2010-2011 |                | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |                |             |
|---------------------------|---------------------|----------------|---------------------|----|-----------------------|-------------|-----------------------|----------------|-------------|
| <b>Total Expenditures</b> | \$                  | <b>269,080</b> | <b>100%</b>         | \$ | <b>270,932</b>        | <b>100%</b> | \$                    | <b>256,794</b> | <b>100%</b> |
| Personnel                 |                     | 254,907        | 95%                 |    | 258,784               | 96%         |                       | 244,661        | 95%         |
| Operating                 |                     | 13,548         | 5%                  |    | 10,648                | 4%          |                       | 10,633         | 4%          |
| Services                  |                     | 625            | 0%                  |    | 1,500                 | 1%          |                       | 1,500          | 1%          |

| <b>Funding Source *</b> | Actual<br>2010-2011 |         | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |         |      |
|-------------------------|---------------------|---------|---------------------|----|-----------------------|------|-----------------------|---------|------|
| General Fund            | \$                  | 268,164 | 100%                | \$ | 269,932               | 100% | \$                    | 256,044 | 100% |
| Charges For Services    |                     | 917     | 0%                  |    | 1,000                 | 0%   |                       | 750     | 0%   |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

*This page intentionally left blank*

CITY OF MENLO PARK  
FISCAL YEAR 2012 - 13



POLICE DEPARTMENT

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

Description: Enhance and ensure public safety by protecting lives and property, preventing crime, maintaining public order, thoroughly investigating crimes, and providing code enforcement.

---

|                             | Actual<br>2010-2011  | Budget<br>2011-2012  | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|-----------------------------|----------------------|----------------------|-----------------------|-----------------------|
| 101-01 - Patrol Service     | \$ 7,540,915         | \$ 6,776,634         | \$ 6,042,906          | \$ 7,044,386          |
| 101-02 - Investigations     | 1,173,073            | 1,249,544            | 1,288,501             | 1,198,353             |
| 101-04 - Community Outreach | 664,155              | 766,896              | 694,674               | 768,033               |
| 101-05 - Narcotic Abatement | 687,316              | 671,460              | 920,804               | 859,266               |
| 101-06 - Code Enforcement   | 451,182              | 537,264              | 524,977               | 329,817               |
| <b>Program Total</b>        | <b>\$ 10,516,641</b> | <b>\$ 10,001,798</b> | <b>\$ 9,471,862</b>   | <b>\$ 10,199,854</b>  |

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

Description: Enhance and ensure public safety by protecting lives and property, preventing crime, maintaining public order, thoroughly investigating crimes, and providing code enforcement.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b>   |
|---|---|--|
| 101-01 - Patrol Service: Provide professional and swift response to calls for service, provide a uniformed presence in the community, and prevent crime through communication, accountability, and problem solving. | Bi-Annual Community Survey results indicate residents rate safety in their neighborhood and in downtown, both during the day and at night, higher than the benchmark.<br><br>Bi-Annual Community Survey results indicate residents rate safety from violent crime and property crime higher than the benchmark. | Exceeded - much above benchmark<br><br>Exceeded - much above benchmark |

|                                | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|--------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>      | <b>\$ 7,540,915</b> | <b>100%</b> | <b>\$ 6,776,634</b> | <b>100%</b> | <b>\$ 6,042,906</b>   | <b>100%</b> | <b>\$ 7,044,386</b>   | <b>100%</b> |
| Personnel                      | 6,612,477           | 88%         | 5,673,698           | 84%         | 5,369,738             | 89%         | 5,905,372             | 84%         |
| Operating                      | 647,318             | 9%          | 822,543             | 12%         | 404,218               | 7%          | 860,314               | 12%         |
| Services                       | 281,120             | 4%          | 280,393             | 4%          | 268,950               | 4%          | 278,700               | 4%          |
|                                | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>        |                     |             |                     |             |                       |             |                       |             |
| General Fund                   | \$ 7,045,733        | 93%         | \$ 6,239,251        | 92%         | \$ 5,460,292          | 90%         | \$ 6,426,803          | 91%         |
| Suppl Law Enforc Svc Fd (Cops) | (25,769)            | 0%          | 29,783              | 0%          | 34,714                | 1%          | 29,783                | 0%          |
| Inter Governmental Revenue     | 100,777             | 1%          | 100,000             | 1%          | 100,000               | 2%          | 100,000               | 1%          |
| Fines                          | 378,343             | 5%          | 395,000             | 6%          | 435,200               | 7%          | 475,200               | 7%          |
| Interest and Rent Income       | 174                 | 0%          | -                   | 0%          | 100                   | 0%          | -                     | 0%          |
| Charges For Services           | 41,062              | 1%          | 12,600              | 0%          | 12,600                | 0%          | 12,600                | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

Description: Enhance and ensure public safety by protecting lives and property, preventing crime, maintaining public order, thoroughly investigating crimes, and providing code enforcement.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>                  |
|--|---|---------------------------------|
| 101-02 - Investigations: Collaborate with other units and regional agencies to identify offenders, conduct sound investigations, and support relentless prosecution of criminal offenders. | Bi-Annual Community Survey results indicate residents report themselves as a crime victim in the last 12 months below the benchmark.                                  | Exceeded - much below benchmark |
|  | Bi-Annual Community Survey results indicate residents rate safety in their neighborhood and in downtown, both during the day and at night, higher than the benchmark. | Exceeded - much above benchmark |

|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|----------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>  | <b>\$ 1,173,073</b> | <b>100%</b> | <b>\$ 1,249,544</b> | <b>100%</b> | <b>\$ 1,288,501</b>   | <b>100%</b> | <b>\$ 1,198,353</b>   | <b>100%</b> |
| Personnel                  | 1,017,733           | 87%         | 1,072,933           | 86%         | 1,176,706             | 91%         | 1,004,803             | 84%         |
| Operating                  | 93,503              | 8%          | 96,846              | 8%          | 46,880                | 4%          | 99,135                | 8%          |
| Services                   | 61,838              | 5%          | 79,765              | 6%          | 64,915                | 5%          | 94,415                | 8%          |
|                            |                     |             |                     |             |                       |             |                       |             |
| <b>Funding Source *</b>    | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund               | \$ 1,157,430        | 99%         | \$ 1,247,344        | 100%        | \$ 1,286,301          | 100%        | \$ 1,196,553          | 100%        |
| Inter Governmental Revenue | 13,805              | 1%          | -                   | 0%          | -                     | 0%          | -                     | 0%          |
| Charges For Services       | 1,838               | 0%          | 2,200               | 0%          | 2,200                 | 0%          | 1,800                 | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

Description: Enhance and ensure public safety by protecting lives and property, preventing crime, maintaining public order, thoroughly investigating crimes, and providing code enforcement.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>   |
|---|--|--|
| 101-04 - Community Outreach:<br>Employ effective communication strategies and maintain key community partnerships to cooperatively identify and solve problems, enhance trust, and prevent crime. | Bi-Annual Community Survey results indicate residents rate crime prevention and overall police services higher than the benchmark.<br><br>Bi-Annual Community Survey results indicate residents rate overall impression of most recent contact with Menlo Park Police above the benchmark. | Exceeded - much above benchmark<br><br>Met - above benchmark |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 664,155</b>   | <b>100%</b> | <b>\$ 766,896</b>   | <b>100%</b> | <b>\$ 694,674</b>     | <b>100%</b> | <b>\$ 768,033</b>     | <b>100%</b> |
| Personnel                 | 629,368             | 95%         | 723,874             | 94%         | 684,247               | 98%         | 720,101               | 94%         |
| Operating                 | 29,445              | 4%          | 37,377              | 5%          | 5,085                 | 1%          | 40,590                | 5%          |
| Services                  | 5,342               | 1%          | 5,645               | 1%          | 5,342                 | 1%          | 7,342                 | 1%          |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 664,150          | 100%        | \$ 766,796          | 100%        | \$ 694,574            | 100%        | \$ 767,933            | 100%        |
| Charges For Services      | 5                   | 0%          | 100                 | 0%          | 100                   | 0%          | 100                   | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

Description: Enhance and ensure public safety by protecting lives and property, preventing crime, maintaining public order, thoroughly investigating crimes, and providing code enforcement.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>   |
|--|--|--|
| 101-05 - Narcotic Abatement:<br>Reduce violence and fear associated with illegal narcotics and gangs through proactive enforcement and regional cooperative efforts. | Bi-Annual Community Survey results indicate residents rate safety from violent crime and property crime higher than the benchmark.<br><br>Belle Haven residents rate safety from violent crime and property crimes the same as residents throughout the rest of Menlo Park.<br><br>Participate on a task force with regional and Federal agencies that eradicates gang and narcotics activity. | Exceeded - much above benchmark<br><br>Data not collected this year<br><br>Met |

|                                  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|----------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>        | <b>\$ 687,316</b>   | <b>100%</b> | <b>\$ 671,460</b>   | <b>100%</b> | <b>\$ 920,804</b>     | <b>100%</b> | <b>\$ 859,266</b>     | <b>100%</b> |
| Personnel                        | 645,340             | 94%         | 609,129             | 91%         | 904,894               | 98%         | 781,752               | 91%         |
| Operating                        | 41,976              | 6%          | 62,331              | 9%          | 15,910                | 2%          | 77,514                | 9%          |
| <b>Funding Source *</b>          | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund                     | \$ 60,277           | 9%          | \$ 327,091          | 49%         | \$ 449,673            | 49%         | \$ 779,266            | 91%         |
| Narcotic Seizure Fund            | 1,334               | 0%          | (4,000)             | -1%         | (3,229)               | 0%          | (4,000)               | 0%          |
| Redevelopment Services Agreement | 282,653             | 41%         | 314,369             | 47%         | 326,531               | 35%         | -                     | 0%          |
| Charges For Services             | 101,705             | 15%         | 34,000              | 5%          | 147,829               | 16%         | 84,000                | 10%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

Description: Enhance and ensure public safety by protecting lives and property, preventing crime, maintaining public order, thoroughly investigating crimes, and providing code enforcement.

**SERVICES:**

101-06 - Code Enforcement:  
Address quality of life and community safety through the timely and effective enforcement of municipal codes.

**RESULTS:**

Bi-Annual Community Survey results indicate residents rate code enforcement above the benchmark.

**STATUS:**

Met - above benchmark

|                                  | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
|----------------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|------|
| <b>Total Expenditures</b>        | \$ 451,182          | 100% | \$ 537,264          | 100% | \$ 524,977            | 100% | \$ 329,817            | 100% |
| Personnel                        | 438,058             | 97%  | 511,092             | 95%  | 521,777               | 99%  | 308,646               | 94%  |
| Operating                        | 13,124              | 3%   | 26,172              | 5%   | 3,200                 | 1%   | 21,171                | 6%   |
| <b>Funding Source *</b>          | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
| General Fund                     | \$ 81,877           | 18%  | \$ 219,048          | 41%  | \$ 308,148            | 59%  | \$ 304,052            | 92%  |
| Narcotic Seizure Fund            | -                   | 0%   | 0                   | 0%   | 0                     | 0%   | 0                     | 0%   |
| Redevelopment Services Agreement | 192,185             | 43%  | 292,451             | 54%  | 191,064               | 36%  | -                     | 0%   |
| Licenses & Permits               | 1,485               | 0%   | 4,765               | 1%   | 4,765                 | 1%   | 4,765                 | 1%   |
| Charges For Services             | 16,898              | 4%   | 21,000              | 4%   | 21,000                | 4%   | 21,000                | 6%   |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

Description: Enhance the community safety program by providing essential and effective support and specialized services.

---

|                             | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|-----------------------------|---------------------|---------------------|-----------------------|-----------------------|
| 102-01 - Dispatch           | \$ 1,972,317        | \$ 1,717,214        | \$ 1,659,069          | \$ 1,613,053          |
| 102-02 - Records Management | 530,300             | 588,379             | 506,299               | 546,196               |
| 102-04 - Police Training    | 268,231             | 443,195             | 327,095               | 439,536               |
| 102-05 - Parking Management | 410,626             | 487,195             | 418,345               | 580,639               |
| <b>Program Total</b>        | <b>\$ 3,181,474</b> | <b>\$ 3,235,983</b> | <b>\$ 2,910,808</b>   | <b>\$ 3,179,423</b>   |

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

Description: Enhance the community safety program by providing essential and effective support and specialized services.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>   |
|--|---|--|
| 102-01 - Dispatch: Receive calls for Police and City services and coordinate emergency and non-emergency response in a professional and timely manner. | Bi-Annual Community Survey results indicate residents rate safety in their neighborhood and in downtown, both during the day and at night, higher than the benchmark.<br><br>Bi-Annual Community Survey results indicate residents rate overall impression of most recent contact with Menlo Park Police above the benchmark. | Exceeded - much above benchmark<br><br>Met - above benchmark |

|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|----------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>  | <b>\$ 1,972,317</b> | <b>100%</b> | <b>\$ 1,717,214</b> | <b>100%</b> | <b>\$ 1,659,069</b>   | <b>100%</b> | <b>\$ 1,613,053</b>   | <b>100%</b> |
| Personnel                  | 1,755,295           | 89%         | 1,497,379           | 87%         | 1,513,869             | 91%         | 1,392,240             | 86%         |
| Operating                  | 195,568             | 10%         | 197,335             | 11%         | 123,700               | 7%          | 198,113               | 12%         |
| Services                   | 21,454              | 1%          | 22,500              | 1%          | 21,500                | 1%          | 22,700                | 1%          |
|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>    |                     |             |                     |             |                       |             |                       |             |
| General Fund               | \$ 1,134,267        | 58%         | \$ 1,353,428        | 79%         | \$ 1,295,283          | 78%         | \$ 1,485,153          | 92%         |
| Inter Governmental Revenue | 706,629             | 36%         | 235,886             | 14%         | 235,886               | 14%         | -                     | 0%          |
| Charges For Services       | 131,421             | 7%          | 127,900             | 7%          | 127,900               | 8%          | 127,900               | 8%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

Description: Enhance the community safety program by providing essential and effective support and specialized services.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>                          |
|--|---|---|
| 102-02 - Records Management:<br>Prepare, store, retrieve and report<br>police information in a timely,<br>accurate and courteous manner. | 100% of legal and procedural guidelines are met.<br><br>Bi-Annual Community Survey results indicate residents rate overall impression<br>of most recent contact with Menlo Park Police above the benchmark. | Met - 100%<br><br>Met - above benchmark |

|                           | Actual<br>2010-2011 |                | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |                |             |    |                |             |
|---------------------------|---------------------|----------------|---------------------|----|-----------------------|-------------|-----------------------|----------------|-------------|----|----------------|-------------|
| <b>Total Expenditures</b> | \$                  | <b>530,300</b> | <b>100%</b>         | \$ | <b>588,379</b>        | <b>100%</b> | \$                    | <b>506,299</b> | <b>100%</b> | \$ | <b>546,196</b> | <b>100%</b> |
| Personnel                 |                     | 489,793        | 92%                 |    | 537,326               | 91%         |                       | 485,349        | 96%         |    | 491,455        | 90%         |
| Operating                 |                     | 39,510         | 7%                  |    | 50,053                | 9%          |                       | 19,950         | 4%          |    | 53,741         | 10%         |
| Services                  |                     | 996            | 0%                  |    | 1,000                 | 0%          |                       | 1,000          | 0%          |    | 1,000          | 0%          |
|                           |                     |                |                     |    |                       |             |                       |                |             |    |                |             |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |                | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |                |             |    |                |             |
| General Fund              | \$                  | 421,024        | 79%                 | \$ | 490,579               | 83%         | \$                    | 408,499        | 81%         | \$ | 448,396        | 82%         |
| Charges For Services      |                     | 109,276        | 21%                 |    | 97,800                | 17%         |                       | 97,800         | 19%         |    | 97,800         | 18%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

Description: Enhance the community safety program by providing essential and effective support and specialized services.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>                                    |
|--|--|---|
| 102-04 - Police Training: Enhance the professional development of police employees by planning and implementing training that meets or exceeds legal mandates, and enhances the employee's ability to meet the needs of the community. | Meet legal mandates 100% of the time.<br><br>Bi-Annual Community Survey results indicate residents rate safety in their neighborhood and in downtown, both during the day and at night, higher than the benchmark. | Met - 100%<br><br>Exceeded - much above benchmark |

|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|----------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>  | <b>\$ 268,231</b>   | <b>100%</b> | <b>\$ 443,195</b>   | <b>100%</b> | <b>\$ 327,095</b>     | <b>100%</b> | <b>\$ 439,536</b>     | <b>100%</b> |
| Personnel                  | 172,212             | 64%         | 203,267             | 46%         | 156,007               | 48%         | 197,032               | 45%         |
| Operating                  | 89,683              | 33%         | 215,328             | 49%         | 148,288               | 45%         | 217,904               | 50%         |
| Services                   | 6,336               | 2%          | 24,600              | 6%          | 22,800                | 7%          | 24,600                | 6%          |
|                            |                     |             |                     |             |                       |             |                       |             |
| <b>Funding Source *</b>    | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund               | \$ 237,003          | 88%         | \$ 422,795          | 95%         | \$ 306,695            | 94%         | \$ 422,836            | 96%         |
| Inter Governmental Revenue | 30,752              | 11%         | 20,000              | 5%          | 20,000                | 6%          | 16,500                | 4%          |
| Charges For Services       | 476                 | 0%          | 400                 | 0%          | 400                   | 0%          | 200                   | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

Description: Enhance the community safety program by providing essential and effective support and specialized services.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  |             |                             |             | <b>STATUS:</b>                |             |                               |             |
|---|--|-------------|-----------------------------|-------------|-------------------------------|-------------|-------------------------------|-------------|
| 102-05 - Parking Management:<br>Provide parking enforcement based on the municipal code statutes, and continuously analyze the parking management systems to ensure effective and efficient service. These programs include Downtown, Residential, and Overnight parking. | Achieve an above benchmark rating in the perception of the amount of public parking per bi-annual City survey. |             |                             |             | Data not collected this year  |             |                               |             |
|   | <u>Actual<br/>2010-2011</u>  |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
| <b>Total Expenditures</b>   | <b>\$ 410,626</b>  | <b>100%</b> | <b>\$ 487,195</b>           | <b>100%</b> | <b>\$ 418,345</b>             | <b>100%</b> | <b>\$ 580,639</b>             | <b>100%</b> |
| Personnel   | 377,981  | 92%         | 422,007                     | 87%         | 370,467                       | 89%         | 509,558                       | 88%         |
| Operating   | 32,644   | 8%          | 65,188                      | 13%         | 47,878                        | 11%         | 71,081                        | 12%         |
|   | <u>Actual<br/>2010-2011</u>  |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
| <b>Funding Source *</b>   |  |             |                             |             |                               |             |                               |             |
| General Fund  | \$ (299,569)   | -73%        | \$ (254,905)                | -52%        | \$ (333,755)                  | -80%        | \$ (186,461)                  | -32%        |
| Downtown Parking Permits  | 11,184   | 3%          | 21,400                      | 4%          | 21,400                        | 5%          | 21,400                        | 4%          |
| Licenses & Permits  | 124,161  | 30%         | 135,700                     | 28%         | 130,700                       | 31%         | 135,700                       | 23%         |
| Fines   | 574,851  | 140%        | 585,000                     | 120%        | 600,000                       | 143%        | 610,000                       | 105%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

Description: Ensure and enhance the community's readiness for self-sufficiency for 72-hours following a major disaster. Increase City staff's effectiveness and confidence in providing essential services following major disasters.

---

|   | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|---|---------------------|---------------------|-----------------------|-----------------------|
| 103-01 - Information Outreach             | \$ 55,899           | \$ 61,601           | \$ 48,690             | \$ 40,955             |
| 103-02 - Disaster Management Coordination | 144,151             | 165,332             | 152,083               | 168,359               |
| 103-03 - Emergency Preparedness Training  | 40,757              | 34,991              | 23,703                | 36,223                |
| <b>Program Total</b>                      | <u>\$ 240,807</u>   | <u>\$ 261,924</u>   | <u>\$ 224,477</u>     | <u>\$ 245,537</u>     |

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

Description: Ensure and enhance the community's readiness for self-sufficiency for 72-hours following a major disaster. Increase City staff's effectiveness and confidence in providing essential services following major disasters.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>            |
|---|--|---------------------------|
| 103-01 - Information Outreach:<br>Provide and disseminate contemporary information related to emergency preparedness and disaster management. | Community emergency preparedness information is up-to-date with contemporary tips and procedures.      | Met                       |
|   | Bi-Annual Community survey results indicate residents rate emergency preparedness above the benchmark. | Not met - below benchmark |
|   | Blackboard Notification System is functioning successfully per annual test.                            | Met                       |

|                           | Actual<br>2010-2011 |                     | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |                       |      |    |                       |      |
|---------------------------|---------------------|---------------------|---------------------|----|-----------------------|------|-----------------------|-----------------------|------|----|-----------------------|------|
| <b>Total Expenditures</b> | \$                  | <b>55,899</b>       | 100%                | \$ | <b>61,601</b>         | 100% | \$                    | <b>48,690</b>         | 100% | \$ | <b>40,955</b>         | 100% |
| Personnel                 |                     | 53,349              | 95%                 |    | 58,762                | 95%  |                       | 48,190                | 99%  |    | 38,273                | 93%  |
| Operating                 |                     | 2,549               | 5%                  |    | 2,839                 | 5%   |                       | 500                   | 1%   |    | 2,681                 | 7%   |
| <b>Funding Source *</b>   |                     | Actual<br>2010-2011 |                     |    | Budget<br>2011-2012   |      |                       | Estimate<br>2011-2012 |      |    | Proposed<br>2012-2013 |      |
| General Fund              | \$                  | 55,899              | 100%                | \$ | 61,601                | 100% | \$                    | 48,690                | 100% | \$ | 40,955                | 100% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

Description: Ensure and enhance the community's readiness for self-sufficiency for 72-hours following a major disaster. Increase City staff's effectiveness and confidence in providing essential services following major disasters.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>            |
|---|--|---------------------------|
| 103-02 - Disaster Management Coordination: Build and maintain cooperative relationship with other service providers likely to assist in a large- scale emergency so that coordinated rescue and response efforts will be effective. | Bi-Annual Community survey results indicate residents rate emergency preparedness above the benchmark. | Not met - below benchmark |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 144,151</b>   | <b>100%</b> | <b>\$ 165,332</b>   | <b>100%</b> | <b>\$ 152,083</b>     | <b>100%</b> | <b>\$ 168,359</b>     | <b>100%</b> |
| Personnel                 | 49,785              | 35%         | 68,325              | 41%         | 58,083                | 38%         | 70,456                | 42%         |
| Operating                 | 6,695               | 5%          | 7,757               | 5%          | 4,750                 | 3%          | 8,103                 | 5%          |
| Services                  | 87,671              | 61%         | 89,250              | 54%         | 89,250                | 59%         | 89,800                | 53%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| General Fund              | \$ 144,151          | 100%        | \$ 165,332          | 100%        | \$ 152,083            | 100%        | \$ 168,359            | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

Description: Ensure and enhance the community's readiness for self-sufficiency for 72-hours following a major disaster. Increase City staff's effectiveness and confidence in providing essential services following major disasters.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b> |
|--|--|----------------|
| 103-03 - Emergency Preparedness Training: Provide specialized and on-going training to City staff, the Community, and Council. | City Staff and Council are trained on the Emergency Preparedness Manual. | Met            |
|  | Community Emergency Response Team program (CERT) is operational.         | Met            |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 40,757</b>    | <b>100%</b> | <b>\$ 34,991</b>    | <b>100%</b> | <b>\$ 23,703</b>      | <b>100%</b> | <b>\$ 36,223</b>      | <b>100%</b> |
| Personnel                 | 39,228              | 96%         | 32,863              | 94%         | 23,603                | 100%        | 33,940                | 94%         |
| Operating                 | 1,529               | 4%          | 2,128               | 6%          | 100                   | 0%          | 2,283                 | 6%          |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund              | \$ 40,757           | 100%        | \$ 34,991           | 100%        | \$ 23,703             | 100%        | \$ 36,223             | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 104 - TRAFFIC AND SCHOOL SAFETY**

Description: Provide for safe movement of traffic throughout Menlo Park by means of enforcement and safety education for motorists, bicyclists and pedestrians.

---

|  | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|---------------------|---------------------|-----------------------|-----------------------|
| 104-01 - Public Traffic Safety Education | \$ 49,166           | \$ 129,729          | \$ 155,644            | \$ 89,372             |
| 104-02 - Enforcement of Traffic Laws     | 1,001,631           | 1,317,188           | 1,106,772             | 1,153,928             |
| <b>Program Total</b>                     | <u>\$ 1,050,796</u> | <u>\$ 1,446,917</u> | <u>\$ 1,262,416</u>   | <u>\$ 1,243,300</u>   |

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 104 - TRAFFIC AND SCHOOL SAFETY**

Description: Provide for safe movement of traffic throughout Menlo Park by means of enforcement and safety education for motorists, bicyclists and pedestrians.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b> |
|--|---|----------------|
| 104-01 - Public Traffic Safety<br>Education: Provide information and education directed toward public awareness of traffic safety. | Traffic safety brochures are disseminated to the community with emphasis on: Bicycle, drunk driving, and child seat installation. | Met            |

|                            | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
|----------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|------|
| <b>Total Expenditures</b>  | \$ 49,166           | 100% | \$ 129,729          | 100% | \$ 155,644            | 100% | \$ 89,372             | 100% |
| Personnel                  | 46,722              | 95%  | 125,216             | 97%  | 155,644               | 100% | 86,490                | 97%  |
| Operating                  | 2,444               | 5%   | 4,513               | 3%   | -                     | 0%   | 2,882                 | 3%   |
| <b>Funding Source *</b>    | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
| General Fund               | \$ 45,572           | 93%  | \$ 125,429          | 97%  | \$ 151,344            | 97%  | \$ 85,072             | 95%  |
| Inter Governmental Revenue | 3,594               | 7%   | 4,300               | 3%   | 4,300                 | 3%   | 4,300                 | 5%   |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 104 - TRAFFIC AND SCHOOL SAFETY**

Description: Provide for safe movement of traffic throughout Menlo Park by means of enforcement and safety education for motorists, bicyclists and pedestrians.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>                 |
|--|--|--------------------------------|
| 104-02 - Enforcement of Traffic Laws: Deploy traffic and patrol officers on City streets to enforce posted speed limits and other regulatory traffic laws. | Bi-Annual Community survey results indicate residents rate traffic enforcement above the benchmark | Not met - similar to benchmark |
|  | Achieve a reduction in reportable collisions at high risk intersections from previous fiscal year. | Met                            |

|                           | <u>Actual<br/>2010-2011</u> |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
|---------------------------|-----------------------------|-------------|-----------------------------|-------------|-------------------------------|-------------|-------------------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 1,001,631</b>         | <b>100%</b> | <b>\$ 1,317,188</b>         | <b>100%</b> | <b>\$ 1,106,772</b>           | <b>100%</b> | <b>\$ 1,153,928</b>           | <b>100%</b> |
| Personnel                 | 951,836                     | 95%         | 1,262,226                   | 96%         | 1,102,072                     | 100%        | 1,100,542                     | 95%         |
| Operating                 | 49,794                      | 5%          | 54,962                      | 4%          | 4,700                         | 0%          | 53,386                        | 5%          |
|                           |                             |             |                             |             |                               |             |                               |             |
|                           | <u>Actual<br/>2010-2011</u> |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
| <b>Funding Source *</b>   |                             |             |                             |             |                               |             |                               |             |
| General Fund              | \$ 1,001,631                | 100%        | \$ 1,317,188                | 100%        | \$ 1,106,772                  | 100%        | \$ 1,153,928                  | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

CITY OF MENLO PARK  
FISCAL YEAR 2012 – 13



PUBLIC WORKS DEPARTMENT

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

Description: Provide safe, functional, and attractive City buildings, parks and grounds, using environmentally sensitive and cost-effective practices, for the enjoyment of the public and to house the provision of City services.

---

|  | Actual<br>2010-2011  | Budget<br>2011-2012  | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|----------------------|----------------------|-----------------------|-----------------------|
| 201-01 - Facility/Field Capital Projects | \$ 20,942,679        | \$ 30,736,020        | \$ 9,567,279          | \$ 9,511,772          |
| 201-02 - Facility Maintenance            | 1,166,043            | 1,271,338            | 1,293,370             | 1,339,869             |
| 201-03 - Field/Grounds Maintenance       | 1,342,907            | 1,799,253            | 1,558,903             | 1,666,056             |
| <b>Program Total</b>                     | <u>\$ 23,451,628</u> | <u>\$ 33,806,611</u> | <u>\$ 12,419,552</u>  | <u>\$ 12,517,696</u>  |

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

Description: Provide safe, functional, and attractive City buildings, parks and grounds, using environmentally sensitive and cost-effective practices, for the enjoyment of the public and to house the provision of City services.

| <b>SERVICES:</b>   | <b>RESULTS:</b>                          | <b>STATUS:</b> |
|--|--|----------------|
| 201-01 - Facility/Field Capital Projects: Plan, program, and manage capital improvement projects for City infrastructure and facilities that meet the needs of the community and are cost-effective to maintain. | Design 90% of projects on schedule.      | Not met        |
|  | Construct 90% of projects on schedule.   | Not met        |
|  | Design 90% of projects within budget.    | Met            |
|  | Construct 90% of projects within budget. | Met            |

|                              | Actual<br>2010-2011  |             | Budget<br>2011-2012  |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|------------------------------|----------------------|-------------|----------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>    | <b>\$ 20,942,679</b> | <b>100%</b> | <b>\$ 30,736,020</b> | <b>100%</b> | <b>\$ 9,567,279</b>   | <b>100%</b> | <b>\$ 9,511,772</b>   | <b>100%</b> |
| Personnel                    | 24,898               | 0%          | 20,679               | 0%          | 13,685                | 0%          | 14,224                | 0%          |
| Operating                    | 5,001,414            | 24%         | 53,779               | 0%          | 60,751                | 1%          | 250,027               | 3%          |
| Services                     | 138,115              | 1%          | 334,682              | 1%          | 57,305                | 1%          | 50,000                | 1%          |
| Capital Improvement Projects | 15,778,252           | 75%         | 30,326,880           | 99%         | 9,435,537             | 99%         | 9,197,521             | 97%         |

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

Description: Provide safe, functional, and attractive City buildings, parks and grounds, using environmentally sensitive and cost-effective practices, for the enjoyment of the public and to house the provision of City services.

| <b>Funding Source *</b>         | Actual      |      | Budget    |     | Estimate  |     | Proposed  |     |
|---------------------------------|-------------|------|-----------|-----|-----------|-----|-----------|-----|
|                                 | 2010-2011   |      | 2011-2012 |     | 2011-2012 |     | 2012-2013 |     |
| General Fund                    | \$ 12,369   | 0%   | \$ 36,789 | 0%  | \$ -      | 0%  | \$ -      | 0%  |
| Rec-In-Lieu Fund                | 321,953     | 2%   | 3,401,266 | 11% | 2,803,012 | 29% | (180,000) | -2% |
| Downtown Parking Permits        | 46,648      | 0%   | 1,734,669 | 6%  | 733,613   | 8%  | 22,688    | 0%  |
| Measure A                       | 433,674     | 2%   | 1,079,755 | 4%  | (21,483)  | 0%  | 83,761    | 1%  |
| Traffic Impact Fees             | 42,753      | 0%   | 335,706   | 1%  | 61,912    | 1%  | 781,304   | 8%  |
| Storm Drainage                  | 100,000     | 0%   | 100,000   | 0%  | -         | 0%  | -         | 0%  |
| Highway Users Tax Fund          | 712,158     | 3%   | 1,505,550 | 5%  | 191,091   | 2%  | 475,000   | 5%  |
| Sidewalk Assesment              | 110,357     | 1%   | 464,124   | 2%  | 428,581   | 4%  | 180,000   | 2%  |
| Storm Water Mgmt Fund (NPDES)   | -           | 0%   | 130,037   | 0%  | -         | 0%  | -         | 0%  |
| Traffic Congestion Relief-2928  | 272,768     | 1%   | 452,000   | 1%  | -         | 0%  | -         | 0%  |
| Landscaping/Tree Assesmnt       | -           | 0%   | 30,000    | 0%  | -         | 0%  | -         | 0%  |
| 1990 Library Bond Fund          | 29,086      | 0%   | 91,809    | 0%  | 5,540     | 0%  | -         | 0%  |
| 1992 RDA Tax Increment Bond     | (183)       | 0%   | 0         | 0%  | -         | 0%  | -         | 0%  |
| 2000 RDA Tax Increment Bond     | 7,389,650   | 35%  | 0         | 0%  | -         | 0%  | -         | 0%  |
| Construction Impact Fee Fund    | 700,327     | 3%   | 1,214,242 | 4%  | (22,103)  | 0%  | (480,000) | -5% |
| General Fund - CIP              | 1,071,729   | 5%   | 3,326,332 | 11% | (839,000) | -9% | 413,557   | 4%  |
| Public Improvements Grant Fund  | (7,833,014) | -37% | 1,505,951 | 5%  | 33,667    | 0%  | -         | 0%  |
| Measure T Bond                  | 4,888,332   | 23%  | 2,972,231 | 10% | 1,798,554 | 19% | -         | 0%  |
| Water Fund - Operation          | 56,166      | 0%   | 9,211     | 0%  | 1,067     | 0%  | -         | 0%  |
| Water Fund - Capital            | 395         | 0%   | 7,435,048 | 24% | 1,353,447 | 14% | 4,930,335 | 52% |
| Special Assessments on Tax Roll | 12,878      | 0%   | -         | 0%  | 12,878    | 0%  | -         | 0%  |
| Franchise Fees                  | 70,589      | 0%   | 72,500    | 0%  | 60,000    | 1%  | 78,300    | 1%  |
| Inter Governmental Revenue      | 250,010     | 1%   | 861,600   | 3%  | 50,000    | 1%  | 297,100   | 3%  |
| Interest and Rent Income        | 176,361     | 1%   | 24,000    | 0%  | 41,303    | 0%  | -         | 0%  |
| Charges For Services            | 624,323     | 3%   | 1,790,000 | 6%  | 712,000   | 7%  | 660,000   | 7%  |
| Other Financing Sources         | 11,453,350  | 55%  | 2,163,200 | 7%  | 2,163,200 | 23% | 2,249,728 | 24% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

Description: Provide safe, functional, and attractive City buildings, parks and grounds, using environmentally sensitive and cost-effective practices, for the enjoyment of the public and to house the provision of City services.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b> |
|---|--|----------------|
| 201-02 - Facility Maintenance:<br>Maintain, repair and renovate City buildings. | Achieve an 85% customer and employee survey satisfaction rating. | Exceeded - 89% |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 1,166,043</b> | <b>100%</b> | <b>\$ 1,271,338</b> | <b>100%</b> | <b>\$ 1,293,370</b>   | <b>100%</b> | <b>\$ 1,339,869</b>   | <b>100%</b> |
| Personnel                 | 632,681             | 54%         | 614,537             | 48%         | 661,810               | 51%         | 647,703               | 48%         |
| Operating                 | 312,902             | 27%         | 327,801             | 26%         | 302,560               | 23%         | 343,166               | 26%         |
| Services                  | 220,460             | 19%         | 329,000             | 26%         | 329,000               | 25%         | 349,000               | 26%         |
|                           |                     |             |                     |             |                       |             |                       |             |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund              | \$ 1,164,043        | 100%        | \$ 1,271,338        | 100%        | \$ 1,293,370          | 100%        | \$ 1,339,869          | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

Description: Provide safe, functional, and attractive City buildings, parks and grounds, using environmentally sensitive and cost-effective practices, for the enjoyment of the public and to house the provision of City services.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>   |
|--|--|--|
| 201-03 - Field/Grounds Maintenance: Maintain, repair and renovate City parks and grounds, including sports fields and playgrounds, and schedule fields in a manner that facilitates appropriate maintenance. | Abate 90% of reported hazards within 24 hours of report.<br><br>Achieve an 85% customer satisfaction rate for park user groups through an annual survey.<br><br>Bi-Annual Community survey results indicates residents rate quality of City parks higher than benchmark. | Exceeded - 100%<br><br>Exceeded - 93%<br><br>Exceeded - much above benchmark |

|                              | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>    | <b>\$ 1,342,907</b> | <b>100%</b> | <b>\$ 1,799,253</b> | <b>100%</b> | <b>\$ 1,558,903</b>   | <b>100%</b> | <b>\$ 1,666,056</b>   | <b>100%</b> |
| Personnel                    | 723,350             | 54%         | 795,897             | 44%         | 813,117               | 52%         | 890,710               | 53%         |
| Operating Services           | 366,030             | 27%         | 467,229             | 26%         | 404,450               | 26%         | 525,846               | 32%         |
| Services                     | 253,527             | 19%         | 456,127             | 25%         | 339,195               | 22%         | 249,500               | 15%         |
| Capital Improvement Projects | -                   | 0%          | 80,000              | 4%          | 2,141                 | 0%          | -                     | 0%          |

| <b>Funding Source *</b>   | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
|---------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|------|
| General Fund              | \$ 936,207          | 70%  | \$ 1,096,239        | 61%  | \$ 1,059,514          | 68%  | \$ 1,216,343          | 73%  |
| Bayfront Pk.Mt. Operation | 190,881             | 14%  | 149,464             | 8%   | 148,342               | 10%  | 107,529               | 6%   |
| Sharon Hills Park         | 10,715              | 1%   | 12,000              | 1%   | 12,000                | 1%   | 13,000                | 1%   |
| Bayfront Park Landfill    | (550,306)           | -41% | (268,950)           | -15% | (453,454)             | -29% | (430,817)             | -26% |
| Interest and Rent Income  | 125,467             | 9%   | 93,500              | 5%   | 75,500                | 5%   | 60,000                | 4%   |
| Charges For Services      | 629,943             | 47%  | 717,000             | 40%  | 717,000               | 46%  | 700,000               | 42%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 202 - MENLO PARK MUNICIPAL WATER DISTRICT WATER SUPPLY**

Description: Provide a safe, sufficient, and reliable supply of water to the customers of the Menlo Park Municipal Water District for drinking, landscaping, business use, and fire protection.

---

|                                | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--------------------------------|---------------------|---------------------|-----------------------|-----------------------|
| 202-01 - Water Delivery System | \$ 3,990,293        | \$ 5,555,795        | \$ 5,421,435          | \$ 6,103,950          |
| 202-02 - Water Supply          | 1,291,541           | 1,710,544           | 351,558               | 368,027               |
| <b>Program Total</b>           | <u>\$ 5,281,834</u> | <u>\$ 7,266,339</u> | <u>\$ 5,772,993</u>   | <u>\$ 6,471,978</u>   |

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 202 - MENLO PARK MUNICIPAL WATER DISTRICT WATER SUPPLY**

Description: Provide a safe, sufficient, and reliable supply of water to the customers of the Menlo Park Municipal Water District for drinking, landscaping, business use, and fire protection.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>                  |
|--|--|---------------------------------|
| 202-01 - Water Delivery System:<br>Maintain the Menlo Park Municipal Water District water delivery system and coordinate with other water systems serving Menlo Park residents and businesses in order to ensure adequate water pressure and meet regulatory requirements. | Repair 95% of all reported water leaks within 8 hours of notification.                                     | Met                             |
|  | Water quality test results are in compliance with regulations 98% of the time.                             | Not met - 95%                   |
|  | Minimize the number of hours customers are without service to at or below the previous three-year average. | Met                             |
|  | Bi-Annual Community Survey indicates residents rate quality of City drinking water higher than benchmark.  | Exceeded - much above benchmark |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 3,990,293</b> | <b>100%</b> | <b>\$ 5,555,795</b> | <b>100%</b> | <b>\$ 5,421,435</b>   | <b>100%</b> | <b>\$ 6,103,950</b>   | <b>100%</b> |
| Personnel                 | 464,116             | 12%         | 534,242             | 10%         | 540,557               | 10%         | 536,612               | 9%          |
| Operating                 | 3,336,780           | 84%         | 4,710,058           | 85%         | 4,660,878             | 86%         | 5,358,338             | 88%         |
| Services                  | 189,398             | 5%          | 311,495             | 6%          | 220,000               | 4%          | 209,000               | 3%          |
|                           |                     |             |                     |             |                       |             |                       |             |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| Water Fund - Operation    | 3,965,039           | 99%         | 5,545,795           | 100%        | 5,411,535             | 100%        | 6,088,950             | 100%        |
| Charges For Services      | 25,254              | 1%          | 10,000              | 0%          | 9,900                 | 0%          | 15,000                | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 202 - MENLO PARK MUNICIPAL WATER DISTRICT WATER SUPPLY**

Description: Provide a safe, sufficient, and reliable supply of water to the customers of the Menlo Park Municipal Water District for drinking, landscaping, business use, and fire protection.

**SERVICES:**

202-02 - Water Supply: Plan for an adequate water supply to meet current and future needs of Menlo Park Municipal Water District customers through storage, conservation, monitoring water availability and procurement/advocacy efforts and coordinate with other water systems serving Menlo Park residents and businesses.

**RESULTS:**

Annually increase the number of participants in the water conservation program.

**STATUS:**

Data not available

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 1,291,541</b> | <b>100%</b> | <b>\$ 1,710,544</b> | <b>100%</b> | <b>\$ 351,558</b>     | <b>100%</b> | <b>\$ 368,027</b>     | <b>100%</b> |
| Personnel                 | 161,471             | 13%         | 223,573             | 13%         | 183,401               | 52%         | 210,144               | 57%         |
| Operating                 | 1,088,468           | 84%         | 1,334,132           | 78%         | 22,657                | 6%          | 44,383                | 12%         |
| Services                  | 41,734              | 3%          | 152,839             | 9%          | 145,500               | 41%         | 113,500               | 31%         |
|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |                     |             |                     |             |                       |             |                       |             |
| Water Fund - Operation    | 367,345             | 28%         | 382,164             | 22%         | 326,345               | 93%         | 338,138               | 92%         |
| Water Fund - Capital      | 172,821             | 13%         | 543,380             | 32%         | (760,497)             | -216%       | (820,110)             | -223%       |
| Interest and Rent Income  | 136,303             | 11%         | 140,000             | 8%          | 140,710               | 40%         | -                     | 0%          |
| Charges For Services      | 615,072             | 48%         | 645,000             | 38%         | 645,000               | 183%        | 850,000               | 231%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 203 - CITY VEHICLES AND EQUIPMENT**

Description: Provide safe, dependable, and cost-effective transportation and motorized equipment to support City operations.

---

|   | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|---|---------------------|---------------------|-----------------------|-----------------------|
| 203-01 - Vehicle Replacement            | \$ 276,901          | \$ 323,754          | \$ 321,547            | \$ 325,594            |
| 203-02 - Vehicle Repair and Maintenance | 391,578             | 388,878             | 372,094               | 394,715               |
| <b>Program Total</b>                    | <u>\$ 668,479</u>   | <u>\$ 712,632</u>   | <u>\$ 693,642</u>     | <u>\$ 720,309</u>     |

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 203 - CITY VEHICLES AND EQUIPMENT**

Description: Provide safe, dependable, and cost-effective transportation and motorized equipment to support City operations.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b> |
|---|---|----------------|
| 203-01 - Vehicle Replacement:<br>Manage the process of vehicle/motorized equipment purchase, replacement, and disposal. | Adhere to vehicle replacement schedule for all City vehicles and motorized equipment 95% of the time. | Met            |

|                           | Actual<br>2010-2011 |                | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |                |             |
|---------------------------|---------------------|----------------|---------------------|----|-----------------------|-------------|-----------------------|----------------|-------------|
| <b>Total Expenditures</b> | \$                  | <b>276,901</b> | <b>100%</b>         | \$ | <b>323,754</b>        | <b>100%</b> | \$                    | <b>325,594</b> | <b>100%</b> |
| Personnel                 |                     | 8,769          | 3%                  |    | 12,197                | 4%          |                       | 14,212         | 4%          |
| Operating                 |                     | 268,132        | 97%                 |    | 311,557               | 96%         |                       | 311,383        | 96%         |
| <b>Funding Source *</b>   |                     |                |                     |    |                       |             |                       |                |             |
| General Fund              | \$                  | 10,299         | 4%                  | \$ | 13,954                | 4%          | \$                    | 11,747         | 4%          |
| Vehicle Replacement Fund  |                     | (29,316)       | -11%                |    | 88,108                | 27%         |                       | 83,618         | 26%         |
| Interest and Rent Income  |                     | 2,497          | 1%                  |    | 1,700                 | 1%          |                       | -              | 0%          |
| Charges For Services      |                     | 270,407        | 98%                 |    | 219,992               | 68%         |                       | 219,992        | 68%         |
| Other Financing Sources   |                     | 23,013         | 8%                  |    | -                     | 0%          |                       | 4,490          | 1%          |
|                           |                     |                |                     |    |                       |             |                       | 102,686        | 32%         |
|                           |                     |                |                     |    |                       |             |                       | -              | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 203 - CITY VEHICLES AND EQUIPMENT**

Description: Provide safe, dependable, and cost-effective transportation and motorized equipment to support City operations.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b> |
|--|---|----------------|
| 203-02 - Vehicle Repair and Maintenance: Repair and maintain vehicles/motorized equipment to keep them in good working condition and meet regulatory requirements. | 90% of the vehicles/equipment are repaired within 48 hours of issuing a work order. | Exceeded - 91% |

|                              | <u>Actual</u><br>2010-2011 |             | <u>Budget</u><br>2011-2012 |             | <u>Estimate</u><br>2011-2012 |             | <u>Proposed</u><br>2012-2013 |             |
|------------------------------|----------------------------|-------------|----------------------------|-------------|------------------------------|-------------|------------------------------|-------------|
| <b>Total Expenditures</b>    | <b>\$ 391,578</b>          | <b>100%</b> | <b>\$ 388,878</b>          | <b>100%</b> | <b>\$ 372,094</b>            | <b>100%</b> | <b>\$ 394,715</b>            | <b>100%</b> |
| Personnel                    | 276,435                    | 71%         | 297,558                    | 77%         | 292,255                      | 79%         | 305,704                      | 77%         |
| Operating                    | 104,373                    | 27%         | 70,320                     | 18%         | 58,839                       | 16%         | 62,855                       | 16%         |
| Services                     | 10,769                     | 3%          | 21,000                     | 5%          | 21,000                       | 6%          | 26,000                       | 7%          |
| Capital Improvement Projects | -                          | 0%          | -                          | 0%          | -                            | 0%          | 156                          | 0%          |

| <b>Funding Source *</b>   | <u>Actual</u><br>2010-2011 |     | <u>Budget</u><br>2011-2012 |     | <u>Estimate</u><br>2011-2012 |     | <u>Proposed</u><br>2012-2013 |     |
|---------------------------|----------------------------|-----|----------------------------|-----|------------------------------|-----|------------------------------|-----|
| General Fund              | \$ 266,118                 | 68% | \$ 329,550                 | 85% | \$ 311,687                   | 84% | \$ 335,158                   | 85% |
| Garbage Service Fund      | -                          | 0%  | -                          | 0%  | -                            | 0%  | 5,000                        | 1%  |
| Landscaping/Tree Assesmnt | 65,128                     | 17% | 25,376                     | 7%  | 25,594                       | 7%  | 19,312                       | 5%  |
| Water Fund - Operation    | 44,655                     | 11% | 18,352                     | 5%  | 17,813                       | 5%  | 19,646                       | 5%  |
| Charges For Services      | 15,677                     | 4%  | 15,600                     | 4%  | 17,000                       | 5%  | 15,600                       | 4%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 204 - URBAN FOREST**

Description: Provide and safely maintain public trees on City property and regulate the removal and pruning of public and private Heritage Trees to promote a pleasing natural environment and related health, aesthetic and environmental benefits.

---

|                                | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--------------------------------|---------------------|---------------------|-----------------------|-----------------------|
| 204-02 - City Tree Maintenance | \$ 726,384          | \$ 845,345          | \$ 808,344            | \$ 834,177            |
| 204-03 - Heritage Trees        | 82,089              | 86,350              | 79,704                | 86,165                |
| <b>Program Total</b>           | <u>\$ 808,473</u>   | <u>\$ 931,695</u>   | <u>\$ 888,048</u>     | <u>\$ 920,342</u>     |

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 204 - URBAN FOREST**

Description: Provide and safely maintain public trees on City property and regulate the removal and pruning of public and private Heritage Trees to promote a pleasing natural environment and related health, aesthetic and environmental benefits.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>                        |
|--|---|---------------------------------------|
| 204-02 - City Tree Maintenance:<br>Maintain a healthy and safe urban forest through regular trimming and tree care practices, response to calls for service, and tree replacement for City public trees. | Investigate and trim as necessary 20% of the inventory of City street trees annually. | Not met - 19%                         |
|  | Respond to customer service calls for City trees within one week 85% of the time.     | Exceeded - 100%                       |
|  | Replant at least one new tree for each City street tree removed throughout the year.  | Exceeded - removed 143, replanted 159 |

|  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|--|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>                | <b>\$ 726,384</b>   | <b>100%</b> | <b>\$ 845,345</b>   | <b>100%</b> | <b>\$ 808,344</b>     | <b>100%</b> | <b>\$ 834,177</b>     | <b>100%</b> |
| Personnel                                | 401,488             | 55%         | 436,661             | 52%         | 445,691               | 55%         | 459,690               | 55%         |
| Operating                                | 154,646             | 21%         | 168,243             | 20%         | 157,827               | 20%         | 174,487               | 21%         |
| Services                                 | 170,249             | 23%         | 240,441             | 28%         | 204,826               | 25%         | 200,000               | 24%         |
|  |                     |             |                     |             |                       |             |                       |             |
| <b>Funding Source *</b>                  | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund                             | \$ 149,708          | 21%         | \$ 214,385          | 25%         | \$ 195,510            | 24%         | \$ 212,405            | 25%         |
| Sidewalk Assesment                       | 17,340              | 2%          | -                   | 0%          | 13,395                | 2%          | -                     | 0%          |
| Landscaping/Tree Assesmnt                | (142,131)           | -20%        | (85,140)            | -10%        | (117,619)             | -15%        | (104,883)             | -13%        |
| Community Development Agency Non-Housing | 11,829              | 2%          | 0                   | 0%          | -                     | 0%          | -                     | 0%          |
| Redevelopment Services Agreement         | 11,009              | 2%          | 0                   | 0%          | -                     | 0%          | -                     | 0%          |
| Special Assessments on Tax Roll          | 518,930             | 71%         | 555,500             | 66%         | 555,500               | 69%         | 566,055               | 68%         |
| Charges For Services                     | 100                 | 0%          | 1,000               | 0%          | 1,957                 | 0%          | 1,000                 | 0%          |
| Other Financing Sources                  | 159,600             | 22%         | 159,600             | 19%         | 159,600               | 20%         | 159,600               | 19%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 204 - URBAN FOREST**

Description: Provide and safely maintain public trees on City property and regulate the removal and pruning of public and private Heritage Trees to promote a pleasing natural environment and related health, aesthetic and environmental benefits.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>             |
|---|--|----------------------------|
| 204-03 - Heritage Trees: Preserve private and public Heritage Trees through promotion and enforcement of the Heritage Tree Ordinance. | Process 100% of Heritage Tree permit applications within an average time of 30 days. | Exceeded - average 23 days |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 82,089</b>    | <b>100%</b> | <b>\$ 86,350</b>    | <b>100%</b> | <b>\$ 79,704</b>      | <b>100%</b> | <b>\$ 86,165</b>      | <b>100%</b> |
| Personnel                 | 77,366              | 94%         | 67,059              | 78%         | 66,404                | 83%         | 72,624                | 84%         |
| Operating                 | 3,962               | 5%          | 6,291               | 7%          | 3,300                 | 4%          | 5,542                 | 6%          |
| Services                  | 761                 | 1%          | 13,000              | 15%         | 10,000                | 13%         | 8,000                 | 9%          |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund              | \$ 26,258           | 32%         | \$ 44,350           | 51%         | \$ 39,554             | 50%         | \$ 49,165             | 57%         |
| Charges For Services      | 55,831              | 68%         | 42,000              | 49%         | 40,150                | 50%         | 37,000                | 43%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 205 - CITY-OWNED STREET AND OTHER RIGHT-OF-WAY**

Description: Provide clean, clear and attractive streets, sidewalks, pathways, bicycle bridges, and parking lots to promote a pleasant and safe traveling experience for pedestrians, bicyclists, and motorists.

---

|  | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|---------------------|---------------------|-----------------------|-----------------------|
| 205-01 - Right-of-Way Maintenance/Repair | \$ 490,781          | \$ 552,450          | \$ 467,014            | \$ 562,455            |
| 205-02 - Street Fixture Maintenance      | 231,789             | 263,025             | 247,225               | 223,662               |
| 205-03 - Median/Roadway Landscaping      | 468,572             | 514,689             | 542,689               | 503,626               |
| 205-04 - Street Cleaning                 | 256,379             | 274,732             | 274,450               | 241,650               |
| 205-05 - Right-of-Way Encroachments      | 439,621             | 463,208             | 490,366               | 365,823               |
| <b>Program Total</b>                     | <b>\$ 1,887,142</b> | <b>\$ 2,068,104</b> | <b>\$ 2,021,744</b>   | <b>\$ 1,897,217</b>   |

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 205 - CITY-OWNED STREET AND OTHER RIGHT-OF-WAY**

Description: Provide clean, clear and attractive streets, sidewalks, pathways, bicycle bridges, and parking lots to promote a pleasant and safe traveling experience for pedestrians, bicyclists, and motorists.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   |             |                     |             | <b>STATUS:</b>   |             |                       |             |
|---|---|-------------|---------------------|-------------|--|-------------|-----------------------|-------------|
| 205-01 - Right-of-Way<br>Maintenance/Repair: Plan and manage the repair of City streets, sidewalks, pathways, and parking lots. | Maintain a citywide pavement condition index at or above the Bay Area average of 66.<br>Each year, inspect 20% of the City's sidewalks, curbs and gutters for root damage caused by City trees and conduct repairs.<br>Abate 100% of identified hazards within 1 day of notification.<br>Bi-Annual Community Survey results indicate residents rate the quality of street repair and maintenance higher than the benchmark.<br>Bi-Annual Community Survey results indicate residents rate the quality of sidewalk maintenance higher than the benchmark.<br>Bi-Annual Community Survey results indicate residents ease of walking and bicycle travel in Menlo Park higher than benchmark. |             |                     |             | Met<br>Met<br>Met<br>Not met - similiar to benchmark<br>Not met - similar to benchmark<br>Not met - similar to benchmark |             |                       |             |
|   | Actual<br>2010-2011   |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012  |             | Proposed<br>2012-2013 |             |
| <b>Total Expenditures</b>   | <b>\$ 490,781</b>   | <b>100%</b> | <b>\$ 552,450</b>   | <b>100%</b> | <b>\$ 467,014</b>  | <b>100%</b> | <b>\$ 562,455</b>     | <b>100%</b> |
| Personnel   | 335,759   | 68%         | 335,939             | 61%         | 309,933  | 66%         | 333,852               | 59%         |
| Operating   | 151,543   | 31%         | 205,231             | 37%         | 146,581  | 31%         | 217,304               | 39%         |
| Services  | 3,480   | 1%          | 11,280              | 2%          | 10,500   | 2%          | 11,300                | 2%          |
|   | Actual<br>2010-2011   |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012  |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>   |   |             |                     |             |  |             |                       |             |
| General Fund  | \$ 423,469  | 86%         | \$ 428,008          | 77%         | \$ 386,741   | 83%         | \$ 424,244            | 75%         |
| Construction Impact Fee Fund  | -   | 0%          | 55,000              | 10%         | 10,000   | 2%          | 56,118                | 10%         |
| Downtown Parking Permits  | (349,706)   | -71%        | (366,230)           | -66%        | (366,230)  | -78%        | (324,709)             | -58%        |
| Highway Users Tax Fund  | (787,653)   | -160%       | (897,643)           | -162%       | (897,643)  | -192%       | (892,643)             | -159%       |
| Sidewalk Assesment  | (160,158)   | -33%        | (171,385)           | -31%        | (190,025)  | -41%        | (170,222)             | -30%        |
| Traffic Congestion Relief-2928  | (4,369)   | -1%         | (4,500)             | -1%         | (4,500)  | -1%         | -                     | 0%          |
| General Fund - CIP  | (158)   | 0%          | 0                   | 0%          | 0  | 0%          | 0                     | 0%          |
| Community Development Agency Non-Housing  | 5,998   | 1%          | 0                   | 0%          | 0  | 0%          | 0                     | 0%          |
| Redevelopment Services Agreement  | 4,983   | 1%          | (1,968)             | 0%          | 11,503   | 2%          | -                     | 0%          |
| Taxes   | 770,967   | 157%        | 882,643             | 160%        | 882,643  | 189%        | 882,643               | 157%        |
| Special Assessments on Tax Roll   | 160,981   | 33%         | 190,025             | 34%         | 190,025  | 41%         | 190,025               | 34%         |
| Licenses & Permits  | 346,815   | 71%         | 365,000             | 66%         | 365,000  | 78%         | 350,000               | 62%         |
| Interest and Rent Income  | 47,024  | 10%         | 44,500              | 8%          | 44,500   | 10%         | 10,000                | 2%          |
| Charges For Services  | 32,588  | 7%          | 29,000              | 5%          | 35,000   | 7%          | 37,000                | 7%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 205 - CITY-OWNED STREET AND OTHER RIGHT-OF-WAY**

Description: Provide clean, clear and attractive streets, sidewalks, pathways, bicycle bridges, and parking lots to promote a pleasant and safe traveling experience for pedestrians, bicyclists, and motorists.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b> |
|---|---|----------------|
| 205-02 - Street Fixture Maintenance:<br>Provide and maintain street lighting and other street fixtures. | Repair routine street and Civic Center light outages within three days of notification 95% of the time. | Not met        |
|   | Achieve an 85% customer satisfaction rating annually.   | Not met        |

|                           | Actual<br>2010-2011 |                | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |                |             |
|---------------------------|---------------------|----------------|---------------------|----|-----------------------|-------------|-----------------------|----------------|-------------|
| <b>Total Expenditures</b> | \$                  | <b>231,789</b> | <b>100%</b>         | \$ | <b>263,025</b>        | <b>100%</b> | \$                    | <b>223,662</b> | <b>100%</b> |
| Personnel                 |                     | 26,156         | 11%                 |    | 19,444                | 7%          |                       | 19,175         | 9%          |
| Operating                 |                     | 205,633        | 89%                 |    | 243,581               | 93%         |                       | 204,488        | 91%         |
|                           |                     |                |                     |    |                       |             |                       |                |             |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |                | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |                |             |
| General Fund              | \$                  | 231,816        | 100%                | \$ | 263,025               | 100%        | \$                    | 223,662        | 100%        |
| Highway Users Tax Fund    |                     | (26)           | 0%                  |    | 0                     | 0%          |                       | -              | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 205 - CITY-OWNED STREET AND OTHER RIGHT-OF-WAY**

Description: Provide clean, clear and attractive streets, sidewalks, pathways, bicycle bridges, and parking lots to promote a pleasant and safe traveling experience for pedestrians, bicyclists, and motorists.

| <b>SERVICES:</b>  | <b>RESULTS:</b>                                       | <b>STATUS:</b> |
|---|---|----------------|
| 205-03 - Median/Roadway<br>Landscaping: Remove debris and maintain landscaping in medians and sidewalk areas. | Achieve an 85% customer satisfaction rating annually. | Met            |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 468,572</b>   | <b>100%</b> | <b>\$ 514,689</b>   | <b>100%</b> | <b>\$ 542,689</b>     | <b>100%</b> | <b>\$ 503,626</b>     | <b>100%</b> |
| Personnel                 | 328,867             | 70%         | 343,479             | 67%         | 336,934               | 62%         | 327,690               | 65%         |
| Operating                 | 126,203             | 27%         | 153,210             | 30%         | 193,055               | 36%         | 157,937               | 31%         |
| Services                  | 13,502              | 3%          | 18,000              | 3%          | 12,700                | 2%          | 18,000                | 4%          |

| <b>Funding Source *</b>     | Actual<br>2010-2011 |     | Budget<br>2011-2012 |     | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |     |
|-----------------------------|---------------------|-----|---------------------|-----|-----------------------|-----|-----------------------|-----|
| General Fund                | \$ 350,766          | 75% | \$ 361,873          | 70% | \$ 394,281            | 73% | \$ 345,021            | 69% |
| Vintage Oaks Landscape Mtce | 14,770              | 3%  | 19,361              | 4%  | 12,763                | 2%  | 21,840                | 4%  |
| Downtown Parking Permits    | 46,217              | 10% | 78,255              | 15% | 80,444                | 15% | 82,765                | 16% |
| Garbage Service Fund        | 55,936              | 12% | 54,000              | 10% | 54,000                | 10% | 54,000                | 11% |
| Interest and Rent Income    | 883                 | 0%  | 1,200               | 0%  | 1,200                 | 0%  | -                     | 0%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 205 - CITY-OWNED STREET AND OTHER RIGHT-OF-WAY**

Description: Provide clean, clear and attractive streets, sidewalks, pathways, bicycle bridges, and parking lots to promote a pleasant and safe traveling experience for pedestrians, bicyclists, and motorists.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b>                  |
|--|--|---------------------------------|
| 205-04 - Street Cleaning: Remove leaves and other debris from the roadway. | Achieve an 85% customer satisfaction rating annually.  | Met                             |
|  | Bi-Annual Community Survey results indicate residents rate quality of street cleaning higher than the benchmark. | Exceeded - much above benchmark |

|                                 | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>       | <b>\$ 256,379</b>   | <b>100%</b> | <b>\$ 274,732</b>   | <b>100%</b> | <b>\$ 274,450</b>     | <b>100%</b> | <b>\$ 241,650</b>     | <b>100%</b> |
| Personnel                       | 106,531             | 42%         | 66,091              | 24%         | 65,809                | 24%         | 74,464                | 31%         |
| Operating                       | 2,603               | 1%          | 22,751              | 8%          | 22,751                | 8%          | 2,187                 | 1%          |
| Services                        | 147,245             | 57%         | 185,890             | 68%         | 185,890               | 68%         | 165,000               | 68%         |
|                                 |                     |             |                     |             |                       |             |                       |             |
| <b>Funding Source *</b>         | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund                    | \$ 155              | 0%          | \$ 0                | 0%          | \$ 0                  | 0%          | \$ 0                  | 0%          |
| Storm Water Mgmt Fund (NPDES)   | 59,114              | 23%         | (19,584)            | -7%         | 46,800                | 17%         | (28,558)              | -12%        |
| Landscaping/Tree Assesmnt       | 168,291             | 66%         | 162,766             | 59%         | 161,350               | 59%         | 149,909               | 62%         |
| Special Assessments on Tax Roll | -                   | 0%          | 61,250              | 22%         | -                     | 0%          | 50,000                | 21%         |
| Inter Governmental Revenue      | 26,519              | 10%         | 68,000              | 25%         | 64,000                | 23%         | 68,000                | 28%         |
| Charges For Services            | 2,300               | 1%          | 2,300               | 1%          | 2,300                 | 1%          | 2,300                 | 1%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 205 - CITY-OWNED STREET AND OTHER RIGHT-OF-WAY**

Description: Provide clean, clear and attractive streets, sidewalks, pathways, bicycle bridges, and parking lots to promote a pleasant and safe traveling experience for pedestrians, bicyclists, and motorists.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b> |
|--|--|----------------|
| 205-05 - Right-of-Way<br>Encroachments: Regulate utility encroachments in the right-of-way and ensure that streets and sidewalks are repaired in accordance with City standards.<br>(Note: Encroachments for development projects are to be accounted for in the permit processing program.) | Issue 90% of routine encroachment permits within one business day of the application filing. | Not met        |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 439,621</b>   | <b>100%</b> | <b>\$ 463,208</b>   | <b>100%</b> | <b>\$ 490,366</b>     | <b>100%</b> | <b>\$ 365,823</b>     | <b>100%</b> |
| Personnel                 | 391,781             | 89%         | 348,541             | 75%         | 415,977               | 85%         | 277,803               | 76%         |
| Operating                 | 22,088              | 5%          | 45,733              | 10%         | 30,372                | 6%          | 41,020                | 11%         |
| Services                  | 25,752              | 6%          | 68,934              | 15%         | 44,017                | 9%          | 47,000                | 13%         |

| <b>Funding Source *</b>                  | Actual<br>2010-2011 |     | Budget<br>2011-2012 |     | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |     |
|--|---------------------|-----|---------------------|-----|-----------------------|-----|-----------------------|-----|
| General Fund                             | \$ 67,041           | 15% | \$ 58,507           | 13% | \$ 125,661            | 26% | \$ 89,944             | 25% |
| Community Development Agency Non-Housing | 11,452              | 3%  | 0                   | 0%  | 0                     | 0%  | 0                     | 0%  |
| Redevelopment Services Agreement         | 9,491               | 2%  | 6,073               | 1%  | 6,748                 | 1%  | -                     | 0%  |
| Water Fund - Operation                   | 75,357              | 17% | 193,878             | 42% | 158,822               | 32% | 79,361                | 22% |
| Interest and Rent Income                 | 30,000              | 7%  | 44,250              | 10% | 44,000                | 9%  | 35,018                | 10% |
| Charges For Services                     | 246,280             | 56% | 157,500             | 34% | 155,135               | 32% | 158,500               | 43% |
| Donations                                | -                   | 0%  | 3,000               | 1%  | -                     | 0%  | 3,000                 | 1%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

Description: Provide services to manage flooding, reduce pollution, and protect and enhance creek and baylands habitats in compliance with regulatory requirements.

---

|  | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|---------------------|---------------------|-----------------------|-----------------------|
| 206-01 - Storm Drain System              | \$ 67,528           | \$ 75,085           | \$ 72,919             | \$ 73,649             |
| 206-02 - FEMA Compliance                 | 21,022              | 38,223              | 34,195                | 33,543                |
| 206-03 - Stormwater Pollution Prevention | 219,400             | 292,312             | 268,526               | 247,219               |
| 206-04 - Creek Management                | 146,678             | 224,257             | 215,089               | 263,374               |
| <b>Program Total</b>                     | <b>\$ 454,629</b>   | <b>\$ 629,877</b>   | <b>\$ 590,730</b>     | <b>\$ 617,786</b>     |

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

Description: Provide services to manage flooding, reduce pollution, and protect and enhance creek and baylands habitats in compliance with regulatory requirements.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>                  |
|--|---|---------------------------------|
| 206-01 - Storm Drain System:<br>Provide and maintain a storm drain system. | Bi-Annual Community Survey results indicate residents rate quality of storm drainage higher than benchmark. | Exceeded - much above benchmark |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 67,528</b>    | <b>100%</b> | <b>\$ 75,085</b>    | <b>100%</b> | <b>\$ 72,919</b>      | <b>100%</b> | <b>\$ 73,649</b>      | <b>100%</b> |
| Personnel                 | 59,371              | 88%         | 63,158              | 84%         | 63,460                | 87%         | 64,596                | 88%         |
| Operating                 | 8,157               | 12%         | 10,127              | 13%         | 7,659                 | 11%         | 7,254                 | 10%         |
| Services                  | -                   | 0%          | 1,800               | 2%          | 1,800                 | 2%          | 1,800                 | 2%          |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund              | \$ 67,528           | 100%        | \$ 75,085           | 100%        | \$ 72,919             | 100%        | \$ 73,649             | 100%        |
| Storm Drainage            | (25,781)            | -38%        | (6,000)             | -8%         | (1,150)               | -2%         | (5,000)               | -7%         |
| Interest and Rent Income  | 2,546               | 4%          | 1,000               | 1%          | 1,000                 | 1%          | -                     | 0%          |
| Charges For Services      | 23,235              | 34%         | 5,000               | 7%          | 150                   | 0%          | 5,000                 | 7%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

Description: Provide services to manage flooding, reduce pollution, and protect and enhance creek and baylands habitats in compliance with regulatory requirements.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b> |
|--|---|----------------|
| 206-02 - FEMA Compliance: Meet requirements for maintaining good standing in the FEMA Community Rating System so that residents can qualify for lower insurance rates. | Determine substantial improvement status of applications within 2 weeks of submittal 90% of the time. | Met            |

|                           | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
|---------------------------|---------------------|------|---------------------|------|-----------------------|------|-----------------------|------|
| <b>Total Expenditures</b> | \$ 21,022           | 100% | \$ 38,223           | 100% | \$ 34,195             | 100% | \$ 33,543             | 100% |
| Personnel                 | 20,282              | 96%  | 32,284              | 84%  | 31,045                | 91%  | 27,453                | 82%  |
| Operating                 | 740                 | 4%   | 3,439               | 9%   | 3,150                 | 9%   | 3,591                 | 11%  |
| Services                  | -                   | 0%   | 2,500               | 7%   | -                     | 0%   | 2,500                 | 7%   |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |      | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
| General Fund              | \$ 19,022           | 90%  | \$ 27,223           | 71%  | \$ 24,995             | 73%  | \$ 23,343             | 70%  |
| Charges For Services      | 2,000               | 10%  | 11,000              | 29%  | 9,200                 | 27%  | 10,200                | 30%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

Description: Provide services to manage flooding, reduce pollution, and protect and enhance creek and baylands habitats in compliance with regulatory requirements.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   |             |                             |             | <b>STATUS:</b>                |             |                               |             |
|---|---|-------------|-----------------------------|-------------|-------------------------------|-------------|-------------------------------|-------------|
| 206-03 - Stormwater Pollution Prevention: Provide stormwater pollution prevention services as required by the National Pollution Discharge Elimination System permit. | Submit semi-annual reports on time and respond to comments from the California Regional Water Quality Control Board within 30 days of receipt of the audit. |             |                             |             | Met                           |             |                               |             |
|   | <u>Actual<br/>2010-2011</u>   |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
| <b>Total Expenditures</b>   | <b>\$ 219,400</b>   | <b>100%</b> | <b>\$ 292,312</b>           | <b>100%</b> | <b>\$ 268,526</b>             | <b>100%</b> | <b>\$ 247,219</b>             | <b>100%</b> |
| Personnel   | 125,686   | 57%         | 154,522                     | 53%         | 148,171                       | 55%         | 151,358                       | 61%         |
| Operating   | 35,766  | 16%         | 46,230                      | 16%         | 38,855                        | 14%         | 53,861                        | 22%         |
| Services  | 57,948  | 26%         | 91,560                      | 31%         | 81,500                        | 30%         | 42,000                        | 17%         |
|   | <u>Actual<br/>2010-2011</u>   |             | <u>Budget<br/>2011-2012</u> |             | <u>Estimate<br/>2011-2012</u> |             | <u>Proposed<br/>2012-2013</u> |             |
| <b>Funding Source *</b>   | <b>\$ 38,000</b>  | <b>17%</b>  | <b>\$ 43,842</b>            | <b>15%</b>  | <b>\$ 32,569</b>              | <b>12%</b>  | <b>\$ 44,823</b>              | <b>18%</b>  |
| General Fund  | (40,283)  | -18%        | 68,970                      | 24%         | 65,513                        | 24%         | 62,896                        | 25%         |
| Storm Water Mgmt Fund (NPDES)   | 19,000  | 9%          | 0                           | 0%          | 0                             | 0%          | 0                             | 0%          |
| Community Development Agency Non-Housing  | 19,000  | 9%          | 40,000                      | 14%         | 38,000                        | 14%         | -                             | 0%          |
| Redevelopment Services Agreement  | 183,683   | 84%         | 139,500                     | 48%         | 130,000                       | 48%         | 139,500                       | 56%         |
| Special Assessments on Tax Roll   | -   | 0%          | -                           | 0%          | 2,444                         | 1%          | -                             | 0%          |
| Charges For Services  |   |             |                             |             |                               |             |                               |             |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

Description: Provide services to manage flooding, reduce pollution, and protect and enhance creek and baylands habitats in compliance with regulatory requirements.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b> |
|--|---|----------------|
| 206-04 - Creek Management:<br>Coordinate with regional entities in managing the creeks through bank stabilization, removal of creek vegetation, maintenance, flood planning, and public education. | Complete maintenance items on San Francisquito Creek on schedule each year. | Met            |

|                                 | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>       | <b>\$ 146,678</b>   | <b>100%</b> | <b>\$ 224,257</b>   | <b>100%</b> | <b>\$ 215,089</b>     | <b>100%</b> | <b>\$ 263,374</b>     | <b>100%</b> |
| Personnel                       | 35,920              | 24%         | 39,591              | 18%         | 36,940                | 17%         | 47,119                | 18%         |
| Operating                       | 110,017             | 75%         | 124,466             | 56%         | 117,949               | 55%         | 160,055               | 61%         |
| Services                        | 741                 | 1%          | 60,200              | 27%         | 60,200                | 28%         | 56,200                | 21%         |
| <b>Funding Source *</b>         | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| General Fund                    | \$ 12,267           | 8%          | \$ 19,738           | 9%          | \$ 14,075             | 7%          | \$ 128,061            | 49%         |
| Storm Water Mgmt Fund (NPDES)   | (9,883)             | -7%         | 65,019              | 29%         | 71,014                | 33%         | (4,186)               | -2%         |
| Special Assessments on Tax Roll | 144,294             | 98%         | 139,500             | 62%         | 130,000               | 60%         | 139,500               | 53%         |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 207 - RESOURCE CONSERVATION**

Description: Protect environmental quality and conserve natural resources through developing progressive City practices and administering collaborative programs with regional entities. Assist and inform the public to increase sustainable environmental practices and minimize or eliminate practices that result in resource degradation or depletion.

---

|  | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|--|---------------------|---------------------|-----------------------|-----------------------|
| 207-01 - Solid Waste Management              | \$ 230,934          | \$ 229,358          | \$ 205,442            | \$ 242,750            |
| 207-02 - Sustainable Environmental Practices | 72,584              | 82,553              | 62,235                | 72,112                |
| <b>Program Total</b>                         | <u>\$ 303,518</u>   | <u>\$ 311,911</u>   | <u>\$ 267,677</u>     | <u>\$ 314,862</u>     |

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 207 - RESOURCE CONSERVATION**

Description: Protect environmental quality and conserve natural resources through developing progressive City practices and administering collaborative programs with regional entities. Assist and inform the public to increase sustainable environmental practices and minimize or eliminate practices that result in resource degradation or depletion.

| <b>SERVICES:</b>   | <b>RESULTS:</b>   | <b>STATUS:</b>     |
|--|---|--------------------|
| 207-01 - Solid Waste Management: Provide contract administration for collection and processing services for garbage and recyclables, planning and collaboration with regional entities for service and facility improvements and information and assistance to residents, businesses, institutions and city departments. | Annually increase the number of customers that reduce garbage volume service. | Data not available |

|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|----------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>  | <b>\$ 230,934</b>   | <b>100%</b> | <b>\$ 229,358</b>   | <b>100%</b> | <b>\$ 205,442</b>     | <b>100%</b> | <b>\$ 242,751</b>     | <b>100%</b> |
| Personnel                  | 174,172             | 75%         | 185,107             | 81%         | 175,885               | 86%         | 187,173               | 77%         |
| Operating                  | 26,525              | 11%         | 39,251              | 17%         | 24,557                | 12%         | 50,577                | 21%         |
| Services                   | 30,236              | 13%         | 5,000               | 2%          | 5,000                 | 2%          | 5,000                 | 2%          |
|                            | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
| <b>Funding Source *</b>    |                     |             |                     |             |                       |             |                       |             |
| Garbage Service Fund       | 148,911             | 64%         | 225,358             | 98%         | 201,442               | 98%         | 233,998               | 96%         |
| Inter Governmental Revenue | 8,704               | 4%          | 4,000               | 2%          | 4,000                 | 2%          | 8,753                 | 4%          |
| Charges For Services       | 250                 | 0%          | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |
| Donations                  | 73,069              | 32%         | 0                   | 0%          | 0                     | 0%          | 0                     | 0%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 207 - RESOURCE CONSERVATION**

Description: Protect environmental quality and conserve natural resources through developing progressive City practices and administering collaborative programs with regional entities. Assist and inform the public to increase sustainable environmental practices and minimize or eliminate practices that result in resource degradation or depletion.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>                  |
|---|--|---------------------------------|
| 207-02 - Sustainable Environmental Practices: Develop policies, coordinate with regional programs and inform and assist the public and City departments to increase sustainable environmental practices, such as energy and water conservation, air and water pollution prevention, green building design and integrated pest management. | Bi-Annual Community Survey results indicate percent of residents regularly recycling from their home is higher than benchmark. | Exceeded - much above benchmark |

|                           | Actual<br>2010-2011 |               | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |               |             |
|---------------------------|---------------------|---------------|---------------------|----|-----------------------|-------------|-----------------------|---------------|-------------|
| <b>Total Expenditures</b> | \$                  | <b>72,584</b> | <b>100%</b>         | \$ | <b>82,553</b>         | <b>100%</b> | \$                    | <b>72,112</b> | <b>100%</b> |
| Personnel                 |                     | 64,773        | 89%                 |    | 58,232                | 71%         |                       | 61,834        | 86%         |
| Operating                 |                     | 4,196         | 6%                  |    | 6,184                 | 7%          |                       | 8,779         | 12%         |
| Services                  |                     | 3,615         | 5%                  |    | 18,137                | 22%         |                       | 1,500         | 2%          |
|                           |                     |               |                     |    |                       |             |                       |               |             |
| <b>Funding Source *</b>   | Actual<br>2010-2011 |               | Budget<br>2011-2012 |    | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |               |             |
| General Fund              | \$                  | 72,584        | 100%                | \$ | 82,553                | 100%        | \$                    | 72,112        | 100%        |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

Description: Provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provide parking facilities in the Downtown area and promote the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

---

|   | Actual<br>2010-2011 | Budget<br>2011-2012 | Estimate<br>2011-2012 | Proposed<br>2012-2013 |
|---|---------------------|---------------------|-----------------------|-----------------------|
| 208-01 - Congestion Management            | \$ 536,765          | \$ 579,192          | \$ 537,075            | \$ 663,048            |
| 208-02 - Transportation Demand Management | 550,346             | 621,448             | 539,224               | 582,280               |
| 208-04 - Street Signage & Markings        | 311,262             | 338,068             | 291,575               | 306,853               |
| 208-05 - Safe Routes to School            | 76,435              | 83,636              | 70,070                | 69,233                |
| 208-06 - Neighborhood Traffic Management  | 107,887             | 176,139             | 132,521               | 146,746               |
| <b>Program Total</b>                      | <b>\$ 1,582,695</b> | <b>\$ 1,798,483</b> | <b>\$ 1,570,464</b>   | <b>\$ 1,768,159</b>   |

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

Description: Provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provide parking facilities in the Downtown area and promote the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

| <b>SERVICES:</b>  | <b>RESULTS:</b>   | <b>STATUS:</b>                 |
|---|---|--------------------------------|
| 208-01 - Congestion Management:<br>Establish appropriate level of service standards intended to measure roadway congestion and maintain efficient roadway and traffic signal systems. | Maintain at least 20 miles per hour average travel speed along 80% of sampled arterial corridors during the peak hours. | Met                            |
|   | Maintain at least 20 miles per hour average travel speed along 80% of sampled collector roadways during the peak hours. | Met                            |
|   | Maintain the General Plan designated levels of service at 80% of the signalized intersections.                          | Met                            |
|   | Bi-Annual Community Survey results indicate residents rate ease of car travel in Menlo Park higher than the benchmark.  | Not met - similar to benchmark |
|   | Bi-Annual Community Survey results indicate residents rate traffic flow on major streets higher than the benchmark.     | Not met - similar to benchmark |

|                              | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|------------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b>    | <b>\$ 536,765</b>   | <b>100%</b> | <b>\$ 579,192</b>   | <b>100%</b> | <b>\$ 537,075</b>     | <b>100%</b> | <b>\$ 663,048</b>     | <b>100%</b> |
| Personnel                    | 206,054             | 38%         | 186,502             | 32%         | 207,770               | 39%         | 272,269               | 41%         |
| Operating                    | 121,559             | 23%         | 228,288             | 39%         | 173,305               | 32%         | 168,461               | 25%         |
| Services                     | 209,152             | 39%         | 164,402             | 28%         | 156,000               | 29%         | 214,443               | 32%         |
| Capital Improvement Projects | -                   | 0%          | -                   | 0%          | -                     | 0%          | 7,875                 | 1%          |

| <b>Funding Source *</b>    | Actual<br>2010-2011 |       | Budget<br>2011-2012 |       | Estimate<br>2011-2012 |       | Proposed<br>2012-2013 |     |
|----------------------------|---------------------|-------|---------------------|-------|-----------------------|-------|-----------------------|-----|
| General Fund               | \$ 93,394           | 17%   | \$ 113,482          | 20%   | \$ 116,640            | 22%   | \$ 117,921            | 18% |
| Measure A                  | 352,940             | 66%   | 418,322             | 72%   | 369,203               | 69%   | 456,797               | 69% |
| Traffic Impact Fees        | (1,389,811)         | -259% | (1,255,612)         | -217% | (1,247,378)           | -232% | 49,130                | 7%  |
| Licenses & Permits         | 2,196               | 0%    | 8,000               | 1%    | 8,000                 | 1%    | 8,000                 | 1%  |
| Inter Governmental Revenue | 26,519              | 5%    | 13,000              | 2%    | 13,000                | 2%    | 13,000                | 2%  |
| Interest and Rent Income   | 21,859              | 4%    | 17,000              | 3%    | 17,000                | 3%    | -                     | 0%  |
| Charges For Services       | 1,429,669           | 266%  | 1,265,000           | 218%  | 1,260,610             | 235%  | 18,200                | 3%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

Description: Provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provide parking facilities in the Downtown area and promote the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b>           |
|---|--|--------------------------|
| 208-02 - Transportation Demand Management: Provide and promote alternative modes of transportation including commuter shuttles between the industrial/commercial work centers and the Downtown Transportation Center, a commuter incentive program for the employees, completion of a system of bikeways and implementation of safe and attractive pedestrian facilities within Menlo Park. | Maintain shuttle ridership levels of 50,000 riders per year.                                 | Exceeded - 55,000 riders |
|   | 85% of riders are satisfied with the shuttle schedules, route maps, and shuttle reliability. | Exceeded - 87%           |
|   | Implement at least one component of the Comprehensive Bicycle Plan Annually.                 | Met                      |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 550,346</b>   | <b>100%</b> | <b>\$ 621,448</b>   | <b>100%</b> | <b>\$ 539,224</b>     | <b>100%</b> | <b>\$ 582,280</b>     | <b>100%</b> |
| Personnel                 | 243,491             | 44%         | 243,606             | 39%         | 235,512               | 44%         | 224,502               | 39%         |
| Operating                 | 291,085             | 53%         | 318,219             | 51%         | 262,895               | 49%         | 312,877               | 54%         |
| Services                  | 15,770              | 3%          | 59,623              | 10%         | 40,817                | 8%          | 44,900                | 8%          |

| <b>Funding Source *</b>                  | Actual<br>2010-2011 |       | Budget<br>2011-2012 |      | Estimate<br>2011-2012 |      | Proposed<br>2012-2013 |      |
|--|---------------------|-------|---------------------|------|-----------------------|------|-----------------------|------|
| General Fund                             | \$ 49,125           | 9%    | \$ 50,697           | 8%   | \$ 51,217             | 9%   | \$ 35,357             | 6%   |
| 990 & 1000 Marsh Rd Developmnt           | 17,437              | 3%    | 17,000              | 3%   | -                     | 0%   | -                     | 0%   |
| BAAQMD AB 434                            | (45)                | 0%    | 0                   | 0%   | 0                     | 0%   | 0                     | 0%   |
| Measure A                                | (564,424)           | -103% | (463,816)           | -75% | (500,290)             | -93% | (516,056)             | -89% |
| Traffic Impact Fees                      | 63,926              | 12%   | 63,436              | 10%  | 50,621                | 9%   | 53,742                | 9%   |
| Community Development Agency Non-Housing | 35,010              | 6%    | 0                   | 0%   | 0                     | 0%   | 0                     | 0%   |
| Redevelopment Services Agreement         | 36,383              | 7%    | 43,845              | 7%   | 43,845                | 8%   | -                     | 0%   |
| Taxes                                    | 679,286             | 123%  | 660,000             | 106% | 650,000               | 121% | 650,000               | 112% |
| Inter Governmental Revenue               | 173,630             | 32%   | 186,425             | 30%  | 186,425               | 35%  | 322,237               | 55%  |
| Interest and Rent Income                 | 5,031               | 1%    | 10,000              | 2%   | 10,000                | 2%   | -                     | 0%   |
| Charges For Services                     | 37,488              | 7%    | 36,861              | 6%   | 37,488                | 7%   | 37,000                | 6%   |
| Other Financing Sources                  | 17,500              | 3%    | 17,000              | 3%   | 9,917                 | 2%   | -                     | 0%   |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

Description: Provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provide parking facilities in the Downtown area and promote the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b> |
|--|--|----------------|
| 208-04 - Street Signage & Markings:<br>Improve traffic safety in the City through effective traffic control devices that meet State and ADA standards by installing and maintaining proper traffic signs, striping and markings. | Replace 1/5 of striping and markings per year or as budget permits.  | Met            |
|  | Replace 1/5 of the traffic signs that do not meet standards for reflectivity and/or signs that are not visually legible. | Met            |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 311,262</b>   | <b>100%</b> | <b>\$ 338,068</b>   | <b>100%</b> | <b>\$ 291,575</b>     | <b>100%</b> | <b>\$ 306,853</b>     | <b>100%</b> |
| Personnel                 | 132,156             | 42%         | 191,366             | 57%         | 166,122               | 57%         | 176,612               | 58%         |
| Operating                 | 31,298              | 10%         | 41,603              | 12%         | 35,453                | 12%         | 40,240                | 13%         |
| Services                  | 147,807             | 47%         | 105,099             | 31%         | 90,000                | 31%         | 90,000                | 29%         |

| <b>Funding Source *</b>    | Actual<br>2010-2011 |     | Budget<br>2011-2012 |     | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |     |
|----------------------------|---------------------|-----|---------------------|-----|-----------------------|-----|-----------------------|-----|
| General Fund               | \$ 54,864           | 18% | \$ 97,424           | 29% | \$ 82,228             | 28% | \$ 97,373             | 32% |
| Measure A                  | 239,187             | 77% | 152,549             | 45% | 163,439               | 56% | 120,885               | 39% |
| Traffic Impact Fees        | 17,211              | 6%  | -                   | 0%  | 727                   | 0%  | 500                   | 0%  |
| Inter Governmental Revenue | -                   | 0%  | 88,095              | 26% | 44,000                | 15% | 88,095                | 29% |
| Charges For Services       | -                   | 0%  | -                   | 0%  | 1,180                 | 0%  | -                     | 0%  |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

Description: Provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provide parking facilities in the Downtown area and promote the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

| <b>SERVICES:</b>  | <b>RESULTS:</b>  | <b>STATUS:</b> |
|---|--|----------------|
| 208-05 - Safe Routes to School:<br>Provide outreach to schools and planning of safe routes for school children to walk or ride their bikes to school. | Implement "Safe Routes to Schools" plans for at least one school annually. | Met            |

|                           | <u>Actual</u><br>2010-2011 |             | <u>Budget</u><br>2011-2012 |             | <u>Estimate</u><br>2011-2012 |             | <u>Proposed</u><br>2012-2013 |             |
|---------------------------|----------------------------|-------------|----------------------------|-------------|------------------------------|-------------|------------------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 76,435</b>           | <b>100%</b> | <b>\$ 83,636</b>           | <b>100%</b> | <b>\$ 70,070</b>             | <b>100%</b> | <b>\$ 69,233</b>             | <b>100%</b> |
| Personnel                 | 72,878                     | 95%         | 79,479                     | 95%         | 69,170                       | 99%         | 66,441                       | 96%         |
| Operating                 | 3,557                      | 5%          | 4,157                      | 5%          | 900                          | 1%          | 2,791                        | 4%          |
| <br>                      |                            |             |                            |             |                              |             |                              |             |
| <b>Funding Source *</b>   | <u>Actual</u><br>2010-2011 |             | <u>Budget</u><br>2011-2012 |             | <u>Estimate</u><br>2011-2012 |             | <u>Proposed</u><br>2012-2013 |             |
| General Fund              | \$ 7,076                   | 9%          | \$ 8,260                   | 10%         | \$ 7,240                     | 10%         | \$ 3,007                     | 4%          |
| Measure A                 | 50,275                     | 66%         | 65,304                     | 78%         | 47,648                       | 68%         | 62,083                       | 90%         |
| Traffic Impact Fees       | 19,085                     | 25%         | 10,072                     | 12%         | 15,183                       | 22%         | 4,142                        | 6%          |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

Description: Provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provide parking facilities in the Downtown area and promote the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

| <b>SERVICES:</b>   | <b>RESULTS:</b>  | <b>STATUS:</b> |
|--|--|----------------|
| 208-06 - Neighborhood Traffic Management: Work with residents on traffic issues to enhance the safety and livability in their neighborhoods. | Surveys distributed for traffic management projects are returned by at least 70% of the respondents. | Not met - 61%  |

|                           | Actual<br>2010-2011 |             | Budget<br>2011-2012 |             | Estimate<br>2011-2012 |             | Proposed<br>2012-2013 |             |
|---------------------------|---------------------|-------------|---------------------|-------------|-----------------------|-------------|-----------------------|-------------|
| <b>Total Expenditures</b> | <b>\$ 107,887</b>   | <b>100%</b> | <b>\$ 176,139</b>   | <b>100%</b> | <b>\$ 132,521</b>     | <b>100%</b> | <b>\$ 146,746</b>     | <b>100%</b> |
| Personnel                 | 102,577             | 95%         | 106,887             | 61%         | 107,121               | 81%         | 78,524                | 54%         |
| Operating                 | 5,310               | 5%          | 61,002              | 35%         | 17,150                | 13%         | 59,972                | 41%         |
| Services                  | -                   | 0%          | 8,250               | 5%          | 8,250                 | 6%          | 8,250                 | 6%          |

| <b>Funding Source *</b> | Actual<br>2010-2011 |     | Budget<br>2011-2012 |     | Estimate<br>2011-2012 |     | Proposed<br>2012-2013 |     |
|-------------------------|---------------------|-----|---------------------|-----|-----------------------|-----|-----------------------|-----|
| General Fund            | \$ 44,525           | 41% | \$ 32,359           | 18% | \$ 39,010             | 29% | \$ 18,947             | 13% |
| Measure A               | 58,168              | 54% | 98,602              | 56% | 90,666                | 68% | 82,579                | 56% |
| Traffic Impact Fees     | 5,193               | 5%  | 45,178              | 26% | 2,845                 | 2%  | 45,219                | 31% |

\* Negative Funding Source indicates revenue in excess of expenditure for this service.

CITY OF MENLO PARK  
FISCAL YEAR 2012 – 13



FUND BALANCE SUMMARY

## Estimated Fund Balances

| Fund                                 | Fiscal Year | Fund Balance<br>Beginning of Year | Revenues &<br>Transfers In | Expenditures &<br>Transfers Out | Estimated Year<br>End Fund<br>Balance |
|--------------------------------------|-------------|-----------------------------------|----------------------------|---------------------------------|---------------------------------------|
| 100 - General Fund                   | 2010-2011   | \$ 25,427,041                     | \$ 36,744,737              | \$ 42,565,846                   | \$ 19,605,933                         |
|                                      | 2011-2012   | \$ 19,605,933                     | \$ 38,229,691              | \$ 37,454,380                   | \$ 20,381,246                         |
|                                      | 2012-2013   | \$ 20,381,246                     | \$ 40,439,669              | \$ 40,587,134                   | \$ 20,233,781                         |
| 101 - Workers' Compensation Fund     | 2010-2011   | \$ 1,415,711                      | \$ 570,565                 | \$ 847,530                      | \$ 1,138,745                          |
|                                      | 2011-2012   | \$ 1,138,745                      | \$ 515,000                 | \$ 308,106                      | \$ 1,345,639                          |
|                                      | 2012-2013   | \$ 1,345,639                      | \$ 510,000                 | \$ 604,573                      | \$ 1,251,066                          |
| 102 - Liability/Fire Insurance Fund  | 2010-2011   | \$ (101,679)                      | \$ 802,250                 | \$ 591,515                      | \$ 109,056                            |
|                                      | 2011-2012   | \$ 109,056                        | \$ 801,000                 | \$ 927,720                      | \$ (17,663)                           |
|                                      | 2012-2013   | \$ (17,663)                       | \$ 801,000                 | \$ 631,600                      | \$ 151,737                            |
| 103 - Other Post Employment Benefits | 2010-2011   | \$ (1,544)                        | \$ 608,224                 | \$ 634,580                      | \$ (27,900)                           |
|                                      | 2011-2012   | \$ (27,900)                       | \$ 550,100                 | \$ 487,372                      | \$ 34,828                             |
|                                      | 2012-2013   | \$ 34,828                         | \$ 581,000                 | \$ 581,000                      | \$ 34,828                             |
| 420 - Peninsula Partnership Grant    | 2010-2011   | \$ (57,655)                       | \$ 82,256                  | \$ 44,740                       | \$ (20,139)                           |
|                                      | 2011-2012   | \$ (20,139)                       | \$ 92,407                  | \$ 63,570                       | \$ 8,698                              |
|                                      | 2012-2013   | \$ 8,698                          | \$ 97,000                  | \$ 97,621                       | \$ 8,077                              |
| 434 - BAAQMD AB 434                  | 2010-2011   | \$ 2,574                          | \$ 45                      | \$ -                            | \$ 2,620                              |
|                                      | 2011-2012   | \$ 2,620                          | \$ -                       | \$ -                            | \$ 2,619                              |
|                                      | 2012-2013   | \$ 2,619                          | \$ -                       | \$ -                            | \$ 2,619                              |
| 452 - Public Library Fund            | 2010-2011   | \$ 93,551                         | \$ 11,009                  | \$ 0                            | \$ 104,560                            |
|                                      | 2011-2012   | \$ 104,560                        | \$ -                       | \$ 14,131                       | \$ 90,429                             |
|                                      | 2012-2013   | \$ 90,429                         | \$ -                       | \$ 21,085                       | \$ 69,344                             |

| Fund | Fiscal Year | Fund Balance<br>Beginning of Year | Revenues &<br>Transfers In | Expenditures &<br>Transfers Out | Estimated Year<br>End Fund<br>Balance |
|------|-------------|-----------------------------------|----------------------------|---------------------------------|---------------------------------------|
|------|-------------|-----------------------------------|----------------------------|---------------------------------|---------------------------------------|

Literacy Grants

|           |           |            |            |           |
|-----------|-----------|------------|------------|-----------|
| 2010-2011 | \$ 35,188 | \$ 233,529 | \$ 234,987 | \$ 33,730 |
| 2011-2012 | \$ 33,729 | \$ 186,000 | \$ 179,139 | \$ 40,590 |
| 2012-2013 | \$ 40,590 | \$ 171,500 | \$ 182,844 | \$ 29,246 |

505 - Vintage Oaks Landscape Mtce

|           |            |          |           |            |
|-----------|------------|----------|-----------|------------|
| 2010-2011 | \$ 130,846 | \$ 883   | \$ 15,652 | \$ 116,077 |
| 2011-2012 | \$ 116,077 | \$ 1,200 | \$ 13,963 | \$ 103,314 |
| 2012-2013 | \$ 103,314 | \$ -     | \$ 21,840 | \$ 81,474  |

506 - Sharon Hills Park

|           |            |          |           |            |
|-----------|------------|----------|-----------|------------|
| 2010-2011 | \$ 112,961 | \$ 730   | \$ 11,445 | \$ 102,246 |
| 2011-2012 | \$ 102,246 | \$ 1,000 | \$ 13,000 | \$ 90,245  |
| 2012-2013 | \$ 90,245  | \$ -     | \$ 13,000 | \$ 77,245  |

507 - Vehicle Replacement Fund

|           |            |            |            |            |
|-----------|------------|------------|------------|------------|
| 2010-2011 | \$ 608,895 | \$ 295,918 | \$ 266,602 | \$ 638,211 |
| 2011-2012 | \$ 638,211 | \$ 226,182 | \$ 309,800 | \$ 554,593 |
| 2012-2013 | \$ 554,593 | \$ 102,686 | \$ 309,800 | \$ 347,479 |

710 - Traffic Impact Fees

|           |              |              |              |              |
|-----------|--------------|--------------|--------------|--------------|
| 2010-2011 | \$ 611,326   | \$ 1,440,868 | \$ 199,226   | \$ 1,852,968 |
| 2011-2012 | \$ 1,852,968 | \$ 1,273,000 | \$ 156,911   | \$ 2,969,057 |
| 2012-2013 | \$ 2,969,057 | \$ 130,000   | \$ 1,064,037 | \$ 2,035,020 |

713 - Storm Drainage

|           |            |           |            |            |
|-----------|------------|-----------|------------|------------|
| 2010-2011 | \$ 258,670 | \$ 25,781 | \$ 100,000 | \$ 184,451 |
| 2011-2012 | \$ 184,451 | \$ 1,150  | \$ -       | \$ 185,601 |
| 2012-2013 | \$ 185,601 | \$ 5,000  | \$ -       | \$ 190,601 |

753 - Garbage Service Fund

|           |             |              |              |             |
|-----------|-------------|--------------|--------------|-------------|
| 2010-2011 | \$ 351,111  | \$ 1,456,998 | \$ 1,885,309 | \$ (77,201) |
| 2011-2012 | \$ (77,201) | \$ 792,000   | \$ 326,139   | \$ 388,659  |
| 2012-2013 | \$ 388,659  | \$ 620,753   | \$ 360,877   | \$ 648,535  |

| Fund | Fiscal Year | Fund Balance<br>Beginning of Year | Revenues &<br>Transfers In | Expenditures &<br>Transfers Out | Estimated Year<br>End Fund<br>Balance |
|------|-------------|-----------------------------------|----------------------------|---------------------------------|---------------------------------------|
|------|-------------|-----------------------------------|----------------------------|---------------------------------|---------------------------------------|

754 - Bedwell Park Landfill

|           |              |            |            |              |
|-----------|--------------|------------|------------|--------------|
| 2010-2011 | \$ 1,941,854 | \$ 748,050 | \$ 197,744 | \$ 2,492,160 |
| 2011-2012 | \$ 2,492,160 | \$ 789,000 | \$ 335,546 | \$ 2,945,614 |
| 2012-2013 | \$ 2,945,614 | \$ 760,000 | \$ 329,183 | \$ 3,376,431 |

758 - Downtown Parking Permits

|           |              |            |            |              |
|-----------|--------------|------------|------------|--------------|
| 2010-2011 | \$ 2,831,914 | \$ 372,784 | \$ 127,126 | \$ 3,077,572 |
| 2011-2012 | \$ 3,077,572 | \$ 390,000 | \$ 859,227 | \$ 2,608,344 |
| 2012-2013 | \$ 2,608,344 | \$ 350,000 | \$ 152,144 | \$ 2,806,200 |

801 - Rec-In-Lieu Fund

|           |              |            |              |              |
|-----------|--------------|------------|--------------|--------------|
| 2010-2011 | \$ 3,911,198 | \$ 117,998 | \$ 439,951   | \$ 3,589,245 |
| 2011-2012 | \$ 3,589,245 | \$ 222,200 | \$ 3,025,212 | \$ 786,233   |
| 2012-2013 | \$ 786,233   | \$ 180,000 | \$ -         | \$ 966,233   |

809 - Bedwell Park Maintenance

|           |              |          |            |            |
|-----------|--------------|----------|------------|------------|
| 2010-2011 | \$ 1,037,125 | \$ 6,166 | \$ 197,047 | \$ 846,244 |
| 2011-2012 | \$ 846,244   | \$ 2,500 | \$ 150,842 | \$ 697,902 |
| 2012-2013 | \$ 697,902   | \$ -     | \$ 107,529 | \$ 590,373 |

813 - Frances Mack Trust

|           |            |          |           |            |
|-----------|------------|----------|-----------|------------|
| 2010-2011 | \$ 384,094 | \$ 2,480 | \$ 57,060 | \$ 329,514 |
| 2011-2012 | \$ 329,514 | \$ 2,500 | \$ 70,638 | \$ 261,376 |
| 2012-2013 | \$ 261,376 | \$ -     | \$ 77,870 | \$ 183,506 |

832 - BMR Housing-Resident/Commerl

|           |               |            |            |               |
|-----------|---------------|------------|------------|---------------|
| 2010-2011 | \$ 10,588,890 | \$ 244,389 | \$ 387,129 | \$ 10,446,150 |
| 2011-2012 | \$ 10,446,150 | \$ 240,033 | \$ 660,209 | \$ 10,025,974 |
| 2012-2013 | \$ 10,025,974 | \$ -       | \$ 63,000  | \$ 9,962,974  |

833 - Redevelopment Svcs Agreement

|           |              |               |              |              |
|-----------|--------------|---------------|--------------|--------------|
| 2010-2011 | \$ -         | \$ 11,076,643 | \$ 1,166,188 | \$ 9,910,456 |
| 2011-2012 | \$ 9,910,456 | \$ 70,000     | \$ 840,369   | \$ 9,140,087 |
| 2012-2013 | \$ 9,140,087 | \$ -          | \$ -         | \$ 9,140,087 |

834 - Measure A

|           |              |              |              |              |
|-----------|--------------|--------------|--------------|--------------|
| 2010-2011 | \$ 1,606,065 | \$ 1,166,436 | \$ 1,737,515 | \$ 1,034,986 |
| 2011-2012 | \$ 1,034,986 | \$ 991,830   | \$ 1,141,013 | \$ 885,803   |
| 2012-2013 | \$ 885,803   | \$ 1,281,632 | \$ 1,571,681 | \$ 595,754   |

| Fund | Fiscal Year | Fund Balance<br>Beginning of Year | Revenues &<br>Transfers In | Expenditures &<br>Transfers Out | Estimated Year<br>End Fund<br>Balance |
|------|-------------|-----------------------------------|----------------------------|---------------------------------|---------------------------------------|
|------|-------------|-----------------------------------|----------------------------|---------------------------------|---------------------------------------|

835 - Highway Users Tax Fund

|           |              |            |            |              |
|-----------|--------------|------------|------------|--------------|
| 2010-2011 | \$ 1,999,034 | \$ 787,653 | \$ 712,131 | \$ 2,074,556 |
| 2011-2012 | \$ 2,074,556 | \$ 897,643 | \$ 191,091 | \$ 2,781,109 |
| 2012-2013 | \$ 2,781,109 | \$ 892,643 | \$ 475,000 | \$ 3,198,752 |

836 - Rev Share-Emergency Loan

|           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|
| 2010-2011 | \$ 58,528 | \$ 2,281  | \$ 35,450 | \$ 25,359 |
| 2011-2012 | \$ 25,359 | \$ 12,319 | \$ 10,000 | \$ 27,678 |
| 2012-2013 | \$ 27,678 | \$ 2,000  | \$ -      | \$ 29,678 |

837 - Commun Devel Block Grant

|           |            |          |        |            |
|-----------|------------|----------|--------|------------|
| 2010-2011 | \$ 699,742 | \$ (359) | \$ 412 | \$ 698,971 |
| 2011-2012 | \$ 698,971 | \$ 120   | \$ 120 | \$ 698,970 |
| 2012-2013 | \$ 698,970 | \$ -     | \$ -   | \$ 698,970 |

838 - Landscaping/Tree Assessment

|           |            |            |            |            |
|-----------|------------|------------|------------|------------|
| 2010-2011 | \$ 258,837 | \$ 705,149 | \$ 796,436 | \$ 167,550 |
| 2011-2012 | \$ 167,550 | \$ 730,057 | \$ 799,383 | \$ 98,224  |
| 2012-2013 | \$ 98,224  | \$ 741,955 | \$ 806,292 | \$ 33,887  |

839 - Sidewalk Assessment

|           |            |            |            |            |
|-----------|------------|------------|------------|------------|
| 2010-2011 | \$ 501,647 | \$ 173,859 | \$ 141,398 | \$ 534,109 |
| 2011-2012 | \$ 534,109 | \$ 202,903 | \$ 454,854 | \$ 282,159 |
| 2012-2013 | \$ 282,159 | \$ 190,025 | \$ 199,803 | \$ 272,380 |

841 - Storm Water Mgmt Fund (NPDES)

|           |            |            |            |            |
|-----------|------------|------------|------------|------------|
| 2010-2011 | \$ 321,686 | \$ 330,277 | \$ 339,225 | \$ 312,738 |
| 2011-2012 | \$ 312,738 | \$ 315,744 | \$ 499,071 | \$ 129,411 |
| 2012-2013 | \$ 129,411 | \$ 329,000 | \$ 359,152 | \$ 99,259  |

842 - Traffic Congestion Relief-2928

|           |            |          |            |            |
|-----------|------------|----------|------------|------------|
| 2010-2011 | \$ 756,383 | \$ 4,369 | \$ 272,768 | \$ 487,985 |
| 2011-2012 | \$ 487,985 | \$ 4,500 | \$ -       | \$ 492,485 |
| 2012-2013 | \$ 492,485 | \$ -     | \$ -       | \$ 492,485 |

| Fund | Fiscal Year | Fund Balance<br>Beginning of Year | Revenues &<br>Transfers In | Expenditures &<br>Transfers Out | Estimated Year<br>End Fund<br>Balance |
|------|-------------|-----------------------------------|----------------------------|---------------------------------|---------------------------------------|
|------|-------------|-----------------------------------|----------------------------|---------------------------------|---------------------------------------|

843 - Construction Impact Fee

|           |              |            |              |              |
|-----------|--------------|------------|--------------|--------------|
| 2010-2011 | \$ 2,838,543 | \$ 555,316 | \$ 1,255,643 | \$ 2,138,216 |
| 2011-2012 | \$ 2,138,216 | \$ 522,103 | \$ 510,000   | \$ 2,150,318 |
| 2012-2013 | \$ 2,150,318 | \$ 480,000 | \$ 56,118    | \$ 2,574,200 |

845 - Measure T Bond

|           |              |           |              |              |
|-----------|--------------|-----------|--------------|--------------|
| 2010-2011 | \$ 8,014,907 | \$ 24,749 | \$ 4,911,821 | \$ 3,127,835 |
| 2011-2012 | \$ 3,127,835 | \$ 4,000  | \$ 1,802,554 | \$ 1,329,281 |
| 2012-2013 | \$ 1,329,281 | \$ -      | \$ -         | \$ 1,329,281 |

851 - General Fund - CIP

|           |              |              |              |              |
|-----------|--------------|--------------|--------------|--------------|
| 2010-2011 | \$ 8,910,170 | \$ 2,124,375 | \$ 3,199,418 | \$ 7,835,127 |
| 2011-2012 | \$ 7,835,127 | \$ 2,223,200 | \$ 1,384,200 | \$ 8,674,127 |
| 2012-2013 | \$ 8,674,127 | \$ 2,328,028 | \$ 2,741,584 | \$ 8,260,571 |

Community Development Agency

|           |               |               |               |             |
|-----------|---------------|---------------|---------------|-------------|
| 2010-2011 | \$ 20,534,270 | \$ 19,474,642 | \$ 39,965,776 | \$ (0)      |
| 2011-2012 | \$ -          | \$ -          | \$ 43,137     | \$ (43,137) |
| 2012-2013 | \$ (43,137)   | \$ -          | \$ -          | \$ (43,137) |

853 - 1990 Library Bond Fund

|           |            |          |           |            |
|-----------|------------|----------|-----------|------------|
| 2010-2011 | \$ 241,475 | \$ 1,396 | \$ 30,482 | \$ 212,389 |
| 2011-2012 | \$ 212,389 | \$ 1,000 | \$ 19,490 | \$ 193,900 |
| 2012-2013 | \$ 193,900 | \$ -     | \$ 55,000 | \$ 138,900 |

855 - Water Fund - Capital

|           |               |            |              |               |
|-----------|---------------|------------|--------------|---------------|
| 2010-2011 | \$ 16,944,215 | \$ 749,376 | \$ 922,592   | \$ 16,770,999 |
| 2011-2012 | \$ 16,770,999 | \$ 785,710 | \$ 1,378,660 | \$ 16,178,050 |
| 2012-2013 | \$ 16,178,050 | \$ 850,000 | \$ 4,960,224 | \$ 12,067,826 |

856 - 1992 RDA Tax Increment Bond

|           |           |        |      |           |
|-----------|-----------|--------|------|-----------|
| 2010-2011 | \$ 42,954 | \$ 183 | \$ - | \$ 43,137 |
| 2011-2012 | \$ 43,137 | \$ -   | \$ - | \$ 43,137 |
| 2012-2013 | \$ 43,137 | \$ -   | \$ - | \$ 43,137 |

| Fund                                 | Fiscal Year | Fund Balance<br>Beginning of Year | Revenues &<br>Transfers In | Expenditures &<br>Transfers Out | Estimated Year<br>End Fund<br>Balance |
|--------------------------------------|-------------|-----------------------------------|----------------------------|---------------------------------|---------------------------------------|
| 858 - 2000 RDA Tax Increment Bond    | 2010-2011   | \$ 7,389,650                      | \$ 31,082                  | \$ 7,420,732                    | \$ 0                                  |
|                                      | 2011-2012   | \$ -                              | \$ -                       | \$ -                            | \$ -                                  |
|                                      | 2012-2013   | \$ -                              | \$ -                       | \$ -                            | \$ -                                  |
| 859 - RDA Public Impr Grant Fund     | 2010-2011   | \$ -                              | \$ 9,469,526               | \$ 1,636,511                    | \$ 7,833,014                          |
|                                      | 2011-2012   | \$ 7,833,014                      | \$ 4,000                   | \$ 37,667                       | \$ 7,799,347                          |
|                                      | 2012-2013   | \$ 7,799,347                      | \$ -                       | \$ -                            | \$ 7,799,347                          |
| 861 - Water Fund - Operation         | 2010-2011   | \$ 7,934,771                      | \$ 5,229,624               | \$ 5,025,490                    | \$ 8,138,905                          |
|                                      | 2011-2012   | \$ 8,138,905                      | \$ 4,936,381               | \$ 6,309,091                    | \$ 6,766,195                          |
|                                      | 2012-2013   | \$ 6,766,195                      | \$ 6,220,000               | \$ 7,124,264                    | \$ 5,861,931                          |
| 863 - Housing Authority              | 2010-2011   | \$ -                              | \$ 6,379,084               | \$ 324,166                      | \$ 6,054,918                          |
|                                      | 2011-2012   | \$ 6,054,918                      | \$ -                       | \$ 311,954                      | \$ 5,742,964                          |
|                                      | 2012-2013   | \$ 5,742,964                      | \$ -                       | \$ -                            | \$ 5,742,964                          |
| 872 - Debt Service Fund-CDA          | 2010-2011   | \$ 9,135,499                      | \$ 5,013,605               | \$ 4,999,483                    | \$ 9,149,620                          |
|                                      | 2011-2012   | \$ 9,149,620                      | \$ 5,399,295               | \$ 5,279,295                    | \$ 9,269,618                          |
|                                      | 2012-2013   | \$ 9,269,618                      | \$ 5,219,997               | \$ 5,219,997                    | \$ 9,269,618                          |
| 874 - 1990 Library Bond Debt Service | 2010-2011   | \$ 893,496                        | \$ 458,644                 | \$ 423,750                      | \$ 928,390                            |
|                                      | 2011-2012   | \$ 928,390                        | \$ 425,000                 | \$ 427,700                      | \$ 925,690                            |
|                                      | 2012-2013   | \$ 925,690                        | \$ 406,000                 | \$ 330,200                      | \$ 1,001,490                          |
| 875 - 2002 Recreation GO Bond D.S.   | 2010-2011   | \$ 2,601,099                      | \$ 1,351,960               | \$ 1,368,400                    | \$ 2,584,659                          |
|                                      | 2011-2012   | \$ 2,584,659                      | \$ 1,322,000               | \$ 2,980,900                    | \$ 925,759                            |
|                                      | 2012-2013   | \$ 925,759                        | \$ 1,422,000               | \$ 1,417,068                    | \$ 930,691                            |

CITY OF MENLO PARK  
FISCAL YEAR 2012 – 13



CAPITAL IMPROVEMENTS

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 10-001 - Radio Replacement

**Project Description:**

The Dispatch Center utilizes an extensive network of radio equipment which has a useful lifespan of 10 to 15 years. If equipment is not replaced it can malfunction, leading to a loss of communication with police officers in the field. This would lead to an enhanced level of risk to officers and a decrease in service to the community. A multi-year Replacement Schedule was created in 2010 by the County which stipulates equipment to be replaced based on lifespan. All costs to install include labor.



| Funding Source     | Previously Expended | 2011-12 Budgeted | 2012-13 Proposed | 2013-14 Projected | 2014-15 Projected | 2015-16 Projected | 2016-17 Projected | Total      |
|--------------------|---------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------|
| General Fund - CIP | \$ -                | \$ -             | \$ 130,000       | \$ 195,000        | \$ 26,000         | \$ 100,000        | \$ 195,000        | \$ 646,000 |
| Total              | \$ -                | \$ -             | \$ 130,000       | \$ 195,000        | \$ 26,000         | \$ 100,000        | \$ 195,000        | \$ 646,000 |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **10-002 - Police Lot Security**

**Project Description:**

The proposed project will improve the east and south police parking area by installing new fencing and gates that will eliminate the ability of pedestrians/public to access the secured area. Additionally, the parking area will be reconfigured to provide space for additional police vehicles.



| <b>Funding Source</b> | <b>Previously Expended</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b> |
|-----------------------|----------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------|
| General Fund - CIP    | \$ -                       | \$ -                    | \$ 40,000               | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 40,000    |
| <b>Total</b>          | \$ -                       | \$ -                    | \$ 40,000               | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 40,000    |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 13-017 - City Facilities Telephone System Upgrade

**Project Description:**

This project will replace the legacy based Nortel Meridian Option 11 phone system with a new IP based phone system. The existing legacy system is very old and as of June 5, 2009 no longer support by Avaya. Repairs are currently made with parts on the secondary market which result in a less and less reliable system as time goes on.



| <b>Funding Source</b> | <b>Previously Expended</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b> |
|-----------------------|----------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------|
| General Fund - CIP    | \$ -                       | \$ -                    | \$ 295,000              | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 295,000   |
| <b>Total</b>          | \$ -                       | \$ -                    | \$ 295,000              | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 295,000   |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **20-010 - Street Resurfacing Project**

**Project Description:**

This ongoing project will include the detailed design and selection of streets to be resurfaced throughout the City during Fiscal Year 2013-14. This project will utilize the City's Pavement Management System (PMS) to assess the condition of existing streets and assist in the selection process.



| Funding Source                 | Previously Expended* | 2011-12 Budgeted    | 2012-13 Proposed  | 2013-14 Projected   | 2014-15 Projected | 2015-16 Projected   | 2016-17 Projected | Total                |
|--------------------------------|----------------------|---------------------|-------------------|---------------------|-------------------|---------------------|-------------------|----------------------|
| General Fund - CIP Measure A   | \$ 5,345,487         | \$ 2,534,744        | \$ -              | \$ 2,000,000        | \$ -              | \$ 2,000,000        | \$ -              | \$ 11,880,231        |
| Highway Users Tax Fund         | 877,900              | 274,000             | -                 | 270,000             | -                 | 270,000             | -                 | 1,691,900            |
| Traffic Congestion Relief-2928 | 4,272,018            | 1,500,000           | 225,000           | 2,000,000           | 230,000           | 2,000,000           | 250,000           | 10,477,018           |
| Construction Impact Fee        | 520,836              | 452,000             | -                 | -                   | -                 | -                   | -                 | 972,836              |
| Previous Years' Funding        | 1,694,367            | 1,716,242           | -                 | 1,000,000           | -                 | 1,000,000           | -                 | 5,410,609            |
|                                | 2,431,630            | -                   | -                 | -                   | -                 | -                   | -                 | 2,431,630            |
| <b>Total</b>                   | <b>\$ 15,142,238</b> | <b>\$ 6,476,986</b> | <b>\$ 225,000</b> | <b>\$ 5,270,000</b> | <b>\$ 230,000</b> | <b>\$ 5,270,000</b> | <b>\$ 250,000</b> | <b>\$ 32,864,224</b> |

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 10 years.

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **20-011 Sidewalk Repair Program**

**Project Description:**

This ongoing project consists of removing hazardous sidewalk offsets and replacing sidewalk sections that have been damaged by City tree roots in order to eliminate trip hazards.



| <b>Funding Source</b>       | <b>Previously Expended*</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b>        |
|-----------------------------|-----------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| General Fund - CIP          | \$ 708,777                  | \$ 327,838              | \$ 120,000              | \$ 120,000               | \$ 120,000               | \$ 120,000               | \$ 120,000               | \$ 1,636,615        |
| Highway Users Tax           | 323,554                     | 5,550                   | -                       | -                        | -                        | -                        | -                        | 329,104             |
| Sidewalk Assessment         | 1,421,853                   | 464,124                 | 180,000                 | 180,000                  | 180,000                  | 180,000                  | 180,000                  | 2,785,977           |
| 2000 RDA Tax Increment Bond | 70,162                      | -                       | -                       | -                        | -                        | -                        | -                        | 70,162              |
| Previous Years' Funding     | 1,762,333                   | -                       | -                       | -                        | -                        | -                        | -                        | 1,762,333           |
| <b>Total</b>                | <b>\$ 4,286,679</b>         | <b>\$ 797,512</b>       | <b>\$ 300,000</b>       | <b>\$ 300,000</b>        | <b>\$ 300,000</b>        | <b>\$ 300,000</b>        | <b>\$ 300,000</b>        | <b>\$ 6,584,191</b> |

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 10 years.

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **20-030 - El Camino Tree Planting**

**Project Description:**

This project will involve planting new trees along El Camino Real in both median and sidewalk areas in coordination with the El Camino Real/Downtown Specific Plan implementation



| <b>Funding Source</b> | <b>Previously Expended</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b>      |
|-----------------------|----------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| General Fund - CIP    | \$ -                       | \$ -                    | \$ 200,000              | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 200,000        |
| <b>Total</b>          | <b>\$ -</b>                | <b>\$ -</b>             | <b>\$ 200,000</b>       | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ 200,000</b> |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 20-038 - Storm Drain Improvements

**Project Description:**

This ongoing project will implement improvements that were identified in the Storm Drain Master Plan as high priority and will provide annual cleaning to the existing storm drains.



| Funding Source     | Previously Expended* | 2011-12 Budget    | 2012-13 Proposed  | 2013-14 Projected | 2014-15 Projected | 2015-16 Projected | 2016-17 Projected | Total Cost          |
|--------------------|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| General Fund - CIP | \$ 765,619           | \$ 219,749        | \$ 160,000        | \$ 175,000        | \$ 175,000        | \$ 185,000        | \$ 185,000        | \$ 1,865,368        |
| Storm Drainage     | \$ -                 | \$ 100,000        | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ 100,000          |
| <b>Total</b>       | <b>\$ 765,619</b>    | <b>\$ 319,749</b> | <b>\$ 160,000</b> | <b>\$ 175,000</b> | <b>\$ 175,000</b> | <b>\$ 185,000</b> | <b>\$ 185,000</b> | <b>\$ 1,965,368</b> |

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 10 years.

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **20-054 - Downtown Irrigation Replacement**

**Project Description:**

This project will upgrade the current irrigation system and plant a demonstration garden in the downtown area. Design and construction estimates have increased to minimize existing streetscape damage and replace landscaping from construction.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b>      |
|-----------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| General Fund          | \$ 14,866               | \$ 150,000              | \$ 170,000              | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 334,866        |
| <b>Total</b>          | <b>\$ 14,866</b>        | <b>\$ 150,000</b>       | <b>\$ 170,000</b>       | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ 334,866</b> |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **20-058 Sidewalk Master Plan Implementation**

**Project Description:**  
 This project will involve constructing new sidewalks in areas with priority needs as identified in the Sidewalk Master Plan. Resident surveys will be conducted at high priority locations to assess the level of support prior to selecting specific sites.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b>      |
|-----------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| Measure A             | \$ 5,072                | \$ 100,000              | \$ 100,000              | \$ 100,000               | \$ 100,000               | \$ 100,000               | \$ 100,000               | \$ 600,000        |
| <b>Total</b>          | <b>\$ 5,072</b>         | <b>\$ 100,000</b>       | <b>\$ 100,000</b>       | <b>\$ 100,000</b>        | <b>\$ 100,000</b>        | <b>\$ 100,000</b>        | <b>\$ 100,000</b>        | <b>\$ 600,000</b> |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **20-059 - Downtown Parking Utility Underground**

**Project Description:**

A project study was initiated in FY 2008/09 to investigate the use of Rule 20A funding for undergrounding utilities in the downtown parking plazas, and through recent communication with PG&E, it has been confirmed that this can be done. As a result, the City will begin the process of creating an underground utility district in the downtown area, then design and construction can begin.



| <b>Funding Source</b>    | <b>Expended To Date</b> | <b>2011-12 Budget</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total Cost</b>   |
|--------------------------|-------------------------|-----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| General Fund - CIP       | \$ -                    | \$ -                  | \$ 100,000              | \$ 100,000               | \$ 2,750,000             | \$ -                     | \$ -                     | \$ 2,950,000        |
| Downtown Parking Permits | \$ -                    | \$ -                  | \$ -                    | \$ -                     | \$ 1,800,000             | \$ -                     | \$ -                     | \$ 1,800,000        |
| <b>Total</b>             | <b>\$ -</b>             | <b>\$ -</b>           | <b>\$ 100,000</b>       | <b>\$ 100,000</b>        | <b>\$ 4,550,000</b>      | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ 4,750,000</b> |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **20-060 - Sustainable/Green Building Standards Cost Benefit Analysis**

**Project Description:**

Twenty eight percent of Menlo Park's greenhouse gas (GHG) emissions are from the residential and commercial sectors. Green buildings not only reduce greenhouse gas emissions by minimizing energy/water usage, but also reduce natural resource consumption and provide healthier indoor environments in comparison to non-green buildings. The level of implementation can vary from strict to voluntary based on available resources, community feedback and city council priorities. In addition, the applicability can range to only new structures or include major renovations of buildings. The city has already increased local energy efficient requirements for new construction. This study would evaluate the benefit and costs of various policies to gain greater GHG reductions. This project is part of the Climate Action Plan's five year strategy approved by Council in July 2011.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budget</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total Cost</b> |
|-----------------------|-------------------------|-----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| General Fund - CIP    | \$ -                    | \$ -                  | \$ 30,000               | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 30,000         |
| <b>Total</b>          | <b>\$ -</b>             | <b>\$ -</b>           | <b>\$ 30,000</b>        | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ 30,000</b>  |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 20-061 - Chrysler Pump Station Improvements

**Project Description:**

This project will involve design (FY 2012/13) and construction (2013/14) of upgrades to the aging equipment at the Chrysler Pump Station. The existing Chrysler Pump Station is approximately 40 years old and its electrical equipment and pumps need to be upgraded and/or replaced.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budget</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total Cost</b> |
|-----------------------|-------------------------|-----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| General Fund - CIP    | \$ -                    | \$ -                  | \$ 80,000               | \$ 320,000               | \$ -                     | \$ -                     | \$ -                     | \$ 400,000        |
| <b>Total</b>          | <b>\$ -</b>             | <b>\$ -</b>           | <b>\$ 80,000</b>        | <b>\$ 320,000</b>        | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ 400,000</b> |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **20-062 - Complete Streets Ordinance Study**

**Project Description:**

In order to meet regional transportation funding guidelines, local agencies in the Bay Area are required to adopt a complete streets ordinance. The objective of this study is to first analyze the requirements of a complete streets ordinance. Depending on the requirements, the City would work to develop a policy that established guiding principles and practices so transportation improvements are planned, designed, constructed, operated, and maintained to encourage walking, bicycling and transit use while promoting safe operation for all users. Public outreach to the businesses, residents, school districts, and other stakeholders would be part of the process in developing the ordinance.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budget</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total Cost</b> |
|-----------------------|-------------------------|-----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| Measure A             | \$ -                    | \$ -                  | \$ 100,000              | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 100,000        |
| <b>Total</b>          | \$ -                    | \$ -                  | \$ 100,000              | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 100,000        |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **210T10 - High Speed Rail Coordination**

**Project Description:**

The California High Speed Rail Bay Area to Central Valley route is being planned along the existing Caltrain tracks through the City of Menlo Park. This project involves City staff coordination with the Peninsula Cities Coalition, neighboring jurisdictions, the High Speed Rail Authority and elected officials to protect the City's interests during the planning and implementation stages of the California High Speed Rail Project. Funding will be used for technical expertise and consulting support.



| <b>Funding Source</b>        | <b>Expended To Date</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b>          |
|------------------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------|
| General Fund - CIP Measure A | \$ 140,581<br>-         | \$ 53,500<br>110,612    | \$ 50,000<br>-          | \$ 50,000<br>-           | \$ 50,000<br>-           | \$ 50,000<br>-           | \$ 50,000<br>-           | \$ 444,081<br>110,612 |
| <b>Total</b>                 | <b>\$ 140,581</b>       | <b>\$ 164,112</b>       | <b>\$ 50,000</b>        | <b>\$ 50,000</b>         | <b>\$ 50,000</b>         | <b>\$ 50,000</b>         | <b>\$ 50,000</b>         | <b>\$ 554,693</b>     |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **25-028 - Park Improvements (Minor)**

**Project Description:**

This project addresses minor improvements to parks, such as repairing fences, irrigation systems, play equipment, resodding portions of fields and adding sand and fibar to play equipment.



| <b>Funding Source</b> | <b>Previously Expended*</b> | <b>2011-12 Budget</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total Cost</b>   |
|-----------------------|-----------------------------|-----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| General Fund - CIP    | \$ 465,774                  | \$ 325,965            | \$ 12,000               | \$ 120,000               | \$ 120,000               | \$ 130,000               | \$ 130,000               | \$ 1,303,739        |
| <b>Total</b>          | <b>\$ 465,774</b>           | <b>\$ 325,965</b>     | <b>\$ 12,000</b>        | <b>\$ 120,000</b>        | <b>\$ 120,000</b>        | <b>\$ 130,000</b>        | <b>\$ 130,000</b>        | <b>\$ 1,303,739</b> |

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 10 years.

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 25-032 Belle Haven Child Development Center Outdoor Play Space Remodel

**Project Description:**

The BHCDC used to have a water feature in the back that became high maintenance and was removed and replaced with sand. Over the years, a small play structure has been added in the sand pit. The playground needs to be evaluated for fall zones and compliance with the American with Disabilities Act (ADA) and a new play area constructed as needed.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b> |
|-----------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------|
| General Fund - CIP    | \$ -                    | \$ -                    | \$ 75,000               | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 75,000    |
| <b>Total</b>          | \$ -                    | \$ -                    | \$ 75,000               | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 75,000    |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **27-033 - City Buildings (Minor)**

**Project Description:**

This ongoing project was established in Fiscal Year 2004-05. Projects programmed on an annual basis include minor improvements that extend the useful life of systems and equipment in City Buildings. FY 2012-13 funding provides for replacing the corporation yard floor in the men's bathroom, and locker room, replacing the bathroom partition, and painting the lockers. The project will also begin the design for the replacement of the Corporation Yard roof, and other miscellaneous building improvements throughout the City.



| <b>Funding Source</b> | <b>Previously Expended*</b> | <b>2011-12 Budget</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total Cost</b>   |
|-----------------------|-----------------------------|-----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| General Fund - CIP    | \$ 1,238,208                | \$ 478,371            | \$ 275,000              | \$ 300,000               | \$ 300,000               | \$ 300,000               | \$ 300,000               | \$ 3,191,579        |
| <b>Total</b>          | <b>\$ 1,238,208</b>         | <b>\$ 478,371</b>     | <b>\$ 275,000</b>       | <b>\$ 300,000</b>        | <b>\$ 300,000</b>        | <b>\$ 300,000</b>        | <b>\$ 300,000</b>        | <b>\$ 3,191,579</b> |

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 10 years.

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **27-040 - Administration Building Emergency Generator**

**Project Description:**

This project will replace the existing emergency generator at the administration building that provides emergency power to the building when power from PG&E is temporarily lost. The existing generator is over 25 years old and supports the operation of the police dispatch 911 system and other essential City services during an emergency.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budget</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total Cost</b> |
|-----------------------|-------------------------|-----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| General Fund - CIP    | \$ 15,640               | \$ 50,000             | \$ 200,000              | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 250,000        |
| <b>Total</b>          | <b>\$ 15,640</b>        | <b>\$ 50,000</b>      | <b>\$ 200,000</b>       | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ 250,000</b> |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **27-043 - Energy Audit of City Administration**

**Project Description:**

The city's administration building has the highest energy consumption of all the city buildings, using over 1 million kWh and 15,000 therms per year, costing \$153,000 annually. This project will conduct an energy audit of the administration building to identify ways of reducing the building's energy loads in a cost effective manner. The energy audit will provide guidance on which upgrades to undertake first, and how to use the savings to make further energy upgrades in the future. The cost of this project does not include building retrofits that will be identified as part of this project.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budget</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total Cost</b> |
|-----------------------|-------------------------|-----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| General Fund - CIP    | \$ -                    | \$ -                  | \$ 40,000               | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 40,000         |
| <b>Total</b>          | <b>\$ -</b>             | <b>\$ -</b>           | <b>\$ 40,000</b>        | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ 40,000</b>  |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 27-044 - Council Chambers Mics/Voting Equipment

**Project Description:**

The existing City Council Chambers microphones are customized to include the voting panel. The system is over 15 years old and the microphones can no longer be repaired. Staff is recommending replacing the microphones and voting panel system with a non custom system available on the market.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budget</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total Cost</b> |
|-----------------------|-------------------------|-----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| General Fund - CIP    | \$ -                    | \$ -                  | \$ 60,000               | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 60,000         |
| <b>Total</b>          | \$ -                    | \$ -                  | \$ 60,000               | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 60,000         |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 27-045 - Council Chambers Audio/Video Equipment

**Project Description:**

This upgrade will improve the City Council Chamber audio and video equipment and it will incorporate specific concepts and hardware items for audio and visual presentation systems along with improved seating for Council members. The project will replace the video switcher, cameras, video screen and Council chairs in the Council Chambers. The Panasonic video switcher, the pan, and tilt camera have reached their end of life and are no longer available or supported. The current technology is considered obsolete.



| Funding Source     | Expended To Date | 2011-12 Budget | 2012-13 Proposed | 2013-14 Projected | 2014-15 Projected | 2015-16 Projected | 2016-17 Projected | Total Cost |
|--------------------|------------------|----------------|------------------|-------------------|-------------------|-------------------|-------------------|------------|
| General Fund - CIP | \$ -             | \$ -           | \$ 75,000        | \$ -              | \$ -              | \$ -              | \$ -              | \$ 75,000  |
| Total              | \$ -             | \$ -           | \$ 75,000        | \$ -              | \$ -              | \$ -              | \$ -              | \$ 75,000  |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 30-010 - Burgess Pool Pump Ladder

**Project Description:**

The Burgess Pool main pumps are in a large pit area. In order to service this equipment, on a daily basis, city staff, aquatics contracted staff, or service contractors are required to follow OSHA requirements for Confined Spaces. This is a stringent requirement and labor intensive to comply with. The requirement would not be needed if a set of stairs were installed going into the pit area. This project will include the design costs, permits, the purchase and installation of the stairs.



| Funding Source     | Expended To Date | 2011-12 Budgeted | 2012-13 Proposed | 2013-14 Projected | 2014-15 Projected | 2015-16 Projected | 2016-17 Projected | Total     |
|--------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|-----------|
| General Fund - CIP | \$ -             | \$ -             | \$ 28,000        | \$ -              | \$ -              | \$ -              | \$ -              | \$ 28,000 |
| Total              | \$ -             | \$ -             | \$ 28,000        | \$ -              | \$ -              | \$ -              | \$ -              | \$ 28,000 |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 40-008 - Library RFID Conversion Project

**Project Description:**

This project will convert all library materials from the current barcode system to the more reliable RFID format. RFID will provide savings in time, money and labor in material check-out and circulation activities. The RFID tags offer better inventory control and increased security for library materials.



| Funding Source      | Expended To Date | 2011-12 Budgeted | 2012-13 Proposed | 2013-14 Projected | 2014-15 Projected | 2015-16 Projected | 2016-17 Projected | Total             |
|---------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| General Fund - CIP  | \$ 63,000        | \$ 65,000        | \$ 29,000        | \$ 29,000         | \$ -              | \$ -              | \$ -              | \$ 123,000        |
| Public Library Fund | \$ 1,223         | \$ 24,000        | \$ -             | \$ -              | \$ -              | \$ -              | \$ -              | \$ 24,000         |
| <b>Total</b>        | <b>\$ 64,223</b> | <b>\$ 89,000</b> | <b>\$ 29,000</b> | <b>\$ 29,000</b>  | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 147,000</b> |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 40-009 - Automated Library Materials Return

**Project Description:**

The library has converted its collection of books and other materials from barcode inventory technology to a new radio frequency identification (RFID) system. The automated materials return (self check-in) and automated materials handling system will improve the check-in process and get materials back on the shelves more quickly. It will allow for an increased amount of time for staff to spend working directly with customers. The materials return system will be installed in the Main Library in an existing room adequately sized to accommodate the new equipment.



| Funding Source     | Expended To Date | 2011-12 Budgeted | 2012-13 Proposed | 2013-14 Projected | 2014-15 Projected | 2015-16 Projected | 2016-17 Projected | Total      |
|--------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------|
| General Fund - CIP | \$ -             | \$ -             | \$ 120,000       | \$ -              | \$ -              | \$ -              | \$ -              | \$ 120,000 |
| Total              | \$ -             | \$ -             | \$ 120,000       | \$ -              | \$ -              | \$ -              | \$ -              | \$ 120,000 |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** **60-003 - Housing Element**

**Project Description:**

The Housing Element is a policy document within the General Plan that provides direction on the provision of housing in the City. Regular updates of the Housing Element are mandated by State law. The update includes identification of potential housing sites, background report, goals and policies, rezoning of property and environmental review. In addition, the following other elements of the General Plan will likely need to be updated in order to maintain required consistency: Land Use, Transportation and Circulation, Open Space and Conservation, Safety and Seismic Safety, and Noise.



| <b>Funding Source</b>                    | <b>Expended To Date</b> | <b>2011-12 Budget</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total Cost</b> |
|--|-------------------------|-----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| General Fund Comprehensive Planning Fund | \$ -                    | \$ -                  | \$ 657,806              | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 657,806        |
| <b>Total</b>                             | <b>\$ -</b>             | <b>\$ -</b>           | <b>\$ 657,806</b>       | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ 657,806</b> |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 70-079 - Safe Rotes to Oak Knoll School

**Project Description:**

This project will implement improvements based on the updated traffic study currently being conducted to improve the pedestrian and bicycle routes to Oak Knoll School and encourage more school children to walk or bike to school.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b> |
|-----------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------|
| Measure A             | \$ 1,491                | \$ 40,000               | \$ 50,000               | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 90,000    |
| Total                 | \$ 1,491                | \$ 40,000               | \$ 50,000               | \$ -                     | \$ -                     | \$ -                     | \$ -                     | \$ 90,000    |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 70-081 - Willow Road Improvements @ Newbridge & Bayfront Expressway

**Project Description:**

The City/County Association of Governments (CCAG) recently partnered with Menlo Park and East Palo Alto to analyze congestion improvement projects for the Willow Road and University Avenue from US 101 to Bayfront Expressway. In Menlo Park, two projects were identified to improve traffic flow. The improvements include northbound offramp improvements from US 101 to Willow near Newbridge and a third right turn lane from Willow onto Bayfront Expressway. The City would work with C/CAG to design and construct the improvement. C/CAG has indicated that a large portion of the funding is available through their programs, the City would match a portion of the funding. The City intends to consider all modes of transportation in the design of the intersection improvements and the existing bicycle lanes will be maintained during construction.



| Funding Source             | Expended To Date | 2011-12 Budgeted | 2012-13 Proposed | 2013-14 Projected | 2014-15 Projected | 2015-16 Projected | 2016-17 Projected | Total      |
|----------------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------|
| Transportation Impact Fees | \$ -             | \$ -             | \$ 900,000       | \$ -              | \$ -              | \$ -              | \$ -              | \$ 900,000 |
| Total                      | \$ -             | \$ -             | \$ 900,000       | \$ -              | \$ -              | \$ -              | \$ -              | \$ 900,000 |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 77-003 Water Main Replacement Project

**Project Description:**

This recurring project involves replacements and improvements to the Menlo Park Municipal Water District's distribution system. The locations of work are determined through maintenance records and as needed to support other major capital projects such as the emergency water supply project.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b>        |
|-----------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Water Fund - Capital  | \$ 593,972              | \$ 1,240,787            | \$ 2,700,000            | \$ -                     | \$ -                     | \$ 300,000               | \$ 2,200,000             | \$ 6,440,787        |
| <b>Total</b>          | <b>\$ 593,972</b>       | <b>\$ 1,240,787</b>     | <b>\$ 2,700,000</b>     | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ 300,000</b>        | <b>\$ 2,200,000</b>      | <b>\$ 6,440,787</b> |

**CAPITAL IMPROVEMENT PROGRAM  
2012-2017**

**Project:** 77-017 - Emergency Water Supply

**Project Description:**

This project will involve the first phase of construction of up to three emergency standby wells to provide a secondary water supply to the Menlo Park Municipal Water District's eastern service area. An emergency water supply would be needed in the event of an outage of the SFPUC Hetch Hetchy system. Final project costs will vary depending on land acquisitions costs and the final depth and size of the wells. This project was partially funded in FY 2011-12.



| <b>Funding Source</b> | <b>Expended To Date</b> | <b>2011-12 Budgeted</b> | <b>2012-13 Proposed</b> | <b>2013-14 Projected</b> | <b>2014-15 Projected</b> | <b>2015-16 Projected</b> | <b>2016-17 Projected</b> | <b>Total</b>        |
|-----------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Water Fund - Capital  | \$ 210,554              | \$ 3,348,441            | \$ 2,000,000            | \$ 2,000,000             | \$ -                     | \$ -                     | \$ -                     | \$ 7,348,441        |
| <b>Total</b>          | <b>\$ 210,554</b>       | <b>\$ 3,348,441</b>     | <b>\$ 2,000,000</b>     | <b>\$ 2,000,000</b>      | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ 7,348,441</b> |