



Arrillaga Family Gymnasium Menlo Park, California

BUDGET REPORT 2010 - 11 CITY OF MENLO PARK



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CITY OF MENLO PARK FISCAL YEAR 2010 – 11



BUDGET OVERVIEW

June 2010

Honorable Mayor and City Council Members:

I am pleased to transmit to you the City Budget Report of the City of Menlo Park for fiscal year 2010-11. This document contains funding approvals for all City programs and services, including those utilizing funds from the various special revenue accounts and the Menlo Park Municipal Water District enterprise. Capital improvement funding is provided from the appropriate sources for all projects approved with this budget and each capital project is described in the final pages of the document.

BUDGET OVERVIEW

This year's budget is set within the context of U.S. and global economies weakened by the most severe downturn since the Great Depression. By the end of the fiscal year ended June 30, 2009, the economy was still contracting, but at a slower rate. The nation's gross domestic product (GDP) shrank by only one percent in the second quarter of 2009, far smaller than the nose-dive the economy took during the previous two quarters. Extremely tight credit markets kept consumer spending restrained. High unemployment persisted, which caused homeowners to default on their loans in record numbers over the past two years. The downward pressure on home prices had abated somewhat locally, but residential real-estate markets remained frail, and demand for space in commercial real estate remained low.

However, in the final quarter of 2009, the U.S. economy expanded at an impressive 5.7 percent annualized pace, the fastest pace reported in six years. Factories began to rebuild inventory levels, contributing 3.4 percentage points to GDP. Net exports and fixed investment had significant positive effects as well. The growth continued in the first quarter of 2010, albeit more slowly. Consumer confidence increased due to stabilization in the job and housing markets. Consumers were feeling more optimistic about the overall economy than they had been in the past two years. Other leading business indicators were positive, with manufacturing leading the fragile economic recovery. By some accounts, the worst of the recession that officially began in December 2007 was over.

As we approach the 2010-11 fiscal year, leading indicators for the U.S. economy show that the so-called Great Recession has abated. Still, there remains a lack of confidence in the recovery that may lead to slower economic growth than previously anticipated. Most recently, the markets were focused on turmoil in Europe and concerns that the economic recovery may be derailed by sovereign debt concerns. Yields on treasuries and other low-risk investments continue to decline, and the possibility of slipping into another recession in the near future remains.

The recovery in California appears to be mirroring the national picture. In trade and manufacturing, there is some evidence that demand for California-produced goods is increasing. Indeed, increased exports and greater spending on information and green technologies are anticipated to add strength to the economic recovery in California. Massive economic stimulus spending and low interest rates should help as well. However, the upcoming year should be excruciating for California's budget-makers, not just due to lagging revenues and new rounds of budget cuts, but because prior year budget gimmicks served only to defer the State's budget woes. Last year the State was forced to issue IOUs, furlough State workers, borrow local property tax revenues and approach the federal government for a bailout. Further, the State budget for the current fiscal year relies on a \$1.7 billion raid of

local redevelopment funds to be used to meet the State's obligations to education. The State Assembly continues to struggle with a budget proposal that includes deep cuts in a wide range of services and public projects as California faces a \$19 billion dollar deficit for the upcoming fiscal year.

The City's 2009-10 (current year) budget process anticipated the continuing negative impacts of the depressed economy. The severity of the economic downturn challenged the City to focus on fiscal sustainability, support for prior year budget initiatives, maintaining services and infrastructure at appropriate levels, and providing for existing Council goals and approved project priorities. The Council had set goals for the 2009-10 timeframe in an extensive goal setting and value clarification process in December 2008 and January 2009. These priority goals were reaffirmed in January, 2010: A vibrant and resilient economy supporting a sustainable budget; future focused planning and visioning supporting a high quality of life; and a regional focus creating synergy of efforts on issues of mutual interest.

Given the current economic climate, major challenges in developing the 2010-11 budget and achieving these Council goals remain. The major challenges include a continued decrease in municipal revenues while expenditures necessary to maintain service levels and to fund prior commitments in the upcoming fiscal year continue to grow. Despite an overall reduction of 6.75 FTE (full time equivalent staff positions) City-wide, an increase in personnel costs in 2010-11 is unavoidable due to contractual wage increases in the Police Department and the rising cost of certain employee benefits. Increased salaries were negotiated in prior years for police officers for the period through June 30, 2011; these contracts were successful in halting the extraordinary turnover experienced in the City's Public Safety workforce in previous years. In addition to continued cost constraints in all departments from 2008-09 and 2009-10, a comprehensive review of the organization, called **2010 and Beyond**, provided a long-term analysis of all operations throughout every department and identified areas where the City's resources might be better aligned with work load/service expectations. This review yielded many cost-reduction scenarios that could be implemented immediately and would advance the City's goal of a sustainable budget. As a result, proposed expenditures for 2010-11 are slightly lower than in the 2009-10 adopted budget.

As part of budgetary deliberations and in consideration of the City's long-term financial forecast, the Council each year determines the rate for the City's Utility User Tax (UUT), approved by voters in November 2006. The proposed budget assumes the necessary findings are made to allow continuance of the tax, and that the UUT be assessed at its current reduced rate of one percent on all utilities for an additional twelve-month period (the ordinance allows for a maximum tax rate of 3.5 percent on some utilities). The lower rate provides a steady revenue stream while the performance of other General Fund revenues is carefully monitored. With this measured approach, the City may be able to better "weather the storm" of economic uncertainty, without severe tax increases or service reductions. The UUT ordinance was crafted to support such a review of the tax rate as part of the annual budget cycle, and the City's adequate reserves allows the use of this long-term methodology to return to fiscal balance.

The City of Menlo Park utilizes a program-based, results-focused budget with service descriptions and corresponding measures refined annually, and the status of results updated for each service. Budget summaries and a schedule of full-time equivalents (FTEs) on pages 25-31 are followed by the general departmental budgets. A schedule of Estimated Fund Balances (beginning on page 175) reflects the activity of each of the City's separate funds. Only the fiscal year 2010-11 budget has been presented – no assumptions or projections have been made for subsequent fiscal years. In the final section of the budget document, capital projects are shown. The projects comprise the first year of the City's 5-Year Capital Improvement Plan and are presented in a manner that emphasizes total project costs, rather than estimates of actual spending by fiscal year.

BACKGROUND

As in most other California cities, Menlo Park's revenues were battered by the economic downturn beginning in 2001. The revenue decline, especially in sales tax revenues, seemed to bottom out in 2003-04, with a slow recovery noted in 2005 and 2006. Although the economy continued its recovery in fiscal year 2006-07, rising operating expenditures over the previous five years continued to create a budgetary imbalance between General Fund revenues and expenses. By fiscal year 2006-07, revenues had finally recovered to the level experienced in fiscal year 2000-01, as property taxes reflected continued increases in assessed valuation and development activity remained exceptionally high. Revenue growth remained strong in 2007-08, although the deteriorating national economy dealt the state's budget a severe blow, adversely affecting revenues at the local level by the last quarter of the fiscal year. The global economic situation continued to decline into a deep recession, and the impact to California cities was realized early in fiscal year 2008-09.

HISTORIC GENERAL FUND REVENUE TRENDS AS OF FISCAL YEAR END JUNE 30, ____										
Revenue Source	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010 (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	12,566,000
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	6,016,000
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	4,048,800
Utility Users Taxes (new)							641,668	1,651,479	1,162,595	1,213,800
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	2,991,988
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	1,098,173
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	1,817,446
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	4,753,620
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	1,990,099
	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	36,495,926

From the trend information above, it is evident that economic recovery since the "dot.com" bust has been supported by increasing property taxes and development charges largely offsetting the loss of local sales tax revenues. A softening in the real estate market caused by the recession threatens the potential for future growth in both these previously-sustaining revenue categories.

On the expenditure side, employee compensation costs have risen over the years as health care premiums and pension costs continue to rise. The extraordinarily high returns realized by the California Public Employee Retirement System (CalPERS) in the late 1990's during the dot-com boom had allowed the system to suspend the employer rate from 1998-2004. The subsequent dot-com bust forced the system to reinstate the normal employer contribution, requiring the City to build that into budgets beginning in the mid-2000's. Increasing insurance costs for general liability, workers compensation and property coverage have also contributed to the higher cost of local government services. Additionally, the salary increases required to address the extremely high turnover in police officers has substantially increased compensation costs for safety personnel in recent years. 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:

HISTORIC GENERAL FUND EXPENDITURE TRENDS AS OF FISCAL YEAR END JUNE 30, _____										
Expenditure Category	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010 (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	27,225,683
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	5,328,112
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	2,976,776
Transfers Out	7,287,500	2,508,504	1,496,000	2,897,483	3,646,000	1,946,000	3,263,578	14,302,525	1,734,200	2,132,656
	30,171,687	26,885,942	25,724,676	26,249,923	28,229,768	27,441,508	32,677,035	46,896,017	36,234,200	37,663,227

In response to the challenging fiscal environment early in the decade, the City endeavored to reduce its spending budget each successive year. During this period, the City used a variety of approaches to achieve a balanced budget, including short-term fixes, such as suspending the funding of infrastructure maintenance. The City also cut service levels by reducing or eliminating certain programs, increasing fees charged to users of services, and reducing the cost of services through implementing various efficiency strategies. Early in 2005, Menlo Park was at the forefront in seeking a sustainable plan for the long-term fiscal health of the City. The goal of the *Your City/Your Decision* community engagement budget process was to create a budget designed to emphasize the services most important to the community and which would provide a fiscally sound budget through years of varying economic conditions. The process yielded many strategies for net cost reductions, and indicated support for a tax measure to close the budgetary shortfall. The UUT was passed in November 2006 and implemented April 1, 2007.

After years of budget cuts the City was in a position of relative flexibility when it came to the development of the 2007-08 budget. With the economy apparently in recovery, new positions were added to forward specific operating initiatives in areas that the Council felt community needs and expectations had not been sufficiently met. Also in that year, the City established a separate trust fund and entirely pre-funded its retiree medical benefits program obligations, significantly decreasing the program's annual cost and eliminating unfunded liabilities from its financial statements. The large "transfers out" in 2007-08 reflects this pre-funding as well as the City's \$2.6 million contribution toward the construction of the Menlo/Atherton High School Performing Arts Center.

These expenditure trends include the impacts of the recent global recession, with reduced revenue forecasts at mid-year for each of the past two fiscal years. A realignment of General Fund expenditures was needed to reduce reliance on the City's reserves within a relatively short time frame. Significant cost reductions undertaken by the departments and deferral of five projects to a future fiscal year budget provided the most fiscally expedient method of avoiding deficit spending in the 2008-09 fiscal year, and provided an appropriate context for the 2009-10 budget process. Further revenue reductions were made with the 2009-10 Mid-year Report, accompanied by additional cost-reduction strategies. The General Fund transfer out to the General CIP Fund was again reduced, but to a lesser degree than in the prior fiscal year. Community service preferences and the goal of a sustainable budget remained foremost in every resource allocation decision.

FISCAL YEAR 2010-11 BUDGET

In total, projections call for 2010-11 revenues to be slightly higher than the 2009-10 fiscal year adjusted budget, over \$1.1 million (3.12 percent), largely due to an anticipated increase in tax revenues. Sales taxes are showing an increase of about 3.8 percent; this is not an optimistic prediction considering the over 21 percent decrease in the past two fiscal years. Most other revenues are expected to stabilize as the recessionary impact wanes. In fact, all but two of the revenue categories are expected to increase moderately in the 2010-11 fiscal year. Licenses & Permits are expected to remain below current year levels, as credit markets are

still sluggish and the volume of development activity remains depressed. Revenues from fines are projected to be lower due to fewer red light citations and perhaps a temporary decrease in time dedicated to traffic patrol than in previous years.

Opportunities for enhanced sales tax generation, hotel tax and other revenues forecasted in recent years are the result of many years of development planning; the absence of any major projects coming to completion in the next few years (such as the Rosewood Hotel) are cause for concern. In addition, the State grapples with an enormous budget shortfall for which there is no simple solution. Due to the State of California's persistent deficits, State "takeaways" have not only served to dampen revenues, but have added even more uncertainty to the future of local funding sources. As the City struggles to keep expenditure growth at bay, local governments throughout California anticipate drastic measures by the State to solve its budgetary woes that may, as in the past, result in a further egregious grab on the City's revenues. As noted, the current economic environment is making it difficult for businesses to sustain the current level of activity, subdued as it may be.

The 2009-10 budget process overview included a "pyramid" of budget strategy options, ranked in order of immediacy of positive savings, minimization of impact on community service levels and use of sustainable budget best practices. Fully realizing that the 2010-11 budget process would be equally difficult, the City Manager launched an organizational review process early in the fiscal year. This comprehensive review, called **2010 and Beyond**, provided an analysis of all operations of the organization, allowing the development of strategic and opportunistic restructuring to obtain long-term General Fund cost reductions. In conjunction with this review, vacant positions remained unfilled to allow for an appraisal of possible staffing changes that would optimize the use of each position in the long term. As a result, significant additional personnel savings were identified for 2009-10 as part of the mid-year budget adjustment. The **2010 and Beyond** review continued, yielding positive organizational changes and strategies for reducing personnel costs both in the short-term and in subsequent fiscal years. The strategies employed in development of the General Fund preliminary budget for 2010-11 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 prepare for recovery 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 over the next five years.

From initial revenue projections and departmental cost estimates, staff was able to quantify the anticipated budgetary deficit in the preliminary 2010-11 budget. The preliminary budget was discussed, along with strategies for reducing this budgetary deficit, at a Council Study Session in April 2010. Some of the strategies involving cost containment on non-safety employee salaries and benefits had already been implemented, such as the deferral of any salary adjustments, eliminating performance bonuses for management employees for fiscal years 2008-09 and 2009-10, increased sharing of health premiums for active employees, a reduction in retiree health benefits for newly hired employees and introduction of a cost sharing component if employer costs for retirement exceed a certain percentage. Additional strategies involved the elimination of one executive management position, managing the hiring process by delaying the filling of vacancies where appropriate, and moving toward full cost recovery for fee-supported services.

The strategies to be considered in the new fiscal year were categorized on the basis of their ultimate impacts to City services. Not all of the strategies were recommended by staff, but were available for further discussion. Once Council weighed in on their preferences as to which cost-reduction strategies would be utilized in the 2010-11 budget, the City Manager's proposed budget was compiled. The proposed budget reflected an operating deficit of approximately \$570,000. Of this amount, \$103,000 had already been committed to the Downtown/EI Camino Real Specific Plan Project as an appropriate use of prior year General Fund reserves.

To complete the budget process, Departments submitted the results of their service measures for inclusion in the Budget Report. This year, meetings were held with all departments to evaluate the usefulness of measures and determine whether measures reporting "data not available" in consecutive years still made sense to retain. In addition, data on community perceptions of services and quality of life had become available with the community survey conducted in November 2008, which were used to supplement or replace other service perception measures. Refining performance measures is an annual process which begins in July of each new fiscal year, when data collection begins for next year's service measure results.

In addition, staff has updated the assumptions and projections incorporated in the City's 10-year financial forecast for the General Fund. This long-term forecast establishes an appraisal of fiscal sustainability beyond the current budget cycle, providing an important fiscal planning tool allowing Council to evaluate proposed fiscal actions in a longer term, rather than a short term, context. Based on current trends, the revised long-term forecast illustrates the need for (1) recurring draws on General Fund reserves, (2) additional on-going revenues or (3) additional reductions in costs and/or service levels in order to fund future year operations. Successfully addressing these financial challenges requires a comprehensive review of program and service delivery, while practicing uncompromising fiscal discipline. The deepening recession has made it difficult to close the gap between expenses and revenues solely through increased efficiencies. However, because the City prudently built up and retained its General Fund reserves in the past and funded all known liabilities previously incurred, Menlo Park can take a long-term approach in meeting the challenges of moving toward fiscal sustainability in the future.

Although revenues will not recover to the level necessary to close the gap in the next year or two, the strategies used to develop this proposed budget represent a significant step in a multi-year plan to close the gap with ongoing measures and minimal use of reserves. Future cost-reduction strategies may cause more significant impacts to the level of services currently enjoyed by Menlo Park residents. 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.

DEPARTMENTAL BUDGET CHALLENGES

Given the aggressive efforts to cut costs at mid-year for the past two years, departments continued to implement both short and long-term operational efficiencies to control spending while providing quality municipal services throughout the year. A number of unmet resource needs were identified in the 2009-10 budget process. However, after many years of cost containment and budget cuts, the proposed budget addresses only the basics: addressing the Council's priorities and continuing to provide services as well as those programs that make Menlo Park unique. While sharing this common 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 include:

Administrative Services

Finance Division

The Finance Division undertook a number of proactive measures to protect the City and Redevelopment Agency's assets and provide timely, accurate reporting of the City's financial status throughout the year. The year began with the issuance of a second

"Measure T" bond sale on July 1, 2009, providing funds for several planned parks projects, including the construction of the new gymnasium. The decision to include Build America Bonds (BABs) in the financing allowed the City to generate an additional \$1,049,000 over traditional tax-exempt municipal bonds, for a total 2009 issuance of over \$10.4 million. The overall rate of the bond issuance was approximately 4.6%, reflecting the City's excellent credit rating.

The sluggish economy and the use of local funds as part of the State's budget solution combined to make revenue tracking difficult in fiscal year 2009-10. The State borrowed approximately 8 percent of all local government property tax revenues - approximately \$980,000 from Menlo Park. Any cash flow impact to the City was avoided by participation in a state-wide Prop 1A Securitization financing, whereby the property tax receivable from the State was pledged to secure the repayment of the joint-powers bond issuance.

Early in the fiscal year, the City Manager launched **2010 and Beyond**, the City-wide review designed to align the City's reduced resources with work load/service levels and to identify efficiencies that would produce overall cost reductions for a sustainable budget in the long term. As a result of that review, Finance staff collaborated with the Public Works Department in the development of a 5-Year Capital Improvement Plan. As the funding sources for the City's capital needs were identified and projected through fiscal year 2014-15, staff worked with the City's budget software provider to upgrade the system to enable future automation of the 5-Year CIP document.

Also this year, Finance staff developed an Investment Plan, providing a strategy for ongoing management of the City's portfolio. The Investment Plan is an effective tool for insuring that the goals, as expressed in the Investment Policy, are met while adapting to changing liquidity needs and investment markets. As the financial markets begin to stabilize, the portfolio will better reflect the most suitable combination of investment vehicles, yields and maturities for the City of Menlo Park.

The development of a significant fiscal policy, the Cost Recovery/Subsidization Policy for City Services, was finalized in March. This policy establishes guidelines for setting fees in consideration of the full cost of each service, allowing optimum cost recovery rates for certain services, and alleviating unintended subsidization of these services from General Fund resources. Corresponding adjustments to the City's Master Fee Schedule were later approved by Council for the upcoming fiscal year.

With the approach of the new fiscal year, Finance and Personnel staff are planning to restructure the management of the City's payroll duties. Taking advantage of a prior-year vacancy and an upcoming retirement, tasks associated with time-card data and payroll processing will be transferred to Finance. Responsibilities for garbage collection service billing currently provided for single family residential accounts will be eliminated in January 2011, allowing for this structural change.

Personnel and Management Information Services

During fiscal year 2009-10, the Personnel Division implemented further efficiencies to the performance review system, coordinated the recruitment of a new Police Chief, negotiated a successor agreement with the AFSCME mid-management group, participated in numerous negotiation and mediation sessions with the Service Employees' International Union (SEIU), worked to invoke new controls on the rising cost of benefits, and continued to analyze and make recommendations regarding staffing efficiencies as part of the **2010 and Beyond** initiative. For the coming year, the Personnel Division will work to secure a successor agreement with the Police Officer's Association and the Police Sergeant's Association.

The retirement of the Print Shop Coordinator allowed the City to eliminate a full time specialty position, create a 20-hour per week Information Services position, fold print shop operations into the MIS division and acquire new equipment allowing end users to perform functions previously handled by the Coordinator. Access to the City's secured network through WiFi was fully implemented with security and centralized management. An upgrade to the Exchange/Outlook e-mail server was also completed. Police mobile data terminals were upgraded and web hosting was brought in house and placed in a secure environment after the ABAG servers hosting the City's web site were out of service for several weeks. For the coming year, MIS will be continuing to reduce the number of servers using software that allows multiple server environments to run on a single machine (known as virtualization), and through consolidating data storage from individual machines using a storage area network device.

Community Engagement

Accomplishments in the Community Engagement function this fiscal year include use of the City's comprehensive Community Engagement Model for several projects in addition to the Specific Plan. Elements of the community engagement plan were also refined, including the *Menlofocus* quarterly community newsletter; further enhancement of the City's web page; quarterly reports for Council and quarterly newsletters for employees. Staff also published frequent news releases, provided support for publications prepared by other departments and supported the Mayor and Council in development and refinement of various key messages. Staff trainings in community engagement also continued throughout the year, including survey techniques, graphic note taking and basic meeting facilitation. As of January 1 community engagement merged with Community Services.

Business Development

A major highlight for the 2009-10 fiscal year for the Business Development Division was the development and presentation of the Council-directed Business Development Plan for Council approval on March 2, 2010. This document included a formal report on the "Health of the Local Economy" and established a clear assessment of the City's strengths and weaknesses on a series of performance criteria established by the City Council Business Development Subcommittee. The Business Plan, an update of the previously approved plan from November 2008, recommits the City to an economic development direction based on specific goals and strategies for each of the City's eight economic activity centers. Continuing emphasis is on the revenue generating potential of the Industrial/R&D zoning district and renewed focus on the economic development opportunities in the City's Redevelopment Project Area.

The Business Development Plan identifies seven priorities for the coming fiscal year, including completing the El Camino Real / Downtown Specific Plan, completing negotiations for the Menlo Gateway development agreement (Marriott Hotel and office complex), helping General Motors resolve the property issues at its 22-acre parcel and working with potential purchasers of the property, identifying and advancing the development potential of the Haven Avenue subarea (an island of RDA properties in eastern Menlo Park), helping AMB Corporation reposition its aging, 55-acre, industrial park into a state-of-the-art life sciences business cluster to be known as the Willow Science and Technology Center, and continuing to focus efforts on retaining important retail sales tax generators throughout the City. A major component of this effort is the dramatic expansion of Pacific Biosciences headquarters complex located in the park. As a producer of complex equipment that performs DNA sequencing, this firm is now among the top 25 retail sales revenue producers for the City.

Another crucial component of the City's economic stimulus efforts was the completion of the City's RDA 5-year Implementation Plan. This document provides a plan for an array of infrastructure enhancements in the RDA that includes streetscape improvements and development of a deployment plan for fiber optic cable, among other items in the industrial/R&D zoning district.

City Clerk

During FY 2009-10 the City Clerk's Office focused on getting all ordinances, resolutions and minutes scanned into the City's database. The documents are now up-to-date and scanned within a week of adoption, providing quick access and retrieval of important documents. In addition, thirty years of City Council minutes were converted to acid-free paper in compliance with Government Code.

The City Clerk's Office also organized a Commissioner Appreciation Event, in part to acknowledge the contributions of outgoing commissioners completing their terms. In coordination with the City Attorney's Office, the City Clerk also helped sponsor an annual training to familiarize Commissioners with roles and responsibilities as well as requirements of the Brown Act. City Council approved consolidation of all Commissions into a single annual recruitment effort in April of each year. This consolidated process should create staff efficiencies by reducing the number of separate recruitments and allow a broader, more intense community outreach effort ideally resulting in a larger applicant pool. During the coming fiscal year, the City Clerk's Office is initiating a collaborative effort with each Commission to develop a two-year work plan and mission statement intended to synchronize Commission work with Council goals.

City Manager's Office

During the fiscal year the City Manager's office worked closely with the City Council to ensure that resources are effectively focused on the Council's highest priorities. Following Council's election of the new Mayor, the Council validated their three key goals for the coming year. Deliverables for each of the goals were also reassessed and continue to provide a focus for staff work.

The Department Heads, in cooperation with a larger team including Division Heads and technical experts, developed a plan for **2010 and Beyond** – in part to focus efforts on budget sustainability, and to take a fresh look at the organization to ensure services offered to the community are those most highly valued. This larger team will continue focusing the organization on providing key deliverables as efficiently as possible during the coming year.

Substantially more effort than was anticipated was devoted to High Speed Rail issues and will continue to require substantial staff and consulting time. Significant time was also spent negotiating the AFSCME and SEIU contracts in an attempt to improve sustainability and maintain key services while fairly compensating the City's highly skilled work force.

A highlight for the year was the development and success of two sessions of the Menlo Park Leadership Academy, in which 30 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. We are indebted to Commander Sylvia Moir and Community Services Director Cherise Brandell for their talents and commitment to furthering leadership within the organization.

The Administrative Services Department anticipates unavoidable cost increases in 2010-11 even with the elimination of the Community Engagement Manager. Unemployment costs are significantly increased as a result of changes by the State in assessing eligibility claims as well as extending the eligibility period. Legal costs continue to increase due to claims and litigation, as well as for negotiations with two of the City's four bargaining groups.

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. Based on the successful completion of the Vision Plan for the project area, for which the City received a Grand Boulevard Initiative award, work continued in the current fiscal year to complete community workshops and meetings of the Oversight and Outreach Committee, Planning Commission and City Council to develop an emerging plan for the project area. A draft Specific Plan was prepared based on the emerging plan and released for public review in April 2010. Ongoing work is focused on the preparation of the Environmental Impact Report and Fiscal Impact Report anticipated for public release in mid to late summer 2010 with public meetings expected to be held in late summer and early fall 2010 to receive comment and direction on the Draft Specific Plan, environmental and fiscal documents.

A second key focus for the Department has been the review of land use entitlements, including the negotiation of a Development Agreement, and environmental and fiscal documents related to the proposed Menlo Gateway hotel and office project. The review process is expected to be completed in June 2010. In addition to the Menlo Gateway project, land use entitlements were completed for a commercial development located at 1300 El Camino Real and a medical office building at 1706 El Camino Real. The review of land use entitlements for a residential development at 389 El Camino Real will continue into the 2010-11 fiscal year.

Community Development staff issued 1,071 building permits and conducted 7,505 inspections, including inspections necessary to complete commercial projects located at 2875 Sand Hill Road and 1010 Doyle Avenue as well as the residential project located at 75 Willow Road. Staff is continuing to provide a flexible and focused inspection schedule for the Arrillaga Family Gymnasium project as well as inspections for the new office building under construction at 2550 Sand Hill Road. The Department has also embraced alternative approaches to expedite permit review and construction for property owners and business tenants. These approaches allowed for expedited plan review and full time inspection for the replacement of 180 HVAC units in Menlo Business Park, approval of alternative method applications for Satellite Healthcare located at 1040 Hamilton Avenue (without which the business would not have been able to occupy the tenant space), expedited plan check for Chemgenex and Greylock, and expedited plan check and alternative inspection hours for Pacific Biosciences' new 34,000 square foot office building. The Building Division has also been working to help applicants meet the requirements of the new State energy codes which went into effect on January 1, 2010.

As Community Development moves into 2010-11, the El Camino Real/Downtown Specific Plan will remain one of the Department's top priorities. In addition, with the review of the Menlo Gateway project anticipated to come to completion in June 2010, the Department will be realigning resources to focus on business development specifically in the City's General Industrial (M-2) zoned area. Building upon the Business Roundtable held in May 2010 with representatives of the Willow Business Area, staff will work directly with property owners and business tenants to initiate, review and possibly implement changes in review processes. As the El Camino Real/Downtown Specific Plan work comes to completion, staff will focus on preparing a strategic plan for other comprehensive work efforts, including: the implementation of elements of the Specific Plan; efforts related to business development and the M-2 zoned area; the updating of the General Plan (including the Housing Element); and possible consideration of changes in the review of residential development.

Challenges in the coming year in the Community Development Department include further reductions in development revenues and continued uncertainty in both commercial and residential development sectors. Planning Division activity has remained fairly

level, but Building Division activity has continued to decline slightly from the previous year, primarily in commercial construction. However, work load remains fairly consistent as the majority of the decrease comes from a decrease in the complexity and value of projects, rather than the volume of projects. The elimination of planning contract services may hinder the forwarding of comprehensive planning efforts, most specifically those requiring outside expertise such as environmental and fiscal consultants.

Community Services

The Community Services Department offered a wide variety of services to the community this past year while undergoing both structural and leadership changes. Library Director Susan Holmer served as Interim CSD Director for six months filling the position vacated early in the fiscal year. As of January 1, 2010, the positions of Community Engagement Manager and Community Services Director were combined and Cherise Brandell was selected as Director.

A major focus for 2009/10 was refining methods for tracking program costs in preparation for implementation of the City's cost allocation and user fee policy. Several fee increases were approved by Council in March, 2010 that will allow the department to move toward greater overall cost recovery of services where appropriate under the new policy.

Recreation programs

This past year participation in classes and leagues was steady in most programs and increased in others. For example, enrollment in the summer camp programs increased by 25% over 2008-09. Youth development sports leagues in volleyball and basketball continue to be popular for boys and girls in elementary and middle schools. Over 170 teams with over 1,700 youth participated in these two programs. Gymnastics programming also maintains enrollment of over 5000 participants each year.

Another change this year was the opening of the Menlo Atherton Performing Arts Center in October. In exchange for the City's \$2.6 million contribution toward the construction of this 492 seat state-of-the-art facility, the City has the ability to schedule 55 days of community use annually, within the time frames defined by the Sequoia Union High School District. As no additional staff or other resources were allocated to support this work, programming the 55 days has been challenging, but events have included the Menlo Chorus, a program sponsored by the Housing Commission, author events hosted by the Library and Kepler's Bookstore, Spirit of Uganda performance, and a "Holiday Showcase" featuring many of our city programs. Staff will continue to work with the District to better define requirements and expectations for use of this valuable facility.

Attendance at city-wide special events that build community continues to grow. This year's Spring Egg Hunt, drew over 2,000 people to the Burgess Park and 300 to the Belle Haven School event. Kite Day saw over 2,000 people at Bedwell-Bayfront Park. Breakfast with Santa saw attendance of 450 and now requires advance reservations. Last summer's 4th of July Parade and Celebration drew 2,500 participants. Other events included eight summer concerts in Fremont Park and two downtown Block Parties. Lastly, the Onetta Harris Community Center hosted several new Friday evening events including a Halloween Carnival, Movie Nights, Games Galore Nights, Teen Dance, and Multi-Cultural Day.

The new Facility Online Registration Program is in the final stages and will be operational in the late fall. Once completed, the system will allow residents to reserve picnic areas and facility rentals from their home. Complex rentals (such as field use) will still need to be processed in person but once reserved will be available to view on-line. The advantage of using the web-based program will be improved communication among staff and the ability to access the schedule from any location.

Social Service Programs

The finances and management of the Menlo Children's Center were reviewed in detail over the past year by the Parks and Recreation Commission at Council's request. As a result, MCC was directed to achieve 100% budgeted cost recovery. New services were added, including a summer camp for "graduating" preschoolers and a transitional K program. Staff also increased participation in full day slots in the preschool, and improved marketing in order to attain optimum enrollment. Work continues at MCC to find additional ways to improve cost recovery and staff will move closer to full cost recovery over the next three years.

The Menlo Park Senior Center continues to be an important source of services in the Belle Haven area given the challenging economy. The program serves an average of 90 seniors daily with health, recreational and educational programs, cultural events and social services. This year the Senior Center won an Environmental Quality award for earth-friendly food services.

The Belle Haven Child Development Center continues to receive excellent evaluations from the State of California for the quality of programming provided to 96 three-to-five year olds and their families. For the coming year the staff will be challenged to maintain the quality of the program as one teacher was eliminated as a result of budget cuts. The Center recently applied to be part of the San Mateo County Pilot program which allows increased income ranges for families living in San Mateo County. Increasing the income level allows more participation and provides the City with a higher full-time care reimbursement rate from the State for the Preschool Program, generating roughly \$60,000 a year.

Last summer the City offered two summer camp programs in Belle Haven as well as a summer school at the Belle Haven School. Over 300 children participated. This summer, the three programs have been consolidated to provide operational efficiencies while maintaining a quality experience for children. In addition, a new program for teens at Onetta Harris Community Center (OHCC) is planned, focusing on reading comprehension, life skills and leadership development with sports as the motivating force. Other strategies to be implemented over the coming year include collaborating with the Police Department on a Police Athletic League, Police-sponsored community workshops and Police presence at the OHCC, utilizing available office space.

Belle Haven Community School

The Belle Haven Community School received the results of a formal evaluation in the fall showing noteworthy improvements in test scores for students in families utilizing services at the Family Center, even amid cut-backs in funding from other partners such as San Mateo County. The program continues to show other positive impacts, including a significant increase in eight grade students accepted at private high schools, decreases in referrals for discipline issues and decreases in truancy. Funding challenges remain for the coming year as several grant sources have been exhausted and the City struggles to focus on core services. This coming year the Community School Director will emphasize neighborhood capacity building in response to community needs identified during the Redevelopment Area Implementation Plan Update, an effort which involved over 125 community members. Community Services staff will endeavor to move forward on a plan that will make the Onetta Harris Community Center the "hub" of these efforts, which should strengthen City services in the Belle Haven area.

Looking ahead to the 2010-11 fiscal year, the Community Services Department will continue community engagement efforts in the Belle Haven neighborhood. Staff is anticipating the opening of the new Arrillaga Family Gymnasium in the fall of 2010 and preparing for the construction of a new Gymnastics Center. The Kelly Field projects will continue to move forward in the coming fiscal year as will the addition of a new artificial turf field at Hillview School.

Housing

The Housing Division was moved from the Community Development Department to Community Services in the fall as a part of a **2010 and Beyond** organizational restructuring. The change both increases capacity in the Community Development Department to focus on major planning efforts and provides additional synergy and collaboration opportunities to strengthen neighborhood capacity building in Community Services. Three new programs were developed, refined and implemented over the past year, including a Foreclosure Prevention Program (with four applications processed and forwarded to the credit union partner), Neighborhood Stabilization Program to purchase and rehab vacant homes in the Belle Haven neighborhood (one home purchased so far) and a Neighborhood Revitalization Program with Habitat for Humanity that has seen three homes completed and provided to residents on the City's Below Market Rate waiting list (211 people remain on the list); two more homes are currently in process.

To date the City's Purchase Assistance Loan program has supported three families and the Rehab and Emergency Repair Loan program has supported four families. Three new Below Market Rates units were sold, and four were re-sold. Housing staff completed an update of the BMR guidelines as well as a Senior Housing Needs Assessment and Implementation Plan, a 2008 project priority. Housing staff also led the Five Year update of the Redevelopment Implementation Plan for the City's Redevelopment Area which included unprecedented community engagement. Additionally, Housing staff undertook a community process to begin defining a suitable housing project for City property on Hamilton Avenue East. In the coming year, the Housing Team will begin work on the Housing Element inventory as the Downtown / El Camino Real Specific Plan process wraps up.

Budget challenges for the Community Services Department in the upcoming 2010-11 fiscal year include the unknown costs associated with the two new facilities, and continuing to balance community needs with the fee policy and budget pressures. Staff will also be undertaking the Burgess Pool RFP process, as the current contract expires in May, 2011. The Department is also refining and aligning high level departmental goals with program outcomes using a logic model process to define specific indicators for better evaluating program impacts and staff performance.

Library

Circulation of materials at the library continues at a steady rate although renovation of the Children's Area impacted circulation somewhat during the first three months of the 2009-10 fiscal year. Children's materials account for one-third of the materials checked out at the library and only a small collection was available during the construction process. The refreshed Children's Room opened at the end of March and has been packed with children and families each day. Comments on the renovation frequently include the open feeling of the room and how light and spacious it now seems. The new open floor plan of the children's room now provides six computer work stations and includes software that guides the children to sites for homework assistance and appropriate entertainment. Three early literacy computers, intended for ages 3 and up, are also available. Fundraising for the project was provided by the Library Foundation.

The main room of the library has been adjusted to make room for a new "Just Teens" area. Young adult materials that were in the Children's Room have been moved to this area, new slouchable furniture was purchased and the effect is a space that is appealing to teens. Use of the area is restricted to middle and high school students ages 11-18. This area was inaugurated by the teens at the April Teen Night.

Through its membership in the Peninsula Library System, the library was able to expand its collection of e-audio books. More than 1,200 new titles were added with a subscription to mylibrary. The books are downloadable to MP3 players and iPods. There are now more than 3,800 downloadable e-audiobooks and 8,500 downloadable e-books available for checkout with a library card.

Belle Haven Community Library continues to be well used by the students at the elementary school and a growing group of adults are discovering that the library has nine fast internet terminals available for use. Basic computer/internet skill classes are held at the library for Project Read adult literacy students.

Meeting increased public demand for services and new materials while both the workforce and the Library's materials budgets continue to contract is a challenge in the upcoming fiscal year. Work will soon begin on renovating the front desk/circulation area to incorporate more self-service features and to realign the work of the front desk. Both of these efforts should improve the effective use of staff resources within the department.

Police

In the current fiscal year, the Police Department emphasized the creation of fiscal efficiencies and overall savings. A vacant officer position was frozen and a second officer position became vacant a few months into the fiscal year. This second vacant officer position was strategically left vacant for four months in order to incur additional salary savings. In March, 2010 the second vacant officer position was filled with an entry level officer attending the police academy and scheduled for graduation in August 2010. Reduced labor costs were achieved by the two Police labor groups who agreed to the elimination of contractually obligated overtime. The 2010-11 Budget also includes elimination of the one vacant officer position. This will require adjustments to personnel based on vacancies in Patrol. However, the department will endeavor to optimally staff the four specialty units of Investigations, Code Enforcement, Traffic and Narcotics, including participation on the San Mateo County Narcotics Task Force.

The Police Department's CAPS Program (Communications, Accountability, and Problem Solving) proved to be successful throughout the year. This program was developed to create collaboration and assist officers in supporting a high quality of life for our residents. Every other month, beat officers from each patrol team, along with a detective, a dispatcher, and supervisors meet to discuss crime trends, crime fighting strategies, and quality of life issues occurring throughout the City. This forum has created collaboration opportunities across patrol teams and divisions in an overall effort to solve problems. This program will prove to be even more successful next fiscal year as the Police Department integrates other City departments, such as Public Works, Transportation, and Community Services, into the meetings in order to solve community issues.

The red light photo enforcement program, using cameras installed at high-risk intersections, was fully operational at four different intersections. This program has shown to be an effective tool for increasing traffic safety through a reduction in intersection collisions. In addition, the Police Department has had a traffic sergeant assigned to motorcycle patrol throughout the year. His duties include enforcing traffic laws, coordinating traffic complaints with patrol officers, coordinating the City's involvement with special events, and assisting with traffic safety at and near schools. The Department has had an additional traffic motorcycle officer operational throughout the year when staffing levels in patrol have been sufficient.

The new Belle Haven Police Substation was put on hold during the year due to issues with the property owner. Due to the delay in construction time, the Police Department has been collaborating with Community Services in order to provide enhanced engagement with the Belle Haven community. In the next fiscal year, Community Services will be creating a space at Onetta

Harris Community Center for police officers to write reports, answer resident questions, and to increase accessibility to the community.

The Police Department will begin the next fiscal year under new leadership. With Chief Bruce Goitia's retirement in June 2010, the Department will welcome a new chief who will provide a vision for the future. And, although change can cause some apprehension and anxiety, it can also bring many opportunities for growth and development. The core function of the Police Department will remain: to serve and protect the community through creative crime fighting strategies and problem solving.

Public Works

The Public Works Department continues to focus on maintenance of the City's infrastructure through maintenance programs and implementation of capital improvement projects. Despite challenges created by the current economic downturn, funding for infrastructure maintenance will continue at levels necessary to preserve current assets. Projects are proposed to maintain City streets, storm drains, buildings, parks, downtown landscaping and the Belle Haven swimming pool.

Several large capital projects approved in 2009-10 will move into the construction phase in 2010-11. The new Arrillaga Family Gymnasium is under construction and will be completed in the Fall of 2010. Design of improvements at Kelly Park and a contractor for this project have been selected. Design of a large street resurfacing project is nearly complete and will be under construction this summer. Significant progress has been made on the design of a replacement water pump station in Sharon Heights, which is also expected to be under construction in 2010-11.

The Department's Transportation Division will continue to support City efforts around the California High Speed Rail Program. This will become a major emphasis in 2010-11 as rail alignment alternatives are developed and environmental documents are completed for the San Francisco to San Jose segment of the program. The 2010-11 Budget includes \$200,000 of funding to supplement staff efforts on the high speed rail project.

The department has been successful in attracting several grants for projects that are expected to be under construction in the upcoming fiscal year. The Federal Stimulus package included funding for energy conservation programs; Menlo Park will receive \$164,000 from this program to retrofit street lights with LED fixtures. Contracts have already been awarded to Pacific Gas and Electric to complete the retrofit work, which is expected to provide an annual reduction in utility costs of \$28,000.

Capital Improvement Projects

A significant planning effort for capital spending was completed identifying capital projects for the next five years. Input from the City's appointed commissions was solicited on the draft plan and incorporated into the current proposal. The five-year Capital Improvement Plan (CIP) will provide a valuable resource in prioritizing capital projects each fiscal year as the plan is updated.

In the 2010-11 fiscal year budget, 24 projects totaling nearly \$10 million have been proposed. Funds for projects shown in the 2010-11 year of the five-year CIP will be appropriated with adoption of the budget and become available on July 1, 2010. 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 2010-11. 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

Menlo Park's Fiscal Year 2010-11 Budget relies upon a small amount of undesignated General Fund reserves (approximately \$570,000) without a decrease in the annual transfer for infrastructure maintenance. This projected budget is calculated with the assumption that the current Utility Users Tax (UUT) rate of one percent for all utilities is continued. Application of the UUT to the City's revenue stream at the current rate is made possible due to aggressive cuts to departmental budgets, some of which may be felt in the community. Some cost reductions are not sustainable for the long term. However, this approach allows for a measured response to the downturn in the economy and the slow recovery that is anticipated. Depending on the performance of the City's other revenue generating sources and the ability to contain costs in the long-term, the most appropriate rate of taxation can be determined over time. Once again, the presence of adequate reserves reflects the foresight of this and 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 approach changes to some programs in order to better align our expenses with revenues and the community's desired core services.

In total, this 2010-11 Budget for fiscal year 2010-11 honors the Capital Improvement Projects approved by the Council for the 2010-11 fiscal year, and provides for the continuance of the City Council's established goals. I appreciate the City Council's leadership, support and confidence during this difficult and protracted period of economic uncertainty. I also wish to thank staff throughout the organization; most notably department directors, for their efforts at all levels of this budget's development. The final result is a budget that will guide organizational efforts to maintain Menlo Park's position as a premier community.

Respectfully submitted,



Glen Rojas
City Manager

June 2010

Honorable Chair and Agency Board Members:

Serving as Executive Director for the Community Development Agency Board, it is my pleasure and responsibility to submit this approved budget to the Board for fiscal year 2010-11. Agency staff prepared this budget in keeping with established programs, services and Board priorities for the Las Pulgas Community Development Project Area. The 2010-11 Budget reflects the Agency's continued focus on building and renovating affordable housing, the abatement of blight through redevelopment and capital improvement projects, collaborating on economic development opportunities with business partners within the project area, and funding of important programs serving the Belle Haven neighborhood.

OVERVIEW

The Las Pulgas Community Development Project Area was established in 1981. Since that time, the Agency's activities have focused on the improvement of housing conditions, through the direct use of Agency resources, the use of other funding sources, such as Community Development Block Grant (CDBG), and the City's Below Market Rate Housing Fund (BMP), and through cooperation with other entities involved in housing. The Agency's non-housing activities have included various infrastructure and streetscape improvements, and planning for assorted commercial development projects. Continued funding for code enforcement, crime reduction and housing assistance program services has also been significant in supporting revitalization activities. The significant investment of Agency resources in the past is readily apparent not only in the physical appearance of the project area, but also in the bright prospects for future community improvements for area residents and businesses.

The Five-Year Redevelopment Implementation Plan (RIP) for the Las Pulgas Community Development Project Area provides a blueprint for the Redevelopment Agency's activities, outlining an ambitious combination of revitalization, economic development and affordable housing activities for the Agency. The RDA Implementation Plan for the 2009-10 to 2013-14 fiscal years constituted an extensive community effort, conducted with over 125 participants to solicit ideas for future projects from the community; it was completed early in the fiscal year. With a focus on economic development opportunities, the document provides a plan for an array of infrastructure and other public improvements in the RDA that will enhance the desirability of the area as a place to do business. For example, the plan includes streetscape improvements and development of a deployment plan for fiber optic cable, among other items. A recent reorganization directed by the City Manager moves responsibility for the Agency to the City Manager's Office within Business Development in order to support a greater emphasis on projects that will allow the area to prosper as the City's key economic engine. Retaining and attracting new businesses to the area is an important component of maintaining the economic health of the local economy.

Many challenges emerged as the housing market declined with the recent recession. In response, Agency staff prepared three programs to address foreclosures in Menlo Park, including the Agency's project area. The City Council adopted two programs, the Neighborhood Stabilization Program – to purchase and rehab vacant homes - and a Neighborhood Revitalization Program (Habitat Acquisition and Rehabilitation Program) in fiscal year 2008-09 to address at-risk properties. These programs, along with the Foreclosure Prevention Program that was finalized and approved in 2009-10, have together provided a mechanism to help prevent further erosion in home values and maintain the improved physical character of the neighborhood. The City's Purchase Assistance Loan (PAL), Emergency Repair Loans and Rehab Loan programs also continue to support families in the purchase and/or refurbishing of residential units.

FISCAL YEAR 2010-11

As previously noted, the recession has heavily impacted the area's taxable assessed value, and anticipated tax revenues in 2009-10 are expected to decrease approximately \$1.1 million (8.7 percent), with an additional decrease anticipated for 2010-11 based on the County Assessor's tax roll for the project area.

The state takeaway of redevelopment funds cost the Agency over \$3.4 million in 2009-10, and an additional \$710,000 will be charged to the 2010-11 fiscal year (the California Redevelopment Association filed suit against this takeaway, but the process will take over a year to conclude). These amounts are included as operating expenditures of each year in the Agency's Non-Housing Fund. Although tax increment revenues are anticipated to be slightly reduced, operating costs have also decreased. Completion of the Agency's 5-Year Implementation Plan in 2009-10 has allowed for the reduction of contract expenditures in the proposed budget for fiscal year 2010-11. The agency's future emphasis on business development and community outreach, critical to the implementation plan, is evident in an allocation of personnel costs budgeted for these areas.

The largest change in the Agency's budget overall (other than the State take-away) is the reduction in capital projects expense. The Police Substation construction has been stalled for most of the 2009-10 fiscal year, and the Kelly Park Improvements project has just been started. Both of these projects, funded largely from the Agency's bond fund, were funded in previous fiscal years. The remaining four years of the current 5-Year Redevelopment Implementation Plan, however, sees an increase in infrastructure and other capital projects with the newly-initiated focus on economic development in the project area. With an increased potential for new life sciences and green technology businesses in the City's Industrial/R&D zoning district, the Agency will play a critical role in supporting the Council goal of a vibrant local economy.

The Standard & Poors rating for the Agency's 2006 Bonds was upgraded recently from BBB+ to A-. Although the improved rating will not impact debt expenditures in the near future, it does ease concerns regarding the future cost of the letter of credit that secures the bonds.

In addition to capital improvement projects, continued funding in the Agency Budget for 2010-11 is provided for specific programs and services that benefit residents of the Belle Haven neighborhood in the area of housing and blight reduction. Support for redevelopment services includes funding for neighborhood meetings, shuttle service for project area residents, ongoing code enforcement and drug abatement, as well as for revenue tax sharing agreements with the County and other school districts.

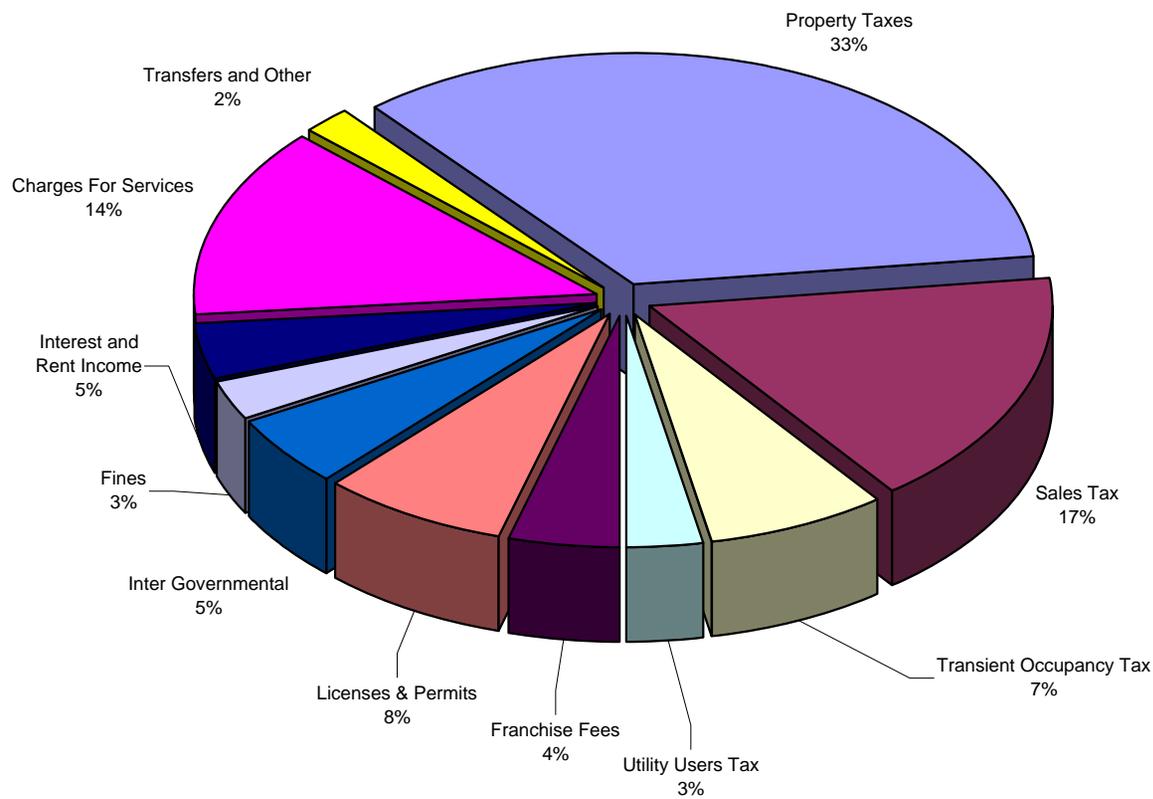
In closing, I wish to acknowledge my appreciation to the Agency Board members for their continued support of the programs and projects made possible through the Agency. Their vision, commitment and leadership are essential in seeing the many projects undertaken through to successful completion for the betterment of the redevelopment area and the entire community.

Respectfully submitted,



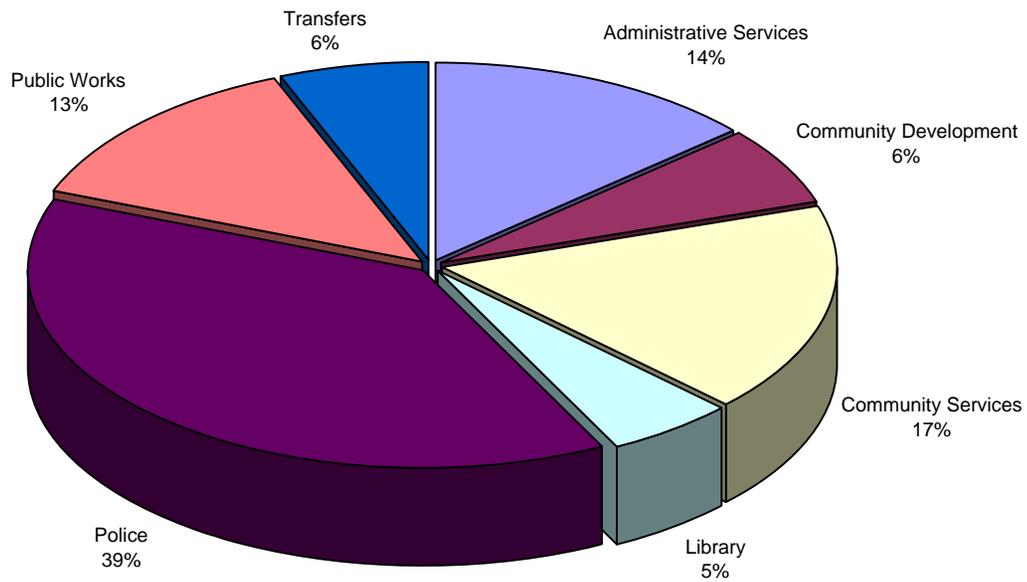
Glen Rojas
Community Development Agency Executive Director and City Manager

**City of Menlo Park
2010-11 General Fund Revenue - Budget**



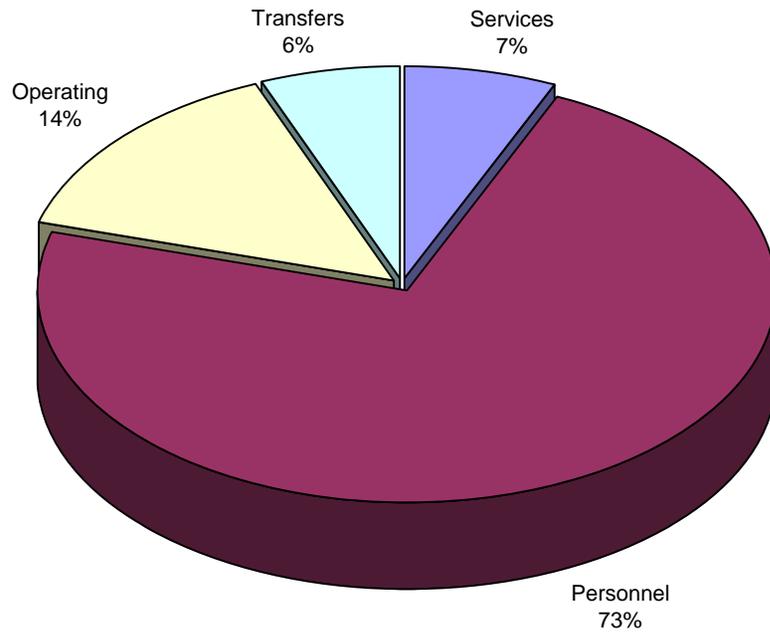
Property Taxes	\$ 12,864,270	33%
Sales Tax	6,245,000	17%
Transient Occupancy Tax	2,702,000	7%
Utility Users Tax	1,237,500	3%
Franchise Fees	1,613,000	4%
Licenses & Permits	2,840,020	8%
Inter Governmental	1,834,947	5%
Fines	1,088,000	3%
Interest and Rent Income	1,409,000	4%
Charges For Services	5,090,287	14%
Transfers and Other	711,892	2%
Total Revenue	\$ 37,635,916	

**City of Menlo Park
2010-11 General Fund Expenditures by Lead Department**



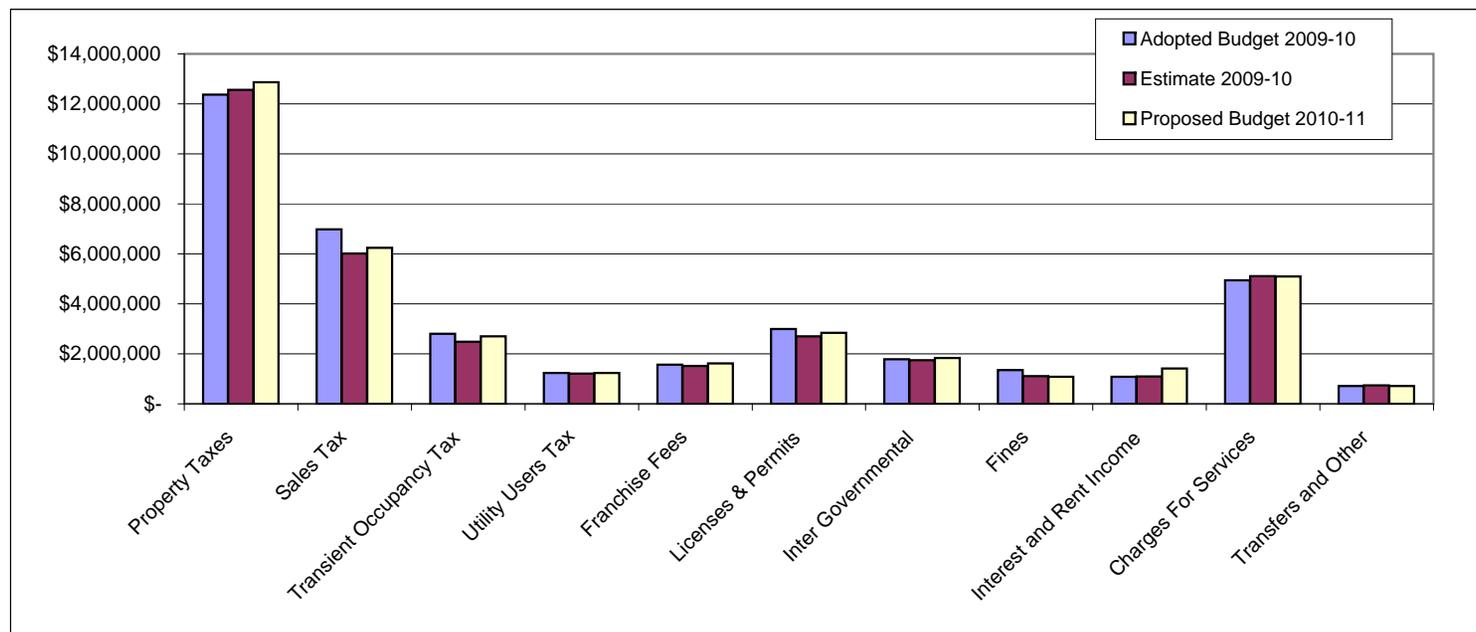
Administrative Services	\$ 5,199,555	14%
Community Development	2,445,290	6%
Community Services	6,531,521	17%
Library	2,023,836	5%
Police	14,689,025	38%
Public Works	4,940,564	13%
Transfers	2,377,800	6%
Total Expenditures	\$38,207,591	

**City of Menlo Park
2010-11 General Fund Expenditures by Category**



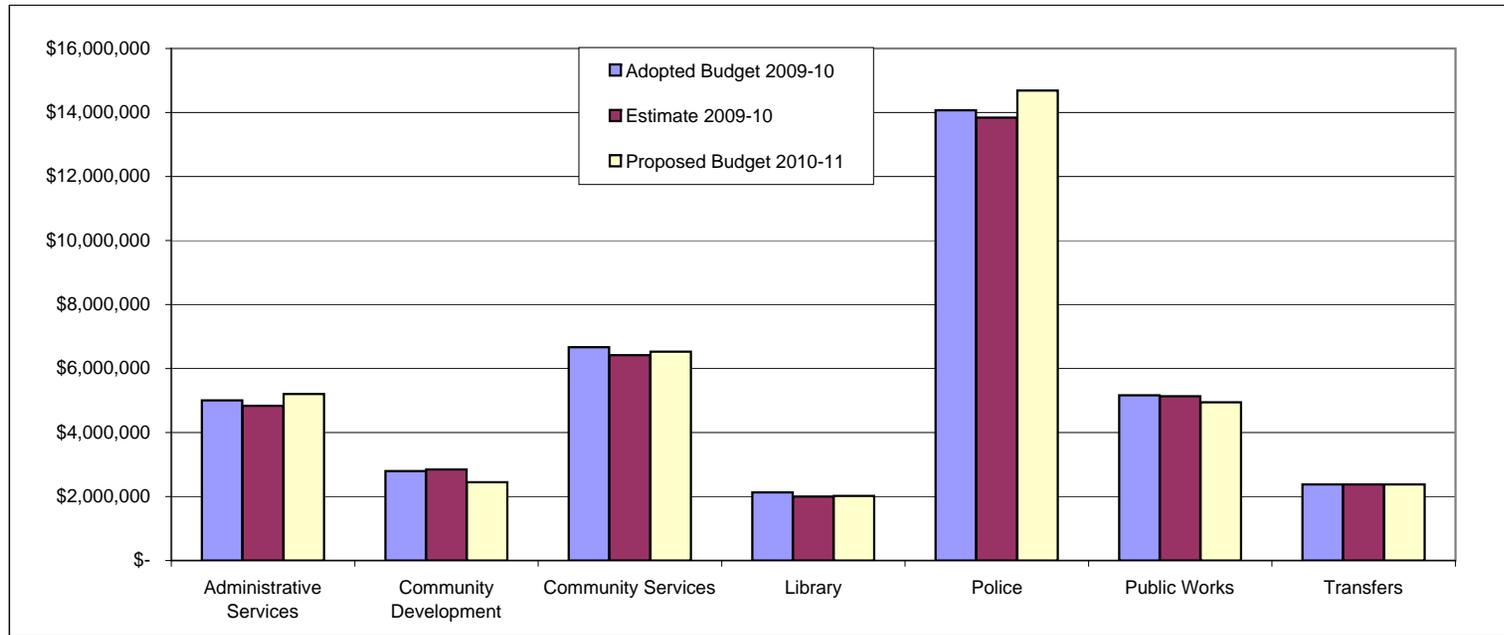
Services	\$ 2,542,147	7%
Personnel	27,818,285	73%
Operating	5,469,359	14%
Transfers	2,377,800	6%
Total Expenditures	\$ 38,207,591	

**City of Menlo Park
2010-11 General Fund
Revenue Increase/(Decrease) by Category
2009-10 Adopted Budget and Estimate vs. 2010-11 Proposed**



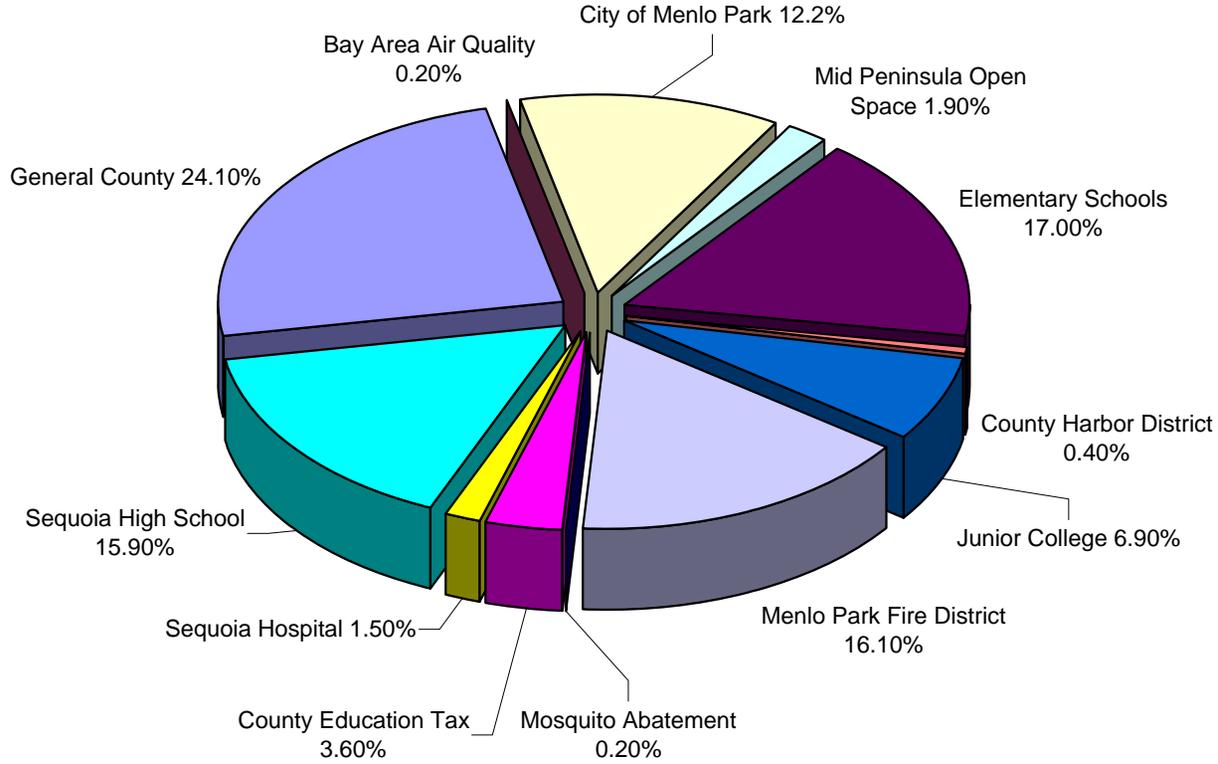
Operating Revenues	Adopted Budget 2009-10	Estimate 2009-10	Proposed Budget 2010-11	2009-10 Adopted Budget vs. Proposed		2009-10 Estimate vs. Proposed	
				Increase/(Decrease) Amount	Increase/(Decrease) %	Increase/(Decrease) Amount	Increase/(Decrease) %
Property Taxes	\$ 12,366,000	\$ 12,566,000	\$ 12,864,270	\$ 498,270	4%	\$ 298,270	2%
Sales Tax	6,978,000	6,016,000	6,245,000	(733,000)	-11%	229,000	4%
Transient Occupancy Tax	2,800,070	2,480,000	2,702,000	(98,070)	-4%	222,000	9%
Utility Users Tax	1,232,000	1,213,800	1,237,500	5,500	0%	23,700	2%
Franchise Fees	1,568,800	1,513,000	1,613,000	44,200	3%	100,000	7%
Licenses & Permits	2,991,988	2,702,800	2,840,020	(151,968)	-5%	137,220	5%
Inter Governmental	1,782,509	1,743,296	1,834,947	52,438	3%	91,651	5%
Fines	1,348,442	1,108,442	1,088,000	(260,442)	-19%	(20,442)	-2%
Interest and Rent Income	1,087,823	1,098,758	1,409,000	321,177	30%	310,242	28%
Charges For Services	4,938,220	5,103,798	5,090,287	152,067	3%	(13,511)	0%
Transfers and Other	711,074	741,357	711,892	818	0%	(29,465)	-4%
Total Revenue	\$ 37,804,926	\$ 36,287,251	\$ 37,635,916	\$ (169,010)	-0.4%	\$ 1,348,665	4%

**City of Menlo Park
2010-11 General Fund
Expenditure Increase/(Decrease) by Lead Department
2009-2010 Adopted Budget and Estimate vs. 2010-11 Proposed**



	Adopted Budget 2009-10	Estimate 2009-10	Proposed Budget 2010-11	2009-10 Adopted Budget vs. Proposed 2010-11		2009-10 Estimate vs. Proposed 2010-11	
				Increase/ (Decrease) Amount	Increase/ (Decrease) %	Increase/ (Decrease) Amount	Increase/ (Decrease) %
Administrative Services	\$ 5,003,514	\$ 4,833,406	\$ 5,199,555	\$ 196,041	4%	\$ 366,149	8%
Community Development	2,791,550	2,847,012	2,445,290	(346,260)	-12%	(401,722)	-14%
Community Services	6,664,411	6,414,455	6,531,521	(132,890)	-2%	117,066	2%
Library	2,132,120	2,004,242	2,023,836	(108,284)	-5%	19,594	1%
Police	14,067,093	13,840,556	14,689,025	621,932	4%	848,469	6%
Public Works	5,168,032	5,136,444	4,940,564	(227,468)	-4%	(195,880)	-4%
Transfers	2,377,800	2,377,800	2,377,800	-	0%	-	0%
Total Expenditures	\$ 38,204,520	\$ 37,453,915	\$ 38,207,591	\$ 3,071	0%	\$ 753,676	2%
Total Expenditures less Transfers	35,826,720	35,076,115	35,829,791	3,071	0%	753,676	2%

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 2010-11 BUDGET SUMMARY
By Department and Program**

	GENERAL FUND				ALL FUNDS			
	Actual 2008-09	Budget 2009-10	Estimate 2009-10	Proposed 2010-11	Actual 2008-09	Budget 2009-10	Estimate 2009-10	Proposed 2010-11
700 - Administrative Services Department								
Program 701 - Policy Development And City Council Support	943,484	866,004	882,834	894,842	943,484	866,004	882,834	894,842
Program 702 - Service Excellence	228,496	299,085	314,217	291,946	228,496	299,085	314,217	291,946
Program 703 - Elections And Records	84,344	75,373	53,236	140,250	84,344	75,373	53,236	140,250
Program 704 - Community Engagement	279,646	266,354	270,008	196,540	279,646	266,354	270,008	259,072
Program 705 - Asset Preservation	2,848,240	3,176,998	3,240,731	3,556,068	12,059,833	13,361,447	13,229,027	13,046,893
Program 706 - Information Support	828,529	893,408	896,750	958,726	828,533	893,419	896,750	958,726
Program 707 - Internet And World Wide Web	57,702	65,535	56,329	37,000	57,702	65,535	56,329	37,000
Program 708 - Employee Support	814,795	923,164	867,605	979,598	1,658,520	1,574,164	1,517,791	1,618,723
Program 709 - Legal Services	230,131	273,349	292,816	278,061	608,206	641,060	641,060	615,315
Program 710 - Business Development	312,095	342,204	336,680	244,325	312,095	342,204	336,680	282,253
Department Total	6,627,462	7,181,474	7,211,206	7,577,355	16,969,461	18,351,791	18,197,933	18,145,020
600 - Community Development Department								
Program 501 - Affordable Housing	-	-	-	-	1,681,072	3,284,430	3,247,409	2,158,021
Program 502 - Community Development Area/Agency	-	-	-	-	7,551,883	10,892,132	7,446,496	7,990,455
Program 601 - Comprehensive Planning	556,238	778,579	671,767	305,110	556,238	778,579	671,767	305,110
Program 602 - Land and Building Development Services	2,254,438	2,101,298	2,175,245	2,140,180	2,543,899	2,181,667	2,255,613	2,140,180
Department Total	2,810,676	2,879,878	2,847,012	2,445,290	12,333,092	17,136,808	13,621,285	12,593,767
300 - Community Services Department								
Program 310 - Social Services & Childcare	3,505,945	3,662,008	3,563,439	3,888,325	3,625,610	3,770,524	3,671,267	3,926,799
Program 311 - Recreation/Physical Activities	2,810,713	2,971,149	2,851,016	2,643,048	2,811,413	2,971,849	2,851,716	2,643,748
Department Total	6,316,659	6,633,157	6,414,455	6,531,372	6,437,023	6,742,373	6,522,982	6,570,547
400 - Library Department								
Program 401 - Library Collections And Online Resources	1,587,421	1,654,853	1,593,307	1,554,901	1,673,957	1,868,861	1,665,718	1,656,101
Program 402 - Reading Promotion And Life Skills	453,890	442,794	410,935	468,935	674,560	719,793	669,838	813,434
Department Total	2,041,311	2,097,647	2,004,242	2,023,836	2,348,517	2,588,654	2,335,556	2,469,535
100 - Police Department								
Program 101 - Community Safety	8,639,185	9,119,106	9,180,139	9,604,728	9,985,218	10,321,676	10,384,824	10,821,484
Program 102 - Patrol Support	3,344,163	3,356,383	3,329,549	3,358,042	3,355,000	3,369,549	3,342,715	3,371,208
Program 103 - Emergency Preparedness	143,741	183,329	178,596	334,604	143,741	183,329	178,596	334,604
Program 104 - Traffic And School Safety	1,194,822	1,378,923	1,152,271	1,391,799	1,194,822	1,378,923	1,152,271	1,391,799
Department Total	13,321,910	14,037,741	13,840,556	14,689,173	14,678,780	15,253,477	15,058,406	15,919,094
200 - Public Works Department								
Program 201 - City Facilities	2,401,599	2,370,450	2,366,629	2,343,265	9,419,294	35,496,596	28,294,409	13,249,317
Program 202 - Menlo Park Municipal Water District Water Supply	-	-	-	-	3,627,085	4,626,575	4,269,778	5,131,027
Program 203 - City Vehicles And Equipment	374,036	322,257	340,034	338,517	712,164	684,710	698,911	703,297
Program 204 - Urban Forest	290,514	318,419	273,640	287,522	911,200	1,075,982	1,036,370	884,461
Program 205 - City-Owned Street And Other Right-Of-Way	1,411,088	1,534,925	1,551,188	1,331,268	1,906,703	2,021,825	1,987,945	1,881,329
Program 206 - Stormwater Management	172,796	160,980	134,516	149,324	490,854	661,875	560,483	578,147
Program 207 - Resource Conservation	40,412	57,570	51,496	66,981	171,830	308,319	212,389	309,156
Program 208 - Transportation Management	425,736	478,520	418,941	423,687	1,447,604	1,650,674	1,586,333	1,821,614
Department Total	5,116,182	5,243,121	5,136,444	4,940,564	18,686,733	46,526,557	38,646,618	24,558,347
City Totals	36,234,200	38,073,018	37,453,915	38,207,591	71,453,605	106,599,660	94,382,781	80,256,310

**FY 2010-11 BUDGET SUMMARY
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	Actual 2008-09	Budget 2009-10	Estimate 2009-10	Proposed 2010-11	Actual 2008-09	Budget 2009-10	Estimate 2009-10	Proposed 2010-11
700 - Administrative Services Department								
Program 701 - Policy Development And City Council Support								
Service 701-01 - Effective Staffing	556,877	447,382	516,210	469,341	556,877	447,382	516,210	469,341
Service 701-02 - Intergovernmental Liaison	211,823	204,849	210,724	237,670	211,823	204,849	210,724	237,670
Service 701-03 - Commissions	37,589	49,841	45,318	48,545	37,589	49,841	45,318	48,545
Service 701-04 - Constituent Assistance	137,195	163,932	110,582	139,287	137,195	163,932	110,582	139,287
Program Total	943,484	866,004	882,834	894,842	943,484	866,004	882,834	894,842
Program 702 - Service Excellence								
Service 702-01 - Priority Setting	129,348	134,365	155,986	154,302	129,348	134,365	155,986	154,302
Service 702-02 - Performance Accountability and Workplace Env.	59,697	108,424	110,123	83,253	59,697	108,424	110,123	83,253
Service 702-03 - Interdepartmental Initiatives	39,452	56,296	48,107	54,391	39,452	56,296	48,107	54,391
Program Total	228,496	299,085	314,217	291,946	228,496	299,085	314,217	291,946
Program 703 - Elections And Records								
Service 703-01 - Coordinated Elections	53,367	31,399	12,343	94,680	53,367	31,399	12,343	94,680
Service 703-02 - Election Records Management	30,977	43,974	40,893	45,570	30,977	43,974	40,893	45,570
Program Total	84,344	75,373	53,236	140,250	84,344	75,373	53,236	140,250
Program 704 - Community Engagement								
Service 704-01 - Community Information	228,737	219,949	217,328	151,224	228,737	219,949	217,328	151,224
Service 704-02 - Community Involvement	48,671	32,988	46,580	31,809	48,671	32,988	46,580	94,341
Service 704-04 - Volunteers	2,238	13,417	6,101	13,507	2,238	13,417	6,101	13,507
Program Total	279,646	266,354	270,008	196,540	279,646	266,354	270,008	259,072
Program 705 - Asset Preservation								
Service 705-01 - Financial Planning	195,280	184,822	137,451	189,283	198,715	209,114	140,028	210,909
Service 705-02 - Investments	39,382	38,605	35,667	40,074	40,181	44,670	36,309	44,353
Service 705-03 - Revenue Management	380,304	343,103	368,321	356,445	2,499,600	2,515,650	2,472,280	1,758,454
Service 705-04 - Accounting and Reporting	398,238	382,452	468,007	375,588	432,598	433,921	506,631	431,945
Service 705-05 - Accounts Payable and Purchasing	100,837	95,360	98,629	108,586	127,465	119,471	124,634	136,406
Service 705-06 - Risk Management	-	-	-	-	1,268,999	1,294,895	1,205,418	1,287,854
Service 705-07 - General	1,734,200	2,132,656	2,132,656	2,377,800	1,734,200	2,132,656	2,132,656	2,377,800
Service 705-08 - Debt Service	-	-	-	-	5,758,075	6,611,071	6,611,071	6,690,881
Program Total	2,848,240	3,176,998	3,240,731	3,556,068	12,059,833	13,361,447	13,229,027	13,046,893
Program 706 - Information Support								
Service 706-01 - Desktop Maintenance	266,526	304,599	310,713	510,815	266,526	304,599	310,713	510,815
Service 706-02 - Network Infrastructure Maintenance	308,002	347,245	322,396	243,835	308,002	347,245	322,396	243,835
Service 706-03 - Design and Advice	14,868	16,960	11,797	425	14,868	16,960	11,797	425
Service 706-04 - Remote Access	17,688	12,661	13,534	875	17,688	12,661	13,534	875
Service 706-05 - Printing Support	221,446	211,943	238,309	202,777	221,449	211,954	238,309	202,777
Program Total	828,529	893,408	896,750	958,726	828,533	893,419	896,750	958,727
Program 707 - Internet And World Wide Web								
Service 707-01 - Web Posting	46,985	53,017	47,519	23,950	46,985	53,017	47,519	23,950
Service 707-02 - Interactive Web Services	10,717	12,518	8,810	13,050	10,717	12,518	8,810	13,050
Program Total	57,702	65,535	56,329	37,000	57,702	65,535	56,329	37,000

**FY 2010-11 BUDGET SUMMARY
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	Actual 2008-09	Budget 2009-10	Estimate 2009-10	Proposed 2010-11	Actual 2008-09	Budget 2009-10	Estimate 2009-10	Proposed 2010-11
Program 708 - Employee Support								
Service 708-01 - Employee Compensation System	322,087	227,618	248,451	252,098	322,087	227,618	248,451	252,098
Service 708-02 - Employee Development	17,696	21,280	20,603	19,301	17,696	21,280	20,603	19,301
Service 708-03 - Employee Relations	132,342	183,465	216,303	202,988	132,342	183,465	216,303	202,988
Service 708-04 - Recruitment and Selection	120,695	107,102	111,090	115,766	120,695	107,102	111,090	115,766
Service 708-05 - General Employee Benefits	221,975	383,699	271,159	389,444	1,065,700	1,034,699	921,345	1,028,569
Program Total	814,795	923,164	867,605	979,598	1,658,520	1,574,164	1,517,791	1,618,723
Program 709 - Legal Services								
Service 709-01 - City Council and City Manager Support	57,661	92,575	57,670	95,193	79,965	115,107	80,243	118,847
Service 709-02 - Planning Staff and Planning Commission Support	78,259	70,731	125,049	71,329	78,259	70,731	125,049	71,329
Service 709-03 - Personnel, Risk Management and Other City Prog.	94,211	110,043	110,097	111,539	342,969	414,857	424,746	417,254
Service 709-05 - Community Development Agency	-	-	-	-	15,616	7,511	11,024	7,885
Program Total	230,131	273,349	292,816	278,061	516,809	608,206	641,060	615,315
Program 710 - Business Development								
Service 710-01 - Strategic Partnerships	111,021	119,349	104,491	93,196	111,021	119,349	104,491	131,125
Service 710-02 - Market Information and Research	123,112	106,310	125,146	88,306	123,112	106,310	125,146	88,306
Service 710-03 - Diversifying Tax Base	77,961	116,545	107,043	62,822	77,961	116,545	107,043	62,822
Program Total	312,095	342,204	336,680	244,325	312,095	342,204	336,680	282,253
Department Total	6,627,462	7,181,474	7,211,206	7,577,355	16,969,461	18,351,791	18,197,933	18,145,021
600 - Community Development Department								
Program 501 - Affordable Housing								
Service 501-01 - Increase Supply of Affordable Housing	-	-	-	-	1,353,577	2,403,684	2,350,966	1,272,689
Service 501-02 - Maintain Existing Affordable Housing Stock	-	-	-	-	177,327	728,614	728,486	734,517
Service 501-05 - Policy Development	-	-	-	-	150,168	152,131	167,958	150,815
Program Total	-	-	-	-	1,681,072	3,284,430	3,247,409	2,158,021
Program 502 - Community Development Area/Agency								
Service 502-01 - Policy, Program & Project Development	-	-	-	-	109,857	468,279	450,436	146,790
Service 502-02 - Facility Improvement	-	-	-	-	4,168,104	3,841,733	3,847,811	4,094,768
Service 502-03 - Service Enhancement	-	-	-	-	3,273,923	6,582,120	3,148,249	3,748,897
Program Total	-	-	-	-	7,551,883	10,892,132	7,446,496	7,990,455
Program 601 - Comprehensive Planning								
Service 601-01 - General Plan	525,481	690,725	654,956	280,868	525,481	690,725	654,956	280,868
Service 601-02 - Zoning Ord.& Related Documents	30,757	87,854	16,811	24,243	30,757	87,854	16,811	24,243
Program Total	556,238	778,579	671,767	305,110	556,238	778,579	671,767	305,110
Program 602 - Land and Building Development Services								
Service 602-01 - Pre-Application Information	240,183	249,667	242,833	247,884	240,183	249,667	242,833	247,884
Service 602-02 - Zoning Review	587,794	602,271	658,146	613,322	877,255	682,639	738,514	613,322
Service 602-03 - Plan Check and Permitting	806,630	739,737	754,785	770,149	806,630	739,737	754,785	770,149
Service 602-04 - Inspecting and Monitoring	619,831	509,624	519,481	508,825	619,831	509,624	519,481	508,825
Program Total	2,254,438	2,101,298	2,175,245	2,140,180	2,543,899	2,181,667	2,255,613	2,140,180
Department Total	2,810,676	2,879,878	2,847,012	2,445,290	12,333,092	17,136,808	13,621,285	12,593,767

**FY 2010-11 BUDGET SUMMARY
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	<u>Actual 2008-09</u>	<u>Budget 2009-10</u>	<u>Estimate 2009-10</u>	<u>Proposed 2010-11</u>	<u>Actual 2008-09</u>	<u>Budget 2009-10</u>	<u>Estimate 2009-10</u>	<u>Proposed 2010-11</u>
300 - Community Services Department								
Program 310 - Social Services & Childcare								
Service 310-01 - Seniors	411,225	449,770	420,122	416,902	411,225	449,770	420,122	416,902
Service 310-02 - Pre-School Child Care	2,055,065	2,187,479	2,123,228	2,165,921	2,055,065	2,187,479	2,123,228	2,165,921
Service 310-03 - Peninsula Partnership	122,069	147,696	153,001	33,341	241,734	256,212	260,829	71,815
Service 310-04 - School-Age Child Care	863,716	817,322	811,514	785,614	863,716	817,322	811,514	785,614
Service 310-05 - Teen Programs	53,870	59,741	55,574	-	53,870	59,741	55,574	-
Service 310-06 - Neighborhood Services	-	-	-	486,546	-	-	-	486,546
Program Total	3,505,945	3,662,008	3,563,439	3,888,325	3,625,610	3,770,524	3,671,267	3,926,799
Program 311 - Recreation/Physical Activities								
Service 311-01 - Youth Sports	326,901	373,430	293,573	334,038	326,901	373,430	293,573	334,038
Service 311-02 - Adult Sports	140,941	156,286	167,212	225,143	140,941	156,286	167,212	225,143
Service 311-03 - Gymnastics	641,396	666,091	635,988	699,650	641,396	666,091	635,988	699,650
Service 311-04 - Aquatics	290,218	293,955	295,749	338,655	290,218	293,955	295,749	338,655
Service 311-05 - Contract Classes	777,260	860,958	846,947	653,484	777,260	860,958	846,947	653,484
Service 311-06 - Events & Concerts	172,965	183,868	137,426	165,762	173,665	184,568	138,126	166,462
Service 311-07 - Community Facilities Service	461,034	436,561	474,120	226,316	461,034	436,561	474,120	226,316
Program Total	2,810,713	2,971,149	2,851,016	2,643,048	2,811,413	2,971,849	2,851,716	2,643,748
Department Total	6,316,659	6,633,157	6,414,455	6,531,372	6,437,023	6,742,373	6,522,982	6,570,547
400 - Library Department								
Program 401 - Library Collections And Online Resources								
Service 401-01 - Library Materials	510,311	551,913	537,584	574,247	553,223	707,363	642,584	574,247
Service 401-02 - Circulation	613,882	616,901	582,697	510,024	613,882	616,901	582,697	510,024
Service 401-03 - User Assistance	463,227	486,039	473,027	470,630	506,852	544,597	440,438	571,830
Program Total	1,587,421	1,654,853	1,593,307	1,554,901	1,673,957	1,868,861	1,665,718	1,656,101
Program 402 - Reading Promotion And Life Skills								
Service 402-01 - Programs and events	85,317	86,727	78,521	115,294	126,925	175,733	156,517	196,952
Service 402-02 - Foster community	43,110	45,097	35,374	45,428	43,110	45,097	35,374	45,428
Service 402-03 - Teaching	48	-	-	-	179,109	187,993	180,907	262,840
Service 402-04 - Belle Haven	325,415	310,970	297,040	308,214	325,416	310,970	297,040	308,214
Program Total	453,890	442,794	410,935	468,935	674,560	719,793	669,838	813,434
Department Total	2,041,311	2,097,647	2,004,242	2,023,836	2,348,517	2,588,654	2,335,556	2,469,535
100 - Police Department								
Program 101 - Community Safety								
101-01 - Patrol Service	6,530,677	6,915,229	7,040,423	7,235,721	6,647,598	7,015,279	7,140,473	7,335,721
101-02 - Investigations	1,335,251	1,319,241	1,394,021	1,415,637	1,335,251	1,319,241	1,394,021	1,415,637
101-04 - Community Outreach	650,216	801,213	655,650	806,649	650,216	801,213	655,650	806,649
101-05 - Narcotic Abatement	59,341	42,591	46,695	52,746	632,962	831,374	810,184	866,319
101-06 - Code Enforcement	63,701	40,832	43,351	93,976	719,190	354,569	384,496	397,158
Program Total	8,639,185	9,119,106	9,180,139	9,604,728	9,985,218	10,321,676	10,384,824	10,821,484

**FY 2010-11 BUDGET SUMMARY
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	Actual 2008-09	Budget 2009-10	Estimate 2009-10	Proposed 2010-11	Actual 2008-09	Budget 2009-10	Estimate 2009-10	Proposed 2010-11
Program 102 - Patrol Support								
102-01 - Dispatch	2,105,880	1,952,140	2,021,169	1,929,515	2,105,880	1,952,140	2,021,169	1,929,515
102-02 - Records Management	408,340	546,824	460,684	573,802	408,340	546,824	460,684	573,802
102-04 - Police Training	406,791	425,366	411,695	424,548	406,791	425,366	411,695	424,548
102-05 - Parking Management	423,152	432,053	436,001	430,177	433,989	445,219	449,167	443,343
Program Total	3,344,163	3,356,383	3,329,549	3,358,042	3,355,000	3,369,549	3,342,715	3,371,208
Program 103 - Emergency Preparedness								
103-01 - Information Outreach	27,339	27,260	26,627	90,752	27,339	27,260	26,627	90,752
103-02 - Disaster Management Coordination	95,816	120,489	118,288	193,159	95,816	120,489	118,288	193,159
103-03 - Emergency Preparedness Training	20,586	35,580	33,681	50,693	20,586	35,580	33,681	50,693
Program Total	143,741	183,329	178,596	334,604	143,741	183,329	178,596	334,604
Program 104 - Traffic And School Safety								
104-01 - Public Traffic Safety Education	438	10,000	14,050	83,698	438	10,000	14,050	83,698
104-02 - Enforcement of Traffic Laws	1,194,384	1,368,923	1,138,221	1,308,101	1,194,384	1,368,923	1,138,221	1,308,101
Program Total	1,194,822	1,378,923	1,152,271	1,391,799	1,194,822	1,378,923	1,152,271	1,391,799
Department Total	13,321,910	14,037,741	13,840,556	14,689,173	14,678,780	15,253,477	15,058,406	15,919,094
200 - Public Works Department								
Program 201 - City Facilities								
Service 201-01 - Facility/Field Capital Projects	295,083	75,040	63,565	-	6,971,127	32,567,532	25,369,940	10,346,475
Service 201-02 - Facility Maintenance	1,300,595	1,287,021	1,265,094	1,319,527	1,300,595	1,287,021	1,265,094	1,319,527
Service 201-03 - Field/Grounds Maintenance	805,922	1,008,389	1,037,970	1,023,738	1,147,571	1,642,043	1,659,375	1,583,315
Program Total	2,401,599	2,370,450	2,366,629	2,343,265	9,419,294	35,496,596	28,294,409	13,249,317
Program 202 - Menlo Park Municipal Water District Water Supply								
Service 202-01 - Water Delivery System	-	-	-	-	3,267,129	4,043,258	3,974,381	4,717,621
Service 202-02 - Water Supply	-	-	-	-	359,955	583,317	295,397	413,406
Program Total	-	-	-	-	3,627,085	4,626,575	4,269,778	5,131,027
Program 203 - City Vehicles And Equipment								
Service 203-01 - Vehicle Replacement	10,940	7,743	10,389	13,716	332,828	317,543	319,175	323,516
Service 203-02 - Vehicle Repair and Maintenance	363,097	314,514	329,646	324,801	379,336	367,167	379,736	379,780
Program Total	374,036	322,257	340,034	338,517	712,164	684,710	698,911	703,297
Program 204 - Urban Forest								
Service 204-02 - City Tree Maintenance	189,037	226,670	162,104	207,230	809,723	984,233	924,834	804,169
Service 204-03 - Heritage Trees	101,477	91,749	111,536	80,292	101,477	91,749	111,536	80,292
Program Total	290,514	318,419	273,640	287,522	911,200	1,075,982	1,036,370	884,461
Program 205 - City-Owned Street And Other Right-Of-Way								
Service 205-01 - Right-of-Way Maintenance/Repair	461,858	530,637	520,681	494,355	486,372	570,907	560,295	557,521
Service 205-02 - Street Fixture Maintenance	235,464	353,048	376,112	259,120	244,633	353,048	376,112	259,120
Service 205-03 - Median/Roadway Landscaping	386,868	376,173	327,967	359,746	558,395	530,658	461,938	516,964
Service 205-04 - Street Cleaning	-	-	-	-	232,299	215,284	218,654	229,413
Service 205-05 - Right-of-Way Encroachments	326,898	275,067	326,428	218,047	385,004	351,928	370,947	318,312
Program Total	1,411,088	1,534,925	1,551,188	1,331,268	1,906,703	2,021,825	1,987,945	1,881,329

**FY 2010-11 BUDGET SUMMARY
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	<u>Actual 2008-09</u>	<u>Budget 2009-10</u>	<u>Estimate 2009-10</u>	<u>Proposed 2010-11</u>	<u>Actual 2008-09</u>	<u>Budget 2009-10</u>	<u>Estimate 2009-10</u>	<u>Proposed 2010-11</u>
Program 206 - Stormwater Management								
Service 206-01 - Storm Drain System	103,198	85,591	65,340	74,040	103,198	186,252	165,340	74,040
Service 206-02 - FEMA Compliance	23,185	10,228	19,161	15,544	23,185	10,228	19,161	15,544
Service 206-03 - Stormwater Pollution Prevention	38,132	58,350	44,329	48,496	170,425	267,601	189,180	263,027
Service 206-04 - Creek Management	<u>8,281</u>	<u>6,811</u>	<u>5,686</u>	<u>11,243</u>	<u>194,045</u>	<u>197,794</u>	<u>186,803</u>	<u>225,536</u>
Program Total	172,796	160,980	134,516	149,324	490,854	661,875	560,483	578,147
Program 207 - Resource Conservation								
Service 207-01 - Solid Waste Management	-	-	-	-	131,418	250,749	160,893	242,175
Service 207-02 - Sustainable Environmental Practices	<u>40,412</u>	<u>57,570</u>	<u>51,496</u>	<u>66,981</u>	<u>40,412</u>	<u>57,570</u>	<u>51,496</u>	<u>66,981</u>
Program Total	40,412	57,570	51,496	66,981	171,830	308,319	212,389	309,156
Program 208 - Transportation Management								
Service 208-01 - Congestion Management	286,174	283,005	286,152	224,855	574,262	571,828	615,318	635,355
Service 208-02 - Transportation Demand Management	41,404	52,363	50,248	55,503	477,695	564,662	552,910	594,968
Service 208-04 - Street Signage & Markings	58,813	107,349	38,862	105,387	210,416	348,826	281,316	321,148
Service 208-05 - Safe Routes to School	1,069	5,304	3,177	5,417	41,271	68,818	44,253	94,316
Service 208-06 - Neighborhood Traffic Management	<u>38,278</u>	<u>30,499</u>	<u>40,501</u>	<u>32,526</u>	<u>143,960</u>	<u>96,540</u>	<u>92,537</u>	<u>175,828</u>
Program Total	425,736	478,520	418,941	423,687	1,447,604	1,650,674	1,586,333	1,821,614
Department Total	5,116,182	5,243,121	5,136,444	4,940,564	18,686,733	46,526,557	38,646,618	24,558,348
City Total	<u>36,234,200</u>	<u>38,073,018</u>	<u>37,453,915</u>	<u>38,207,592</u>	<u>71,453,605</u>	<u>106,599,660</u>	<u>94,382,781</u>	<u>80,256,311</u>

**FY 2010-11 FTE SCHEDULE
By Department and Program**

	<u>GENERAL FUND</u>		<u>ALL FUNDS</u>	
	<u>2009-10</u>	<u>2010-11</u>	<u>2009-10</u>	<u>2010-11</u>
700 - Administrative Services Department				
Program 701 - Policy Development and City Council Support	8.65	8.30	8.65	8.30
Program 702 - Service Excellence	0.90	0.90	0.90	0.90
Program 703 - Elections and Records	0.25	0.40	0.25	0.40
Program 704 - Community Engagement	1.10	0.55	1.10	1.01
Program 705 - Asset Preservation	6.37	7.67	8.68	9.70
Program 706 - Information Support	3.86	3.64	3.86	3.64
Program 707 - Internet and World Wide Web	0.30	0.00	0.30	0.00
Program 708 - Employee Support	3.31	2.31	3.31	2.31
Program 709 - Legal Services	0.65	0.65	1.00	1.00
Program 710 - Business Development	2.00	1.75	2.00	2.00
Department Total	<u>27.39</u>	<u>26.17</u>	<u>30.05</u>	<u>29.26</u>
600 - Community Development Department				
Program 501 - Affordable Housing	0.00	0.00	3.16	3.29
Program 502 - Community Development Area/Agency	0.00	0.00	0.35	0.68
Program 601 - Comprehensive Planning	1.72	1.02	1.72	1.02
Program 602 - Land and Building Development Services	14.71	14.89	14.71	14.89
Department Total	<u>16.43</u>	<u>15.90</u>	<u>19.93</u>	<u>19.87</u>
300 - Community Services Department				
Program 310 - Social Services and Childcare	32.53	34.04	33.17	34.29
Program 311 - Recreation/Physical Activities	18.73	13.91	18.73	13.91
Department Total	<u>51.26</u>	<u>47.95</u>	<u>51.90</u>	<u>48.20</u>
400 - Library Department				
Program 401 - Library Collections and Online Resources	9.29	8.39	9.29	8.39
Program 402 - Reading Promotion and Life Skills	3.31	3.51	5.21	5.36
Department Total	<u>12.60</u>	<u>11.90</u>	<u>14.50</u>	<u>13.75</u>
100 - Police Department				
Program 101 - Community Safety	40.62	39.76	45.97	44.86
Program 102 - Patrol Support	22.27	22.33	22.27	22.33
Program 103 - Emergency Preparedness	0.44	0.99	0.44	0.99
Program 104 - Traffic and School Safety	7.08	6.58	7.08	6.58
Department Total	<u>70.41</u>	<u>69.66</u>	<u>75.76</u>	<u>74.76</u>
200 - Public Works Department				
Program 201 - City Facilities	14.55	13.96	23.09	22.43
Program 202 - Menlo Park Municipal Water District Water Supply	0.00	0.00	5.22	5.77
Program 203 - City Vehicles and Equipment	1.80	1.83	2.10	2.13
Program 204 - Urban Forest	2.41	2.38	4.61	4.75
Program 205 - City-Owned Street and Other Right-of-Way	7.57	6.57	9.52	8.59
Program 206 - Stormwater Management	0.94	0.90	1.90	1.95
Program 207 - Resource Conservation	0.38	0.47	1.56	1.78
Program 208 - Transportation Management	2.16	2.14	5.63	5.79
Department Total	<u>29.79</u>	<u>28.24</u>	<u>53.61</u>	<u>53.17</u>
City Totals	<u>207.87</u>	<u>199.81</u>	<u>245.75</u>	<u>239.00</u>

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CITY OF MENLO PARK
FISCAL YEAR 2010 – 11



ADMINISTRATIVE SERVICES DEPARTMENT

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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
701-01 - Effective Staffing	\$ 534,993	\$ 447,382	\$ 516,210	\$ 469,341
701-02 - Intergovernmental Liaison	180,719	204,849	210,724	237,670
701-03 - Commissions	27,939	49,841	45,318	48,545
701-04 - Constituent Assistance	143,779	163,932	110,582	139,287
Program Total	<u>\$ 887,430</u>	<u>\$ 866,004</u>	<u>\$ 882,834</u>	<u>\$ 894,842</u>

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:	RESULTS:	STATUS:
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.	Met
	Bi-Annual Community Survey shows resident perception of "value of services for taxes paid" rates higher than benchmark.	Not met per 2008-09 survey
	Bi-Annual Community Survey shows resident perception of overall image or reputation of Menlo Park rates higher than benchmark.	Met per 2008-09 survey
	Bi-Annual Community Survey shows resident perception of "overall direction Menlo Park is taking" rates higher than benchmark.	Not met per 2008-09 survey

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 534,993	100%	\$ 447,382	100%	\$ 516,210	100%	\$ 469,341	100%
Personnel	508,011	95%	413,718	92%	485,546	94%	436,287	93%
Operating	21,398	4%	29,664	7%	27,564	5%	29,054	6%
Services	5,584	1%	4,000	1%	3,100	1%	4,000	1%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 555,044	104%	\$ 447,382	100%	\$ 515,069	100%	\$ 469,341	100%
Interest and Rent Income	1,714	0%	-	0%	585	0%	-	0%
Charges For Services	119	0%	-	0%	556	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:

60% of the regional, state, and federal issues on which the City takes a position are resolved in accordance with the City's recommendation.

STATUS:

Data not available

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 180,719	100%	\$ 204,849	100%	\$ 210,724	100%	\$ 237,670	100%
Personnel	53,137	29%	66,019	32%	72,794	35%	68,661	29%
Operating	127,582	71%	138,830	68%	137,930	65%	169,008	71%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 211,823	117%	\$ 204,849	100%	\$ 210,724	100%	\$ 237,670	100%
Burgess Award Fund	(551)	0%	(200)	0%	(200)	0%	(200)	0%
Interest and Rent Income	551	0%	200	0%	200	0%	200	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:	RESULTS:	STATUS:
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.	Commissioners rate their work as supportive of Council goals at an 80% satisfaction level. At least two applications are received for each vacancy 90% of the time within the initial deadline.	Not met - 68% Not met - 40% (4 of 10 recruitments)

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011					
Total Expenditures	\$	27,939	100%	\$	49,841	100%	\$	45,318	100%	\$	48,545	100%
Personnel		27,365	98%		46,719	94%		41,596	92%		45,603	94%
Operating		574	2%		722	1%		722	2%		543	1%
Services		-	0%		2,400	5%		3,000	7%		2,400	5%
Funding Source *		Actual 2008-2009			Budget 2009-2010			Estimate 2009-2010			Proposed 2010-2011	
General Fund	\$	37,589	135%	\$	49,841	100%	\$	45,318	100%	\$	48,545	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.

SERVICES:	RESULTS:	STATUS:
701-04 - Constituent Assistance: 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. 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 - 3.6 days Not met - 50%

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 143,779	100%	\$ 163,932	100%	\$ 110,582	100%	\$ 139,287	100%
Personnel	121,777	85%	159,907	98%	106,557	96%	138,452	99%
Operating	3,113	2%	4,025	2%	4,025	4%	835	1%
<u>Funding Source *</u>	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ 137,195	95%	\$ 163,932	100%	\$ 110,582	100%	\$ 139,287	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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
702-01 - Priority Setting	\$ 73,677	\$ 134,365	\$ 155,986	\$ 154,302
702-02 - Performance Accountability	75,440	108,424	110,123	83,253
702-03 - Interdepartmental Initiatives	37,133	56,296	48,107	54,391
Program Total	<u>\$ 186,250</u>	<u>\$ 299,085</u>	<u>\$ 314,217</u>	<u>\$ 291,946</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.

SERVICES:	RESULTS:	STATUS:
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.	The City undertakes a process to identify Council priorities, and uses this information to develop an annual budget which is adopted on time. 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.	Met - Council goal setting completed Dec 09 Not met - 60%

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	73,677	100%	\$	134,365	100%	\$	154,302	100%
Personnel		71,034	96%		132,454	99%		133,080	86%
Operating		2,643	4%		1,911	1%		21,222	14%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
General Fund	\$	129,348	176%	\$	134,365	100%	\$	154,302	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.

SERVICES:	RESULTS:	STATUS:
702-02 - Performance 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. Bi-Annual Community Survey shows resident perception of City of Menlo Park employees rate above benchmark.	Met per 2008-09 survey Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 75,440	100%	\$ 108,424	100%	\$ 110,123	100%	\$ 83,253	100%
Personnel	71,756	95%	71,952	66%	73,651	67%	71,003	85%
Operating	1,434	2%	2,635	2%	2,635	2%	2,250	3%
Services	2,250	3%	33,837	31%	33,837	31%	10,000	12%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 59,697	79%	\$ 108,424	100%	\$ 110,123	100%	\$ 83,253	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.

SERVICES:	RESULTS:	STATUS:
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.	Data not available

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011					
Total Expenditures	\$	37,133	100%	\$	56,296	100%	\$	48,107	100%	\$	54,391	100%
Personnel		36,416	98%		55,098	98%		46,909	98%		53,481	98%
Operating		717	2%		1,198	2%		1,198	2%		910	2%
Funding Source *		Actual 2008-2009			Budget 2009-2010			Estimate 2009-2010			Proposed 2010-2011	
General Fund	\$	39,452	106%	\$	56,296	100%	\$	48,107	100%	\$	54,391	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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
703-01 - Coordinated Elections	\$ 21,737	\$ 31,399	\$ 12,343	\$ 94,680
703-02 - Records Management	24,205	43,974	40,893	45,570
Program Total	<u>\$ 45,942</u>	<u>\$ 75,373</u>	<u>\$ 53,236</u>	<u>\$ 140,250</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.

SERVICES:	RESULTS:	STATUS:
703-01 - Coordinated Elections: 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 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	21,737	100%	\$	31,399	100%	\$	94,680	100%
Personnel		19,248	89%		29,474	94%		28,833	30%
Operating		2,489	11%		1,925	6%		65,846	70%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
General Fund	\$	52,317	241%	\$	31,399	100%	\$	94,680	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.

SERVICES:	RESULTS:	STATUS:
703-02 - Records Management: 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; 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 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 24,205	100%	\$ 43,974	100%	\$ 40,893	100%	\$ 45,570	100%
Personnel	14,291	59%	27,928	64%	24,770	61%	27,616	61%
Operating	8,377	35%	11,046	25%	11,098	27%	11,854	26%
Services	1,538	6%	5,000	11%	5,025	12%	6,100	13%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 30,977	128%	\$ 43,974	100%	\$ 40,893	100%	\$ 45,570	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.

	Actual 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
704-01 - Community Information	\$ 123,195	\$ 219,949	\$ 217,328	\$ 151,224
704-02 - Community Involvement	19,005	32,988	46,580	94,341
704-04 - Volunteers	5,291	13,417	6,101	13,507
Program Total	<u>\$ 147,490</u>	<u>\$ 266,354</u>	<u>\$ 270,008</u>	<u>\$ 259,072</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.

SERVICES:	RESULTS:	STATUS:
704-01 - Community Information: 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. Newsletter clip-out survey indicates 75% of respondents rate newsletter as useful source of City information.	Met per 2008-09 survey Survey results not valid

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 123,195	100%	\$ 219,949	100%	\$ 217,328	100%	\$ 151,224	100%
Personnel	67,693	55%	155,322	71%	133,594	61%	72,678	48%
Operating	2,574	2%	22,601	10%	26,708	12%	20,546	14%
Services	52,927	43%	42,026	19%	57,026	26%	58,000	38%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 228,737	186%	\$ 219,949	100%	\$ 217,328	100%	\$ 151,224	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.

SERVICES:	RESULTS:	STATUS:
704-02 - Community Involvement: Survey opinions, solicit input and seek suggestions about City services and community affairs.	Bi-Annual Community Survey results indicate 75% of residents rate ability to provide input into Menlo Park decisions as very easy to neither easy nor difficult.	Exceeded - 79%
	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 the job Menlo Park does at listening to citizens higher than benchmark.	Not met - similar to benchmark
	Bi-Annual Community Survey indicates residents rate opportunities to participate in community matters higher than benchmark.	Not met - similar to benchmark
	Annual Council survey indicates 80% of Council members feel staff always or almost always provides effective opportunities for community engagement.	Not met

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 19,005	100%	\$ 32,988	100%	\$ 46,580	100%	\$ 94,341	100%
Personnel	18,504	97%	32,203	98%	45,795	98%	90,364	96%
Operating	501	3%	785	2%	785	2%	3,977	4%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 48,671	256%	\$ 32,988	100%	\$ 46,580	100%	\$ 31,809	34%
Community Development Agency Non-Housing	-	0%	-	0%	-	0%	62,532	66%

* 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.

SERVICES:	RESULTS:	STATUS:
704-04 - Volunteers: Provide meaningful opportunities for residents to be involved in their local government.	Volunteers rate their experience at an 85% satisfaction level. On an annual basis, volunteers donate 710 hours.	No survey done this year Exceeded - 5,078 hours donated

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	5,291	100%	\$	13,417	100%	\$	13,507	100%
Personnel		5,087	96%		12,669	94%		12,761	94%
Operating		205	4%		748	6%		746	6%
Funding Source *									
General Fund	\$	2,238	42%	\$	13,417	100%	\$	6,101	100%
							\$	13,507	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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
705-01 - Financial Planning	\$ 219,609	\$ 209,114	\$ 140,028	\$ 210,909
705-02 - Investments	29,729	44,670	36,309	44,353
705-03 - Revenue Management	2,728,050	2,515,650	2,472,280	1,758,454
705-04 - Accounting and Reporting	381,311	433,921	506,631	431,945
705-05 - Accounts Payable and Purchasing	126,859	119,471	124,634	136,406
705-06 - Risk Management	983,211	1,294,895	1,205,418	1,287,854
705-07 - General (Transfers Out)	14,302,525	2,132,656	2,132,656	2,377,800
705-08 - Debt Service	6,983,948	6,611,071	6,611,071	6,690,881
705-09 - Payroll	-	-	-	108,292
Program Total	\$ 25,755,243	\$ 13,361,447	\$ 13,229,027	\$ 13,046,893

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.

SERVICES:	RESULTS:	STATUS:
705-01 - Financial Planning: 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
	Finance and Audit Committee members are satisfied with the information and preparation of materials provided by staff, per Commission Satisfaction Survey.	Not met

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 219,609	100%	\$ 209,114	100%	\$ 140,028	100%	\$ 210,909	100%
Personnel	190,889	87%	195,915	94%	128,629	92%	200,014	95%
Operating	8,720	4%	11,199	5%	11,399	8%	9,895	5%
Services	20,000	9%	2,000	1%	-	0%	1,000	0%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 195,280	89%	\$ 184,822	88%	\$ 137,451	98%	\$ 189,283	90%
Garbage Service Fund	800	0%	6,076	3%	642	0%	2,370	1%
Community Development Agency Non-Housing	1,335	1%	10,106	5%	1,070	1%	10,698	5%
Community Development Agency Housing	800	0%	6,079	3%	642	0%	6,419	3%
Water Fund - Operation	500	0%	2,031	1%	224	0%	2,140	1%

* 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.

SERVICES:	RESULTS:	STATUS:
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 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 29,729	100%	\$ 44,670	100%	\$ 36,309	100%	\$ 44,353	100%
Personnel	19,690	66%	32,771	73%	24,710	68%	32,860	74%
Operating	10,039	34%	11,899	27%	11,599	32%	11,493	26%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ (1,344,020)	-4521%	\$ (701,995)	-1572%	\$ (704,933)	-1941%	\$ (1,011,926)	-2282%
Garbage Service Fund	-	0%	2	0%	-	0%	-	0%
Community Development Agency Non-Housing	533	2%	4,042	9%	429	1%	2,140	5%
Water Fund - Operation	267	1%	2,021	5%	214	1%	2,140	5%
Interest and Rent Income	1,383,402	4653%	740,600	1658%	740,600	2040%	1,052,000	2372%

* 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.

SERVICES:	RESULTS:	STATUS:
705-03 - Revenue Management: 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. Identify and issue 100 new business licenses annually through internal audit process.	Met Exceeded - 110 new business licenses

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 2,728,050	100%	\$ 2,515,650	100%	\$ 2,472,280	100%	\$ 1,758,454	100%
Personnel	218,155	8%	226,939	9%	220,869	9%	205,114	12%
Operating	447,248	16%	474,711	19%	487,411	20%	509,641	29%
Services	2,062,647	76%	1,814,000	72%	1,764,000	71%	1,043,700	59%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ (1,442,888)	-53%	\$ (1,591,168)	-63%	\$ (1,394,702)	-56%	\$ (1,463,555)	-83%
Garbage Service Fund	(5,837)	0%	(215,807)	-9%	(204,132)	-8%	(134,579)	-8%
Water Fund - Operation	(3,296,096)	-121%	(3,951,646)	-157%	(3,273,860)	-132%	(4,719,412)	-268%
Licenses & Permits	1,423,700	52%	1,544,088	61%	1,385,000	56%	1,493,000	85%
Interest and Rent Income	409,345	15%	370,223	15%	351,223	14%	354,000	20%
Charges For Services	5,411,376	198%	6,359,960	253%	5,608,750	227%	6,229,000	354%

* 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.

SERVICES:	RESULTS:	STATUS:
705-04 - Accounting and Reporting: 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.	Not met - 75%
	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.	Not met

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 381,311	100%	\$ 433,921	100%	\$ 506,631	100%	\$ 431,945	100%
Personnel	327,965	86%	350,474	81%	446,054	88%	364,582	84%
Operating	6,620	2%	15,677	4%	15,577	3%	14,044	3%
Services	46,727	12%	67,770	16%	45,000	9%	53,319	12%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 397,881	104%	\$ 382,252	88%	\$ 467,507	92%	\$ 375,388	87%
Garbage Service Fund	533	0%	4,046	1%	429	0%	4,345	1%
Community Development Agency Non-Housing	19,332	5%	35,660	8%	24,441	5%	39,764	9%
Community Development Agency Housing	14,228	4%	9,726	2%	13,538	3%	10,108	2%
Water Fund - Operation	268	0%	2,037	0%	215	0%	2,140	0%
Charges For Services	357	0%	200	0%	500	0%	200	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.

SERVICES:	RESULTS:	STATUS:
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

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>		
Total Expenditures	\$	126,859	100%	\$	119,471	100%	\$	136,406	100%
Personnel		124,407	98%		114,539	96%		128,787	94%
Operating		2,452	2%		4,932	4%		7,619	6%

Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>		
General Fund	\$	94,465	74%	\$	87,980	74%	\$	102,586	75%
Community Development Agency Non-Housing		17,784	14%		16,333	14%		19,197	14%
Water Fund - Operation		8,844	7%		7,778	7%		8,622	6%
Charges For Services		6,372	5%		7,380	6%		6,000	4%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 705 - ASSET PRESERVATION

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SERVICES:	RESULTS:	STATUS:
705-06 - Risk Management: 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.	Exceeded - 5 claims
	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.	Exceeded - 21 claims

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 983,211	100%	\$ 1,294,895	100%	\$ 1,205,418	100%	\$ 1,287,854	100%
Personnel	92,142	9%	104,333	8%	60,635	5%	104,996	8%
Operating	853,540	87%	1,137,779	88%	1,104,283	92%	1,140,859	89%
Services	37,529	4%	52,783	4%	40,500	3%	42,000	3%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Liability/Fire Insurance Fund	49,530	5%	(176,614)	-14%	(218,687)	-18%	(180,633)	-14%
Worker's Compensation Fund	(444,970)	-45%	17,509	1%	(26,895)	-2%	83,487	6%
Interest and Rent Income	115,079	12%	53,000	4%	50,000	4%	35,000	3%
Charges For Services	1,549,360	158%	1,401,000	108%	1,401,000	116%	1,350,000	105%

* 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.

SERVICES:	RESULTS:	STATUS:
705-07 - General (Transfers Out): Ensure timely receipt of general revenue and transfers.	Actual General Fund revenue variance with the adjusted budget are less than 10%.	Not met

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 14,302,525	100%	\$ 2,132,656	100%	\$ 2,132,656	100%	\$ 2,377,800	100%
Operating	14,302,525	100%	2,132,656	100%	2,132,656	100%	2,377,800	100%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ (21,828,114)	-153%	\$ (22,513,818)	-1056%	\$ (22,442,518)	-1052%	\$ (23,069,112)	-970%
Taxes	21,246,884	149%	22,275,800	1045%	22,275,800	1045%	23,048,770	969%
Franchise Fees	1,484,275	10%	1,568,800	74%	1,513,000	71%	1,613,000	68%
Licenses & Permits	6,926	0%	2,600	0%	4,000	0%	3,000	0%
Inter Governmental Revenue	108,634	1%	114,000	5%	95,000	4%	100,000	4%
Charges For Services	100	0%	-	0%	100	0%	-	0%
Donations	-	0%	23,000	1%	25,000	1%	-	0%
Other Financing Sources	715,495	5%	662,274	31%	662,274	31%	682,142	29%

* 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.

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

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 6,983,948	100%	\$ 6,611,071	100%	\$ 6,611,071	100%	\$ 6,690,881	100%
Operating	6,983,948	100%	6,611,071	100%	6,611,071	100%	6,690,881	100%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Measure T Bond	-	0%	(10,290,000)	-156%	(10,290,000)	-156%	-	0%
2002 Recreation GO Bond D.S.	(609,144)	-9%	(128,823)	-2%	(110,823)	-2%	(200)	0%
1990 Library Bond Debt Service	(91,912)	-1%	-	0%	1,525	0%	(7,250)	0%
Debt Service Fund-CDA	(723,874)	-10%	-	0%	130,000	2%	10,000	0%
Special Assessments on Tax Roll	1,907,449	27%	1,899,500	29%	1,891,500	29%	1,808,200	27%
Interest and Rent Income	406,460	6%	247,525	4%	106,000	2%	126,000	2%
Other Financing Sources	4,869,096	70%	14,882,869	225%	14,882,869	225%	4,754,131	71%

* 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.

SERVICES:	RESULTS:				STATUS:			
705-09 - Payroll: Process payroll that supports timely and accurate processing of employee salary and benefits.	New program reflects the transfer of payroll duties from the Personnel program							
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ -	0%	\$ -	0%	\$ -	0%	\$ 108,292	2%
Personnel	-	0%	-	0%	-	0%	107,509	2%
Operating	-	0%	-	0%	-	0%	782	0%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ -	0%	\$ -	0%	\$ -	0%	\$ 108,292	2%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
706-01 - Desktop Maintenance	\$ 257,588	\$ 304,599	\$ 310,713	\$ 510,815
706-02 - Network Infrastructure Maintenance	270,720	347,245	322,396	243,835
706-03 - Design and Advice	26,841	16,960	11,797	425
706-04 - Remote Access	10,468	12,661	13,534	875
706-05 - Printing Support	221,977	211,954	238,309	202,777
Program Total	<u>\$ 787,595</u>	<u>\$ 893,419</u>	<u>\$ 896,750</u>	<u>\$ 958,726</u>

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.

SERVICES:	RESULTS:	STATUS:
706-01 - Desktop Maintenance: 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.	Met
	Resolve 90% of phone problems within eight hours of trouble report.	Met

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 257,588	100%	\$ 304,599	100%	\$ 310,713	100%	\$ 510,815	100%
Personnel	127,237	49%	200,825	66%	213,550	69%	396,453	78%
Operating	64,347	25%	72,774	24%	66,163	21%	74,112	15%
Services	66,003	26%	31,000	10%	31,000	10%	40,250	8%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 266,526	103%	\$ 304,599	100%	\$ 310,713	100%	\$ 510,815	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.

SERVICES:	RESULTS:	STATUS:
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. Resolve 90% of system wide problems within four hours. Maintain network availability 99.8% of time between 7am to 7pm, M-F. 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.	Exceeded - 85% Met Met - no significant issues reported for this period Exceeded - no virus outbreaks

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 270,720	100%	\$ 347,245	100%	\$ 322,396	100%	\$ 243,835	100%
Personnel	91,263	34%	114,852	33%	108,220	34%	-	0%
Operating	65,080	24%	109,693	32%	90,006	28%	116,735	48%
Services	114,377	42%	122,700	35%	124,170	39%	127,100	52%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 308,002	114%	\$ 347,245	100%	\$ 322,396	100%	\$ 243,835	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.

SERVICES:	RESULTS:	STATUS:
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. Advice on new product integration and changes to existing systems results in 95% satisfaction.	No facilities design during the fiscal year Not measured

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>					
Total Expenditures	\$	26,841	100%	\$	16,960	100%	\$	11,797	100%	\$	425	100%
Personnel		24,729	92%		16,321	96%		11,533	98%		-	0%
Operating		2,113	8%		639	4%		264	2%		425	100%
Funding Source *		<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>				
General Fund	\$	14,868	55%	\$	16,960	100%	\$	11,797	100%	\$	425	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.

SERVICES:	RESULTS:	STATUS:
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

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	10,468	100%	\$	12,661	100%	\$	875	100%
Personnel		9,855	94%		11,630	92%		-	0%
Operating		613	6%		1,031	8%		875	100%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
General Fund	\$	17,688	169%	\$	12,661	100%	\$	875	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.

SERVICES:	RESULTS:	STATUS:
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

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 221,977	100%	\$ 211,954	100%	\$ 238,309	100%	\$ 202,777	100%
Personnel	107,749	49%	71,965	34%	104,048	44%	55,355	27%
Operating Services	112,088	50%	136,689	64%	130,561	55%	144,122	71%
	2,140	1%	3,300	2%	3,700	2%	3,300	2%
Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ 207,484	93%	\$ 198,943	94%	\$ 225,309	95%	\$ 192,777	95%
Measure A	1	0%	9	0%	-	0%	-	0%
Community Development Agency Non-Housing Charges For Services	2	0%	2	0%	-	0%	-	0%
	13,962	6%	13,000	6%	13,000	5%	10,000	5%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
707-01 - Web Posting	\$ 47,889	\$ 53,017	\$ 47,519	\$ 23,950
707-02 - Interactive Web Services	16,524	12,518	8,810	13,050
Program Total	<u>\$ 64,413</u>	<u>\$ 65,535</u>	<u>\$ 56,329</u>	<u>\$ 37,000</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.

SERVICES:	RESULTS:	STATUS:
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. Maintain 98% availability of web site.	Met Exceeded - 99.1% availability

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	47,889	100%	\$	53,017	100%	\$	23,950	100%
Personnel		37,662	79%		38,951	73%		-	0%
Operating		10,227	21%		13,066	25%		23,950	100%
Services		-	0%		1,000	2%		-	0%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Funding Source *									
General Fund	\$	46,985	98%	\$	53,017	100%	\$	47,519	100%
								23,950	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:	RESULTS:	STATUS:
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.	80% of users rate web site experience as good or excellent based on on-line website survey.	No survey conducted
	Bi-Annual Community Survey results indicate 75% of residents using City website rate ability to find information very easy to neither easy nor difficult.	Not met - 56% per 2008-09 survey
	Bi-Annual Community Survey results indicate number of residents using City website in the last 12 months is higher than benchmark.	Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 16,524	100%	\$ 12,518	100%	\$ 8,810	100%	\$ 13,050	100%
Personnel	1,086	7%	68	1%	-	0%	-	0%
Operating	15,438	93%	12,450	99%	8,810	100%	13,050	100%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 10,717	65%	\$ 12,518	100%	\$ 8,810	100%	\$ 13,050	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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
708-01 - Employee Compensation System	\$ 308,882	\$ 227,618	\$ 248,451	\$ 252,098
708-02 - Employee Development	15,905	21,280	20,603	19,301
708-03 - Employee Relations	122,113	183,465	216,303	202,988
708-04 - Recruitment and Selection	176,397	107,102	111,090	115,766
708-05 - General Employee Benefits	10,851,122	1,034,699	921,345	1,028,569
Program Total	\$ 11,474,420	\$ 1,574,164	\$ 1,517,791	\$ 1,618,723

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:	RESULTS:	STATUS:
708-01 - Employee Compensation System: Process payroll that supports timely and accurate processing of employee salary and benefits. Ensure that the wages and benefits are competitive among similarly sized agencies.	Payroll processing is achieved with an accuracy rate of 99.75% or better.	Exceeded - 99.8%
	Generate all payroll reports the day before the pay day 93% of the time.	Not met - 92.3%
	Transmit all payroll interface records to Finance within three business days after the pay date 95% of the time.	Not met - 54%

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 308,882	100%	\$ 227,618	100%	\$ 248,451	100%	\$ 252,098	100%
Personnel	263,629	85%	171,892	76%	196,866	79%	193,028	77%
Operating	5,760	2%	10,726	5%	8,025	3%	11,070	4%
Services	39,492	13%	45,000	20%	43,560	18%	48,000	19%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 322,087	104%	\$ 227,618	100%	\$ 248,451	100%	\$ 252,098	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 for use in the 2010-11 fiscal year.

STATUS:

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>		
Total Expenditures	\$	15,905	100%	\$	21,280	100%	\$	19,301	100%
Personnel		7,117	45%		8,174	38%		12,257	64%
Operating		1,968	12%		3,106	15%		3,044	16%
Services		6,820	43%		10,000	47%		4,000	21%
	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>		
Funding Source *									
General Fund	\$	17,696	111%	\$	21,280	100%	\$	20,603	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:	RESULTS:	STATUS:
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.	Respond to 90% of written complaints within 10 business days.	Exceeded - 95%
	Resolve 80% of grievances at or below City Manager's level.	Not met - 60%

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 122,113	100%	\$ 183,465	100%	\$ 216,303	100%	\$ 202,988	100%
Personnel	81,614	67%	87,233	48%	101,397	47%	74,904	37%
Operating	3,625	3%	4,432	2%	2,027	1%	3,884	2%
Services	36,874	30%	91,800	50%	112,879	52%	124,200	61%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 132,342	108%	\$ 183,465	100%	\$ 216,303	100%	\$ 202,988	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:	RESULTS:	STATUS:
708-04 - Recruitment and Selection: Recruit, select and retain highly qualified personnel using a process that is timely, thorough and encourages a diverse applicant pool.	Generate offer letter for 80% of non-safety positions within 4 weeks of position close. Satisfaction with Personnel staff's involvement with the recruitment process attains or exceeds a score of 4.0 (on a 5 point scale).	Exceeded - 90% Exceeded - score of 4.5

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 176,397	100%	\$ 107,102	100%	\$ 111,090	100%	\$ 115,766	100%
Personnel	87,029	49%	50,947	48%	53,084	48%	50,786	44%
Operating	61,284	35%	31,155	29%	33,006	30%	39,980	35%
Services	28,084	16%	25,000	23%	25,000	23%	25,000	22%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 120,695	68%	\$ 107,102	100%	\$ 111,090	100%	\$ 115,766	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:	RESULTS:	STATUS:
708-05 - General Employee Benefits: Provide for employee costs and post-employment costs not related to a specific program/service.	No relevant service results.	

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 10,851,122	100%	\$ 1,034,699	100%	\$ 921,345	100%	\$ 1,028,569	100%
Personnel	426,336	4%	643,400	62%	572,742	62%	649,400	63%
Operating	10,423,316	96%	373,649	36%	332,603	36%	361,169	35%
Services	1,470	0%	17,650	2%	16,000	2%	18,000	2%
	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Funding Source *								
General Fund	\$ 221,519	2%	\$ 383,699	37%	\$ 271,159	29%	\$ 389,444	38%
Interest and Rent Income	3,514	0%	5,000	0%	1,500	0%	2,000	0%
Charges For Services	678,944	6%	650,000	63%	650,000	71%	637,125	62%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
709-01 - City Council and City Manager Support	\$ 84,286	\$ 115,107	\$ 80,243	\$ 118,847
709-02 - Planning Staff and Commission Support	53,483	70,731	125,049	71,329
709-03 - Personnel, Risk Management & Other	206,740	414,857	424,746	417,254
709-05 - Community Development Agency	18,764	7,511	11,024	7,885
Program Total	<u>\$ 363,272</u>	<u>\$ 608,206</u>	<u>\$ 641,060</u>	<u>\$ 615,315</u>

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.

SERVICES:	RESULTS:	STATUS:
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.	Met

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 84,286	100%	\$ 115,107	100%	\$ 80,243	100%	\$ 118,847	100%
Personnel	72,824	86%	74,187	64%	74,323	93%	78,311	66%
Operating	418	0%	920	1%	920	1%	536	0%
Services	11,044	13%	40,000	35%	5,000	6%	40,000	34%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 57,661	68%	\$ 92,575	80%	\$ 57,670	72%	\$ 95,193	80%
Community Development Agency Non-Housing	22,304	26%	22,532	20%	22,573	28%	23,654	20%

* 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.

SERVICES:	RESULTS:	STATUS:
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.	Not Met

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 53,483	100%	\$ 70,731	100%	\$ 125,049	100%	\$ 71,329	100%
Personnel	20,004	37%	15,547	22%	14,865	12%	16,216	23%
Operating	126	0%	184	0%	184	0%	113	0%
Services	33,353	62%	55,000	78%	110,000	88%	55,000	77%
	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Funding Source *								
General Fund	\$ 78,259	146%	\$ 70,731	100%	\$ 125,049	100%	\$ 71,329	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.

SERVICES:	RESULTS:	STATUS:
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 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 206,740	100%	\$ 414,857	100%	\$ 424,746	100%	\$ 417,254	100%
Personnel	50,977	25%	51,897	13%	51,986	12%	54,786	13%
Operating	293	0%	460	0%	460	0%	268	0%
Services	155,470	75%	362,500	87%	372,300	88%	362,200	87%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 94,211	46%	\$ 110,043	27%	\$ 110,097	26%	\$ 111,539	27%
Liability/Fire Insurance Fund	239,463	116%	294,837	71%	304,865	72%	295,662	71%
Worker's Compensation Fund	9,295	4%	9,977	2%	9,784	2%	10,053	2%

* 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.

SERVICES:	RESULTS:	STATUS:
709-05 - Community Development Agency: Ensure compliance with statutes and coordinate property acquisition and negotiations.	Annual Council survey indicates 80% of Council members feel the City Attorney always or almost always have confidence that legal issues are resolved in a timely manner with minimum exposure to loss.	Not met

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 18,764	100%	\$ 7,511	100%	\$ 11,024	100%	\$ 7,885	100%
Personnel	7,282	39%	7,419	99%	7,432	67%	7,831	99%
Operating	42	0%	92	1%	92	1%	54	1%
Services	11,440	61%	-	0%	3,500	32%	-	0%
	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Funding Source *								
Community Development Agency Non-Housing	15,616	83%	7,511	100%	11,024	100%	7,885	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.

	Actual 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
710-01 - Strategic Partnerships	\$ 69,776	\$ 119,349	\$ 104,491	\$ 131,125
710-02 - Market Information and Research	72,458	106,310	125,146	88,306
710-03 - Diversifying Tax Base	42,583	116,545	107,043	62,822
Program Total	<u>\$ 184,817</u>	<u>\$ 342,204</u>	<u>\$ 336,680</u>	<u>\$ 282,253</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.

SERVICES:	RESULTS:	STATUS:
710-01 - Strategic Partnerships: Leverage the City's efforts by forming strategic partnerships with business associations, regional trade organizations and local companies.	Develop new and existing partnerships between business interests, the community and the City so that respondents rate their experience at an 85% satisfaction level. Bi-Annual Community Survey results indicate residents rate economic development in Menlo Park higher than benchmark.	Data not available Not Met - Similar to benchmark per 2008-09 survey

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 69,776	100%	\$ 119,349	100%	\$ 104,491	100%	\$ 131,125	100%
Personnel	55,393	79%	95,668	80%	85,510	82%	108,387	83%
Operating	14,383	21%	22,181	19%	17,481	17%	21,338	16%
Services	-	0%	1,500	1%	1,500	1%	1,400	1%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 111,021	159%	\$ 119,349	100%	\$ 104,491	100%	\$ 93,196	71%
Community Development Agency Non-Housing	-	0%	-	0%	-	0%	37,928	29%

* 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.

SERVICES:	RESULTS:	STATUS:
710-02 - Market Information and Research: Provide timely, accurate information, research, analysis, and policy development needed to make informed business decisions.	Provide effective decision-making support so that respondents rate their experience at an 85% satisfaction level.	Data not available
	Annual survey of business licensees indicates 85% of business agree with the statement "Menlo Park is a good place to do business".	Data not available

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 72,458	100%	\$ 106,310	100%	\$ 125,146	100%	\$ 88,306	100%
Personnel	69,440	96%	85,289	80%	105,525	84%	70,032	79%
Operating	3,018	4%	5,021	5%	3,621	3%	3,274	4%
Services	-	0%	16,000	15%	16,000	13%	15,000	17%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 123,112	170%	\$ 106,310	100%	\$ 125,146	100%	\$ 88,306	100%

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

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CITY OF MENLO PARK
FISCAL YEAR 2010 – 11



COMMUNITY DEVELOPMENT DEPARTMENT

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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
501-01 - Increase Supply of Affordable Housing	\$ 1,454,395	\$ 2,403,684	\$ 2,350,966	\$ 1,272,689
501-02 - Maintain Existing Affordable Housing Stock	158,922	728,614	728,486	734,517
501-05 - Policy Development	161,579	152,131	167,958	150,815
Program Total	<u>\$ 1,774,896</u>	<u>\$ 3,284,430</u>	<u>\$ 3,247,409</u>	<u>\$ 2,158,021</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

SERVICES:	RESULTS:	STATUS:
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.	The assistance provided to for-profit and non-profit developers in obtaining BMR Agreement approval meets the expectations of 85% of the developers. Fund 3 PAL loans in the fiscal year, which is the average number of loans funded per year over the past 5 fiscal years. The technical assistance provided by City staff for loan preparation meets the expectations of 85% of customers for all PAL loans.	Not measured Met - 3 loans funded through 3rd quarter Exceeded - 100% (2 surveys)

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 1,454,395	100%	\$ 2,403,684	100%	\$ 2,350,966	100%	\$ 1,272,689	100%
Personnel	118,579	8%	137,236	6%	130,118	6%	136,461	11%
Operating Services	1,183,859	81%	2,139,288	89%	2,147,188	91%	1,080,024	85%
	151,957	10%	127,160	5%	73,660	3%	56,204	4%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
BMR Housing-Resident/Commerl	(2,809,490)	-193%	979,100	41%	954,100	41%	(169,000)	-13%
Community Development Agency Housing	(1,313,754)	-90%	(1,335,898)	-56%	(1,375,616)	-59%	(1,122,811)	-88%
Taxes	2,469,115	170%	2,253,482	94%	2,253,482	96%	2,232,500	175%
Interest and Rent Income	570,702	39%	168,000	7%	180,000	8%	190,000	15%
Charges For Services	2,476,249	170%	339,000	14%	339,000	14%	142,000	11%

* 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

SERVICES:	RESULTS:	STATUS:
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.	85% of housing rehabilitation projects are completed within the contract terms. The technical assistance for loan preparation and construction management meets the expectations of 85% of homeowner loan recipients for all housing rehabilitation.	Exceeded - 100% Exceeded - 100% (3 surveys)

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 158,922	100%	\$ 728,614	100%	\$ 728,486	100%	\$ 734,517	100%
Personnel	112,546	71%	146,529	20%	146,401	20%	138,483	19%
Operating	5,223	3%	28,974	4%	28,974	4%	53,873	7%
Services	41,153	26%	553,111	76%	553,111	76%	542,161	74%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
Commun Devel Block Grant	(147,636)	-93%	(1,929)	0%	(21,726)	-3%	(25,000)	-3%
Rev Share-Emergency Loan	5,199	3%	22,840	3%	5,970	1%	45,000	6%
Community Development Agency Housing	155,702	98%	701,043	96%	701,212	96%	684,517	93%
Inter Governmental Revenue	(2,703)	-2%	(100,000)	-14%	(100,000)	-14%	(100,000)	-14%
Interest and Rent Income	16,076	10%	6,000	1%	28,000	4%	29,000	4%
Charges For Services	150,690	95%	100,660	14%	115,030	16%	101,000	14%

* 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

SERVICES:	RESULTS:	STATUS:
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.	The quality of information and analysis meets the expectations of 85% of the members of the City Council/Agency Board.	Data not available
	The quality of information and analysis meets the expectations of 85% of the members of the Housing Commission.	Met

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 161,579	100%	\$ 152,131	100%	\$ 167,958	100%	\$ 150,815	100%
Personnel	160,796	100%	147,698	97%	163,525	97%	148,036	98%
Operating	783	0%	4,433	3%	4,433	3%	2,779	2%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
Community Development Agency Housing	150,168	93%	152,131	100%	167,958	100%	150,815	100%

* 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.

	Actual 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
502-01 - Policy, Program & Project Developer	\$ 127,098	\$ 468,279	\$ 450,436	\$ 146,790
502-02 - Facility Improvement	4,306,270	3,841,733	3,847,811	4,094,768
502-03 - Service Enhancement	3,121,696	6,582,120	3,148,249	3,748,897
Program Total	<u>\$ 7,555,064</u>	<u>\$ 10,892,132</u>	<u>\$ 7,446,496</u>	<u>\$ 7,990,455</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.

SERVICES:	RESULTS:	STATUS:
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.	A comprehensive community engagement process is utilized to form the basis of any Redevelopment Plan updates, involving a minimum of 20 stakeholders.	Next plan update in 2015
	The quality of the information and analysis for Redevelopment Plan updates meets the expectations of 85% of the members of the Agency Board.	Data not available
	Redvelopment Plan updates incorporate community input.	Met
	Involvement in studies and policy development is rated as meaningful by 85% of the participants.	Data not available

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 127,098	100%	\$ 468,279	100%	\$ 450,436	100%	\$ 146,790	100%
Personnel	60,534	48%	77,942	17%	60,599	13%	130,147	89%
Operating	10,865	9%	16,741	4%	16,241	4%	15,644	11%
Services	55,699	44%	373,596	80%	373,596	83%	1,000	1%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
Community Development Agency Non-Housing	109,557	86%	322,779	69%	305,436	68%	146,790	100%
Inter Governmental Revenue	-	0%	145,000	31%	145,000	32%	-	0%
Charges For Services	-	0%	500	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.

SERVICES:	RESULTS:	STATUS:
502-02 - Facility Improvement: 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.	Bi-Annual Community Survey results indicate Belle Haven residents rate their neighborhood as a good place to live similarly to other neighborhood groups. The quality of the information and analysis related to land use studies meets the expectations of 85% of the members of the Agency Board.	Not met. 2008-09 survey indicates 78% rating vs 94% other. Data not available

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 4,306,270	100%	\$ 3,841,733	100%	\$ 3,847,811	100%	\$ 4,094,768	100%
Personnel	22	0%	-	0%	72	0%	-	0%
Operating	4,293,443	100%	3,790,265	99%	3,796,271	99%	4,078,158	100%
Services	12,805	0%	51,468	1%	51,468	1%	16,610	0%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
2000 RDA Tax Increment Bond	361	0%	-	0%	72	0%	-	0%
Community Development Agency Non-Housing	(6,522,414)	-151%	(5,672,194)	-148%	(5,506,188)	-143%	(5,135,132)	-125%
Taxes	9,876,462	229%	9,013,927	235%	9,013,927	234%	8,929,900	218%
Interest and Rent Income	813,695	19%	500,000	13%	340,000	9%	300,000	7%

* 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.

SERVICES:	RESULTS:				STATUS:			
502-03 - Service Enhancement: 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.	Results for this funding source are reported under the individual programs in Community Services, Police, etc..							
	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 3,121,696	100%	\$ 6,582,120	100%	\$ 3,148,249	100%	\$ 3,748,897	100%
Personnel	500	0%	41	0%	-	0%	-	0%
Operating	3,111,919	100%	6,569,391	100%	3,135,561	100%	3,748,897	100%
Services	9,277	0%	12,688	0%	12,688	0%	-	0%
	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Funding Source *								
Community Development Agency Non-Housing	3,273,923	105%	6,581,620	100%	3,148,249	100%	3,748,397	100%
Charges For Services	-	0%	500	0%	-	0%	500	0%

* 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.

	Actual 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
601-01 - General Plan	\$ 330,265	\$ 690,725	\$ 654,956	\$ 280,868
601-02 - Zoning Ord.& Related Documents	28,662	87,854	16,811	24,243
Program Total	<u>\$ 358,928</u>	<u>\$ 778,579</u>	<u>\$ 671,767</u>	<u>\$ 305,110</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.

SERVICES:	RESULTS:	STATUS:
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.	Not met - 50%
	The quality of information and analysis meets the expectations of 85% of the Commission members.	Exceeded - 100%
	Bi-Annual Community Survey results indicate residents rate overall quality of life in Menlo Park higher than benchmark.	Met per 2008-09 survey
	Bi-Annual Community Survey results indicate residents' rating of Menlo Park as a good place to live is higher than benchmark.	Met per 2008-09 survey

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 330,265	100%	\$ 690,725	100%	\$ 654,956	100%	\$ 280,868	100%
Personnel	108,130	33%	148,398	21%	139,639	21%	154,625	55%
Operating	26,179	8%	49,764	7%	49,764	8%	26,243	9%
Services	195,956	59%	492,563	71%	465,553	71%	100,000	36%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 525,481	159%	\$ 690,725	100%	\$ 654,956	100%	\$ 280,868	100%

* 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.

SERVICES:	RESULTS:	STATUS:
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.	Not met - 50%
	The quality of information and analysis meets expectations of 85% of Commission members.	Exceeded - 100%
	Bi-Annual Community Survey results indicate residents rate their neighborhood as a place to live higher than benchmark	Met per 2008-09 survey
	Bi-Annual Community Survey results indicate residents rate quality of new development higher than benchmark.	Not met - similar to benchmark per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 28,662	100%	\$ 87,854	100%	\$ 16,811	100%	\$ 24,243	100%
Personnel	27,461	96%	86,706	99%	15,963	95%	23,383	96%
Operating	1,201	4%	1,148	1%	848	5%	859	4%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 30,589	107%	\$ 87,854	100%	\$ 16,661	99%	\$ 24,243	100%
Charges For Services	168	1%	-	0%	150	1%	-	0%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
602-01 - Development Information Services	\$ 248,745	\$ 249,667	\$ 242,833	\$ 247,884
602-02 - Planning Level Reviews	839,219	682,639	738,514	613,322
602-03 - Plan Check and Permitting	955,226	739,737	754,785	770,149
602-04 - Inspecting and Monitoring	536,394	509,624	519,481	508,825
Program Total	\$ 2,579,584	\$ 2,181,667	\$ 2,255,613	\$ 2,140,180

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:	RESULTS:	STATUS:
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.	85% customer satisfaction rating per Development Services Survey.	No surveys returned

	<u>Actual 2007-2008</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>		
Total Expenditures	\$	248,745	100%	\$	249,667	100%	\$	247,884	100%
Personnel		243,825	98%		244,234	98%		242,559	98%
Operating		4,920	2%		5,433	2%		5,324	2%
	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>		
Funding Source *	\$			\$			\$		
General Fund		5,386	2%		247,667	99%		246,384	99%
Charges For Services		2,334	1%		2,000	1%		1,500	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.

SERVICES:	RESULTS:	STATUS:
602-02 - Planning Level Reviews: 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. 85% customer satisfaction rating per Planning Review Survey.	Not met - 75% Exceeded - 94%

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 839,219	100%	\$ 682,639	100%	\$ 738,514	100%	\$ 613,322	100%
Personnel	556,324	66%	541,135	79%	597,158	81%	568,382	93%
Operating	33,628	4%	26,194	4%	32,074	4%	27,440	4%
Services	249,268	30%	115,310	17%	109,282	15%	17,500	3%
	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Funding Source *								
General Fund	\$ 45,301	5%	\$ 101,971	15%	\$ (291,950)	-40%	\$ 113,172	18%
Eir Fees	46,083	5%	103,977	15%	103,977	14%	-	0%
Charges For Services	785,871	94%	476,692	70%	926,488	125%	500,150	82%

* 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.

SERVICES:	RESULTS:	STATUS:
602-03 - Plan Check and Permitting: 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.	Exceeded - 100%
	85% of projects requiring a full plan review receive first comments/approval within 6 weeks of the first submittal.	Exceeded - 88%
	85% of projects requiring a full plan review receive comments/approval within 2 weeks of the second submittal.	Exceeded - 100%

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 955,226	100%	\$ 739,737	100%	\$ 754,785	100%	\$ 770,149	100%
Personnel	550,492	58%	524,156	71%	540,896	72%	567,418	74%
Operating	76,035	8%	48,318	7%	46,626	6%	37,732	5%
Services	328,699	34%	167,263	23%	167,264	22%	165,000	21%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 34,329	4%	\$ (212,113)	-29%	\$ 93,185	12%	\$ 108,949	14%
Licenses & Permits	658,192	69%	850,750	115%	602,000	80%	602,000	78%
Charges For Services	114,109	12%	101,100	14%	59,600	8%	59,200	8%

* 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.

SERVICES:	RESULTS:	STATUS:
602-04 - Inspecting and Monitoring: 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 - 95%

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 536,394	100%	\$ 509,624	100%	\$ 519,481	100%	\$ 508,825	100%
Personnel	504,867	94%	477,860	94%	487,718	94%	487,262	96%
Operating	18,892	4%	23,713	5%	23,713	5%	14,063	3%
Services	12,636	2%	8,051	2%	8,051	2%	7,500	1%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 107,345	20%	\$ (25,476)	-5%	\$ (107,869)	-21%	\$ (118,525)	-23%
Licenses & Permits	425,729	79%	484,750	95%	602,000	116%	602,000	118%
Charges For Services	86,757	16%	50,350	10%	25,350	5%	25,350	5%

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

CITY OF MENLO PARK
FISCAL YEAR 2010 – 11



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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
310-01 - Seniors	\$ 404,208	\$ 449,770	\$ 420,122	\$ 416,902
310-02 - Pre-School Childcare	2,025,072	2,187,479	2,123,228	2,165,921
310-03 - Peninsula Partnership	259,277	256,212	260,829	71,815
310-04 - School-Age Childcare	852,330	817,322	811,514	785,614
310-05 - Teen Programs	66,410	59,741	55,574	-
310-06 - Neighborhood Services	-	-	-	486,546
Program Total	<u>\$ 3,607,297</u>	<u>\$ 3,770,524</u>	<u>\$ 3,671,267</u>	<u>\$ 3,926,799</u>

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.

SERVICES:	RESULTS:	STATUS:
310-01 - Seniors: Provide health, recreational and social services for adults ages 55 and older.	95% of participants rate the nutrition, transportation or class activities as good or excellent based on quarterly surveys.	Exceeded - 100%
	90% of the participants state that taking part in the senior programs, classes and events has improved their mental well-being, health and social life.	Exceeded - 100%
	Bi-Annual Community Survey results indicate residents rate services to seniors higher than benchmark	Met per 2008-09 survey

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 404,208	100%	\$ 449,770	100%	\$ 420,122	100%	\$ 416,902	100%
Personnel	291,775	72%	310,651	69%	287,438	68%	295,243	71%
Operating	104,792	26%	122,381	27%	124,946	30%	113,882	27%
Services	7,641	2%	16,738	4%	7,738	2%	7,777	2%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 338,394	84%	\$ 374,166	83%	\$ 342,088	81%	\$ 346,196	83%
Inter Governmental Revenue	44,258	11%	51,351	11%	51,351	12%	50,906	12%
Charges For Services	7,092	2%	6,670	1%	6,600	2%	9,300	2%
Donations	21,481	5%	17,583	4%	20,083	5%	10,500	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.

SERVICES:	RESULTS:	STATUS:
310-02 - Pre-School Childcare: Provide child care for preschool children ages 3 to 5 in an educational child development environment.	90% of parents state that they felt their children were experiencing a positive environment.	Exceeded - 99%
	85% of parents state that they felt their child was learning and gaining social skills through meaningful and enjoyable activities in order to prepare them for Kindergarten.	Exceeded - 97%
	85% of the parents state the activities were developmentally appropriate for their child.	Exceeded - 99%
	85% of the parents feel the daily activities promote positive social skills and language development.	Exceeded - 97%

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 2,025,072	100%	\$ 2,187,479	100%	\$ 2,123,228	100%	\$ 2,165,922	100%
Personnel	1,816,294	90%	1,943,388	89%	1,892,311	89%	1,920,144	89%
Operating	170,130	8%	226,183	10%	221,609	10%	230,378	11%
Services	38,649	2%	17,908	1%	9,308	0%	15,400	1%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 542,815	27%	\$ 493,616	23%	\$ 478,587	23%	\$ 380,653	18%
Inter Governmental Revenue	811,634	40%	832,593	38%	772,593	36%	851,079	39%
Charges For Services	700,169	35%	861,270	39%	872,048	41%	934,190	43%

* 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.

SERVICES:	RESULTS:	STATUS:
310-03 - Peninsula Partnership: Improve the quality of life (educational performance, parenting skills for children and their families) in the Belle Haven neighborhood.	70% of Belle Haven residents report improved understanding of the process to address or resolve community issues. 80% of parents with children in the Community Summer School program report that they are satisfied or very satisfied with the program Bi-annual Community Survey results indicate residents rate services to low income residents higher than benchmark.	Program eliminated Not met - similar to benchmark per 2008-09 survey

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 259,277	100%	\$ 256,212	100%	\$ 260,829	100%	\$ 71,815	100%
Personnel	247,151	95%	235,648	92%	238,628	91%	62,892	88%
Operating	11,626	4%	16,564	6%	17,327	7%	4,924	7%
Services	500	0%	4,000	2%	4,874	2%	4,000	6%

Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ 119,378	46%	\$ 145,196	57%	\$ 150,203	58%	\$ 33,341	46%
Peninsula Partnership Grant	30,175	12%	21,026	8%	20,163	8%	(26)	0%
Inter Governmental Revenue	89,490	35%	87,490	34%	83,664	32%	30,000	42%
Charges For Services	2,691	1%	2,500	1%	2,798	1%	-	0%
Donations	-	0%	-	0%	4,000	2%	8,500	12%

* 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.

SERVICES:	RESULTS:	STATUS:
310-04 - School-Age Childcare: Offer safe and secure after school and summer activities for school age children in kindergarten through 5th grade.	90% of the parents report that their child receives high quality care that resulted in the children learning and gaining social skills through meaningful and enjoyable activities.	Met
	50% of the parents participate in school age activities throughout the school year (parent meetings, fundraisers, etc.).	Exceeded - 79%
	95% of parents rate the communication regarding program activities and events as good or excellent.	Met
	90% of parents state that their children were experiencing a positive environment.	Met
	90% of parents state that their children were safe and secure while in the program.	Met

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	852,330	100%	\$	817,322	100%	\$	785,614	100%
Personnel		701,351	82%		671,404	82%		651,759	83%
Operating		136,029	16%		134,418	16%		122,855	16%
Services		14,950	2%		11,500	1%		11,000	1%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011					
General Fund	\$	378,565	44%	\$	265,122	32%	\$	244,392	30%	\$	215,497	27%
Inter Governmental Revenue		3,470	0%		4,500	1%		4,500	1%		17,990	2%
Charges For Services		481,680	57%		547,700	67%		562,622	69%		552,127	70%

* 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.

SERVICES:	RESULTS:	STATUS:
310-05 - Teen Programs: Make available health, recreational and social services for youth ages 12 to 18.	90% of participants state taking part in teen programs, classes and events have improved their mental well-being, health and social life. Bi-Annual Community Survey results indicate residents rate Menlo Park as a place to raise children higher than benchmark. Bi-Annual Community Survey results indicate residents rate services to youth higher than benchmark.	Exceeded - 98% Met per 2008-09 survey Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 66,410	100%	\$ 59,741	100%	\$ 55,574	100%	\$ -	0%
Personnel	29,841	45%	25,460	43%	22,871	41%	-	0%
Operating	36,569	55%	34,281	57%	32,703	59%	-	0%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 53,870	81%	\$ 59,241	99%	\$ 55,574	100%	\$ -	0%
Charges For Services	-	0%	500	1%	-	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.

SERVICES:	RESULTS:	STATUS:
310-06 - Neighborhood Services: Provide year round recreational and social services at the Onetta Harris Community Center.	New program beginning fiscal year 2010-11.	

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ -	0%	\$ -	0%	\$ -	0%	\$ 486,546	100%
Personnel	-	0%	-	0%	-	0%	395,199	81%
Operating Services	-	0%	-	0%	-	0%	73,847	15%
	-	0%	-	0%	-	0%	17,500	4%
	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Funding Source *								
General Fund	\$ -	0%	\$ -	0%	\$ -	0%	\$ 445,046	91%
Charges For Services	-	0%	-	0%	-	0%	41,500	9%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
311-01 - Youth Sports	\$ 339,700	\$ 373,430	\$ 293,573	\$ 334,038
311-02 - Adult Sports	137,002	156,286	167,212	225,143
311-03 - Gymnastics	628,305	666,091	635,988	699,650
311-04 - Aquatics	338,575	293,955	295,749	338,655
311-05 - Contract Classes	592,870	860,958	846,947	653,484
311-06 - Events & Concerts	167,410	184,568	138,126	166,462
311-07 - Community Facilities Service	418,122	436,561	474,120	226,316
Program Total	<u>\$ 2,621,983</u>	<u>\$ 2,971,849</u>	<u>\$ 2,851,716</u>	<u>\$ 2,643,748</u>

LEAD DEPARTMENT: Community Services

PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES

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

SERVICES:	RESULTS:	STATUS:
311-01 - Youth Sports: Sports classes, camps, activities and leagues for youth.	85% of participants/parents feel the children learned a new skill or improved in the basic skills needed	Exceeded - 100%
	85% of participants report the programs are a good value to them.	Exceeded - 100%
	85% of participants report the programs met their expectations.	Exceeded - 91%

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 339,700	100%	\$ 373,430	100%	\$ 293,573	100%	\$ 334,038	100%
Personnel	221,732	65%	228,506	61%	172,249	59%	177,863	53%
Operating	35,041	10%	39,924	11%	31,324	11%	56,174	17%
Services	82,926	24%	105,000	28%	90,000	31%	100,000	30%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 151,803	45%	\$ 192,430	52%	\$ 112,573	38%	\$ 96,038	29%
Charges For Services	175,098	52%	181,000	48%	181,000	62%	238,000	71%

* 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.

SERVICES:	RESULTS:	STATUS:
311-02 - Adult Sports: Sports classes, camps, activities and leagues for adults.	85% of participants feel the program was part of maintaining a healthy lifestyle.	Exceeded - 88%
	85% of participants report the programs are a good value to them.	Exceeded - 91%
	85% of participants report the programs met their expectations.	Exceeded - 92%

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 137,002	100%	\$ 156,286	100%	\$ 167,212	100%	\$ 225,143	100%
Personnel	98,126	72%	102,755	66%	111,481	67%	137,883	61%
Operating	11,963	9%	16,674	11%	18,874	11%	37,260	17%
Services	26,913	20%	36,857	24%	36,857	22%	50,000	22%

Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ 73,313	54%	\$ 87,786	56%	\$ 102,512	61%	\$ 59,143	26%
Charges For Services	67,627	49%	68,500	44%	64,700	39%	166,000	74%

* 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.

SERVICES:	RESULTS:	STATUS:
311-03 - Gymnastics: A comprehensive educational, recreational and developmental program designed for gymnasts of all ages.	85% of participants improved movement skills.	Exceeded - 97%
	85% of participants report satisfaction with teachers and staff.	Exceeded - 90%
	85% of participants report the programs are a good value to them.	Exceeded - 92%
	85% of participants report the programs met their expectations.	Exceeded - 91%

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 628,305	100%	\$ 666,091	100%	\$ 635,988	100%	\$ 699,650	100%
Personnel	559,161	89%	585,150	88%	555,472	87%	576,563	82%
Operating	69,144	11%	80,941	12%	80,516	13%	118,088	17%
Services	-	0%	-	0%	-	0%	5,000	1%

Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ (115,361)	-18%	\$ (58,909)	-9%	\$ (89,012)	-14%	\$ (248,350)	-35%
Charges For Services	756,756	120%	725,000	109%	725,000	114%	948,000	135%

* 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.

SERVICES:	RESULTS:	STATUS:
311-04 - Aquatics: Recreational programs, developmental classes and fitness oriented activities for all ages.	85% of visitors feel the facility was clean, comfortable and safe.	Exceeded - 90%
	85% of participants experience increased energy or fitness, skill improvement or development as a result of the activity or class.	Exceeded - 90%
	85% of participants state they had an enjoyable experience.	Exceeded - 95%
	85% of participants report the programs met their expectations.	Exceeded - 95%
	Bi-Annual Community Survey results indicate residents rate recreation opportunities higher than benchmark.	Not met - similar to benchmark per 2008-09 survey
	Bi-Annual Community Survey results indicate residents rate recreation programs or classes higher than benchmark.	Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	338,575	100%	\$	293,955	100%	\$	338,655	100%
Personnel		117,847	35%		110,799	38%		160,666	47%
Operating		219,360	65%		161,156	55%		162,989	48%
Services		1,368	0%		22,000	7%		15,000	4%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
General Fund	\$	149,173	44%	\$	140,155	48%	\$	195,655	58%
Charges For Services		141,044	42%		153,800	52%		143,000	42%

* 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.

SERVICES:	RESULTS:	STATUS:
311-05 - Contract Classes: Offer a variety of enrichment classes such as dance, computer, language, martial arts and science for all ages.	85% of participants feel the facility is appropriate for the class.	Exceeded - 89%
	85% of participants state they have an enjoyable experience.	Exceeded - 91%
	85% of participants experience increased energy or fitness, skill improvement or skill development as a result of the activity or class.	Exceeded - 86%
	85% of the participants report the programs met their expectations.	Exceeded - 93%

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 592,870	100%	\$ 860,958	100%	\$ 846,947	100%	\$ 653,484	100%
Personnel	250,151	42%	467,938	54%	477,974	56%	274,239	42%
Operating	83,088	14%	87,020	10%	79,973	9%	94,245	14%
Services	259,631	44%	306,000	36%	289,000	34%	285,000	44%

Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ 183,052	31%	\$ 200,958	23%	\$ 206,349	24%	\$ 6,984	1%
Charges For Services	586,512	99%	660,000	77%	640,598	76%	646,500	99%

* 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.

SERVICES:	RESULTS:	STATUS:
311-06 - Events & Concerts: Provide special community events such as 4th of July, Halloween, Egg Hunt and summer concerts.	85% of participants had an enjoyable experience at the event or concert.	Exceeded - 100%
	85% of participants feel more connected to the community as a result of attending the event or concert.	Exceeded - 92%

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 167,410	100%	\$ 184,568	100%	\$ 138,126	100%	\$ 166,462	100%
Personnel	96,045	57%	104,974	57%	61,282	44%	80,985	49%
Operating	61,065	36%	63,194	34%	60,444	44%	64,477	39%
Services	10,300	6%	16,400	9%	16,400	12%	21,000	13%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 156,774	94%	\$ 161,668	88%	\$ 119,926	87%	\$ 118,062	71%
E. Kennedy/ Arts Trust	(157)	0%	300	0%	400	0%	400	0%
Interest and Rent Income	857	1%	400	0%	300	0%	300	0%
Charges For Services	11,741	7%	12,500	7%	12,500	9%	40,500	24%
Donations	3,750	2%	9,000	5%	4,300	3%	6,500	4%
Other Financing Sources	700	0%	700	0%	700	1%	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.

SERVICES:	RESULTS:	STATUS:
311-07 - Community Facilities Service: Provides access and support to residents and visitors to parks, fields, playgrounds, programs, and community resources in Menlo Park.	90% of program participants report the facility was in satisfactory condition.	Not met - 88%
	90% of the participants report the facility was appropriate for the activity.	Met
	Bi-Annual Community Survey indicates residents rate quality of recreation centers or facilities higher than benchmark.	Met per 2008-09 survey
	Bi-Annual Community Survey indicates number of residents using a Menlo Park park in the previous 12 months higher than benchmark.	Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 418,122	100%	\$ 436,561	100%	\$ 474,120	100%	\$ 226,316	100%
Personnel	299,072	72%	300,302	69%	342,561	72%	173,521	77%
Operating	94,435	23%	96,119	22%	91,419	19%	44,796	20%
Services	24,614	6%	40,140	9%	40,140	8%	8,000	4%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 225,998	54%	\$ 247,561	57%	\$ 285,120	60%	\$ 96,316	43%
Charges For Services	235,037	56%	189,000	43%	189,000	40%	130,000	57%

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

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CITY OF MENLO PARK
FISCAL YEAR 2010 – 11



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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
401-01 - Library Materials	\$ 570,238	\$ 707,363	\$ 642,584	\$ 574,247
401-02 - Lend & Retrieve Library Materials	567,499	616,901	582,697	510,024
401-03 - User Assistance	462,848	544,597	440,438	571,830
Program Total	<u>\$ 1,600,585</u>	<u>\$ 1,868,861</u>	<u>\$ 1,665,718</u>	<u>\$ 1,656,101</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.

SERVICES:	RESULTS:	STATUS:
401-01 - Library Materials: Select, organize, and maintain materials and information resources for maximum benefit to users.	85% satisfaction with Library materials.	Exceeded - 92%
	85% of all new adult materials are available to the public within 2 weeks of receipt.	Not met - 56%
	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.	Met per 2008-09 survey

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 570,238	100%	\$ 707,363	100%	\$ 642,584	100%	\$ 574,247	100%
Personnel	290,883	51%	335,669	47%	321,632	50%	324,774	57%
Operating	279,355	49%	371,694	53%	320,952	50%	249,473	43%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 448,412	79%	\$ 485,613	69%	\$ 471,384	73%	\$ 507,997	88%
Library Endowment Fund	(2,953)	-1%	(1,500)	0%	(900)	0%	(300)	0%
Library Donations	16,120	3%	88,000	12%	87,897	14%	(2,000)	0%
1990 Library Bond Fund	16,963	3%	65,450	9%	15,000	2%	-	0%
Inter Governmental Revenue	15,025	3%	13,200	2%	13,200	2%	13,200	2%
Interest and Rent Income	2,953	1%	1,500	0%	900	0%	300	0%
Charges For Services	46,874	8%	53,000	7%	53,000	8%	53,000	9%
Donations	9,828	2%	2,100	0%	2,103	0%	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.

SERVICES:	RESULTS:	STATUS:
401-02 - Lend & Retrieve Library Materials: Lend and retrieve library materials (including shared collections with other agencies) in an efficient, caring, responsive manner including self-service and remote options.	95% of loaned materials are returned or paid for.	Data not available
	85% of returned materials are accurately shelved within 48 hours.	Not met - 54%
	25% of circulation users know of new automated services including self-check, remote renewals/holds, E-books and full text databases.	Exceeded - 65%
	85% of patrons are satisfied with efficiency, convenience, manner and timeliness of front desk services.	Exceeded - 92%

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 567,499	100%	\$ 616,901	100%	\$ 582,697	100%	\$ 510,024	100%
Personnel	484,761	85%	525,668	85%	491,114	84%	418,563	82%
Operating	82,738	15%	91,233	15%	91,583	16%	91,462	18%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 551,692	97%	\$ 550,701	89%	\$ 516,497	89%	\$ 443,824	87%
Inter Governmental Revenue	15,075	3%	13,200	2%	13,200	2%	13,200	3%
Charges For Services	47,115	8%	53,000	9%	53,000	9%	53,000	10%

* 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.

SERVICES:	RESULTS:	STATUS:
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.	90% of requests for assistance are responded to within 5 minutes.	Met
	85% of customers who use the library to get answers to their questions and desired reading choices indicate that they received what they needed.	Exceeded - 95%
	25% of customers indicate that, in a library visit, they learned about additional library resources or services.	Exceeded - 65%
	85% of patrons are satisfied with: efficiency; convenience; manner; and, timeliness of user assistance services.	Exceeded - 96%
	Bi-Annual Community Survey results indicate resident use of library or library services in the past 12 months exceeds benchmark.	Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 462,848	100%	\$ 544,597	100%	\$ 440,438	100%	\$ 571,830	100%
Personnel	385,821	83%	422,964	78%	383,125	87%	404,003	71%
Operating	77,027	17%	121,633	22%	57,313	13%	167,827	29%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 378,501	82%	\$ 385,839	71%	\$ 372,827	85%	\$ 399,430	70%
Library Endowment Fund	-	0%	-	0%	(65,000)	-15%	12,000	2%
Public Library Fund	32,853	7%	48,558	9%	22,411	5%	19,200	3%
1990 Library Bond Fund	-	0%	-	0%	-	0%	60,000	10%
Inter Governmental Revenue	25,847	6%	23,200	4%	23,200	5%	23,200	4%
Charges For Services	53,259	12%	58,000	11%	58,000	13%	58,000	10%
Other Financing Sources	-	0%	29,000	5%	29,000	7%	-	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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
402-01 - Programs and Events	\$ 126,806	\$ 175,733	\$ 156,517	\$ 196,952
402-02 - Foster Community	40,212	45,097	35,374	45,428
402-03 - Teaching	181,747	187,993	180,907	262,840
402-04 - Satellite Provision	297,510	310,970	297,040	308,214
Program Total	<u>\$ 646,275</u>	<u>\$ 719,793</u>	<u>\$ 669,838</u>	<u>\$ 813,434</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.

SERVICES:	RESULTS:	STATUS:
402-01 - Programs and Events: 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 find library events so satisfying as to encourage them to attend additional library events.	Met
	85% of attendees rate library events as interesting or entertaining to them.	Met
	80% of attendees say that events are the reason they came to the library.	Met

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 126,806	100%	\$ 175,733	100%	\$ 156,517	100%	\$ 196,952	100%
Personnel	107,886	85%	119,278	68%	111,662	71%	151,659	77%
Operating	18,921	15%	56,455	32%	44,855	29%	45,293	23%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 70,242	55%	\$ 73,527	42%	\$ 65,321	42%	\$ 102,094	52%
Frances Mack Trust	25,262	20%	80,006	46%	70,997	45%	76,659	39%
Inter Governmental Revenue	15,075	12%	13,200	8%	13,200	8%	13,200	7%
Interest and Rent Income	16,346	13%	9,000	5%	7,000	4%	5,000	3%

* 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.

SERVICES:	RESULTS:	STATUS:
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
	75% of the organizations using library meeting room indicate that the space and equipment meets their needs.	Data not available
	65% of all library attendees report satisfaction with library facility equipment.	Data not available

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 40,212	100%	\$ 45,097	100%	\$ 35,374	100%	\$ 45,428	100%
Personnel	27,197	68%	31,486	70%	21,763	62%	31,821	70%
Operating	13,015	32%	13,611	30%	13,611	38%	13,607	30%

Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ 17,686	44%	\$ 23,897	53%	\$ 14,574	41%	\$ 24,478	54%
Inter Governmental Revenue	15,075	37%	13,200	29%	13,200	37%	13,200	29%
Charges For Services	10,349	26%	8,000	18%	7,600	21%	7,750	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.

SERVICES:	RESULTS:	STATUS:
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.	Exceeded - 160 students
	More than 40 new literacy volunteer tutors are trained per year with a goal of increasing volunteers by 5% next year.	Exceeded - 50 volunteers
	80% of all literacy students advance to higher skill level or meet a literacy personal goal.	Not met - 70%
	80% of active tutors report satisfaction with training and other staff support.	Met

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 181,747	100%	\$ 187,993	100%	\$ 180,907	100%	\$ 262,840	100%
Personnel	160,982	89%	170,160	91%	160,839	89%	184,814	70%
Operating	20,765	11%	17,833	9%	20,068	11%	78,026	30%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Literacy Grants	(23,270)	-13%	14,893	8%	(15,467)	-9%	15,218	6%
Inter Governmental Revenue	20,000	11%	47,500	25%	44,622	25%	44,622	17%
Donations	127,330	70%	70,600	38%	96,752	53%	88,000	33%
Other Financing Sources	55,000	30%	55,000	29%	55,000	30%	115,000	44%

* 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.

SERVICES:	RESULTS:	STATUS:
402-04 - Satellite Provision: Provide unique services and materials tailored to the students of Belle Haven School and to the broader Belle Haven community.	85% of the Belle Haven School classes are scheduled weekly for library instruction and storytime.	Not scheduled
	85% of users report satisfaction with library materials.	Met
	50% of customers report that Belle Haven Branch is their primary source for library and community information.	Met
	80% of all child care programs in the neighborhood receive library instruction and storytimes.	Exceeded - 90%
	Community is offered special cultural/educational programs up to 12 times per year.	Met

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 297,510	100%	\$ 310,970	100%	\$ 297,040	100%	\$ 308,214	100%
Personnel	283,906	95%	299,946	96%	285,926	96%	295,190	96%
Operating	13,604	5%	11,024	4%	11,114	4%	11,024	4%
Services	-	0%	-	0%	-	0%	2,000	1%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 324,583	109%	\$ 309,970	100%	\$ 296,040	100%	\$ 307,214	100%
Charges For Services	832	0%	1,000	0%	1,000	0%	1,000	0%

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

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CITY OF MENLO PARK
FISCAL YEAR 2010 – 11



POLICE DEPARTMENT

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: Ensure a safe and secure community by protecting lives and property, preventing crime, maintaining public order and creating accountability for criminal conduct through creative police strategies, transcending municipal boundaries and resources.

	Actual 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
101-01 - Patrol Service	\$ 6,343,430	\$ 7,015,279	\$ 7,140,473	\$ 7,335,721
101-02 - Investigations	1,267,099	1,319,241	1,394,021	1,415,637
101-04 - Community Outreach	615,785	801,213	655,650	806,649
101-05 - Narcotic Abatement	598,291	831,374	810,184	866,319
101-06 - Code Enforcement	653,566	354,569	384,496	397,158
Program Total	<u>\$ 9,478,170</u>	<u>\$ 10,321,676</u>	<u>\$ 10,384,824</u>	<u>\$ 10,821,484</u>

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: Ensure a safe and secure community by protecting lives and property, preventing crime, maintaining public order and creating accountability for criminal conduct through creative police strategies, transcending municipal boundaries and resources.

SERVICES:	RESULTS:	STATUS:
101-01 - Patrol Service: Meet the community's need for safety and security through timely and effective response to calls for service.	Achieve an average response time to emergency police calls for service of (4) minutes.	Met - average time for a police officer to respond to priority 1 calls is 4 minutes
	Achieve an average response time to non-emergency calls for service of (10) minutes.	Exceeded - average response time to non-emergency calls is between 7 and 10 minutes
	Bi-Annual Community Survey results indicate residents rate safety in their neighborhood higher than the benchmark.	Met per 2008-09 survey
	Bi-Annual Community Survey results indicate residents rate safety in downtown higher than benchmark.	Met per 2008-09 survey
	Bi-Annual Community Survey results indicate residents rate Police services higher than benchmark.	Met per 2008-09 survey

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 6,343,430	100%	\$ 7,015,279	100%	\$ 7,140,473	100%	\$ 7,335,721	100%
Personnel	5,450,380	86%	6,001,438	86%	6,126,631	86%	6,279,577	86%
Operating	637,756	10%	723,635	10%	723,635	10%	765,938	10%
Services	255,295	4%	290,206	4%	290,206	4%	290,206	4%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 6,038,886	95%	\$ 6,365,229	91%	\$ 6,530,423	91%	\$ 6,785,721	93%
Suppl Law Enforc Svc Fd (Cops)	23,348	0%	-	0%	50	0%	-	0%
Inter Governmental Revenue	93,532	1%	100,000	1%	100,000	1%	100,000	1%
Fines	469,047	7%	540,000	8%	500,000	7%	440,000	6%
Interest and Rent Income	41	0%	50	0%	-	0%	-	0%
Charges For Services	22,744	0%	10,000	0%	10,000	0%	10,000	0%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: Ensure a safe and secure community by protecting lives and property, preventing crime, maintaining public order and creating accountability for criminal conduct through creative police strategies, transcending municipal boundaries and resources.

SERVICES:	RESULTS:	STATUS:
101-02 - Investigations: Identify offenders and charge them for their criminal conduct.	A case clearance rate for Part 1 crimes of 70% for violent crimes and 20% for property crimes.	Violent crimes - not met, 58%; Property crimes - exceeded, 39%
	Bi-Annual Community Survey results indicate residents reporting themselves as a crime victim in the last 12 months lower than benchmark.	Met per 2008-09 survey
	Bi-Annual Community Survey results indicate residents rate safety from property crimes higher than benchmark.	Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 1,267,099	100%	\$ 1,319,241	100%	\$ 1,394,021	100%	\$ 1,415,637	100%
Personnel	1,104,082	87%	1,142,654	87%	1,207,434	87%	1,211,267	86%
Operating	99,048	8%	113,987	9%	113,987	8%	123,970	9%
Services	63,969	5%	62,600	5%	72,600	5%	80,400	6%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 1,332,612	105%	\$ 1,295,241	98%	\$ 1,370,021	98%	\$ 1,399,332	99%
Inter Governmental Revenue	-	0%	20,000	2%	20,000	1%	13,805	1%
Charges For Services	2,639	0%	4,000	0%	4,000	0%	2,500	0%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: Ensure a safe and secure community by protecting lives and property, preventing crime, maintaining public order and creating accountability for criminal conduct through creative police strategies, transcending municipal boundaries and resources.

SERVICES:	RESULTS:	STATUS:
101-04 - Community Outreach: Employ effective communication strategies and maintain key community partnerships to cooperatively identify and solve problems, enhance trust, and prevent crime.	Attend/participate in ten community meetings/events per year. Bi-Annual Community Survey results indicate rate crime prevention services higher than benchmark.	Exceeded - approximately 5 meetings per month or 60 per year Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 615,785	100%	\$ 801,213	100%	\$ 655,650	100%	\$ 806,649	100%
Personnel	578,628	94%	760,116	95%	616,053	94%	767,421	95%
Operating	31,815	5%	35,452	4%	33,952	5%	33,583	4%
Services	5,342	1%	5,645	1%	5,645	1%	5,645	1%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 650,129	106%	\$ 801,113	100%	\$ 655,550	100%	\$ 806,549	100%
Charges For Services	87	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: Ensure a safe and secure community by protecting lives and property, preventing crime, maintaining public order and creating accountability for criminal conduct through creative police strategies, transcending municipal boundaries and resources.

SERVICES:	RESULTS:	STATUS:
101-05 - Narcotic Abatement: Reduce gang activity, violence and fear associated with illegal narcotics through proactive enforcement and regional cooperative efforts.	Bi-Annual Community Survey results indicate residents rate safety from violent crime higher than benchmark.	Met per 2008-09 survey
	90% of all complaints are responded to within two business days.	Exceeded - 100%
	Identify gangs operating in community and design gang data base to eradicate associated violence.	Met - per SMC Gang Intelligence Unit
	Work cooperatively with neighboring agencies by conducting at least two joint enforcement details per month.	Exceeded - 10 joint details per month
	Violent crime and fear associated with illegal narcotic activity is minimized.	Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 598,291	100%	\$ 831,374	100%	\$ 810,184	100%	\$ 866,319	100%
Personnel	521,187	87%	782,681	94%	761,491	94%	824,109	95%
Operating	24,528	4%	48,693	6%	48,693	6%	42,210	5%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 59,341	10%	\$ 42,591	5%	\$ 46,695	6%	\$ 52,746	6%
Narcotic Seizure Fund	(4,874)	-1%	-	0%	-	0%	-	0%
Community Development Agency Non-Housing	559,183	93%	788,783	95%	763,490	94%	789,573	91%
Charges For Services	19,312	3%	-	0%	-	0%	24,000	3%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: Ensure a safe and secure community by protecting lives and property, preventing crime, maintaining public order and creating accountability for criminal conduct through creative police strategies, transcending municipal boundaries and resources.

SERVICES:	RESULTS:	STATUS:
101-06 - Code Enforcement: Address quality of life and community safety through the timely and effective enforcement of municipal codes.	90% of all complaints are responded to within 3 business days.	Met
	20% of all cases will be officer initiated.	Met
	90% of all cases will be closed within 45 days.	Met
	Bi-Annual Community Survey results indicate residents rate code enforcement services higher than benchmark.	Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 653,566	100%	\$ 354,569	100%	\$ 384,496	100%	\$ 397,158	100%
Personnel	626,386	96%	331,278	93%	361,205	94%	378,531	95%
Operating	27,180	4%	23,291	7%	23,291	6%	18,627	5%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 42,441	6%	\$ 16,432	5%	\$ 18,951	5%	\$ 58,756	15%
Narcotic Seizure Fund	-	0%	0	0%	0	0%	0	0%
Community Development Agency Non-Housing	655,489	100%	313,737	88%	341,145	89%	303,183	76%
Licenses & Permits	-	0%	-	0%	-	0%	9,220	2%
Charges For Services	21,260	3%	24,400	7%	24,400	6%	26,000	7%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

Description: Ensure that the community safety program is administered safely and effectively by providing critical support and specialized services.

	Actual 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
102-01 - Dispatch	\$ 2,013,942	\$ 1,952,140	\$ 2,021,169	\$ 1,929,515
102-02 - Records Management	428,933	546,824	460,684	573,802
102-04 - Police Training	430,635	425,366	411,695	424,548
102-05 - Parking Management	379,251	445,219	449,167	443,343
Program Total	<u>\$ 3,252,761</u>	<u>\$ 3,369,549</u>	<u>\$ 3,342,715</u>	<u>\$ 3,371,208</u>

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

Description: Ensure that the community safety program is administered safely and effectively by providing critical support and specialized services.

SERVICES:	RESULTS:	STATUS:
102-01 - Dispatch: Receive calls for Police and City services and coordinate emergency and non-emergency response in a professional and timely manner.	95% of emergency calls are responded to within 2 minutes of receipt. 95% of non-emergency calls are responded to within 11 minutes of receipt. Less than .01 percent of calls result in a complaint.	Exceeded - 100% of emergency calls to the dispatch center are dispatched in under 2 minutes Exceeded - 100% Exceeded - 0.002 percent of calls resulted in a complaint

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 2,013,942	100%	\$ 1,952,140	100%	\$ 2,021,169	100%	\$ 1,929,515	100%
Personnel	1,759,059	87%	1,663,305	85%	1,732,334	86%	1,683,865	87%
Operating	237,383	12%	267,335	14%	267,335	13%	224,149	12%
Services	17,500	1%	21,500	1%	21,500	1%	21,500	1%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 1,320,000	66%	\$ 1,172,438	60%	\$ 1,241,467	61%	\$ 1,116,548	58%
Inter Governmental Revenue	685,292	34%	665,302	34%	665,302	33%	698,567	36%
Charges For Services	100,588	5%	114,400	6%	114,400	6%	114,400	6%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

Description: Ensure that the community safety program is administered safely and effectively by providing critical support and specialized services.

SERVICES:	RESULTS:	STATUS:
102-02 - Records Management: Prepare, store, retrieve and report police information in a timely, accurate and courteous manner.	85% of reporting and procedural deadlines are met each month.	Not met
	Less than 2 complaints per year.	Met

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	428,933	100%	\$	546,824	100%	\$	573,802	100%
Personnel		392,311	91%		500,794	92%		522,718	91%
Operating		36,622	9%		46,030	8%		50,085	9%
Services		-	0%		-	0%		1,000	0%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
General Fund	\$	338,830	79%	\$	453,424	83%	\$	480,182	84%
Charges For Services		72,779	17%		93,400	17%		93,620	16%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

Description: Ensure that the community safety program is administered safely and effectively by providing critical support and specialized services.

SERVICES:	RESULTS:	STATUS:
102-04 - Police Training: Enhance the professional development of police employees by planning and implementing quality training that meets or exceeds legal mandates and that is consistent with the needs of the community.	Meet legal mandates 100% of the time.	Met

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 430,635	100%	\$ 425,366	100%	\$ 411,695	100%	\$ 424,548	100%
Personnel	183,884	43%	187,263	44%	183,592	45%	192,514	45%
Operating	192,734	45%	210,271	49%	210,271	51%	206,435	49%
Services	54,017	13%	27,832	7%	17,832	4%	25,600	6%
Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ 374,370	87%	\$ 410,066	96%	\$ 392,395	95%	\$ 410,148	97%
Inter Governmental Revenue	31,910	7%	14,500	3%	18,500	4%	13,600	3%
Charges For Services	512	0%	800	0%	800	0%	800	0%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

Description: Ensure that the community safety program is administered safely and effectively by providing critical support and specialized services.

SERVICES:	RESULTS:	STATUS:
102-05 - Parking Management: Provide ongoing analysis of parking management systems to ensure the most effective and efficient service through a combination of enforcement and permitting. Three programs are overseen by this service: Downtown, Residential, and Overnight.	Less than 2 complaints per year related to employee conduct/handling of parking permits and enforcement. Provide an initial response to a program complaint within 24 hours (excluding weekends and holidays).	Exceeded - 0 complaints Met

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 379,251	100%	\$ 445,219	100%	\$ 449,167	100%	\$ 443,343	100%
Personnel	351,955	93%	408,062	92%	412,010	92%	404,343	91%
Operating	27,296	7%	37,157	8%	37,157	8%	39,000	9%

Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ (313,375)	-83%	\$ (386,189)	-87%	\$ (282,241)	-63%	\$ (348,624)	-79%
Downtown Parking Permits	10,837	3%	13,166	3%	13,166	3%	13,166	3%
Licenses & Permits	96,196	25%	109,800	25%	109,800	24%	130,800	30%
Fines	640,331	169%	708,442	159%	608,442	135%	648,000	146%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

Description: Enable the community to be self-sufficient for 72 hours following a major disaster. To ensure City staff effectiveness and Council confidence in appropriately managing a large scale local emergency.

	Actual 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
103-01 - Information Outreach	\$ 36,571	\$ 27,260	\$ 26,627	\$ 90,752
103-02 - Disaster Management Coordination	102,562	120,489	118,288	193,159
103-03 - Emergency Preparedness Training	28,637	35,580	33,681	50,693
Program Total	<u>\$ 167,770</u>	<u>\$ 183,329</u>	<u>\$ 178,596</u>	<u>\$ 334,604</u>

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

Description: Enable the community to be self-sufficient for 72 hours following a major disaster. To ensure City staff effectiveness and Council confidence in appropriately managing a large scale local emergency.

SERVICES:	RESULTS:	STATUS:
103-01 - Information Outreach: Provide information related to emergency preparedness and disaster management.	Provide meaningful information through the availability of the Emergency Preparedness Manual. Bi-Annual Community Survey results indicate residents rate emergency preparedness higher than benchmark.	Not met - manual not yet available to public Not met - similar to benchmark per 2008-09 survey

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	36,571	100%	\$	27,260	100%	\$	90,752	100%
Personnel		35,798	98%		24,780	91%		87,069	96%
Operating		773	2%		2,480	9%		3,682	4%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Funding Source *									
General Fund	\$	27,339	75%	\$	27,260	100%	\$	90,752	100%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

Description: Enable the community to be self-sufficient for 72 hours following a major disaster. To ensure City staff effectiveness and Council confidence in appropriately managing a large scale local emergency.

SERVICES:	RESULTS:	STATUS:
103-02 - Disaster Management Coordination: Build cooperative relationships with other service providers likely to assist in a large-scale local emergency so that coordinated rescue and response efforts will be effective.	Partner with the Menlo Park Fire District to prepare for large-scale local emergencies.	Met

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 102,562	100%	\$ 120,489	100%	\$ 118,288	100%	\$ 193,159	100%
Personnel	21,778	21%	34,030	28%	31,829	27%	96,119	50%
Operating	4,859	5%	6,192	5%	6,192	5%	7,790	4%
Services	75,925	74%	80,267	67%	80,267	68%	89,250	46%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 95,816	93%	\$ 120,489	100%	\$ 118,288	100%	\$ 193,159	100%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

Description: Enable the community to be self-sufficient for 72 hours following a major disaster. To ensure City staff effectiveness and Council confidence in appropriately managing a large scale local emergency.

SERVICES:	RESULTS:	STATUS:
103-03 - Emergency Preparedness Training: Provide specialized training to City staff, Council and the Community.	Partner with the Menlo Park Fire District to provide emergency preparedness training to City Staff. Coordinate a Community Emergency Response Team Program in conjunction with the Fire District.	Not met - lack of staffing Met - MPPD provides the facility and the Fire Dept. provides training to the community

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	28,637	100%	\$	35,580	100%	\$	50,693	100%
Personnel		24,363	85%		33,728	95%		48,885	96%
Operating		4,274	15%		1,852	5%		1,809	4%
Funding Source *									
General Fund	\$	20,586	72%	\$	35,580	100%	\$	50,693	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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
104-01 - Public Traffic Safety Education	\$ 1,663	\$ 10,000	\$ 14,050	\$ 83,698
104-02 - Enforcement of Traffic Laws	908,489	1,368,923	1,138,221	1,308,101
Program Total	<u>\$ 910,152</u>	<u>\$ 1,378,923</u>	<u>\$ 1,152,271</u>	<u>\$ 1,391,799</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.

SERVICES:	RESULTS:	STATUS:
104-01 - Public Traffic Safety Education: Provide information and education directed toward public awareness of traffic safety.	1000 drivers will be contacted regarding DUI offenses.	Not met
	500 students, parents and teachers will be contacted regarding traffic safety education.	Met
	Schedule as many child safety seat installations as patrol staffing allows.	Met - 15 child safety seat installations

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011					
Total Expenditures	\$	1,663	100%	\$	10,000	100%	\$	83,698	100%			
Personnel		800	48%		10,000	100%		81,254	97%			
Operating		863	52%		-	0%		2,444	3%			
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011					
General Fund	\$	(360)	-22%	\$	(700)	-7%	\$	3,350	24%	\$	64,098	77%
Inter Governmental Revenue		798	48%		10,700	107%		10,700	76%		10,000	12%
Charges For Services		-	0%		-	0%		-	0%		9,600	11%

* 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.

SERVICES:	RESULTS:	STATUS:
104-02 - Enforcement of Traffic Laws: Deploy traffic and patrol officers on City streets to enforce posted speed limits and other regulatory traffic laws.	Achieve a 2% reduction in reportable collisions.	Exceeded - 13.6% reduction
	20% increase in traffic citations.	Not met - 7% decrease in traffic citations
	Bi-Annual Community Survey results indicate residents rate traffic enforcement higher than benchmark.	Not met - similar to benchmark per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011			
Total Expenditures	\$	908,489	100%	\$	1,368,923	100%	\$	1,308,101	100%	
Personnel		858,175	94%		1,316,712	96%		1,253,569	96%	
Operating		50,313	6%		52,211	4%		54,532	4%	
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011			
General Fund	\$	1,194,384	131%	\$	1,368,923	100%	\$	1,138,221	100%	
								\$	1,308,101	100%

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

CITY OF MENLO PARK
FISCAL YEAR 2010 – 11



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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
201-01 - Facility/Field Capital Projects	\$ 4,671,100	\$ 32,567,532	\$ 25,369,940	\$ 10,346,475
201-02 - Facility Maintenance	1,251,911	1,287,021	1,265,094	1,319,527
201-03 - Field/Grounds Maintenance	1,351,367	1,642,043	1,659,375	1,583,315
Program Total	<u>\$ 7,274,378</u>	<u>\$ 35,496,596</u>	<u>\$ 28,294,409</u>	<u>\$ 13,249,317</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.

SERVICES:	RESULTS:	STATUS:
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 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 4,671,100	100%	\$ 32,567,532	100%	\$ 25,369,940	100%	\$ 10,346,475	100%
Personnel	3,523	0%	155,114	0%	68,517	0%	22,253	0%
Operating	1,300,177	28%	1,320,021	4%	1,320,021	5%	1,647	0%
Services	3,640	0%	346,095	1%	262,771	1%	200,000	2%
Capital Improvement Projects	3,363,760	72%	30,746,302	94%	23,718,631	93%	10,122,575	98%

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.

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 257,083	6%	\$ 49,540	0%	\$ 38,065	0%	\$ -	0%
Bayfront Pk.Mt. Operation	196	0%	111	0%	-	0%	-	0%
Rec-In-Lieu Fund	(189,081)	-4%	1,252,068	4%	1,213,274	5%	2,350,000	23%
Downtown Parking Permits	34,284	1%	649,265	2%	546,931	2%	201,271	2%
Measure A	478,942	10%	1,320,925	4%	1,155,239	5%	(323,203)	-3%
Traffic Impact Fees	122,788	3%	263,660	1%	238,902	1%	52,411	1%
Storm Drainage	-	0%	100,000	0%	-	0%	-	0%
Highway Users Tax Fund	392,858	8%	550,145	2%	284,801	1%	200,000	2%
Sidewalk Assesment	(57,504)	-1%	429,967	1%	189,682	1%	180,000	2%
Storm Water Mgmt Fund (NPDES)	281	0%	146,257	0%	146,257	1%	-	0%
Traffic Congestion Relief-2928	99,300	2%	430,700	1%	430,000	2%	-	0%
Landscaping/Tree Assesmnt	-	0%	30,000	0%	30,000	0%	-	0%
1990 Library Bond Fund	32,592	1%	234,092	1%	135,059	1%	(8,000)	0%
1992 RDA Tax Increment Bond	(1,606)	0%	(500)	0%	(700)	0%	(800)	0%
2000 RDA Tax Increment Bond	33,606	1%	5,576,108	17%	5,184,370	20%	617,024	6%
General Fund - CIP	1,548,722	33%	3,883,689	12%	2,849,724	11%	(377,975)	-4%
Community Development Agency Housing	985,569	21%	10,658	0%	2,335	0%	-	0%
Measure T Bond	278,764	6%	6,869,179	21%	6,807,768	27%	4,177,831	40%
Water Fund - Operation	-	0%	100,000	0%	16,254	0%	6,279	0%
Water Fund - Capital	50,691	1%	5,951,990	18%	2,296,581	9%	183,637	2%
Inter Governmental Revenue	699,554	15%	297,654	1%	134,500	1%	566,000	5%
Interest and Rent Income	440,977	9%	360,500	1%	279,700	1%	268,800	3%
Charges For Services	577,195	12%	660,000	2%	1,092,000	4%	540,000	5%
Donations	-	0%	75,000	0%	75,000	0%	-	0%
Other Financing Sources	1,363,200	29%	1,983,056	6%	1,983,056	8%	2,163,200	21%

* 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.

SERVICES:	RESULTS:	STATUS:
201-02 - Facility Maintenance: Maintain, repair and renovate City buildings.	Achieve an 85% customer and employee survey satisfaction rating.	Not met - 83%

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 1,251,911	100%	\$ 1,287,021	100%	\$ 1,265,094	100%	\$ 1,319,527	100%
Personnel	832,750	67%	775,626	60%	762,916	60%	704,257	53%
Operating	284,586	23%	319,300	25%	310,083	25%	321,270	24%
Services	133,812	11%	192,095	15%	192,095	15%	294,000	22%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 1,299,214	104%	\$ 1,287,021	100%	\$ 1,265,094	100%	\$ 1,319,527	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.

SERVICES:	RESULTS:	STATUS:
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. Achieve an 85% customer satisfaction rate for park user groups through an annual survey. Bi-annual community survey results indicates residents rate quality of City parks higher than benchmark.	Met Met Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 1,351,367	100%	\$ 1,642,043	100%	\$ 1,659,375	100%	\$ 1,583,315	100%
Personnel	731,299	54%	754,084	46%	784,046	47%	756,839	48%
Operating	367,989	27%	467,224	28%	461,593	28%	468,476	30%
Services	252,080	19%	420,736	26%	413,736	25%	358,000	23%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 805,822	60%	\$ 1,008,389	61%	\$ 1,037,970	63%	\$ 1,023,738	65%
Bayfront Pk.Mt. Operation	142,939	11%	208,197	13%	208,875	13%	205,718	13%
Sharon Hills Park	9,508	1%	10,500	1%	10,700	1%	11,100	1%
Bayfront Park Landfill	(423,488)	-31%	(117,542)	-7%	(124,470)	-8%	(179,140)	-11%
Interest and Rent Income	190,711	14%	142,500	9%	136,300	8%	131,900	8%
Charges For Services	421,979	31%	390,000	24%	390,000	24%	390,000	25%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
202-01 - Water Delivery System	\$ 5,268,819	\$ 4,043,258	\$ 3,974,381	\$ 4,717,621
202-02 - Water Supply	322,211	583,317	295,397	413,406
Program Total	<u>\$ 5,591,030</u>	<u>\$ 4,626,575</u>	<u>\$ 4,269,778</u>	<u>\$ 5,131,027</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.

SERVICES:	RESULTS:	STATUS:
202-01 - Water Delivery System: 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.	Exceeded - 100%
	Minimize the number of hours customers are without service to at or below the previous three-year average.	Data not available
	Bi-Annual Community Survey indicates residents rate quality of City drinking water higher than benchmark.	Met per 2008-09 survey

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 5,268,819	100%	\$ 4,043,258	100%	\$ 3,974,381	100%	\$ 4,717,622	100%
Personnel	411,709	8%	474,307	12%	424,630	11%	549,538	12%
Operating Services	4,713,323	89%	3,257,407	81%	3,238,207	81%	3,906,084	83%
	143,788	3%	311,544	8%	311,544	8%	262,000	6%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
Water Fund - Operation	3,243,810	62%	4,028,258	100%	3,959,381	100%	4,702,622	100%
Charges For Services	23,320	0%	15,000	0%	15,000	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:	RESULTS:	STATUS:
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.	Annually increase the number of participants in the water conservation program.	Not met - number of participants decreased by 48

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 322,211	100%	\$ 583,317	100%	\$ 295,397	100%	\$ 413,406	100%
Personnel	108,164	34%	232,501	40%	124,581	42%	246,478	60%
Operating	183,350	57%	203,107	35%	25,107	8%	19,928	5%
Services	30,698	10%	147,709	25%	145,709	49%	147,000	36%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Water Fund - Operation	337,381	105%	552,635	95%	284,874	96%	392,444	95%
Water Fund - Capital	(1,185,768)	-368%	(869,318)	-149%	(879,477)	-298%	(1,001,538)	-242%
Interest and Rent Income	620,440	193%	300,000	51%	290,000	98%	330,000	80%
Charges For Services	587,903	182%	600,000	103%	600,000	203%	692,500	168%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
203-01 - Vehicle Replacement	\$ 276,371	\$ 317,543	\$ 319,175	\$ 323,516
203-02 - Vehicle Repair and Maintenance	385,143	367,167	379,736	379,780
Program Total	<u>\$ 661,513</u>	<u>\$ 684,710</u>	<u>\$ 698,911</u>	<u>\$ 703,297</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.

SERVICES:	RESULTS:	STATUS:
203-01 - Vehicle Replacement: 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.	Not met

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 276,371	100%	\$ 317,543	100%	\$ 319,175	100%	\$ 323,516	100%
Personnel	11,976	4%	5,997	2%	8,643	3%	11,916	4%
Operating	264,395	96%	311,546	98%	310,532	97%	311,601	96%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 10,940	4%	\$ 7,743	2%	\$ 10,389	3%	\$ 13,716	4%
Vehicle Replacement Fund	52,569	19%	47,800	15%	46,786	15%	19,393	6%
Charges For Services	-	0%	240,000	76%	240,000	75%	290,407	90%
Other Financing Sources	270,798	98%	22,000	7%	22,000	7%	-	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.

SERVICES:	RESULTS:	STATUS:
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.	Data not available

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 385,143	100%	\$ 367,167	100%	\$ 379,736	100%	\$ 379,780	100%
Personnel	304,140	79%	232,763	63%	261,728	69%	284,715	75%
Operating	81,003	21%	71,404	19%	70,008	18%	67,066	18%
Services	-	0%	63,000	17%	48,000	13%	28,000	7%
Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ 350,470	91%	\$ 314,514	86%	\$ 329,646	87%	\$ 324,801	86%
Landscaping/Tree Assesmnt	6,937	2%	36,384	10%	33,593	9%	37,499	10%
Water Fund - Operation	9,302	2%	16,269	4%	16,498	4%	17,481	5%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
204-02 - City Tree Maintenance	\$ 912,415	\$ 984,233	\$ 924,834	\$ 804,169
204-03 - Heritage Trees	114,666	91,749	111,536	80,292
Program Total	<u>\$ 1,027,081</u>	<u>\$ 1,075,982</u>	<u>\$ 1,036,370</u>	<u>\$ 884,461</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.

SERVICES:	RESULTS:	STATUS:
204-02 - City Tree Maintenance: 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.	Met
	Respond to customer service calls for City trees within one week 85% of the time.	Met
	Replant at least one new tree for each City street tree removed throughout the year.	Met

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 912,415	100%	\$ 984,233	100%	\$ 924,834	100%	\$ 804,169	100%
Personnel	405,099	44%	443,182	45%	371,286	40%	428,254	53%
Operating	335,280	37%	184,577	19%	197,074	21%	175,915	22%
Services	172,037	19%	356,474	36%	356,474	39%	200,000	25%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 189,037	21%	\$ 226,670	23%	\$ 162,104	18%	\$ 207,230	26%
Landscaping/Tree Assesmnt	(114,328)	-13%	(43,224)	-4%	(68,475)	-7%	(124,019)	-15%
Community Development Agency Non-Housing	75,295	8%	120,898	12%	151,316	16%	25,535	3%
Special Assessments on Tax Roll	486,583	53%	517,789	53%	517,789	56%	533,323	66%
Charges For Services	300	0%	2,500	0%	2,500	0%	2,500	0%
Other Financing Sources	156,000	17%	159,600	16%	159,600	17%	159,600	20%

* 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.

SERVICES:	RESULTS:	STATUS:
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.	Met

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	114,666	100%	\$	91,749	100%	\$	80,292	100%
Personnel		110,750	97%		71,341	78%		65,618	82%
Operating		3,915	3%		19,408	21%		6,674	8%
Services		-	0%		1,000	1%		8,000	10%
Funding Source *									
General Fund	\$	67,678	59%	\$	60,249	66%	\$	48,292	60%
Charges For Services		33,799	29%		31,500	34%		32,000	40%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
205-01 - Right-of-Way Maintenance/Repair	\$ 643,372	\$ 570,907	\$ 560,295	\$ 557,521
205-02 - Street Fixture Maintenance	264,995	353,048	376,112	259,120
205-03 - Median/Roadway Landscaping	530,214	530,658	461,938	516,964
205-04 - Street Cleaning	198,500	215,284	218,654	229,413
205-05 - Right-of-Way Encroachments	311,896	351,928	370,947	318,312
Program Total	<u>\$ 1,948,977</u>	<u>\$ 2,021,825</u>	<u>\$ 1,987,945</u>	<u>\$ 1,881,329</u>

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.

SERVICES:	RESULTS:				STATUS:			
205-01 - Right-of-Way 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.				Met			
	Each year, inspect 20% of the City's sidewalks, curbs and gutters for root damage caused by City trees and conduct repairs.				Met			
	Abate 100% of identified hazards within 1 day of notification.				Met			
	Bi-Annual Community Survey results indicate residents rate the quality of street repair and maintenance higher than the benchmark.				Met per 2008-09 survey			
	Bi-Annual Community Survey results indicate residents rate the quality of sidewalk maintenance higher than the benchmark.				Not met per 2008-09 survey			
	Bi-Annual Community Survey results indicate residents ease of walking and bicycle travel in Menlo Park higher than benchmark.				Met per 2008-09 survey			
	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 643,372	100%	\$ 570,907	100%	\$ 560,295	100%	\$ 557,521	100%
Personnel	327,957	51%	343,967	60%	349,952	62%	321,242	58%
Operating	304,210	47%	219,025	38%	207,354	37%	224,999	40%
Services	11,204	2%	7,915	1%	2,989	1%	11,280	2%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 416,867	65%	\$ 493,747	86%	\$ 483,791	86%	\$ 457,355	82%
Downtown Parking Permits	(446,419)	-69%	(467,573)	-82%	(464,788)	-83%	(471,922)	-85%
Highway Users Tax Fund	(585,449)	-91%	(514,000)	-90%	(550,569)	-98%	(865,488)	-155%
Sidewalk Assesment	(103,712)	-16%	(155,971)	-27%	(156,041)	-28%	(155,675)	-28%
Traffic Congestion Relief-2928	(287,227)	-45%	(288,500)	-51%	(290,000)	-52%	(10,000)	-2%
2000 RDA Tax Increment Bond	0	0%	19	0%	-	0%	-	0%
Community Development Agency Non-Housing	2	0%	-	0%	-	0%	21,968	4%
Taxes	533,784	83%	492,000	86%	524,217	94%	835,488	150%
Special Assessments on Tax Roll	104,293	16%	173,795	30%	173,795	31%	173,795	31%
Licenses & Permits	364,549	57%	440,000	77%	440,000	79%	440,000	79%
Inter Governmental Revenue	267,199	42%	280,000	49%	280,000	50%	-	0%
Interest and Rent Income	177,489	28%	80,500	14%	83,000	15%	95,000	17%
Charges For Services	44,992	7%	36,890	6%	36,890	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.

SERVICES:	RESULTS:	STATUS:
205-02 - Street Fixture Maintenance: 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. Achieve an 85% customer satisfaction rating annually.	Met Not met - 75%

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	264,995	100%	\$	353,048	100%	\$	259,120	100%
Personnel		60,696	23%		49,541	14%		24,118	9%
Operating		204,299	77%		303,507	86%		225,002	87%
Services		-	0%		-	0%		10,000	4%
Funding Source *									
General Fund	\$	235,464	89%	\$	353,048	100%	\$	259,120	100%

* 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.

SERVICES:	RESULTS:	STATUS:
205-03 - Median/Roadway Landscaping: Remove debris and maintain landscaping in medians and sidewalk areas.	Achieve an 85% customer satisfaction rating annually.	Not met - 82%

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 530,214	100%	\$ 530,658	100%	\$ 461,938	100%	\$ 516,964	100%
Personnel	411,701	78%	385,687	73%	311,368	67%	360,468	70%
Operating	106,168	20%	126,971	24%	133,495	29%	138,496	27%
Services	12,345	2%	18,000	3%	17,075	4%	18,000	3%
Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 386,868	73%	\$ 376,173	71%	\$ 327,967	71%	\$ 359,746	70%
Vintage Oaks Landscape Mtce	8,391	2%	16,940	3%	17,340	4%	18,119	4%
Downtown Parking Permits	103,764	20%	80,258	15%	60,232	13%	83,099	16%
Garbage Service Fund	54,000	10%	54,487	10%	54,000	12%	54,000	10%
Interest and Rent Income	5,372	1%	2,800	1%	2,400	1%	2,000	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.

SERVICES:	RESULTS:	STATUS:
205-04 - Street Cleaning: Remove leaves and other debris from the roadway.	Achieve an 85% customer satisfaction rating annually.	Not met - 78%
	Bi-Annual Community Survey results indicate residents rate quality of street cleaning higher than the benchmark.	Not met - similar to benchmark per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 198,500	100%	\$ 215,284	100%	\$ 218,654	100%	\$ 229,413	100%
Personnel	49,645	25%	63,179	29%	66,549	30%	61,464	27%
Operating	2,561	1%	2,105	1%	2,105	1%	2,949	1%
Services	146,294	74%	150,000	70%	150,000	69%	165,000	72%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Storm Water Mgmt Fund (NPDES)	80,048	40%	15,523	7%	13,020	6%	20,367	9%
Landscaping/Tree Assesmnt	124,676	63%	138,471	64%	144,344	66%	147,755	64%
Special Assessments on Tax Roll	-	0%	48,290	22%	48,290	22%	48,290	21%
Inter Governmental Revenue	27,193	14%	13,000	6%	13,000	6%	13,000	6%
Charges For Services	382	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.

SERVICES:	RESULTS:	STATUS:
205-05 - Right-of-Way Encroachments: Regulate utility encroachments in the right-of-way and ensure that streets and sidewalks are repaired in accordance with City standards. (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.	Exceeded - 92%

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 311,896	100%	\$ 351,928	100%	\$ 370,947	100%	\$ 318,312	100%
Personnel	277,220	89%	304,067	86%	323,536	87%	233,187	73%
Operating	19,677	6%	38,774	11%	38,323	10%	38,125	12%
Services	15,000	5%	9,088	3%	9,088	2%	47,000	15%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 134,890	43%	\$ 125,317	36%	\$ 173,688	47%	\$ 47,047	15%
Narcotic Seizure Fund	-	0%	0	0%	0	0%	0	0%
Community Development Agency Non-Housing	-	0%	-	0%	-	0%	35,000	11%
Water Fund - Operation	58,106	19%	76,861	22%	44,518	12%	65,265	21%
Interest and Rent Income	30,000	10%	31,350	9%	31,350	8%	30,000	9%
Charges For Services	162,008	52%	118,400	34%	121,390	33%	129,000	41%
Donations	-	0%	-	0%	-	0%	12,000	4%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
206-01 - Storm Drain System	\$ 77,495	\$ 186,252	\$ 165,340	\$ 74,040
206-02 - FEMA Compliance	30,633	10,228	19,161	15,544
206-03 - Stormwater Pollution Prevention	232,815	267,601	189,180	263,027
206-04 - Creek Management	191,702	197,794	186,803	225,536
Program Total	<u>\$ 532,646</u>	<u>\$ 661,875</u>	<u>\$ 560,483</u>	<u>\$ 578,147</u>

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.

SERVICES:	RESULTS:	STATUS:
206-01 - Storm Drain System: Provide and maintain a storm drain system.	Bi-Annual Community Survey results indicate residents rate quality of storm drainage higher than benchmark.	Not met - similar to benchmark per 2008-09 survey

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 77,495	100%	\$ 186,252	100%	\$ 165,340	100%	\$ 74,040	100%
Personnel	62,940	81%	74,433	40%	53,712	32%	62,043	84%
Operating	9,290	12%	110,019	59%	109,828	66%	10,197	14%
Services	5,266	7%	1,800	1%	1,800	1%	1,800	2%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 103,198	133%	\$ 85,591	46%	\$ 65,340	40%	\$ 74,040	100%
Storm Drainage	(19,596)	-25%	90,000	48%	91,000	55%	(10,000)	-14%
Water Fund - Operation	(10,000)	-13%	661	0%	-	0%	-	0%
Interest and Rent Income	9,632	12%	5,000	3%	4,000	2%	5,000	7%
Charges For Services	9,964	13%	5,000	3%	5,000	3%	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.

SERVICES:	RESULTS:	STATUS:
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.	Exceeded

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011		
Total Expenditures	\$	30,633	100%	\$	10,228	100%	\$	15,544	100%
Personnel		29,843	97%		5,482	54%		10,942	70%
Operating		791	3%		2,246	22%		2,103	14%
Services		-	0%		2,500	24%		2,500	16%
Funding Source *									
General Fund	\$	23,185	76%	\$	10,228	100%	\$	5,544	36%
Charges For Services		-	0%		-	0%		10,000	64%

* 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.

SERVICES:	RESULTS:	STATUS:
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

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 232,815	100%	\$ 267,601	100%	\$ 189,180	100%	\$ 263,027	100%
Personnel	156,649	67%	124,348	46%	105,927	56%	125,813	48%
Operating	53,642	23%	96,143	36%	41,143	22%	53,214	20%
Services	22,524	10%	47,110	18%	42,110	22%	84,000	32%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 38,132	16%	\$ 58,350	22%	\$ 44,329	23%	\$ 48,496	18%
Storm Water Mgmt Fund (NPDES)	(46,493)	-20%	72,689	27%	8,288	4%	37,969	14%
Community Development Agency Non-Housing	-	0%	-	0%	-	0%	40,000	15%
Special Assessments on Tax Roll	178,786	77%	136,562	51%	136,562	72%	136,562	52%

* 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.

SERVICES:	RESULTS:	STATUS:
206-04 - Creek Management: 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 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 191,702	100%	\$ 197,794	100%	\$ 186,803	100%	\$ 225,536	100%
Personnel	47,763	25%	30,972	16%	25,981	14%	41,839	19%
Operating	116,775	61%	116,622	59%	110,622	59%	123,497	55%
Services	27,164	14%	50,200	25%	50,200	27%	60,200	27%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 8,281	4%	\$ 6,811	3%	\$ 5,686	3%	\$ 11,243	5%
Storm Water Mgmt Fund (NPDES)	39,679	21%	46,213	23%	36,347	19%	69,523	31%
Special Assessments on Tax Roll	146,085	76%	144,770	73%	144,770	77%	144,770	64%

* 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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
207-01 - Solid Waste Management	\$ 170,755	\$ 250,749	\$ 160,893	\$ 242,175
207-02 - Sustainable Environmental Practices	65,904	57,570	51,496	66,981
Program Total	<u>\$ 236,659</u>	<u>\$ 308,319</u>	<u>\$ 212,389</u>	<u>\$ 309,156</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.

SERVICES:	RESULTS:	STATUS:
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.	Met

	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 170,755	100%	\$ 250,749	100%	\$ 160,893	100%	\$ 242,175	100%
Personnel	141,186	83%	146,604	58%	111,748	69%	185,991	77%
Operating	28,908	17%	70,936	28%	45,936	29%	53,184	22%
Services	661	0%	33,209	13%	3,209	2%	3,000	1%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
Garbage Service Fund	115,623	68%	242,749	97%	155,893	97%	238,175	98%
Inter Governmental Revenue	8,171	5%	8,000	3%	5,000	3%	4,000	2%

* 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.

SERVICES:

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.

RESULTS:

Bi-Annual Community Survey results indicate percent of residents regularly recycling from their home is higher than benchmark.

STATUS:

Met per 2008-09 survey

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 65,904	100%	\$ 57,570	100%	\$ 51,496	100%	\$ 66,981	100%
Personnel	46,873	71%	45,069	78%	43,995	85%	60,508	90%
Operating	2,005	3%	3,319	6%	3,319	6%	4,473	7%
Services	17,026	26%	9,182	16%	4,182	8%	2,000	3%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 40,412	61%	\$ 57,570	100%	\$ 51,496	100%	\$ 66,981	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 2008-2009	Budget 2009-2010	Estimate 2009-2010	Proposed 2010-2011
208-01 - Congestion Management	\$ 441,612	\$ 571,828	\$ 615,318	\$ 635,355
208-02 - Transportation Demand Management	470,158	564,662	552,910	594,968
208-04 - Street Signage & Markings	160,266	348,826	281,316	321,148
208-05 - Safe Routes to School	51,508	68,818	44,253	94,316
208-06 - Neighborhood Traffic Management	129,156	96,540	92,537	175,828
Program Total	\$ 1,252,701	\$ 1,650,674	\$ 1,586,333	\$ 1,821,614

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.

SERVICES:	RESULTS:				STATUS:			
208-01 - Congestion Management: 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.				Exceeded - 96%			
	Bi-Annual Community Survey results indicate residents rate ease of car travel in Menlo Park higher than the benchmark.				Not met - similar to benchmark per 2008-09 survey			
	Bi-Annual Community Survey results indicate residents rate traffic flow on major streets higher than the benchmark.				Not met - lower than benchmark per 2008-09 survey			
	Actual 2007-2008		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 441,612	100%	\$ 571,828	100%	\$ 615,318	100%	\$ 635,355	100%
Personnel	185,103	42%	201,039	35%	244,529	40%	213,762	34%
Operating	133,314	30%	210,789	37%	210,789	34%	168,926	27%
Services	123,194	28%	160,000	28%	160,000	26%	252,667	40%
	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Funding Source *								
General Fund	\$ 253,580	57%	\$ 270,005	47%	\$ 272,302	44%	\$ 210,855	33%
Measure A	205,276	46%	245,236	43%	276,476	45%	365,424	58%
Traffic Impact Fees	15,307	3%	(24,913)	-4%	(17,410)	-3%	19,876	3%
Inter Governmental Revenue	27,193	6%	13,000	2%	13,850	2%	13,000	2%
Interest and Rent Income	29,875	7%	17,000	3%	15,000	2%	8,000	1%
Charges For Services	43,031	10%	51,500	9%	55,100	9%	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.

SERVICES:	RESULTS:	STATUS:
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 the current levels of shuttle ridership.	Exceeded - increased 9.67%
	85% of riders are satisfied with the shuttle schedules, route maps, and shuttle reliability.	Exceeded - 90%
	Implement at least one component of the Comprehensive Bicycle Plan Annually.	Met - Wayfinding signs in Willows Neighborhood and San Mateo County North-South bike route

	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 470,158	100%	\$ 564,662	100%	\$ 552,910	100%	\$ 594,968	100%
Personnel	203,788	43%	227,608	40%	233,573	42%	236,867	40%
Operating	235,749	50%	294,834	52%	277,117	50%	316,874	53%
Services	30,621	7%	42,220	7%	42,220	8%	41,227	7%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 41,404	9%	\$ 52,363	9%	\$ 50,248	9%	\$ 55,503	9%
990 & 1000 Marsh Rd Developmnt	(1,473)	0%	(700)	0%	(600)	0%	39,000	7%
BAAQMD AB 434	(2,033)	0%	44,913	8%	27,396	5%	(1,100)	0%
Measure A	(564,583)	-120%	(629,686)	-112%	(575,782)	-104%	(573,282)	-96%
Traffic Impact Fees	29,751	6%	73,071	13%	38,437	7%	64,623	11%
Community Development Agency Non-Housing	61,767	13%	72,000	13%	72,000	13%	72,000	12%
Taxes	630,996	134%	690,000	122%	690,000	125%	690,000	116%
Inter Governmental Revenue	175,576	37%	190,101	34%	190,101	34%	164,496	28%
Interest and Rent Income	68,909	15%	41,600	7%	27,300	5%	11,100	2%
Charges For Services	37,383	8%	31,000	5%	33,809	6%	33,628	6%
Other Financing Sources	-	0%	-	0%	-	0%	39,000	7%

* 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.

SERVICES:	RESULTS:	STATUS:
208-04 - Street Signage & Markings: 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 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
Total Expenditures	\$ 160,266	100%	\$ 348,826	100%	\$ 281,316	100%	\$ 321,148	100%
Personnel	111,293	69%	176,740	51%	109,230	39%	189,279	59%
Operating	12,705	8%	39,249	11%	39,249	14%	41,868	13%
Services	36,267	23%	132,837	38%	132,837	47%	90,000	28%

Funding Source *	Actual 2008-2009		Budget 2009-2010		Estimate 2009-2010		Proposed 2010-2011	
General Fund	\$ 58,813	37%	\$ 107,349	31%	\$ 38,862	14%	\$ 105,387	33%
Measure A	138,033	86%	222,142	64%	234,362	83%	198,722	62%
Traffic Impact Fees	13,570	8%	19,335	6%	8,091	3%	17,039	5%

* 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.

SERVICES:	RESULTS:	STATUS:
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.	Exceeded - 83%

	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
Total Expenditures	\$ 129,156	100%	\$ 96,540	100%	\$ 92,537	100%	\$ 175,828	100%
Personnel	89,980	70%	85,507	89%	81,504	88%	106,676	61%
Operating	39,126	30%	11,033	11%	11,033	12%	60,901	35%
Services	50	0%	-	0%	-	0%	8,250	5%

Funding Source *	<u>Actual 2008-2009</u>		<u>Budget 2009-2010</u>		<u>Estimate 2009-2010</u>		<u>Proposed 2010-2011</u>	
General Fund	\$ 38,278	30%	\$ 30,499	32%	\$ 40,501	44%	\$ 32,526	18%
Measure A	60,583	47%	61,685	64%	48,825	53%	98,233	56%
Traffic Impact Fees	45,099	35%	4,356	5%	3,210	3%	45,068	26%
Charges For Services	-	0%	0	0%	0	0%	0	0%

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

CITY OF MENLO PARK FISCAL YEAR 2010 – 11



FUND BALANCE SUMMARY

Estimated Fund Balances

Fund	Fiscal Year	Fund Balance Beginning of Year	Revenues & Transfers In	Expenditures & Transfers Out	Estimated Year End Fund Balance
100 - General Fund	2008-2009	\$ 27,281,731	\$ 35,660,627	\$ 36,234,200	\$ 26,708,159
	2009-2010	\$ 26,708,159	\$ 36,287,251	\$ 37,453,915	\$ 25,541,495
	2010-2011	\$ 25,541,495	\$ 37,635,916	\$ 38,207,591	\$ 24,969,820
101 - Workers' Compensation Fund	2008-2009	\$ 901,967	\$ 1,014,281	\$ 578,606	\$ 1,337,642
	2009-2010	\$ 1,337,642	\$ 650,000	\$ 632,889	\$ 1,354,753
	2010-2011	\$ 1,354,753	\$ 585,000	\$ 678,541	\$ 1,261,213
102 - Liability/Fire Insurance Fund	2008-2009	\$ (10,261)	\$ 650,157	\$ 939,150	\$ (299,254)
	2009-2010	\$ (299,254)	\$ 801,000	\$ 887,178	\$ (385,432)
	2010-2011	\$ (385,432)	\$ 800,000	\$ 915,029	\$ (500,461)
103 - Other Post Employment Benefits	2008-2009	\$ 160,409	\$ 682,002	\$ 843,725	\$ (1,313)
	2009-2010	\$ (1,313)	\$ 651,500	\$ 650,187	\$ 0
	2010-2011	\$ 0	\$ 639,125	\$ 639,125	\$ 0
420 - Peninsula Partnership Grant	2008-2009	\$ 16,165	\$ 89,490	\$ 119,665	\$ (14,010)
	2009-2010	\$ (14,010)	\$ 87,664	\$ 107,827	\$ (34,173)
	2010-2011	\$ (34,173)	\$ 38,500	\$ 38,474	\$ (34,148)
434 - BAAQMD AB 434	2008-2009	\$ 46,231	\$ 2,033	\$ -	\$ 48,264
	2009-2010	\$ 48,264	\$ 700	\$ 28,096	\$ 20,868
	2010-2011	\$ 20,868	\$ 1,100	\$ -	\$ 21,968
452 - Public Library Fund	2008-2009	\$ 146,002	\$ 10,772	\$ 43,626	\$ 113,149
	2009-2010	\$ 113,148	\$ 10,000	\$ 32,411	\$ 90,737
	2010-2011	\$ 90,737	\$ 10,000	\$ 29,200	\$ 71,537

Fund	Fiscal Year	Fund Balance Beginning of Year	Revenues & Transfers In	Expenditures & Transfers Out	Estimated Year End Fund Balance
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Literacy Grants

2008-2009	\$ 10,205	\$ 202,330	\$ 179,061	\$ 33,474
2009-2010	\$ 33,474	\$ 196,374	\$ 180,907	\$ 48,941
2010-2011	\$ 48,941	\$ 247,622	\$ 262,840	\$ 33,723

505 - Vintage Oaks Landscape Mtce

2008-2009	\$ 149,382	\$ 5,372	\$ 13,763	\$ 140,991
2009-2010	\$ 140,991	\$ 2,400	\$ 19,740	\$ 123,651
2010-2011	\$ 123,651	\$ 2,000	\$ 20,119	\$ 105,532

506 - Sharon Hills Park

2008-2009	\$ 131,491	\$ 4,780	\$ 14,288	\$ 121,983
2009-2010	\$ 121,983	\$ 2,300	\$ 13,000	\$ 111,283
2010-2011	\$ 111,283	\$ 1,900	\$ 13,000	\$ 100,183

507 - Vehicle Replacement Fund

2008-2009	\$ 753,734	\$ 269,319	\$ 321,888	\$ 84,350
2009-2010	\$ 84,350	\$ 262,000	\$ 308,786	\$ 37,564
2010-2011	\$ 37,564	\$ 290,407	\$ 309,800	\$ 18,171

710 - Traffic Impact Fees

2008-2009	\$ 1,009,640	\$ 29,875	\$ 265,880	\$ 773,635
2009-2010	\$ 773,635	\$ 66,500	\$ 352,879	\$ 487,256
2010-2011	\$ 487,256	\$ 18,000	\$ 237,164	\$ 268,091

713 - Storm Drainage

2008-2009	\$ 234,247	\$ 19,596	\$ -	\$ 253,843
2009-2010	\$ 253,843	\$ 9,000	\$ 100,000	\$ 162,843
2010-2011	\$ 162,843	\$ 10,000	\$ -	\$ 172,843

753 - Garbage Service Fund

2008-2009	\$ 543,208	\$ 1,649,313	\$ 1,814,431	\$ 378,092
2009-2010	\$ 378,090	\$ 1,792,450	\$ 1,799,281	\$ 371,259
2010-2011	\$ 371,259	\$ 1,011,000	\$ 1,175,311	\$ 206,947

Fund	Fiscal Year	Fund Balance Beginning of Year	Revenues & Transfers In	Expenditures & Transfers Out	Estimated Year End Fund Balance
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754 - Bedwell Park Landfill

2008-2009	\$ 1,126,112	\$ 561,163	\$ 137,675	\$ 1,549,600
2009-2010	\$ 1,549,600	\$ 504,000	\$ 379,530	\$ 1,674,070
2010-2011	\$ 1,674,070	\$ 505,000	\$ 325,860	\$ 1,853,210

758 - Downtown Parking Permits

2008-2009	\$ 2,383,034	\$ 470,146	\$ 172,613	\$ 2,680,568
2009-2010	\$ 2,680,568	\$ 487,000	\$ 642,541	\$ 2,525,027
2010-2011	\$ 2,525,027	\$ 495,000	\$ 320,614	\$ 2,699,413

801 - Rec-In-Lieu Fund

2008-2009	\$ 3,406,195	\$ 200,476	\$ 11,396	\$ 3,595,277
2009-2010	\$ 3,595,276	\$ 259,000	\$ 1,472,274	\$ 2,382,002
2010-2011	\$ 2,382,002	\$ 200,000	\$ 2,550,000	\$ 32,002

809 - Bedwell Park Maintenance

2008-2009	\$ 1,344,994	\$ 46,747	\$ 189,883	\$ 1,201,858
2009-2010	\$ 1,201,859	\$ 20,000	\$ 228,875	\$ 992,984
2010-2011	\$ 992,984	\$ 15,000	\$ 220,718	\$ 787,267

813 - Frances Mack Trust

2008-2009	\$ 452,158	\$ 16,346	\$ 41,608	\$ 426,896
2009-2010	\$ 426,896	\$ 7,000	\$ 77,997	\$ 355,899
2010-2011	\$ 355,899	\$ 5,000	\$ 81,659	\$ 279,240

832 - BMR Housing-Resident/Commerl

2008-2009	\$ 8,534,592	\$ 2,824,706	\$ 15,215	\$ 11,344,082
2009-2010	\$ 11,344,082	\$ 160,000	\$ 1,114,100	\$ 10,389,982
2010-2011	\$ 10,389,982	\$ 170,000	\$ 1,000	\$ 10,558,982

834 - Measure A

2008-2009	\$ 1,951,700	\$ 1,109,259	\$ 1,458,225	\$ 1,602,733
2009-2010	\$ 1,602,734	\$ 943,510	\$ 2,108,558	\$ 437,686
2010-2011	\$ 437,686	\$ 1,510,324	\$ 1,344,971	\$ 603,039

Fund	Fiscal Year	Fund Balance Beginning of Year	Revenues & Transfers In	Expenditures & Transfers Out	Estimated Year End Fund Balance
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835 - Highway Users Tax Fund

2008-2009	\$ 1,228,501	\$ 1,084,930	\$ 901,510	\$ 1,411,919
2009-2010	\$ 1,411,920	\$ 659,217	\$ 393,449	\$ 1,677,688
2010-2011	\$ 1,677,688	\$ 865,488	\$ 200,000	\$ 2,343,177

836 - Rev Share-Emergency Loan

2008-2009	\$ 68,580	\$ 2,726	\$ 7,925	\$ 63,382
2009-2010	\$ 63,382	\$ 19,030	\$ 25,000	\$ 57,412
2010-2011	\$ 57,412	\$ 5,000	\$ 50,000	\$ 12,412

837 - Commun Devel Block Grant

2008-2009	\$ 455,068	\$ 153,342	\$ 5,706	\$ 602,705
2009-2010	\$ 602,704	\$ 24,000	\$ 2,274	\$ 624,430
2010-2011	\$ 624,430	\$ 25,000	\$ -	\$ 649,430

838 - Landscaping/Tree Assessment

2008-2009	\$ 290,106	\$ 670,076	\$ 687,362	\$ 272,820
2009-2010	\$ 272,820	\$ 692,889	\$ 832,350	\$ 133,359
2010-2011	\$ 133,359	\$ 708,423	\$ 769,659	\$ 72,123

839 - Sidewalk Assessment

2008-2009	\$ 387,200	\$ 175,373	\$ 30,992	\$ 531,580
2009-2010	\$ 531,581	\$ 173,795	\$ 207,435	\$ 497,941
2010-2011	\$ 497,941	\$ 173,795	\$ 198,120	\$ 473,616

841 - Storm Water Mgmt Fund (NPDES)

2008-2009	\$ 407,476	\$ 325,253	\$ 398,768	\$ 333,961
2009-2010	\$ 333,961	\$ 329,622	\$ 533,534	\$ 130,049
2010-2011	\$ 130,049	\$ 329,622	\$ 457,480	\$ 2,190

842 - Traffic Congestion Relief-2928

2008-2009	\$ 415,852	\$ 287,227	\$ 99,300	\$ 603,778
2009-2010	\$ 603,779	\$ 290,000	\$ 430,000	\$ 463,779
2010-2011	\$ 463,779	\$ 10,000	\$ -	\$ 473,779

Fund	Fiscal Year	Fund Balance Beginning of Year	Revenues & Transfers In	Expenditures & Transfers Out	Estimated Year End Fund Balance
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843 - Construction Impact Fee

2008-2009	\$ 2,158,580	\$ 530,842	\$ 231,532	\$ 2,457,891
2009-2010	\$ 2,457,891	\$ 945,000	\$ 1,186,142	\$ 2,216,749
2010-2011	\$ 2,216,749	\$ 450,000	\$ -	\$ 2,666,749

845 - Measure T Bond

2008-2009	\$ 1,193,794	\$ 27,440	\$ 306,204	\$ 915,030
2009-2010	\$ 915,030	\$ 10,545,000	\$ 7,062,768	\$ 4,397,262
2010-2011	\$ 4,397,262	\$ 80,000	\$ 4,257,831	\$ 219,430

851 - General Fund - CIP

2008-2009	\$ 10,477,685	\$ 1,490,611	\$ 3,039,334	\$ 8,928,962
2009-2010	\$ 8,928,962	\$ 1,918,056	\$ 4,767,780	\$ 6,079,238
2010-2011	\$ 6,079,238	\$ 2,163,200	\$ 1,785,225	\$ 6,457,212

Community Development Agency

2008-2009	\$ 36,535,719	\$ 18,748,534	\$ 16,300,197	\$ 38,984,055
2009-2010	\$ 38,984,056	\$ 16,679,978	\$ 20,856,177	\$ 34,807,857
2010-2011	\$ 34,807,857	\$ 16,563,831	\$ 17,170,214	\$ 34,201,474

853 - 1990 Library Bond Fund

2008-2009	\$ 400,941	\$ 14,002	\$ 63,556	\$ 351,386
2009-2010	\$ 351,386	\$ 147,000	\$ 297,059	\$ 201,327
2010-2011	\$ 201,327	\$ 8,000	\$ 60,000	\$ 149,327

855 - Water Fund - Capital

2008-2009	\$ 15,383,874	\$ 1,208,343	\$ 73,266	\$ 16,518,950
2009-2010	\$ 16,518,951	\$ 890,000	\$ 2,307,104	\$ 15,101,847
2010-2011	\$ 15,101,847	\$ 1,020,000	\$ 202,098	\$ 15,919,749

856 - 1992 RDA Tax Increment Bond

2008-2009	\$ 40,697	\$ 1,606	\$ -	\$ 42,304
2009-2010	\$ 42,303	\$ 700	\$ -	\$ 43,003
2010-2011	\$ 43,003	\$ 800	\$ -	\$ 43,803

Fund	Fiscal Year	Fund Balance Beginning of Year	Revenues & Transfers In	Expenditures & Transfers Out	Estimated Year End Fund Balance
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858 - 2000 RDA Tax Increment Bond

2008-2009	\$ 7,646,666	\$ 206,588	\$ 201,310	\$ 7,651,943
2009-2010	\$ 7,651,944	\$ 90,000	\$ 5,274,442	\$ 2,467,502
2010-2011	\$ 2,467,502	\$ 70,000	\$ 687,024	\$ 1,850,479

861 - Water Fund - Operation

2008-2009	\$ 1,357,880	\$ 3,821,032	\$ 4,173,415	\$ 1,005,497
2009-2010	\$ 1,005,497	\$ 3,809,500	\$ 4,866,417	\$ (51,420)
2010-2011	\$ (51,420)	\$ 5,266,500	\$ 5,746,218	\$ (531,139)

872 - Debt Service Fund-CDA

2008-2009	\$ 8,349,894	\$ 5,180,245	\$ 4,456,371	\$ 9,073,768
2009-2010	\$ 9,073,768	\$ 4,477,869	\$ 4,607,869	\$ 8,943,768
2010-2011	\$ 8,943,768	\$ 4,844,131	\$ 4,854,131	\$ 8,933,768

874 - 1990 Library Bond Debt Service

2008-2009	\$ 725,753	\$ 509,981	\$ 418,069	\$ 817,665
2009-2010	\$ 817,665	\$ 417,500	\$ 419,025	\$ 816,140
2010-2011	\$ 816,140	\$ 431,000	\$ 423,750	\$ 823,390

875 - 2002 Recreation GO Bond D.S.

2008-2009	\$ 1,683,423	\$ 1,492,779	\$ 883,635	\$ 2,292,567
2009-2010	\$ 2,292,568	\$ 1,510,000	\$ 1,399,177	\$ 2,403,391
2010-2011	\$ 2,403,391	\$ 1,413,200	\$ 1,413,000	\$ 2,403,591

CITY OF MENLO PARK FISCAL YEAR 2010 – 11



CAPITAL IMPROVEMENTS

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

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 2010-11. This project will utilize the City's Pavement Management System (PMS) to assess the condition of existing streets and assist in the selection process. The Construction Phase of the project will begin in Fiscal Year 2011-12.



Funding Source	Previously Expended*	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
General Fund - CIP	\$ 3,521,237	\$ 1,810,618	\$ -	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -	\$ 9,331,855
Measure A	496,700	392,299	-	270,000	-	270,000	-	1,428,999
Highway Users Tax Fund	3,363,084	653,452	200,000	1,000,000	225,000	1,000,000	230,000	6,671,536
Traffic Congestion Relief-2928	100,076	430,700	-	500,000	-	500,000	-	1,530,776
Construction Impact Fee	231,532	1,868,468	-	1,000,000	-	1,000,000	-	4,100,000
Previous Years' Funding	2,431,630	-	-	-	-	-	-	2,431,630
Total	\$ 10,144,259	\$ 5,155,537	\$ 200,000	\$ 4,770,000	\$ 225,000	\$ 4,770,000	\$ 230,000	\$ 25,494,796

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

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

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.



Funding Source	Previously Expended*	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
General Fund - CIP	\$ 475,739	\$ 227,714	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 1,303,453
Highway Users Tax	303,676	5,693	-	-	-	-	-	309,369
Sidewalk Assessment	909,546	429,967	180,000	180,000	180,000	180,000	180,000	2,239,513
2000 RDA Tax Increment Bond	70,162	-	-	-	-	-	-	70,162
Previous Years' Funding	1,762,333	-	-	-	-	-	-	1,762,333
Total	\$ 3,521,456	\$ 663,374	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 5,684,830

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

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

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.



Funding Source	Previously Expended*	2009-10 Budget	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total Cost
General Fund - CIP	\$ 545,422	\$ 274,764	\$ 150,000	\$ 160,000	\$ 160,000	\$ 175,000	\$ 175,000	\$ 1,640,186
Total	\$ 545,422	\$ 274,764	\$ 150,000	\$ 160,000	\$ 160,000	\$ 175,000	\$ 175,000	\$ 1,640,186

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

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: **20-045 - Sidewalks on Santa Cruz Avenue**

Project Description:

This project will involve construction of the first phase of new sidewalk improvements on portions of Santa Cruz Avenue near downtown. Conceptual design for Phase 1 of the project was funded in Fiscal Year 2009-10.



Funding Source	Expended To Date	2009-10 Budget	2010-11 Proposed	2011-12 Projected	2011-12 Projected	2012-13 Projected	2013-14 Projected	Total Cost
General Fund - CIP	\$ 88,784	\$ 146,433	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 735,217
Total	\$ 88,784	\$ 146,433	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 735,217

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: **20-052 - Trash Capture Device Installation**

Project Description:

This project will install multiple trash capture devices throughout the City that remove solid trash and debris from the City's storm water system. The installation of these devices will put the City in compliance with the Municipal Regional Permit for stormwater discharge.



Funding Source	Previously Expended*	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
General Fund	\$ -	\$ -	\$ 50,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 110,000
Total	\$ -	\$ -	\$ 50,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 110,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: **20-053 - Atherton Channel Flood Abatement**

Project Description:
 For the 2010-11 fiscal year, the Atherton Channel Flood Abatement project will be in the preliminary design phase and environmental review. The project will improve the drainage channel conditions in order to prevent systemic flooding from the Atherton Channel that affects businesses along Haven Avenue. This project will be funded from Redevelopment Agency funds.



Funding Source	Previously Expended*	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
Community Development Agency Non-Housing	\$ -	\$ -	\$ 200,000	\$ 300,000	\$ 2,000,000	\$ -	\$ -	\$ 2,500,000
Total	\$ -	\$ -	\$ 200,000	\$ 300,000	\$ 2,000,000	\$ -	\$ -	\$ 2,500,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

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

Project Description:

This project consists of replacing and upgrading the irrigation system in the Downtown area to eliminate problem areas and extend the life and efficiency of the system. The first phase of this project will support planting included in the Downtown Landscaping Improvements project. The second phase will involve more extensive upgrades to the existing irrigation system throughout the downtown area.



Funding Source	Previously Expended*	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
General Fund	\$ -	\$ -	\$ 30,000	\$ 120,000	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ -	\$ -	\$ 30,000	\$ 120,000	\$ -	\$ -	\$ -	\$ 150,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 20-055 - Downtown Landscaping Improvements

Project Description:

This project consists of installing new landscaping in selected areas in the Downtown and will include native and drought tolerant plant species.



Funding Source	Previously Expended*	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
General Fund	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 20-056 Chrysler Pump Station Discharge Pipe Replacement

Project Description:

The project will replace the two existing 36" discharge pipes and flap gates. The existing pipes and flap gates which restrict water from the Bay surcharging back into the pump station have corroded due to the salt water environment.



Funding Source	Expended To Date	2009-10 Budget	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total Cost
General Fund - CIP	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Total	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

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.



Funding Source	Expended To Date	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
General Fund - CIP	\$ -	\$ 40,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 640,000
Total	\$ -	\$ 40,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 640,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 25-028 - Park Improvements (Minor)

Project Description:

This project addresses minor improvements to parks, such as repairing fences, backstops, pathways, adding fibar and sand to play equipment, periodically replacing benches and trash cans, resodding portions of fields and replacing portions of irrigation systems. This ongoing project was established in Fiscal Year 2004-05.



Funding Source	Previously Expended*	2009-10 Budget	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total Cost
General Fund - CIP	\$ 301,787	\$ 188,435	\$ 110,000	\$ 110,000	\$ 120,000	\$ 120,000	\$ 130,000	\$ 1,080,222
Total	\$ 301,787	\$ 188,435	\$ 110,000	\$ 110,000	\$ 120,000	\$ 120,000	\$ 130,000	\$ 1,080,222

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

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

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. The FY 2010-11 project will include \$100,000 for solar photovoltaic panels to be installed at the City's Corporation Yard building (deferred during Fiscal Year 2009-10 mid-year budget adjustments).



Funding Source	Previously Expended*	2009-10 Budget	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total Cost
General Fund - CIP	\$ 406,324	\$ 605,998	\$ 250,000	\$ 275,000	\$ 275,000	\$ 300,000	\$ 300,000	\$ 2,412,322
Total	\$ 406,324	\$ 605,998	\$ 250,000	\$ 275,000	\$ 275,000	\$ 300,000	\$ 300,000	\$ 2,412,322

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

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 30-005 - Belle Haven Pool Improvements

Project Description:
This project will provide upgrades to the pool surfacing (lining) and miscellaneous mechanical pool equipment to lengthen the facility's serviceable life.



Funding Source	Expended To Date	2009-10 Budget	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total Cost
Community Development Agency Non-Housing	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 30-006 - Onetta Harris Community Center Campus Signage

Project Description:

This project will provide signage for all the facilities on the Onetta Harris Community Center campus including the Belle Haven After School Program, Belle Haven Pool, Senior Center, Community Center and other needed signage to help visitors navigate the campus.



Funding Source	Expended To Date	2009-10 Budget	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total Cost
Community Development Agency Non-Housing	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Total	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 30-007 - Burgess Gymnastics Center Equipment

Project Description:

This project includes purchasing gymnastics equipment to expand the gymnastics program. With this equipment, the gymnastics program will be able to expand classes and add programs such as training for older children, cheerleading, dance, martial arts and more in a safe environment. Equipment needed includes a 40' x 40' spring exercise floor, foam and padding to surround the existing equipment on the gym floor and uneven bars. All equipment is transferrable to a new or renovated facility.



Funding Source	Expended To Date	2009-10 Budget	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total Cost
Measure T Bond	\$ -	\$ -	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ 54,000
Total	\$ -	\$ -	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ 54,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 50-003 - O'Brien Drive Streetscape

Project Description:

This project will result in the construction of streetscape improvements along O'Brien Drive. Phase 1 of the project will involve outreach to impacted businesses and neighboring property owners. Subsequent phases will include conceptual design, engineering and construction of improvements.



Funding Source	Expended To Date	2009-10 Budget	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total Cost
Community Development Agency Non-Housing	\$ -	\$ -	\$ 25,000	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ 525,000
Total	\$ -	\$ -	\$ 25,000	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ 525,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: **70-059 - Linfield/Middlefield Crosswalk**

Project Description:

This is a project to relocate the existing marked crosswalk on Middlefield Road to the northerly leg and enhance this new crosswalk with red pigmented "tyre-grip" material and a solar wireless in-pavement lighted crosswalk system, in conjunction with making the crossing on Middlefield Road at Linfield Drive safer for pedestrians and bicyclists.



Funding Source	Expended To Date	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
Traffic Impact Fees	\$ 8,479	\$ 164	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 58,643
Total	\$ 8,479	\$ 164	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 58,643

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 70-065 - Safe Routes to Hillview School

Project Description:

This is a project to install solar wireless in-pavement lighted crosswalks at the intersections of Santa Cruz Avenue with Elder Avenue, Cotton Street, and San Mateo Drive, to encourage and make safer walking and bicycling for the Hillview Middle School children. This project is funded through a Federal Safe Routes to School grant.



Funding Source	Expended To Date	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
Measure A	\$ 16,358	\$ 126,642	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 283,000
Total	\$ 16,358	\$ 126,642	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 283,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 70-073 - Sand Hill Road/Branner Signal Mast Arm Construction

Project Description:

This project consists of a signal mast arm extension at the intersection of Sand Hill Road and Branner. The improvement will increase the safety of the intersection by extending the sight distance for motorists.



Funding Source	Expended To Date	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
Measure A	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Total	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 70-074 - Downtown Parking Modifications

Project Description:

This project will implement the parking management measures approved in conjunction with the Downtown Parking Study. These parking management measures may include 1) modifying the existing timed parking restrictions in Downtown streets and some of the parking plazas; 2) modifying the current system of annual parking permits available to business owners and employees; 3) installing parking payment equipment in some of the parking plazas to facilitate time extension beyond the length of the parking restriction.



Funding Source	Expended To Date	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
Measure A	\$ -	\$ -	TBD	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 70-075 - Parking Plaza 7 Renovation

Project Description:

This project involves the reconstruction of Parking Plaza 7 and includes adding new trees and lighting, improvements to the onsite stormwater system and rehabilitation of the asphalt concrete pavement.



Funding Source	Expended To Date	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
Downtown Parking Permits	\$ -	\$ -	\$ 180,000	\$ 800,000	\$ -	\$ -	\$ -	\$ 980,000
Total	\$ -	\$ -	\$ 180,000	\$ 800,000	\$ -	\$ -	\$ -	\$ 980,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: **70-076 - LED Streetlight Conversion**

Project Description:

This project will retrofit City streetlights with energy efficient LED streetlights. \$164,000 of the project would be funded by an Energy Efficient Block grant, with the remaining funds coming from the RDA. Funds in the amount of \$160,000 were appropriated during the FY 2009-10 to begin the first phase of this project for a total of \$500,000 in CDA Non-Housing funds over the life of this project.



Funding Source	Expended To Date	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
General Fund - CIP	\$ -	\$ 163,154	\$ 164,000	\$ -	\$ -	\$ -	\$ -	\$ 327,154
Community Development Agency Non-Housing	\$ -	\$ 160,000	\$ 90,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 500,000
Total	\$ -	\$ 323,154	\$ 254,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 827,154

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 90-005 - Hillview School Field Renovation

Project Description:

This project will provide funding for the synthetic turf athletic field renovation and Tinker Park replacement that will occur with the Hillview School reconstruction project.



Funding Source	Expended To Date	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
Rec-In-Lieu Fund	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Total	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

**CAPITAL IMPROVEMENT PROGRAM
2010-2015**

Project: 90-019 - Burgess Gymnastics Center

Project Description:

This project involves the demolition of the existing Gymnastics Center and Burgess Gymnasium and construction of a new gymnastics center in approximately the same footprint. This new project will also be funded in large part by a donation from Mr. John Arrillaga. The City will complete site work such as utility installation and obtaining architectural approval and building permits. Environmental approval was obtained as part of the EIR that included the Arrillaga Family Gymnasium (currently under construction).



Funding Source	Expended To Date	2009-10 Budgeted	2010-11 Proposed	2011-12 Projected	2012-13 Projected	2013-14 Projected	2014-15 Projected	Total
Measure T Bond	\$ -	\$ -	\$ 4,150,000	\$ -	\$ -	\$ -	\$ -	\$ 4,150,000
Rec-In-Lieu Fund	\$ -	\$ -	\$ 2,050,000	\$ -	\$ -	\$ -	\$ -	\$ 2,050,000
Total	\$ -	\$ -	\$ 6,200,000	\$ -	\$ -	\$ -	\$ -	\$ 6,200,000