



**BUDGET REPORT  
2009 - 10  
CITY OF MENLO PARK**



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CITY OF MENLO PARK  
FISCAL YEAR 2009 – 10



BUDGET OVERVIEW

June 2009

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 2009-10. This document contains funding approvals for all City programs and services, including those that utilize funds from the various special revenue accounts and the Menlo Park Municipal Water District enterprise. The capital improvement projects that are programmed for funding from all City sources are presented as well.

## BUDGET OVERVIEW

This year's budget is set amid the context of the worst U.S. and global economy since the Great Depression. During the first three months of the 2009 calendar year, the US economy fell at a 6.1 percent annual pace, with further declines in housing and a record slump in inventories. This pace follows a contraction rate of 6.3 percent during the final quarter of 2008. As a result of built-up inventories, businesses have cut back further on production, while using incentives and discounts to attract consumers in a global recession that has seen U.S. unemployment rise to 8.5 percent. With the loss of jobs, personal income has fallen and consumer spending has retreated in sync. Although the near-frozen consumer lending of 2008 is showing signs of a thaw, business and household borrowing and spending for big-ticket purchases will be slow to return.

In response to what has become a global economic crisis, the federal government passed legislation to stimulate the national economy. The stimulus package, touted as the most ambitious since the days of Franklin Roosevelt, includes almost \$200 billion to modernize and improve the nation's infrastructure. These programs should assist many state and local governments which are experiencing reductions in a variety of revenue streams. Economists are hopeful that the downturn could become less steep as tax cuts and federal stimulus spending start to kick in.

California appears to be fairing even worse than the U.S. as a whole, with the state unemployment rate reaching 11.2 percent in March 2009, the highest on record for the state. Most of the job losses are a result of the sharp downturn in housing activity and the state's participation in the nation's downturn in consumer spending. One of the key forces behind the nationwide economic slowdown – the sharply declining real estate markets – has been even more pronounced in California. But most disconcerting is the state government's budget deficit problem (over \$20 billion projected in 2009-10), which continues to worsen. The state has experienced delayed payments to vendors, unpaid furloughs for state employees, and even delayed refunds for the state's taxpayers. The state has also reduced and delayed payments to counties, cities and school districts, impacting their operations.

The City's 2008-09 (current year) budget process anticipated the negative impacts of some downturn in the economy, although the slow down was not forecasted to be as severe as the recession we are now experiencing. The severity of the economic downturn has challenged the City to focus the 2009-10 budget 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 set goals for the 2009-10 timeframe in an extensive goal setting and value clarification process in December 2008 and January 2009. Council's priority goals for the coming year include: 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, the primary challenges in developing the 2009-10 budget and achieving these Council goals were related to a continued decrease in development revenues while expenditures necessary to maintain service levels and to fund prior commitments in the upcoming fiscal year continue to grow. Despite the unmet needs that continue from 2008-09, operating expenditures in each department were diligently reviewed to identify further reductions for the upcoming fiscal year resulting in expenditures which were very slightly lower than the 2008-09 adopted budget. However, many programs are experiencing an increase in service demand or costs otherwise beyond the department's control.

As part of budgetary deliberations and in consideration of the City's long-term financial forecast, the Council will determine the rate for collection of the City's Utility User Tax (UUT), approved by voters in November 2006. The proposed budget assumes the necessary findings are made to allow the UUT to 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 are 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) staffing (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 2009-10 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. These projects are presented in a manner that emphasizes total project costs and status, 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 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 continue 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.

Although the negative impacts of some downturn in the economy had begun to impact City revenues in 2007-08, the slow down was not previously forecast to be as severe or as long-lived as the dot-com slump. Because the Bay Area's core industries of information and technology had experienced major market corrections earlier in the decade, it was felt that the area was less sensitive to factors contributing to the financial turbulence in the nation as a whole. However, the global economic situation continued to decline into the current recession, and the impact to California cities was realized early in fiscal year 2008-09.

GENERAL FUND REVENUE TRENDS SINCE FISCAL YEAR ENDED June 30, 2001									
Revenue Source	2001	2002	2003	2004	2005	2006	2007	2008	2009 (est)
Property Taxes	5,287,616	6,059,380	5,914,296	6,792,082	7,254,758	10,007,808	10,727,003	11,339,649	11,885,000
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	7,250,000
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	3,299,325
Utility Users Taxes (new)							641,668	1,651,479	1,219,600
Licenses and Permits	2,997,571	2,329,144	2,671,512	2,553,997	2,570,849	3,091,469	3,279,751	4,005,693	3,197,267
Use of Money and Property	2,696,396	1,966,153	1,391,918	688,429	1,289,031	1,732,929	2,700,614	2,745,485	1,514,455
Intergovernmental	2,730,115	2,762,308	2,862,975	2,322,221	3,112,585	1,671,653	1,754,834	2,009,244	1,804,693
Charges for Services	3,518,154	3,552,392	3,580,793	4,367,440	3,827,158	4,225,135	4,948,444	4,564,918	4,470,195
Fines and Other	296,334	231,034	821,951	771,378	832,897	792,005	1,440,181	1,623,338	1,823,577
	32,551,487	27,961,357	26,258,131	25,746,851	27,277,012	30,501,076	35,065,305	38,519,576	36,464,112

From the trend information above, it is evident that economic recovery since the dot.com bust has sputtered at times with increased property taxes making up for the large loss of local sales tax revenues. Although a softening in the housing market threatens future property tax growth, strong property tax revenues serve to highlight the supportive impact of new commercial development in the area.

On the expenditure side, employee compensation costs have risen over the past several years as health care premiums and other benefits continue to rise. Additionally, the salary increase required to address the extremely high turnover in police officers, although successfully allowing full staffing for the first time in five years, has substantially increased overall compensation costs. The California Public Employee Retirement System experienced large increases in pension costs due to both investment losses during the 2001 downturn and changes in benefits, increasing the cost of retirement benefits to public employers. Increasing insurance costs for general liability, workers compensation and property coverage have also contributed to the higher cost of local government services. Although inflation has been kept to a minimum since 2000, rising prices for energy and other commodities are of significant concern for the future economic health of the region.

The schedule below confirms that, at the same time revenues were declining (since the fiscal year 2000-01), the cost of providing City services - over 70% of which is personnel - has increased:

GENERAL FUND EXPENDITURE TRENDS SINCE FISCAL YEAR ENDED June 30, 2001									
Expenditure Category	2001	2002	2003	2004	2005	2006	2007	2008	2009 (est)
Personnel	16,952,114	18,055,363	18,781,502	18,682,666	19,956,863	20,479,971	22,798,667	25,471,178	27,080,798
Operating	4,358,162	4,557,128	3,871,033	3,614,940	5,148,967	5,234,656	4,490,278	4,688,423	5,025,789
Services	1,573,911	1,764,947	1,731,579	1,267,667	1,115,301	1,564,242	2,124,512	2,433,891	3,100,396
Transfers Out	7,287,500	2,508,504	1,496,000	2,896,000	2,196,000	196,000	3,263,578	14,302,525	1,734,200
	30,171,687	26,885,942	25,880,114	26,461,273	28,417,131	27,474,869	32,677,035	46,896,017	36,941,183

In response to the challenging fiscal environment early in the decade, the City had to reduce its spending budget each successive year, often reopening the adopted budget during the fiscal year in order to update estimates and make further downward adjustments. 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. By fiscal year 2006-07 the City had trimmed its expenses by over \$5.5 million (approximately 15% of the City's annual budget), and reduced its workforce by more than 30 regular and part-time employee full time equivalents (FTEs). With the economy apparently in recovery, new positions were added to address specific Council initiatives identified in the 2007-08 budget process. 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 Menlo/Atherton Performing Arts Center, a facility that will greatly enhance community access to theatrical and musical programs.

These expenditure trends also include the impacts of reduced revenue forecasts at mid-year 2008-09, which necessitated a realignment of General Fund expenditures in order to reduce reliance on the City's reserves in the short-term. 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.

#### FISCAL YEAR 2009-10 BUDGET

In total, projections call for 2009-10 revenues to be slightly higher than the 2008-09 fiscal year adopted budget, and 3.82 percent higher than budget as adjusted at mid-year. Although many revenues are expected to decline further with the economy, there are significant increases projected from 2009-10 hotel taxes (nearly \$1 million primarily due to the opening of the Sand Hill Rosewood Hotel), property tax revenues (\$480,000), and charges for services (\$470,000). A continued decline in interest income on the City's portfolio (\$427,000), sales taxes (\$272,000) and permit revenues (\$220,000) will reduce total growth in General Fund revenues (as compared to the 2008-09 adjusted budget) to slightly less than \$1.4 million.

Opportunities for enhanced sales tax generation, hotel tax and other revenues forecasted in 2009-10 are the result of many years of development planning; the absence of any major projects in the next few years (such as the Rosewood Hotel) are cause for concern. In addition, the State grapples with enormous budget shortfalls for which there are no simple solutions. Due to the State

of California's continuing 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 to solve the State's budgetary woes that may, as in the past, result in a grab on city and county revenues. The current economic environment is making it difficult for businesses to sustain the current level of activity, subdued as it may be. The pending merger of Sun Microsystems, the City's largest employer and a significant contributor of sales tax revenues, will also have impacts, positive or negative, on the City's financial picture which will become clearer as the new fiscal year progresses.

It should also be noted that the City is actively pursuing various channels of delivery established for federal economic stimulus funding. Although these funding opportunities have the most relevance to Public Works infrastructure projects, recently yielding \$635,000, the Police and Administrative Services departments are also pursuing projects of benefit to the City which could utilize this additional funding source.

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. Toward the bottom of the pyramid were longer-term strategies such as reduced infrastructure maintenance (which would generate higher maintenance costs in the future) and staff reductions (with appreciable impacts on service levels). The strategies employed in development of the General Fund preliminary budget for 2009-10 included in this report 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
- maintenance of existing infrastructure to avoid higher costs in the future
- the ability to move the City toward a sustainable budget over the next five years.

Based on this overall direction, Finance staff prepared revenue projections based on current economic realities, forecasts and input from other departments. Once General Fund revenue and expense projections had been analyzed and evaluated in light of current economic realities, staff was forced to reckon with a large, though anticipated, budgetary deficit in the proposed 2009-10 budget. Departmental staff submitted budget proposals with all feasible cost reductions fitting within the strategy framework above. Despite the unmet resource needs delineated with the 2008-09 adopted budget, operating expenditures in each department were diligently reviewed in order to identify further expenditure reductions for the upcoming fiscal year. As with the mid-year analysis, some savings could be readily achieved with a reduction in the demand for certain services, largely in the area of Community Development.

A thorough review and assessment of the City's current commitments was also requested of each department to determine what resources were required to meet these commitments and to determine whether additional resources/capacity may exist for new initiatives. Not surprisingly, with the budget reductions of recent years the City has struggled to maintain a high level of services while also achieving annual project priorities and furthering Council goals. Resources have indeed been stretched thin, which has constrained the City's ability to complete existing obligations and limited the capacity for new projects and services.

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 could easily supplement or replace other service perception measures. Staff will make additional refinements in performance measures beginning in July with the 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. Cased on current trends, the revised long-term forecast illustrates the need for (1) recurring, significant 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. Many steps have already been taken in this direction: managing hiring, cutting and deferring expenses, and moving toward full cost recovery for fee-supported services. The deepening recession has made it harder 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.

Knowing that 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 are not adequate to address the estimated shortfall in the coming years. The Proposed Budget represents a significant step in a multi-year plan to close the gap with ongoing measures and minimal use of reserves, including alternative revenue options, staffing and labor cost reductions, operational reviews and aggressive pursuit of available federal, state and local funding to offset costs.

## DEPARTMENTAL BUDGET CHALLENGES

Although the 2008-09 Budget provided for additional resources in certain areas critical to City services, the departments continued to implement 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 their 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 reduce costs in 2008-09. One very significant achievement was finalization of the Full Cost Analysis of User Fee Services in October, which allowed for more complete understanding of the true cost for fee based services. Corresponding adjustments to the City's Master Fee Schedule were approved by Council in November.

The department also developed and presented to Council two draft policies during the fiscal year. The User Fee Cost Recovery Policy is designed to provide an ongoing, sound basis for setting fees allowing charges and fees to be periodically reviewed and updated based on predetermined, researched and supportable criteria. The Reserve Policy establishes the amounts the City of Menlo Park will strive to maintain in its fund balance, how the fund balance will be funded, and the conditions under which fund balance may be spent. The City's Investment Policy also received additional scrutiny in light of the slowing economy and unprecedented volatility in the financial markets.

During the fiscal year the Finance Division also provided a regular budget article for the quarterly community newsletter and created a comprehensive budget web page with regularly updated information on the development of the budget for the coming year. The division also began the process of preparing for the issuance of a second bond sale for Measure T by reaffirming the City's AAA bond rating with Fitch and Aa1 with Moody's.

Additionally, the Finance and Audit Committee, charged with facilitating public confidence in and understanding of the City's financial reports, provided significant input on periodic financial reports to the Council. The Committee also worked with the City's Community Engagement Manager to produce a 2008-09 Budget Overview that was available during the late summer downtown block parties and mailed out to all households and businesses in the City.

### *Personnel and Management Information Services*

During fiscal year 2008-09, the Personnel Division made changes to the performance planning system based on employee feedback, undertook an update of required training and re-evaluated a vacant (retirement) staff position and implemented several process improvement efficiencies. The division also worked with the Community Engagement Manager to begin a quarterly employee newsletter – *In the Loop*. In addition, successful recruitments for several management level positions, including the Assistant City Manager, Police Commander and City Clerk, were completed this past year.

For the coming year, the Personnel Division will be working with the City Manager's Office to develop a long term succession and restructuring plan allowing the organization to take advantage of anticipated retirements, and to make changes in the structure of the organization to improve efficiencies. The Personnel Division also plans to work with the newly-formed leadership development team to develop a leadership program. The team's charge is to guide and support existing employees in furthering their professional education and prepare them to advance inside the City or within the industry when opportunities become available.

MIS staff implemented a major network upgrade allowing high speed gigabit networking within the Civic Center campus and implemented a second email server with greater system capacity during the past fiscal year. The new server provides faster system response when sending and receiving email. Wireless security and ease of use was also improved. An upgrade to perimeter security and incorporation of on-demand access to the internal network with a standard Web browser, as well as the introduction of a strong password policy, will greatly improve system security.

In public safety, MIS implemented a mobile GIS mapping application giving dispatchers a real time view of each officer's GPS position as well as the ability to review other GIS layers and parcel information. Officers in the field also have the ability to view the mapping detail. Additionally, MIS incorporated search results from multiple search engines to provide police staff with a more comprehensive search experience.

#### *Community Engagement*

Accomplishments in the Community Engagement function this fiscal year include development of a comprehensive Community Engagement Model for the City, presentation of this model to Council, training on the model for all staff engaged in community-based processes and ongoing use of the model for projects such as: the El Camino Real Downtown Specific Plan; the Redevelopment Area Implementation Plan Update; the Willows Area Traffic Study; and the Santa Cruz Sidewalks design project. A complete community engagement plan was also developed and implemented, including communications activities such as a quarterly community newsletter, called Menlofocus; a community wide survey conducted by the International City Management Association; streamlining and enhancement of the City's web page; updating and re-introduction of the City's Direct Connect 24-7 customer service system; development of a quarterly report for Council and implementation of a quarterly newsletter for employees. Staff also published frequent news releases, coordinated media briefings, provided support for publications prepared by other departments and supported the Mayor and Council members in development and refinement of various goals, priorities and key messages.

#### *Business Development*

In the Business Development Division we are pleased to report that the Council-directed Business Development Plan was developed and presented for Council approval in November 2008. This document sets a clear direction for local economic development by establishing specific goals and strategies for each of the City's eight economic activity centers. One of the primary deliverables of the plan during the fiscal year was the completion of the Rosewood Sand Hill Resort & Spa and the associated career fair, which encompassed 250 new jobs for the City. The Rosewood successfully opened on April 2, 2009. Attracting new businesses has been another important component of maintaining the local economy. Some of the important new businesses opening during the fiscal year include Penzys Spices, Pendleton, Amici's New York Pizza, Rubio's Fish Tacos, Cocrytal Discovery, Tesla Motors auto dealership, Marq's in Menlo, and GC's Tasting and Specialty Market. Business retention activities were accelerated due to the national economic downturn, which included establishing a Council Business Development Subcommittee so that all levels of City administration can be effectively utilized in stimulating economic development. Work also progressed on: the Marriott Hotel and office complex (Gateway Menlo Park) development agreement; the sale of General Motor's 22-acre Bayfront Expressway site; M-2 Zoning Area and Menalto Business District roundtables; the 50-acre Menlo Business Park property owner on a proposed Master Plan update; AMB's 55-acre Willow Park industrial site repositioning to a life sciences orientation; a crucial economic development component in the City's Redevelopment Area 5-year Implementation Plan; furthering interest in a major development on the RDA properties located in the M-2 Zoning District's Haven Avenue project area; and partnership with Community Development on the Downtown/ECR Visioning Project.

#### *City Clerk*

The new fiscal year brought a new City Clerk, and, by year end, a new Deputy City Clerk. The addition of their years of professional Clerk experience has already benefitted the organization by improving the scope of official records document maintenance, training for Commissions, and initial improvements to document management. The City Clerk's Office began streamlining various processes to create efficiencies and increase centralization of key documents, such as contracts. The "official record" has been improved by linking PowerPoint presentations made during the Council meetings to the minutes to enable interested parties access to these presentations. The City Council also approved changing to Action Minutes during the 2008-09 fiscal year, providing a concise record of the actions taken by the City Council.

The Clerk's Office also updated the annual Commission survey instrument to better align commissioner responses with meaningful benchmarks. To introduce the new survey, the City Clerk attended all commission meetings to encourage participation. The survey results are being used to assess best strategies for improving staff support, as well as providing specific performance measures for the final published budget. In addition, all commissioners and staff liaisons were invited to participate in a special training by the City Attorney on issues relating to the Brown Act, protocol and procedures. The November election was conducted and the two incumbent Council Members were seated in December.

#### *City Manager's Office*

During the fiscal year the City Manager's office has worked closely with the City Council to ensure that resources are effectively focused on the Council's highest priorities. A comprehensive organizational plan was developed during the summer of 2008 and used to focus staff work on activities that would improve the organization's ability to achieve Council goals. In December staff facilitated a Council goal setting process that resulted in Council consensus on high level values and three key goals for the coming year. Deliverables for each of the goals have also been developed and continue to provide a focus for staff work.

Regular communications with Council have also been enhanced in the past year with the addition of the City Manager's newsletter and quarterly departmental reports, as well as an expanded use of focused study sessions to provide policy background information on such topics as public benefit policy, high speed rail, a planning approach for the M2 area, detailed Council input on the El Camino Real / Downtown Specific Plan, fiscal policies, and more.

#### *Administrative Services Budget Challenges*

The Administrative Services Department anticipates some unavoidable cost increases in 2009-10 including additional sales tax audit fees and additional allocation for the biennial actuarial analysis required for proper funding of the City's Retiree Medical Benefits Trust Fund. Funding is also necessary for a continued increase in unemployment insurance costs. Charges for Personnel legal service fees will also increase to support upcoming contract negotiations with non safety employee labor groups.

#### Community Development

One of the primary focuses of the Community Development Department during the fiscal year has been the El Camino Real/Downtown Visioning and Specific Plan Project. Early in the fiscal year, the City Council unanimously accepted the Vision Plan and approved moving forward with Phase II of the project, the development of a Specific Plan. In Phase II, staff continued

working with a Council Subcommittee and a Community Oversight and Outreach Committee. Efforts to date have included: completion of a consultant procurement and selection process for Phase II; preparation of a community engagement plan; creation of flyers, newsletters and a banner; stakeholder interviews; analysis of existing conditions; and development of alternative development scenarios. Within the fiscal year, two of three planned community workshops have been held, as well as meetings of the Oversight and Outreach Committee, Planning Commission and City Council. The Specific Plan is expected to be completed in October 2010.

Other comprehensive planning efforts have included: consideration of, and Council direction on, a comprehensive planning approach for the Willow Business Area of the M2 zoning district; Council adoption of an updated definition of Gross Floor Area for use in the review of development proposals; implementation of a mandatory program for the submittal of sustainable building checklists for new non-residential projects over 10,000 square feet in size and residential projects of more than five units; and completion of a draft background chapter for the update of the Housing Element.

The Community Development staff also continued to review significant development proposals, including the 1300 El Camino Real mixed use project and Menlo Gateway (Bohannon) hotel and office project, both of which involve the preparation of environmental documents and fiscal impact analyses. Other large-scale projects continuing in the development review process include the Burgess Gymnasium, a residential project proposed at 389 El Camino Real and a medical office project at 1706 El Camino Real. The land use entitlement process was completed for a new 23,000 square foot office building at 2550 Sand Hill Road.

Community Development staff issued 1,150 building permits and conducted 9,705 inspections, including inspections needed to successfully open the Rosewood Hotel and Office complex on time, and the retail stores associated with Safeway. Inspection services were also provided to the Morgan Lane I and II developments on Linfield Drive allowing for the completion of 34 homes and the Lane Woods development on Willow Road allowing for the completion of 27 homes. The Building Division worked directly with the property management company for 899 Santa Cruz Avenue and the construction division of Peet's Coffee and Teas to reopen 10 days after a fire. The conversion of the City's historical building documents from micro-fiche to a digital format was completed to facilitate easier access to information for the public. Plans and supporting documentation can now be viewed on the public computer monitors.

In the areas of redevelopment and housing, the department has been focused on two key efforts: the preparation of a Redevelopment Implementation Plan providing the blueprint for the Redevelopment Agency's activities for the 2009-10 through 2013-2014 fiscal years. To date, a community outreach program has been conducted and successfully engaged over 125 stakeholders. Work on the plan has begun. The draft plan is expected to be reviewed by the Council in October 2009 with adoption by December 2009; second, is the preparation of programs to address foreclosures in the city. To date, the Council has adopted two programs, the Neighborhood Stabilization Program and the Habitat Acquisition and Rehabilitation Program to address foreclosed properties. Work is continuing on a third companion program to address pending foreclosures. Department staff also certified completion of 6 Below Market Rate (BMR) units with an additional 5 units under construction. To facilitate those home purchases, the department provided 5 first-time home buyer loans (PAL loans) utilizing \$282,163 in PAL Funding. The department has continued its discussions with Habitat for Humanity regarding the proposed development of low-income housing units on Terminal Avenue.

Priority projects that will continue into 2009-10 include: the El Camino Real/Downtown Specific Plan project; staff work on housing sites, goals and policies for the update of the Housing Element; implementation of recommendations in the Climate Action Plan related to sustainable development; and completion of an implementation plan for meeting senior housing needs. Additionally, the Department will be working with the major property owners in the Willow Business Area on a coordinated land use entitlement process for upgrading and renovating properties in the area as well as exploring ways to create greater efficiencies in the development review process.

Challenges in the coming year in the Community Development Department include Dramatic reductions in development revenues and continued uncertainty in both the commercial and residential development sectors. However, work load remains fairly consistent as the majority of the decrease in revenues comes from a decrease in the value of projects, rather than the volume of projects, when compared to last year. The notable impact of the loss of contract services may hinder the forwarding of long-term planning efforts, including a much-desired overhaul of various regulations and requirements. Support for streamlined business development activities, a Housing Element update and planning activities in the Redevelopment Area and the Redevelopment Area and the M2 zone may also be delayed, particularly if a sudden up tick occurs in development applications.

### Community Services

The Community Services Department offered a wide variety of services to the community this past year. Social service programs and recreation programs provided opportunities to improve the quality of home and family life through physical development, lifelong learning and leisure activities in the form of sports programs, fitness classes, drop-in opportunities, enrichment classes, celebrations, cultural activities and the use of the City's Parks and Recreation facilities.

This past year participation in classes and leagues was steady. Youth development sports leagues in volleyball and basketball were offered for girls and boys in elementary and middle schools. Over 170 teams with over 1,700 youth participated in these two programs. The gymnastics program increased the number of students from the previous year by approximately 7%. At the Burgess Recreation Center, many expanded programs were offered, including the Menlo Madness Summer Camp and Birthday Parties. A wide variety of successful new classes, including Kids Carpentry and Cooking, were added this year. The Onetta Harris Community Center, also featured new events and classes such as the Mouse Squad, PJ Jam Movie Nights, a Teen Dance, International Night, Games Galore Night, Ballet, Mixed Martial Arts, Community Quilting, and Karate. Improvements to the Onetta Harris facility also occurred in early 2009. The weight room received new equipment, several rooms received window coverings and mirrors were installed in the activity room for exercise, martial arts and dance classes.

A large focus in 2008/09 was outreaching to the Belle Haven Community through social services offerings, recreation programs and partnerships. *Built to Last*, East Palo Alto Tennis and Tutoring, the Boys and Girls Clubs, Belle Haven School and the Belle Haven Child Development Center are new partners at the Onetta Harris Community Center. Outreach efforts with these partners have provided new avenues for reaching residents with enriching experiences for the community and increased attendance at the center. Along with these partnerships, an advisory council was created in July 2008. The council meets monthly and assists staff with determining the types of new programs and projects that could be offered to the community.

The Belle Haven Community School hosted three "First Day Café" events, welcoming 180 parents and providing them with community information. A Dad's Breakfast that recognized a father's important role in a child's education was offered, as well as a Photo with Santa and the first Intergenerational Dialogue between community members and 8<sup>th</sup> graders. The Belle Haven Community School gained two new corporate sponsors this year – Tyco and Diageo. Tyco assisted with facility improvements at Belle Haven School and Diageo provided both food baskets during the holidays and student tutoring services.

During the fall of 2008, Bayfront Park was renamed to Bedwell Bayfront Park in honor of Michael Bedwell, former City Manager of Menlo Park. In an important example of collaboration, volunteers played an important role in the success of the community project, working with staff for months on the development of three storyboards featuring the history of the park, its development and the wildlife. Volunteers also supported events, assisted with food distributions, read stories to children and continue to lend a hand in many areas of the department. This past year, the Menlo Park Senior Center had over 40 volunteers. These volunteers (many of whom are seniors) made programs possible by bringing free events to the center, providing classes, helping with the farmers' market, and assisting with the delivery of daily programs at the center.

Looking ahead to 2009-10 the Community Services Department will continue community engagement efforts in the Belle Haven community and collaborations on a regional level (East Palo Alto, Palo Alto, Redwood City) focusing on community issues, programs and services. Staff will nurture their new partnership with Menlo Atherton High School as the Menlo Atherton Performing Art Center opens its doors in the fall of 2009. Staff will continue efforts to generate new revenue by increasing facility capacity, look for ways to sustain programming with less resources, maintain attendance in programs, and improve the overall cost recovery of programs and services. Additionally, the Burgess Gymnasium and the Kelly Field projects will continue to move forward this coming fiscal year.

The Belle Haven Community School will look toward stabilizing funding for long-term sustainability. This will ensure timely communication with community school partners regarding visioning, strategic planning and implementation, and increase the participation of parents and families of all cultures, making the school an important community institution, not just a program.

### Library

Circulation of materials from the library continues to increase. In FY 2007-08 circulation increased by 15% and rose another 5% in 2008-09. Public libraries throughout the state are seeing an increase in their usage as economic times have become more difficult, patrons are eager to access the library's resources to assist with employment searches, increase self learning and enhance their leisure and creative opportunities.

Library services to youth expanded in FY 2008-09 with the introduction of Teen Night at the Library. This is an "after hours" event in which teens have exclusive use of the library. All of the public Internet terminals are available for their use and library staff present a wide array of entertaining and educational programs for teen participation. All four Teen Nights were well received by the "tweens" and teens of Menlo Park.

Project Read, the adult literacy program, applied for and received numerous grants this year, some of which were used to fund group classes in rudimentary English as a Second Language. The classes took place in the Menlo Park Senior Center two

evenings a week and have helped numerous Spanish-speaking students gain enough English language skill so that they can graduate to the formal Project Read tutoring program.

The library also expanded its collection of recordings of courses taught by nationally recognized college professors. Available in both CD and DVD format, the courses are in multiple parts. The library has added 100 new courses this year. Over the past year, the average circulation per course was very high for this type of academic material.

The library continues to develop the Small Business Resources and Green Living Collections. Plans for FY 2009-10 include additional presentations to Chamber of Commerce groups and presentation of workshops on small business related topics. The Green Living Collection will be highlighted in a display at the library co-presented with the Green Ribbon Citizens Committee.

Challenges for the library in the coming fiscal year include a decline in the already limited external funding sources for the City's library services. The State of California's "Transaction Based Revenue" (TBR) continues to decrease as the money available for libraries state-wide has dwindled. In addition, the Ravenswood School District previously funded \$39,682 annually to fund services at the Belle Haven branch; this funding appears to have been terminated by the school district as a result of the loss of the grant funding available to the District for this use.

### Police

The Police Department enjoyed the benefits of being fully staffed this fiscal year due to proactive recruitment and retention efforts launched in fiscal year 2007-08. In addition to overall department staffing, for the first time in several years, the department was able to fully staff key specialty units including Investigations, Narcotics, and Traffic. This staffing provided for proactively addressing gang and narcotic issues. On March 7, 2009, a multi-jurisdiction investigation known as "Operation Crackdown" became the largest gang arrest in San Mateo County in over 30 years. Approximately 48 arrests of validated gang members were made; large quantities of narcotics were seized along with weapons, cars, and houses that had been purchased with drug proceeds.

The red light photo enforcement program, using cameras installed at high-risk intersections, also came to fruition this year. This program has shown to be an effective tool for increasing traffic safety through a reduction in intersection collisions. During this fiscal year, three more approaches were installed along the El Camino Real and have already begun to decrease accidents. In addition, two motorcycle units went into service. These traffic officers enforce all traffic laws, address traffic complaints, coordinate the City's involvement with special events, and assist with traffic safety at and near schools.

The Police Department continues to coordinate the Emergency Notification and Alert System that was implemented in fiscal year 2007-08. This notification system alerts residents through e-mail, cell phones, and landlines. This secure database can be customized to reach any area of town affected by an emergency such as power outages, weather emergencies, or violent crimes. The Police Department encourages all residents to log in at [www.menlopark.org](http://www.menlopark.org) and register their information on "City of Menlo Park's Emergency Notification System-Sign up Now".

The new Belle Haven Police Substation did break ground this year, however, due to unexpected construction complications, has not been completed as planned. Staff will continue to work with the contractor in an attempt to get this long awaited project completed.

Several operational cost increases are unavoidable in 2009-10. Personnel costs are expected to rise in keeping with the ladder wage increases negotiated last year to provide competitive compensation to safety personnel. General liability cost allocations for the department have also increased. The State of California's funding to counties in support of booking fees is being eliminated or reduced, requiring costs to be passed along to the local law enforcement agencies served. The acquisition of technology tools must be funded in 2009-10 as the department has outpaced previous projections for data growth. This acquisition supports improvements in the department's crime analysis capability -- a key component in the new Communications and Problem Solving (CAPS) approach.

### Public Works

The department remains focused on maintaining the City's infrastructure assets. Numerous renovation projects are planned to improve City streets, storm drains, sports fields, tennis courts, and buildings in the coming fiscal year. The department is also poised to receive Federal stimulus package funds to augment City resources for street resurfacing and potentially other infrastructure needs.

Public Works has continued to lead the City's efforts in reducing greenhouse gas emissions. The City's Climate Action Plan was recently adopted and will serve as a resource for decision makers in selecting implementation projects over the next several years. Further research is planned to better identify the costs and benefits of various climate protection strategies.

The department's transportation division will continue to emphasize pedestrian and bicycle safety in Menlo Park neighborhoods and around schools. Work will continue on the City's Safe-Routes-to-School (SRS) program through Federal grants that have been approved for Hillview and Laurel schools. A SRS plan has also been completed for Encinal School which will allow the City to compete for grants in 2009-10. The City's first project from its Sidewalk Master Plan will be implemented on Woodland Avenue this fiscal year.

Similar to the dilemma of other departments, Public Works faces a series of expenditure increases while attempting to achieve substantial savings in operations in the coming year. A major challenge comes in the form of increased demands on storm water programs. The Municipal Regional Permit (MRP) recently developed by the Regional Water Quality Control Board to regulate storm water discharges added numerous new requirements for storm water management programs in the Bay Area. The City's storm water program is partially funded from a regulatory fee (enacted in 1994), however, the annual revenues from the fee are approximately \$310,000, which has not been sufficient to cover the increasing costs of the program for the past eight years. The City's additional costs under the MRP is estimated at \$300,000 per year, representing a 60 percent increase over the current annual cost of \$500,000 per year. These additional costs will be borne by the General Fund until more appropriate funding is in place.

## CAPITAL IMPROVEMENT PROJECTS

The City's proposed capital improvement program for 2009-10 is the largest in many years. Despite the current sluggish economy several large projects that have been in the planning and design stages for several years will be ready for construction in 2009-10.

Through the City's annual project priority process, 25 new projects have been planned with a total budget of approximately \$19 million. Four of these projects account for \$17.2 million of the total: 1) Street Resurfacing \$4.6 million; 2) Kelly Park Improvements \$4.5 million; 3) Sharon Heights Water Pump Station Replacement \$2.3 million; and 4) Burgess Gymnasium Construction \$5.8 million. Moving into the construction phase in 2009-10, positions the City to take advantage of the favorable bidding climate currently prevalent in the construction industry due to the downturn in the economy.

## 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 2009-10. Staff carefully monitors all dwindling 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.

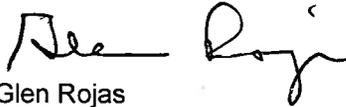
## SUMMARY

The City Manager's 2009-10 Proposed Budget for Menlo Park is essentially balanced without reliance upon undesignated General Fund reserves and without a decrease in the annual transfer for infrastructure maintenance. This projected budget is calculated with the assumption that the current utility user tax (UUT) rates 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 that should not be felt in the community but are not sustainable for the long term. This approach allows for a measured response to the downturn in the economy. Depending on the performance of the City's other revenue sources and the ability to contain costs in the long-term, the most appropriate rate of tax can be determined over time. Once again, the presence of adequate reserves reflects the foresight of the City Council and community, allowing the City to manage costs strategically and to position itself well for the future.

We are starting to prepare now for the 2010-11 budget, which we anticipate will be as challenging, if not more challenging, than the coming year's budget. Our goal of moving closer to long-term sustainability will require us to closely review our organizational structure and approach to some programs in order to better align our expenses with revenues and the community's desired core services.

In total, this Proposed 2009-10 Budget honors the Project Priorities established by the Council and provides for the continuance of the City's established goals. I appreciate the City Council's leadership, support and confidence during the ongoing economic uncertainty. I also wish to thank staff from throughout the organization; most notably department directors, for their efforts at all levels of this budget's development. The result is a budget that will guide organizational efforts to maintain Menlo Park's position as a premier community.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Glen Rojas". The signature is fluid and cursive, with a prominent initial "G" and "R".

Glen Rojas  
City Manager

June 2009

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 2009-10. Agency staff prepared this budget in keeping with established programs, services and Board priorities for the Las Pulgas Community Development Project Area. The 2009-10 Budget reflects the Agency's continued focus on building and renovating affordable housing, the abatement of blight through redevelopment, capital improvement projects and the 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 include various infrastructure and streetscape improvements, and planning for assorted commercial development projects. Continued funding for code enforcement, crime reduction and housing assistance program services have also been significant in supporting revitalization activities.

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. During the 2004-05 to 2008-09 RIP timeframe, many significant projects were completed, others are well underway, and still others are in the planning stages with an eye towards opportunities of the future. The significant investment of Agency resources 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 Agency is currently working to update the RIP for the 2009-10 to 2013-14 fiscal years with a focus on residential and business enhancements. To date, an extensive community engagement effort has been conducted with over 125 participants to solicit ideas for future projects from the community. It is expected that the updated RIP will be reviewed by the Agency Board in October with adoption by December 2009.

Fiscal year 2008-09 saw many challenges emerge as the housing market declined. In response, Agency staff prepared three programs to address foreclosures in Menlo Park, including the Agency's project area. To date, the City Council has adopted two programs, the Neighborhood Stabilization Program and Habitat Acquisition and Rehabilitation Program to address foreclosed properties. Work is continuing on a third companion program to address pending foreclosures. Community Development staff facilitated the completion of six Below Market Rate (BMR) housing units with an additional 5 BMR units under construction. To facilitate the sale of the BMR units, the Agency provided five first-time home buyer loans (PAL loans). The department also continued its efforts to work with Habitat for Humanity on the development of low-income housing units on Terminal Avenue.

In the domain of public infrastructure and facilities improvements, over \$3.5 million of capital projects were advanced in 2008-09, including the Terminal Avenue Site Remediation project (\$1.3 million) and the Police/City Service Center project (\$2.2 million).

FISCAL YEAR 2009-10

Staff will continue its work to implement the adopted housing foreclosure programs within the Agency area, to identify housing sites and define goals and policies related to the update of the Housing Element and to develop an implementation plan for meeting senior housing needs. Additionally, staff will be working with the Housing Commission to develop and recommend updates to the City's BMR Program and Guidelines. In 2009-10, work will continue as directed by the City Council/Agency Board on ongoing projects, including the processing of land use entitlements for the development of affordable housing on the City-owned Terminal Avenue property and a coordinated land use entitlement process for the Willow Business Area. An additional priority for the Agency's capital funds will be improvements at Kelly Park. Funding was provided in the 2008-09 Budget to fund work on the detailed design, cost estimates and environmental documents necessary in the planning for these major improvements. In 2009-10, construction on the \$4.5 million project will begin, funded partially (\$3 million) from the Agency's bond fund.

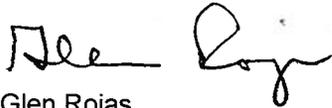
In addition to capital improvement projects, continued funding in the Agency Budget for 2009-10 is provided for specific programs and services that benefit residents of the Belle Haven neighborhood in the area of housing and blight reduction. Continuing support for housing activities is provided through funding of shared housing, fair housing, accessibility for handicapped persons, housing rehabilitation loans, emergency repair loans and first-time homebuyer loan assistance. Activities within the below market rate housing program also contribute to achievement of the Agency's goals. 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.

Although revenues from property tax increment have increased a healthy 6 percent from the 2007-08 fiscal year adjusted budget, the project area has been experiencing an increase in foreclosures, a decline in residential sales, and lower property values. Therefore, property tax increment is anticipated to decline in the range of 3 to 5% in 2009-10. In addition, the State's budget woes will no doubt prompt an effort to shift redevelopment funds for other uses in the coming year. The California Redevelopment Association has heretofore been successful in enforcing constitutional use of these funds for redevelopment purposes only. Staff will keep Council informed of future threats to this funding.

Beginning and end-of-year fund balances are provided in the Fund Balance Summary section of this Budget document. Program funding is broken down by service area and is reflected in the Community Development, Administrative Services and Police Department program sections of the report.

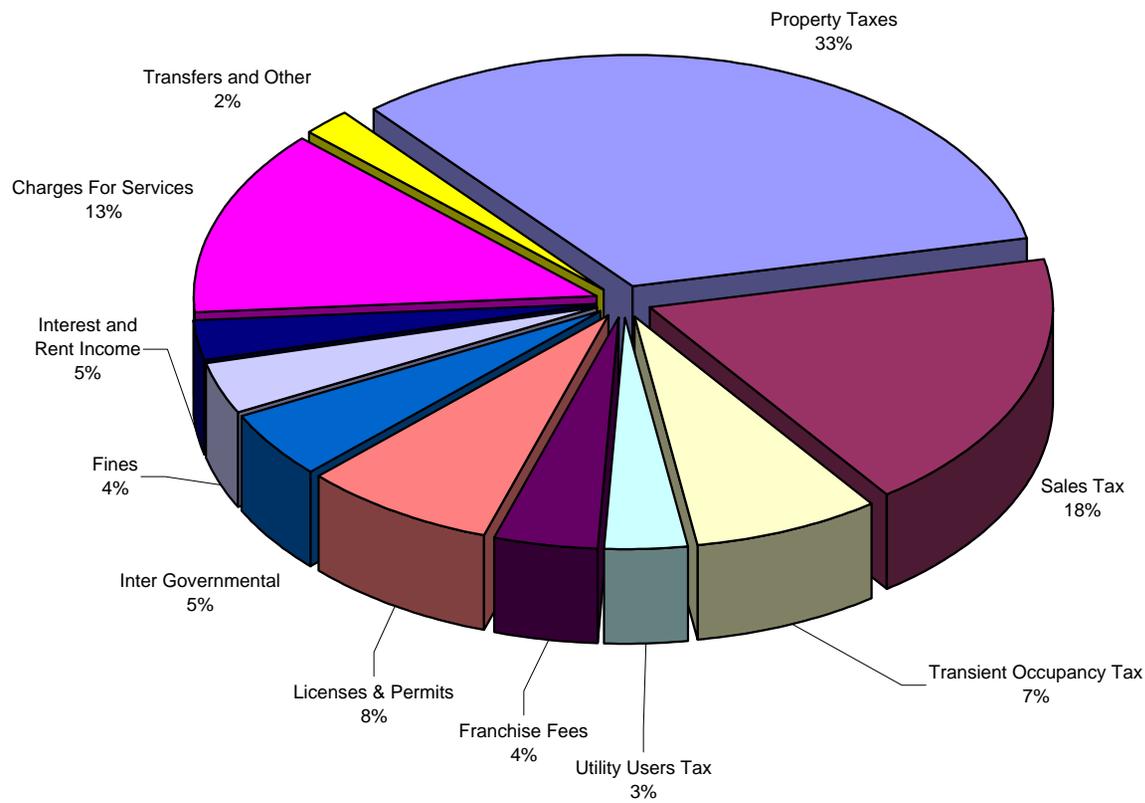
In closing, I wish to acknowledge my appreciation to the Agency Board members for their continued support of the programs and projects made possible through the Agency. Their vision, commitment and leadership are essential in seeing the many projects undertaken through to successful completion for the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

Respectfully submitted,



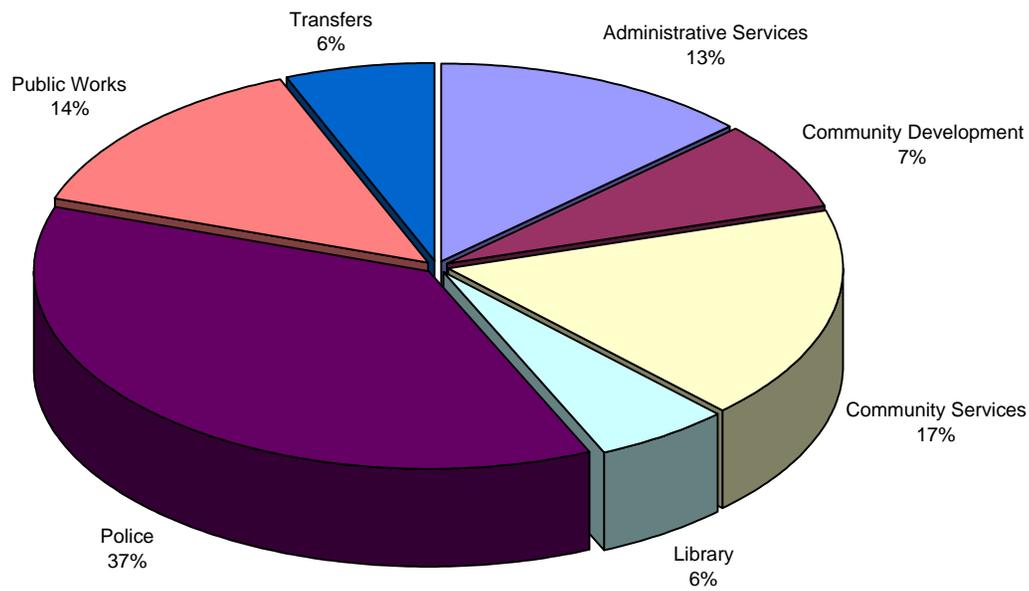
Glen Rojas  
Community Development Agency Executive Director and City Manager

**City of Menlo Park  
2009-10 General Fund Revenue - Budget**



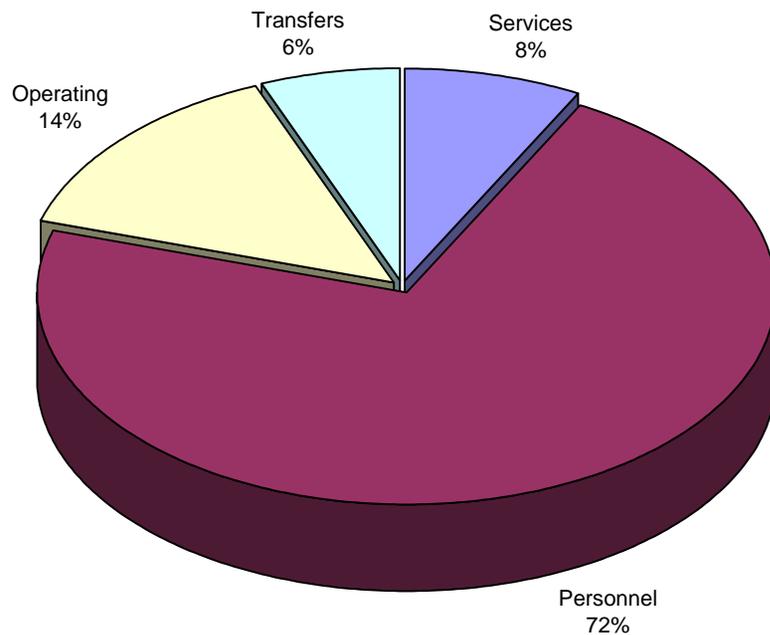
Property Taxes	\$ 12,366,000	32%
Sales Tax	6,978,000	18%
Transient Occupancy Tax	2,800,070	7%
Utility Users Tax	1,232,000	3%
Franchise Fees	1,568,800	4%
Licenses & Permits	2,991,988	8%
Inter Governmental	1,782,509	5%
Fines	1,348,442	4%
Interest and Rent Income	1,087,823	3%
Charges For Services	4,938,220	13%
Transfers and Other	711,074	2%
<b>Total Revenue</b>	<b>\$ 37,804,926</b>	

**City of Menlo Park  
2009-10 General Fund Expenditures by Lead Department**



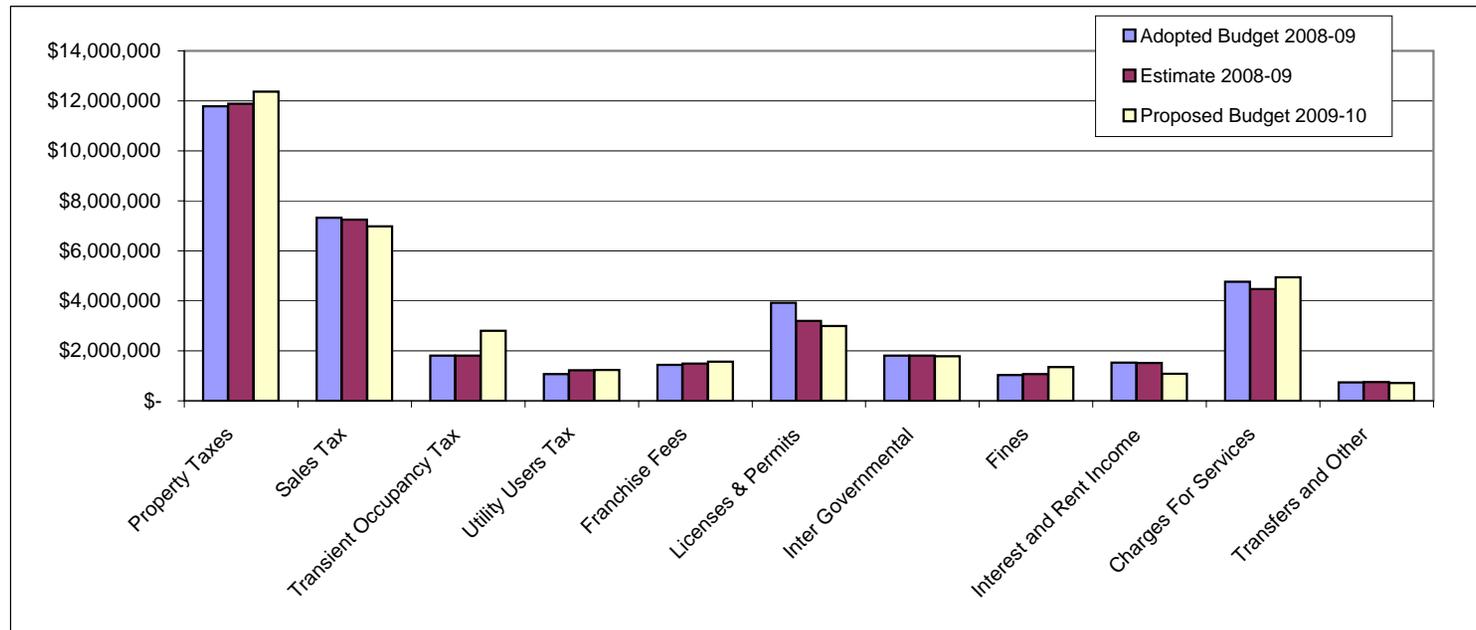
Administrative Services	\$ 5,003,514	13%
Community Development	2,791,550	7%
Community Services	6,664,411	17%
Library	2,132,120	6%
Police	14,067,093	37%
Public Works	5,168,032	14%
Transfers	2,377,800	6%
<b>Total Expenditures</b>	<b>\$38,204,520</b>	

**City of Menlo Park  
2009-10 General Fund Expenditures by Category**



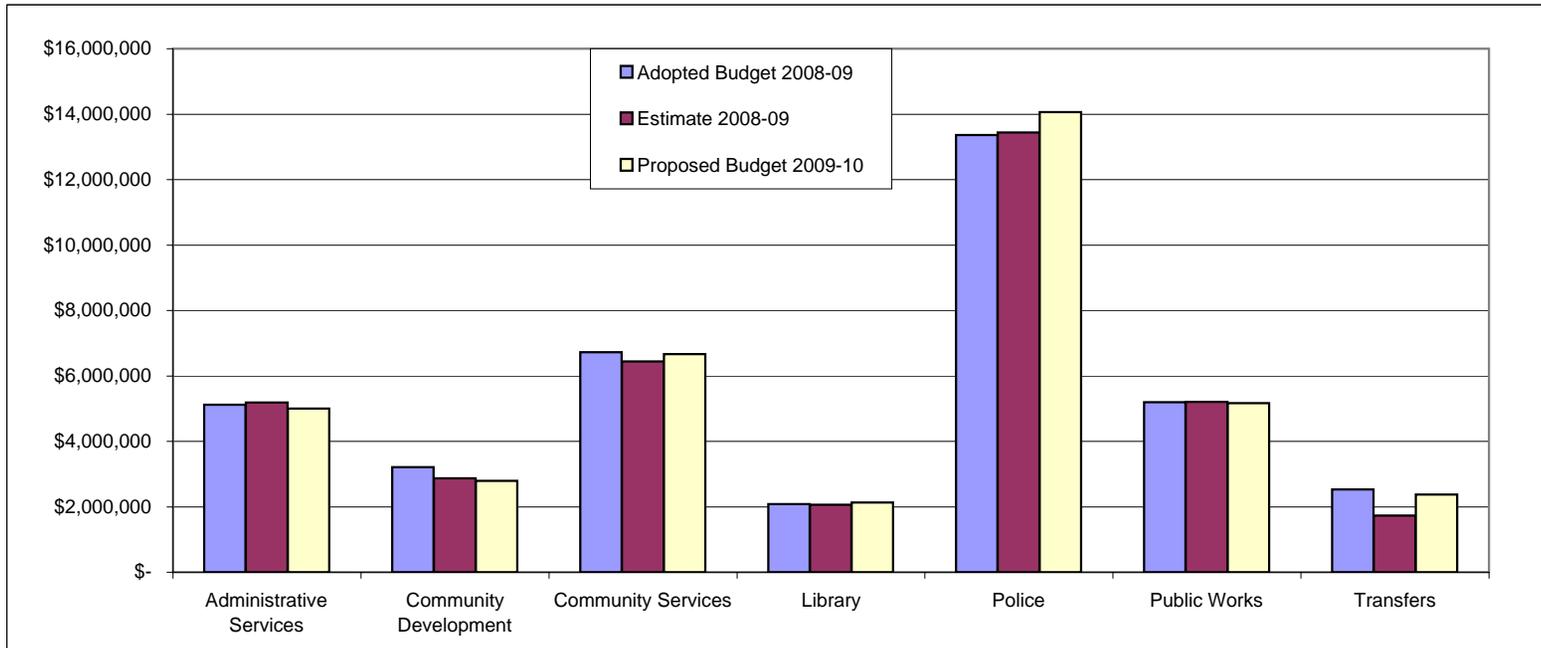
Services	\$ 2,951,315	8%
Personnel	27,535,685	72%
Operating	5,339,720	14%
Transfers	2,377,800	6%
<b>Total Expenditures</b>	<b>\$ 38,204,520</b>	

**City of Menlo Park  
2009-10 General Fund  
Revenue Increase/(Decrease) by Category  
2008-09 Adopted Budget and Estimate vs. 2009-10 Proposed**



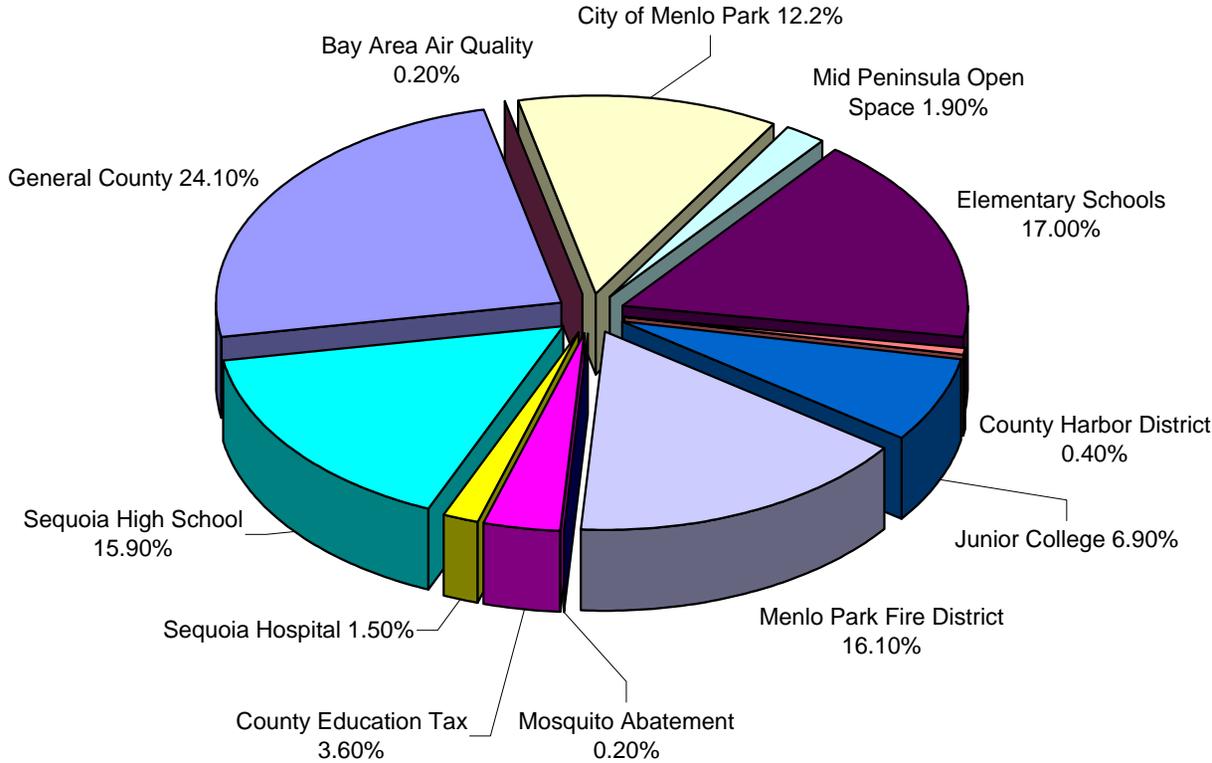
Operating Revenues	Adopted Budget 2008-09	Estimate 2008-09	Proposed Budget 2009-10	Adopted Budget vs. Proposed		Estimate vs. Proposed	
				Increase/ (Decrease) Amount	Increase/ (Decrease) %	Increase/ (Decrease) Amount	Increase/ (Decrease) %
Property Taxes	\$ 11,785,000	\$ 11,885,000	\$ 12,366,000	\$ 581,000	5%	\$ 481,000	4%
Sales Tax	7,320,000	7,250,000	6,978,000	(342,000)	-5%	(272,000)	-4%
Transient Occupancy Tax	1,810,000	1,810,000	2,800,070	990,070	55%	990,070	55%
Utility Users Tax	1,075,000	1,219,600	1,232,000	157,000	15%	12,400	1%
Franchise Fees	1,445,600	1,489,325	1,568,800	123,200	9%	79,475	5%
Licenses & Permits	3,927,400	3,197,267	2,991,988	(935,412)	-24%	(205,279)	-6%
Inter Governmental	1,803,507	1,804,693	1,782,509	(20,998)	-1%	(22,184)	-1%
Fines	1,033,520	1,073,520	1,348,442	314,922	30%	274,922	26%
Interest and Rent Income	1,522,455	1,514,455	1,087,823	(434,632)	-29%	(426,632)	-28%
Charges For Services	4,770,693	4,470,195	4,938,220	167,527	4%	468,025	10%
Transfers and Other	734,944	750,057	711,074	(23,870)	-3%	(38,983)	-5%
<b>Total Revenue</b>	<b>\$ 37,228,119</b>	<b>\$ 36,464,112</b>	<b>\$ 37,804,926</b>	<b>\$ 576,807</b>	<b>1.5%</b>	<b>\$ 1,340,814</b>	<b>4%</b>

**City of Menlo Park  
2009-10 General Fund  
Expenditure Increase/(Decrease) by Lead Department  
2008-2009 Adopted Budget and Estimate vs. 2009-10 Proposed**



	Adopted Budget 2008-09	Estimate 2008-09	Proposed Budget 2009-10	Adopted Budget vs. Proposed		Estimate vs. Proposed	
				Increase/ (Decrease) Amount	Increase/ (Decrease) %	Increase/ (Decrease) Amount	Increase/ (Decrease) %
Administrative Services	\$ 5,118,522	\$ 5,190,486	\$ 5,003,514	\$ (115,008)	-2%	\$ (186,972)	-4%
Community Development	3,211,097	2,872,076	2,791,550	(419,547)	-13%	(80,526)	-3%
Community Services	6,725,949	6,440,991	6,664,411	(61,538)	-1%	223,420	3%
Library	2,081,852	2,059,812	2,132,120	50,268	2%	72,308	4%
Police	13,363,116	13,438,605	14,067,093	703,977	5%	628,488	5%
Public Works	5,201,431	5,205,013	5,168,032	(33,399)	-1%	(36,981)	-1%
Transfers	2,534,200	1,734,200	2,377,800	(156,400)	-6%	643,600	37%
<b>Total Expenditures</b>	<b>\$ 38,236,167</b>	<b>\$ 36,941,183</b>	<b>\$ 38,204,520</b>	<b>\$ (31,647)</b>	<b>0%</b>	<b>\$ 1,263,337</b>	<b>3%</b>
Total Expenditures less Transfers	35,701,967	35,206,983	35,826,720	124,753	0%	619,737	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 2009-10 BUDGET SUMMARY  
By Department and Program**

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	Actual <u>2007-08</u>	Budget <u>2008-09</u>	Estimate <u>2008-09</u>	Proposed <u>2009-10</u>	Actual <u>2007-08</u>	Budget <u>2008-09</u>	Estimate <u>2008-09</u>	Proposed <u>2009-10</u>
<b>700 - Administrative Services Department</b>								
Program 701 - Policy Development And City Council Support	887,430	885,730	900,939	862,133	887,430	885,730	900,939	862,133
Program 702 - Service Excellence	186,250	288,305	265,493	302,299	186,250	288,305	265,493	302,299
Program 703 - Elections And Records	45,942	97,538	72,754	79,029	45,942	97,538	72,754	79,029
Program 704 - Community Engagement	147,490	338,843	310,323	272,771	147,490	338,843	310,323	272,771
Program 705 - Asset Preservation	15,300,409	2,758,914	2,809,957	3,385,392	25,755,243	12,569,775	12,183,753	13,474,288
Program 706 - Information Support	787,421	938,513	919,430	942,044	787,595	938,513	919,430	942,044
Program 707 - Internet And World Wide Web	64,413	78,553	67,714	65,285	64,413	78,553	67,714	65,285
Program 708 - Employee Support	797,841	899,302	942,475	852,591	11,474,420	1,521,302	1,685,475	1,503,591
Program 709 - Legal Services	224,917	296,693	270,354	272,640	363,272	420,346	528,924	457,497
Program 710 - Business Development	184,817	347,407	365,246	347,131	184,817	347,407	365,246	347,131
Department Total	<b>18,626,931</b>	<b>6,929,798</b>	<b>6,924,686</b>	<b>7,381,314</b>	<b>39,896,871</b>	<b>17,486,312</b>	<b>17,300,051</b>	<b>18,306,067</b>
<b>600 - Community Development Department</b>								
Program 501 - Affordable Housing	-	-	-	-	1,774,896	2,049,803	1,859,321	2,104,306
Program 502 - Community Development Area/Agency	-	-	-	-	7,555,064	8,820,685	7,534,692	7,392,867
Program 601 - Comprehensive Planning	358,928	611,990	579,551	707,234	358,928	611,990	579,551	707,234
Program 602 - Land and Building Development Services	2,380,577	2,497,190	2,292,525	2,084,316	2,579,584	2,654,523	2,292,525	2,084,316
Department Total	<b>2,739,505</b>	<b>3,109,180</b>	<b>2,872,076</b>	<b>2,791,550</b>	<b>12,268,472</b>	<b>14,137,000</b>	<b>12,266,090</b>	<b>12,288,724</b>
<b>300 - Community Services Department</b>								
Program 310 - Social Services & Childcare	3,519,384	3,665,207	3,573,529	3,658,094	3,607,297	3,809,538	3,691,907	3,786,665
Program 311 - Recreation/Physical Activities	2,621,283	3,017,292	2,867,462	3,006,318	2,621,983	3,017,992	2,867,462	3,007,018
Department Total	<b>6,140,668</b>	<b>6,682,499</b>	<b>6,440,991</b>	<b>6,664,411</b>	<b>6,229,281</b>	<b>6,827,530</b>	<b>6,559,369</b>	<b>6,793,683</b>
<b>400 - Library Department</b>								
Program 401 - Library Collections And Online Resources	1,549,438	1,643,721	1,605,355	1,690,485	1,600,585	1,894,664	1,784,796	1,903,043
Program 402 - Reading Promotion And Life Skills	432,025	431,630	454,456	441,635	646,275	633,711	656,201	708,451
Department Total	<b>1,981,463</b>	<b>2,075,351</b>	<b>2,059,811</b>	<b>2,132,120</b>	<b>2,246,860</b>	<b>2,528,375</b>	<b>2,440,997</b>	<b>2,611,494</b>
<b>100 - Police Department</b>								
Program 101 - Community Safety	8,114,857	8,311,076	8,619,372	9,178,485	9,478,170	9,648,722	9,783,248	10,375,884
Program 102 - Patrol Support	3,227,889	3,269,991	3,468,281	3,360,410	3,252,761	3,282,777	3,481,067	3,373,576
Program 103 - Emergency Preparedness	167,770	153,835	156,745	181,237	167,770	153,835	156,745	181,237
Program 104 - Traffic And School Safety	910,152	1,762,501	1,194,208	1,346,961	910,152	1,762,501	1,194,208	1,346,961
Department Total	<b>12,420,669</b>	<b>13,497,403</b>	<b>13,438,605</b>	<b>14,067,093</b>	<b>13,808,853</b>	<b>14,847,835</b>	<b>14,615,268</b>	<b>15,277,658</b>
<b>200 - Public Works Department</b>								
Program 201 - City Facilities	2,194,293	2,405,922	2,325,952	2,359,641	7,274,378	22,195,011	13,106,718	23,903,086
Program 202 - Menlo Park Municipal Water District Water Supply	-	-	-	-	5,591,030	4,418,206	3,846,477	4,464,061
Program 203 - City Vehicles And Equipment	367,685	386,978	359,002	308,314	661,513	829,374	774,230	670,421
Program 204 - Urban Forest	278,365	288,477	274,291	323,068	1,027,081	1,031,245	936,880	1,045,462
Program 205 - City-Owned Street And Other Right-Of-Way	1,521,981	1,549,216	1,594,849	1,397,604	1,948,977	2,046,726	1,897,146	1,880,675
Program 206 - Stormwater Management	154,415	179,201	157,054	248,003	532,646	607,550	507,681	615,839
Program 207 - Resource Conservation	65,904	77,741	47,979	55,382	236,659	249,735	214,369	288,567
Program 208 - Transportation Management	404,138	445,088	445,885	476,020	1,252,701	1,699,356	1,553,483	1,606,358
Department Total	<b>4,986,781</b>	<b>5,332,623</b>	<b>5,205,013</b>	<b>5,168,032</b>	<b>18,524,985</b>	<b>33,077,204</b>	<b>22,836,984</b>	<b>34,474,470</b>
City Totals	<b>46,896,016</b>	<b>37,626,855</b>	<b>36,941,183</b>	<b>38,204,520</b>	<b>92,975,322</b>	<b>88,904,256</b>	<b>76,018,759</b>	<b>89,752,095</b>

**FY 2009-10 BUDGET SUMMARY  
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	Actual 2007-08	Budget 2008-09	Estimate 2008-09	Proposed 2009-10	Actual 2007-08	Budget 2008-09	Estimate 2008-09	Proposed 2009-10
<b>700 - Administrative Services Department</b>								
Program 701 - Policy Development And City Council Support								
Service 701-01 - Effective Staffing	534,993	454,357	519,422	451,210	534,993	454,357	519,422	451,210
Service 701-02 - Intergovernmental Liaison	180,719	199,658	212,204	203,314	180,719	199,658	212,204	203,314
Service 701-03 - Commissions	27,939	41,609	28,277	48,509	27,939	41,609	28,277	48,509
Service 701-04 - Constituent Assistance	143,779	190,106	141,036	159,101	143,779	190,106	141,036	159,101
Program Total	<b>887,430</b>	<b>885,730</b>	<b>900,939</b>	<b>862,133</b>	<b>887,430</b>	<b>885,730</b>	<b>900,939</b>	<b>862,133</b>
Program 702 - Service Excellence								
Service 702-01 - Priority Setting	73,677	142,317	142,522	149,491	73,677	142,317	142,522	149,491
Service 702-02 - Performance Accountability and Workplace Env.	75,440	97,432	82,893	99,449	75,440	97,432	82,893	99,449
Service 702-03 - Interdepartmental Initiatives	37,133	48,556	40,079	53,359	37,133	48,556	40,079	53,359
Program Total	<b>186,250</b>	<b>288,305</b>	<b>265,493</b>	<b>302,299</b>	<b>186,250</b>	<b>288,305</b>	<b>265,493</b>	<b>302,299</b>
Program 703 - Elections And Records								
Service 703-01 - Coordinated Elections	21,737	65,985	52,842	34,221	21,737	65,985	52,842	34,221
Service 703-02 - Election Records Management	24,205	31,553	19,912	44,808	24,205	31,553	19,912	44,808
Program Total	<b>45,942</b>	<b>97,538</b>	<b>72,754</b>	<b>79,029</b>	<b>45,942</b>	<b>97,538</b>	<b>72,754</b>	<b>79,029</b>
Program 704 - Community Engagement								
Service 704-01 - Community Information	123,195	299,354	255,876	227,581	123,195	299,354	255,876	227,581
Service 704-02 - Community Involvement	19,005	30,873	52,194	31,807	19,005	30,873	52,194	31,807
Service 704-04 - Volunteers	5,291	8,616	2,252	13,383	5,291	8,616	2,252	13,383
Program Total	<b>147,490</b>	<b>338,843</b>	<b>310,323</b>	<b>272,771</b>	<b>147,490</b>	<b>338,843</b>	<b>310,323</b>	<b>272,771</b>
Program 705 - Asset Preservation								
Service 705-01 - Financial Planning	215,573	173,464	143,468	182,631	219,609	197,887	147,256	206,895
Service 705-02 - Investments	29,020	37,802	46,019	38,267	29,729	43,851	46,966	44,330
Service 705-03 - Revenue Management	306,783	308,953	354,822	340,559	2,728,050	2,428,275	2,462,971	2,461,646
Service 705-04 - Accounting and Reporting	345,982	403,490	426,818	354,033	381,311	454,397	462,143	405,200
Service 705-05 - Accounts Payable and Purchasing	100,526	101,006	104,630	92,101	126,859	128,708	130,915	115,210
Service 705-06 - Risk Management	-	-	-	-	983,211	1,568,630	1,375,474	1,287,134
Service 705-07 - General	14,302,525	1,734,200	1,734,200	2,377,800	14,302,525	1,734,200	1,734,200	2,377,800
Service 705-08 - Debt Service	-	-	-	-	6,983,948	6,013,828	5,823,828	6,576,071
Program Total	<b>15,300,409</b>	<b>2,758,914</b>	<b>2,809,957</b>	<b>3,385,392</b>	<b>25,755,243</b>	<b>12,569,775</b>	<b>12,183,753</b>	<b>13,474,288</b>
Program 706 - Information Support								
Service 706-01 - Desktop Maintenance	257,588	297,130	315,555	340,564	257,588	297,130	315,555	340,564
Service 706-02 - Network Infrastructure Maintenance	270,720	363,556	334,364	342,013	270,720	363,556	334,364	342,013
Service 706-03 - Design and Advice	26,841	21,131	16,735	16,615	26,841	21,131	16,735	16,615
Service 706-04 - Remote Access	10,468	5,758	18,270	12,476	10,468	5,758	18,270	12,476
Service 706-05 - Printing Support	221,803	250,939	234,506	230,375	221,977	250,939	234,506	230,375
Program Total	<b>787,421</b>	<b>938,513</b>	<b>919,430</b>	<b>942,044</b>	<b>787,595</b>	<b>938,513</b>	<b>919,430</b>	<b>942,043</b>
Program 707 - Internet And World Wide Web								
Service 707-01 - Web Posting	47,889	63,512	54,506	52,835	47,889	63,512	54,506	52,835
Service 707-02 - Interactive Web Services	16,524	15,041	13,208	12,450	16,524	15,041	13,208	12,450
Program Total	<b>64,413</b>	<b>78,553</b>	<b>67,714</b>	<b>65,285</b>	<b>64,413</b>	<b>78,553</b>	<b>67,714</b>	<b>65,285</b>

**FY 2009-10 BUDGET SUMMARY  
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	Actual 2007-08	Budget 2008-09	Estimate 2008-09	Proposed 2009-10	Actual 2007-08	Budget 2008-09	Estimate 2008-09	Proposed 2009-10
Program 708 - Employee Support								
Service 708-01 - Employee Compensation System	308,882	295,156	314,502	220,796	308,882	295,156	314,502	220,796
Service 708-02 - Employee Development	15,905	29,438	22,726	20,963	15,905	29,438	22,726	20,963
Service 708-03 - Employee Relations	122,113	141,936	147,910	162,154	122,113	141,936	147,910	162,154
Service 708-04 - Recruitment and Selection	176,397	194,372	187,438	144,978	176,397	194,372	187,438	144,978
Service 708-05 - General Employee Benefits	174,543	238,400	269,900	303,699	10,851,122	860,400	1,012,900	954,699
Program Total	<b>797,841</b>	<b>899,302</b>	<b>942,475</b>	<b>852,591</b>	<b>11,474,420</b>	<b>1,521,302</b>	<b>1,685,475</b>	<b>1,503,591</b>
Program 709 - Legal Services								
Service 709-01 - City Council and City Manager Support	62,313	101,648	93,229	92,575	84,286	123,784	116,041	115,108
Service 709-02 - Planning Staff and Planning Commission Support	53,483	75,533	71,709	70,022	53,483	75,533	71,709	70,022
Service 709-03 - Personnel, Risk Management and Other City Prog.	109,121	119,512	105,417	110,043	206,740	213,649	330,230	264,857
Service 709-05 - Community Development Agency	-	-	-	-	18,764	7,380	10,944	7,511
Program Total	<b>224,917</b>	<b>296,693</b>	<b>270,354</b>	<b>272,640</b>	<b>363,272</b>	<b>420,346</b>	<b>528,924</b>	<b>457,497</b>
Program 710 - Business Development								
Service 710-01 - Strategic Partnerships	69,776	123,799	128,434	128,839	69,776	123,799	128,434	128,839
Service 710-02 - Market Information and Research	72,458	113,118	150,499	102,095	72,458	113,118	150,499	102,095
Service 710-03 - Diversifying Tax Base	42,583	110,490	86,313	116,198	42,583	110,490	86,313	116,198
Program Total	<b>184,817</b>	<b>347,407</b>	<b>365,246</b>	<b>347,131</b>	<b>184,817</b>	<b>347,407</b>	<b>365,246</b>	<b>347,131</b>
Department Total	<b>18,626,931</b>	<b>6,929,798</b>	<b>6,924,686</b>	<b>7,381,314</b>	<b>39,896,871</b>	<b>17,486,312</b>	<b>17,300,051</b>	<b>18,306,066</b>
<b>600 - Community Development Department</b>								
Program 501 - Affordable Housing								
Service 501-01 - Increase Supply of Affordable Housing	-	-	-	-	1,454,395	1,466,663	1,533,163	1,236,795
Service 501-02 - Maintain Existing Affordable Housing Stock	-	-	-	-	158,922	429,695	192,274	716,384
Service 501-05 - Policy Development	-	-	-	-	161,579	153,444	133,885	151,127
Program Total	-	-	-	-	<b>1,774,896</b>	<b>2,049,803</b>	<b>1,859,321</b>	<b>2,104,306</b>
Program 502 - Community Development Area/Agency								
Service 502-01 - Policy, Program & Project Development	-	-	-	-	127,098	578,691	131,752	444,619
Service 502-02 - Facility Improvement	-	-	-	-	4,306,270	4,245,336	4,182,935	3,812,687
Service 502-03 - Service Enhancement	-	-	-	-	3,121,696	3,996,658	3,220,005	3,135,561
Program Total	-	-	-	-	<b>7,555,064</b>	<b>8,820,685</b>	<b>7,534,692</b>	<b>7,392,867</b>
Program 601 - Comprehensive Planning								
Service 601-01 - General Plan	330,265	565,830	552,681	620,571	330,265	565,830	552,681	620,571
Service 601-02 - Zoning Ord.& Related Documents	28,662	46,160	26,870	86,664	28,662	46,160	26,870	86,664
Service 601-03 - Neighborhood Land Use Study (Moved to 208-06)	-	-	-	-	-	-	-	-
Program Total	<b>358,928</b>	<b>611,990</b>	<b>579,551</b>	<b>707,234</b>	<b>358,928</b>	<b>611,990</b>	<b>579,551</b>	<b>707,234</b>
Program 602 - Land and Building Development Services								
Service 602-01 - Pre-Application Information	248,745	274,327	254,226	248,094	248,745	274,327	254,226	248,094
Service 602-02 - Zoning Review	640,212	675,127	619,701	584,716	839,219	832,459	619,701	584,716
Service 602-03 - Plan Check and Permitting	955,226	961,311	790,918	743,200	955,226	961,311	790,918	743,200
Service 602-04 - Inspecting and Monitoring	536,394	586,426	627,680	508,306	536,394	586,426	627,680	508,306
Program Total	<b>2,380,577</b>	<b>2,497,190</b>	<b>2,292,525</b>	<b>2,084,316</b>	<b>2,579,584</b>	<b>2,654,523</b>	<b>2,292,525</b>	<b>2,084,316</b>
Department Total	<b>2,739,505</b>	<b>3,109,180</b>	<b>2,872,076</b>	<b>2,791,550</b>	<b>12,268,472</b>	<b>14,137,000</b>	<b>12,266,090</b>	<b>12,288,724</b>

**FY 2009-10 BUDGET SUMMARY  
By Department, Program and Service**

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Estimate 2008-09</u>	<u>Proposed 2009-10</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Estimate 2008-09</u>	<u>Proposed 2009-10</u>
<b>300 - Community Services Department</b>								
Program 310 - Social Services & Childcare								
Service 310-01 - Seniors	404,208	435,729	426,872	438,627	404,208	435,729	426,872	438,627
Service 310-02 - Pre-School Child Care	2,025,072	2,144,179	2,114,771	2,198,292	2,025,072	2,144,179	2,114,771	2,198,292
Service 310-03 - Peninsula Partnership	171,364	161,379	104,119	146,898	259,277	305,710	222,497	275,469
Service 310-04 - School-Age Child Care	852,330	836,739	871,949	810,457	852,330	836,739	871,949	810,457
Service 310-05 - Teen Programs	66,410	87,181	55,817	63,821	66,410	87,181	55,817	63,821
Program Total	<b>3,519,384</b>	<b>3,665,207</b>	<b>3,573,529</b>	<b>3,658,094</b>	<b>3,607,297</b>	<b>3,809,538</b>	<b>3,691,907</b>	<b>3,786,665</b>
Program 311 - Recreation/Physical Activities								
Service 311-01 - Youth Sports	339,700	388,326	359,084	372,961	339,700	388,326	359,084	372,961
Service 311-02 - Adult Sports	137,002	156,335	156,992	155,490	137,002	156,335	156,992	155,490
Service 311-03 - Gymnastics	628,305	730,081	674,803	672,182	628,305	730,081	674,803	672,182
Service 311-04 - Aquatics	338,575	298,499	272,323	285,789	338,575	298,499	272,323	285,789
Service 311-05 - Contract Classes	592,870	767,418	776,907	858,420	592,870	767,418	776,907	858,420
Service 311-06 - Events & Concerts	166,710	195,473	165,141	181,511	167,410	196,173	165,141	182,211
Service 311-07 - Community Facilities Service	418,122	481,160	462,212	479,965	418,122	481,160	462,212	479,965
Program Total	<b>2,621,283</b>	<b>3,017,292</b>	<b>2,867,462</b>	<b>3,006,318</b>	<b>2,621,983</b>	<b>3,017,992</b>	<b>2,867,462</b>	<b>3,007,018</b>
Department Total	<b>6,140,668</b>	<b>6,682,499</b>	<b>6,440,991</b>	<b>6,664,411</b>	<b>6,229,281</b>	<b>6,827,530</b>	<b>6,559,369</b>	<b>6,793,683</b>
<b>400 - Library Department</b>								
Program 401 - Library Collections And Online Resources								
Service 401-01 - Library Materials	523,488	583,823	506,365	583,859	570,238	722,419	576,006	737,859
Service 401-02 - Circulation	567,499	565,473	613,289	621,709	567,499	565,473	613,289	621,709
Service 401-03 - User Assistance	458,451	494,425	485,702	484,917	462,848	606,772	595,502	543,475
Program Total	<b>1,549,438</b>	<b>1,643,721</b>	<b>1,605,355</b>	<b>1,690,485</b>	<b>1,600,585</b>	<b>1,894,664</b>	<b>1,784,796</b>	<b>1,903,043</b>
Program 402 - Reading Promotion And Life Skills								
Service 402-01 - Programs and events	94,304	76,257	84,212	86,552	126,806	116,072	123,996	175,558
Service 402-02 - Foster community	40,212	57,527	45,412	45,990	40,212	57,527	45,412	45,990
Service 402-03 - Teaching	-	-	-	-	181,747	162,266	161,961	177,810
Service 402-04 - Belle Haven	297,509	297,846	324,833	309,093	297,510	297,846	324,833	309,093
Program Total	<b>432,025</b>	<b>431,630</b>	<b>454,456</b>	<b>441,635</b>	<b>646,275</b>	<b>633,711</b>	<b>656,201</b>	<b>708,451</b>
Department Total	<b>1,981,463</b>	<b>2,075,351</b>	<b>2,059,811</b>	<b>2,132,120</b>	<b>2,246,860</b>	<b>2,528,375</b>	<b>2,440,997</b>	<b>2,611,494</b>
<b>100 - Police Department</b>								
Program 101 - Community Safety								
101-01 - Patrol Service	6,139,391	5,932,537	6,382,180	7,024,587	6,343,430	6,053,937	6,501,166	7,124,637
101-02 - Investigations	1,267,099	1,405,777	1,417,335	1,288,485	1,267,099	1,405,777	1,417,335	1,288,485
101-04 - Community Outreach	615,785	850,805	681,530	784,073	615,785	850,805	681,530	784,073
101-05 - Narcotic Abatement	41,195	62,487	61,552	41,550	598,291	626,190	586,754	828,323
101-06 - Code Enforcement	51,388	59,470	76,774	39,790	653,566	712,013	596,463	350,365
Program Total	<b>8,114,857</b>	<b>8,311,076</b>	<b>8,619,372</b>	<b>9,178,485</b>	<b>9,478,170</b>	<b>9,648,722</b>	<b>9,783,248</b>	<b>10,375,884</b>

**FY 2009-10 BUDGET SUMMARY  
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	Actual 2007-08	Budget 2008-09	Estimate 2008-09	Proposed 2009-10	Actual 2007-08	Budget 2008-09	Estimate 2008-09	Proposed 2009-10
Program 102 - Patrol Support								
102-01 - Dispatch	1,994,825	1,988,397	2,141,955	1,955,494	2,013,942	1,988,397	2,141,955	1,955,494
102-02 - Records Management	428,933	412,544	406,731	544,527	428,933	412,544	406,731	544,527
102-04 - Police Training	430,635	443,212	479,193	430,214	430,635	443,212	479,193	430,214
102-05 - Parking Management	373,496	425,838	440,403	430,175	379,251	438,624	453,189	443,341
Program Total	<b>3,227,889</b>	<b>3,269,991</b>	<b>3,468,281</b>	<b>3,360,410</b>	<b>3,252,761</b>	<b>3,282,777</b>	<b>3,481,067</b>	<b>3,373,576</b>
Program 103 - Emergency Preparedness								
103-01 - Information Outreach	36,571	24,570	35,048	26,664	36,571	24,570	35,048	26,664
103-02 - Disaster Management Coordination	102,562	105,425	96,115	119,590	102,562	105,425	96,115	119,590
103-03 - Emergency Preparedness Training	28,637	23,840	25,582	34,983	28,637	23,840	25,582	34,983
Program Total	<b>167,770</b>	<b>153,835</b>	<b>156,745</b>	<b>181,237</b>	<b>167,770</b>	<b>153,835</b>	<b>156,745</b>	<b>181,237</b>
Program 104 - Traffic And School Safety								
104-01 - Public Traffic Safety Education	1,663	1,854	54	-	1,663	1,854	54	-
104-02 - Enforcement of Traffic Laws	908,489	1,760,647	1,194,154	1,346,961	908,489	1,760,647	1,194,154	1,346,961
Program Total	<b>910,152</b>	<b>1,762,501</b>	<b>1,194,208</b>	<b>1,346,961</b>	<b>910,152</b>	<b>1,762,501</b>	<b>1,194,208</b>	<b>1,346,961</b>
Department Total	<b>12,420,669</b>	<b>13,497,403</b>	<b>13,438,605</b>	<b>14,067,093</b>	<b>13,808,853</b>	<b>14,847,835</b>	<b>14,615,268</b>	<b>15,277,658</b>
<b>200 - Public Works Department</b>								
Program 201 - City Facilities								
Service 201-01 - Facility/Field Capital Projects	5,531	330,001	344,213	106,440	4,671,100	19,542,673	10,568,742	21,085,006
Service 201-02 - Facility Maintenance	1,251,148	1,238,476	1,168,387	1,256,040	1,251,911	1,238,476	1,168,387	1,256,040
Service 201-03 - Field/Grounds Maintenance	937,613	837,444	813,352	997,161	1,351,367	1,413,862	1,369,589	1,562,040
Program Total	<b>2,194,293</b>	<b>2,405,922</b>	<b>2,325,952</b>	<b>2,359,641</b>	<b>7,274,378</b>	<b>22,195,011</b>	<b>13,106,718</b>	<b>23,903,085</b>
Program 202 - Menlo Park Municipal Water District Water Supply								
Service 202-01 - Water Delivery System	-	-	-	-	5,268,819	3,870,575	3,415,442	3,906,956
Service 202-02 - Water Supply	-	-	-	-	322,211	547,631	431,035	557,104
Program Total	-	-	-	-	<b>5,591,030</b>	<b>4,418,206</b>	<b>3,846,477</b>	<b>4,464,061</b>
Program 203 - City Vehicles And Equipment								
Service 203-01 - Vehicle Replacement	12,563	17,644	13,874	7,166	276,371	419,326	416,535	316,966
Service 203-02 - Vehicle Repair and Maintenance	355,122	369,334	345,128	301,148	385,143	410,048	357,694	353,456
Program Total	<b>367,685</b>	<b>386,978</b>	<b>359,002</b>	<b>308,314</b>	<b>661,513</b>	<b>829,374</b>	<b>774,230</b>	<b>670,421</b>
Program 204 - Urban Forest								
Service 204-02 - City Tree Maintenance	163,700	189,976	162,766	224,850	912,415	932,744	825,354	947,244
Service 204-03 - Heritage Trees	114,666	98,501	111,526	98,218	114,666	98,501	111,526	98,218
Program Total	<b>278,365</b>	<b>288,477</b>	<b>274,291</b>	<b>323,068</b>	<b>1,027,081</b>	<b>1,031,245</b>	<b>936,880</b>	<b>1,045,462</b>
Program 205 - City-Owned Street And Other Right-Of-Way								
Service 205-01 - Right-of-Way Maintenance/Repair	582,825	526,051	558,301	531,052	643,372	567,123	558,301	571,073
Service 205-02 - Street Fixture Maintenance	247,743	247,975	237,423	217,346	264,995	247,975	245,063	217,346
Service 205-03 - Median/Roadway Landscaping	414,084	516,876	418,047	373,691	530,214	661,194	495,016	527,214
Service 205-04 - Street Cleaning	-	-	-	-	198,500	233,018	144,600	213,843
Service 205-05 - Right-of-Way Encroachments	277,329	258,314	381,079	275,516	311,896	337,416	454,167	351,200
Program Total	<b>1,521,981</b>	<b>1,549,216</b>	<b>1,594,849</b>	<b>1,397,604</b>	<b>1,948,977</b>	<b>2,046,726</b>	<b>1,897,146</b>	<b>1,880,675</b>

**FY 2009-10 BUDGET SUMMARY  
By Department, Program and Service**

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Estimate 2008-09</u>	<u>Proposed 2009-10</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Estimate 2008-09</u>	<u>Proposed 2009-10</u>
Program 206 - Stormwater Management								
Service 206-01 - Storm Drain System	77,495	97,624	90,703	84,214	77,495	97,624	90,703	84,214
Service 206-02 - FEMA Compliance	30,633	13,984	22,216	9,257	30,633	13,984	22,216	9,257
Service 206-03 - Stormwater Pollution Prevention	40,580	56,239	36,822	147,782	232,815	256,658	182,848	326,337
Service 206-04 - Creek Management	5,707	11,354	7,314	6,750	191,702	239,284	211,914	196,031
Program Total	<b>154,415</b>	<b>179,201</b>	<b>157,054</b>	<b>248,003</b>	<b>532,646</b>	<b>607,550</b>	<b>507,681</b>	<b>615,839</b>
Program 207 - Resource Conservation								
Service 207-01 - Solid Waste Management	-	-	-	-	170,755	171,994	166,391	233,185
Service 207-02 - Sustainable Environmental Practices	65,904	77,741	47,979	55,382	65,904	77,741	47,979	55,382
Program Total	<b>65,904</b>	<b>77,741</b>	<b>47,979</b>	<b>55,382</b>	<b>236,659</b>	<b>249,735</b>	<b>214,369</b>	<b>288,567</b>
Program 208 - Transportation Management								
Service 208-01 - Congestion Management	273,395	283,044	293,329	282,012	441,612	655,049	620,527	520,830
Service 208-02 - Transportation Demand Management	37,552	49,573	45,770	52,037	470,158	536,307	464,438	561,265
Service 208-04 - Street Signage & Markings	57,868	78,679	69,830	106,806	160,266	288,870	278,086	304,838
Service 208-05 - Safe Routes to School	1,410	3,734	1,427	5,304	51,508	65,412	41,713	67,783
Service 208-06 - Neighborhood Traffic Management	33,914	30,058	35,528	29,861	129,156	153,719	148,718	151,642
Program Total	<b>404,138</b>	<b>445,088</b>	<b>445,885</b>	<b>476,020</b>	<b>1,252,701</b>	<b>1,699,356</b>	<b>1,553,483</b>	<b>1,606,358</b>
Department Total	<b>4,986,781</b>	<b>5,332,623</b>	<b>5,205,013</b>	<b>5,168,032</b>	<b>18,524,985</b>	<b>33,077,204</b>	<b>22,836,984</b>	<b>34,474,469</b>
City Total	<b>46,896,016</b>	<b>37,626,855</b>	<b>36,941,183</b>	<b>38,204,519</b>	<b>92,975,322</b>	<b>88,904,256</b>	<b>76,018,759</b>	<b>89,752,093</b>

**FY 2009-10 FTE SCHEDULE  
By Department and Program**

	<u>GENERAL FUND</u>		<u>ALL FUNDS</u>	
	<u>2008-2009</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2009-2010</u>
<b>700 - Administrative Services Department</b>				
Program 701 - Policy Development and City Council Support	8.65	8.65	8.65	8.65
Program 702 - Service Excellence	0.90	0.90	0.90	0.90
Program 703 - Elections and Records	0.25	0.25	0.25	0.25
Program 704 - Community Engagement	1.10	1.10	1.10	1.10
Program 705 - Asset Preservation	6.37	6.37	6.68	6.68
Program 706 - Information Support	4.09	3.86	4.09	3.86
Program 707 - Internet and World Wide Web	0.48	0.30	0.48	0.30
Program 708 - Employee Support	3.25	3.31	3.25	3.31
Program 709 - Legal Services	0.65	0.65	1.00	1.00
Program 710 - Business Development	2.00	2.00	2.00	2.00
Department Total	<u>27.74</u>	<u>27.39</u>	<u>30.40</u>	<u>30.05</u>
<b>600 - Community Development Department</b>				
Program 501 - Affordable Housing	0.00	0.00	3.34	3.16
Program 502 - Community Development Area/Agency	0.00	0.00	0.43	0.35
Program 601 - Comprehensive Planning	0.97	1.72	0.97	1.72
Program 602 - Land and Building Development Services	15.17	14.71	15.17	14.71
Department Total	<u>16.14</u>	<u>16.42</u>	<u>19.91</u>	<u>19.93</u>
<b>300 - Community Services Department</b>				
Program 310 - Social Services and Childcare	33.07	32.53	33.65	33.17
Program 311 - Recreation/Physical Activities	17.50	18.73	17.50	18.73
Department Total	<u>50.57</u>	<u>51.26</u>	<u>51.15</u>	<u>51.90</u>
<b>400 - Library Department</b>				
Program 401 - Library Collections and Online Resources	10.09	9.29	10.09	9.29
Program 402 - Reading Promotion and Life Skills	3.49	3.31	5.16	5.21
Department Total	<u>13.58</u>	<u>12.60</u>	<u>15.25</u>	<u>14.50</u>
<b>100 - Police Department</b>				
Program 101 - Community Safety	37.93	40.62	44.28	45.97
Program 102 - Patrol Support	21.26	22.27	21.26	22.27
Program 103 - Emergency Preparedness	0.37	0.44	0.37	0.44
Program 104 - Traffic and School Safety	10.10	7.08	10.10	7.08
Department Total	<u>69.66</u>	<u>70.41</u>	<u>76.01</u>	<u>75.76</u>
<b>200 - Public Works Department</b>				
Program 201 - City Facilities	14.16	14.55	22.24	23.09
Program 202 - Menlo Park Municipal Water District Water Supply	0.00	0.00	5.27	5.22
Program 203 - City Vehicles and Equipment	2.79	1.80	3.14	2.10
Program 204 - Urban Forest	2.49	2.41	4.77	4.61
Program 205 - City-Owned Street and Other Right-of-Way	8.75	7.57	10.96	9.52
Program 206 - Stormwater Management	1.73	0.94	3.07	1.90
Program 207 - Resource Conservation	0.28	0.38	1.30	1.56
Program 208 - Transportation Management	1.90	2.16	5.28	5.63
Department Total	<u>32.10</u>	<u>29.79</u>	<u>56.03</u>	<u>53.61</u>
City Totals	<u>209.79</u>	<u>207.87</u>	<u>248.75</u>	<u>245.75</u>

\*FTE numbers shown include the following positions frozen for the 2009-10 fiscal year: 1 FTE Police Officer, 0.25 FTE Plan Checker, 0.25 FTE Inspector

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CITY OF MENLO PARK  
FISCAL YEAR 2009 – 10



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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
701-01 - Effective Staffing	\$ 534,993	\$ 454,357	\$ 519,422	\$ 451,210
701-02 - Intergovernmental Liaison	180,719	199,658	212,204	203,314
701-03 - Commissions	27,939	41,609	28,277	48,509
701-04 - Constituent Assistance	143,779	190,106	141,036	159,101
<b>Program Total</b>	<b>\$ 887,430</b>	<b>\$ 885,730</b>	<b>\$ 900,939</b>	<b>\$ 862,133</b>

**LEAD DEPARTMENT: Administrative Services**

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

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 534,993</b>	<b>100%</b>	<b>\$ 454,357</b>	<b>100%</b>	<b>\$ 519,422</b>	<b>100%</b>	<b>\$ 451,210</b>	<b>100%</b>
Personnel	508,011	95%	421,311	93%	486,376	94%	417,546	93%
Operating	21,398	4%	28,046	6%	28,046	5%	29,664	7%
Services	5,584	1%	5,000	1%	5,000	1%	4,000	1%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 533,946	100%	\$ 454,357	100%	\$ 519,422	100%	\$ 451,210	100%
Interest and Rent Income	1,000	0%	-	0%	-	0%	-	0%
Charges For Services	48	0%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Administrative Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
701-02 - 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.	60% of the regional, state, and federal issues on which the City takes a position are resolved in accordance with the City's recommendation.	Data not available

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 180,719</b>	<b>100%</b>	<b>\$ 199,658</b>	<b>100%</b>	<b>\$ 212,204</b>	<b>100%</b>	<b>\$ 203,314</b>	<b>100%</b>
Personnel	53,137	29%	61,538	31%	74,084	35%	64,484	32%
Operating	127,582	71%	138,120	69%	138,120	65%	138,830	68%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 180,719	100%	\$ 199,658	100%	\$ 212,204	100%	\$ 203,314	100%
Burgess Award Fund	(790)	0%	(500)	0%	-	0%	(200)	0%
Interest and Rent Income	790	0%	500	0%	-	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
701-03 - Commissions: Recruit and train commissioners so that they are considered to be in synch with and an integral part of the City's policy development and decision-making processes.	Commissioners rate their experience at an 85% satisfaction level.  At least two applications are received for each vacancy 90% of the time within the initial deadline.	Exceeded - 92%  Not met - 73% (8 of 11 recruitments)

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>		
<b>Total Expenditures</b>	\$	<b>27,939</b>	<b>100%</b>	\$	<b>41,609</b>	<b>100%</b>	\$	<b>48,509</b>	<b>100%</b>
Personnel		27,365	98%		38,835	93%		45,387	94%
Operating		574	2%		374	1%		722	1%
Services		-	0%		2,400	6%		2,400	5%
<b>Funding Source *</b>									
General Fund	\$	27,939	100%	\$	41,609	100%	\$	48,509	100%

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

**LEAD DEPARTMENT: Administrative Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
701-04 - Constituent Assistance: 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 - 2 days, 19 hours  Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 143,779</b>	<b>100%</b>	<b>\$ 190,106</b>	<b>100%</b>	<b>\$ 141,036</b>	<b>100%</b>	<b>\$ 159,101</b>	<b>100%</b>
Personnel	121,777	85%	166,834	88%	117,764	83%	155,076	97%
Operating	3,113	2%	2,792	1%	2,792	2%	4,025	3%
Services	18,888	13%	20,480	11%	20,480	15%	-	0%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 143,779	100%	\$ 190,106	100%	\$ 141,036	100%	\$ 159,101	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
702-01 - Priority Setting	\$ 73,677	\$ 142,317	\$ 142,522	\$ 149,491
702-02 - Performance Accountability	75,440	97,432	82,893	99,449
702-03 - Interdepartmental Initiatives	37,133	48,556	40,079	53,359
<b>Program Total</b>	<u>\$ 186,250</u>	<u>\$ 288,305</u>	<u>\$ 265,493</u>	<u>\$ 302,299</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
702-01 - Priority Setting: Identify community needs and expectations through surveys, workshops and outreach, and clearly link them to the City's funding priorities and service levels.	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 Feb 09.  Not met - 60%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	\$ 73,677	100%	\$ 142,317	100%	\$ 142,522	100%	\$ 149,491	100%
Personnel	71,034	96%	122,345	86%	122,550	86%	127,579	85%
Operating	2,643	4%	19,972	14%	19,972	14%	21,911	15%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>	\$ 73,677	100%	\$ 142,317	100%	\$ 142,522	100%	\$ 149,491	100%
General Fund								

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
702-02 - Performance 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 - above benchmark  Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 75,440</b>	<b>100%</b>	<b>\$ 97,432</b>	<b>100%</b>	<b>\$ 82,893</b>	<b>100%</b>	<b>\$ 99,449</b>	<b>100%</b>
Personnel	71,756	95%	64,583	66%	50,044	60%	66,815	67%
Operating	1,434	2%	2,012	2%	2,012	2%	2,635	3%
Services	2,250	3%	30,837	32%	30,837	37%	30,000	30%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 75,440	100%	\$ 97,432	100%	\$ 82,893	100%	\$ 99,449	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
702-03 - Interdepartmental Initiatives: Coordinate interdepartmental projects requiring team-based, cooperative, and multidisciplinary involvement.	85% of employees report that they are satisfied with the teamwork between City departments.	Data not available - employee survey scheduled for Fall 2009

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>		
<b>Total Expenditures</b>	\$	<b>37,133</b>	<b>100%</b>	\$	<b>48,556</b>	<b>100%</b>	\$	<b>53,359</b>	<b>100%</b>
Personnel		36,416	98%		47,847	99%		52,161	98%
Operating		717	2%		709	1%		1,198	2%
<b>Funding Source *</b>		<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$	37,133	100%	\$	48,556	100%	\$	53,359	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
703-01 - Coordinated Elections	\$ 21,737	\$ 65,985	\$ 52,842	\$ 34,221
703-02 - Records Management	24,205	31,553	19,912	44,808
<b>Program Total</b>	<u>\$ 45,942</u>	<u>\$ 97,538</u>	<u>\$ 72,754</u>	<u>\$ 79,029</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
703-01 - Coordinated Elections: 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 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	\$ 21,737	100%	\$ 65,985	100%	\$ 52,842	100%	\$ 34,221	100%
Personnel	19,248	89%	24,252	37%	11,109	21%	27,796	81%
Operating	2,489	11%	6,733	10%	6,733	13%	6,425	19%
Services	-	0%	35,000	53%	35,000	66%	-	0%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 21,737	100%	\$ 65,985	100%	\$ 51,842	98%	\$ 34,221	100%
Charges For Services	-	0%	-	0%	1,000	2%	-	0%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
703-02 - Records Management: 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

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 24,205</b>	<b>100%</b>	<b>\$ 31,553</b>	<b>100%</b>	<b>\$ 19,912</b>	<b>100%</b>	<b>\$ 44,808</b>	<b>100%</b>
Personnel	14,291	59%	14,984	47%	3,343	17%	27,762	62%
Operating	8,377	35%	11,419	36%	11,419	57%	12,046	27%
Services	1,538	6%	5,150	16%	5,150	26%	5,000	11%
<b><u>Funding Source *</u></b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 24,205	100%	\$ 31,553	100%	\$ 19,912	100%	\$ 44,808	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
704-01 - Community Information	\$ 123,195	\$ 299,354	\$ 255,876	\$ 227,581
704-02 - Community Involvement	19,005	30,873	52,194	31,807
704-04 - Volunteers	5,291	8,616	2,252	13,383
<b>Program Total</b>	<u>\$ 147,490</u>	<u>\$ 338,843</u>	<u>\$ 310,323</u>	<u>\$ 272,771</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 704 - COMMUNITY ENGAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
704-01 - Community Information: Provide written and electronic information that is current, timely and valued by residents.	Bi-annual survey results indicate residents rate public information services higher than benchmark.	Met - above benchmark
	Bi-annual survey results indicate 75% of residents using City website rate ability to find information very easy to neither easy nor difficult.	Not met - 56%
	Bi-annual survey results indicate number of residents using City website in the last 12 months is higher than benchmark.	Met - above benchmark
	Newsletter clip-out survey indicates 75% of respondents rate newsletter as useful source of City information.	Data not available - only 3 issues of newsletter published

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>123,195</b>	<b>100%</b>	\$	<b>299,354</b>	<b>100%</b>	\$	<b>227,581</b>	<b>100%</b>
Personnel		67,693	55%		142,571	48%		152,981	67%
Operating		2,574	2%		31,434	11%		25,601	11%
Services		52,927	43%		125,349	42%		49,000	22%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Funding Source *</b>	\$	<b>123,195</b>	<b>100%</b>	\$	<b>299,354</b>	<b>100%</b>	\$	<b>227,581</b>	<b>100%</b>
General Fund		123,195	100%		299,354	100%		227,581	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 704 - COMMUNITY ENGAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
704-02 - Community Involvement: Survey opinions, solicit input and seek suggestions about City services and community affairs.	Bi-annual 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 survey indicates residents rate the job Menlo Park does at welcoming community involvement higher than benchmark.	Not met - similar to benchmark
	Bi-annual survey indicates residents rate the job Menlo Park does at listening to citizens higher than benchmark.	Not met - similar to benchmark
	Bi-annual 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.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	\$ 19,005	100%	\$ 30,873	100%	\$ 52,194	100%	\$ 31,807	100%
Personnel	18,504	97%	30,336	98%	51,657	99%	31,021	98%
Operating	501	3%	537	2%	537	1%	785	2%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 19,005	100%	\$ 30,873	100%	\$ 52,194	100%	\$ 31,807	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 704 - COMMUNITY ENGAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
704-04 - 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 - 12,365 hours donated

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>		
<b>Total Expenditures</b>	\$	<b>5,291</b>	<b>100%</b>	\$	<b>8,616</b>	<b>100%</b>	\$	<b>13,383</b>	<b>100%</b>
Personnel		5,087	96%		7,932	92%		12,635	94%
Operating		205	4%		684	8%		748	6%
<b><u>Funding Source *</u></b>		<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$	5,291	100%	\$	8,616	100%	\$	13,383	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
705-01 - Financial Planning	\$ 219,609	\$ 197,887	\$ 147,256	\$ 206,895
705-02 - Investments	29,729	43,851	46,966	44,330
705-03 - Revenue Management	2,728,050	2,428,275	2,462,971	2,461,647
705-04 - Accounting and Reporting	381,311	454,397	462,143	405,200
705-05 - Accounts Payable and Purchasing	126,859	128,708	130,915	115,210
705-06 - Risk Management	983,211	1,568,630	1,375,474	1,287,134
705-07 - General (Transfers Out)	14,302,525	1,734,200	1,734,200	2,377,800
705-08 - Debt Service	6,983,948	6,013,828	5,823,828	6,576,071
<b>Program Total</b>	<b>\$ 25,755,243</b>	<b>\$ 12,569,775</b>	<b>\$ 12,183,753</b>	<b>\$ 13,474,288</b>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-01 - Financial Planning: 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.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 219,609</b>	<b>100%</b>	<b>\$ 197,887</b>	<b>100%</b>	<b>\$ 147,256</b>	<b>100%</b>	<b>\$ 206,895</b>	<b>100%</b>
Personnel	190,889	87%	186,455	94%	141,542	96%	193,694	94%
Operating	8,720	4%	9,432	5%	4,714	3%	11,201	5%
Services	20,000	9%	2,000	1%	1,000	1%	2,000	1%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 215,573	98%	\$ 173,464	88%	\$ 143,468	97%	\$ 182,631	88%
Garbage Service Fund	961	0%	6,185	3%	947	1%	6,064	3%
Community Development Agency Non-Housing	1,559	1%	10,124	5%	1,578	1%	10,106	5%
Community Development Agency Housing	1,266	1%	6,144	3%	947	1%	6,064	3%
Water Fund - Operation	251	0%	1,970	1%	316	0%	2,031	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:**

705-02 - Investments: Manage cash flow to meet requirements while maximizing return on investments and maintaining safety of principal.

**RESULTS:**

Achieve greater than the twelve month average of two year T-bill rate on investments.

**STATUS:**

Met; Mar 2009 annualized rate net of fees = 3.08%, 2 year T-Note (12 month trailing) = 1.73%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>29,729</b>	<b>100%</b>	\$	<b>43,851</b>	<b>100%</b>	\$	<b>44,330</b>	<b>100%</b>
Personnel		19,690	66%		32,647	74%		32,431	73%
Operating		10,039	34%		11,204	26%		11,899	27%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Funding Source *</b>	\$			\$			\$		
General Fund		(2,338,377)	-7866%		(1,117,198)	-2548%		(702,333)	-1584%
Community Development Agency Non-Housing		463	2%		4,079	9%		4,042	9%
Water Fund - Operation		239	1%		1,970	4%		2,021	5%
Interest and Rent Income		2,367,396	7963%		1,155,000	2634%		740,600	1671%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-03 - Revenue Management: 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 - 111 new licenses

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 2,728,050</b>	<b>100%</b>	<b>\$ 2,428,275</b>	<b>100%</b>	<b>\$ 2,462,971</b>	<b>100%</b>	<b>\$ 2,461,647</b>	<b>100%</b>
Personnel	218,155	8%	223,902	9%	239,770	10%	223,801	9%
Operating Services	447,248	16%	445,707	18%	451,201	18%	473,846	19%
	2,062,647	76%	1,758,666	72%	1,772,000	72%	1,764,000	72%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ (1,648,079)	-60%	\$ (1,611,702)	-66%	\$ (1,568,043)	-64%	\$ (1,584,712)	-64%
Garbage Service Fund	54,795	2%	(93,561)	-4%	(99,573)	-4%	(217,189)	-9%
Water Fund - Operation	(3,282,974)	-120%	(3,685,117)	-152%	(3,614,278)	-147%	(4,001,724)	-163%
Licenses & Permits	1,540,487	56%	1,528,800	63%	1,528,800	62%	1,544,088	63%
Interest and Rent Income	536,600	20%	514,455	21%	437,455	18%	361,223	15%
Charges For Services	5,526,876	203%	5,775,400	238%	5,778,610	235%	6,359,960	258%
Other Financing Sources	344	0%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-04 - 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.	Met
	Receive an unqualified opinion on all annual audits.	Met
	Prepare and distribute an Annual Financial Report Summary for the community that is comprehensive and understandable to the general public by December 15th.	Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 381,311</b>	<b>100%</b>	<b>\$ 454,397</b>	<b>100%</b>	<b>\$ 462,143</b>	<b>100%</b>	<b>\$ 405,200</b>	<b>100%</b>
Personnel	327,965	86%	338,627	75%	389,894	84%	344,522	85%
Operating	6,620	2%	17,981	4%	13,368	3%	10,678	3%
Services	46,727	12%	97,789	22%	58,881	13%	50,000	12%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 345,346	91%	\$ 403,490	89%	\$ 426,579	92%	\$ 353,833	87%
Garbage Service Fund	474	0%	3,943	1%	631	0%	4,042	1%
Community Development Agency Non-Housing	11,887	3%	34,705	8%	20,505	4%	35,390	9%
Community Development Agency Housing	22,429	6%	9,162	2%	13,873	3%	9,713	2%
Water Fund - Operation	539	0%	3,097	1%	316	0%	2,021	0%
Charges For Services	636	0%	-	0%	239	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-05 - Accounts Payable and Purchasing: Administer effective fiscal policies and practices to ensure that all purchases are made within guidelines and budget, emergency needs are taken care of and bills are paid on time and accurately to maintain credit worthiness.	Obtain the maximum discount provided by the City's CalCard Purchasing Program each month.	Met; savings amounted to \$6,939 in calendar year 2008

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>		
<b>Total Expenditures</b>	\$	<b>126,859</b>	<b>100%</b>	\$	<b>128,708</b>	<b>100%</b>	\$	<b>115,210</b>	<b>100%</b>
Personnel		124,407	98%		123,498	96%		110,278	96%
Operating		2,452	2%		5,210	4%		4,932	4%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>		
General Fund	\$	95,178	75%	\$	93,806	73%	\$	84,721	74%
Community Development Agency Non-Housing		17,656	14%		18,754	15%		15,681	14%
Water Fund - Operation		8,677	7%		8,948	7%		7,428	6%
Charges For Services		5,348	4%		7,200	6%		7,380	6%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-06 - Risk Management: Coordinate safety training and maintain awareness to prevent the adverse effects of accidents and work injuries and minimize cost. Administer claims by investigating, processing and defending liability and work related injury claims.	Recommend for settlement or denial on 80% of claims received within 5 working days.	Met
	Investigate and initiate mitigation of 100% of reported hazards within 24 hours.	Met
	Maintain number of indemnity claims at 15 or below.	Met - 14
	Process 100% of employee claims requiring medical treatment within 48 hours of knowledge of occurrence.	Met
	Maintain number of new medical claims at 30 or below.	Met - 12

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 983,211</b>	<b>100%</b>	<b>\$ 1,568,630</b>	<b>100%</b>	<b>\$ 1,375,474</b>	<b>100%</b>	<b>\$ 1,287,134</b>	<b>100%</b>
Personnel	92,142	9%	101,528	6%	86,361	6%	97,856	8%
Operating	853,540	87%	1,423,269	91%	1,248,113	91%	1,137,779	88%
Services	37,529	4%	43,833	3%	41,000	3%	51,500	4%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
Liability/Fire Insurance Fund	(200,927)	-20%	(86,572)	-6%	(16,647)	-1%	(178,138)	-14%
Worker's Compensation Fund	(502,422)	-51%	(34,799)	-2%	(263,411)	-19%	11,272	1%
Interest and Rent Income	175,406	18%	70,000	4%	44,532	3%	53,000	4%
Charges For Services	1,511,153	154%	1,620,000	103%	1,611,000	117%	1,401,000	109%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-07 - General (Transfers Out): Ensure timely receipt of general revenue and transfers.	Actual General Fund revenue variances with the adjusted budget are less than 10%.	Met - 4.8% for the year ended June 30, 2008

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 14,302,525</b>	<b>100%</b>	<b>\$ 1,734,200</b>	<b>100%</b>	<b>\$ 1,734,200</b>	<b>100%</b>	<b>\$ 2,377,800</b>	<b>100%</b>
Operating	14,302,525	100%	1,734,200	100%	1,734,200	100%	2,377,800	100%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ (10,096,084)	-71%	\$ (22,723,594)	-1310%	\$ (22,722,019)	-1310%	\$ (23,372,944)	-983%
Taxes	22,142,190	155%	22,140,000	1277%	22,164,600	1278%	23,376,070	983%
Franchise Fees	1,428,708	10%	1,515,600	87%	1,489,325	86%	1,568,800	66%
Licenses & Permits	5,272	0%	2,600	0%	3,600	0%	2,600	0%
Inter Governmental Revenue	168,921	1%	111,300	6%	110,300	6%	141,000	6%
Charges For Services	2,712	0%	-	0%	100	0%	-	0%
Other Financing Sources	650,807	5%	688,294	40%	688,294	40%	662,274	28%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

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

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 6,983,948</b>	<b>100%</b>	<b>\$ 6,013,828</b>	<b>100%</b>	<b>\$ 5,823,828</b>	<b>100%</b>	<b>\$ 6,576,071</b>	<b>100%</b>
Operating	6,983,948	100%	6,013,828	100%	5,823,828	100%	6,576,071	100%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
Measure T Bond	-	0%	-	0%	-	0%	(9,050,000)	-138%
2002 Recreation GO Bond D.S.	(482,865)	-7%	(293,865)	-5%	53,563	1%	(128,823)	-2%
1990 Library Bond Debt Service	(35,438)	-1%	69	0%	(28,931)	0%	-	0%
Debt Service Fund-CDA	340,738	5%	(50,000)	-1%	(220,000)	-4%	-	0%
Special Assessments on Tax Roll	1,716,874	25%	1,568,000	26%	1,246,572	21%	1,819,500	28%
Interest and Rent Income	388,104	6%	270,000	4%	253,000	4%	327,525	5%
Other Financing Sources	5,056,535	72%	4,519,624	75%	4,519,624	78%	13,607,869	207%

\* 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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
706-01 - Desktop Maintenance	\$ 257,588	\$ 297,130	\$ 315,555	\$ 340,564
706-02 - Network Infrastructure Maintenance	270,720	363,556	334,364	342,013
706-03 - Design and Advice	26,841	21,131	16,735	16,615
706-04 - Remote Access	10,468	5,758	18,270	12,476
706-05 - Printing Support	221,977	250,939	234,506	230,375
<b>Program Total</b>	<b>\$ 787,595</b>	<b>\$ 938,513</b>	<b>\$ 919,430</b>	<b>\$ 942,044</b>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-01 - Desktop Maintenance: 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 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	\$ 257,588	100%	\$ 297,130	100%	\$ 315,555	100%	\$ 340,565	100%
Personnel	127,237	49%	174,947	59%	196,333	62%	214,790	63%
Operating	64,347	25%	67,683	23%	64,722	21%	77,774	23%
Services	66,003	26%	54,500	18%	54,500	17%	48,000	14%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>	\$ 257,588	100%	\$ 297,130	100%	\$ 315,555	100%	\$ 340,565	100%
General Fund								

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-02 - Network Infrastructure Maintenance: Install, maintain, and upgrade computer servers and network equipment. Coordinate installation of vendor systems. Protect the network from unauthorized intrusion. Repel virus attacks. Control access. Maintain databases. Provide support for intranet and internet use. Ensure reliability of network resources.	Add 80% of new employees to authorized systems within one business day of request.	Met
	Resolve 90% of system wide problems within four hours.	Met
	Maintain network availability 99.8% of time between 7am to 7pm, M-F.	Exceeded - 99%
	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 - no virus outbreaks

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 270,720</b>	<b>100%</b>	<b>\$ 363,556</b>	<b>100%</b>	<b>\$ 334,364</b>	<b>100%</b>	<b>\$ 342,013</b>	<b>100%</b>
Personnel	91,263	34%	149,575	41%	114,695	34%	113,520	33%
Operating	65,080	24%	110,812	30%	116,500	35%	114,693	34%
Services	114,377	42%	103,169	28%	103,169	31%	113,800	33%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 270,720	100%	\$ 363,556	100%	\$ 334,364	100%	\$ 342,013	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-03 - Design and Advice: Design facility wiring, provide relocation assistance, advise on use of new technologies and acquisition of new applications.	Facilities design results in 95% accommodation of user needs.  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 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>					
<b>Total Expenditures</b>	\$	<b>26,841</b>	<b>100%</b>	\$	<b>21,131</b>	<b>100%</b>	\$	<b>16,735</b>	<b>100%</b>	\$	<b>16,615</b>	<b>100%</b>
Personnel		24,729	92%		19,869	94%		16,223	97%		15,977	96%
Operating		2,113	8%		1,262	6%		512	3%		639	4%
<b>Funding Source *</b>												
General Fund	\$	26,841	100%	\$	21,131	100%	\$	16,735	100%	\$	16,615	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

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

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>		
<b>Total Expenditures</b>	\$	<b>10,468</b>	<b>100%</b>	\$	<b>5,758</b>	<b>100%</b>	\$	<b>12,476</b>	<b>100%</b>
Personnel		9,855	94%		4,712	82%		11,445	92%
Operating		613	6%		1,046	18%		1,031	8%
<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>		
General Fund	\$	10,468	100%	\$	5,758	100%	\$	12,476	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-05 - Printing Support: Provide local low volume printing and fax service for departments through strategic placement of workgroup equipment clusters, and efficient, accurate high volume printer services from the print shop.	95% of all printing jobs completed within time-frame specified.	Exceeded - 99%

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>		
<b>Total Expenditures</b>	\$	<b>221,977</b>	<b>100%</b>	\$	<b>250,939</b>	<b>100%</b>	\$	<b>230,375</b>	<b>100%</b>
Personnel		107,749	49%		115,918	46%		94,131	41%
Operating		112,088	50%		132,021	53%		132,944	58%
Services		2,140	1%		3,000	1%		3,300	1%
<b>Funding Source *</b>									
General Fund	\$	207,205	93%	\$	237,939	95%	\$	217,375	94%
Charges For Services		14,598	7%		13,000	5%		13,000	6%

\* 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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
707-01 - Web Posting	\$ 47,889	\$ 63,512	\$ 54,506	\$ 52,835
707-02 - Interactive Web Services	16,524	15,041	13,208	12,450
<b>Program Total</b>	<u>\$ 64,413</u>	<u>\$ 78,553</u>	<u>\$ 67,714</u>	<u>\$ 65,285</u>

**LEAD DEPARTMENT: Administrative Services**

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

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

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

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	\$ 47,889	100%	\$ 63,512	100%	\$ 54,506	100%	\$ 52,835	100%
Personnel	37,662	79%	47,433	75%	39,644	73%	38,769	73%
Operating	10,227	21%	13,579	21%	13,862	25%	13,066	25%
Services	-	0%	2,500	4%	1,000	2%	1,000	2%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>	\$ 47,889	100%	63,512	100%	54,506	100%	\$ 52,835	100%
General Fund								

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

**LEAD DEPARTMENT: Administrative Services**

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

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

**SERVICES:**

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

**RESULTS:**

80% of users rate web site experience as good or excellent based on on-line website survey.

**STATUS:**

No survey conducted

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>16,524</b>	<b>100%</b>	\$	<b>15,041</b>	<b>100%</b>	\$	<b>12,450</b>	<b>100%</b>
Personnel		1,086	7%		3,475	23%		-	0%
Operating		15,438	93%		11,566	77%		12,450	100%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Funding Source *</b>									
General Fund	\$	16,524	100%	\$	15,041	100%	\$	12,450	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
708-01 - Employee Compensation System	\$ 308,882	\$ 295,156	\$ 314,502	\$ 220,796
708-02 - Employee Development	15,905	29,438	22,726	20,963
708-03 - Employee Relations	122,113	141,936	147,910	162,154
708-04 - Recruitment and Selection	176,397	194,372	187,438	144,978
708-05 - General Employee Benefits	10,851,122	860,400	1,012,900	954,699
<b>Program Total</b>	<b>\$ 11,474,420</b>	<b>\$ 1,521,302</b>	<b>\$ 1,685,475</b>	<b>\$ 1,503,591</b>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-01 - 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.	Exceeded - 96.2%
	Transmit all payroll interface records to Finance within three business days after the pay date 95% of the time.	Not met - 70%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	\$ 308,882	100%	\$ 295,156	100%	\$ 314,502	100%	\$ 220,796	100%
Personnel	263,629	85%	240,636	82%	264,994	84%	165,070	75%
Operating	5,760	2%	7,020	2%	7,008	2%	10,726	5%
Services	39,492	13%	47,500	16%	42,500	14%	45,000	20%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 308,882	100%	\$ 295,156	100%	\$ 314,502	100%	\$ 220,796	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-02 - Employee Development: Provide opportunities for continued learning and development, publicize and coordinate training opportunities, and encourage employees to establish and pursue vocational goals.	Attendance at Personnel advertised training courses results in 50 attendees during the year.	Program not started
	2 employees enroll in City-supported advanced degree program.	Program not started
	80% of new supervisors hired or promoted during the year participate in supervisory training program offered through the City.	Program not started

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>		
<b>Total Expenditures</b>	\$	<b>15,905</b>	<b>100%</b>	\$	<b>29,438</b>	<b>100%</b>	\$	<b>20,963</b>	<b>100%</b>
Personnel		7,117	45%		16,366	56%		7,857	37%
Operating		1,968	12%		3,072	10%		3,106	15%
Services		6,820	43%		10,000	34%		10,000	48%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>		
General Fund	\$	15,905	100%	\$	29,438	100%	\$	20,963	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-03 - 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.	Met
	Resolve 80% of grievances at or below City Manager's level.	Not met - 70%

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 122,113</b>	<b>100%</b>	<b>\$ 141,936</b>	<b>100%</b>	<b>\$ 147,910</b>	<b>100%</b>	<b>\$ 162,154</b>	<b>100%</b>
Personnel	81,614	67%	82,677	58%	90,571	61%	85,522	53%
Operating	3,625	3%	3,677	3%	2,478	2%	4,432	3%
Services	36,874	30%	55,582	39%	54,861	37%	72,200	45%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 121,999	100%	\$ 141,936	100%	\$ 147,910	100%	\$ 162,154	100%
Charges For Services	114	0%	0	0%	0	0%	0	0%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-04 - Recruitment and Selection: 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 - 4.5

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 176,397</b>	<b>100%</b>	<b>\$ 194,372</b>	<b>100%</b>	<b>\$ 187,438</b>	<b>100%</b>	<b>\$ 144,978</b>	<b>100%</b>
Personnel	87,029	49%	73,680	38%	86,892	46%	48,823	34%
Operating	61,284	35%	69,076	36%	68,930	37%	71,155	49%
Services	28,084	16%	51,616	27%	31,616	17%	25,000	17%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 176,397	100%	\$ 194,372	100%	\$ 187,438	100%	\$ 144,978	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

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

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 10,851,122</b>	<b>100%</b>	<b>\$ 860,400</b>	<b>100%</b>	<b>\$ 1,012,900</b>	<b>100%</b>	<b>\$ 954,699</b>	<b>100%</b>
Personnel	426,336	4%	495,900	58%	521,900	52%	563,400	59%
Operating	10,423,316	96%	357,000	41%	475,000	47%	373,649	39%
Services	1,470	0%	7,500	1%	16,000	2%	17,650	2%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 174,543	2%	\$ 238,400	28%	\$ 269,900	27%	\$ 303,699	32%
Other Post Employment Benefits	313,488	3%	-	0%	118,000	12%	(4,000)	0%
Interest and Rent Income	189,075	2%	2,000	0%	5,000	0%	5,000	1%
Charges For Services	974,016	9%	620,000	72%	620,000	61%	650,000	68%
Other Financing Sources	9,200,000	85%	0	0%	0	0%	0	0%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

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

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
709-01 - City Council and City Manager Support	\$ 84,286	\$ 123,784	\$ 116,041	\$ 115,108
709-02 - Planning Staff and Commission Support	53,483	75,533	71,709	70,022
709-03 - Personnel, Risk Management & Other Programs	206,740	213,649	330,230	264,857
709-05 - Community Development Agency	18,764	7,380	10,944	7,511
<b>Program Total</b>	<u>\$ 363,272</u>	<u>\$ 420,346</u>	<u>\$ 528,924</u>	<u>\$ 457,497</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:**

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.

**RESULTS:**

Annual Council survey indicates 80% of Council members feel the City Attorney always or almost always provides high quality support and legal advice.

**STATUS:**

Exceeded - 100%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 84,286</b>	<b>100%</b>	<b>\$ 123,784</b>	<b>100%</b>	<b>\$ 116,041</b>	<b>100%</b>	<b>\$ 115,108</b>	<b>100%</b>
Personnel	72,824	86%	73,447	59%	75,704	65%	74,187	64%
Operating	418	0%	337	0%	337	0%	920	1%
Services	11,044	13%	50,000	40%	40,000	34%	40,000	35%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 62,313	74%	\$ 101,648	82%	\$ 93,229	80%	\$ 92,575	80%
Community Development Agency Non-Housing	21,972	26%	22,136	18%	22,812	20%	22,532	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.

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

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 53,483</b>	<b>100%</b>	<b>\$ 75,533</b>	<b>100%</b>	<b>\$ 71,709</b>	<b>100%</b>	<b>\$ 70,022</b>	<b>100%</b>
Personnel	20,004	37%	15,465	20%	15,141	21%	14,838	21%
Operating	126	0%	68	0%	68	0%	184	0%
Services	33,353	62%	60,000	79%	56,500	79%	55,000	79%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 53,483	100%	\$ 75,533	100%	\$ 71,709	100%	\$ 70,022	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

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

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

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 206,740</b>	<b>100%</b>	<b>\$ 213,649</b>	<b>100%</b>	<b>\$ 330,230</b>	<b>100%</b>	<b>\$ 264,857</b>	<b>100%</b>
Personnel	50,977	25%	51,412	24%	52,993	16%	51,897	20%
Operating Services	293	0%	237	0%	237	0%	460	0%
	155,470	75%	162,000	76%	277,000	84%	212,500	80%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 109,121	53%	\$ 119,512	56%	\$ 105,417	32%	\$ 110,043	42%
Liability/Fire Insurance Fund	88,104	43%	84,757	40%	215,209	65%	144,838	55%
Worker's Compensation Fund	9,514	5%	9,380	4%	9,605	3%	9,977	4%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
709-05 - 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.	Met
	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.	Exceeded - 100%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 18,764</b>	<b>100%</b>	<b>\$ 7,380</b>	<b>100%</b>	<b>\$ 10,944</b>	<b>100%</b>	<b>\$ 7,511</b>	<b>100%</b>
Personnel	7,282	39%	7,346	100%	7,570	69%	7,419	99%
Operating	42	0%	34	0%	34	0%	92	1%
Services	11,440	61%	-	0%	3,340	31%	-	0%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
Community Development Agency Non-Housing	18,764	100%	7,380	100%	10,944	100%	7,511	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
710-01 - Strategic Partnerships	\$ 69,776	\$ 123,799	\$ 128,434	\$ 128,839
710-02 - Market Information and Research	72,458	113,118	150,499	102,095
710-03 - Diversifying Tax Base	42,583	110,490	86,313	116,198
<b>Program Total</b>	<u>\$ 184,817</u>	<u>\$ 347,407</u>	<u>\$ 365,246</u>	<u>\$ 347,131</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
710-01 - Strategic Partnerships: 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 survey results indicate residents rate economic development in Menlo Park higher than benchmark.	Data not available  Not met - similar to benchmark

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	\$ 69,776	100%	\$ 123,799	100%	\$ 128,434	100%	\$ 128,839	100%
Personnel	55,393	79%	85,796	69%	89,374	70%	95,158	74%
Operating	14,383	21%	36,503	29%	37,560	29%	32,181	25%
Services	-	0%	1,500	1%	1,500	1%	1,500	1%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 69,776	100%	\$ 123,799	100%	\$ 128,434	100%	\$ 128,839	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
710-02 - 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.  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  Exceeded - 91% positive responses

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 72,458</b>	<b>100%</b>	<b>\$ 113,118</b>	<b>100%</b>	<b>\$ 150,499</b>	<b>100%</b>	<b>\$ 102,095</b>	<b>100%</b>
Personnel	69,440	96%	77,531	69%	114,214	76%	85,074	83%
Operating	3,018	4%	17,702	16%	18,400	12%	5,021	5%
Services	-	0%	17,885	16%	17,885	12%	12,000	12%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 72,458	100%	\$ 113,118	100%	\$ 150,499	100%	\$ 102,095	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

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

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

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>42,583</b>	<b>100%</b>	\$	<b>110,490</b>	<b>100%</b>	\$	<b>116,198</b>	<b>100%</b>
Personnel		41,268	97%		95,357	86%		103,347	89%
Operating		1,315	3%		5,133	5%		4,850	4%
Services		-	0%		10,000	9%		8,000	7%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
General Fund	\$	42,583	100%	\$	110,490	100%	\$	116,198	100%

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

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CITY OF MENLO PARK  
FISCAL YEAR 2009 – 10



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

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
501-01 - Increase Supply of Affordable Housing	\$ 1,454,395	\$ 1,466,663	\$ 1,533,163	\$ 1,236,795
501-02 - Maintain Existing Affordable Housing Stock	158,922	429,695	192,274	716,384
501-05 - Policy Development	161,579	153,444	133,885	151,127
<b>Program Total</b>	<u>\$ 1,774,896</u>	<u>\$ 2,049,803</u>	<u>\$ 1,859,321</u>	<u>\$ 2,104,306</u>

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
501-01 - Increase Supply of Affordable Housing: Increase the number of and access to affordable housing units in Menlo Park available to residents and employees who work in the City by providing general assistance and referral services, administrative support for Below Market Rate (BMR) Agreement review process and, where applicable, financial support, including first-time home buyer loans.	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.	No BMR agreements reached final approval this year.  Exceeded - 6 loans  Exceeded - 100%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 1,454,395</b>	<b>100%</b>	<b>\$ 1,466,663</b>	<b>100%</b>	<b>\$ 1,533,163</b>	<b>100%</b>	<b>\$ 1,236,795</b>	<b>100%</b>
Personnel	118,579	8%	167,177	11%	144,004	9%	136,972	11%
Operating Services	1,183,859	81%	1,155,574	79%	1,297,554	85%	990,218	80%
	151,957	10%	143,912	10%	91,605	6%	109,605	9%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
BMR Housing-Resident/Commerl	(679,779)	-47%	(2,905,000)	-198%	(2,480,000)	-162%	(1,499,000)	-121%
2000 RDA Tax Increment Bond	(56,041)	-4%	-	0%	-	0%	-	0%
Community Development Agency Housing Taxes	(1,023,368)	-70%	(1,276,366)	-87%	(1,335,640)	-87%	(1,555,846)	-126%
Interest and Rent Income	2,390,638	164%	2,546,029	174%	2,533,714	165%	2,428,641	196%
Charges For Services	522,894	36%	260,000	18%	-	0%	168,000	14%
Other Financing Sources	300,050	21%	2,842,000	194%	2,618,000	171%	1,695,000	137%
	-	0%	0	0%	197,089	13%	-	0%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

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

**SERVICES:**

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.

**RESULTS:**

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.

**STATUS:**

Exceeded - 100%

Exceeded - 100%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 158,922</b>	<b>100%</b>	<b>\$ 429,695</b>	<b>100%</b>	<b>\$ 192,274</b>	<b>100%</b>	<b>\$ 716,384</b>	<b>100%</b>
Personnel	112,546	71%	122,086	28%	115,617	60%	146,160	20%
Operating Services	5,223	3%	39,567	9%	19,887	10%	28,974	4%
	41,153	26%	268,042	62%	56,770	30%	541,250	76%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
Commun Devel Block Grant	(387,055)	-244%	(9,560)	-2%	(31,978)	-17%	(4,500)	-1%
Rev Share-Emergency Loan	(6,369)	-4%	24,000	6%	17,000	9%	22,840	3%
Community Development Agency Housing	29,232	18%	389,255	91%	164,251	85%	691,384	97%
Inter Governmental Revenue	(294,557)	-185%	(125,100)	-29%	(108,000)	-56%	(100,000)	-14%
Interest and Rent Income	59,254	37%	-	0%	-	0%	6,000	1%
Charges For Services	758,419	477%	151,100	35%	151,000	79%	100,660	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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
501-05 - Policy Development: To develop, monitor and update policies related to affordable housing production, maintenance and availability for Housing Commission and City Council/Agency Board consideration.	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.	Exceeded - 94%

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 161,579</b>	<b>100%</b>	<b>\$ 153,444</b>	<b>100%</b>	<b>\$ 133,885</b>	<b>100%</b>	<b>\$ 151,127</b>	<b>100%</b>
Personnel	160,796	100%	125,510	82%	128,811	96%	146,694	97%
Operating	783	0%	4,934	3%	74	0%	4,433	3%
Services	-	0%	23,000	15%	5,000	4%	-	0%
<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
Community Development Agency Housing	161,579	100%	153,444	100%	133,885	100%	151,127	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
502-01 - Policy, Program & Project Developmer	\$ 127,098	\$ 578,691	\$ 131,752	\$ 444,619
502-02 - Facility Improvement	4,306,270	4,245,336	4,182,935	3,812,687
502-03 - Service Enhancement	3,121,696	3,996,658	3,220,005	3,135,561
<b>Program Total</b>	<u>\$ 7,555,064</u>	<u>\$ 8,820,685</u>	<u>\$ 7,534,692</u>	<u>\$ 7,392,867</u>

**LEAD DEPARTMENT: Community Development**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
502-01 - Policy, Program & Project Development: Monitor, revise and update the Las Pulgas Community Development Plan to accomplish the goals of the Plan, including the removal of blighted conditions, and to meet State reporting requirements.	<p>A comprehensive community engagement process is utilized to form the basis of any Redevelopment Plan updates, involving a minimum of 20 stakeholders.</p> <p>The quality of the information and analysis for Redevelopment Plan updates meets the expectations of 85% of the members of the Agency Board.</p> <p>Redvelopment Plan updates incorporate community input.</p> <p>Involvement in studies and policy development is rated as meaningful by 85% of the participants.</p>	<p>Exceeded - over 125 stakeholders engaged in Redevelopment Implementation Plan.</p> <p>No updates completed this year.</p> <p>No Redevelopment Plan updates.</p> <p>No studies completed this year.</p>

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 127,098</b>	<b>100%</b>	<b>\$ 578,691</b>	<b>100%</b>	<b>\$ 131,752</b>	<b>100%</b>	<b>\$ 444,619</b>	<b>100%</b>
Personnel	60,534	48%	91,726	16%	81,192	62%	75,378	17%
Operating	10,865	9%	73,335	13%	10,051	8%	16,741	4%
Services	55,699	44%	413,630	71%	40,509	31%	352,500	79%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
Community Development Agency Non-Housing	(456,683)	-359%	423,691	73%	131,752	100%	299,119	67%
Inter Governmental Revenue	-	0%	155,000	27%	-	0%	145,000	33%
Charges For Services	583,780	459%	-	0%	-	0%	500	0%

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

**LEAD DEPARTMENT: Community Development**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
502-02 - Facility Improvement: 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 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 - 78% rated good or excellent compared with 94%  No amendments completed this year

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 4,306,270</b>	<b>100%</b>	<b>\$ 4,245,336</b>	<b>100%</b>	<b>\$ 4,182,935</b>	<b>100%</b>	<b>\$ 3,812,687</b>	<b>100%</b>
Personnel	22	0%	500	0%	425	0%	60	0%
Operating	4,293,443	100%	4,188,253	99%	4,161,169	99%	3,790,286	99%
Services	12,805	0%	56,583	1%	21,341	1%	22,341	1%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
2000 RDA Tax Increment Bond	-	0%	-	0%	425	0%	81	0%
Community Development Agency Non-Housing	(6,375,102)	-148%	(6,638,781)	-156%	(6,653,794)	-159%	(6,316,883)	-166%
Taxes	9,562,552	222%	10,184,117	240%	10,136,304	242%	9,629,489	253%
Interest and Rent Income	1,118,821	26%	700,000	16%	700,000	17%	500,000	13%

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

**LEAD DEPARTMENT: Community Development**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
502-03 - Service Enhancement: 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..	See direct program results in this document

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 3,121,696</b>	<b>100%</b>	<b>\$ 3,996,658</b>	<b>100%</b>	<b>\$ 3,220,005</b>	<b>100%</b>	<b>\$ 3,135,561</b>	<b>100%</b>
Personnel	500	0%	350	0%	-	0%	-	0%
Operating Services	3,111,919	100%	3,976,308	99%	3,200,005	99%	3,135,561	100%
	9,277	0%	20,000	1%	20,000	1%	-	0%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
Community Development Agency Non-Housing	3,121,696	100%	3,995,658	100%	3,220,005	100%	3,135,061	100%
Charges For Services	-	0%	1,000	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
601-01 - General Plan	\$ 330,265	\$ 565,830	\$ 552,681	\$ 620,571
601-02 - Zoning Ord.& Related Documents	28,662	46,160	26,870	86,664
<b>Program Total</b>	<u>\$ 358,928</u>	<u>\$ 611,990</u>	<u>\$ 579,551</u>	<u>\$ 707,234</u>

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 601 - COMPREHENSIVE PLANNING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
601-01 - General Plan: Monitor and update the General Plan to maintain its relevancy as a critical public policy document helping to guide City decisions leading to enhanced quality of life.	Annual survey of Council members indicates 80% of Council are always or are almost always satisfied with the quality of information and analysis provided by staff.	Not met - 60%
	The quality of information and analysis meets the expectations of 85% of the Commission members.	Exceeded - 92.5%
	Bi-annual survey results indicate residents rate overall quality of life in Menlo Park higher than benchmark.	Met
	Bi-annual survey results indicate residents' rating of Menlo Park as a good place to live is higher than benchmark.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 330,265</b>	<b>100%</b>	<b>\$ 565,830</b>	<b>100%</b>	<b>\$ 552,681</b>	<b>100%</b>	<b>\$ 620,571</b>	<b>100%</b>
Personnel	108,130	33%	128,319	23%	147,587	27%	147,338	24%
Operating	26,179	8%	47,289	8%	14,872	3%	23,233	4%
Services	195,956	59%	390,222	69%	390,222	71%	450,000	73%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 330,265	100%	\$ 565,830	100%	\$ 552,681	100%	\$ 620,571	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
601-02 - Zoning Ord.& Related Documents: Update the Zoning Ordinance and other planning documents, and prepare new planning standards and regulations, to maintain consistency with and provide for implementation of the General Plan.	Annual survey of Council members indicates 80% of Council are always or almost always satisfied with the quality of information and analysis provided by staff.	Not met - 60%
	The quality of information and analysis meets expectations of 85% of Commission members.	Exceeded - 92.5%
	Bi-annual survey results indicate residents rate their neighborhood as a place to live higher than benchmark	Met
	Bi-annual survey results indicate residents rate quality of new development higher than benchmark.	Not met - similar to benchmark

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 28,662</b>	<b>100%</b>	<b>\$ 46,160</b>	<b>100%</b>	<b>\$ 26,870</b>	<b>100%</b>	<b>\$ 86,664</b>	<b>100%</b>
Personnel	27,461	96%	34,520	75%	25,710	96%	85,516	99%
Operating	1,201	4%	6,160	13%	1,160	4%	1,148	1%
Services	-	0%	5,480	12%	-	0%	-	0%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 28,413	99%	\$ 46,160	100%	\$ 26,747	100%	\$ 86,664	100%
Charges For Services	249	1%	-	0%	123	0%	-	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
602-01 - Development Information Services	\$ 248,745	\$ 274,327	\$ 254,226	\$ 248,094
602-02 - Planning Level Reviews	839,219	832,459	619,701	584,716
602-03 - Plan Check and Permitting	955,226	961,311	790,918	743,200
602-04 - Inspecting and Monitoring	536,394	586,426	627,680	508,306
<b>Program Total</b>	<u>\$ 2,579,584</u>	<u>\$ 2,654,523</u>	<u>\$ 2,292,525</u>	<u>\$ 2,084,316</u>

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
602-01 - 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

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>248,745</b>	<b>100%</b>	\$	<b>274,327</b>	<b>100%</b>	\$	<b>248,094</b>	<b>100%</b>
Personnel		243,825	98%		269,121	98%		242,661	98%
Operating		4,920	2%		5,206	2%		5,433	2%
<b>Funding Source *</b>									
		Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$	(185,844)	-75%	\$	272,327	99%	\$	95,350	38%
Licenses & Permits		432,479	174%		-	0%		156,867	62%
Charges For Services		2,110	1%		2,000	1%		2,009	1%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
602-02 - Planning Level Reviews: 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 - 82%  Exceeded - 90%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 839,219</b>	<b>100%</b>	<b>\$ 832,459</b>	<b>100%</b>	<b>\$ 619,701</b>	<b>100%</b>	<b>\$ 584,716</b>	<b>100%</b>
Personnel	556,324	66%	582,023	70%	558,420	90%	544,130	93%
Operating	33,628	4%	32,327	4%	21,281	3%	25,587	4%
Services	249,268	30%	218,109	26%	40,000	6%	15,000	3%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 413,628	49%	\$ 325,127	39%	\$ 269,451	43%	\$ 84,416	14%
Eir Fees	114,087	14%	157,332	19%	-	0%	-	0%
Charges For Services	311,504	37%	350,000	42%	350,250	57%	500,300	86%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
602-03 - Plan Check and Permitting: Provide efficient review of construction drawings with clear interpretation of codes to protect health, safety and welfare of the public and to issue permits in a timely manner.	90% of audited projects received all appropriate plan review checks and are in substantial compliance with all relevant codes.	Exceeded - 100%
	85% customer satisfaction rating per Plan Check Survey.	No surveys returned
	85% of projects requiring a full plan review receive first comments/approval within 6 weeks of the first submittal.	Exceeded - 88%
	85% of projects requiring a full plan review receive comments/approval within 2 weeks of the second submittal.	Exceeded - 100%

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 955,226</b>	<b>100%</b>	<b>\$ 961,311</b>	<b>100%</b>	<b>\$ 790,918</b>	<b>100%</b>	<b>\$ 743,200</b>	<b>100%</b>
Personnel	550,492	58%	541,529	56%	562,856	71%	519,925	70%
Operating	76,035	8%	125,198	13%	108,062	14%	53,275	7%
Services	328,699	34%	294,583	31%	120,000	15%	170,000	23%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ (496,585)	-52%	\$ (179,189)	-19%	\$ (251,632)	-32%	\$ (249,650)	-34%
Licenses & Permits	1,178,792	123%	990,000	103%	900,000	114%	850,750	114%
Charges For Services	273,019	29%	150,500	16%	142,550	18%	142,100	19%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
602-04 - Inspecting and Monitoring: 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 - 88%
	85% of inspections can be scheduled within three days between July 1 and November 30.	Exceeded - 99%
	85% customer satisfaction rating per Inspection Survey.	Exceeded - 95%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 536,394</b>	<b>100%</b>	<b>\$ 586,426</b>	<b>100%</b>	<b>\$ 627,680</b>	<b>100%</b>	<b>\$ 508,306</b>	<b>100%</b>
Personnel	504,867	94%	526,439	90%	590,079	94%	477,593	94%
Operating	18,892	4%	26,087	4%	17,601	3%	23,713	5%
Services	12,636	2%	33,900	6%	20,000	3%	7,000	1%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ (480,486)	-90%	\$ (98,774)	-17%	\$ 15,430	2%	\$ (76,794)	-15%
Licenses & Permits	746,312	139%	560,000	95%	512,000	82%	484,750	95%
Charges For Services	270,567	50%	125,200	21%	100,250	16%	100,350	20%

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

CITY OF MENLO PARK  
FISCAL YEAR 2009 – 10



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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
310-01 - Seniors	\$ 404,208	\$ 435,729	\$ 426,872	\$ 438,627
310-02 - Pre-School Childcare	2,025,072	2,144,179	2,114,771	2,198,292
310-03 - Peninsula Partnership	259,277	305,710	222,497	275,469
310-04 - School-Age Childcare	852,330	836,739	871,949	810,457
310-05 - Teen Programs	66,410	87,181	55,817	63,821
<b>Program Total</b>	<u>\$ 3,607,297</u>	<u>\$ 3,809,538</u>	<u>\$ 3,691,907</u>	<u>\$ 3,786,665</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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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.	Not met - 93%
	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 - 95%
	Bi-annual survey results indicate residents rate services to seniors higher than benchmark	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 404,208</b>	<b>100%</b>	<b>\$ 435,729</b>	<b>100%</b>	<b>\$ 426,872</b>	<b>100%</b>	<b>\$ 438,627</b>	<b>100%</b>
Personnel	291,775	72%	309,824	71%	298,572	70%	314,901	72%
Operating	104,792	26%	108,532	25%	112,927	26%	108,353	25%
Services	7,641	2%	17,373	4%	15,373	4%	15,373	4%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 321,762	80%	\$ 379,906	87%	\$ 355,796	83%	\$ 382,234	87%
Inter Governmental Revenue	62,031	15%	44,323	10%	49,493	12%	44,323	10%
Charges For Services	5,265	1%	1,500	0%	2,500	1%	2,070	0%
Donations	15,152	4%	10,000	2%	19,083	4%	10,000	2%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-02 - Pre-School Childcare: 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 - 91%
	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 - 87%
	85% of the parents state the activities were developmentally appropriate for their child.	Exceeded - 87%
	85% of the parents feel the daily activities promote positive social skills and language development.	Exceeded - 93%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 2,025,072</b>	<b>100%</b>	<b>\$ 2,144,179</b>	<b>100%</b>	<b>\$ 2,114,771</b>	<b>100%</b>	<b>\$ 2,198,292</b>	<b>100%</b>
Personnel	1,816,294	90%	1,924,688	90%	1,895,238	90%	1,977,321	90%
Operating	170,130	8%	197,948	9%	195,990	9%	204,428	9%
Services	38,649	2%	21,543	1%	23,543	1%	16,543	1%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 393,986	19%	\$ 717,910	33%	\$ 663,636	31%	\$ 557,943	25%
Inter Governmental Revenue	969,045	48%	791,079	37%	793,707	38%	791,079	36%
Charges For Services	662,041	33%	635,190	30%	657,388	31%	849,270	39%
Donations	-	0%	-	0%	40	0%	-	0%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-03 - Peninsula Partnership: 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.	Exceeded - 80%
	80% of parents with children in the Community Summer School program report that they are satisfied or very satisfied with the program	Exceeded - 90%
	Bi-annual survey results indicate residents rate services to low income residents higher than benchmark.	Not met - similar to benchmark

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 259,277</b>	<b>100%</b>	<b>\$ 305,710</b>	<b>100%</b>	<b>\$ 222,497</b>	<b>100%</b>	<b>\$ 275,469</b>	<b>100%</b>
Personnel	247,151	95%	268,393	88%	202,365	91%	254,905	93%
Operating	11,626	4%	27,517	9%	11,132	5%	16,564	6%
Services	500	0%	9,800	3%	9,000	4%	4,000	1%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 168,395	65%	\$ 158,879	52%	\$ 101,371	46%	\$ 144,398	52%
Peninsula Partnership Grant	8,133	3%	841	0%	4,888	2%	10,081	4%
Inter Governmental Revenue	78,279	30%	143,490	47%	113,490	51%	118,490	43%
Charges For Services	2,969	1%	2,500	1%	2,748	1%	2,500	1%
Donations	1,500	1%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-04 - 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. 50% of the parents participate in school age activities throughout the school year (parent meetings, fundraisers, etc.). 95% of parents rate the communication regarding program activities and events as good or excellent. 90% of parents state that their children were experiencing a positive environment. 90% of parents state that their children were safe and secure while in the program.	Exceeded - 93%  Not met - 41%  Not met - 93%  Exceeded - 100%  Exceeded - 98%

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 852,330</b>	<b>100%</b>	<b>\$ 836,739</b>	<b>100%</b>	<b>\$ 871,949</b>	<b>100%</b>	<b>\$ 810,457</b>	<b>100%</b>
Personnel	701,351	82%	677,961	81%	725,551	83%	664,540	82%
Operating	136,029	16%	141,278	17%	136,098	16%	134,417	17%
Services	14,950	2%	17,500	2%	10,300	1%	11,500	1%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 206,902	24%	\$ 255,732	31%	\$ 333,824	38%	\$ 228,257	28%
Inter Governmental Revenue	4,151	0%	4,500	1%	3,500	0%	4,500	1%
Charges For Services	641,276	75%	576,507	69%	534,625	61%	577,700	71%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-05 - 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.	Exceeded - 95%
	Bi-annual survey results indicate residents rate Menlo Park as a place to raise children higher than benchmark.	Met
	Bi-annual survey results indicate residents rate services to youth higher than benchmark.	Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	\$ 66,410	100%	\$ 87,181	100%	\$ 55,817	100%	\$ 63,821	100%
Personnel	29,841	45%	47,179	54%	21,385	38%	24,540	38%
Operating	36,569	55%	40,002	46%	34,432	62%	39,281	62%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 66,410	100%	\$ 81,181	93%	\$ 55,817	100%	\$ 63,321	99%
Charges For Services	-	0%	6,000	7%	-	0%	500	1%

\* 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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
311-01 - Youth Sports	\$ 339,700	\$ 388,326	\$ 359,084	\$ 372,961
311-02 - Adult Sports	137,002	156,335	156,992	155,490
311-03 - Gymnastics	628,305	730,081	674,803	672,182
311-04 - Aquatics	338,575	298,499	272,323	285,789
311-05 - Contract Classes	592,870	767,418	776,907	858,420
311-06 - Events & Concerts	167,410	196,173	165,141	182,211
311-07 - Community Facilities Service	418,122	481,160	462,212	479,965
<b>Program Total</b>	<u>\$ 2,621,983</u>	<u>\$ 3,017,992</u>	<u>\$ 2,867,462</u>	<u>\$ 3,007,018</u>

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-01 - Youth Sports: Sports classes, camps, activities and leagues for youth.	85% of participants/parents feel the children learned a new skill or improved in the basic skills needed	Exceeded - 92%
	85% of participants report the programs are a good value to them.	Exceeded - 100%
	85% of participants report the programs met their expectations.	Exceeded - 100%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 339,700</b>	<b>100%</b>	<b>\$ 388,326</b>	<b>100%</b>	<b>\$ 359,084</b>	<b>100%</b>	<b>\$ 372,961</b>	<b>100%</b>
Personnel	221,732	65%	232,316	60%	223,292	62%	225,037	60%
Operating	35,041	10%	44,510	11%	40,792	11%	42,924	12%
Services	82,926	24%	111,500	29%	95,000	26%	105,000	28%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 152,519	45%	\$ 198,126	51%	\$ 187,327	52%	\$ 191,961	51%
Charges For Services	187,181	55%	190,200	49%	171,757	48%	181,000	49%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-02 - Adult Sports: Sports classes, camps, activities and leagues for adults.	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 - 100%
	85% of participants report the programs met their expectations.	Exceeded - 88%

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 137,002</b>	<b>100%</b>	<b>\$ 156,335</b>	<b>100%</b>	<b>\$ 156,992</b>	<b>100%</b>	<b>\$ 155,490</b>	<b>100%</b>
Personnel	98,126	72%	99,689	64%	105,796	67%	101,816	65%
Operating	11,963	9%	21,646	14%	19,196	12%	18,674	12%
Services	26,913	20%	35,000	22%	32,000	20%	35,000	23%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 86,508	63%	\$ 103,035	66%	\$ 81,301	52%	\$ 86,990	56%
Charges For Services	50,494	37%	53,300	34%	75,691	48%	68,500	44%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-03 - Gymnastics: A comprehensive educational, recreational and developmental program designed for gymnasts of all ages.	85% of participants improved movement skills.	Exceeded - 93%
	85% of participants report satisfaction with teachers and staff.	Exceeded - 91%
	85% of participants report the programs are a good value to them.	Exceeded - 93%
	85% of participants report the programs met their expectations.	Exceeded - 92%

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 628,305</b>	<b>100%</b>	<b>\$ 730,081</b>	<b>100%</b>	<b>\$ 674,803</b>	<b>100%</b>	<b>\$ 672,182</b>	<b>100%</b>
Personnel	559,161	89%	637,609	87%	592,812	88%	580,240	86%
Operating	69,144	11%	92,472	13%	81,991	12%	91,942	14%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ (92,735)	-15%	\$ 5,081	1%	\$ (31,095)	-5%	\$ (77,818)	-12%
Charges For Services	721,040	115%	725,000	99%	705,898	105%	750,000	112%

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

**LEAD DEPARTMENT: Community Services**

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

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

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

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 338,575</b>	<b>100%</b>	<b>\$ 298,499</b>	<b>100%</b>	<b>\$ 272,323</b>	<b>100%</b>	<b>\$ 285,789</b>	<b>100%</b>
Personnel	117,847	35%	136,575	46%	99,303	36%	107,634	38%
Operating	219,360	65%	144,924	49%	156,020	57%	161,156	56%
Services	1,368	0%	17,000	6%	17,000	6%	17,000	6%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 137,697	41%	\$ 151,535	51%	\$ 123,298	45%	\$ 129,489	45%
Charges For Services	200,878	59%	146,964	49%	149,025	55%	156,300	55%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-05 - Contract Classes: Offer a variety of enrichment classes such as dance, computer, language, martial arts and science for all ages.	85% of participants feel the facility is appropriate for the class.	Exceeded - 96%
	85% of participants state they have an enjoyable experience.	Exceeded - 100%
	85% of participants experience increased energy or fitness, skill improvement or skill development as a result of the activity or class.	Exceeded - 98%
	85% of the participants report the programs met their expectations.	Exceeded - 95%

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 592,870</b>	<b>100%</b>	<b>\$ 767,418</b>	<b>100%</b>	<b>\$ 776,907</b>	<b>100%</b>	<b>\$ 858,420</b>	<b>100%</b>
Personnel	250,151	42%	386,000	50%	401,213	52%	465,400	54%
Operating	83,088	14%	76,418	10%	75,694	10%	87,020	10%
Services	259,631	44%	305,000	40%	300,000	39%	306,000	36%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 96,905	16%	\$ 119,018	16%	\$ 144,096	19%	\$ 192,420	22%
Charges For Services	495,715	84%	648,400	84%	625,666	81%	666,000	78%
Donations	250	0%	-	0%	7,145	1%	-	0%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-06 - 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 - 98%

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 167,410</b>	<b>100%</b>	<b>\$ 196,173</b>	<b>100%</b>	<b>\$ 165,141</b>	<b>100%</b>	<b>\$ 182,211</b>	<b>100%</b>
Personnel	96,045	57%	104,625	53%	84,183	51%	101,218	56%
Operating	61,065	36%	70,048	36%	68,358	41%	63,194	35%
Services	10,300	6%	21,500	11%	12,600	8%	17,800	10%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 146,477	87%	\$ 175,273	89%	\$ 146,351	89%	\$ 159,311	87%
E. Kennedy/ Arts Trust	(569)	0%	-	0%	-	0%	300	0%
Interest and Rent Income	1,269	1%	700	0%	-	0%	400	0%
Charges For Services	16,033	10%	11,000	6%	12,090	7%	12,500	7%
Donations	3,500	2%	8,500	4%	6,000	4%	9,000	5%
Other Financing Sources	700	0%	700	0%	700	0%	700	0%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-07 - Community Facilities Service: 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.	Exceeded - 95%
	90% of the participants report the facility was appropriate for the activity.	Exceeded - 94%
	Bi-annual survey indicates residents rate quality of recreation centers or facilities higher than benchmark.	Met
	Bi-annual survey indicates number of residents using a Menlo Park park in the previous 12 months higher than benchmark.	Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 418,122</b>	<b>100%</b>	<b>\$ 481,160</b>	<b>100%</b>	<b>\$ 462,212</b>	<b>100%</b>	<b>\$ 479,965</b>	<b>100%</b>
Personnel	299,072	72%	304,659	63%	299,611	65%	383,706	80%
Operating	94,435	23%	125,064	26%	121,101	26%	89,759	19%
Services	24,614	6%	51,437	11%	41,500	9%	6,500	1%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 254,649	61%	\$ 302,160	63%	\$ 257,705	56%	\$ 280,965	59%
Charges For Services	163,473	39%	179,000	37%	204,507	44%	199,000	41%

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

CITY OF MENLO PARK  
FISCAL YEAR 2009 – 10



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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
401-01 - Library Materials	\$ 570,238	\$ 722,419	\$ 576,006	\$ 737,859
401-02 - Lend & Retrieve Library Materials	567,499	565,473	613,289	621,709
401-03 - User Assistance	462,848	606,772	595,502	543,475
<b>Program Total</b>	<u>\$ 1,600,585</u>	<u>\$ 1,894,664</u>	<u>\$ 1,784,796</u>	<u>\$ 1,903,043</u>

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
401-01 - Library Materials: Select, organize, and maintain materials and information resources for maximum benefit to users.	85% satisfaction with Library materials.	Exceeded - 97%
	85% of all new adult materials are available to the public within 2 weeks of receipt.	Not met - 66%
	9% of all the collection is updated each year to reflect a changing community.	Met
	Bi-annual survey results indicate residents rate library services higher than benchmark.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 570,238</b>	<b>100%</b>	<b>\$ 722,419</b>	<b>100%</b>	<b>\$ 576,006</b>	<b>100%</b>	<b>\$ 737,859</b>	<b>100%</b>
Personnel	290,883	51%	338,096	47%	314,203	55%	334,715	45%
Operating	279,355	49%	384,323	53%	261,803	45%	403,144	55%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 460,540	81%	\$ 514,083	71%	\$ 436,775	76%	\$ 515,759	70%
Library Endowment Fund	(4,234)	-1%	(2,000)	0%	-	0%	(1,500)	0%
Library Donations	38,809	7%	40,000	6%	26,150	5%	88,000	12%
1990 Library Bond Fund	1,766	0%	88,596	12%	33,491	6%	64,000	9%
Inter Governmental Revenue	17,695	3%	16,490	2%	16,490	3%	15,000	2%
Interest and Rent Income	4,234	1%	10,000	1%	-	0%	1,500	0%
Charges For Services	45,254	8%	53,000	7%	53,000	9%	53,000	7%
Donations	6,175	1%	2,250	0%	10,100	2%	2,100	0%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
401-02 - Lend & Retrieve Library 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.	Exceeded - 92%
	25% of circulation users know of new automated services including self-check, remote renewals/holds, E-books and full text databases.	Exceeded - 66%
	85% of patrons are satisfied with efficiency, convenience, manner and timeliness of front desk services.	Exceeded - 95%
	Bi-annual survey results indicate resident use of library or library services in the past 12 months exceeds benchmark.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 567,499</b>	<b>100%</b>	<b>\$ 565,473</b>	<b>100%</b>	<b>\$ 613,289</b>	<b>100%</b>	<b>\$ 621,709</b>	<b>100%</b>
Personnel	484,761	85%	477,700	84%	531,551	87%	529,976	85%
Operating	82,738	15%	87,773	16%	81,738	13%	91,733	15%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 504,498	89%	\$ 495,983	88%	\$ 543,799	89%	\$ 553,709	89%
Inter Governmental Revenue	17,695	3%	16,490	3%	16,490	3%	15,000	2%
Charges For Services	45,306	8%	53,000	9%	53,000	9%	53,000	9%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
401-03 - User Assistance: Empower users by educating them in library research and technology aids by providing information or assisting users in finding the information needed, and supplying readers with title/author recommendations.	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 - 90%
	25% of customers indicate that, in a library visit, they learned about additional library resources or services.	Exceeded - 66%
	85% of patrons are satisfied with: efficiency; convenience; manner; and, timeliness of user assistance services.	Exceeded - 90%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 462,848</b>	<b>100%</b>	<b>\$ 606,772</b>	<b>100%</b>	<b>\$ 595,502</b>	<b>100%</b>	<b>\$ 543,475</b>	<b>100%</b>
Personnel	385,821	83%	403,183	66%	420,823	71%	421,242	78%
Operating	77,027	17%	203,589	34%	174,679	29%	122,233	22%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 377,913	82%	\$ 369,685	61%	\$ 367,012	62%	\$ 382,917	70%
Library Endowment Fund	-	0%	65,000	11%	65,000	11%	-	0%
Public Library Fund	(7,567)	-2%	36,647	6%	34,100	6%	48,558	9%
Inter Governmental Revenue	29,659	6%	34,240	6%	27,190	5%	25,000	5%
Charges For Services	50,958	11%	74,000	12%	75,000	13%	58,000	11%
Donations	11,884	3%	-	0%	-	0%	-	0%
Other Financing Sources	-	0%	27,200	4%	27,200	5%	29,000	5%

\* 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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
402-01 - Programs and Events	\$ 126,806	\$ 116,072	\$ 123,996	\$ 175,558
402-02 - Foster Community	40,212	57,527	45,412	45,990
402-03 - Teaching	181,747	162,266	161,961	177,810
402-04 - Satellite Provision	297,510	297,846	324,833	309,093
<b>Program Total</b>	<u>\$ 646,275</u>	<u>\$ 633,711</u>	<u>\$ 656,201</u>	<u>\$ 708,451</u>

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-01 - Programs and Events: 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.	Exceeded - 100%
	80% of attendees say that events are the reason they came to the library.	Exceeded - 92%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>126,806</b>	<b>100%</b>	\$	<b>116,072</b>	<b>100%</b>	\$	<b>175,558</b>	<b>100%</b>
Personnel		107,886	85%		88,088	76%		119,104	68%
Operating		18,921	15%		27,984	24%		56,454	32%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
General Fund	\$	76,609	60%	\$	59,767	51%	\$	71,552	41%
Frances Mack Trust		6,439	5%		24,815	21%		80,006	46%
Inter Governmental Revenue		17,695	14%		16,490	14%		15,000	9%
Interest and Rent Income		26,064	21%		15,000	13%		9,000	5%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-02 - Foster Community: Provide opportunities for community interaction, involvement, and volunteering.	90% of volunteers working in areas of fundraising, outreach, literacy and library service assistance rate their experience as satisfying.	Met
	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.	Exceeded - 83%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>40,212</b>	<b>100%</b>	\$	<b>57,527</b>	<b>100%</b>	\$	<b>45,990</b>	<b>100%</b>
Personnel		27,197	68%		42,331	74%		31,378	68%
Operating		13,015	32%		15,196	26%		14,611	32%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010					
General Fund	\$	16,880	42%	\$	35,037	61%	\$	21,922	48%	\$	22,990	50%
Inter Governmental Revenue		17,695	44%		16,490	29%		16,490	36%		15,000	33%
Charges For Services		5,637	14%		6,000	10%		7,000	15%		8,000	17%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-03 - Teaching: Provide classes and individual instruction in reading, writing, English as a Second Language, computer basics and other life skills.	140 individual literacy students receive skill building instruction this year.	Exceeded - 300
	More than 40 new literacy volunteer tutors are trained per year with a goal of increasing volunteers by 5% next year.	Met
	80% of all literacy students advance to higher skill level or meet a literacy personal goal.	Not met - 60%
	80% of active tutors report satisfaction with training and other staff support.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 181,747</b>	<b>100%</b>	<b>\$ 162,266</b>	<b>100%</b>	<b>\$ 161,961</b>	<b>100%</b>	<b>\$ 177,810</b>	<b>100%</b>
Personnel	160,982	89%	152,230	94%	152,502	94%	162,077	91%
Operating	20,765	11%	10,036	6%	9,459	6%	15,733	9%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
Literacy Grants	10,240	6%	(22,734)	-14%	(26,039)	-16%	14,710	8%
Inter Governmental Revenue	49,421	27%	47,000	29%	53,500	33%	47,500	27%
Donations	67,085	37%	83,000	51%	79,500	49%	60,600	34%
Other Financing Sources	55,000	30%	55,000	34%	55,000	34%	55,000	31%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-04 - Satellite Provision: Provide unique services and materials tailored to the 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.	Met
	85% of users report satisfaction with library materials.	Exceeded - 92%
	50% of customers report that Belle Haven Branch is their primary source for library and community information.	Exceeded - 85%
	80% of all child care programs in the neighborhood receive library instruction and storytimes.	Met
	Community is offered special cultural/educational programs up to 12 times per year.	Met - 12 programs offered
	30% of the collections materials are provided in the Spanish language and services are bilingual on demand.	Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 297,510</b>	<b>100%</b>	<b>\$ 297,846</b>	<b>100%</b>	<b>\$ 324,833</b>	<b>100%</b>	<b>\$ 309,093</b>	<b>100%</b>
Personnel	283,906	95%	280,791	94%	308,204	95%	298,069	96%
Operating	13,604	5%	17,055	6%	16,629	5%	11,024	4%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 257,072	86%	\$ 257,064	86%	\$ 323,833	100%	\$ 308,093	100%
Charges For Services	40,437	14%	40,782	14%	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 2009 – 10



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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
101-01 - Patrol Service	\$ 6,343,430	\$ 6,053,937	\$ 6,501,166	\$ 7,124,637
101-02 - Investigations	1,267,099	1,405,777	1,417,335	1,288,485
101-04 - Community Outreach	615,785	850,805	681,530	784,073
101-05 - Narcotic Abatement	598,291	626,190	586,754	828,323
101-06 - Code Enforcement	653,566	712,013	596,463	350,365
<b>Program Total</b>	<u>\$ 9,478,170</u>	<u>\$ 9,648,722</u>	<u>\$ 9,783,248</u>	<u>\$ 10,375,884</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.

<b>SERVICES:</b>	<b>RESULTS:</b>				<b>STATUS:</b>			
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			
	Achieve an average response time to non-emergency calls for service of (10) minutes.				Exceeded - 7 minutes			
	Bi-annual survey results indicate residents rate safety in their neighborhood higher than the benchmark.				Met			
	Bi-annual survey results indicate residents rate safety in downtown higher than benchmark.				Met			
	Bi-annual survey results indicate residents rate Police services higher than benchmark.				Met			
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 6,343,430</b>	<b>100%</b>	<b>\$ 6,053,937</b>	<b>100%</b>	<b>\$ 6,501,166</b>	<b>100%</b>	<b>\$ 7,124,637</b>	<b>100%</b>
Personnel	5,450,380	86%	5,104,966	84%	5,557,509	85%	6,040,034	85%
Operating	637,756	10%	651,281	11%	645,967	10%	823,897	12%
Services	255,295	4%	297,690	5%	297,690	5%	260,706	4%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 5,932,401	94%	\$ 5,585,537	92%	\$ 5,998,180	92%	\$ 6,340,782	89%
Suppl Law Enforc Svc Fd (Cops)	100,965	2%	18,400	0%	15,986	0%	-	0%
Inter Governmental Revenue	100,000	2%	100,000	2%	100,000	2%	133,805	2%
Fines	206,690	3%	337,000	6%	374,000	6%	640,000	9%
Interest and Rent Income	3,074	0%	3,000	0%	3,000	0%	50	0%
Charges For Services	300	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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, exceeded - 72%; Property crimes, not met
	Bi-annual survey results indicate residents reporting themselves as a crime victim in the last 12 months lower than benchmark.	Met
	Bi-annual survey results indicate residents rate safety from property crimes higher than benchmark.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 1,267,099</b>	<b>100%</b>	<b>\$ 1,405,777</b>	<b>100%</b>	<b>\$ 1,417,335</b>	<b>100%</b>	<b>\$ 1,288,485</b>	<b>100%</b>
Personnel	1,104,082	87%	1,220,877	87%	1,232,435	87%	1,121,898	87%
Operating	99,048	8%	104,500	7%	104,500	7%	119,987	9%
Services	63,969	5%	80,400	6%	80,400	6%	46,600	4%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 1,264,751	100%	\$ 1,403,777	100%	\$ 1,415,335	100%	\$ 1,284,485	100%
Charges For Services	2,348	0%	2,000	0%	2,000	0%	4,000	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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.	Met
	Bi-annual survey results indicate rate crime prevention services higher than benchmark.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 615,785</b>	<b>100%</b>	<b>\$ 850,805</b>	<b>100%</b>	<b>\$ 681,530</b>	<b>100%</b>	<b>\$ 784,073</b>	<b>100%</b>
Personnel	578,628	94%	814,346	96%	645,071	95%	743,941	95%
Operating	31,815	5%	31,114	4%	31,114	5%	34,488	4%
Services	5,342	1%	5,345	1%	5,345	1%	5,645	1%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 615,655	100%	\$ 850,705	100%	\$ 681,430	100%	\$ 783,973	100%
Charges For Services	130	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.

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

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 598,291</b>	<b>100%</b>	<b>\$ 626,190</b>	<b>100%</b>	<b>\$ 586,754</b>	<b>100%</b>	<b>\$ 828,323</b>	<b>100%</b>
Personnel	521,187	87%	532,995	85%	493,559	84%	779,630	94%
Operating	24,528	4%	37,640	6%	37,640	6%	48,694	6%
Services	52,576	9%	55,555	9%	55,555	9%	-	0%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 40,762	7%	\$ 62,037	10%	\$ 61,102	10%	\$ 41,550	5%
Narcotic Seizure Fund	(2,809)	0%	0	0%	0	0%	0	0%
Community Development Agency Non-Housing	556,884	93%	563,703	90%	525,202	90%	786,774	95%
Inter Governmental Revenue	433	0%	450	0%	450	0%	-	0%
Charges For Services	3,021	1%	0	0%	0	0%	0	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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 survey results indicate residents rate code enforcement services higher than benchmark.	Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 653,566</b>	<b>100%</b>	<b>\$ 712,013</b>	<b>100%</b>	<b>\$ 596,463</b>	<b>100%</b>	<b>\$ 350,365</b>	<b>100%</b>
Personnel	626,386	96%	676,292	95%	560,742	94%	327,074	93%
Operating	27,180	4%	35,721	5%	35,721	6%	23,291	7%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 34,404	5%	\$ 39,470	6%	\$ 56,774	10%	\$ 19,790	6%
Community Development Agency Non-Housing	602,178	92%	652,543	92%	519,688	87%	310,575	89%
Charges For Services	16,984	3%	20,000	3%	20,000	3%	20,000	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
102-01 - Dispatch	\$ 2,013,942	\$ 1,988,397	\$ 2,141,955	\$ 1,955,494
102-02 - Records Management	428,933	412,544	406,731	544,527
102-04 - Police Training	430,635	443,212	479,193	430,214
102-05 - Parking Management	379,251	438,624	453,189	443,341
<b>Program Total</b>	<b>\$ 3,252,761</b>	<b>\$ 3,282,777</b>	<b>\$ 3,481,067</b>	<b>\$ 3,373,576</b>

**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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
102-01 - Dispatch: Receive calls for Police and City services and coordinate emergency and non-emergency response in a professional and timely manner.	95% of emergency calls are responded to within 2 minutes of receipt.	Exceeded - 1 minute
	95% of non-emergency calls are responded to within 11 minutes of receipt.	Exceeded - 3 minutes
	Less than .01 percent of calls result in a complaint.	Met - 3 complaints per 66,321 calls processed

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 2,013,942</b>	<b>100%</b>	<b>\$ 1,988,397</b>	<b>100%</b>	<b>\$ 2,141,955</b>	<b>100%</b>	<b>\$ 1,955,494</b>	<b>100%</b>
Personnel	1,759,059	87%	1,648,593	83%	1,802,151	84%	1,654,159	85%
Operating	237,383	12%	317,393	16%	317,393	15%	278,335	14%
Services	17,500	1%	22,411	1%	22,411	1%	23,000	1%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 1,268,043	63%	\$ 1,200,181	60%	\$ 1,353,739	63%	\$ 1,114,792	57%
Suppl Law Enforc Svc Fd (Cops)	19,117	1%	0	0%	0	0%	0	0%
Inter Governmental Revenue	637,235	32%	683,366	34%	683,366	32%	665,302	34%
Charges For Services	89,547	4%	104,850	5%	104,850	5%	175,400	9%

\* 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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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.  Less than 2 complaints per year.	Met  Met - no complaints this year

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>428,933</b>	<b>100%</b>	\$	<b>412,544</b>	<b>100%</b>	\$	<b>544,527</b>	<b>100%</b>
Personnel		392,311	91%		372,434	90%		498,497	92%
Operating		36,622	9%		40,110	10%		46,030	8%
<b>Funding Source *</b>									
General Fund	\$	378,619	88%	\$	366,344	89%	\$	486,327	89%
Charges For Services		50,314	12%		46,200	11%		58,200	11%

\* 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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 430,635</b>	<b>100%</b>	<b>\$ 443,212</b>	<b>100%</b>	<b>\$ 479,193</b>	<b>100%</b>	<b>\$ 430,214</b>	<b>100%</b>
Personnel	183,884	43%	176,453	40%	212,433	44%	183,111	43%
Operating	192,734	45%	214,928	48%	214,928	45%	209,271	49%
Services	54,017	13%	51,832	12%	51,832	11%	37,832	9%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 383,920	89%	\$ 413,812	93%	\$ 448,555	94%	\$ 414,914	96%
Inter Governmental Revenue	45,783	11%	28,000	6%	29,238	6%	14,500	3%
Charges For Services	932	0%	1,400	0%	1,400	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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.  Provide an initial response to a program complaint within 24 hours (excluding weekends and holidays).	Met - no complaints this year  Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>379,251</b>	<b>100%</b>	\$	<b>438,624</b>	<b>100%</b>	\$	<b>443,341</b>	<b>100%</b>
Personnel		351,955	93%		405,436	92%		406,185	92%
Operating		27,296	7%		33,188	8%		37,157	8%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
General Fund	\$	(474,122)	-125%	\$	(404,682)	-92%	\$	(388,067)	-88%
Downtown Parking Permits		5,754	2%		12,786	3%		13,166	3%
Licenses & Permits		102,350	27%		131,000	30%		109,800	25%
Fines		744,455	196%		699,520	159%		708,442	160%
Charges For Services		812	0%		0	0%		0	0%

\* 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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
103-01 - Information Outreach	\$ 36,571	\$ 24,570	\$ 35,048	\$ 26,664
103-02 - Disaster Management Coordination	102,562	105,425	96,115	119,590
103-03 - Emergency Preparedness Training	28,637	23,840	25,582	34,983
<b>Program Total</b>	<u>\$ 167,770</u>	<u>\$ 153,835</u>	<u>\$ 156,745</u>	<u>\$ 181,237</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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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 survey results indicate residents rate emergency preparedness higher than benchmark.	Not met  Not met - similar to benchmark

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 36,571</b>	<b>100%</b>	<b>\$ 24,570</b>	<b>100%</b>	<b>\$ 35,048</b>	<b>100%</b>	<b>\$ 26,664</b>	<b>100%</b>
Personnel	35,798	98%	21,263	87%	31,741	91%	24,185	91%
Operating	773	2%	3,307	13%	3,307	9%	2,480	9%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 36,571	100%	\$ 24,570	100%	\$ 35,048	100%	\$ 26,664	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 102,562</b>	<b>100%</b>	<b>\$ 105,425</b>	<b>100%</b>	<b>\$ 96,115</b>	<b>100%</b>	<b>\$ 119,590</b>	<b>100%</b>
Personnel	21,778	21%	21,263	20%	11,953	12%	33,131	28%
Operating	4,859	5%	5,687	5%	5,687	6%	6,192	5%
Services	75,925	74%	78,475	74%	78,475	82%	80,267	67%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 102,562	100%	\$ 105,425	100%	\$ 96,115	100%	\$ 119,590	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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.	Not met
	Coordinate a Community Emergency Response Team Program in conjunction with the Fire District.	Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>					
<b>Total Expenditures</b>	\$	<b>28,637</b>	<b>100%</b>	\$	<b>23,840</b>	<b>100%</b>	\$	<b>25,582</b>	<b>100%</b>	\$	<b>34,983</b>	<b>100%</b>
Personnel		24,363	85%		22,168	93%		23,910	93%		33,131	95%
Operating		4,274	15%		1,672	7%		1,672	7%		1,852	5%
<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>					
General Fund	\$	28,637	100%	\$	23,840	100%	\$	25,582	100%	\$	34,983	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
104-01 - Public Traffic Safety Education	\$ 1,663	\$ 1,854	\$ 54	\$ -
104-02 - Enforcement of Traffic Laws	908,489	1,760,647	1,194,154	1,346,961
<b>Program Total</b>	<u>\$ 910,152</u>	<u>\$ 1,762,501</u>	<u>\$ 1,194,208</u>	<u>\$ 1,346,961</u>



**LEAD DEPARTMENT: Police Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
104-02 - 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.	Not met
	20% increase in traffic citations.	Exceeded - 40%
	Bi-annual survey results indicate residents rate traffic enforcement higher than benchmark.	Not met - similar to benchmark

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	\$ 908,489	100%	\$ 1,760,647	100%	\$ 1,194,154	100%	\$ 1,346,961	100%
Personnel	858,175	94%	1,697,157	96%	1,131,664	95%	1,295,649	96%
Operating	51,393	6%	63,490	4%	62,490	5%	51,312	4%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 908,489	100%	\$ 1,760,647	100%	\$ 1,194,154	100%	\$ 1,346,961	100%

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

CITY OF MENLO PARK  
FISCAL YEAR 2009 – 10



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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
201-01 - Facility/Field Capital Projects	\$ 4,671,100	\$ 19,542,673	\$ 10,568,742	\$ 21,085,006
201-02 - Facility Maintenance	1,251,911	1,238,476	1,168,387	1,256,040
201-03 - Field/Grounds Maintenance	1,351,367	1,413,862	1,369,589	1,562,040
<b>Program Total</b>	<u>\$ 7,274,378</u>	<u>\$ 22,195,011</u>	<u>\$ 13,106,718</u>	<u>\$ 23,903,086</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
201-01 - Facility/Field Capital Projects: Plan, program, and manage capital improvement projects for City infrastructure and facilities that meet the needs of the community and are cost-effective to maintain.	Design and construct 90% of projects on schedule.	Met
	Design and construct 90% of projects within budget.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 4,671,100</b>	<b>100%</b>	<b>\$ 19,542,673</b>	<b>100%</b>	<b>\$ 10,568,742</b>	<b>100%</b>	<b>\$ 21,085,007</b>	<b>100%</b>
Personnel	3,523	0%	153,758	1%	80,095	1%	165,338	1%
Operating	1,300,177	28%	376,201	2%	21,401	0%	1,333,333	6%
Services	3,640	0%	433,009	2%	314,500	3%	249,446	1%
Capital Improvement Projects	3,363,760	72%	18,579,705	95%	10,152,746	96%	19,336,890	92%

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

<b>Funding Source *</b>	Actual		Budget		Estimate		Proposed	
	2007-2008		2008-2009		2008-2009		2009-2010	
General Fund	\$ 5,531	0%	\$ 292,001	1%	\$ 306,213	3%	\$ 106,440	1%
Bayfront Pk.Mt. Operation	19	0%	0	0%	0	0%	0	0%
Rec-In-Lieu Fund	(1,525,156)	-33%	(195,413)	-1%	(41,410)	0%	1,371,653	7%
Downtown Parking Permits	96,404	2%	681,968	3%	36,309	0%	50,547	0%
Measure A	83,823	2%	898,973	5%	605,810	6%	467,167	2%
Traffic Impact Fees	67,777	1%	323,365	2%	226,724	2%	50,440	0%
Construction Impact Fees	(748,367)	-16%	55,000	0%	(418,908)	-4%	975,000	5%
Highway Users Tax Fund	948,326	20%	1,052,661	5%	443,978	4%	604,581	3%
Sidewalk Assesment	(31,731)	-1%	310,089	2%	362,096	3%	6,205	0%
Storm Water Mgmt Fund (NPDES)	65,261	1%	146,538	1%	197	0%	-	0%
Traffic Congestion Relief-2928	-	0%	130,000	1%	53,098	1%	400,000	2%
Landscaping/Tree Assesmnt	-	0%	30,000	0%	30,000	0%	-	0%
1990 Library Bond Fund	(14,613)	0%	288,510	1%	246,488	2%	(2,255)	0%
1992 RDA Tax Increment Bond	(2,302)	0%	-	0%	(1,000)	0%	(500)	0%
2000 RDA Tax Increment Bond	153,469	3%	2,636,887	13%	1,659,282	16%	2,911,173	14%
General Fund - CIP	(3,278,471)	-70%	3,277,345	17%	1,675,507	16%	1,800,557	9%
Community Development Agency Housing	76,739	2%	1,059,188	5%	1,151,628	11%	3,933	0%
Measure T Bond	191,640	4%	1,026,250	5%	387,733	4%	5,833,745	28%
Water Fund - Operation	-	0%	-	0%	-	0%	100,001	0%
Water Fund - Capital	30,429	1%	3,548,610	18%	1,021,049	10%	2,786,228	13%
Special Assessments on Tax Roll	132,086	3%	173,000	1%	100,000	1%	173,795	1%
Franchise Fees	49,060	1%	47,500	0%	-	0%	-	0%
Inter Governmental Revenue	1,066,795	23%	1,413,000	7%	672,749	6%	441,100	2%
Interest and Rent Income	609,572	13%	420,000	2%	224,000	2%	410,500	2%
Charges For Services	2,014,809	43%	564,000	3%	464,000	4%	530,000	3%
Other Financing Sources	4,680,000	100%	1,363,200	7%	1,363,200	13%	2,064,696	10%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
201-02 - Facility Maintenance: Maintain, repair and renovate City buildings.	Complete Facility Improvement Plan projects on schedule 90% of the time.	Not met
	Complete Facility Improvement Plan projects on budget 90% of the time.	Met
	Achieve an 85% customer and employee survey satisfaction rating.	Not met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 1,251,911</b>	<b>100%</b>	<b>\$ 1,238,476</b>	<b>100%</b>	<b>\$ 1,168,387</b>	<b>100%</b>	<b>\$ 1,256,040</b>	<b>100%</b>
Personnel	832,750	67%	800,424	65%	708,881	61%	753,072	60%
Operating	284,586	23%	285,330	23%	279,506	24%	308,968	25%
Services	133,812	11%	152,722	12%	180,000	15%	194,000	15%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 1,251,148	100%	\$ 1,238,476	100%	\$ 1,166,892	100%	\$ 1,256,040	100%
General Fund - CIP	762	0%	-	0%	-	0%	-	0%
Other Financing Sources	-	0%	-	0%	1,495	0%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

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

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 1,351,367</b>	<b>100%</b>	<b>\$ 1,413,862</b>	<b>100%</b>	<b>\$ 1,369,589</b>	<b>100%</b>	<b>\$ 1,562,040</b>	<b>100%</b>
Personnel	731,299	54%	631,520	45%	602,881	44%	766,118	49%
Operating	367,989	27%	415,433	29%	422,709	31%	437,922	28%
Services	252,080	19%	366,909	26%	343,999	25%	358,000	23%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 936,613	69%	\$ 837,444	59%	\$ 801,352	59%	\$ 997,161	64%
Bayfront Pk.Mt. Operation	86,282	6%	167,153	12%	149,397	11%	193,030	12%
Sharon Hills Park	5,140	0%	7,500	1%	11,492	1%	10,500	1%
Bayfront Park Landfill	(267,280)	-20%	(143,735)	-10%	(153,554)	-11%	(171,151)	-11%
Interest and Rent Income	242,118	18%	185,500	13%	173,900	13%	142,500	9%
Charges For Services	347,495	26%	360,000	25%	387,000	28%	390,000	25%
Donations	1,000	0%	-	0%	-	0%	-	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
202-01 - Water Delivery System	\$ 5,268,819	\$ 3,870,575	\$ 3,415,442	\$ 3,906,956
202-02 - Water Supply	322,211	547,631	431,035	557,104
<b>Program Total</b>	<u>\$ 5,591,030</u>	<u>\$ 4,418,206</u>	<u>\$ 3,846,477</u>	<u>\$ 4,464,061</u>

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
202-01 - Water Delivery System: 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.	Complete all monthly water quality tests and send to the State on time.	Not met
	Install 95% of all water service connection requests within 6 weeks of completion of application requirements.	Met
	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.	Met
	Bi-annual survey indicates residents rate quality of City drinking water higher than benchmark.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 5,268,819</b>	<b>100%</b>	<b>\$ 3,870,575</b>	<b>100%</b>	<b>\$ 3,415,442</b>	<b>100%</b>	<b>\$ 3,906,957</b>	<b>100%</b>
Personnel	411,709	8%	467,156	12%	398,267	12%	466,108	12%
Operating	4,713,323	89%	3,208,796	83%	2,840,803	83%	3,204,849	82%
Services	143,788	3%	194,623	5%	176,372	5%	236,000	6%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
Water Fund - Operation	5,258,078	100%	3,858,575	100%	3,400,437	100%	3,891,957	100%
Water Fund - Capital	520	0%	-	0%	-	0%	-	0%
Charges For Services	10,221	0%	12,000	0%	15,005	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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.	Design and construct water facilities on schedule 90% of the time.	Met
	Annually increase the number of participants in the water conservation program.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 322,211</b>	<b>100%</b>	<b>\$ 547,631</b>	<b>100%</b>	<b>\$ 431,035</b>	<b>100%</b>	<b>\$ 557,104</b>	<b>100%</b>
Personnel	108,164	34%	162,674	30%	118,030	27%	228,997	41%
Operating	183,350	57%	202,705	37%	200,005	46%	203,107	36%
Services	30,698	10%	182,252	33%	113,000	26%	125,000	22%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
Water Fund - Operation	311,271	97%	512,283	94%	415,080	96%	528,721	95%
Water Fund - Capital	(3,563,264)	-1106%	(1,114,652)	-204%	(584,044)	-135%	(871,617)	-156%
Interest and Rent Income	801,068	249%	500,000	91%	-	0%	300,000	54%
Charges For Services	873,137	271%	650,000	119%	600,000	139%	600,000	108%
Other Financing Sources	1,900,000	590%	-	0%	-	0%	-	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
203-01 - Vehicle Replacement	\$ 276,371	\$ 419,326	\$ 416,535	\$ 316,966
203-02 - Vehicle Repair and Maintenance	385,143	410,048	357,694	353,456
<b>Program Total</b>	<u>\$ 661,513</u>	<u>\$ 829,374</u>	<u>\$ 774,230</u>	<u>\$ 670,421</u>

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
203-01 - Vehicle Replacement: 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 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 276,371</b>	<b>100%</b>	<b>\$ 419,326</b>	<b>100%</b>	<b>\$ 416,535</b>	<b>100%</b>	<b>\$ 316,966</b>	<b>100%</b>
Personnel	11,976	4%	16,013	4%	12,243	3%	5,420	2%
Operating	264,395	96%	403,313	96%	404,292	97%	311,546	98%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
General Fund	\$ 12,563	5%	\$ 17,644	4%	\$ 13,874	3%	\$ 7,166	2%
Vehicle Replacement Fund	(779)	0%	151,682	36%	168,661	40%	47,800	15%
Interest and Rent Income	10,989	4%	-	0%	-	0%	-	0%
Charges For Services	-	0%	-	0%	-	0%	240,000	76%
Other Financing Sources	253,598	92%	250,000	60%	234,000	56%	22,000	7%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
203-02 - Vehicle Repair and Maintenance: Repair and maintain vehicles/motorized equipment to keep them in good working condition and meet regulatory requirements.	Keep vehicles and motorized equipment up and running 95% of the time.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 385,143</b>	<b>100%</b>	<b>\$ 410,048</b>	<b>100%</b>	<b>\$ 357,694</b>	<b>100%</b>	<b>\$ 353,456</b>	<b>100%</b>
Personnel	304,140	79%	353,881	86%	308,266	86%	226,529	64%
Operating Services	81,003	21%	52,967	13%	46,428	13%	63,926	18%
	-	0%	3,200	1%	3,000	1%	63,000	18%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 340,676	88%	\$ 369,334	90%	\$ 325,128	91%	\$ 301,148	85%
Landscaping/Tree Assesmnt	8,327	2%	20,357	5%	5,908	2%	36,194	10%
Water Fund - Operation	21,693	6%	20,357	5%	6,658	2%	16,114	5%
Charges For Services	14,446	4%	-	0%	20,000	6%	-	0%

\* 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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
204-02 - City Tree Maintenance	\$ 912,415	\$ 932,744	\$ 825,354	\$ 947,244
204-03 - Heritage Trees	114,666	98,501	111,526	98,218
<b>Program Total</b>	<u>\$ 1,027,081</u>	<u>\$ 1,031,245</u>	<u>\$ 936,880</u>	<u>\$ 1,045,462</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 204 - URBAN FOREST**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
204-02 - City Tree Maintenance: 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 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 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 912,415</b>	<b>100%</b>	<b>\$ 932,744</b>	<b>100%</b>	<b>\$ 825,354</b>	<b>100%</b>	<b>\$ 947,244</b>	<b>100%</b>
Personnel	405,099	44%	411,971	44%	354,781	43%	435,985	46%
Operating	335,280	37%	176,798	19%	186,573	23%	192,259	20%
Services	172,037	19%	343,975	37%	284,000	34%	319,000	34%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 163,700	18%	\$ 189,976	20%	\$ 162,766	20%	\$ 224,850	24%
Sidewalk Assesment	219,876	24%	-	0%	-	0%	-	0%
Landscaping/Tree Assesmnt	(298,219)	-33%	(24,432)	-3%	(82,965)	-10%	(76,495)	-8%
Community Development Agency Non-Housing	36,021	4%	119,000	13%	102,253	12%	119,000	13%
Special Assessments on Tax Roll	429,451	47%	487,000	52%	487,000	59%	517,789	55%
Charges For Services	5,587	1%	5,200	1%	300	0%	2,500	0%
Other Financing Sources	356,000	39%	156,000	17%	156,000	19%	159,600	17%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 204 - URBAN FOREST**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
204-03 - Heritage Trees: Preserve private and public Heritage Trees through promotion and enforcement of the Heritage Tree Ordinance.	Process 100% of Heritage Tree permit applications within an average time of 30 days.	Not met - 86%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>114,666</b>	<b>100%</b>	\$	<b>98,501</b>	<b>100%</b>	\$	<b>98,218</b>	<b>100%</b>
Personnel		110,750	97%		89,679	91%		70,810	72%
Operating		3,915	3%		7,822	8%		19,408	20%
Services		-	0%		1,000	1%		8,000	8%
<b>Funding Source *</b>									
General Fund	\$	75,496	66%	\$	48,501	49%	\$	55,718	57%
Charges For Services		39,170	34%		50,000	51%		42,500	43%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
205-01 - Right-of-Way Maintenance/Repair	\$ 643,372	\$ 567,123	\$ 558,301	\$ 571,073
205-02 - Street Fixture Maintenance	264,995	247,975	245,063	217,346
205-03 - Median/Roadway Landscaping	530,214	661,194	495,016	527,214
205-04 - Street Cleaning	198,500	233,018	144,600	213,843
205-05 - Right-of-Way Encroachments	311,896	337,416	454,167	351,200
<b>Program Total</b>	<b>\$ 1,948,977</b>	<b>\$ 2,046,726</b>	<b>\$ 1,897,146</b>	<b>\$ 1,880,675</b>

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-01 - Right-of-Way 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. Each year, inspect 20% of the City's sidewalks, curbs and gutters for root damage caused by City trees and conduct repairs. Abate 100% of identified hazards within 1 day of notification. Bi-annual survey results indicate residents rate the quality of street repair and maintenance higher than the benchmark. Bi-annual survey results indicate residents rate the quality of sidewalk maintenance higher than the benchmark. Bi-annual survey results indicate residents ease of walking and bicycle travel in Menlo Park higher than benchmark.	Not met - 62 based on 2007 data  Met  Met Met  Not met - similar to benchmark  Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 643,372</b>	<b>100%</b>	<b>\$ 567,123</b>	<b>100%</b>	<b>\$ 558,301</b>	<b>100%</b>	<b>\$ 571,073</b>	<b>100%</b>
Personnel	327,957	51%	300,462	53%	370,924	66%	341,314	60%
Operating	304,210	47%	243,821	43%	167,817	30%	218,479	38%
Services	11,204	2%	22,840	4%	19,560	4%	11,280	2%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 551,593	86%	\$ 492,051	87%	\$ 505,548	91%	\$ 494,162	87%
Downtown Parking Permits	(483,385)	-75%	(491,543)	-87%	(515,000)	-92%	(467,594)	-82%
Measure A	2	0%	-	0%	-	0%	-	0%
Highway Users Tax Fund	(637,501)	-99%	(628,000)	-111%	(571,000)	-102%	(514,000)	-90%
Sidewalk Assesment	(71,031)	-11%	6,066	1%	(81,000)	-15%	17,615	3%
Traffic Congestion Relief-2928	(23,522)	-4%	(302,400)	-53%	(211,985)	-38%	(8,500)	-1%
2000 RDA Tax Increment Bond	38,329	6%	-	0%	-	0%	-	0%
Community Development Agency Non-Housing	2	0%	-	0%	-	0%	-	0%
Water Fund - Operation	2	0%	-	0%	-	0%	-	0%
Taxes	580,220	90%	588,000	104%	536,000	96%	492,000	86%
Special Assessments on Tax Roll	72,053	11%	11,549	2%	81,000	15%	-	0%
Licenses & Permits	371,058	58%	440,000	78%	440,000	79%	440,000	77%
Inter Governmental Revenue	-	0%	287,400	51%	202,985	36%	-	0%
Interest and Rent Income	214,319	33%	130,000	23%	119,000	21%	80,500	14%
Charges For Services	31,231	5%	34,000	6%	52,753	9%	36,890	6%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-02 - Street Fixture Maintenance: 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 - 76%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>264,995</b>	<b>100%</b>	\$	<b>247,975</b>	<b>100%</b>	\$	<b>217,346</b>	<b>100%</b>
Personnel		60,696	23%		53,296	21%		47,020	22%
Operating		204,299	77%		194,679	79%		170,326	78%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
General Fund	\$	247,743	93%	\$	247,975	100%	\$	217,346	100%
Highway Users Tax Fund		17,251	7%		-	0%		-	0%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-03 - Median/Roadway Landscaping: Remove debris and maintain landscaping in medians and sidewalk areas.	Achieve an 85% customer satisfaction rating annually.	Not met - 65%

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 530,214</b>	<b>100%</b>	<b>\$ 661,194</b>	<b>100%</b>	<b>\$ 495,016</b>	<b>100%</b>	<b>\$ 527,214</b>	<b>100%</b>
Personnel	411,701	78%	525,736	80%	379,159	77%	382,243	73%
Operating	106,168	20%	122,458	19%	114,841	23%	126,972	24%
Services	12,345	2%	13,000	2%	1,016	0%	18,000	3%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 414,431	78%	\$ 516,876	78%	\$ 418,047	84%	\$ 373,691	71%
Vintage Oaks Landscape Mtce	5,301	1%	7,440	1%	(2,000)	0%	16,940	3%
Downtown Parking Permits	50,157	9%	77,878	12%	20,969	4%	79,784	15%
Garbage Service Fund	52,000	10%	54,000	8%	54,000	11%	54,000	10%
Interest and Rent Income	8,672	2%	5,000	1%	4,000	1%	2,800	1%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-04 - Street Cleaning: Remove leaves and other debris from the roadway.	Achieve an 85% customer satisfaction rating annually.	Met
	Bi-annual survey results indicate residents rate quality of street cleaning higher than the benchmark.	Not met - similar to benchmark

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 198,500</b>	<b>100%</b>	<b>\$ 233,018</b>	<b>100%</b>	<b>\$ 144,600</b>	<b>100%</b>	<b>\$ 213,843</b>	<b>100%</b>
Personnel	49,645	25%	80,854	35%	42,809	30%	61,738	29%
Operating	2,561	1%	2,164	1%	1,791	1%	2,105	1%
Services	146,294	74%	150,000	64%	100,000	69%	150,000	70%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
Storm Water Mgmt Fund (NPDES)	75,588	38%	79,779	34%	13,296	9%	14,865	7%
Landscaping/Tree Assesmnt	95,440	48%	140,239	60%	117,013	81%	137,687	64%
Special Assessments on Tax Roll	-	0%	-	0%	-	0%	48,290	23%
Inter Governmental Revenue	27,435	14%	13,000	6%	14,189	10%	13,000	6%
Charges For Services	37	0%	-	0%	102	0%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-05 - 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.	Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 311,896</b>	<b>100%</b>	<b>\$ 337,416</b>	<b>100%</b>	<b>\$ 454,167</b>	<b>100%</b>	<b>\$ 351,200</b>	<b>100%</b>
Personnel	277,220	89%	295,721	88%	418,060	92%	300,744	86%
Operating	19,677	6%	31,695	9%	26,107	6%	38,456	11%
Services	15,000	5%	10,000	3%	10,000	2%	12,000	3%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 139,303	45%	\$ 114,314	34%	\$ 219,079	48%	\$ 122,816	35%
Water Fund - Operation	34,567	11%	79,102	23%	73,088	16%	75,684	22%
Interest and Rent Income	30,000	10%	30,000	9%	30,000	7%	30,000	9%
Charges For Services	108,026	35%	114,000	34%	132,000	29%	122,700	35%

\* 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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
206-01 - Storm Drain System	\$ 77,495	\$ 113,339	\$ 91,190	\$ 84,214
206-02 - FEMA Compliance	30,633	32,426	37,927	9,257
206-03 - Stormwater Pollution Prevention	232,815	285,077	293,278	326,337
206-04 - Creek Management	191,702	228,221	232,229	196,031
<b>Program Total</b>	<u>\$ 532,646</u>	<u>\$ 659,063</u>	<u>\$ 654,624</u>	<u>\$ 615,839</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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
206-01 - Storm Drain System: Provide and maintain a storm drain system.	Inspect 100% of the City's storm drain inlets each year and clean as needed.	Not met
	Bi-annual survey results indicate residents rate quality of storm drainage higher than benchmark.	Not met - similar to benchmark

	Actual 2007-2008		Budget 2007-2008		Estimate 2007-2008		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 77,495</b>	<b>100%</b>	<b>\$ 113,339</b>	<b>100%</b>	<b>\$ 91,190</b>	<b>100%</b>	<b>\$ 84,214</b>	<b>100%</b>
Personnel	62,940	81%	94,810	84%	72,661	80%	72,715	86%
Operating	9,290	12%	9,829	9%	9,829	11%	9,699	12%
Services	5,266	7%	8,700	8%	8,700	10%	1,800	2%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2007-2008		Estimate 2007-2008		Proposed 2009-2010	
General Fund	\$ 76,595	99%	\$ 106,439	94%	\$ 84,290	92%	\$ 84,214	100%
Storm Drainage	(51,469)	-66%	(55,000)	-49%	(55,000)	-60%	(20,000)	-24%
Interest and Rent Income	13,289	17%	10,000	9%	10,000	11%	5,000	6%
Charges For Services	39,080	50%	51,900	46%	51,900	57%	15,000	18%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
206-02 - FEMA Compliance: Meet requirements for maintaining good standing in the FEMA Community Rating System so that residents can qualify for lower insurance rates.	Resolve all FEMA audit concerns within 60 days of the bi-annual audit.	Met

	Actual 2007-2008		Budget 2007-2008		Estimate 2007-2008		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>30,633</b>	<b>100%</b>	\$	<b>32,426</b>	<b>100%</b>	\$	<b>9,257</b>	<b>100%</b>
Personnel		29,843	97%		29,462	91%		4,511	49%
Operating		791	3%		1,964	6%		2,246	24%
Services		-	0%		1,000	3%		2,500	27%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2007-2008		Estimate 2007-2008		Proposed 2009-2010		
General Fund	\$	30,633	100%	\$	32,426	100%	\$	9,257	100%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
206-03 - Stormwater Pollution Prevention: Provide stormwater pollution prevention services as required by the National Pollution Discharge Elimination System permit.	Submit semi-annual reports on time and respond to comments from the California Regional Water Quality Control Board within 30 days of receipt of the audit.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 232,815</b>	<b>100%</b>	<b>\$ 285,077</b>	<b>100%</b>	<b>\$ 293,278</b>	<b>100%</b>	<b>\$ 326,337</b>	<b>100%</b>
Personnel	156,649	67%	163,732	57%	171,933	59%	127,654	39%
Operating	53,642	23%	72,533	25%	72,533	25%	71,144	22%
Services	22,524	10%	48,812	17%	48,812	17%	127,540	39%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 40,580	17%	\$ 87,776	31%	\$ 41,667	14%	\$ 147,782	45%
Storm Water Mgmt Fund (NPDES)	24,505	11%	24,501	9%	78,811	27%	41,993	13%
Special Assessments on Tax Roll	167,731	72%	172,800	61%	172,800	59%	136,562	42%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

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

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 191,702</b>	<b>100%</b>	<b>\$ 228,221</b>	<b>100%</b>	<b>\$ 232,229</b>	<b>100%</b>	<b>\$ 196,031</b>	<b>100%</b>
Personnel	47,763	25%	49,266	22%	53,274	23%	29,209	15%
Operating	116,775	61%	137,741	60%	137,741	59%	116,623	59%
Services	27,164	14%	41,214	18%	41,214	18%	50,200	26%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 5,707	3%	\$ 7,679	3%	\$ 7,423	3%	\$ 6,750	3%
Storm Water Mgmt Fund (NPDES)	43,112	22%	75,542	33%	79,806	34%	44,511	23%
Special Assessments on Tax Roll	142,882	75%	145,000	64%	145,000	62%	144,770	74%

\* 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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
207-01 - Solid Waste Management	\$ 170,755	\$ 171,994	\$ 166,391	\$ 233,185
207-02 - Sustainable Environmental Practices	65,904	77,741	47,979	55,382
<b>Program Total</b>	<u>\$ 236,659</u>	<u>\$ 249,735</u>	<u>\$ 214,369</u>	<u>\$ 288,567</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 207 - RESOURCE CONSERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
207-01 - Solid Waste Management: Provide contract administration for collection and processing services for garbage and recyclables, planning and collaboration with regional entities for service and facility improvements and information and assistance to residents, businesses, institutions and city departments.	Ensure that the services of Allied Waste Industries result in a one percent increase in annual diversion of material from landfill.	Met
	Annually increase the number of customers that reduce garbage volume service by at least one percent.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 170,755</b>	<b>100%</b>	<b>\$ 171,994</b>	<b>100%</b>	<b>\$ 166,391</b>	<b>100%</b>	<b>\$ 233,185</b>	<b>100%</b>
Personnel	141,186	83%	110,675	64%	116,852	70%	175,876	75%
Operating	28,908	17%	58,369	34%	48,039	29%	54,309	23%
Services	661	0%	2,950	2%	1,500	1%	3,000	1%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Funding Source *</b>								
Garbage Service Fund	(444,313)	-260%	163,823	95%	150,596	91%	225,185	97%
Inter Governmental Revenue	8,172	5%	8,171	5%	8,171	5%	8,000	3%
Charges For Services	-	0%	-	0%	7,624	5%	-	0%
Other Financing Sources	606,896	355%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 207 - RESOURCE CONSERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
207-02 - Sustainable Environmental Practices: Develop policies, coordinate with regional programs and inform and assist the public and City departments to increase sustainable environmental practices, such as energy and water conservation, air and water pollution prevention, green building design and integrated pest management.	Ensure that residents and businesses receive at least two informational messages per year through a variety of media.	Met
	Provide at least four information messages annually to employees about sustainable practices.	Met
	Bi-annual survey results indicate percent of residents regularly recycling from their home is higher than benchmark.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Total Expenditures</b>	\$	<b>65,904</b>	<b>100%</b>	\$	<b>77,741</b>	<b>100%</b>	\$	<b>55,382</b>	<b>100%</b>
Personnel		46,873	71%		35,085	45%		50,064	90%
Operating		2,005	3%		2,282	3%		3,319	6%
Services		17,026	26%		40,374	52%		2,000	4%
	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010		
<b>Funding Source *</b>									
General Fund	\$	65,904	100%	\$	77,741	100%	\$	55,382	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.

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	Actual 2007-2008	Budget 2008-2009	Estimate 2008-2009	Proposed 2009-2010
208-01 - Congestion Management	\$ 441,612	\$ 655,049	\$ 620,527	\$ 520,830
208-02 - Transportation Demand Management	470,158	536,307	464,438	561,265
208-04 - Street Signage & Markings	160,266	288,870	278,086	304,838
208-05 - Safe Routes to School	51,508	65,412	41,713	67,783
208-06 - Neighborhood Traffic Management	129,156	153,719	148,718	151,642
<b>Program Total</b>	<b>\$ 1,252,701</b>	<b>\$ 1,699,356</b>	<b>\$ 1,553,483</b>	<b>\$ 1,606,358</b>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
208-01 - Congestion Management: 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 existing levels of service at the signalized intersections.	Met
	Bi-annual survey results indicate residents rate ease of car travel in Menlo Park higher than the benchmark.	Not met - similar to benchmark

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 441,612</b>	<b>100%</b>	<b>\$ 655,049</b>	<b>100%</b>	<b>\$ 620,527</b>	<b>100%</b>	<b>\$ 520,830</b>	<b>100%</b>
Personnel	185,103	42%	196,680	30%	207,728	33%	196,752	38%
Operating	133,314	30%	308,369	47%	262,990	42%	169,078	32%
Services	123,194	28%	150,000	23%	149,809	24%	155,000	30%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 240,511	54%	\$ 270,044	41%	\$ 275,854	44%	\$ 269,012	52%
Measure A	121,355	27%	276,858	42%	275,766	44%	196,013	38%
Traffic Impact Fees	(421,534)	-95%	15,947	2%	29,432	5%	25,805	5%
Inter Governmental Revenue	31,434	7%	13,000	2%	14,189	2%	13,000	2%
Interest and Rent Income	59,909	14%	27,000	4%	22,000	4%	17,000	3%
Charges For Services	409,937	93%	52,200	8%	3,286	1%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
208-02 - 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.	Met
	85% of riders are satisfied with the shuttle schedules, route maps, and shuttle reliability.	Met
	Provide at least three information packets annually to employees on the commute alternatives.	Met
	Implement at least one component of the Comprehensive Bicycle Plan Annually.	Met

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 470,158</b>	<b>100%</b>	<b>\$ 536,307</b>	<b>100%</b>	<b>\$ 464,438</b>	<b>100%</b>	<b>\$ 561,265</b>	<b>100%</b>
Personnel	203,788	43%	222,719	42%	184,044	40%	226,732	40%
Operating	235,749	50%	265,852	50%	232,859	50%	294,834	53%
Services	30,621	7%	47,736	9%	47,535	10%	39,700	7%

<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 37,552	8%	\$ 49,573	9%	\$ 45,770	10%	\$ 52,037	9%
990 & 1000 Marsh Rd Developmnt	(2,112)	0%	(1,600)	0%	-	0%	(700)	0%
BAAQMD AB 434	(391)	0%	39,500	7%	(1,300)	0%	44,913	8%
Measure A	(682,871)	-145%	(638,622)	-119%	(530,071)	-114%	(632,665)	-113%
Traffic Impact Fees	43,101	9%	57,187	11%	30,496	7%	72,979	13%
Community Development Agency Non-Housing	47,582	10%	72,000	13%	66,957	14%	72,000	13%
Taxes	695,066	148%	690,000	129%	600,000	129%	690,000	123%
Inter Governmental Revenue	182,368	39%	175,576	33%	158,903	34%	190,101	34%
Interest and Rent Income	110,904	24%	63,100	12%	56,300	12%	41,600	7%
Charges For Services	38,960	8%	29,593	6%	37,383	8%	31,000	6%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
208-04 - 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
	Reduce service complaints regarding striping, signing, and red curb by 2%.	Met
	Bi-annual survey results indicate residents rate traffic flow on major streets higher than the benchmark.	Not met - lower than benchmark

	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
<b>Total Expenditures</b>	<b>\$ 160,266</b>	<b>100%</b>	<b>\$ 288,870</b>	<b>100%</b>	<b>\$ 278,086</b>	<b>100%</b>	<b>\$ 304,838</b>	<b>100%</b>
Personnel	111,293	69%	139,974	48%	129,190	46%	175,588	58%
Operating	12,705	8%	37,713	13%	37,713	14%	39,250	13%
Services	36,267	23%	111,183	38%	111,183	40%	90,000	30%
<b>Funding Source *</b>	Actual 2007-2008		Budget 2008-2009		Estimate 2008-2009		Proposed 2009-2010	
General Fund	\$ 57,868	36%	\$ 78,679	27%	\$ 69,830	25%	\$ 106,806	35%
Measure A	92,245	58%	198,350	69%	195,529	70%	178,732	59%
Traffic Impact Fees	10,153	6%	11,841	4%	12,726	5%	19,300	6%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
208-05 - Safe Routes to School: Provide outreach to schools and planning of safe routes for school children to walk or ride their bikes to school.	Maintain current number of students participating in bicycle safety workshops.	Met
	Implement "Safe Routes to Schools" plans for at least one school annually.	Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 51,508</b>	<b>100%</b>	<b>\$ 65,412</b>	<b>100%</b>	<b>\$ 41,713</b>	<b>100%</b>	<b>\$ 67,783</b>	<b>100%</b>
Personnel	49,907	97%	63,850	98%	40,151	96%	65,383	96%
Operating	1,601	3%	1,562	2%	1,562	4%	2,400	4%

<b>Funding Source *</b>	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
General Fund	\$ 1,410	3%	\$ 3,734	6%	\$ 1,427	3%	\$ 5,304	8%
Measure A	46,149	90%	47,629	73%	28,814	69%	45,565	67%
Traffic Impact Fees	3,950	8%	14,049	21%	11,472	28%	16,914	25%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
208-06 - Neighborhood Traffic Management: Work with residents on traffic issues to enhance the safety and livability in their neighborhoods.	Materials and surveys distributed for traffic management projects are considered clear and unbiased by 85% of the respondents.	Met

	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Total Expenditures</b>	<b>\$ 129,156</b>	<b>100%</b>	<b>\$ 153,719</b>	<b>100%</b>	<b>\$ 148,718</b>	<b>100%</b>	<b>\$ 151,642</b>	<b>100%</b>
Personnel	89,980	70%	86,606	56%	81,610	55%	84,110	55%
Operating	39,126	30%	58,863	38%	58,858	40%	59,283	39%
Services	50	0%	8,250	5%	8,250	6%	8,250	5%
	<u>Actual 2007-2008</u>		<u>Budget 2008-2009</u>		<u>Estimate 2008-2009</u>		<u>Proposed 2009-2010</u>	
<b>Funding Source *</b>								
General Fund	\$ 33,914	26%	\$ 30,058	20%	\$ 35,528	24%	\$ 29,861	20%
Measure A	56,470	44%	78,136	51%	71,060	48%	77,459	51%
Traffic Impact Fees	38,772	30%	45,525	30%	42,130	28%	44,322	29%

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

CITY OF MENLO PARK  
FISCAL YEAR 2009 – 10



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	2007-2008	\$ 35,658,171	\$ 38,519,576	\$ 46,896,016	\$ 27,281,731
	2008-2009	\$ 27,281,731	\$ 36,464,112	\$ 36,941,183	\$ 26,804,661
	2009-2010	\$ 26,804,661	\$ 37,804,926	\$ 38,204,520	\$ 26,405,067
101 - Workers' Compensation Fund	2007-2008	\$ 409,059	\$ 1,053,905	\$ 560,997	\$ 901,967
	2008-2009	\$ 901,967	\$ 939,832	\$ 686,026	\$ 1,155,773
	2009-2010	\$ 1,155,773	\$ 652,000	\$ 673,249	\$ 1,134,524
102 - Liability/Fire Insurance Fund	2007-2008	\$ (123,084)	\$ 632,655	\$ 519,832	\$ (10,261)
	2008-2009	\$ (10,261)	\$ 715,700	\$ 914,261	\$ (208,822)
	2009-2010	\$ (208,822)	\$ 802,000	\$ 768,700	\$ (175,522)
103 - Other Post Employment Benefits	2007-2008	\$ 473,897	\$ 10,363,091	\$ 10,676,579	\$ 160,409
	2008-2009	\$ 160,409	\$ 625,000	\$ 743,000	\$ 42,409
	2009-2010	\$ 42,409	\$ 655,000	\$ 651,000	\$ 46,409
420 - Peninsula Partnership Grant	2007-2008	\$ 24,298	\$ 79,779	\$ 87,913	\$ 16,165
	2008-2009	\$ 16,165	\$ 113,490	\$ 118,378	\$ 11,276
	2009-2010	\$ 11,276	\$ 118,490	\$ 128,571	\$ 1,195
434 - BAAQMD AB 434	2007-2008	\$ 45,840	\$ 41,480	\$ 41,089	\$ 46,231
	2008-2009	\$ 46,231	\$ 1,300	\$ -	\$ 47,531
	2009-2010	\$ 47,531	\$ 900	\$ 45,813	\$ 2,618
452 - Public Library Fund	2007-2008	\$ 138,436	\$ 11,964	\$ 4,398	\$ 146,003
	2008-2009	\$ 146,002	\$ 10,700	\$ 44,800	\$ 111,902
	2009-2010	\$ 111,902	\$ 10,000	\$ 58,558	\$ 63,344

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

2007-2008	\$ 20,445	\$ 171,506	\$ 181,747	\$ 10,205
2008-2009	\$ 10,205	\$ 188,000	\$ 161,961	\$ 36,244
2009-2010	\$ 36,244	\$ 163,100	\$ 177,810	\$ 21,534

505 - Vintage Oaks Landscape Mtce

2007-2008	\$ 154,683	\$ 8,672	\$ 13,973	\$ 149,382
2008-2009	\$ 149,382	\$ 4,000	\$ 2,000	\$ 151,382
2009-2010	\$ 151,382	\$ 2,800	\$ 19,740	\$ 134,442

506 - Sharon Hills Park

2007-2008	\$ 136,631	\$ 7,860	\$ 13,000	\$ 131,491
2008-2009	\$ 131,491	\$ 3,900	\$ 15,392	\$ 119,998
2009-2010	\$ 119,998	\$ 2,500	\$ 13,000	\$ 109,498

507 - Vehicle Replacement Fund

2007-2008	\$ 752,955	\$ 264,587	\$ 263,808	\$ 136,919
2008-2009	\$ 136,919	\$ 234,000	\$ 402,661	\$ (31,742)
2009-2010	\$ (31,742)	\$ 262,000	\$ 309,800	\$ (79,542)

710 - Traffic Impact Fees

2007-2008	\$ 751,859	\$ 464,796	\$ 207,015	\$ 1,009,640
2008-2009	\$ 1,009,640	\$ 22,000	\$ 374,981	\$ 656,659
2009-2010	\$ 656,659	\$ 17,000	\$ 246,761	\$ 426,898

713 - Storm Drainage

2007-2008	\$ 182,778	\$ 51,469	\$ 0	\$ 234,247
2008-2009	\$ 234,247	\$ 15,000	\$ -	\$ 249,247
2009-2010	\$ 249,247	\$ 20,000	\$ -	\$ 269,247

753 - Garbage Service Fund

2007-2008	\$ 207,132	\$ 2,508,379	\$ 2,172,303	\$ 543,210
2008-2009	\$ 543,208	\$ 1,723,795	\$ 1,830,396	\$ 436,608
2009-2010	\$ 436,608	\$ 1,827,000	\$ 1,899,102	\$ 364,506

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

2007-2008	\$ 858,832	\$ 501,852	\$ 234,571	\$ 1,126,112
2008-2009	\$ 1,126,112	\$ 490,000	\$ 336,446	\$ 1,279,666
2009-2010	\$ 1,279,666	\$ 505,000	\$ 333,849	\$ 1,450,817

758 - Downtown Parking Permits

2007-2008	\$ 2,051,964	\$ 511,002	\$ 179,931	\$ 2,383,034
2008-2009	\$ 2,383,034	\$ 515,000	\$ 70,064	\$ 2,827,970
2009-2010	\$ 2,827,970	\$ 490,000	\$ 165,903	\$ 3,152,067

801 - Rec-In-Lieu Fund

2007-2008	\$ 1,881,039	\$ 1,553,193	\$ 28,037	\$ 3,406,196
2008-2009	\$ 3,406,195	\$ 64,000	\$ 22,590	\$ 3,447,606
2009-2010	\$ 3,447,606	\$ 97,000	\$ 1,468,653	\$ 2,075,952

809 - Bayfront Pk.Mt. Operation

2007-2008	\$ 1,431,295	\$ 79,902	\$ 166,202	\$ 1,344,993
2008-2009	\$ 1,344,994	\$ 55,000	\$ 204,397	\$ 1,195,597
2009-2010	\$ 1,195,597	\$ 25,000	\$ 218,030	\$ 1,002,567

813 - Frances Mack Trust

2007-2008	\$ 458,597	\$ 26,064	\$ 32,502	\$ 452,158
2008-2009	\$ 452,158	\$ 10,000	\$ 39,784	\$ 422,374
2009-2010	\$ 422,374	\$ 9,000	\$ 89,006	\$ 342,368

832 - BMR Housing-Residentl/Commerl

2007-2008	\$ 7,854,813	\$ 695,983	\$ 16,205	\$ 8,534,592
2008-2009	\$ 8,534,592	\$ 2,697,089	\$ 217,089	\$ 11,014,592
2009-2010	\$ 11,014,592	\$ 1,499,000	\$ -	\$ 12,513,592

834 - Measure A

2007-2008	\$ 1,668,963	\$ 987,306	\$ 704,569	\$ 1,951,699
2008-2009	\$ 1,951,700	\$ 909,851	\$ 1,556,759	\$ 1,304,792
2009-2010	\$ 1,304,792	\$ 1,392,201	\$ 1,724,472	\$ 972,521

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

2007-2008	\$ 1,556,580	\$ 1,203,336	\$ 1,531,415	\$ 1,228,500
2008-2009	\$ 1,228,501	\$ 1,070,282	\$ 950,900	\$ 1,347,883
2009-2010	\$ 1,347,883	\$ 514,000	\$ 604,581	\$ 1,257,302

836 - Rev Share-Emergency Loan

2007-2008	\$ 62,211	\$ 6,369	\$ -	\$ 68,580
2008-2009	\$ 68,580	\$ 1,000	\$ 18,000	\$ 51,580
2009-2010	\$ 51,580	\$ 2,160	\$ 25,000	\$ 28,740

837 - Commun Devel Block Grant

2007-2008	\$ 68,013	\$ 497,758	\$ 110,703	\$ 455,069
2008-2009	\$ 455,068	\$ 42,000	\$ 10,022	\$ 487,046
2009-2010	\$ 487,046	\$ 4,500	\$ -	\$ 491,546

838 - Landscaping/Tree Assessment

2007-2008	\$ 95,654	\$ 818,473	\$ 624,021	\$ 290,106
2008-2009	\$ 290,106	\$ 657,489	\$ 727,445	\$ 220,149
2009-2010	\$ 220,149	\$ 692,889	\$ 790,275	\$ 122,763

839 - Sidewalk Assessment

2007-2008	\$ 504,314	\$ 204,139	\$ 321,254	\$ 387,199
2008-2009	\$ 387,200	\$ 181,000	\$ 462,096	\$ 106,104
2009-2010	\$ 106,104	\$ 173,795	\$ 197,615	\$ 82,284

841 - Storm Water Mgmt Fund (NPDES)

2007-2008	\$ 615,942	\$ 310,650	\$ 519,116	\$ 407,476
2008-2009	\$ 407,476	\$ 321,902	\$ 364,222	\$ 365,156
2009-2010	\$ 365,156	\$ 329,622	\$ 430,991	\$ 263,786

842 - Traffic Congestion Relief-2928

2007-2008	\$ 392,330	\$ 23,522	\$ -	\$ 415,851
2008-2009	\$ 415,852	\$ 288,887	\$ 130,000	\$ 574,739
2009-2010	\$ 574,739	\$ 8,500	\$ 400,000	\$ 183,239

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

2007-2008	\$ 1,410,213	\$ 748,367	\$ -	\$ 2,158,580
2008-2009	\$ 2,158,580	\$ 450,000	\$ 31,092	\$ 2,577,487
2009-2010	\$ 2,577,487	\$ 545,000	\$ 1,520,000	\$ 1,602,487

845 - Measure T Bond

2007-2008	\$ 1,385,434	\$ 60,853	\$ 252,493	\$ 1,193,794
2008-2009	\$ 1,193,794	\$ 20,000	\$ 407,733	\$ 806,061
2009-2010	\$ 806,061	\$ 9,330,000	\$ 6,113,744	\$ 4,022,316

851 - General Fund - CIP

2007-2008	\$ 7,199,976	\$ 5,230,444	\$ 1,952,735	\$ 10,477,685
2008-2009	\$ 10,477,685	\$ 1,363,200	\$ 3,038,707	\$ 8,802,177
2009-2010	\$ 8,802,177	\$ 2,064,696	\$ 3,865,253	\$ 7,001,621

Community Development Agency

2007-2008	\$ 33,882,838	\$ 19,378,760	\$ 16,725,879	\$ 36,535,718
2008-2009	\$ 36,535,719	\$ 18,373,642	\$ 17,927,381	\$ 36,981,980
2009-2010	\$ 36,981,980	\$ 17,836,499	\$ 18,554,537	\$ 36,263,942

853 - 1990 Library Bond Fund

2007-2008	\$ 388,094	\$ 22,680	\$ 9,833	\$ 400,941
2008-2009	\$ 400,941	\$ 8,000	\$ 287,979	\$ 120,962
2009-2010	\$ 120,962	\$ 8,000	\$ 69,745	\$ 59,217

855 - Water Fund - Capital

2007-2008	\$ 11,851,559	\$ 3,574,205	\$ 41,890	\$ 15,383,873
2008-2009	\$ 15,383,874	\$ 600,000	\$ 1,037,005	\$ 14,946,869
2009-2010	\$ 14,946,869	\$ 900,000	\$ 2,814,611	\$ 13,032,258

856 - 1992 RDA Tax Increment Bond

2007-2008	\$ 38,395	\$ 2,302	\$ -	\$ 40,698
2008-2009	\$ 40,697	\$ 1,000	\$ -	\$ 41,697
2009-2010	\$ 41,697	\$ 500	\$ -	\$ 42,197

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

2007-2008	\$ 7,782,424	\$ 286,175	\$ 421,933	\$ 7,646,665
2008-2009	\$ 7,646,666	\$ 145,000	\$ 1,804,707	\$ 5,986,959
2009-2010	\$ 5,986,959	\$ 160,000	\$ 3,071,254	\$ 3,075,705

861 - Water Fund - Operation

2007-2008	\$ 3,710,223	\$ 3,766,355	\$ 6,118,698	\$ 1,357,880
2008-2009	\$ 1,357,880	\$ 4,129,005	\$ 4,419,667	\$ 1,067,218
2009-2010	\$ 1,067,218	\$ 4,536,000	\$ 5,160,254	\$ 442,964

872 - Debt Service Fund-CDA

2007-2008	\$ 8,690,632	\$ 5,344,584	\$ 5,685,322	\$ 8,349,894
2008-2009	\$ 8,349,894	\$ 4,739,624	\$ 4,519,624	\$ 8,569,894
2009-2010	\$ 8,569,894	\$ 4,607,869	\$ 4,607,869	\$ 8,569,894

874 - 1990 Library Bond Debt Service

2007-2008	\$ 690,315	\$ 451,485	\$ 416,048	\$ 725,753
2008-2009	\$ 725,753	\$ 447,000	\$ 418,069	\$ 754,684
2009-2010	\$ 754,684	\$ 419,025	\$ 419,025	\$ 754,684

875 - 2002 Recreation GO Bond D.S.

2007-2008	\$ 1,200,558	\$ 1,365,444	\$ 882,579	\$ 1,683,422
2008-2009	\$ 1,683,423	\$ 832,572	\$ 886,135	\$ 1,629,860
2009-2010	\$ 1,629,860	\$ 1,528,000	\$ 1,399,177	\$ 1,758,683

CITY OF MENLO PARK  
FISCAL YEAR 2009 – 10



CAPITAL IMPROVEMENTS

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** **206 - Street Tree Reforestation**

**Project Description:**

The Street Tree Reforestation program is an ongoing effort to selectively remove or prune declining street trees. This project will carry out end weight pruning on up to 100 trees from the City tree survey to increase safety and extend their lives.



<b>Funding Source</b>	<b>Previously Expended*</b>	<b>2008-09 Budgeted</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total</b>
General Fund	\$ 5,531	\$ 210,000	\$ 50,000	TBD	TBD	TBD	TBD	\$ 260,000
Landscape Assessment	-	30,000	-	TBD	TBD	TBD	TBD	30,000
<b>Total</b>	<b>\$ 5,531</b>	<b>\$ 240,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 290,000</b>

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 5 years.

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

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

**Project Description:**

The streets to be resurfaced are selected using the City's Pavement Management System(PMS). The PMS is currently being updated with a survey of residential streets. Funds for this ongoing project are appropriated on an annual basis.



Funding Source	Previously Expended*	2008-09 Budgeted	2009-10 Proposed	2010-11 Projected	2011-12 Projected	2012-13 Projected	2013-14 Projected	Total
General Fund - CIP	\$ 1,171,060	\$ 2,376,228	\$ 1,782,000	\$ -	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 10,329,288
Measure A	200,131	388,869	300,000	-	270,000	-	270,000	1,429,000
Highway Users Tax Fund	2,475,895	937,181	600,000	200,000	1,000,000	200,000	1,000,000	6,413,076
Traffic Congestion Relief-2928	776	130,000	400,000	-	-	-	-	530,776
Construction Impact Fee	-	600,000	1,500,000	-	1,000,000	-	1,000,000	4,100,000
Proposition 1B	-	-	-	-	-	-	-	-
Proposition 42	-	-	-	-	-	-	-	-
Previous Years' Funding	2,431,630	-	-	-	-	-	-	2,431,630
<b>Total</b>	<b>\$ 6,279,492</b>	<b>\$ 4,432,278</b>	<b>\$ 4,582,000</b>	<b>\$ 200,000</b>	<b>\$ 4,770,000</b>	<b>\$ 200,000</b>	<b>\$ 4,770,000</b>	<b>\$ 25,233,770</b>

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 5 years.

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

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

**Project Description:**

This ongoing program consists of two projects: 1) removing sidewalk offsets that are trip hazards and 2) replacing sidewalk sections made hazardous by City tree roots. The 2009-10 Sidewalk Repair Program will include only the sidewalk replacement project, which has a large inventory of areas to address. \$25,000 of the overall budget is provided to improve sidewalk accessibility for the disabled.



<b>Funding Source</b>	<b>Previously Expended*</b>	<b>2008-09 Budgeted</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total</b>
General Fund - CIP	\$ 421,172	\$ 136,956	\$ 145,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 1,183,128
Highway Users Tax	301,349	8,020	-	-	-	-	-	309,369
Sidewalk Assessment	895,971	483,089	180,000	180,000	180,000	180,000	180,000	2,279,060
2000 RDA Tax Increment Bond	70,000	-	-	-	-	-	-	70,000
Previous Years' Funding	1,762,333	-	-	-	-	-	-	1,762,333
<b>Total</b>	<b>\$ 3,450,825</b>	<b>\$ 628,065</b>	<b>\$ 325,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 5,603,890</b>

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 5 years.

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**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. Drainage improvements to Hermosa Way will be completed with this project.



Funding Source	Previously Expended*	2008-09 Budget	2009-10 Proposed	2010-11 Projected	2011-12 Projected	2012-13 Projected	2013-14 Projected	Total Cost
General Fund - CIP	\$ 376,075	\$ 342,896	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 818,971
Total	\$ 376,075	\$ 342,896	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 818,971

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 5 years.

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

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

**Project Description:**  
This project will include the detailed design and construction of a conceptual plan for new sidewalk improvements approved by the City Council.



<b>Funding Source</b>	<b>Expended To Date</b>	<b>2008-09 Budget</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ 45,666	\$ 89,334	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 235,000
<b>Total</b>	<b>\$ 45,666</b>	<b>\$ 89,334</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 235,000</b>

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

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

**Project Description:**

These funds will be used to address minor improvements to parks, such as repairing fences, backstops, pathways, adding fiber and sand to play equipment, periodically replacing benches and trash cans, playground equipment replacement, and landscape improvements.



<b>Funding Source</b>	<b>Previously Expended*</b>	<b>2008-09 Budget</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ 250,527	\$ 129,473	\$ 110,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 890,000
<b>Total</b>	<b>\$ 250,527</b>	<b>\$ 129,473</b>	<b>\$ 110,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 890,000</b>

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 5 years.

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** 25-034 - Onetta Harris Community Center Gym Floor

**Project Description:**

The purpose of this project is to offer more sports programming at the Onetta Harris Community Center gym by sanding the wooden floor, repainting old lines and adding new lines and logos.



Funding Source	Expended To Date	2008-09 Budget	2009-10 Proposed	2010-11 Projected	2011-12 Projected	2012-13 Projected	2013-14 Projected	Total Cost
General Fund - CIP	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Total	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

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

**Project Description:**

A City study completed two years ago to address maintenance needs identified the useful life of systems and equipment in all City buildings. The main improvements to be made in 2009-10 include replacing the energy control system for the Onetta Harris Community Center, a 40-year old water heater in the boiler room of Burgess Gym, the gutters at the Corporation Yard, repainting of exterior siding and trim at the Administration Building and the Belle Haven Child Care Center. This ongoing project was established in FY 2004-05.



<b>Funding Source</b>	<b>Previously Expended*</b>	<b>2008-09 Budget</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ 263,257	\$ 673,527	\$ 175,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,111,784
<b>Total</b>	<b>\$ 263,257</b>	<b>\$ 673,527</b>	<b>\$ 175,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 2,111,784</b>

\* For ongoing infrastructure maintenance projects, "Previously Expended" represents the amount expended for the past 5 years.

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** 27-039 - Gate House Fence Repairs

**Project Description:**

The existing fence and gate at the Gate House has significant rotting of the fence posts and caps. Due to the historical nature of the Gate House, special construction will be required to repair the fence and gate. After the repairs, the entire fence will be repainted.



Funding Source	Expended To Date	2008-09 Budget	2009-10 Proposed	2010-11 Projected	2011-12 Projected	2012-13 Projected	2013-14 Projected	Total Cost
General Fund - CIP	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** 50-002 - Kelly Park Improvements

**Project Description:**

This project will accomplish construction of a new playing field, artificial turf, running track, fitness stations, restrooms, tennis courts and lighting at Kelly Park as identified by the Parks and Recreation Commission and approved by the City Council.



Funding Source	Expended To Date	2008-09 Budget	2009-10 Proposed	2010-11 Projected	2011-12 Projected	2012-13 Projected	2013-14 Projected	Total Cost
RDA Tax Increment Bond CIP	\$ -	\$ 575,000	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,575,000
Recreation In-Lieu	\$ -	\$ -	\$ 1,465,000	\$ -	\$ -	\$ -	\$ -	\$ 1,465,000
<b>Total</b>	\$ -	\$ 575,000	\$ 4,465,000	\$ -	\$ -	\$ -	\$ -	\$ 5,040,000

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** **77-008 - Sharon Heights Pump Station Replacement Design**

**Project Description:**

The scope of this project includes a complete detailed design for a replacement Sharon Heights Pump Station. The existing pump station is over 45 years old and requires frequent maintenance. New technology will be incorporated to improve the reliability of the Menlo Park Municipal Water system.



<b>Funding Source</b>	<b>Expended To Date</b>	<b>2008-09 Budget</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total Cost</b>
Water Fund - Capital	\$ -	\$ 275,000	\$ 2,330,000	\$ -	\$ -	\$ -	\$ -	\$ 2,605,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 275,000</b>	<b>\$ 2,330,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,605,000</b>

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** 77-015 - Reservoir Re-roofing

**Project Description:**

The roof on Reservoir 2 is deteriorating and is at the end of its life expectancy. This project is to replace the old roof.



Funding Source	Expended To Date	2008-09 Budget	2009-10 Proposed	2010-11 Projected	2011-12 Projected	2012-13 Projected	2013-14 Projected	Total Cost
Water Fund - Capital	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Total	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** **90-017 - Burgess Gymnasium Construction**

**Project Description:**

This project includes completion of the design, starting construction site improvements, building retrofits at the Recreation Center, and to contribute \$5,000,000 to the construction of the gymnasium. Funding depends on the sale of a second series of Measure T bonds.



<b>Funding Source</b>	<b>Expended To Date</b>	<b>2008-09 Budget</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total Cost</b>
Measure T Bond	\$ -	\$ -	\$ 5,800,000	\$ -	\$ -	\$ -	\$ -	\$ 5,800,000
<b>Total</b>	\$ -	\$ -	\$ 5,800,000	\$ -	\$ -	\$ -	\$ -	\$ 5,800,000

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** **90-018 - Resurfacing Willow Oaks and Nealon Parks Tennis Courts**

**Project Description:**  
 This project includes resurfacing four tennis courts at Willow Oaks Park and four tennis courts at Nealon Park. The project would also include repairing cracks as necessary and replace the color coat and lines for the tennis courts.



<b>Funding Source</b>	<b>Expended To Date</b>	<b>2008-09 Budget</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total Cost</b>
Measure T Bond	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
<b>Total</b>	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** **210E13 - Water Rate Study**

**Project Description:**

The Menlo Park Municipal Water District's current four-year rate plan will expire in 2009-10. The study will develop a multi-year water rate increase due to water supplier projected water rate increases. The study will reevaluate the current block rate structure as an incentive for conservation.



<b>Funding Source</b>	<b>Expended To Date</b>	<b>2008-09 Budgeted</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total</b>
Water Fund - Operation	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** 210E14 - Urban Water Management Study

**Project Description:**

The Menlo Park Municipal Water District is required by the State to update its Urban Water Management plan every five years. The plan evaluates long-term water supply needs and presents a contingency plan for shortages due to drought. The current plan was last updated in 2005.



<b>Funding Source</b>	<b>Expended To Date</b>	<b>2008-09 Budgeted</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total</b>
Water Fund - Operation	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
<b>Total</b>	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** **210T01 - Bike Lane Parking Mitigation Study**

**Project Description:**

The California Department of Motor Vehicles driver handbook states that one may park in a bike lane unless a "No Parking" sign is posted. Throughout the high bicycle traffic areas in the City, there are inconsistent parking restrictions. This study would appraise bike lane hazards in the most traveled bicycle routes and recommend parking restrictions when appropriate.



<b>Funding Source</b>	<b>Expended To Date</b>	<b>2008-09 Budgeted</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total</b>
Measure A	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** 210T02 - Valparaiso Safe Route Plan

**Project Description:**

This project will develop a safe route to school plan for schools on Valparaiso Avenue - Menlo School, Sacred Heart School, and St. Joseph's School - including a feasibility study of installing lighted crosswalks on Valparaiso Avenue.



Funding Source	Expended To Date	2008-09 Budgeted	2009-10 Proposed	2010-11 Projected	2011-12 Projected	2012-13 Projected	2013-14 Projected	Total
Measure A	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Total	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

**CAPITAL IMPROVEMENT PROGRAM  
2009-2014**

**Project:** 210T06 - Middle Avenue Bike Lane Feasibility Study

**Project Description:**

This study would investigate bike lanes on Middle Avenue from El Camino Real to University Drive. Middle Avenue is a fairly wide street that might support a change from the existing class III bike route to a class II bike lane. Land widths and parking issues would have to be resolved to provide this cycling resource.



<b>Funding Source</b>	<b>Expended To Date</b>	<b>2008-09 Budgeted</b>	<b>2009-10 Proposed</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>2012-13 Projected</b>	<b>2013-14 Projected</b>	<b>Total</b>
Measure A	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

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