



BUDGET REPORT 2008 - 2009

June 2008



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CITY OF MENLO PARK
FISCAL YEAR 2008 – 2009



BUDGET OVERVIEW

June 2008

Honorable Mayor and City Council Members:

I am pleased to transmit to you the Budget Report of the City of Menlo Park for fiscal year 2008-09. 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

Development of the 2008-09 Budget followed a similar course to last year's process. Community preferences identified as a result of the 2005-06 citywide engagement process, *Your City/Your Decision*, were kept on the forefront of the City's budgetary response to an uncertain economic environment. With a continued focus on fiscal sustainability, the budget process served to support prior year budget initiatives, fund existing Council goals and implement approved project priorities, while maintaining services and infrastructure at appropriate levels. Having fully pre-funded its prior year post-employment benefits (OPEB) obligations in 2007-08, the City's operating budget continues to fund the costs of its on-going retiree medical program in the year the benefits are earned. However, despite a persistent effort to restrict cost increases and find incremental savings in the 2008-09 General Fund budget proposal, a large budgetary deficit remains. This budget proposes a draw of slightly over \$1 million in available General Fund reserves.

As part of budgetary deliberations and in consideration of the City's long-term financial forecast, the Council determined to continue collection of the City's Utility User Tax (UUT), approved by voters in November 2006. The approved budget reflects a continuation of the tax as necessary to support the long-term fiscal health of the City, and is based on a UUT assessed at its current reduced rate of one percent on all utilities for an additional period of up to twelve months. Although originally established at a rate of 3.5 percent on electric, gas and water utility use and 2.5 percent on telecommunication and video/CATV services, the lower rate allows for 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 2008-09 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.

As shown below, total revenues in fiscal year 2007-08 have only recently recovered to the level experienced in fiscal year 2000-01:

GENERAL FUND REVENUE TRENDS SINCE FISCAL YEAR ENDED June 30, 2001								
Revenue Source	2001	2002	2003	2004	2005	2006	2007	2008 (est)
Property Taxes	5,287,616	6,059,380	5,914,296	6,792,082	7,254,758	10,007,808	10,727,003	11,207,700
Sales Taxes	12,358,973	8,648,641	6,857,224	6,048,940	6,057,461	6,503,635	6,799,561	7,380,000
Other Taxes	2,666,328	2,412,305	2,157,462	2,202,364	2,332,273	2,476,442	2,773,249	2,890,000
Utility Users Taxes (new)							641,668	1,610,000
Licenses and Permits	2,997,571	2,329,144	2,671,512	2,553,997	2,570,849	3,091,469	3,279,751	3,903,500
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	1,700,000
Intergovernmental	2,730,115	2,762,308	2,862,975	2,322,221	3,112,585	1,671,653	1,754,834	1,769,184
Charges for Services	3,518,154	3,552,392	3,580,793	4,367,440	3,827,158	4,225,135	4,948,444	4,640,186
Fines and Other	296,334	231,034	821,951	771,378	832,897	792,005	1,440,181	1,578,027
	32,551,487	27,961,357	26,258,131	25,746,851	27,277,012	30,501,076	35,065,305	36,678,597

Sales taxes were the hardest hit General Fund revenue source – with a decrease of 50% (\$6 million) from the peak experienced in 2000-01 to the lowest levels of 2003-04. The housing market in the Bay Area remained strong during this time, however, and provided solid growth in property tax receipts. Note that as a result of the State's "swap" of motor vehicle license fee (MVLFF) revenues for a property tax allocation to city and county governments, property tax revenues increased \$2 million with an offsetting decrease in intergovernmental revenues in the 2005-06 fiscal year. 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. "Other taxes" consist solely of franchise and hotel occupancy taxes. Hotel taxes experienced a precipitous drop from a peak in fiscal year 2000-01 (\$1.6 million) to a low in 2003-04 (\$960,000), but have recovered in recent years to pre-boom levels of over \$1.3 million. Yield rates on the City's invested reserves dropped steadily from 2001 yields of over 6% to yields closer to 1.5% through fiscal year 2003-04. Returns on the City's investment portfolio have just recently regained levels closer to 5%, but are anticipated to decline once again given the current market climate. In addition, the City has a decreased portfolio due to OPEB pre-funding and other uses of reserves.

From this trend information it is evident that economic recovery has sputtered at times, without convincing signs of resurgence. Although the impact of the Utility Users Tax is apparent in the current fiscal year, its effect on the City's long-term forecast is even more notable. Although a softening in the housing market threatens future property tax growth, opportunities for enhanced sales tax generation, hotel tax and other revenues indicate that revenue growth will continue on track for Menlo Park in the next few years.

On the expenditure side, employee compensation costs have risen over the past several years as health care premiums and other benefits continue to rise. The California Public Employee Retirement System experienced large increases in pension costs due to both investment losses during the 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 (Est)
Personnel	16,952,114	18,055,363	18,781,502	18,682,666	19,956,863	20,479,971	22,798,667	25,124,355
Operating	4,358,162	4,557,128	3,871,033	3,614,940	5,148,967	5,234,656	4,490,278	5,184,017
Services	1,573,911	1,764,947	1,731,579	1,267,667	1,115,301	1,564,242	2,124,512	3,152,330
Transfers Out	7,287,500	2,508,504	1,496,000	2,896,000	2,196,000	196,000	3,263,578	2,502,525
	30,171,687	26,885,942	25,880,114	26,461,273	28,417,131	27,474,869	32,677,035	35,963,227

In response to the challenging fiscal environment, 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).

Although cost reductions were initially achieved with relatively minimal impact on services to the community, it was soon acknowledged that short-term strategies could not continue indefinitely and that service level impacts were imminent. In 2005-06, the City's *Your City/Your Decision* budget community engagement process was developed to address ongoing General Fund budgetary deficits. By identifying community preferences, the goal was to create a community-supported budget that would be sustainable in the long term.

As part of the 2006-07 budget deliberations, Council approved a mix of revenue-enhancing and cost-cutting strategies that were most supported in the survey and workshops. These net cost reductions amounted to over \$1.5 million. Although not sufficient to resolve the entire anticipated long-term structural deficit, the *Your City/Your Decision* process did indicate some support for a tax measure to close the budgetary shortfall. A Utility Users Tax (UUT) was passed by voters in November 2006, which was estimated to provide an additional \$2.5 million in annual General Fund revenues. For 2007-08 the UUT allowed the City some flexibility in addressing issues and priorities that were previously restricted by immediate budget challenges. Council initiatives were funded to support transportation projects; business development efforts; traffic law enforcement; financial reporting and analysis, and community engagement endeavors. Due to the availability of the General Fund reserves, increases in other revenues and the potential for operational savings, Council felt justified in reducing the UUT tax rate and adopting a budget which reflected a deficit of \$978,015.

FISCAL YEAR 2008-09 BUDGET

The 2008-09 fiscal year budget process proceeded with a budget overview, schedule and discussion of Council Project Priorities in March 2008. At that time, the following assumptions for the development of the 2008-09 budget were outlined:

- The City faces an environment of short-term economic uncertainty. Although recessionary conditions are not expected to impact the Bay Area as severely as in other parts of the country, local governments up and down the peninsula are being forced to contend with issues of rising costs, unstable revenues and the need for long-term sustainability. Caution is in order and both revenues and expenses will need to be carefully monitored.

- In some areas, an imbalance exists between established needs and expectations and the resources available to meet them. Emphasis has been placed on identifying the resources necessary to deliver on the City's current commitments regarding ongoing departmental services, Project Priorities and Council goals.
- It is likely that the City will need to consider utilizing reserves in 2008-09, just as it did in the adopted 2007-08 budget.
- The availability of adequate reserves provides an opportunity to take a longer term view, allowing for a more thoughtful process towards a sustainable spending plan - neither over-committing City resources nor over-correcting for near-term conditions.
- In a sustainable, long-term budget, the City must have the ability to both invest and save, which results in cautious use and replenishing of the City's reserves.

In April, the Project Priorities were brought back to Council for further discussion and approval. In accordance with Council's direction, staff then proceeded to include funding for Project Priorities and infrastructure maintenance and develop line item budget detail for all departmental operations and projects. Finance staff prepared revenue projections based on current economic realities, forecasts and input from other departments. Unlike past years, staff made no recommendations for changes to the municipal fee schedule, as the User Fee Study would not be finished in time to inform such decisions.

Departmental staff submitted budget proposals for a status quo budget with no additional resource requests. 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.

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 2008-09 status quo budget. This was particularly difficult in light of the resource needs that were identified during departmental analyses, but not included in the "status quo". In an attempt to minimize this deficit, staff took the following approach: focus on funding existing Council goals, approved priorities and the maintenance of existing infrastructure; identify some expenses that could legitimately be funded from resources outside of the General Fund; ensure that revenue budgets were not understated; hold off identifying the specific amount of funding for Phase II of the El Camino Real/Downtown Visioning project until the costs can better be determined; and continue to find incremental savings in the General Fund budget proposal. Despite these steps, a \$1.01 million budgetary deficit remains in the fund, and most requests for additional resources are left unfunded. The City

Manager reviewed the final individual departmental budgets, the General Fund budget in particular, and the City Budget as a whole, making adjustments as appropriate.

Finally, Departments submitted the results of their service measures for inclusion in the Budget documents. For consistency and to allow year-to-year comparison, minimum changes have been made in the presentation and content of departmental result measures, although staff continues in its efforts to most clearly describe, measure and track the effectiveness of service delivery.

In addition, staff 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 important context to the annual budget process. 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.

The City Council reviewed the City Manager's 2008-09 Proposed Budget at its regular meeting of June 3, 2008, which included a public hearing. The Budget was brought back to the Council for formal approval on June 17th.

DEPARTMENTAL BUDGET CHALLENGES

Although the 2007-08 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 2008-09 budget process that remain unfunded. However, after many years of cost containment and budget cuts, the 2008-09 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:

Administrative Services

The department undertook a number of proactive measures to protect the City and Redevelopment Agency's assets and reduce costs in 2007-08. One very significant achievement was implementation of the Council-approved strategy to pre-fund the City's retiree medical benefits liability, or Other Post Employment Benefits (OPEB). This involved the completion of an updated actuarial study and the analysis and selection of an irrevocable trust vehicle. Funds were transferred to this trust in May 2008, achieving compliance with Governmental Accounting Standards one year ahead of schedule. As a result of this strategy, the City has lowered its ongoing retiree medical benefit costs by 42%, saving over \$400,000 annually.

The department also developed a timely and creative response to the dramatic increase in interest expense for Community Development Agency (CDA) bonds. Due to the deterioration of the national credit market and the downgrading of the agency insuring the CDA bonds (and scores of other municipal bonds), the interest rate on the bonds went from just under 3% to 7% in a matter of days, costing the Agency an average of \$7,500 per day. Working with the remarketing agent, the Agency restructured the insured bonds through an agreement converting the existing liquidity facility to a direct-pay letter of credit. Following this innovative restructuring, the rate on the bonds fell back to the 2-3 percent range anticipated at the time of the 2006 issuance.

Additionally, Council created a Finance/Audit Committee consisting of two City Council Members and three community members, charged with facilitating public confidence in and understanding of the City's financial reports. Finance staff has been working with the committee to familiarize the members with the City's financial recording and reporting processes.

A city-wide Cost Allocation Plan and User Fee Study was a 2006-07 project priority, designed to maximize recovery of General Fund overhead costs and determine the true full cost and appropriate fees for City services. The Cost Allocation Plan was finalized in time to incorporate the results in the 2007-08 budget and increase General Fund recovery of administrative costs to other funds. However, the fee study was delayed due to limitations on staff resources within various departments. The fee study should be concluded by July 2008, and the results used to develop appropriate fee strategies in the 2008-09 fiscal year.

Another major focus for the department has been improving staff recruitment and retention. Most notably, the Police Department faced a large and sustained number of officer and dispatcher vacancies. As the department continued to lose experienced personnel and struggled to attract new employees, overtime and training costs increased, morale decreased and it became increasingly difficult to staff the department's 24/7 operations. The Administrative Services Department and City Manager's Office worked closely with the Police Department to implement short-term strategies, such as creating overhire positions and expanding the referral bonus program. In addition, the Council authorized an early start to negotiations with the Police Officer's Association in order to determine salary and benefit adjustments well in advance of the June 30, 2008 contract expiration. The negotiation period successfully concluded in April and appears to have had a dramatic positive impact on the department's retention and recruitment efforts. The City Manager will continue to work with the Police Department to ensure Menlo Park remains an employer of choice. The City's contract with police sergeants will expire at the end of the calendar year; therefore, negotiating a successor agreement will be a focus in 2008-09.

Additional recruiting accomplishments in Administrative Services include hiring the City Manager, Community Engagement Manager and Business Development Specialist as well as supporting the hiring process for key positions in other departments. Early in 2008-09, staff will present to Council a community engagement workplan

outlining the initial areas of focus for public outreach and communications. In business development, we expect to build on the successes of 2007-08, which include continued work in support of the Rosewood Hotel development, the Tesla Motors showroom and facilitating private investment in the redevelopment project area and commercial core. Business development will continue to balance attraction and retention efforts, as well as play a key role in the El Camino Real/Downtown Visioning process.

As staffing transitions continue, the department will focus on recruitment of a new City Clerk and Assistant City Manager in the coming fiscal year. It is hoped that the City Clerk position will be filled in time to coordinate the Council election process, culminating in November 2008. It is also anticipated that Menlo Park, like other public and private sector employers, will face significant retention and recruitment challenges as baby boomers retire, requiring an increased focus on succession planning.

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 workshop in October 2007 to discuss the status of the Council goals, as well as a Council retreat in early 2008 discussed ways to build on the effectiveness of the Council decision-making process.

Management Information staff implemented a number of upgrades to the City's computer network, including improved threat detection and back-up of critical information. Email services have been expanded so that employees can send and receive messages and manage their tasks and contacts from the field. The department also expanded WiFi coverage within the civic center complex to include the Council Chambers and Emergency Operations Center. Finally, content management applications for the City's website were enhanced, making it easier for staff to post new and revised information to their program pages. In 2008-09, staff looks forward to several key equipment upgrades, including replacing network switches and upgrading the City's exchange servers. The department also expects to return to Council early next fiscal year with options in the scope and cost of potential improvements to the Council Chambers audio-visual systems. This project, which was funded in 2007-08 and will continue into 2008-09, will make staff presentations, public comment and Council deliberations easier to see and hear for those present in the Chambers and those watching on cable or through the City's webstreaming.

Community Development

One of the primary focuses of the Community Development Department during the fiscal year has been the El Camino Real/Downtown Visioning Project. During the fiscal year, staff worked with a Council subcommittee to outline an approach to the visioning project, conduct initial outreach through a speaker's series, community newsletter and survey, and select a consultant to assist with the project. Efforts to date have included work with an Oversight and Outreach Committee, mobile and walking tours, community survey, community workshops,

newsletters and continuation of the speaker's series on relevant planning and land use topics. The first phase of the visioning project is expected to be completed toward the end of the fiscal year.

The Dumbarton Station Area Specific Plan was advanced by the Council's review and authorization of a scope of work for which staff has prepared a Request for Proposals for consultant assistance. Work will continue on the planning study over the three year horizon outlined in the scope of work. In addition to these comprehensive planning efforts, staff worked to develop a draft definition of gross floor area, currently under review by the Planning Commission. Ultimately, a revised definition will be used in the consistent review of development proposals.

The Community Development staff also continued to review several significant development proposals, including the Derry Lane, 1300 El Camino Real, and Bohannon mixed-use projects, together with the preparation of environmental documents and fiscal impact analyses for these reviews. The land use entitlement process was completed for revisions to the 75 Willow Road single-family residential project and for an extension of the Beltramo mixed use project.

Community Development staff processed 1,270 building permits, including the 100,000 square foot office portion of the Rosewood Hotel complex, the new Safeway retail center, the Police substation on Willow Road, and the renovation of commercial buildings located at 321 and 250 Middlefield Road. Staff provided 10,049 inspections including ongoing inspections for the Rosewood Hotel and Office complex, the development of 56 residences on Linfield Drive and 32 residences at 75 Willow Road, and facilitated the opening of the new Safeway store.

In the areas of redevelopment and housing, the department worked with a group of other jurisdictions within San Mateo County to establish regional housing needs numbers for use with the update to the Housing Element. Community Development staff are continuing to work with the group on issues germane to the update of the Housing Element. Work on an assessment of senior housing needs is expected to be complete by the end of the fiscal year. Department staff also certified completion of 16 Below Market Rate (BMR) units with 12 of those units located at the Hamilton Housing and Park project, two units at the residential project located at 996 Willow Road, and two units at the Linfield Drive residential project. To facilitate those home purchases, the department provided 13 first-time home buyer loans (PAL loans) utilizing \$825,080 in PAL Funding. The department has continued its efforts to help Habitat for Humanity with the development of low-income housing units on Terminal Avenue.

Priority projects that will continue into 2008-09 include the second phase of the El Camino Real/Downtown visioning project which is intended to establish the tools and documents necessary to implement the community vision. In addition, the Dumbarton Station Area Specific Plan, Housing Element update and Senior Housing Implementation Plan (based on the assessment currently being conducted) will also be advanced. The

Department will also focus on updates to the BMR Program and use of the BMR Fund. The Department anticipates a continued high volume of development applications and submittal of larger projects that require environmental review in the coming fiscal year.

Community Services

During the past year, the Community Services Department implemented on-line registration for recreation classes and activities. The on-line registration program was rolled out in two phases starting in August 2007. In Phase one, department employees received training and began processing registration. Phase two opened registration to the general public. Since November, over 5,000 on-line registrations have been processed by the public through the new system.

The Belle Haven Community School project is close to completing its second year of operation. The Community School provides a seamless integration of academic, enrichment and health and human services support to children and their families in the Belle Haven Community. Activities that the families have participated in this past year include Parent Teacher Student Organization (PTSO) meetings, Second Harvest food distributions (both volunteers and those benefiting from the services), meetings with the principal, parent leadership trainings, parent fundraisers, transition to high school workshops, parenting workshops, ESL classes, exercise classes for parents, nutrition classes, a new parent support group, and management of the clothing exchange. Most of these events and classes have been provided for little or no cost, except for the cost of refreshments and childcare. There have been over 2,680 participants since July 2007.

The Second Harvest distribution entered into its second year of operation at the Onetta Harris Community Center. The distribution is collaboration between the Community Services staff, Second Harvest Food Bank and Belle Haven Parent Center volunteers. Since its inception in March 2007, over 8000 individuals have received food in the once-a-month food give away program.

The summer concert series received eight sponsors during the 2007 season. Staff anticipates continued support from the local business community and in 2008; opportunities will also be available for special table seating at each concert.

A new park was added to the Belle Haven Community's assets in 2008. Part of the Hamilton Avenue Housing and Park Project, the .92 acre park addressed a need identified by the community in the Belle Haven Community Needs Assessment conducted in the early 1990s.

Gymnastics class participation peaked during the winter session with 1,413 enrolled in weekly classes and 221 on waiting lists. During the summer months an additional outreach to the Belle Haven Summer School program

resulted in physical education classes to an additional 120 children. The gymnastic staff also continues to serve special populations with a very popular exceptional needs program. Youth sport classes and camps serve 1,163 participants in weekly sessions throughout the year. Youth sports leagues served 182 teams during the school year, with over 1800 children participating in basketball and volleyball leagues through local schools. The basketball program operated seven days a week and utilized both the Burgess Gymnasium and the Onetta Harris gymnasium on the weekends.

Volunteers play an important role at the Belle Haven Child Development Center. Student volunteers from Menlo School and other local schools provided 107 hours of service to the Belle Haven Child Development Center. Parents also volunteered at the preschool by organizing fundraisers, assisting with the carnival day during the *Week of the Young Child* and assisting teachers with supervision during a field trip to the Oakland Zoo. Through a collaboration with *Prevent Blindness of Northern California*, 96 children at the Belle Haven Child Development Center received vision testing. The children also attended a special dance show from the Danza Azteca dancers.

Looking forward in fiscal year 2008-09, the Community Services department will pursue the advancement of the Burgess Gym construction project. Staff believes the project will address some of the increasing demands for youth sports programs in Menlo Park.

And finally, Community Services staff took part in a department-wide study which resulted in the reorganization of staff and services. Once staffing is in place, the Onetta Harris Community Center will have a full time program coordinator and share staff resources with the Menlo Park Senior Center. The staff will work in tandem to provide outreach to the community, provide new classes and programming as well as coordinate services at the center. Programs on the horizon include: new summer camps, Saturday classes and birthday parties.

Library

To address the increasing demand for storytimes, - an environment for children to gather and participate in stories, songs and other engaging activities - additional storytimes were added making a total of six opportunities per week. For groups of various ages, storytimes provide an excellent opportunity to promote the joy of reading while teaching behaviors that develop early literacy skills in children. "Book talks", which invite authors to speak to children and young adults, were also well received. Done in conjunction with Kepler's Books, these events brought four more blockbuster authors to the library, including Henry Winkler in May.

Use of the library continues to grow with circulation of library materials increasing 10% over the previous fiscal year. More than 15,000 books on tape, books on CD, and DVD's were repackaged to make them available for express self-check by library users.

Project Read, the adult literacy program, initiated Adult Learner Groups and Tutor Groups for their students and tutors. The groups meet quarterly. Adult Learner Groups practice their English and attend programs that give them practical skills for living in their community. Tutor Groups learn new teaching techniques and share best practices.

Police

In coordination with administration and the City Council, the Police Department addressed retention and recruitment challenges utilizing creative and proactive measures. The City Council approved the use of overfills and recruitment bonuses for safety personnel along with reaching agreement on a successor contract with the Police Officers Association (POA) in April 2008. These measures have resulted in a dramatic improvement to the vacancy problem. All positions in the patrol area are currently filled, allowing the department to implement the gang task force in June 2008 and a traffic enforcement unit soon thereafter.

In fiscal year 2007-08, the Police Department began the red light photo enforcement program, using cameras installed at high risk intersections. This program has been shown to be an effective tool for increasing traffic safety through a reduction in intersection collisions. It also allows for the efficiencies of automated citation processing to begin immediately upon infraction.

In fiscal year 2007-08, the department implemented and utilized the new Emergency Notification and Alert System. This notification system alerts residents through e-mail, cell phones and land lines. The secure database can be customized to reach a portion of town that is affected by an emergency such as power outages, weather and traffic emergencies, or crime notifications. The Police department encourages all residents to log in at www.menlopark.org and register their information on "City of Menlo Park's Emergency Notification System-Sign up Now".

The long-awaited Belle Haven Police Substation, a new state-of-the-art facility in the Belle Haven neighborhood that will bring more City services and enhanced customer service to the Belle Haven neighborhood, will be completed in fiscal year 2008-09.

In fiscal year 2008-09, the reinstated traffic enforcement unit will be staffed with two motorcycle officers. This unit will provide for increased enforcement to achieve improved public awareness, decreased injury and fatality collisions and a reduction in total traffic collisions citywide.

Public Works

The Public Works department completed two large street resurfacing projects this year. Sand Hill Road paving was completed in the fall using a combination of City, State, and Federal funds. The project included the use of recycled tires in the new pavement, reducing vehicle noise and increasing pavement durability. In addition, Valparaiso Avenue was resurfaced in partnership with the Town of Atherton. Federal grant funds were also used on this project to supplement the City's pavement restoration program. Public Works engineers recently completed the design work for the largest street resurfacing project in the City's history, which will take place this summer. Over \$4.4 million, including funding from the General Capital Improvement Fund, Highway Users Tax (Gas Tax) Fund, Building Construction Street Impact Fund and Measure A Fund, is budgeted to resurface streets around Menlo Park.

Department efforts have also been focused on reducing the City's carbon footprint. A greenhouse gas inventory for Menlo Park was completed, which will allow additional climate protection efforts to be focused in the most cost-effective areas. Grant funding was received from two regional sources to develop a Climate Action Plan. This effort is now underway and expected to be completed in early 2009.

The Public Works Department proposed several projects in the Capital Improvement Program to make Menlo Park a more walkable community. A city-wide sidewalk master plan is currently underway to identify and prioritize locations where new sidewalks can be built; funding for implementation is included in this 2008-09 Budget. Preliminary design work is also underway to provide a continuous sidewalk on Santa Cruz Avenue between downtown and Hillview Middle School.

CAPITAL IMPROVEMENT PROJECTS

As confirmed in the *Your City/Your Decision* budget process, inclusion of an annual transfer to the General Fund Capital Improvement Projects (CIP) Fund from the City's General Operating Fund for infrastructure maintenance is an important part of a sustainable spending plan. Increasing at four percent over the prior fiscal year to account for construction inflation, the amount of the transfer is \$2,163,200 in 2008-09. This transfer will fund maintenance of existing infrastructure including streets, storm drains, sidewalks, parks, and building maintenance.

The City Council discussed funding for priority projects at three City Council meetings during the budget process. These discussions were used to establish funding priorities for the Capital Improvement Program, land use studies, technology upgrades and equipment replacements. Based on Council direction to date, a total of 38 new projects were selected as priorities in 2008-09. Overall, more than \$3.7 million of funding is included for

specific Project Priorities in 2008-09. Many of these are capital projects that will be funded from a variety of sources, including the General CIP Fund, the Measure A Fund, the Building Construction Street Impact Fund, the Highway Users Tax (Gas Tax) Fund, the Measure T Bonds Fund, and General Fund operations. Funding opportunities from grants, other agencies and partnerships are pursued when available.

For three of the recommended projects, costs are currently not known. Funding is not included for: Phase 2 of the El Camino Real/Downtown Visioning process, implementation of an Alternative School Transportation project, and construction of the Burgess Gymnasium and Gymnastic Center. Funding for these priority projects will be provided through a budget revision when the costs and timing of each are better determined.

The last section of the Budget Report identifies the capital projects that will require funding in this fiscal year, with detailed descriptions of new projects and on-going capital projects, as well as existing projects that are presented with a change in scope or cost estimates and require additional funding.

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 2008-09. Over time, dwindling fund balances 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 approved 2008-09 Budget for Menlo Park calls for a \$1.01 million shortfall of General Fund revenues over expenses in 2008-09. This projected budgetary deficit is calculated with the assumption that the current utility user tax (UUT) rate of one percent for all utilities is continued. Although budgetary deficits in the past have been mitigated by budgetary savings throughout the fiscal year, a number of unfunded projects and unmet operational needs have been identified that will make the use of City's reserves probable. Application of the UUT to the

City's revenue stream at the current rate is made possible due to the availability of these reserves, and allows for a measured response to this deficit spending plan. 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 fiscally position itself well for the future.

As with each annual budget, the development and monitoring of the 2008-09 Budget is an ongoing process. The estimates that were developed for this budget will be modified throughout the budget period to respond to unanticipated events. Periodic reports are provided as a method for ongoing review and discussion at the department level. Further, staff is committed to providing Council and the public with the latest and best information available.

In total, the 2008-09 Budget honors the Project Priorities established by the Council and provides for the continuance of the City's established goals in a sustainable manner. I appreciate the City Council's leadership, support and confidence during the City's managerial transition. 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 continue making Menlo Park a premier community.

Respectfully submitted,



Glen Rojas
City Manager

June 2008

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 2008-09. Agency staff prepared this budget in keeping with established programs, services and Board priorities, and the Five-Year Implementation Plan for the Las Pulgas Community Development Project Area. The 2008-09 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 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. Continual funding for code enforcement, crime reduction and housing assistance program services have also been significant in supporting revitalization activities.

The Five-Year Implementation Plan for the Las Pulgas Community Development Project Area outlines an ambitious combination of revitalization, economic development and affordable housing activities for the Agency. Many significant projects have been 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.

Fiscal year 2007-08 offered many opportunities to increase affordable housing in the community. Construction and sale of the homes at the Hamilton Avenue Housing site - a project of 47 homes and a one-acre neighborhood park - was completed early in the fiscal year. Community Development staff facilitated the purchase of 12 BMR housing units at the site, providing first-time home buyer loans (PAL loans). The department also continued its efforts to help Habitat for Humanity with 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 2007-08, including the Terminal Avenue Site Remediation project (\$1.3 million) and the Police/City Service Center project (\$2.2 million). The RDA Streetscape project was also completed early in the fiscal year.

In the first quarter of 2008, Finance staff was required to respond to a negative development relative to the Agency's 2006 Series Refinancing bonds. A dramatic increase in interest expense for these bonds occurred due to the deterioration of the national credit market and the downgrading of the agency insuring the CDA bonds (and scores of other municipal bonds). The interest rate on the bonds went from just under 3% to 7% in a matter of days, costing the Agency an average of \$7,500 per day. Working with the remarketing agent, the Agency restructured the insured bonds through an agreement which converted the existing liquidity facility to a direct-pay letter of credit. Following this innovative restructuring, the rate on the bonds fell back to the 2-3 percent range anticipated at the time of the 2006 issuance. Although this credit crisis increased the Agency's debt expense to almost \$1.0 million over the anticipated cost in 2007-08, the Agency should still be able to recoup the remaining \$3.9 million of savings from the 2006 refinancing (over the life of the bonds.)

FISCAL YEAR 2008-09

Staff will continue its work on the Housing Element Update and Senior Housing Needs Study, identified as a top priority of Council/Agency Board for fiscal year 2007-08. Additionally, staff will be working with the Housing Commission to develop and recommend updates to the Below Market Rate (BMR) Program and Guidelines and use of the BMR Fund. Work will also 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 the Dumbarton Station Area Planning Study. An additional priority for the Agency's capital funds will be improvements at Kelly Park. Funding is 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 addition to capital improvement projects, continued funding in the Agency Budget for 2008-09 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 the below market rate housing program, shared housing, fair housing, accessibility for handicapped persons, housing rehabilitation loans, emergency repair loans and first-time homebuyer loan assistance. Support for redevelopment services includes funding for the Belle Haven Newsletter, 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.

Staff anticipates that the major reassessments and resulting property tax refunds granted by the Assessment Appeals Board retroactive to fiscal year 2003-04 and 2004-05 will diminish and that the decreased tax increment experienced in the past few years will not reoccur in the near future. In fact, revenues from property tax increment are projected to increase a healthy 6 percent from the 2007-08 fiscal year adjusted budget, based on rising assessed values in the project area.

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 Department programs section of the report.

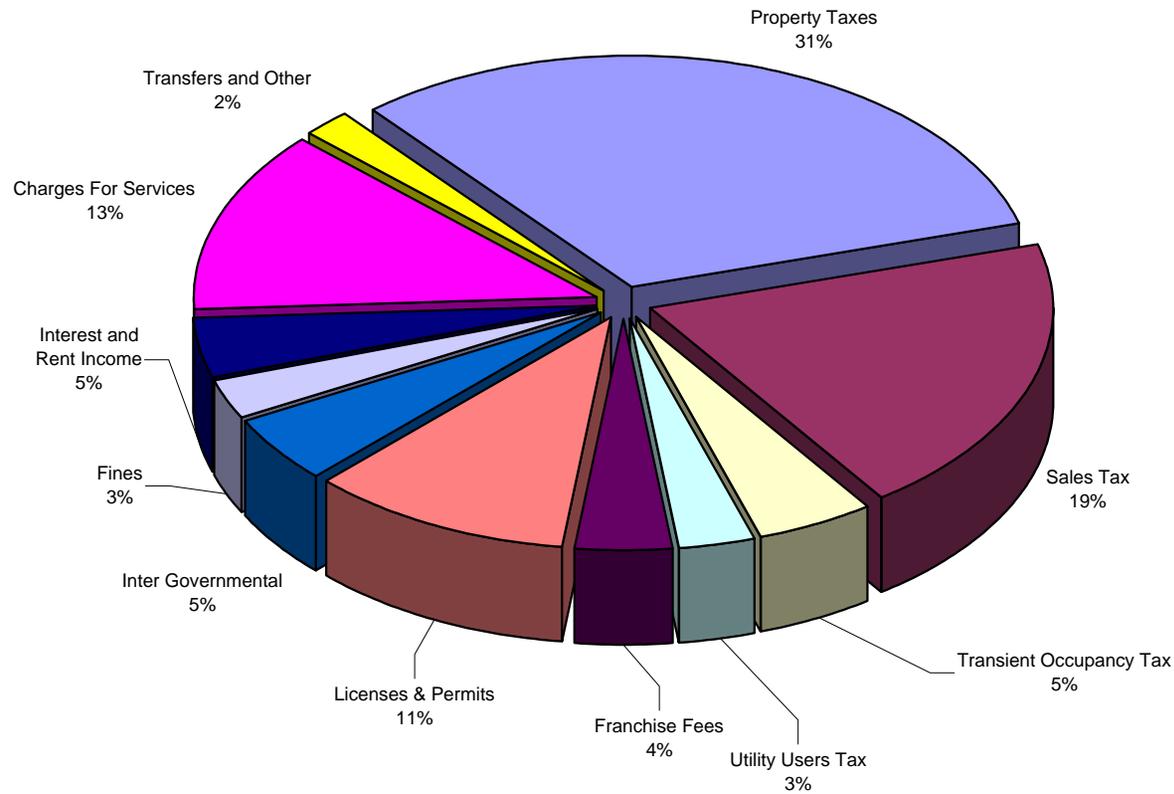
In closing, I wish to acknowledge my appreciation to the Agency Board members for their continued support of the programs and projects made possible through the Agency. Their vision, commitment and leadership are essential in seeing the many projects undertaken through to successful completion for the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

Respectfully submitted,



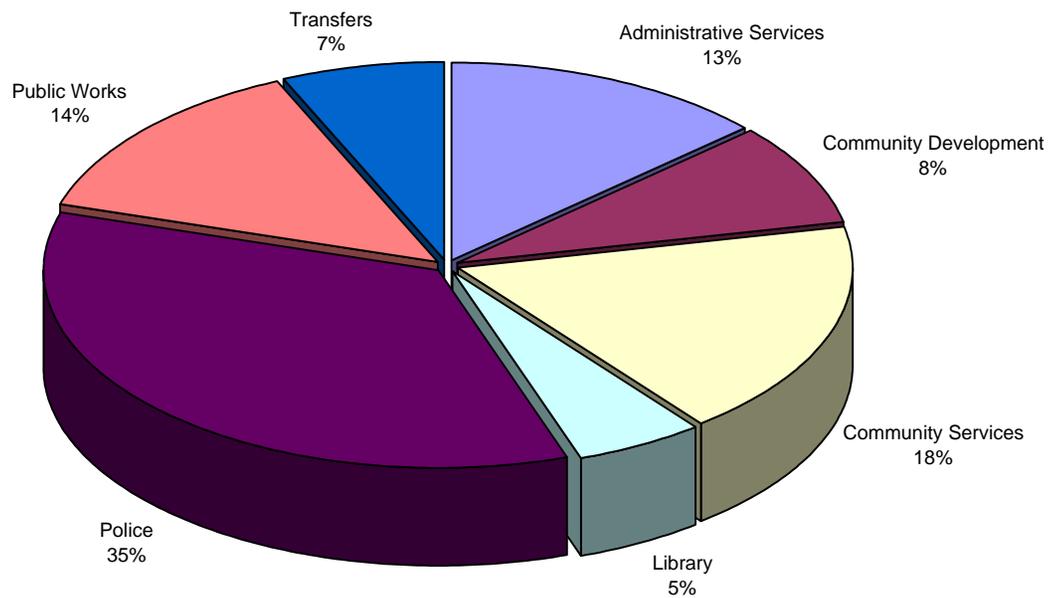
Glen Rojas
Community Development Agency Executive Director and City Manager

**City of Menlo Park
2008-2009 General Fund Revenue - Budget**



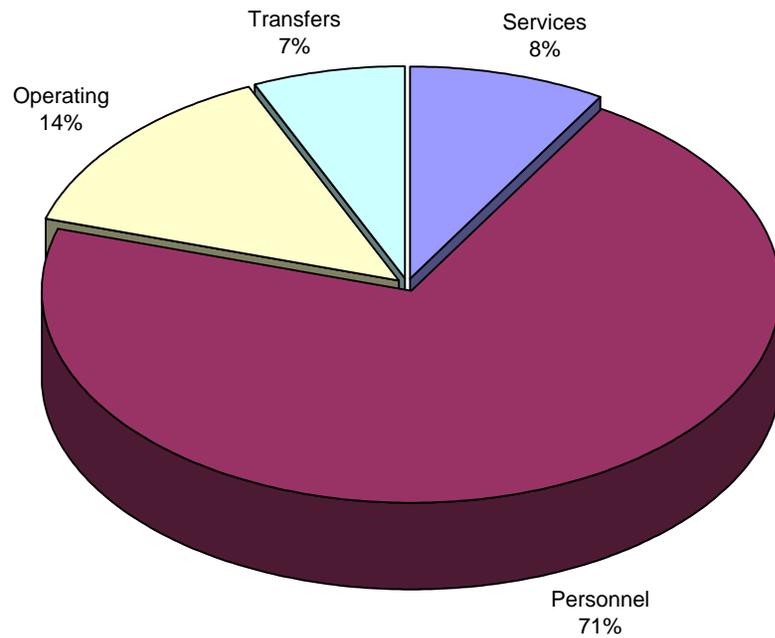
Property Taxes	\$ 11,785,000	31%
Sales Tax	7,320,000	20%
Transient Occupancy Tax	1,810,000	5%
Utility Users Tax	1,075,000	3%
Franchise Fees	1,445,600	4%
Licenses & Permits	3,927,400	11%
Inter Governmental	1,803,507	5%
Fines	1,033,520	3%
Interest and Rent Income	1,522,455	4%
Charges For Services	4,770,693	13%
Transfers and Other	734,944	2%
Total Revenue	\$ 37,228,119	

**City of Menlo Park
2008-2009 General Fund Expenditures by Lead Department**



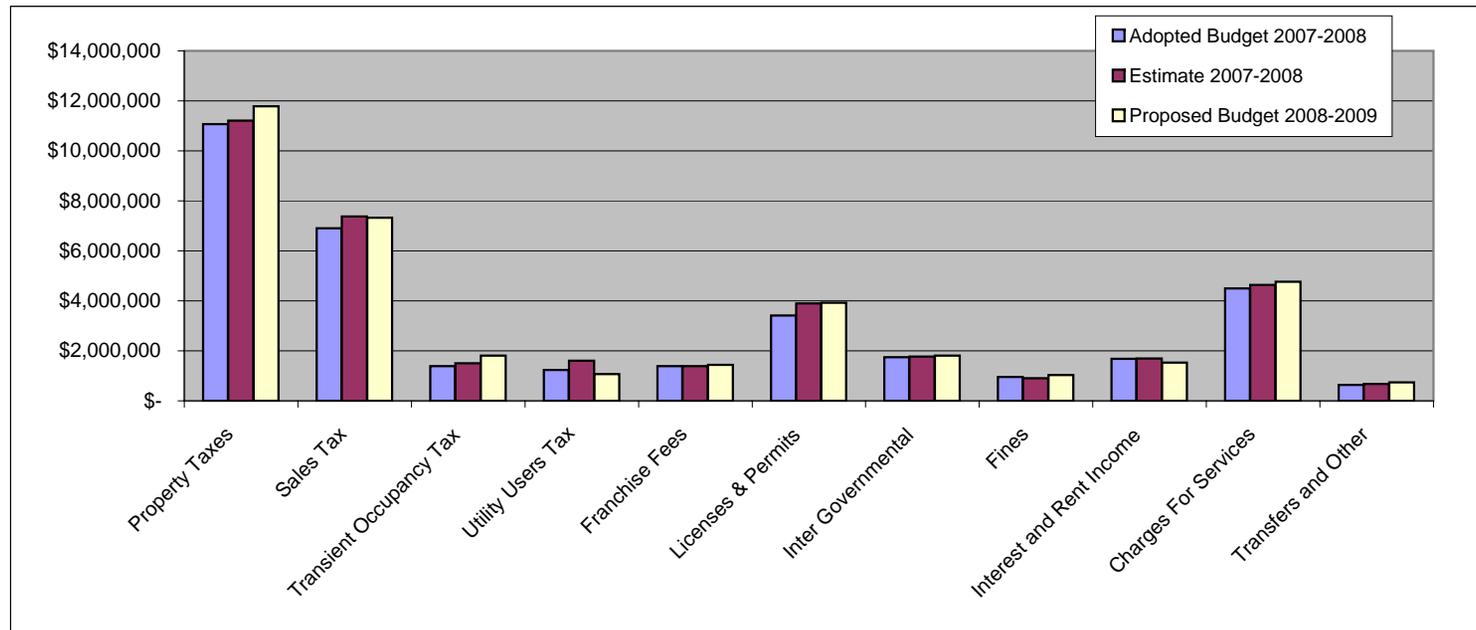
Administrative Services	\$ 5,118,522	13%
Community Development	3,211,097	8%
Community Services	6,725,949	18%
Library	2,081,852	5%
Police	13,363,116	35%
Public Works	5,201,432	14%
Transfers	2,534,200	7%
Total Expenditures	\$38,236,168	

**City of Menlo Park
2008-2009 General Fund Expenditures by Category**



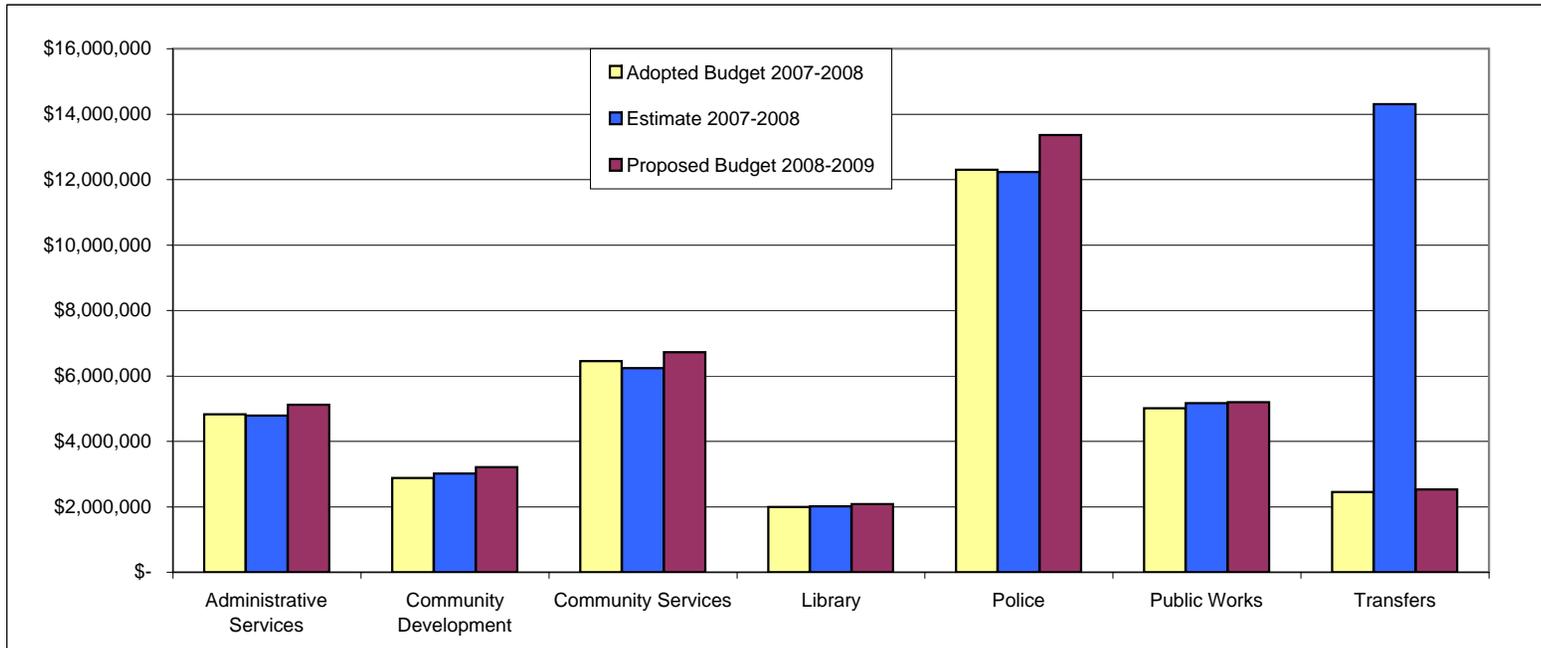
Services	\$ 3,247,953	8%
Personnel	27,200,261	71%
Operating	5,253,754	14%
Transfers	2,534,200	7%
Total Expenditures	\$ 38,236,168	

**City of Menlo Park
2008-2009 General Fund
Revenue Increase/(Decrease) by Category
2007-2008 Adopted Budget and Estimate vs. 2008-2009 Proposed**



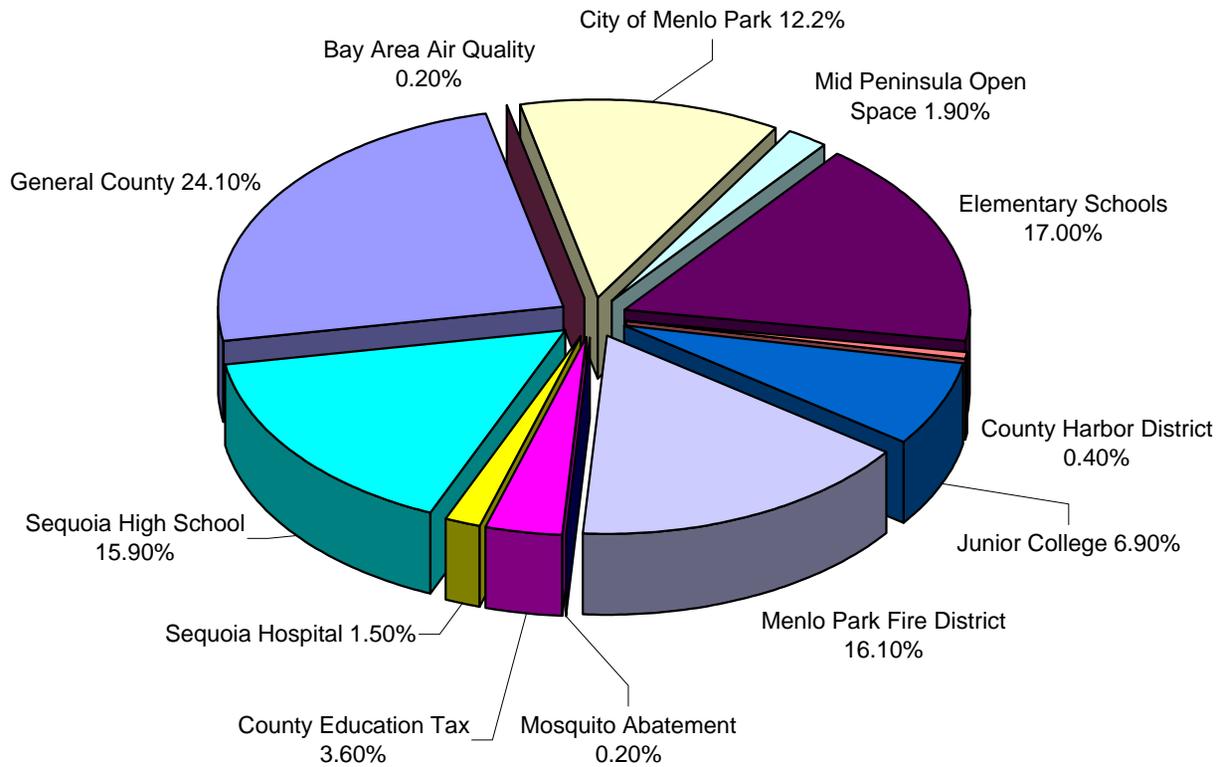
Operating Revenues	Adopted Budget 2007-2008	Estimate 2007-2008	Proposed Budget 2008-2009	Adopted Budget vs. Proposed		Estimate vs. Proposed	
				Increase/(Decrease) Amount	Increase/(Decrease) %	Increase/(Decrease) Amount	Increase/(Decrease) %
Property Taxes	\$ 11,075,000	\$ 11,207,700	\$ 11,785,000	\$ 710,000	6%	\$ 577,300	5%
Sales Tax	6,900,000	7,380,000	7,320,000	420,000	6%	(60,000)	-1%
Transient Occupancy Tax	1,390,000	1,500,000	1,810,000	420,000	30%	310,000	21%
Utility Users Tax	1,240,625	1,610,000	1,075,000	(165,625)	-13%	(535,000)	-33%
Franchise Fees	1,390,000	1,390,000	1,445,600	55,600	4%	55,600	4%
Licenses & Permits	3,413,500	3,903,500	3,927,400	513,900	15%	23,900	1%
Inter Governmental	1,749,434	1,769,184	1,803,507	54,073	3%	34,323	2%
Fines	951,520	906,520	1,033,520	82,000	9%	127,000	14%
Interest and Rent Income	1,685,000	1,700,000	1,522,455	(162,545)	-10%	(177,545)	-10%
Charges For Services	4,498,397	4,640,186	4,770,693	272,296	6%	130,507	3%
Transfers and Other	635,737	671,507	734,944	99,207	16%	63,437	9%
Total Revenue	\$ 34,929,213	\$ 36,678,597	\$ 37,228,119	\$ 2,298,906	6.6%	\$ 549,522	1%

**City of Menlo Park
2008-2009 General Fund
Expenditure Increase/(Decrease) by Lead Department
2007-2008 Adopted Budget and Estimate vs. 2008-2009 Proposed**



	Adopted Budget 2007-2008	Estimate 2007-2008	Proposed Budget 2008-2009	Adopted Budget vs. Proposed		Estimate vs. Proposed	
				Increase/ (Decrease) Amount	Increase/ (Decrease) %	Increase/ (Decrease) Amount	Increase/ (Decrease) %
Administrative Services	\$ 4,824,313	\$ 4,790,665	\$ 5,118,522	\$ 294,209	6%	\$ 327,857	7%
Community Development	2,878,344	3,021,060	3,211,097	332,753	12%	190,037	6%
Community Services	6,455,755	6,234,230	6,725,949	270,194	4%	491,719	8%
Library	1,991,218	2,013,391	2,081,852	90,634	5%	68,461	3%
Police	12,298,993	12,235,728	13,363,116	1,064,123	9%	1,127,388	9%
Public Works	5,007,606	5,165,628	5,201,432	193,826	4%	35,804	1%
Transfers	2,451,000	14,302,525	2,534,200	83,200	3%	(11,768,325)	-82%
Total Expenditures	\$ 35,907,229	\$ 47,763,227	\$ 38,236,168	\$ 2,328,939	6%	\$ (9,527,059)	-20%
Total Expenditures less Transfers	33,456,229	33,460,702	35,701,968	2,245,739	7%	2,241,266	7%

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 2008-2009 BUDGET SUMMARY
By Department and Program**

	GENERAL FUND				ALL FUNDS			
	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
700 - Administrative Services Department								
Program 701 - Policy Development And City Council Support	838,794	828,036	915,577	885,732	838,794	828,036	915,577	885,732
Program 702 - Service Excellence	247,058	293,426	256,528	288,234	247,058	293,426	256,528	288,234
Program 703 - Elections And Records	55,360	36,579	43,361	97,537	55,360	36,579	43,361	97,537
Program 704 - Community Relations	131,952	229,175	213,605	348,574	131,952	229,175	213,605	348,574
Program 705 - Asset Preservation	4,080,801	15,314,605	15,335,199	3,481,823	13,578,348	25,018,574	26,196,717	12,657,876
Program 706 - Information Support	760,358	907,508	786,373	953,002	760,629	907,508	786,379	953,002
Program 707 - Internet And World Wide Web	75,463	134,594	120,682	85,803	75,463	134,594	120,682	85,803
Program 708 - Employee Support	785,672	883,296	850,768	884,050	1,036,588	1,130,296	11,543,587	1,506,050
Program 709 - Legal Services	329,847	302,969	371,016	296,694	445,405	551,104	551,104	420,343
Program 710 - Business Development	155,651	230,744	200,081	331,272	155,651	230,744	200,081	331,272
Department Total	7,460,956	19,160,931	19,093,190	7,652,722	17,353,303	29,254,336	40,827,621	17,574,424
600 - Community Development Department								
Program 501 - Affordable Housing	-	-	-	-	1,561,959	2,328,854	2,420,152	2,022,535
Program 502 - Community Development Area/Agency	-	-	-	-	6,460,112	7,400,880	7,938,116	8,037,506
Program 601 - Comprehensive Planning	98,508	625,539	392,885	516,351	98,508	625,539	392,885	516,351
Program 602 - Land and Building Development Services	2,148,432	2,637,309	2,628,175	2,694,746	2,483,487	2,937,723	2,928,588	2,694,746
Department Total	2,246,940	3,262,848	3,021,060	3,211,097	10,604,066	13,292,996	13,679,742	13,271,139
300 - Community Services Department								
Program 310 - Social Services & Childcare	3,188,683	3,641,541	3,605,241	3,651,780	3,302,183	3,793,556	3,687,801	3,796,113
Program 311 - Recreation/Physical Activities	2,460,067	2,833,774	2,628,989	3,074,168	2,460,767	2,834,474	2,629,689	3,074,868
Department Total	5,648,750	6,475,315	6,234,230	6,725,949	5,762,950	6,628,030	6,317,489	6,870,981
400 - Library Department								
Program 401 - Library Collections And Online Resources	1,465,111	1,579,503	1,586,493	1,650,221	1,517,532	1,754,761	1,692,658	1,864,568
Program 402 - Reading Promotion And Life Skills	384,788	411,715	426,898	431,631	594,814	628,364	640,672	633,713
Department Total	1,849,899	1,991,218	2,013,391	2,081,852	2,112,346	2,383,125	2,333,329	2,498,281
100 - Police Department								
Program 101 - Community Safety	7,018,744	7,538,625	7,991,369	8,240,065	8,171,621	8,923,752	9,376,495	9,550,312
Program 102 - Patrol Support	2,794,510	3,137,036	3,131,236	3,195,063	2,799,747	3,175,822	3,170,022	3,207,849
Program 103 - Emergency Preparedness	190,872	150,808	178,395	166,750	190,872	150,808	178,395	166,750
Program 104 - Traffic And School Safety	1,240,118	1,470,146	934,727	1,761,238	1,240,118	1,470,146	934,727	1,761,238
Department Total	11,244,244	12,296,616	12,235,728	13,363,116	12,402,358	13,720,529	13,659,640	14,686,149
200 - Public Works Department								
Program 201 - City Facilities	1,948,607	2,198,704	2,281,738	2,203,922	5,242,719	22,612,024	21,847,014	6,885,952
Program 202 - Menlo Park Municipal Water District Water Supply	-	-	-	-	3,226,776	6,337,782	4,288,695	4,153,370
Program 203 - City Vehicles And Equipment	353,735	384,523	386,028	383,889	654,258	823,342	777,107	734,406
Program 204 - Urban Forest	315,407	378,645	332,187	295,478	865,281	1,226,624	1,237,111	1,022,146
Program 205 - City-Owned Street And Other Right-Of-Way	1,190,619	1,496,937	1,497,345	1,585,947	1,973,373	2,036,822	1,934,551	2,067,753
Program 206 - Stormwater Management	139,186	241,220	178,207	231,443	420,984	659,063	654,624	649,727
Program 207 - Resource Conservation	17,119	64,354	84,146	55,668	172,461	273,675	301,690	226,672
Program 208 - Transportation Management	261,573	428,322	405,977	445,084	1,134,404	1,484,514	1,458,796	1,598,621
Department Total	4,226,246	5,192,705	5,165,628	5,201,431	13,690,256	35,453,846	32,499,589	17,338,647
City Totals	32,677,036	48,379,633	47,763,227	38,236,168	61,925,278	100,732,862	109,317,410	72,239,622

**FY 2008-2009 BUDGET SUMMARY
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
700 - Administrative Services Department								
Program 701 - Policy Development And City Council Support								
Service 701-01 - Effective Staffing	484,347	438,063	557,781	454,357	484,347	438,063	557,781	454,357
Service 701-02 - Intergovernmental Liaison	189,494	203,338	185,142	199,659	189,494	203,338	185,142	199,659
Service 701-03 - Commissions	26,168	25,453	30,785	41,609	26,168	25,453	30,785	41,609
Service 701-04 - Constituent Assistance	138,784	161,182	141,869	190,106	138,784	161,182	141,869	190,106
Program Total	838,794	828,036	915,577	885,732	838,794	828,036	915,577	885,732
Program 702 - Service Excellence								
Service 702-01 - Priority Setting	91,344	104,085	90,080	143,082	91,344	104,085	90,080	143,082
Service 702-02 - Performance Accountability and Workplace Env.	108,480	147,737	124,554	96,595	108,480	147,737	124,554	96,595
Service 702-03 - Interdepartmental Initiatives	47,234	41,604	41,894	48,557	47,234	41,604	41,894	48,557
Program Total	247,058	293,426	256,528	288,234	247,058	293,426	256,528	288,234
Program 703 - Elections And Records								
Service 703-01 - Coordinated Elections	41,889	26,451	18,794	65,985	41,889	26,451	18,794	65,985
Service 703-02 - Election Records Management	13,472	10,128	24,567	31,552	13,472	10,128	24,567	31,552
Program Total	55,360	36,579	43,361	97,537	55,360	36,579	43,361	97,537
Program 704 - Community Relations								
Service 704-01 - Community Information Outreach	112,709	198,920	194,640	309,086	112,709	198,920	194,640	309,086
Service 704-02 - Service Feedback	10,147	14,869	10,530	30,873	10,147	14,869	10,530	30,873
Service 704-04 - Volunteers	9,096	15,386	8,435	8,615	9,096	15,386	8,435	8,615
Program Total	131,952	229,175	213,605	348,574	131,952	229,175	213,605	348,574
Program 705 - Asset Preservation								
Service 705-01 - Financial Planning	121,445	189,962	171,326	173,501	131,213	223,620	189,657	197,923
Service 705-02 - Investments	25,793	35,815	31,481	37,803	27,109	42,486	38,732	43,852
Service 705-03 - Revenue Management	275,249	307,436	297,478	305,972	2,665,016	2,629,089	2,712,417	2,092,792
Service 705-04 - Accounting and Reporting	299,672	378,926	429,983	330,478	309,796	435,459	467,348	380,911
Service 705-05 - Accounts Payable and Purchasing	95,064	99,941	102,406	99,869	120,969	127,112	128,419	127,574
Service 705-06 - Risk Management	-	-	-	-	2,817,006	1,440,956	1,516,992	1,456,797
Service 705-07 - General	3,263,578	14,302,525	14,302,525	2,534,200	3,263,578	14,302,525	14,302,525	2,534,200
Service 705-08 - Debt Service	-	-	-	-	4,243,661	5,817,327	6,840,627	5,823,828
Program Total	4,080,801	15,314,605	15,335,199	3,481,823	13,578,348	25,018,574	26,196,717	12,657,876
Program 706 - Information Support								
Service 706-01 - Desktop Maintenance	231,647	226,304	172,696	313,325	231,647	226,304	172,696	313,325
Service 706-02 - Network Infrastructure Maintenance	286,787	348,821	344,669	359,598	286,787	348,821	344,669	359,598
Service 706-03 - Design and Advice	17,470	22,394	31,540	22,132	17,470	22,394	31,540	22,132
Service 706-04 - Remote Access	7,307	7,759	10,844	7,008	7,307	7,759	10,844	7,008
Service 706-05 - Printing Support	217,147	302,230	226,625	250,939	217,418	302,230	226,631	250,939
Program Total	760,358	907,508	786,373	953,002	760,629	907,508	786,379	953,002
Program 707 - Internet And World Wide Web								
Service 707-01 - Web Posting	52,581	104,196	96,473	70,762	52,581	104,196	96,473	70,762
Service 707-02 - Interactive Web Services	22,882	30,398	24,209	15,041	22,882	30,398	24,209	15,041
Program Total	75,463	134,594	120,682	85,803	75,463	134,594	120,682	85,803

**FY 2008-2009 BUDGET SUMMARY
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
Program 708 - Employee Support								
Service 708-01 - Employee Compensation System	258,480	290,730	321,167	295,155	258,480	290,730	321,167	295,155
Service 708-02 - Employee Development	12,105	34,501	20,239	29,438	12,105	34,501	20,239	29,438
Service 708-03 - Employee Relations	155,432	161,805	114,709	127,952	155,432	161,805	114,709	127,952
Service 708-04 - Recruitment and Selection	183,696	186,600	195,399	165,604	183,696	186,600	195,399	165,604
Service 708-05 - General Employee Benefits	<u>175,961</u>	<u>209,660</u>	<u>199,254</u>	<u>265,900</u>	<u>426,876</u>	<u>456,660</u>	<u>10,892,073</u>	<u>887,900</u>
Program Total	785,672	883,296	850,768	884,050	1,036,588	1,130,296	11,543,587	1,506,050
Program 709 - Legal Services								
Service 709-01 - City Council and City Manager Support	95,972	101,437	139,091	101,649	117,598	123,481	177,271	123,784
Service 709-02 - Planning Staff and Planning Commission Support	86,656	82,140	91,017	75,532	86,656	82,140	91,017	75,532
Service 709-03 - Personnel, Risk Management and Other City Prog.	147,218	119,392	140,909	119,513	257,271	218,436	256,090	213,649
Service 709-05 - Community Development Agency	-	-	-	-	11,935	21,348	26,727	7,378
Program Total	329,847	302,969	371,016	296,694	473,460	445,405	551,104	420,343
Program 710 - Business Development								
Service 710-01 - Strategic Partnerships	53,067	74,566	27,998	121,406	53,067	74,566	27,998	121,406
Service 710-02 - Market Information and Research	65,016	47,771	94,084	100,622	65,016	47,771	94,084	100,622
Service 710-03 - Diversifying Tax Base	<u>37,569</u>	<u>108,407</u>	<u>77,999</u>	<u>109,245</u>	<u>37,569</u>	<u>108,407</u>	<u>77,999</u>	<u>109,245</u>
Program Total	155,651	230,744	200,081	331,272	155,651	230,744	200,081	331,272
Department Total	7,460,956	19,160,931	19,093,190	7,652,722	17,353,303	29,254,336	40,827,621	17,574,423
600 - Community Development Department								
Program 501 - Affordable Housing								
Service 501-01 - Increase Supply of Affordable Housing	-	-	-	-	1,278,621	1,554,955	1,631,168	1,446,379
Service 501-02 - Maintain Existing Affordable Housing Stock	-	-	-	-	175,687	431,045	420,858	422,713
Service 501-05 - Policy Development	-	-	-	-	<u>107,651</u>	<u>342,853</u>	<u>368,126</u>	<u>153,443</u>
Program Total	-	-	-	-	1,561,959	2,328,854	2,420,152	2,022,535
Program 502 - Community Development Area/Agency								
Service 502-01 - Policy, Program & Project Development	-	-	-	-	68,235	456,247	424,058	565,683
Service 502-02 - Facility Improvement	-	-	-	-	3,798,264	3,952,870	4,521,506	4,236,889
Service 502-03 - Service Enhancement	-	-	-	-	<u>2,593,613</u>	<u>2,991,763</u>	<u>2,992,552</u>	<u>3,234,934</u>
Program Total	-	-	-	-	6,460,112	7,400,880	7,938,116	8,037,506
Program 601 - Comprehensive Planning								
Service 601-01 - General Plan	18,745	565,825	352,613	460,192	18,745	565,825	352,613	460,192
Service 601-02 - Zoning Ord.& Related Documents	79,763	59,714	40,272	56,160	79,763	59,714	40,272	56,160
Service 601-03 - Neighborhood Land Use Study (Moved to 208-06)	-	-	-	-	-	-	-	-
Program Total	98,508	625,539	392,885	516,351	98,508	625,539	392,885	516,351
Program 602 - Land and Building Development Services								
Service 602-01 - Pre-Application Information	240,491	263,303	255,341	274,326	240,491	263,303	255,341	274,326
Service 602-02 - Zoning Review	607,675	703,571	711,389	734,849	942,730	1,003,985	1,011,802	734,849
Service 602-03 - Plan Check and Permitting	852,977	1,082,839	1,106,141	1,063,045	852,977	1,082,839	1,106,141	1,063,045
Service 602-04 - Inspecting and Monitoring	<u>447,288</u>	<u>587,596</u>	<u>555,304</u>	<u>622,526</u>	<u>447,288</u>	<u>587,596</u>	<u>555,304</u>	<u>622,526</u>
Program Total	2,148,432	2,637,309	2,628,175	2,694,746	2,483,487	2,937,723	2,928,588	2,694,746
Department Total	2,246,940	3,262,848	3,021,060	3,211,097	10,604,066	13,292,996	13,679,742	13,271,139

**FY 2008-2009 BUDGET SUMMARY
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	<u>Actual 2006-2007</u>	<u>Budget 2007-2008</u>	<u>Estimate 2007-2008</u>	<u>Proposed 2008-2009</u>	<u>Actual 2006-2007</u>	<u>Budget 2007-2008</u>	<u>Estimate 2007-2008</u>	<u>Proposed 2008-2009</u>
300 - Community Services Department								
Program 310 - Social Services & Childcare								
Service 310-01 - Seniors	365,302	415,990	407,129	428,614	365,302	415,990	407,129	428,614
Service 310-02 - Pre-School Child Care	1,856,426	2,120,277	2,011,627	2,133,991	1,856,426	2,120,277	2,011,627	2,133,991
Service 310-03 - Peninsula Partnership	121,040	156,435	213,791	160,256	234,540	308,450	296,350	304,588
Service 310-04 - School-Age Child Care	783,983	872,221	901,895	841,739	783,983	872,221	901,895	841,739
Service 310-05 - Teen Programs	61,933	76,619	70,799	87,181	61,933	76,619	70,799	87,181
Program Total	3,188,683	3,641,541	3,605,241	3,651,780	3,302,183	3,793,556	3,687,801	3,796,113
Program 311 - Recreation/Physical Activities								
Service 311-01 - Youth Sports	339,736	403,072	353,468	388,327	339,736	403,072	353,468	388,327
Service 311-02 - Adult Sports	134,027	171,619	157,838	156,336	134,027	171,619	157,838	156,336
Service 311-03 - Gymnastics	629,481	723,688	628,037	735,079	629,481	723,688	628,037	735,079
Service 311-04 - Aquatics	308,095	370,284	338,857	355,898	308,095	370,284	338,857	355,898
Service 311-05 - Contract Classes	536,724	570,248	572,084	767,419	536,724	570,248	572,084	767,419
Service 311-06 - Events & Concerts	162,219	209,356	176,185	195,473	162,919	210,056	176,885	196,173
Service 311-07 - Community Facilities Service	349,784	385,507	402,520	475,636	349,784	385,507	402,520	475,636
Program Total	2,460,067	2,833,774	2,628,989	3,074,168	2,460,767	2,834,474	2,629,689	3,074,868
Department Total	5,648,750	6,475,315	6,234,230	6,725,949	5,762,950	6,628,030	6,317,489	6,870,981
400 - Library Department								
Program 401 - Library Collections And Online Resources								
Service 401-01 - Library Materials	494,869	570,424	519,816	583,823	547,231	725,958	612,345	685,823
Service 401-02 - Circulation	533,953	507,809	577,123	565,472	533,953	507,809	577,123	565,472
Service 401-03 - User Assistance	436,289	501,270	489,554	500,926	436,348	520,994	503,190	613,273
Program Total	1,465,111	1,579,503	1,586,493	1,650,221	1,517,532	1,754,761	1,692,658	1,864,568
Program 402 - Reading Promotion And Life Skills								
Service 402-01 - Programs and events	63,755	71,607	87,475	76,257	90,176	110,610	129,335	116,073
Service 402-02 - Foster community	44,649	56,860	43,375	57,528	44,649	56,860	43,375	57,528
Service 402-03 - Teaching	-	-	-	-	183,604	177,646	171,914	162,266
Service 402-04 - Belle Haven	276,384	283,248	296,048	297,845	276,385	283,248	296,048	297,845
Program Total	384,788	411,715	426,898	431,631	594,814	628,364	640,672	633,713
Department Total	1,849,899	1,991,218	2,013,391	2,081,852	2,112,346	2,383,125	2,333,329	2,498,281
100 - Police Department								
Program 101 - Community Safety								
101-01 - Patrol Service	5,155,010	5,372,937	6,048,160	5,860,782	5,239,961	5,597,224	6,272,447	5,963,782
101-02 - Investigations	1,109,247	1,276,725	1,223,960	1,400,899	1,110,023	1,276,725	1,223,960	1,400,899
101-04 - Community Outreach	660,278	776,580	622,307	850,660	660,278	776,580	622,307	850,660
101-05 - Narcotic Abatement	41,477	52,467	40,492	62,370	585,525	609,716	597,741	622,114
101-06 - Code Enforcement	52,732	59,916	56,449	65,354	575,834	663,507	660,040	712,858
Program Total	7,018,744	7,538,625	7,991,369	8,240,065	8,171,621	8,923,752	9,376,495	9,550,312

**FY 2008-2009 BUDGET SUMMARY
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	<u>Actual 2006-2007</u>	<u>Budget 2007-2008</u>	<u>Estimate 2007-2008</u>	<u>Proposed 2008-2009</u>	<u>Actual 2006-2007</u>	<u>Budget 2007-2008</u>	<u>Estimate 2007-2008</u>	<u>Proposed 2008-2009</u>
Program 102 - Patrol Support								
102-01 - Dispatch	1,594,291	1,879,057	1,896,893	1,938,910	1,594,291	1,905,057	1,922,893	1,938,910
102-02 - Records Management	405,131	398,007	421,499	410,695	405,131	398,007	421,499	410,695
102-04 - Police Training	437,663	430,353	438,571	416,620	437,663	430,353	438,571	416,620
102-05 - Parking Management	357,425	429,619	374,274	428,837	362,661	442,405	387,060	441,623
Program Total	2,794,510	3,137,036	3,131,236	3,195,063	2,799,747	3,175,822	3,170,022	3,207,849
Program 103 - Emergency Preparedness								
103-01 - Information Outreach	34,526	25,991	42,680	32,542	34,526	25,991	42,680	32,542
103-02 - Disaster Management Coordination	127,269	97,656	104,848	105,397	127,269	97,656	104,848	105,397
103-03 - Emergency Preparedness Training	29,077	27,161	30,867	28,810	29,077	27,161	30,867	28,810
Program Total	190,872	150,808	178,395	166,750	190,872	150,808	178,395	166,750
Program 104 - Traffic And School Safety								
104-01 - Public Traffic Safety Education	11,226	3,373	2,822	1,854	11,226	3,373	2,822	1,854
104-02 - Enforcement of Traffic Laws	1,228,892	1,466,773	931,905	1,759,384	1,228,892	1,466,773	931,905	1,759,384
Program Total	1,240,118	1,470,146	934,727	1,761,238	1,240,118	1,470,146	934,727	1,761,238
Department Total	11,244,244	12,296,616	12,235,728	13,363,116	12,402,358	13,720,529	13,659,640	14,686,149
200 - Public Works Department								
Program 201 - City Facilities								
Service 201-01 - Facility/Field Capital Projects	-	115,000	71,257	135,000	2,932,298	19,987,902	19,106,842	4,270,521
Service 201-02 - Facility Maintenance	1,055,274	1,206,040	1,229,712	1,237,521	1,055,274	1,206,040	1,229,712	1,237,521
Service 201-03 - Field/Grounds Maintenance	893,333	877,664	980,769	831,400	1,255,146	1,418,081	1,510,460	1,377,910
Program Total	1,948,607	2,198,704	2,281,738	2,203,921	5,242,719	22,612,024	21,847,014	6,885,952
Program 202 - Menlo Park Municipal Water District Water Supply								
Service 202-01 - Water Delivery System	-	-	-	-	2,886,284	5,993,724	4,044,128	3,845,064
Service 202-02 - Water Supply	-	-	-	-	340,492	344,058	244,567	308,306
Program Total	-	-	-	-	3,226,776	6,337,782	4,288,695	4,153,370
Program 203 - City Vehicles And Equipment								
Service 203-01 - Vehicle Replacement	21,856	17,282	15,046	17,645	314,940	417,570	365,334	327,445
Service 203-02 - Vehicle Repair and Maintenance	331,879	367,241	370,982	366,243	339,318	405,773	411,773	406,961
Program Total	353,735	384,523	386,028	383,889	654,258	823,342	777,107	734,406
Program 204 - Urban Forest								
Service 204-02 - City Tree Maintenance	200,738	261,587	200,521	189,976	750,612	1,109,566	1,105,446	916,643
Service 204-03 - Heritage Trees	114,669	117,058	131,666	105,502	114,669	117,058	131,666	105,502
Program Total	315,407	378,645	332,187	295,478	865,281	1,226,624	1,237,111	1,022,146
Program 205 - City-Owned Street And Other Right-Of-Way								
Service 205-01 - Right-of-Way Maintenance/Repair	433,330	536,962	578,553	521,365	782,370	597,559	639,151	548,640
Service 205-02 - Street Fixture Maintenance	225,070	292,496	275,290	282,518	247,990	309,745	292,539	283,434
Service 205-03 - Median/Roadway Landscaping	255,066	410,488	358,383	516,875	389,577	549,613	485,362	658,369
Service 205-04 - Street Cleaning	-	-	-	-	232,457	246,844	206,243	233,018
Service 205-05 - Right-of-Way Encroachments	277,152	256,992	285,119	265,189	320,978	333,061	311,257	344,292
Program Total	1,190,619	1,496,937	1,497,345	1,585,947	1,973,373	2,036,822	1,934,551	2,067,753

**FY 2008-2009 BUDGET SUMMARY
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	<u>Actual 2006-2007</u>	<u>Budget 2007-2008</u>	<u>Estimate 2007-2008</u>	<u>Proposed 2008-2009</u>	<u>Actual 2006-2007</u>	<u>Budget 2007-2008</u>	<u>Estimate 2007-2008</u>	<u>Proposed 2008-2009</u>
Program 206 - Stormwater Management								
Service 206-01 - Storm Drain System	73,192	113,339	91,190	118,363	75,507	113,339	91,190	118,837
Service 206-02 - FEMA Compliance	33,472	32,426	37,927	18,985	33,472	32,426	37,927	18,985
Service 206-03 - Stormwater Pollution Prevention	29,210	87,776	41,667	82,741	157,205	285,077	293,278	273,120
Service 206-04 - Creek Management	3,313	7,679	7,423	11,354	154,799	228,221	232,229	238,785
Program Total	139,186	241,220	178,207	231,443	420,984	659,063	654,624	649,727
Program 207 - Resource Conservation								
Service 207-01 - Solid Waste Management	-	-	-	-	155,342	209,321	217,544	171,003
Service 207-02 - Sustainable Environmental Practices	17,119	64,354	84,146	55,668	17,119	64,354	84,146	55,668
Program Total	17,119	64,354	84,146	55,668	172,461	273,675	301,690	226,672
Program 208 - Transportation Management								
Service 208-01 - Congestion Management	135,119	270,086	277,752	283,043	402,596	469,882	480,844	579,378
Service 208-02 - Transportation Demand Management	27,033	44,716	43,981	49,571	396,503	530,571	516,508	532,423
Service 208-04 - Street Signage & Markings	74,793	85,911	49,122	78,680	208,137	286,476	251,933	267,689
Service 208-05 - Safe Routes to School	764	626	1,392	3,732	45,601	46,043	52,625	65,410
Service 208-06 - Neighborhood Traffic Management	23,864	26,983	33,730	30,058	81,567	151,543	156,887	153,720
Program Total	261,573	428,322	405,977	445,084	1,134,404	1,484,514	1,458,796	1,598,621
Department Total	4,226,246	5,192,705	5,165,628	5,201,431	13,690,256	35,453,846	32,499,589	17,338,648
City Total	32,677,036	48,379,633	47,763,227	38,236,167	61,925,278	100,732,862	109,317,410	72,239,622

**FY 2008-2009 FTE SCHEDULE
By Department and Program**

	<u>GENERAL FUND</u>		<u>ALL FUNDS</u>	
	<u>2007-2008</u>	<u>2008-2009</u>	<u>2007-2008</u>	<u>2008-2009</u>
700 - Administrative Services Department				
Program 701 - Policy Development and City Council Support	8.41	8.65	8.41	8.65
Program 702 - Service Excellence	0.91	0.90	0.91	0.90
Program 703 - Elections and Records	0.18	0.25	0.18	0.25
Program 704 - Community Relations	0.31	1.10	0.31	1.10
Program 705 - Asset Preservation	6.28	6.37	6.64	8.68
Program 706 - Information Support	3.44	4.09	3.44	4.09
Program 707 - Internet and World Wide Web	0.78	0.48	0.78	0.48
Program 708 - Employee Support	3.25	3.25	3.25	3.25
Program 709 - Legal Services	0.68	0.65	1.03	1.00
Program 710 - Business Development	1.00	2.00	1.00	2.00
Department Total	<u>25.23</u>	<u>27.74</u>	<u>27.94</u>	<u>30.40</u>
600 - Community Development Department				
Program 501 - Affordable Housing	0.00	0.00	3.21	3.34
Program 502 - Community Development Area/Agency	0.00	0.00	0.40	0.43
Program 601 - Comprehensive Planning	0.73	0.97	0.73	0.97
Program 602 - Land and Building Development Services	14.52	15.17	14.52	15.17
Department Total	<u>15.25</u>	<u>16.14</u>	<u>18.86</u>	<u>19.91</u>
300 - Community Services Department				
Program 310 - Social Services and Childcare	32.49	33.07	33.12	33.65
Program 311 - Recreation/Physical Activities	16.54	17.50	16.54	17.50
Department Total	<u>49.02</u>	<u>50.57</u>	<u>49.65</u>	<u>51.15</u>
400 - Library Department				
Program 401 - Library Collections and Online Resources	9.80	10.09	9.80	10.09
Program 402 - Reading Promotion and Life Skills	3.53	3.49	5.20	5.16
Department Total	<u>13.33</u>	<u>13.58</u>	<u>15.00</u>	<u>15.25</u>
100 - Police Department				
Program 101 - Community Safety	37.94	37.93	44.29	44.28
Program 102 - Patrol Support	21.26	21.26	21.26	21.26
Program 103 - Emergency Preparedness	0.37	0.37	0.37	0.37
Program 104 - Traffic and School Safety	10.10	10.10	10.10	10.10
Department Total	<u>69.67</u>	<u>69.66</u>	<u>76.02</u>	<u>76.01</u>
200 - Public Works Department				
Program 201 - City Facilities	14.88	14.16	22.88	22.24
Program 202 - Menlo Park Municipal Water District Water Supply	0.00	0.00	5.36	5.27
Program 203 - City Vehicles and Equipment	2.77	2.79	3.13	3.14
Program 204 - Urban Forest	2.60	2.49	4.95	4.77
Program 205 - City-Owned Street and Other Right-of-Way	8.26	8.75	10.61	10.96
Program 206 - Stormwater Management	1.83	1.73	3.06	3.07
Program 207 - Resource Conservation	0.05	0.28	1.37	1.30
Program 208 - Transportation Management	1.97	1.90	5.19	5.28
Department Total	<u>32.35</u>	<u>32.10</u>	<u>56.54</u>	<u>56.03</u>
City Totals	<u>204.84</u>	<u>209.79</u>	<u>244.00</u>	<u>248.75</u>

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CITY OF MENLO PARK
FISCAL YEAR 2008 – 2009



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. Councilmembers, both individually and as the City's policymaking body, are effectively supported in their roles as elected leaders.

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
701-01 - Effective Staffing	\$ 484,347	\$ 438,063	\$ 557,781	\$ 454,357
701-02 - Intergovernmental Liaison	189,494	203,338	185,142	199,659
701-03 - Commissions	26,168	25,453	30,785	41,609
701-04 - Constituent Assistance	138,784	161,182	141,869	190,107
Program Total	<u>\$ 838,794</u>	<u>\$ 828,036</u>	<u>\$ 915,577</u>	<u>\$ 885,732</u>

LEAD DEPARTMENT: Administrative Services

PROGRAM: 701 - POLICY DEVELOPMENT AND CITY COUNCIL SUPPORT

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

SERVICES:	RESULTS:	STATUS:
701-01 - Effective Staffing: Provide comprehensive, unbiased expertise and valued assistance to the City Council in terms of thorough staff reports, thoughtful and strategic recommendations, effective presentations, on time and within budget project delivery, and meeting and administrative support.	Council rates staff support at an 85% satisfaction level overall.	Data not available
	90% of projects undertaken are completed 1) on time and 2) on budget.	1) Not met - 72%, 2) Met
	Survey results consistently show that the City Council is attuned to the interests of the community.	Data not available

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 484,347	100%	\$ 438,063	100%	\$ 557,781	100%	\$ 454,358	100%
Personnel	459,944	95%	398,611	91%	527,938	95%	421,311	93%
Operating	24,403	5%	29,452	7%	24,259	4%	28,046	6%
Services	-	0%	10,000	2%	5,584	1%	5,000	1%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 475,933	98%	\$ 438,063	100%	\$ 557,781	100%	\$ 454,358	100%
Interest and Rent Income	4,245	1%	-	0%	-	0%	-	0%
Charges For Services	4,169	1%	-	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. Councilmembers, both individually and as the City's policymaking body, are effectively supported in their roles as elected leaders.

SERVICES:

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

RESULTS:

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

STATUS:

Data not available

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 189,494	100%	\$ 203,338	100%	\$ 185,142	100%	\$ 199,659	100%
Personnel	62,581	33%	64,141	32%	52,504	28%	61,539	31%
Operating	126,673	67%	138,957	68%	132,398	72%	138,120	69%
Services	240	0%	240	0%	240	0%	-	0%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 189,494	100%	\$ 203,338	100%	\$ 185,142	100%	\$ 199,659	100%
Burgess Award Fund	(622)	0%	(530)	0%	(530)	0%	(500)	0%
Interest and Rent Income	622	0%	530	0%	530	0%	500	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. Councilmembers, both individually and as the City's policymaking body, are effectively supported in their roles as elected leaders.

SERVICES:	RESULTS:	STATUS:
701-03 - Commissions: Recruit and train commissioners so that they are considered to be in synch with and an integral part of the City's policy development and decision-making processes.	Commissioners rate their experience at an 85% satisfaction level. At least two applications are received for each vacancy 90% of the time within the initial deadline.	Data not available Exceeded - 100%

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Total Expenditures	\$	26,168	100%	\$	25,453	100%	\$	41,609	100%
Personnel		21,238	81%		23,120	91%		38,835	93%
Operating		340	1%		333	1%		374	1%
Services		4,591	18%		2,000	8%		2,400	6%
Funding Source *									
General Fund	\$	26,168	100%	\$	25,453	100%	\$	41,609	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. Councilmembers, both individually and as the City's policymaking body, are effectively supported in their roles as elected leaders.

SERVICES:	RESULTS:	STATUS:
701-04 - Constituent Assistance: Ensure that the City Council gets timely and useful input and feedback on issues, and provide helpful information and referral to residents with questions, comments and concerns.	Constituent complaints/requests sent to the City Council will be resolved on average within 10 business days.	Exceeded - 3 days

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 138,784	100%	\$ 161,182	100%	\$ 141,869	100%	\$ 190,107	100%
Personnel	129,134	93%	138,355	86%	119,882	85%	166,835	88%
Operating	3,090	2%	3,771	2%	2,931	2%	2,792	1%
Services	6,560	5%	19,056	12%	19,056	13%	20,480	11%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 138,784	100%	\$ 161,182	100%	\$ 141,869	100%	\$ 190,107	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 702 - SERVICE EXCELLENCE

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
702-01 - Priority Setting	\$ 91,344	\$ 104,085	\$ 90,080	\$ 143,082
702-02 - Performance Accountability	108,480	147,737	124,554	96,595
702-03 - Interdepartmental Initiatives	47,234	41,604	41,894	48,557
Program Total	<u>\$ 247,058</u>	<u>\$ 293,426</u>	<u>\$ 256,528</u>	<u>\$ 288,234</u>

LEAD DEPARTMENT: Administrative Services

PROGRAM: 702 - SERVICE EXCELLENCE

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

SERVICES:	RESULTS:	STATUS:
702-01 - Priority Setting: Identify community needs and expectations through surveys, workshops and outreach, and clearly link them to the City's funding priorities and service levels.	The City undertakes a process to identify Council priorities, and uses this information to develop an annual budget which is adopted on time.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 91,344	100%	\$ 104,085	100%	\$ 90,080	100%	\$ 143,082	100%
Personnel	70,249	77%	84,422	81%	60,457	67%	122,344	86%
Operating	772	1%	19,663	19%	19,623	22%	20,738	14%
Services	20,323	22%	-	0%	10,000	11%	-	0%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 91,344	100%	\$ 104,085	100%	\$ 90,080	100%	\$ 143,082	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 702 - SERVICE EXCELLENCE

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

SERVICES:	RESULTS:	STATUS:
702-02 - Performance Accountability: Create an organizational structure and the internal systems required so that all employees share the responsibility for cost effective service delivery, objectively measure and monitor performance results and employ creative approaches. Foster team work, learning, individual initiative and appropriate customer-focused risk-taking.	75% of result measures in the City Budget are met or exceeded.	Not met - 68%
	85% of employees rate the City as a great place to work.	Data not available
	85% of employees report that the performance planning process is effective in promoting great performance.	Data not available

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 108,480	100%	\$ 147,737	100%	\$ 124,554	100%	\$ 96,595	100%
Personnel	106,868	99%	98,510	67%	75,303	60%	64,583	67%
Operating	1,613	1%	2,366	2%	2,390	2%	2,012	2%
Services	-	0%	46,861	32%	46,861	38%	30,000	31%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Funding Source *								
General Fund	\$ 108,480	100%	\$ 147,737	100%	\$ 124,554	100%	\$ 96,595	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 702 - SERVICE EXCELLENCE

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

SERVICES:	RESULTS:	STATUS:
702-03 - Interdepartmental Initiatives: Coordinate interdepartmental projects requiring team-based, cooperative, and multidisciplinary involvement.	85% of employees report that they are satisfied with the teamwork between City departments.	Data not available

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Total Expenditures	\$	47,234	100%	\$	41,604	100%	\$	48,557	100%
Personnel		46,490	98%		40,829	98%		47,848	99%
Operating		744	2%		775	2%		710	1%
Funding Source *		<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$	47,234	100%	\$	41,604	100%	\$	48,557	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 703 - ELECTIONS AND RECORDS

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
703-01 - Coordinated Elections	\$ 41,889	\$ 26,451	\$ 18,794	\$ 65,985
703-02 - Records Management	13,472	10,128	24,567	31,552
Program Total	<u>\$ 55,360</u>	<u>\$ 36,579</u>	<u>\$ 43,361</u>	<u>\$ 97,537</u>

LEAD DEPARTMENT: Administrative Services

PROGRAM: 703 - ELECTIONS AND RECORDS

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

SERVICES:	RESULTS:	STATUS:
703-01 - Coordinated Elections: Facilitate local elections in accordance with all requirements.	Elections are conducted in accordance with all requirements, including filing deadlines for candidates, ballot measures, and FPPC regulations.	No election during 07/08

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 41,889	100%	\$ 26,451	100%	\$ 18,794	100%	\$ 65,985	100%
Personnel	22,150	53%	23,227	88%	16,030	85%	24,252	37%
Operating	5,357	13%	3,224	12%	2,764	15%	6,733	10%
Services	14,382	34%	-	0%	-	0%	35,000	53%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 40,168	96%	\$ 26,451	100%	\$ 18,794	100%	\$ 65,985	100%
Charges For Services	1,720	4%	-	0%	-	0%	-	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.

SERVICES:	RESULTS:	STATUS:
703-02 - Records Management: Create, maintain and effectively administer the City's essential records and retention schedule.	Official City records are created accurately, 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 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Total Expenditures	\$	13,472	100%	\$	10,128	100%	\$	31,552	100%
Personnel		3,420	25%		3,538	35%		14,983	47%
Operating		8,465	63%		1,440	14%		11,419	36%
Services		1,586	12%		5,150	51%		5,150	16%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Funding Source *	\$	13,362	99%	\$	10,128	100%	\$	31,552	100%
General Fund		13,362	99%		10,128	100%		31,552	100%
Charges For Services		110	1%		-	0%		-	0%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 704 - COMMUNITY RELATIONS

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
704-01 - Community Information Outreach	\$ 112,709	\$ 198,920	\$ 194,640	\$ 309,086
704-02 - Service Feedback	10,147	14,869	10,530	30,873
704-04 - Volunteers	9,096	15,386	8,435	8,615
Program Total	<u>\$ 131,952</u>	<u>\$ 229,175</u>	<u>\$ 213,605</u>	<u>\$ 348,574</u>

LEAD DEPARTMENT: Administrative Services

PROGRAM: 704 - COMMUNITY RELATIONS

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

SERVICES:

704-01 - Community Information Outreach: Provide written and electronic information that is current, timely and valued by residents.

RESULTS:

Survey respondents give the City's website a rating of 85% regarding its importance as a source of information about City services, policies and activities.

Survey respondents give the newsletter a rating of 85% regarding its importance as a source of information about City services, policies and activities.

STATUS:

Data not available

Newsletter suspended

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	112,709	100%	\$	198,920	100%	\$	309,086	100%
Personnel		38,461	34%		60,192	30%		142,571	46%
Operating		9,653	9%		16,494	8%		17,280	6%
Services		64,595	57%		122,234	61%		149,234	48%
		Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *									
General Fund	\$	112,709	100%	\$	198,920	100%	\$	309,086	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 704 - COMMUNITY RELATIONS

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

SERVICES:

704-02 - Service Feedback: Survey opinions, solicit input and seek suggestions about City services and community affairs.

RESULTS:

85% of survey respondents state that the City gives sufficient opportunity to provide feedback regarding City services.

STATUS:

Data not available

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 10,147	100%	\$ 14,869	100%	\$ 10,530	100%	\$ 30,873	100%
Personnel	9,640	95%	14,337	96%	10,098	96%	30,337	98%
Operating	507	5%	532	4%	432	4%	537	2%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 10,147	100%	\$ 14,869	100%	\$ 10,530	100%	\$ 30,873	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 704 - COMMUNITY RELATIONS

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

SERVICES:	RESULTS:	STATUS:
704-04 - Volunteers: Provide meaningful opportunities for residents to be involved in their local government.	Volunteers rate their experience at an 85% satisfaction level. On an annual basis, volunteers donate 710 hours.	Data not available Not met - 504 hours

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Total Expenditures	\$	9,096	100%	\$	15,386	100%	\$	8,615	100%
Personnel		8,870	98%		14,652	95%		7,931	92%
Operating		227	2%		734	5%		684	8%
Funding Source *									
General Fund	\$	9,096	100%	\$	15,386	100%	\$	8,615	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 705 - ASSET PRESERVATION

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
705-01 - Financial Planning	\$ 131,213	\$ 223,620	\$ 189,657	\$ 197,923
705-02 - Investments	27,109	42,486	38,732	43,852
705-03 - Revenue Management	2,665,016	2,629,089	2,712,417	2,092,792
705-04 - Accounting and Reporting	309,796	435,459	467,348	380,912
705-05 - Accounts Payable and Purchasing	120,969	127,112	128,419	127,574
705-06 - Risk Management	2,817,006	1,440,956	1,516,992	1,456,797
705-07 - General (Transfers Out)	3,263,578	14,302,525	14,302,525	2,534,200
705-08 - Debt Service	4,243,661	5,817,327	6,840,627	5,823,828
Program Total	\$ 13,578,348	\$ 25,018,574	\$ 26,196,717	\$ 12,657,876

LEAD DEPARTMENT: Administrative Services

PROGRAM: 705 - ASSET PRESERVATION

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

SERVICES:	RESULTS:	STATUS:
705-01 - Financial Planning: Coordinate the budget preparation process, and provide up to date reports and financial analysis necessary to ensure short-term and long-term asset preservation.	Present a balanced budget that meets established service levels for Council adoption by June 30th.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 131,213	100%	\$ 223,620	100%	\$ 189,657	100%	\$ 197,923	100%
Personnel	126,056	96%	194,199	87%	159,462	84%	186,454	94%
Operating Services	5,156	4%	8,171	4%	9,945	5%	9,469	5%
	-	0%	21,250	10%	20,250	11%	2,000	1%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 121,445	93%	\$ 189,962	85%	\$ 171,326	90%	\$ 173,501	88%
Garbage Service Fund	1,713	1%	8,962	4%	9,742	5%	6,186	3%
Community Development Agency Non-Housing	3,594	3%	10,951	5%	3,011	2%	10,122	5%
Community Development Agency Housing	3,090	2%	10,951	5%	2,583	1%	6,144	3%
Water Fund - Operation	1,370	1%	2,794	1%	2,995	2%	1,971	1%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 705 - ASSET PRESERVATION

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

SERVICES:	RESULTS:	STATUS:
705-02 - Investments: Manage cash flow to meet requirements while maximizing return on investments and maintaining safety of principal.	Obtain an unqualified opinion on the independent analysis of investments by an external auditor.	Met
	Achieve greater than the twelve month average of two year T-bill rate on investments.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 27,109	100%	\$ 42,486	100%	\$ 38,732	100%	\$ 43,852	100%
Personnel	18,793	69%	31,505	74%	27,776	72%	32,647	74%
Operating	8,316	31%	10,981	26%	10,956	28%	11,205	26%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ (2,338,806)	-8628%	\$ (1,314,185)	-3093%	\$ (1,318,519)	-3404%	\$ (1,117,197)	-2548%
Garbage Service Fund	266	1%	-	0%	11	0%	-	0%
Community Development Agency Non-Housing	781	3%	4,481	11%	4,860	13%	4,078	9%
Water Fund - Operation	269	1%	2,190	5%	2,380	6%	1,971	4%
Interest and Rent Income	2,364,600	8723%	1,350,000	3178%	1,350,000	3485%	1,155,000	2634%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 705 - ASSET PRESERVATION

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

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

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 2,665,016	100%	\$ 2,629,089	100%	\$ 2,712,417	100%	\$ 2,092,792	100%
Personnel	209,734	8%	225,374	9%	214,502	8%	223,900	11%
Operating Services	508,059	19%	439,915	17%	439,915	16%	364,392	17%
	1,947,224	73%	1,963,800	75%	2,058,000	76%	1,504,500	72%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ (1,554,998)	-58%	\$ (1,542,564)	-59%	\$ (1,592,522)	-59%	\$ (1,622,683)	-78%
Garbage Service Fund	18,504	1%	(73,032)	-3%	80,148	3%	(93,562)	-4%
Water Fund - Operation	(2,863,237)	-107%	(3,753,315)	-143%	(3,356,210)	-124%	(4,017,619)	-192%
Licenses & Permits	1,452,865	55%	1,470,000	56%	1,505,000	55%	1,528,800	73%
Interest and Rent Income	549,503	21%	548,000	21%	548,000	20%	522,455	25%
Charges For Services	5,062,379	190%	5,980,000	227%	5,528,000	204%	5,775,400	276%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 705 - ASSET PRESERVATION

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

SERVICES:	RESULTS:	STATUS:
705-04 - Accounting and Reporting: Maintain accurate record keeping in accordance with Generally Accepted Accounting Principles and report periodically the financial status of the organization reflecting the economic fluctuations in the market place to the Council, general public, Governmental agencies and internal departments.	Provide monthly financial reports to internal departments by the 7th 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
	Obtain 80% Council confidence through an annual survey.	Data not available
	Receive an unqualified opinion on 98% of annual audits.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 309,796	100%	\$ 435,459	100%	\$ 467,348	100%	\$ 380,912	100%
Personnel	258,761	84%	336,238	77%	365,577	78%	338,153	89%
Operating	7,607	2%	10,557	2%	9,957	2%	10,092	3%
Services	43,429	14%	88,664	20%	91,814	20%	32,667	9%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 299,021	97%	\$ 378,926	87%	\$ 429,753	92%	\$ 330,478	87%
Garbage Service Fund	546	0%	3,978	1%	4,357	1%	3,942	1%
Community Development Agency Non-Housing	6,417	2%	38,982	9%	8,178	2%	34,706	9%
Community Development Agency Housing	387	0%	9,128	2%	24,142	5%	9,162	2%
Water Fund - Operation	2,774	1%	4,445	1%	688	0%	2,624	1%
Charges For Services	651	0%	-	0%	230	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.

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Total Expenditures	\$	120,969	100%	\$	127,112	100%	\$	127,574	100%
Personnel		116,247	96%		123,050	97%		123,501	97%
Operating		4,723	4%		4,062	3%		4,073	3%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
General Fund	\$	88,124	73%	\$	94,941	75%	\$	92,669	73%
Community Development Agency Non-Housing		17,530	14%		18,283	14%		18,755	15%
Water Fund - Operation		8,376	7%		8,888	7%		8,950	7%
Charges For Services		6,940	6%		5,000	4%		7,200	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.

SERVICES:	RESULTS:	STATUS:
705-06 - Risk Management: Coordinate safety training and maintain awareness to prevent the adverse effects of accidents and work injuries and minimize cost. Administer claims by investigating, processing and defending liability and work related injury claims.	Recommend for settlement or denial on 80% of claims received within 5 working days.	Met
	Investigate and initiate mitigation of 100% of reported hazards within 24 hours.	Met
	Maintain number of indemnity claims at 15 or below.	Not met
	Process 100% of employee claims requiring medical treatment within 48 hours of knowledge of occurrence.	Met
	Maintain number of new medical claims at 30 or below.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 2,817,006	100%	\$ 1,440,956	100%	\$ 1,516,992	100%	\$ 1,456,797	100%
Personnel	93,591	3%	100,272	7%	95,489	6%	101,528	7%
Operating	2,595,465	92%	1,293,184	90%	1,375,503	91%	1,313,269	90%
Services	127,950	5%	47,500	3%	46,000	3%	42,000	3%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Liability/Fire Insurance Fund	(242,473)	-9%	(119,696)	-8%	(117,338)	-8%	(86,573)	-6%
Worker's Compensation Fund	(3,018,677)	-107%	(309,348)	-21%	58,829	4%	(36,631)	-3%
Interest and Rent Income	55,366	2%	170,000	12%	75,000	5%	70,000	5%
Charges For Services	1,617,851	57%	1,700,000	118%	1,500,500	99%	1,510,000	104%
Other Financing Sources	4,404,940	156%	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.

SERVICES:	RESULTS:	STATUS:
705-07 - General (Transfers Out): Ensure timely receipt of general revenue and transfers.	General Fund revenue projections will be 90% accurate.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 3,263,578	100%	\$ 14,302,525	100%	\$ 14,302,525	100%	\$ 2,534,200	100%
Operating	3,263,578	100%	14,302,525	100%	14,302,525	100%	2,534,200	100%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ (18,616,427)	-570%	\$ (9,295,782)	-65%	\$ (9,603,984)	-67%	\$ (21,758,294)	-859%
Taxes	17,547,729	538%	21,350,000	149%	21,697,700	152%	21,990,000	868%
Franchise Fees	1,397,335	43%	1,390,000	10%	1,390,000	10%	1,445,600	57%
Licenses & Permits	3,432	0%	2,500	0%	2,500	0%	2,600	0%
Inter Governmental Revenue	2,415,814	74%	205,000	1%	165,000	1%	166,000	7%
Charges For Services	175	0%	-	0%	502	0%	-	0%
Other Financing Sources	515,520	16%	650,807	5%	650,807	5%	688,294	27%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 705 - ASSET PRESERVATION

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

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

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 4,243,661	100%	\$ 5,817,327	100%	\$ 6,840,627	100%	\$ 5,823,828	100%
Operating	4,243,661	100%	5,817,327	100%	6,840,627	100%	5,823,828	100%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
2002 Recreation GO Bond D.S.	(315,434)	-7%	(299,420)	-5%	(289,420)	-4%	(293,865)	-5%
1990 Library Bond Debt Service	(58,644)	-1%	(13,953)	0%	47	0%	69	0%
Debt Service Fund-CDA	(1,841,080)	-43%	(240,000)	-4%	-	0%	-	0%
Special Assessments on Tax Roll	1,607,517	38%	1,576,000	27%	1,552,000	23%	1,568,000	27%
Interest and Rent Income	363,170	9%	278,000	5%	348,000	5%	30,000	1%
Other Financing Sources	4,488,132	106%	4,516,700	78%	5,230,000	76%	4,519,624	78%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 706 - INFORMATION SUPPORT

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
706-01 - Desktop Maintenance	\$ 231,647	\$ 226,304	\$ 172,696	\$ 313,325
706-02 - Network Infrastructure Maintenance	286,787	348,821	344,669	359,598
706-03 - Design and Advice	17,470	22,394	31,540	22,132
706-04 - Remote Access	7,307	7,759	10,844	7,008
706-05 - Printing Support	217,418	302,230	226,631	250,940
Program Total	<u>\$ 760,629</u>	<u>\$ 907,508</u>	<u>\$ 786,379</u>	<u>\$ 953,002</u>

LEAD DEPARTMENT: Administrative Services

PROGRAM: 706 - INFORMATION SUPPORT

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

SERVICES:	RESULTS:	STATUS:
706-01 - Desktop Maintenance: Maintain computer hardware and phone systems used by employees; install and upgrade software.	Resolve 85% of desktop computer problems within sixty (60) minutes of trouble report.	Exceeded - 90%
	Resolve 90% of phone problems within eight hours of trouble report.	Exceeded - 95%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 231,647	100%	\$ 226,304	100%	\$ 172,696	100%	\$ 313,325	100%
Personnel	111,275	48%	148,482	66%	98,609	57%	174,947	56%
Operating	53,965	23%	75,290	33%	71,555	41%	75,878	24%
Services	66,406	29%	2,532	1%	2,532	1%	62,500	20%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 231,647	100%	\$ 226,304	100%	\$ 172,696	100%	\$ 313,325	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 706 - INFORMATION SUPPORT

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

SERVICES:	RESULTS:	STATUS:
706-02 - Network Infrastructure Maintenance: Install, maintain, and upgrade computer servers and network equipment. Coordinate installation of vendor systems. Protect the network from unauthorized intrusion. Repel virus attacks. Control access. Maintain databases. Provide support for intranet and internet use. Ensure reliability of network resources.	Add 80% of new employees to authorized systems within one business day of request.	Exceeded - 95%
	Resolve 90% of system wide problems within four hours.	Exceeded - 100%
	Maintain network availability 99.8% of time between 7am to 7pm, M-F.	Exceeded - 99.9%
	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 detected

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 286,787	100%	\$ 348,821	100%	\$ 344,669	100%	\$ 359,598	100%
Personnel	91,290	32%	96,876	28%	91,546	27%	149,575	42%
Operating	55,423	19%	94,909	27%	93,091	27%	112,023	31%
Services	140,074	49%	157,036	45%	160,032	46%	98,000	27%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 286,778	100%	\$ 348,821	100%	\$ 344,669	100%	\$ 359,598	100%
Charges For Services	8	0%	-	0%	-	0%	-	0%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 706 - INFORMATION SUPPORT

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

SERVICES:	RESULTS:	STATUS:
706-03 - Design and Advice: Design facility wiring, provide relocation assistance, advise on use of new technologies and acquisition of new applications.	Facilities design results in 95% accommodation of user needs.	No design work this year
	Advice on new product integration and changes to existing systems results in 95% satisfaction.	Met

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Total Expenditures	\$	17,470	100%	\$	22,394	100%	\$	22,132	100%
Personnel		15,142	87%		19,110	85%		19,870	90%
Operating		2,328	13%		3,284	15%		2,262	10%
Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
General Fund	\$	17,470	100%	\$	22,394	100%	\$	22,132	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 706 - INFORMATION SUPPORT

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

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Total Expenditures	\$	7,307	100%	\$	7,759	100%	\$	7,008	100%
Personnel		6,669	91%		4,459	57%		4,712	67%
Operating		639	9%		3,300	43%		2,296	33%
Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
General Fund	\$	7,307	100%	\$	7,759	100%	\$	7,008	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 706 - INFORMATION SUPPORT

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

SERVICES:	RESULTS:	STATUS:
706-05 - Printing Support: Provide local low volume printing and fax service for departments through strategic placement of workgroup equipment clusters, and efficient, accurate high volume printer services from the print shop.	95% of all printing jobs completed within time-frame specified.	Exceeded - 98%

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 217,418	100%	\$ 302,230	100%	\$ 226,631	100%	\$ 250,940	100%
Personnel	105,688	49%	154,247	51%	106,320	47%	115,919	46%
Operating	109,685	50%	145,583	48%	117,951	52%	132,020	53%
Services	2,044	1%	2,400	1%	2,360	1%	3,000	1%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 197,580	91%	\$ 289,730	96%	\$ 214,125	94%	\$ 237,940	95%
Measure A	219	0%	-	0%	6	0%	-	0%
Charges For Services	19,618	9%	12,500	4%	12,500	6%	13,000	5%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 707 - INTERNET AND WORLD WIDE WEB

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

	<u>Actual 2006-2007</u>	<u>Budget 2007-2008</u>	<u>Estimate 2007-2008</u>	<u>Proposed 2008-2009</u>
707-01 - Web Posting	\$ 52,581	\$ 104,196	\$ 96,473	\$ 70,762
707-02 - Interactive Web Services	22,882	30,398	24,209	15,041
Program Total	<u>\$ 75,463</u>	<u>\$ 134,594</u>	<u>\$ 120,682</u>	<u>\$ 85,803</u>

LEAD DEPARTMENT: Administrative Services

PROGRAM: 707 - INTERNET AND WORLD WIDE WEB

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

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

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	52,581	100%	\$	104,196	100%	\$	70,762	100%
Personnel		42,230	80%		41,532	40%		47,433	67%
Operating		10,350	20%		29,222	28%		20,829	29%
Services		-	0%		33,442	32%		2,500	4%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
General Fund	\$	52,581	100%	\$	104,196	100%	\$	70,762	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 707 - INTERNET AND WORLD WIDE WEB

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

SERVICES:

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

RESULTS:

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

STATUS:

Data not available

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	22,882	100%	\$	30,398	100%	\$	15,041	100%
Personnel		3,805	17%		3,540	12%		3,475	23%
Operating		19,077	83%		26,858	88%		11,566	77%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Funding Source *									
General Fund	\$	22,882	100%	\$	30,398	100%	\$	15,041	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 708 - EMPLOYEE SUPPORT

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
708-01 - Employee Compensation System	\$ 258,480	\$ 290,730	\$ 321,167	\$ 295,155
708-02 - Employee Development	12,105	34,501	20,239	29,438
708-03 - Employee Relations	155,432	161,805	114,709	127,952
708-04 - Recruitment and Selection	183,696	186,600	195,399	165,604
708-05 - General Employee Benefits	426,876	456,660	10,892,073	887,900
Program Total	<u>\$ 1,036,588</u>	<u>\$ 1,130,296</u>	<u>\$ 11,543,587</u>	<u>\$ 1,506,050</u>

LEAD DEPARTMENT: Administrative Services

PROGRAM: 708 - EMPLOYEE SUPPORT

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

SERVICES:	RESULTS:	STATUS:
708-01 - Employee Compensation System: Process payroll that supports timely and accurate processing of employee salary and benefits. Ensure that the wages and benefits are competitive among similarly sized agencies.	Payroll processing is achieved with an accuracy rate of 99.75% or better.	Exceeded - 99.8%
	Generate all payroll reports the day before the pay day 93% of the time.	Met
	Transmit all payroll interface records to Finance within three business days after the pay date 95% of the time.	Not met - 85%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	258,480	100%	\$	290,730	100%	\$	295,155	100%
Personnel		214,747	83%		238,069	82%		240,635	82%
Operating		7,554	3%		7,161	2%		7,020	2%
Services		36,179	14%		45,500	16%		47,500	16%
		Actual 2006-2007			Budget 2007-2008			Estimate 2007-2008	
Funding Source *								Proposed 2008-2009	
General Fund	\$	258,480	100%	\$	290,730	100%	\$	295,155	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 708 - EMPLOYEE SUPPORT

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

SERVICES:	RESULTS:	STATUS:
708-02 - 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 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 12,105	100%	\$ 34,501	100%	\$ 20,239	100%	\$ 29,439	100%
Personnel	6,722	56%	17,252	50%	8,740	43%	16,366	56%
Operating	2,135	18%	2,249	7%	2,499	12%	3,072	10%
Services	3,248	27%	15,000	43%	9,000	44%	10,000	34%
<u>Funding Source *</u>	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 12,105	100%	\$ 34,501	100%	\$ 20,239	100%	\$ 29,439	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 708 - EMPLOYEE SUPPORT

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

SERVICES:	RESULTS:	STATUS:
708-03 - Employee Relations: Inform and train employees on City policies and procedures, provide timely processing of employee complaints and concerns, assist the employee in utilizing benefit programs, and negotiate labor contracts.	Respond to 90% of written complaints within 10 business days.	Met
	Resolve 80% of grievances at or below City Manager's level	Not met - 40%

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 155,432	100%	\$ 161,805	100%	\$ 114,709	100%	\$ 127,952	100%
Personnel	87,232	56%	84,522	52%	76,770	67%	82,675	65%
Operating	2,724	2%	3,289	2%	3,739	3%	3,677	3%
Services	65,476	42%	73,994	46%	34,200	30%	41,600	33%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Funding Source *								
General Fund	\$ 157,932	102%	\$ 161,805	100%	\$ 114,709	100%	\$ 127,952	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 708 - EMPLOYEE SUPPORT

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

SERVICES:	RESULTS:	STATUS:
708-04 - Recruitment and Selection: Recruit, select and retain highly qualified personnel using a process that is timely, thorough and encourages a diverse applicant pool.	Generate offer letter for 80% of non-safety positions within 4 weeks of position close. Satisfaction with Personnel staff's involvement with the recruitment process attains or exceeds a score of 4.0 (on a 5 point scale).	Met Exceeded - 4.7

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 183,696	100%	\$ 186,600	100%	\$ 195,399	100%	\$ 165,604	100%
Personnel	80,594	44%	73,296	39%	82,345	42%	73,679	44%
Operating	56,953	31%	83,824	45%	83,574	43%	66,926	40%
Services	46,149	25%	29,480	16%	29,480	15%	25,000	15%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 183,696	100%	\$ 186,600	100%	\$ 195,399	100%	\$ 165,604	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 708 - EMPLOYEE SUPPORT

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

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 426,876	100%	\$ 456,660	100%	\$ 10,892,073	100%	\$ 887,900	100%
Personnel	410,145	96%	424,460	93%	459,873	4%	523,400	59%
Operating Services	16,731	4%	15,200	3%	10,415,200	96%	357,000	40%
	-	0%	17,000	4%	17,000	0%	7,500	1%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 175,961	41%	\$ 209,660	46%	\$ 199,254	2%	\$ 265,900	30%
Other Post Employment Benefits	(473,897)	-111%	(10,116,683)	-2215%	329,136	3%	-	0%
Interest and Rent Income	9,995	2%	220,000	48%	220,000	2%	2,000	0%
Charges For Services	714,817	167%	943,683	207%	943,683	9%	620,000	70%
Other Financing Sources	-	0%	9,200,000	2015%	9,200,000	84%	-	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.

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
709-01 - City Council and City Manager Support	\$ 117,598	\$ 123,481	\$ 177,271	\$ 123,784
709-02 - Planning Staff and Commission Support	86,656	82,140	91,017	75,532
709-03 - Personnel, Risk Management & Other Programs	257,271	218,436	256,090	213,649
709-05 - Community Development Agency	11,935	21,348	26,727	7,378
Program Total	<u>\$ 473,460</u>	<u>\$ 445,405</u>	<u>\$ 551,104</u>	<u>\$ 420,343</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:

City Council and City Manager annual evaluations demonstrate confidence in and overall satisfaction with advice provided and legal services rendered.

STATUS:

Data not available

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 117,598	100%	\$ 123,481	100%	\$ 177,271	100%	\$ 123,784	100%
Personnel	71,569	61%	73,063	59%	126,853	72%	73,446	59%
Operating	516	0%	418	0%	418	0%	338	0%
Services	45,513	39%	50,000	40%	50,000	28%	50,000	40%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 95,972	82%	\$ 101,437	82%	\$ 139,091	78%	\$ 101,649	82%
Community Development Agency Non-Housing	21,625	18%	22,044	18%	38,180	22%	22,135	18%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 709 - LEGAL SERVICES

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

SERVICES:

709-02 - Planning Staff and Commission Support: Advise and assist the staff and Commission, attend regular meetings, prepare and interpret ordinances and statutes.

RESULTS:

Planning staff and Planning Commissioners are satisfied with legal services.

STATUS:

Data not available

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 86,656	100%	\$ 82,140	100%	\$ 91,017	100%	\$ 75,532	100%
Personnel	20,070	23%	22,014	27%	30,891	34%	15,465	20%
Operating	153	0%	126	0%	126	0%	68	0%
Services	66,434	77%	60,000	73%	60,000	66%	60,000	79%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 86,656	100%	\$ 82,140	100%	\$ 91,017	100%	\$ 75,532	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 709 - LEGAL SERVICES

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

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 257,271	100%	\$ 218,436	100%	\$ 256,090	100%	\$ 213,649	100%
Personnel	50,098	19%	51,143	23%	88,797	35%	51,412	24%
Operating Services	361	0%	293	0%	293	0%	236	0%
	206,812	80%	167,000	76%	167,000	65%	162,000	76%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Funding Source *								
General Fund	\$ 147,218	57%	\$ 119,392	55%	\$ 140,909	55%	\$ 119,514	56%
Liability/Fire Insurance Fund	100,717	39%	89,696	41%	100,454	39%	84,757	40%
Worker's Compensation Fund	9,336	4%	9,348	4%	14,727	6%	9,378	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.

SERVICES:	RESULTS:	STATUS:
709-05 - Community Development Agency: Ensure compliance with statutes and coordinate property acquisition and negotiations.	Ordinances are adopted and kept current with applicable state and federal laws. The City's administrative practices adhere to all applicable state and federal laws.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 11,935	100%	\$ 21,348	100%	\$ 26,727	100%	\$ 7,378	100%
Personnel	7,157	60%	7,306	34%	12,685	47%	7,345	100%
Operating	52	0%	42	0%	42	0%	34	0%
Services	4,727	40%	14,000	66%	14,000	52%	-	0%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
Community Development Agency Non-Housing	11,935	100%	17,348	81%	22,727	85%	7,378	100%
Community Development Agency Housing	-	0%	4,000	19%	4,000	15%	-	0%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 710 - BUSINESS DEVELOPMENT

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
710-01 - Strategic Partnerships	\$ 53,067	\$ 74,566	\$ 27,998	\$ 121,406
710-02 - Market Information and Research	65,016	47,771	94,084	100,622
710-03 - Diversifying Tax Base	37,569	108,407	77,999	109,245
Program Total	<u>\$ 155,651</u>	<u>\$ 230,744</u>	<u>\$ 200,081</u>	<u>\$ 331,272</u>

LEAD DEPARTMENT: Administrative Services

PROGRAM: 710 - BUSINESS DEVELOPMENT

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

SERVICES:	RESULTS:	STATUS:
710-01 - Strategic Partnerships: Leverage the City's efforts by forming strategic partnerships with business associations, regional trade organizations and local companies.	Develop new and existing partnerships between business interests, the community and the City so that respondents rate their experience at an 85% satisfaction level.	Data not available

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 53,067	100%	\$ 74,566	100%	\$ 27,998	100%	\$ 121,406	100%
Personnel	39,745	75%	90,656	122%	44,088	157%	85,798	71%
Operating	13,322	25%	34,049	46%	34,049	122%	34,108	28%
Services	-	0%	(50,139)	-67%	(50,139)	-179%	1,500	1%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 53,067	100%	\$ 74,566	100%	\$ 27,998	100%	\$ 121,406	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.

SERVICES:

710-02 - Market Information and Research: Provide timely, accurate information, research, analysis, and policy development needed to make informed business decisions.

RESULTS:

Provide effective decision-making support so that respondents rate their experience at an 85% satisfaction level.

STATUS:

Data not available

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 65,016	100%	\$ 47,771	100%	\$ 94,084	100%	\$ 100,622	100%
Personnel	61,538	95%	22,309	47%	68,622	73%	77,531	77%
Operating	3,478	5%	12,577	26%	12,577	13%	10,206	10%
Services	-	0%	12,885	27%	12,885	14%	12,885	13%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 65,016	100%	\$ 47,771	100%	\$ 94,084	100%	\$ 100,622	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.

SERVICES:	RESULTS:	STATUS:
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.	Not met

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Total Expenditures	\$	37,569	100%	\$	108,407	100%	\$	109,245	100%
Personnel		34,673	92%		65,925	61%		95,358	87%
Operating		2,895	8%		3,826	4%		3,887	4%
Services		-	0%		38,656	36%		10,000	9%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Funding Source *									
General Fund	\$	37,569	100%	\$	108,407	100%	\$	109,245	100%

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

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CITY OF MENLO PARK
FISCAL YEAR 2008 – 2009



COMMUNITY DEVELOPMENT DEPARTMENT

LEAD DEPARTMENT: Community Development

PROGRAM: 501 - AFFORDABLE HOUSING

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
501-01 - Increase Supply of Affordable Housing	\$ 1,278,621	\$ 1,554,955	\$ 1,631,168	\$ 1,446,379
501-02 - Maintain Existing Affordable Housing Stock	175,687	431,045	420,858	422,713
501-05 - Policy Development	107,651	342,853	368,126	153,443
Program Total	<u>\$ 1,561,959</u>	<u>\$ 2,328,854</u>	<u>\$ 2,420,152</u>	<u>\$ 2,022,535</u>

LEAD DEPARTMENT: Community Development

PROGRAM: 501 - AFFORDABLE HOUSING

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

SERVICES:	RESULTS:	STATUS:
501-01 - Increase Supply of Affordable Housing: Increase the number of and access to affordable housing units in Menlo Park available to residents and employees who work in the City by providing general assistance and referral services, administrative support for Below Market Rate (BMR) Agreement review process and, where applicable, financial support, including first-time home buyer loans.	The assistance provided to for-profit and non-profit developers in obtaining BMR Agreement approval meets the expectations of 85% of the developers.	No BMR agreements reached final approval
	Fund 3 PAL loans in the fiscal year, which is the average number of loans funded per year over the past 5 fiscal years.	Exceeded - 14 loans
	The technical assistance provided by City and/or County staff for loan preparation meets the expectations of 85% of customers for all PAL loans.	Exceeded - 86%
	Explore and pursue possible funding assistance for all non-profit developers who request funding assistance from the City to produce affordable housing units.	Met - 1 request
	Explore and pursue possible funding assistance for all for-profit developers who request funding assistance from the City to produce affordable housing units in excess of the City's BMR Program requirements.	Met - 1 request

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 1,278,621	100%	\$ 1,554,955	100%	\$ 1,631,168	100%	\$ 1,446,379	100%
Personnel	117,540	9%	136,803	9%	110,165	7%	164,641	11%
Operating	1,023,521	80%	1,091,916	70%	1,224,766	75%	1,153,567	80%
Services	93,666	7%	199,691	13%	169,692	10%	128,171	9%
Capital Improvement Projects	43,894	3%	126,545	8%	126,545	8%	-	0%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
BMR Housing-Resident/Commerl	(3,192,432)	-250%	(889,500)	-57%	(889,500)	-55%	(2,905,000)	-201%
Community Development Agency Housing	(762,540)	-60%	(783,645)	-50%	(763,663)	-47%	(1,190,621)	-82%
Taxes	1,981,454	155%	2,268,000	146%	2,302,231	141%	2,440,000	169%
Interest and Rent Income	301,425	24%	218,000	14%	240,000	15%	260,000	18%
Charges For Services	2,668,212	209%	742,100	48%	742,100	45%	2,842,000	196%
Other Financing Sources	282,503	22%	0	0%	-	0%	-	0%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 501 - AFFORDABLE HOUSING

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

SERVICES:	RESULTS:	STATUS:
501-02 - Maintain Existing Affordable Housing Stock: Maintain the existing affordable housing stock by providing loan services (including funding, application processing, construction management and collections) for housing rehabilitation loans; managing resale of Below Market Rate (BMR) units, funding and monitoring non-profits including fair housing services, disabled access to housing, shared housing and minor home repair.	<p>Commit total Community Development Block Grant (CDBG) amount for housing rehabilitation loans to eligible rehabilitation work.</p> <p>The number of homes assisted by the Housing Rehabilitation Loan Program equals the number proposed in the CDBG application.</p> <p>85% of housing rehabilitation projects are completed within the contract terms.</p> <p>The technical assistance for loan preparation and construction management meets the expectations of 85% of homeowner loan recipients for Emergency Repair Loans (ERLs).</p> <p>The technical assistance for loan preparation and construction management meets the expectations of 85% of homeowner loan recipients for all housing rehabilitation.</p> <p>85% of requests received for ERLs result in funded loans.</p> <p>Coordinate successful resale of all BMR units that become available within the time limits established in the deed restrictions.</p> <p>Monitor 100% of annual reports submitted by non-profit service providers to confirm that service levels as stated in contracts are met.</p>	<p>Met</p> <p>Application no longer required</p> <p>No projects completed, 5 in process</p> <p>No loans requested</p> <p>No projects completed, 5 in process</p> <p>No loans requested</p> <p>No BMR unit resales</p> <p>Met</p>

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 175,687	100%	\$ 431,045	100%	\$ 420,858	100%	\$ 422,713	100%
Personnel	120,542	69%	126,868	29%	116,681	28%	122,087	29%
Operating	15,569	9%	40,563	9%	40,563	10%	39,567	9%
Services	39,575	23%	263,614	61%	263,614	63%	261,059	62%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Commun Devel Block Grant	(58,329)	-33%	(716,109)	-166%	(227,039)	-54%	(12,317)	-3%
Rev Share-Emergency Loan	(9,680)	-6%	15,450	4%	15,450	4%	24,000	6%
Community Development Agency Housing	38,105	22%	268,055	62%	268,497	64%	385,030	91%
Inter Governmental Revenue	(338,437)	-193%	-	0%	-	0%	(125,100)	-30%
Interest and Rent Income	50,341	29%	7,500	2%	7,800	2%	-	0%
Charges For Services	493,686	281%	856,150	199%	356,150	85%	151,100	36%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 501 - AFFORDABLE HOUSING

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

SERVICES:	RESULTS:	STATUS:
501-05 - Policy Development: To develop, monitor and update policies related to affordable housing production, maintenance and availability for Housing Commission and City Council/Agency Board consideration.	The quality of information and analysis meets the expectations of 85% of the members of the City Council/Agency Board.	Data not available
	The quality of information and analysis meets the expectations of 85% of the members of the Housing Commission.	Data not available
	Involvement in studies and policy development is rated as meaningful by 85% of the participants.	No studies completed

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 107,651	100%	\$ 342,853	100%	\$ 368,126	100%	\$ 153,443	100%
Personnel	107,004	99%	136,454	40%	161,727	44%	125,510	82%
Operating	647	1%	1,399	0%	1,399	0%	4,934	3%
Services	-	0%	205,000	60%	205,000	56%	23,000	15%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Funding Source *								
Community Development Agency Housing	107,651	100%	342,853	100%	368,126	100%	153,443	100%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 502 - COMMUNITY DEVELOPMENT AREA/AGENCY

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
502-01 - Policy, Program & Project Developmer	\$ 68,235	\$ 456,247	\$ 424,058	\$ 565,683
502-02 - Facility Improvement	3,798,264	3,952,870	4,521,506	4,236,889
502-03 - Service Enhancement	2,593,613	2,991,763	2,992,552	3,234,935
Program Total	<u>\$ 6,460,112</u>	<u>\$ 7,400,880</u>	<u>\$ 7,938,116</u>	<u>\$ 8,037,506</u>

LEAD DEPARTMENT: Community Development

PROGRAM: 502 - COMMUNITY DEVELOPMENT AREA/AGENCY

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

SERVICES:	RESULTS:	STATUS:
502-01 - Policy, Program & Project Development: Monitor, revise and update the Las Pulgas Community Development Plan to accomplish the goals of the Plan, including the removal of blighted conditions, and to meet State reporting requirements.	Submittal of all State-mandated reports that are in compliance with State requirements and within required timelines.	Met
	The quality of the information and analysis meets the expectations of 85% of the members of the Agency Board.	Data not available
	The quality of the information and analysis meets the expectations of 85% of the members of the Las Pulgas Commission.	Data not available
	Involvement in studies and policy development is rated as meaningful by 85% of the participants.	No studies completed

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 68,235	100%	\$ 456,247	100%	\$ 424,058	100%	\$ 565,683	100%
Personnel	37,006	54%	85,335	19%	53,146	13%	91,727	16%
Operating	11,180	16%	75,391	17%	75,391	18%	73,335	13%
Services	20,048	29%	295,521	65%	295,521	70%	400,621	71%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
2000 RDA Tax Increment Bond	200	0%	-	0%	-	0%	-	0%
Community Development Agency Non-Housing	(305,965)	-448%	(127,533)	-28%	(159,722)	-38%	410,683	73%
Inter Governmental Revenue	-	0%	-	0%	-	0%	155,000	27%
Charges For Services	374,000	548%	583,780	128%	583,780	138%	-	0%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 502 - COMMUNITY DEVELOPMENT AREA/AGENCY

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

SERVICES:	RESULTS:	STATUS:
502-02 - Facility Improvement: Conduct land use studies, perform redevelopment related activities and provide funding for projects required to improve and replace facilities and infrastructure in the Las Pulgas Community Development Project Area.	Redevelopment related activities are completed within the overall project timeline for entitlements.	No studies completed
	The quality of the information and analysis related to land use studies meets the expectations of 85% of the members of the Agency Board.	Data not available
	The quality of the information and analysis related to land use studies meets the expectations of 85% of the members of the Las Pulgas Committee.	Data not available
	Involvement in land use studies is rated as meaningful by 85% of the participants.	No studies completed

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 3,798,264	100%	\$ 3,952,870	100%	\$ 4,521,506	100%	\$ 4,236,889	100%
Personnel	24,694	1%	3,485	0%	1,521	0%	3,763	0%
Operating	3,764,782	99%	3,904,372	99%	4,474,972	99%	4,188,113	99%
Services	8,788	0%	45,013	1%	45,013	1%	45,013	1%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
2000 RDA Tax Increment Bond	22,718	1%	3,002	0%	1,003	0%	3,263	0%
Community Development Agency Non-Housing	(4,859,300)	-128%	(5,750,632)	-145%	(5,316,997)	-118%	(6,222,374)	-147%
Taxes	7,925,817	209%	9,070,500	229%	9,207,500	204%	9,756,000	230%
Interest and Rent Income	709,029	19%	630,000	16%	630,000	14%	700,000	17%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 502 - COMMUNITY DEVELOPMENT AREA/AGENCY

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

SERVICES:	RESULTS:	STATUS:
502-03 - Service Enhancement: Provide funding for non-housing services in the Las Pulgas Community Development Project Area through direct funding for services and pass-through funding to agencies.	Accurate payments are made to outside agencies on time.	Met
	Redevelopment funds are budgeted for eligible services in the Las Pulgas Community Development Project Area.	Met
	Community Development Agency owned property is inspected monthly to ensure that it is maintained in good repair.	Not met
	Complaints on the condition of Community Development Agency owned property are responded to within 2 working days.	Met - 1 complaint
	Meet all requests for landscaping grants subject to available funding.	Met - 3 requests

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 2,593,613	100%	\$ 2,991,763	100%	\$ 2,992,552	100%	\$ 3,234,935	100%
Personnel	847	0%	250	0%	1,039	0%	351	0%
Operating Services	2,592,766	100%	2,971,513	99%	2,971,513	99%	3,214,584	99%
	-	0%	20,000	1%	20,000	1%	20,000	1%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Community Development Agency Non-Housing	2,589,827	100%	2,986,763	100%	2,987,552	100%	3,233,935	100%
Charges For Services	3,786	0%	5,000	0%	5,000	0%	1,000	0%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 601 - COMPREHENSIVE PLANNING

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
601-01 - General Plan	\$ 18,745	\$ 565,825	\$ 352,613	\$ 460,192
601-02 - Zoning Ord.& Related Documents	79,763	59,714	40,272	56,160
Program Total	<u>\$ 98,508</u>	<u>\$ 625,539</u>	<u>\$ 392,885</u>	<u>\$ 516,351</u>

LEAD DEPARTMENT: Community Development

PROGRAM: 601 - COMPREHENSIVE PLANNING

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

SERVICES:	RESULTS:	STATUS:
601-01 - General Plan: Monitor and update the General Plan to maintain its relevancy as a critical public policy document.	The quality of information and analysis meets the expectations of 85% of the Council members.	Data not available
	The quality of information and analysis meets the expectations of 85% of the Commission members.	Data not available
	Involvement in studies is rated as meaningful by 85% of the participants.	No studies completed

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	18,745	100%	\$	565,825	100%	\$	460,192	100%
Personnel		18,422	98%		78,248	14%		128,320	28%
Operating		323	2%		51,660	9%		49,872	11%
Services		-	0%		435,917	77%		282,000	61%
Funding Source *		Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$	18,745	100%	\$	565,825	100%	\$	460,192	100%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 601 - COMPREHENSIVE PLANNING

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

SERVICES:	RESULTS:	STATUS:
601-02 - Zoning Ord.& Related Documents: Update the Zoning Ordinance and other planning documents, and prepare new planning standards and regulations, to maintain consistency with and provide for implementation of the General Plan.	The quality of information and analysis meets the expectations of 85% of the Council members.	Data not available
	The quality of information and analysis meets the expectations of 85% of the Commission members.	Data not available
	Involvement in studies is rated as meaningful by 85% of the participants.	No studies conducted

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 79,763	100%	\$ 59,714	100%	\$ 40,272	100%	\$ 56,160	100%
Personnel	54,380	68%	47,964	80%	29,522	73%	34,520	61%
Operating	1,637	2%	6,270	11%	5,270	13%	6,160	11%
Services	23,747	30%	5,480	9%	5,480	14%	15,480	28%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 79,652	100%	\$ 59,714	100%	\$ 40,072	100%	\$ 56,160	100%
Charges For Services	111	0%	-	0%	200	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.

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
602-01 - Development Information Services	\$ 240,491	\$ 263,303	\$ 255,341	\$ 274,326
602-02 - Planning Level Reviews	942,730	1,003,985	1,011,802	734,849
602-03 - Plan Check and Permitting	852,977	1,082,839	1,106,141	1,063,045
602-04 - Inspecting and Monitoring	447,288	587,596	555,304	622,526
Program Total	\$ 2,483,487	\$ 2,937,723	\$ 2,928,588	\$ 2,694,746

LEAD DEPARTMENT: Community Development

PROGRAM: 602 - DEVELOPMENT SERVICE

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

SERVICES:	RESULTS:	STATUS:
602-01 - Development Information Services: Provide potential applicants and interested parties with timely and accurate information regarding applicable City policies, ordinances, regulations, guidelines and other requirements related to land use development.	85% customer satisfaction rating.	Exceeded - 87%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	240,491	100%	\$	263,303	100%	\$	274,326	100%
Personnel		234,365	97%		258,081	98%		269,120	98%
Operating		6,126	3%		5,222	2%		5,206	2%
Funding Source *									
General Fund	\$	(69,822)	-29%	\$	(89,197)	-34%	\$	272,326	99%
Licenses & Permits		308,163	128%		350,000	133%		-	0%
Charges For Services		2,150	1%		2,500	1%		2,000	1%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 602 - DEVELOPMENT SERVICE

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

SERVICES:	RESULTS:	STATUS:
602-02 - Planning Level Reviews: Provide timely, thorough and structured review, including public input, of proposed development projects and land use permits that evaluates the merits of a project leading to a decision.	95% of projects reviewed for completeness within 30 days of application submittal.	Not met - 48%
	For projects exempt from CEQA, 85% are scheduled for Planning Commission review within 60 days of being deemed complete.	Exceeded - 97%
	For projects not exempt from CEQA, 85% are scheduled for Planning Commission review within 180 days of being deemed complete.	No applicable projects
	85% customer satisfaction rating.	Exceeded - 89%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 942,730	100%	\$ 1,003,985	100%	\$ 1,011,802	100%	\$ 734,849	100%
Personnel	530,183	56%	534,968	53%	547,586	54%	582,022	79%
Operating	37,563	4%	46,709	5%	42,409	4%	47,827	7%
Services	374,985	40%	422,308	42%	421,807	42%	105,000	14%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 228,227	24%	\$ 353,371	35%	\$ 361,289	36%	\$ 384,849	52%
Eir Fees	100,225	11%	300,414	30%	300,413	30%	-	0%
Charges For Services	614,278	65%	350,200	35%	350,100	35%	350,000	48%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 602 - DEVELOPMENT SERVICE

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

SERVICES:	RESULTS:	STATUS:
602-03 - Plan Check and Permitting: Provide efficient review of construction drawings with clear interpretation of codes to protect health, safety and welfare of the public and to issue permits in a timely manner.	90% of audited projects received all appropriate plan review checks and are in substantial compliance with all relevant codes.	Exceeded - 100%
	85% customer satisfaction rating.	Exceeded - 93%
	85% of projects requiring a full plan review receive first comments/approval within 6 weeks of the first submittal.	Exceeded - 86%
	85% of projects requiring a full plan review receive comments/approval within 2 weeks of the second submittal.	Exceeded - 99%
	85% of projects requiring revisions to an active permit receive first comments/approval within 2 weeks.	Exceeded - 100%

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 852,977	100%	\$ 1,082,839	100%	\$ 1,106,141	100%	\$ 1,063,045	100%
Personnel	503,635	59%	490,759	45%	546,062	49%	541,529	51%
Operating	45,063	5%	148,797	14%	116,796	11%	106,515	10%
Services	304,279	36%	443,283	41%	443,283	40%	415,000	39%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ (383,965)	-45%	\$ (645,361)	-60%	\$ (373,204)	-34%	\$ (649,955)	-61%
Licenses & Permits	862,464	101%	1,425,000	132%	1,190,000	108%	1,485,000	140%
Charges For Services	374,478	44%	303,200	28%	289,345	26%	228,000	21%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 602 - DEVELOPMENT SERVICE

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

SERVICES:	RESULTS:	STATUS:
602-04 - Inspecting and Monitoring: Provide timely and thorough inspection of construction projects in compliance with all approvals from the time of permit issuance through final approval.	95% of inspections scheduled on a given day are completed.	Exceeded - 100%
	85% of inspections can be scheduled within one day between December 1 and June 30.	Not met - 59%
	85% of inspections can be scheduled within three days between July 1 and November 30.	Exceeded - 97%
	90% of audited projects received all appropriate inspections and are in substantial compliance with all relevant codes.	Exceeded - 100%
	85% customer satisfaction rating.	Exceeded - 97%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 447,288	100%	\$ 587,596	100%	\$ 555,304	100%	\$ 622,526	100%
Personnel	423,226	95%	515,236	88%	498,844	90%	526,439	85%
Operating	24,062	5%	26,360	4%	23,460	4%	26,087	4%
Services	-	0%	46,000	8%	33,000	6%	70,000	11%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ (481,336)	-108%	\$ (462,704)	-79%	\$ (429,796)	-77%	\$ (417,674)	-67%
Licenses & Permits	554,301	124%	775,000	132%	710,000	128%	815,000	131%
Charges For Services	374,323	84%	275,300	47%	275,100	50%	225,200	36%

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

CITY OF MENLO PARK
FISCAL YEAR 2008 – 2009



COMMUNITY SERVICES DEPARTMENT

LEAD DEPARTMENT: Community Services

PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
310-01 - Seniors	\$ 365,302	\$ 415,990	\$ 407,129	\$ 428,614
310-02 - Pre-School Childcare	1,856,426	2,120,277	2,011,627	2,133,991
310-03 - Peninsula Partnership	234,540	308,450	296,350	304,588
310-04 - School-Age Childcare	783,983	872,221	901,895	841,739
310-05 - Teen Programs	61,933	76,619	70,799	87,181
Program Total	<u>\$ 3,302,183</u>	<u>\$ 3,793,556</u>	<u>\$ 3,687,801</u>	<u>\$ 3,796,113</u>

LEAD DEPARTMENT: Community Services

PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE

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

SERVICES:	RESULTS:	STATUS:
310-01 - Seniors: Provide health, recreational and social services for adults ages 55 and older.	95% of participants rate the nutrition, transportation or class activities as good or excellent.	Exceeded - 100%
	90% of the participants state that taking part in the senior programs, classes and events has improved their mental well-being, health and social life.	Exceeded - 95%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 365,302	100%	\$ 415,990	100%	\$ 407,129	100%	\$ 428,614	100%
Personnel	260,712	71%	288,636	69%	287,321	71%	305,823	71%
Operating	97,521	27%	113,293	27%	105,747	26%	107,072	25%
Services	7,068	2%	14,061	3%	14,061	3%	15,719	4%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 316,410	87%	\$ 360,167	87%	\$ 349,006	86%	\$ 372,791	87%
Inter Governmental Revenue	33,724	9%	44,323	11%	44,323	11%	44,323	10%
Charges For Services	3,287	1%	1,500	0%	2,800	1%	1,500	0%
Donations	11,880	3%	10,000	2%	11,000	3%	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.

SERVICES:	RESULTS:	STATUS:
310-02 - Pre-School Childcare: Provide child care for preschool children ages 3 to 5 in an educational child development environment.	90% of parents state that they felt their children were experiencing a positive environment.	Not met - 85%
	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 - 94%
	85% of the parents state the activities were developmentally appropriate for their child.	Exceeded - 94%
	85% of the parents feel the daily activities promoted positive social skills and language development.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 1,856,426	100%	\$ 2,120,277	100%	\$ 2,011,627	100%	\$ 2,133,991	100%
Personnel	1,664,259	90%	1,884,735	89%	1,799,134	89%	1,929,685	90%
Operating	188,166	10%	195,411	9%	191,362	10%	189,417	9%
Services	4,000	0%	40,131	2%	21,131	1%	14,889	1%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 514,047	28%	\$ 711,934	34%	\$ 612,284	30%	\$ 731,148	34%
Inter Governmental Revenue	672,332	36%	759,153	36%	759,153	38%	749,653	35%
Charges For Services	670,047	36%	649,190	31%	640,190	32%	653,190	31%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE

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

SERVICES:	RESULTS:	STATUS:
310-03 - Peninsula Partnership: Improve the quality of life (educational performance, parenting skills for children and their families) in the Belle Haven neighborhood.	85% of parents state the daily Transitional Kindergarten or Community Summer School activities promoted positive socail skills and language development. 70% of Belle Haven residents report improved understanding of the process to address or resolve community issues. 85% of children enrolled in the Transitional Kindergarten Program show an increase in the dimensions of school readiness. 85% of parents attending Parent Education classes report learning new parenting skills as a result of the class. 80% of parents with children in the Community Summer School program report that they are satisfied or very satisfied with the program	Program discontinued Not measured Program discontinued Program discontinued Exceeded - 94%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 234,540	100%	\$ 308,450	100%	\$ 296,350	100%	\$ 304,588	100%
Personnel	215,822	92%	271,752	88%	276,910	93%	268,397	88%
Operating	16,184	7%	26,898	9%	18,940	6%	26,391	9%
Services	2,535	1%	9,800	3%	500	0%	9,800	3%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 121,040	52%	\$ 153,935	50%	\$ 211,761	71%	\$ 157,756	52%
Peninsula Partnership Grant	7,392	3%	8,525	3%	(25,633)	-9%	843	0%
Inter Governmental Revenue	106,109	45%	143,490	47%	106,692	36%	143,490	47%
Charges For Services	-	0%	2,500	1%	2,030	1%	2,500	1%
Donations	-	0%	-	0%	1,500	1%	-	0%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE

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

SERVICES:	RESULTS:	STATUS:
310-04 - 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 - 100% Not measured Not met - 87% Exceeded - 97% Exceeded - 94%

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 783,983	100%	\$ 872,221	100%	\$ 901,895	100%	\$ 841,739	100%
Personnel	625,938	80%	703,042	81%	733,164	81%	677,961	81%
Operating	148,843	19%	153,904	18%	152,256	17%	141,278	17%
Services	9,202	1%	15,275	2%	16,475	2%	22,500	3%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 206,789	26%	\$ 235,654	27%	\$ 262,523	29%	\$ 202,732	24%
Inter Governmental Revenue	3,418	0%	5,760	1%	4,865	1%	4,500	1%
Charges For Services	573,775	73%	630,807	72%	634,507	70%	634,507	75%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE

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

SERVICES:	RESULTS:	STATUS:
310-05 - Teen Programs: Make available health, recreational and social services for youth ages 12 to 18.	90% of participants state that taking part in the teen programs, classes and events have improved their mental well-being, health and social life.	Met

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 61,933	100%	\$ 76,619	100%	\$ 70,799	100%	\$ 87,181	100%
Personnel	29,042	47%	37,032	48%	31,420	44%	47,179	54%
Operating	32,891	53%	39,587	52%	39,379	56%	40,002	46%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Funding Source *								
General Fund	\$ 61,933	100%	\$ 76,619	100%	\$ 70,799	100%	\$ 81,181	93%
Charges For Services	-	0%	-	0%	-	0%	6,000	7%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
311-01 - Youth Sports	\$ 339,736	\$ 403,072	\$ 353,468	\$ 388,327
311-02 - Adult Sports	134,027	171,619	157,838	156,336
311-03 - Gymnastics	629,481	723,688	628,037	735,079
311-04 - Aquatics	308,095	370,284	338,857	355,898
311-05 - Contract Classes	536,724	570,248	572,084	767,419
311-06 - Events & Concerts	162,919	210,056	176,885	196,173
311-07 - Community Facilities Service	349,784	385,507	402,520	475,636
Program Total	<u>\$ 2,460,767</u>	<u>\$ 2,834,474</u>	<u>\$ 2,629,689</u>	<u>\$ 3,074,868</u>

LEAD DEPARTMENT: Community Services

PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES

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

SERVICES:	RESULTS:	STATUS:
311-01 - Youth Sports: Sports classes, camps, activities and leagues for youth.	85% of participants/parents feel the children learned a new skill or improved in the basic skills needed	Exceeded - 90%
	85% of participants report the programs are a good value to them.	Exceeded - 90%
	85% of participants report the programs met their expectations.	Exceeded - 90%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 339,736	100%	\$ 403,072	100%	\$ 353,468	100%	\$ 388,327	100%
Personnel	221,839	65%	262,034	65%	217,091	61%	232,317	60%
Operating	40,938	12%	43,409	11%	38,748	11%	44,510	11%
Services	76,959	23%	97,629	24%	97,629	28%	111,500	29%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 168,210	50%	\$ 233,472	58%	\$ 179,193	51%	\$ 198,127	51%
Charges For Services	171,526	50%	169,600	42%	174,275	49%	190,200	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.

SERVICES:	RESULTS:	STATUS:
311-02 - Adult Sports: Sports classes, camps, activities and leagues for adults.	85% of participants feel the program was part of maintaining a healthy lifestyle	Exceeded - 90%
	85% of participants report the programs are a good value to them.	Exceeded - 90%
	85% of participants report the programs met their expectations.	Exceeded - 90%

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 134,027	100%	\$ 171,619	100%	\$ 157,838	100%	\$ 156,336	100%
Personnel	89,837	67%	104,587	61%	93,771	59%	99,690	64%
Operating	16,523	12%	29,394	17%	29,067	18%	21,647	14%
Services	27,666	21%	37,638	22%	35,000	22%	35,000	22%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 63,868	48%	\$ 109,219	64%	\$ 99,538	63%	\$ 103,036	66%
Charges For Services	70,159	52%	62,400	36%	58,300	37%	53,300	34%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES

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

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 629,481	100%	\$ 723,688	100%	\$ 628,037	100%	\$ 735,079	100%
Personnel	556,938	88%	615,109	85%	540,984	86%	642,607	87%
Operating	72,543	12%	108,579	15%	87,053	14%	92,472	13%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Funding Source *								
General Fund	\$ (116,383)	-18%	\$ (9,312)	-1%	\$ (91,863)	-15%	\$ 10,079	1%
Charges For Services	745,863	118%	733,000	101%	719,900	115%	725,000	99%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES

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

SERVICES:	RESULTS:	STATUS:
311-04 - Aquatics: Recreational programs, developmental classes and fitness oriented activities for all ages.	85% of visitors feel the facility was clean, comfortable and safe.	Exceeded - 90%
	85% of participants experience increased energy or fitness, skill improvement or development as a result of the activity or class.	Exceeded - 90%
	85% of participants state they had an enjoyable experience.	Exceeded - 90%
	85% of participants report the programs met their expectations.	Exceeded - 90%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 308,095	100%	\$ 370,284	100%	\$ 338,857	100%	\$ 355,898	100%
Personnel	133,017	43%	147,487	40%	122,031	36%	144,574	41%
Operating	168,948	55%	215,797	58%	209,826	62%	194,325	55%
Services	6,130	2%	7,000	2%	7,000	2%	17,000	5%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 112,809	37%	\$ 173,461	47%	\$ 145,468	43%	\$ 153,934	43%
Charges For Services	195,286	63%	196,823	53%	193,389	57%	201,964	57%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES

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

SERVICES:	RESULTS:	STATUS:
311-05 - Contract Classes: Offer a variety of enrichment classes such as dance, computer, language, martial arts and science for all ages.	85% of participants feel the facility is appropriate for the class.	Exceeded - 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 - 92%
	85% of the participants report the programs met their expectations.	Exceeded - 100%

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 536,724	100%	\$ 570,248	100%	\$ 572,084	100%	\$ 767,419	100%
Personnel	224,501	42%	204,661	36%	219,150	38%	386,001	50%
Operating	65,980	12%	79,587	14%	66,934	12%	76,419	10%
Services	246,243	46%	286,000	50%	286,000	50%	305,000	40%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 64,675	12%	\$ 93,248	16%	\$ 94,334	16%	\$ 119,019	16%
Charges For Services	469,454	87%	477,000	84%	477,500	83%	648,400	84%
Donations	2,595	0%	-	0%	250	0%	-	0%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES

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

SERVICES:	RESULTS:	STATUS:
311-06 - 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 - 89%

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 162,919	100%	\$ 210,056	100%	\$ 176,885	100%	\$ 196,173	100%
Personnel	104,154	64%	121,529	58%	98,141	55%	114,625	58%
Operating	50,440	31%	78,202	37%	68,044	38%	70,048	36%
Services	8,325	5%	10,325	5%	10,700	6%	11,500	6%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 149,776	92%	\$ 190,156	91%	\$ 156,985	89%	\$ 175,273	89%
E. Kennedy/ Arts Trust	(350)	0%	(200)	0%	(200)	0%	-	0%
Interest and Rent Income	1,050	1%	900	0%	900	1%	700	0%
Charges For Services	11,744	7%	18,500	9%	10,000	6%	11,000	6%
Donations	-	0%	-	0%	8,500	5%	8,500	4%
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.

SERVICES:	RESULTS:	STATUS:
311-07 - Community Facilities Service: Provides access and support to residents and visitors to parks, fields, playgrounds, programs, and community resources in Menlo Park.	90% of program participants report the facility was in satisfactory condition. 90% of the participants report the facility was appropriate for the activity.	Exceeded - 93% Exceeded - 100%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 349,784	100%	\$ 385,507	100%	\$ 402,520	100%	\$ 475,636	100%
Personnel	262,879	75%	259,149	67%	283,722	70%	319,160	67%
Operating	57,394	16%	100,558	26%	92,997	23%	116,976	25%
Services	29,511	8%	25,801	7%	25,801	6%	39,500	8%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 191,224	55%	\$ 228,862	59%	\$ 233,334	58%	\$ 296,636	62%
Charges For Services	158,560	45%	156,645	41%	169,186	42%	179,000	38%

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

CITY OF MENLO PARK
FISCAL YEAR 2008 – 2009



LIBRARY DEPARTMENT

LEAD DEPARTMENT: Library

PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
401-01 - Library Materials	\$ 547,231	\$ 725,958	\$ 612,345	\$ 685,823
401-02 - Lend & Retrieve Library Materials	533,953	507,809	577,123	565,472
401-03 - User Assistance	436,348	520,994	503,190	613,273
Program Total	<u>\$ 1,517,532</u>	<u>\$ 1,754,761</u>	<u>\$ 1,692,658</u>	<u>\$ 1,864,568</u>

LEAD DEPARTMENT: Library

PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES

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

SERVICES:	RESULTS:	STATUS:
401-01 - Library Materials: Select, organize, and maintain materials and information resources for maximum benefit to users.	85% satisfaction with Library materials.	Exceeded - 90%
	85% of all new adult materials are available to the public within 2 weeks of receipt.	Not met - 59%
	9% of all the collection is updated each year to reflect a changing community.	Exceeded - 13%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 547,231	100%	\$ 725,958	100%	\$ 612,345	100%	\$ 685,823	100%
Personnel	270,556	49%	333,801	46%	283,167	46%	337,431	49%
Operating	276,675	51%	392,157	54%	329,178	54%	348,392	51%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 415,487	76%	\$ 502,174	69%	\$ 451,566	74%	\$ 508,573	74%
Library Endowment Fund	(3,330)	-1%	17,500	2%	17,500	3%	(2,000)	0%
Library Donations	45,893	8%	39,000	5%	31,911	5%	40,000	6%
1990 Library Bond Fund	764	0%	86,534	12%	26,618	4%	60,000	9%
Inter Governmental Revenue	23,110	4%	23,700	3%	23,700	4%	22,000	3%
Interest and Rent Income	3,330	1%	10,500	1%	10,500	2%	2,000	0%
Charges For Services	56,271	10%	44,300	6%	44,300	7%	53,000	8%
Donations	5,705	1%	2,250	0%	6,250	1%	2,250	0%

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

LEAD DEPARTMENT: Library

PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES

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

SERVICES:	RESULTS:	STATUS:
401-02 - Lend & Retrieve Library Materials: Lend and retrieve library materials (including shared collections with other agencies) in an efficient, caring, responsive manner including self-service and remote options.	95% of loaned materials are returned or paid for.	Data not available
	85% of returned materials are accurately shelved within 48 hours.	Met
	25% of circulation users know of new automated services including self-check, remote renewals/holds, E-books and full text databases.	Exceeded - 65%
	85% of patrons are satisfied with efficiency, convenience, manner and timeliness of front desk services	Exceeded - 88%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	533,953	100%	\$	507,809	100%	\$	565,472	100%
Personnel		452,517	85%		422,125	83%		477,699	84%
Operating		81,436	15%		85,684	17%		87,773	16%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009					
General Fund	\$	454,722	85%	\$	439,809	87%	\$	509,123	88%	\$	490,472	87%
Inter Governmental Revenue		23,110	4%		23,700	5%		23,700	4%		22,000	4%
Charges For Services		56,121	11%		44,300	9%		44,300	8%		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.

SERVICES:	RESULTS:	STATUS:
401-03 - User Assistance: Empower users by educating them in library research and technology aids by providing information or assisting users in finding the information needed, and supplying readers with title/author recommendations.	90% of requests for assistance are responded to within 5 minutes.	Met
	85% of customers who use the library to get answers to their questions and desired reading choices indicate that they received what they needed.	Exceeded - 98%
	25% of customers indicate that, in a library visit, they learned about additional library resources or services.	Exceeded - 65%
	85% of patrons are satisfied with: efficiency; convenience; manner; and, timeliness of user assistance services.	Exceeded - 88%
	85% of all outreach recipients report satisfaction with the materials and service provided to them.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 436,348	100%	\$ 520,994	100%	\$ 503,190	100%	\$ 613,273	100%
Personnel	361,489	83%	391,340	75%	387,148	77%	404,684	66%
Operating	74,859	17%	129,654	25%	116,042	23%	203,589	33%
Services	-	0%	-	0%	-	0%	5,000	1%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 338,353	78%	\$ 394,570	76%	\$ 397,854	79%	\$ 369,226	60%
Library Endowment Fund	-	0%	-	0%	-	0%	65,000	11%
Public Library Fund	(17,693)	-4%	2,724	1%	(3,364)	-1%	30,347	5%
Inter Governmental Revenue	40,548	9%	40,700	8%	40,700	8%	47,500	8%
Charges For Services	63,473	15%	83,000	16%	68,000	14%	74,000	12%
Donations	11,667	3%	-	0%	-	0%	-	0%
Other Financing Sources	-	0%	-	0%	-	0%	27,200	4%

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

LEAD DEPARTMENT: Library

PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
402-01 - Programs and Events	\$ 90,176	\$ 110,610	\$ 129,335	\$ 116,073
402-02 - Foster Community	44,649	56,860	43,375	57,528
402-03 - Teaching	183,604	177,646	171,914	162,266
402-04 - Satellite Provision	276,385	283,248	296,048	297,846
Program Total	<u>\$ 594,814</u>	<u>\$ 628,364</u>	<u>\$ 640,672</u>	<u>\$ 633,713</u>

LEAD DEPARTMENT: Library

PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS

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

SERVICES:	RESULTS:	STATUS:
402-01 - Programs and Events: Provide a variety of story-times, community visits, lectures and readers' groups that attract users to the Library and stimulate interest in the Library and its offerings.	80% of attendees find library events so satisfying as to encourage them to attend additional library events.	Exceeded - 91%
	85% of attendees rate library events as interesting or entertaining to them.	Exceeded - 93%
	80% of attendees say that events are the reason they came to the library.	Exceeded - 86%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009					
Total Expenditures	\$	90,176	100%	\$	110,610	100%	\$	116,073	100%			
Personnel		76,275	85%		82,460	75%		88,089	76%			
Operating		13,901	15%		28,150	25%		27,984	24%			
Funding Source *												
		Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009				
General Fund	\$	40,645	45%	\$	47,907	43%	\$	63,775	49%	\$	54,257	47%
Frances Mack Trust		4,227	5%		21,003	19%		23,860	18%		24,816	21%
Inter Governmental Revenue		23,110	26%		23,700	21%		23,700	18%		22,000	19%
Interest and Rent Income		22,194	25%		18,000	16%		18,000	14%		15,000	13%

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

LEAD DEPARTMENT: Library

PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS

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

SERVICES:	RESULTS:	STATUS:
402-02 - Foster Community: Provide opportunities for community interaction, involvement, and volunteering.	90% of volunteers working in areas of fundraising, outreach, literacy and library service assistance rate their experience as satisfying.	Met
	75% of the organizations using library meeting room indicate that the space and equipment meets their needs.	Data not available
	65% of all library attendees report satisfaction with library facility equipment.	Exceeded - 88%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	44,649	100%	\$	56,860	100%	\$	57,528	100%
Personnel		33,710	75%		41,682	73%		42,332	74%
Operating		10,940	25%		15,178	27%		15,197	26%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
General Fund	\$	15,986	36%	\$	28,860	51%	\$	29,528	51%
Inter Governmental Revenue		23,110	52%		23,700	42%		22,000	38%
Charges For Services		5,553	12%		4,300	8%		6,000	10%

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

LEAD DEPARTMENT: Library

PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS

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

SERVICES:	RESULTS:	STATUS:
402-03 - Teaching: Provide classes and individual instruction in reading, writing, English as a Second Language, computer basics and other life skills.	140 individual literacy students receive skill building instruction this year.	Exceeded - 150
	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.	Met
	80% of active tutors report satisfaction with training and other staff support.	Met
	50% of all English as a Second Language students enrolled in the Belle Haven literacy program advance to the language level required for Project Read inclusion.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 183,604	100%	\$ 177,646	100%	\$ 171,914	100%	\$ 162,266	100%
Personnel	168,237	92%	156,216	88%	155,531	90%	152,231	94%
Operating	15,032	8%	21,230	12%	16,183	9%	10,036	6%
Services	335	0%	200	0%	200	0%	-	0%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Literacy Grants	(4,020)	-2%	25,646	14%	19,914	12%	4,266	3%
Inter Governmental Revenue	42,187	23%	47,000	26%	47,000	27%	47,000	29%
Donations	90,436	49%	50,000	28%	50,000	29%	56,000	35%
Other Financing Sources	55,000	30%	55,000	31%	55,000	32%	55,000	34%

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

LEAD DEPARTMENT: Library

PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS

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

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Total Expenditures	\$	276,385	100%	\$	283,248	100%	\$	297,846	100%
Personnel		265,478	96%		266,345	94%		280,790	94%
Operating		10,907	4%		16,903	6%		17,055	6%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
General Fund	\$	228,030	83%	\$	242,466	86%	\$	257,064	86%
Inter Governmental Revenue		7,500	3%		0	0%		-	0%
Charges For Services		40,854	15%		40,782	14%		40,782	14%

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

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CITY OF MENLO PARK
FISCAL YEAR 2008 – 2009



POLICE DEPARTMENT

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
101-01 - Patrol Service	\$ 5,239,961	\$ 5,597,224	\$ 6,272,447	\$ 5,963,782
101-02 - Investigations	1,110,023	1,276,725	1,223,960	1,400,899
101-04 - Community Outreach	660,278	776,580	622,307	850,660
101-05 - Narcotic Abatement	585,525	609,716	597,741	622,114
101-06 - Code Enforcement	575,834	663,507	660,040	712,858
Program Total	\$ 8,171,621	\$ 8,923,752	\$ 9,376,495	\$ 9,550,312

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

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

SERVICES:	RESULTS:	STATUS:
101-01 - Patrol Service: Meet the community's need for safety and security through timely and effective response to calls for service.	Achieve an average response time to emergency police calls for service of (4) minutes.	Met
	Achieve an average response time to non-emergency calls for service of (10) minutes.	Exceeded - 8 minutes

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 5,239,961	100%	\$ 5,597,224	100%	\$ 6,272,447	100%	\$ 5,963,782	100%
Personnel	4,365,006	83%	4,621,177	83%	5,307,755	85%	5,109,967	86%
Operating	602,816	12%	679,817	12%	674,151	11%	561,125	9%
Services	272,140	5%	296,231	5%	290,541	5%	292,690	5%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 4,895,120	93%	\$ 5,171,937	92%	\$ 5,847,160	93%	\$ 5,532,782	93%
Suppl Law Enforc Svc Fd (Cops)	(23,229)	0%	118,287	2%	118,287	2%	-	0%
Inter Governmental Revenue	100,737	2%	100,000	2%	100,000	2%	100,000	2%
Fines	211,661	4%	200,000	4%	200,000	3%	327,000	5%
Interest and Rent Income	7,443	0%	6,000	0%	6,000	0%	3,000	0%
Charges For Services	48,229	1%	1,000	0%	1,000	0%	1,000	0%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

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

SERVICES:	RESULTS:	STATUS:
101-02 - Investigations: Identify offenders and charge them for their criminal conduct.	A case clearance rate for Part 1 crimes of 70% for violent crimes and 20% for property crimes.	Violent crimes - met; Property crimes - not met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 1,110,023	100%	\$ 1,276,725	100%	\$ 1,223,960	100%	\$ 1,400,899	100%
Personnel	925,420	83%	1,101,483	86%	1,048,986	86%	1,220,876	87%
Operating	111,508	10%	92,642	7%	95,374	8%	95,423	7%
Services	73,095	7%	82,600	6%	79,600	7%	84,600	6%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 1,103,439	99%	\$ 1,274,725	100%	\$ 1,221,960	100%	\$ 1,398,899	100%
Suppl Law Enforc Svc Fd (Cops)	776	0%	-	0%	-	0%	-	0%
Charges For Services	5,807	1%	2,000	0%	2,000	0%	2,000	0%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

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

SERVICES:	RESULTS:				STATUS:			
101-04 - 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			
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 660,278	100%	\$ 776,580	100%	\$ 622,307	100%	\$ 850,660	100%
Personnel	611,138	93%	736,921	95%	583,821	94%	814,346	96%
Operating	42,185	6%	32,701	4%	33,141	5%	30,969	4%
Services	6,955	1%	6,958	1%	5,345	1%	5,345	1%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 659,613	100%	\$ 776,480	100%	\$ 622,207	100%	\$ 850,560	100%
Charges For Services	665	0%	100	0%	100	0%	100	0%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

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

SERVICES:	RESULTS:	STATUS:
101-05 - Narcotic Abatement: Reduce gang activity, violence and fear associated with illegal narcotics through proactive enforcement and regional cooperative efforts.	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

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 585,525	100%	\$ 609,716	100%	\$ 597,741	100%	\$ 622,114	100%
Personnel	508,895	87%	531,075	87%	518,735	87%	534,934	86%
Operating	25,336	4%	26,061	4%	26,426	4%	31,625	5%
Services	51,293	9%	52,580	9%	52,580	9%	55,555	9%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 40,875	7%	\$ 51,867	9%	\$ 40,059	7%	\$ 61,920	10%
Narcotic Seizure Fund	(5,433)	-1%	-	0%	-	0%	-	0%
Community Development Agency Non-Housing	544,048	93%	557,249	91%	557,249	93%	559,744	90%
Inter Governmental Revenue	602	0%	600	0%	433	0%	450	0%
Charges For Services	5,433	1%	-	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.

SERVICES:	RESULTS:	STATUS:
101-06 - Code Enforcement: Address quality of life and community safety through the timely and effective enforcement of municipal codes.	90% of all complaints are responded to within 3 business days.	Met
	20% of all cases will be officer initiated.	Met
	90% of all cases will be closed within 45 days.	Met

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 575,834	100%	\$ 663,507	100%	\$ 660,040	100%	\$ 712,858	100%
Personnel	544,889	95%	629,920	95%	629,816	95%	676,293	95%
Operating	30,945	5%	31,812	5%	28,449	4%	36,565	5%
Services	-	0%	1,775	0%	1,775	0%	-	0%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 31,215	5%	\$ 39,916	6%	\$ 36,449	6%	\$ 45,354	6%
Community Development Agency Non-Housing	523,102	91%	603,591	91%	603,591	91%	647,503	91%
Charges For Services	21,517	4%	20,000	3%	20,000	3%	20,000	3%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
102-01 - Dispatch	\$ 1,594,291	\$ 1,905,057	\$ 1,922,893	\$ 1,938,910
102-02 - Records Management	405,131	398,007	421,499	410,695
102-04 - Police Training	437,663	430,353	438,571	416,620
102-05 - Parking Management	362,661	442,405	387,060	441,623
Program Total	<u>\$ 2,799,747</u>	<u>\$ 3,175,822</u>	<u>\$ 3,170,022</u>	<u>\$ 3,207,849</u>

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

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

SERVICES:	RESULTS:	STATUS:
102-01 - Dispatch: Receive calls for Police and City services and coordinate emergency and non-emergency response in a professional and timely manner.	95% of emergency calls are responded to within 2 minutes of receipt.	Exceeded - 1minute
	95% of non-emergency calls are responded to within 11 minutes of receipt.	Exceeded - 4 minutes
	85% of reporting parties rate experience as positive.	Data not available

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 1,594,291	100%	\$ 1,905,057	100%	\$ 1,922,893	100%	\$ 1,938,910	100%
Personnel	1,350,864	85%	1,583,181	83%	1,624,312	84%	1,648,594	85%
Operating	229,065	14%	305,156	16%	281,081	15%	272,816	14%
Services	14,363	1%	16,720	1%	17,500	1%	17,500	1%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 1,099,047	69%	\$ 1,175,297	62%	\$ 1,193,133	62%	\$ 1,204,979	62%
Suppl Law Enforc Svc Fd (Cops)	-	0%	26,000	1%	26,000	1%	-	0%
Inter Governmental Revenue	389,904	24%	608,910	32%	608,910	32%	639,081	33%
Charges For Services	105,341	7%	94,850	5%	94,850	5%	94,850	5%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

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

SERVICES:	RESULTS:	STATUS:
102-02 - Records Management: Prepare, store, retrieve and report police information in a timely, accurate and courteous manner.	85% of reporting and procedural deadlines are met each month.	Met
	85% of records management customers report experience as positive.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	405,131	100%	\$	398,007	100%	\$	410,695	100%
Personnel		368,864	91%		357,847	90%		372,433	91%
Operating		36,268	9%		40,160	10%		38,262	9%
Funding Source *									
General Fund	\$	338,677	84%	\$	341,807	86%	\$	354,495	86%
Charges For Services		66,455	16%		56,200	14%		56,200	14%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

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

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

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 437,663	100%	\$ 430,353	100%	\$ 438,571	100%	\$ 416,620	100%
Personnel	202,386	46%	180,150	42%	190,437	43%	176,452	42%
Operating	194,284	44%	190,673	44%	184,604	42%	204,638	49%
Services	40,993	9%	59,530	14%	63,530	14%	35,530	9%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 402,874	92%	\$ 398,953	93%	\$ 397,171	91%	\$ 387,220	93%
Inter Governmental Revenue	32,948	8%	30,000	7%	40,000	9%	28,000	7%
Charges For Services	1,842	0%	1,400	0%	1,400	0%	1,400	0%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

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

SERVICES:	RESULTS:	STATUS:
102-05 - Parking Management: Provide ongoing analysis of parking management systems to ensure the most effective and efficient service through a combination of enforcement and permitting. Three programs are overseen by this service: Downtown, Residential, and Overnight.	85% of permit customers report program satisfaction through surveys and outreach programs.	Met
	Provide an initial response to a program complaint within 24 hours (excluding weekends and holidays).	Met

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>		
Total Expenditures	\$	362,661	100%	\$	442,405	100%	\$	441,623	100%
Personnel		328,178	90%		397,508	90%		405,436	92%
Operating		34,483	10%		44,897	10%		36,188	8%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>					
General Fund	\$	(427,007)	-118%	\$	(372,901)	-84%	\$	(428,246)	-111%	\$	(373,683)	-85%
Downtown Parking Permits		5,237	1%		12,786	3%		12,786	3%		12,786	3%
Licenses & Permits		98,525	27%		96,000	22%		96,000	25%		96,000	22%
Fines		685,907	189%		706,520	160%		706,520	183%		706,520	160%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
103-01 - Information Outreach	\$ 34,526	\$ 25,991	\$ 42,680	\$ 32,542
103-02 - Disaster Management Coordination	127,269	97,656	104,848	105,397
103-03 - Emergency Preparedness Training	29,077	27,161	30,867	28,810
Program Total	<u>\$ 190,872</u>	<u>\$ 150,808</u>	<u>\$ 178,395</u>	<u>\$ 166,750</u>

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

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

SERVICES:	RESULTS:	STATUS:
103-01 - Information Outreach: Provide information related to emergency preparedness and disaster management.	Provide meaningful information through the availability of the Emergency Preparedness Manual.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009					
Total Expenditures	\$	34,526	100%	\$	25,991	100%	\$	42,680	100%	\$	32,542	100%
Personnel		33,094	96%		19,575	75%		36,793	86%		21,265	65%
Operating		1,432	4%		6,416	25%		5,887	14%		11,278	35%
		Actual 2006-2007			Budget 2007-2008			Estimate 2007-2008			Proposed 2008-2009	
Funding Source *												
General Fund	\$	34,526	100%	\$	25,991	100%	\$	42,680	100%	\$	32,542	100%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

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

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>					
Total Expenditures	\$	127,269	100%	\$	97,656	100%	\$	104,848	100%	\$	105,397	100%
Personnel		31,019	24%		19,575	20%		23,127	22%		21,265	20%
Operating		44,363	35%		2,156	2%		5,796	6%		5,658	5%
Services		51,888	41%		75,925	78%		75,925	72%		78,475	74%
Funding Source *		<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>				
General Fund	\$	127,269	100%	\$	97,656	100%	\$	104,848	100%	\$	105,397	100%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

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

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

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 29,077	100%	\$ 27,161	100%	\$ 30,867	100%	\$ 28,810	100%
Personnel	26,790	92%	20,378	75%	24,078	78%	22,167	77%
Operating	2,286	8%	3,283	12%	3,289	11%	3,143	11%
Services	-	0%	3,500	13%	3,500	11%	3,500	12%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 29,077	100%	\$ 27,161	100%	\$ 30,867	100%	\$ 28,810	100%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 104 - TRAFFIC AND SCHOOL SAFETY

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
104-01 - Public Traffic Safety Education	\$ 11,226	\$ 3,373	\$ 2,822	\$ 1,854
104-02 - Enforcement of Traffic Laws	1,228,892	1,466,773	931,905	1,759,384
Program Total	<u>\$ 1,240,118</u>	<u>\$ 1,470,146</u>	<u>\$ 934,727</u>	<u>\$ 1,761,238</u>

LEAD DEPARTMENT: Police Department

PROGRAM: 104 - TRAFFIC AND SCHOOL SAFETY

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

SERVICES:	RESULTS:	STATUS:
104-01 - Public Traffic Safety Education: Provide information and education directed toward public awareness of traffic safety.	1000 drivers will be contacted regarding DUI offenses.	Met
	500 students, parents and teachers will be contacted regarding traffic safety education.	Met
	Schedule as many child safety seat installations as patrol staffing allows.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	11,226	100%	\$	3,373	100%	\$	1,854	100%
Personnel		9,155	82%		2,000	59%		1,800	97%
Operating		2,071	18%		1,373	41%		82	3%
								54	3%
Funding Source *									
General Fund	\$	9,515	85%	\$	373	11%	\$	(178)	-6%
Inter Governmental Revenue		1,711	15%		3,000	89%		3,000	106%
								(146)	-8%
								2,000	108%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 104 - TRAFFIC AND SCHOOL SAFETY

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

SERVICES:	RESULTS:	STATUS:
104-02 - Enforcement of Traffic Laws: Deploy traffic and patrol officers on City streets to enforce posted speed limits and other regulatory traffic laws.	Achieve a 2% reduction in reportable collisions.	Exceeded - 20%
	20% increase in traffic citations.	Exceeded - 49%

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 1,228,892	100%	\$ 1,466,773	100%	\$ 931,905	100%	\$ 1,759,384	100%
Personnel	1,177,293	96%	1,419,372	97%	882,314	95%	1,697,156	96%
Operating	51,599	4%	47,402	3%	49,591	5%	62,229	4%
Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 1,228,892	100%	\$ 1,466,773	100%	\$ 931,905	100%	\$ 1,759,384	100%

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

CITY OF MENLO PARK
FISCAL YEAR 2008 – 2009



PUBLIC WORKS DEPARTMENT

LEAD DEPARTMENT: Public Works Department

PROGRAM: 201 - CITY FACILITIES

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
201-01 - Facility/Field Capital Projects	\$ 2,932,298	\$ 19,987,902	\$ 19,106,842	\$ 4,270,521
201-02 - Facility Maintenance	1,055,274	1,206,040	1,229,712	1,237,521
201-03 - Field/Grounds Maintenance	1,255,146	1,418,081	1,510,460	1,377,910
Program Total	<u>\$ 5,242,719</u>	<u>\$ 22,612,024</u>	<u>\$ 21,847,014</u>	<u>\$ 6,885,952</u>

LEAD DEPARTMENT: Public Works Department

PROGRAM: 201 - CITY FACILITIES

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

SERVICES:	RESULTS:	STATUS:
201-01 - Facility/Field Capital Projects: Plan, program, and manage capital improvement projects for City infrastructure and facilities that meet the needs of the community and are cost-effective to maintain.	Design and construct 90% of projects on schedule.	Not met - 83%
	Design and construct 90% of projects within budget.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 2,932,298	100%	\$ 19,987,902	100%	\$ 19,106,842	100%	\$ 4,270,521	100%
Personnel	49,047	2%	63,238	0%	41,724	0%	114,108	3%
Operating	12,024	0%	1,408,078	7%	1,408,078	7%	90,573	2%
Services	2,632	0%	57,799	0%	16,799	0%	137,509	3%
Capital Improvement Projects	2,868,596	98%	18,458,787	92%	17,640,241	92%	3,928,331	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.

Funding Source *	Actual		Budget		Esimate		Proposed	
	2006-2007		2007-2008		2007-2008		2008-2009	
General Fund	\$ -	0%	\$ 115,000	1%	\$ 71,257	0%	\$ 97,000	2%
Bayfront Pk.Mt. Operation	1,209	0%	12,938	0%	12,968	0%	-	0%
Rec-In-Lieu Fund	(1,590,521)	-54%	(1,529,429)	-8%	(1,527,808)	-8%	(141,057)	-3%
Downtown Parking Permits	65,228	2%	594,801	3%	602,637	3%	244,999	6%
Measure A	148,761	5%	656,365	3%	597,583	3%	194,046	5%
Traffic Impact Fees	94,635	3%	216,423	1%	169,241	1%	183,464	4%
Construction Impact Fees	(1,410,213)	-48%	(122,000)	-1%	(122,000)	-1%	(845,000)	-20%
Highway Users Tax Fund	690,352	24%	1,417,760	7%	1,434,623	8%	142,190	3%
Sidewalk Assesment	54,035	2%	230,445	1%	215,120	1%	28,497	1%
Storm Water Mgmt Fund (NPDES)	(195,235)	-7%	148,799	1%	140,676	1%	-	0%
Traffic Congestion Relief-2928	(231,390)	-8%	130,000	1%	130,000	1%	(287,400)	-7%
Landscaping/Tree Assesmnt	-	0%	30,000	0%	30,000	0%	-	0%
1990 Library Bond Fund	23,709	1%	239,077	1%	223,934	1%	67,975	2%
1992 RDA Tax Increment Bond	(1,810)	0%	-	0%	-	0%	-	0%
2000 RDA Tax Increment Bond	(284,454)	-10%	2,304,176	12%	1,860,605	10%	486,000	11%
General Fund - CIP	(1,643,103)	-56%	877,404	4%	777,134	4%	(490,973)	-11%
Community Development Agency Housing	58,785	2%	1,135,927	6%	1,153,036	6%	45,683	1%
Measure T Bond	610,684	21%	1,218,309	6%	1,224,064	6%	51,388	1%
Water Fund - Capital	0	0%	3,387,879	17%	3,347,744	18%	556,610	13%
Taxes	-	0%	600,000	3%	588,000	3%	-	0%
Special Assessments on Tax Roll	114,022	4%	173,000	1%	173,000	1%	173,000	4%
Franchise Fees	45,351	2%	47,000	0%	47,000	0%	47,500	1%
Inter Governmental Revenue	520,156	18%	742,028	4%	599,028	3%	325,400	8%
Interest and Rent Income	840,242	29%	482,000	2%	479,000	3%	428,000	10%
Charges For Services	2,717,842	93%	2,200,000	11%	2,200,000	12%	800,000	19%
Other Financing Sources	2,304,014	79%	4,680,000	23%	4,680,000	24%	2,163,200	51%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 201 - CITY FACILITIES

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

SERVICES:	RESULTS:	STATUS:
201-02 - Facility Maintenance: Maintain, repair and renovate City buildings.	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 satisfaction rating.	Not met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 1,055,274	100%	\$ 1,206,040	100%	\$ 1,229,712	100%	\$ 1,237,521	100%
Personnel	714,736	68%	791,480	66%	815,152	66%	800,423	65%
Operating	262,894	25%	275,387	23%	275,387	22%	287,098	23%
Services	77,645	7%	139,173	12%	139,173	11%	150,000	12%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 1,055,274	100%	\$ 1,206,040	100%	\$ 1,229,712	100%	\$ 1,237,521	100%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 201 - CITY FACILITIES

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

SERVICES:	RESULTS:	STATUS:
201-03 - Field/Grounds Maintenance: Maintain, repair and renovate City parks and grounds, including sports fields and playgrounds, and schedule fields in a manner that facilitates appropriate maintenance.	Abate 90% of reported hazards within 24 hours of report. Achieve an 85% customer satisfaction rate for park user groups through an annual survey.	Exceeded - 100% Not met - 83%

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 1,255,146	100%	\$ 1,418,081	100%	\$ 1,510,460	100%	\$ 1,377,910	100%
Personnel	685,818	55%	679,593	48%	771,971	51%	631,521	46%
Operating	327,049	26%	401,811	28%	401,811	27%	409,389	30%
Services	242,279	19%	336,678	24%	336,678	22%	337,000	24%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 925,911	74%	\$ 877,664	62%	\$ 980,769	65%	\$ 831,400	60%
Bayfront Pk.Mt. Operation	59,022	5%	142,393	10%	132,511	9%	150,368	11%
Sharon Hills Park	6,095	0%	6,600	0%	6,600	0%	7,500	1%
Bayfront Park Landfill	(276,280)	-22%	(155,975)	-11%	(156,820)	-10%	(156,858)	-11%
Interest and Rent Income	208,130	17%	197,400	14%	197,400	13%	185,500	13%
Charges For Services	332,268	26%	350,000	25%	350,000	23%	360,000	26%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 202 - MENLO PARK MUNICIPAL WATER DISTRICT WATER SUPPLY

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
202-01 - Water Delivery System	\$ 2,886,284	\$ 5,993,724	\$ 4,044,128	\$ 3,845,064
202-02 - Water Supply	340,492	344,058	244,567	308,306
Program Total	<u>\$ 3,226,776</u>	<u>\$ 6,337,782</u>	<u>\$ 4,288,695</u>	<u>\$ 4,153,370</u>

LEAD DEPARTMENT: Public Works Department

PROGRAM: 202 - MENLO PARK MUNICIPAL WATER DISTRICT WATER SUPPLY

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

SERVICES:	RESULTS:	STATUS:
202-01 - Water Delivery System: Maintain the Menlo Park Municipal Water District water delivery system and coordinate with other water systems serving Menlo Park residents and businesses in order to ensure adequate water pressure and meet regulatory requirements.	Complete all monthly water quality tests and send to the State on time.	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
	Minimize the number of hours customers are without service to at or below the previous 3 year average.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 2,886,284	100%	\$ 5,993,724	100%	\$ 4,044,128	100%	\$ 3,845,064	100%
Personnel	373,531	13%	452,683	8%	405,587	10%	467,171	12%
Operating	2,431,075	84%	5,215,471	87%	3,309,471	82%	3,196,385	83%
Services	81,679	3%	173,950	3%	177,450	4%	181,393	5%
Capital Improvement Projects	(0)	0%	151,620	3%	151,620	4%	115	0%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
Water Fund - Operation	2,880,260	100%	5,993,724	100%	4,044,128	100%	3,832,933	100%
Water Fund - Capital	(777)	0%	-	0%	-	0%	132	0%
Charges For Services	6,802	0%	-	0%	-	0%	12,000	0%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 202 - MENLO PARK MUNICIPAL WATER DISTRICT WATER SUPPLY

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

SERVICES:	RESULTS:	STATUS:
202-02 - Water Supply: Plan for an adequate water supply to meet current and future needs of Menlo Park Municipal Water District customers through storage, conservation, monitoring water availability and procurement/advocacy efforts and coordinate with other water systems serving Menlo Park residents and businesses.	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 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 340,492	100%	\$ 344,058	100%	\$ 244,567	100%	\$ 308,306	100%
Personnel	129,954	38%	178,326	52%	136,447	56%	159,672	52%
Operating	180,877	53%	12,620	4%	15,120	6%	14,408	5%
Services	29,661	9%	153,112	45%	93,000	38%	133,000	43%
Capital Improvement Projects	-	0%	-	0%	-	0%	1,226	0%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Water Fund - Operation	326,246	96%	309,171	90%	222,159	91%	276,559	90%
Water Fund - Capital	(1,197,066)	-352%	(2,940,113)	-855%	(1,052,592)	-430%	(1,118,253)	-363%
Interest and Rent Income	543,168	160%	500,000	145%	500,000	204%	500,000	162%
Charges For Services	668,145	196%	575,000	167%	575,000	235%	650,000	211%
Other Financing Sources	-	0%	1,900,000	552%	-	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.

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
203-01 - Vehicle Replacement	\$ 314,940	\$ 417,570	\$ 365,334	\$ 327,445
203-02 - Vehicle Repair and Maintenance	339,318	405,773	411,773	406,961
Program Total	<u>\$ 654,258</u>	<u>\$ 823,342</u>	<u>\$ 777,107</u>	<u>\$ 734,406</u>

LEAD DEPARTMENT: Public Works Department

PROGRAM: 203 - CITY VEHICLES AND EQUIPMENT

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

SERVICES:	RESULTS:	STATUS:
203-01 - Vehicle Replacement: Manage the process of vehicle/motorized equipment purchase, replacement, and disposal.	Adhere to vehicle replacement schedule for all City vehicles and motorized equipment 95% of the time.	Not met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 314,940	100%	\$ 417,570	100%	\$ 365,334	100%	\$ 327,445	100%
Personnel	20,006	6%	15,817	4%	13,581	4%	16,014	5%
Operating	294,933	94%	401,753	96%	351,753	96%	311,431	95%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 21,856	7%	\$ 17,282	4%	\$ 15,046	4%	\$ 17,645	5%
Vehicle Replacement Fund	(617,120)	-196%	125,763	30%	75,763	21%	59,800	18%
Other Financing Sources	910,204	289%	274,525	66%	274,525	75%	250,000	76%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 203 - CITY VEHICLES AND EQUIPMENT

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

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 339,318	100%	\$ 405,773	100%	\$ 411,773	100%	\$ 406,961	100%
Personnel	319,522	94%	341,400	84%	347,401	84%	353,884	87%
Operating Services	19,796	6%	61,773	15%	61,772	15%	49,877	12%
	-	0%	2,600	1%	2,600	1%	3,200	1%
Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 321,598	95%	\$ 367,241	91%	\$ 370,982	90%	\$ 366,243	90%
Landscaping/Tree Assesmnt	3,305	1%	19,208	5%	20,338	5%	20,359	5%
Water Fund - Operation	4,134	1%	19,324	5%	20,453	5%	20,359	5%
Charges For Services	10,281	3%	-	0%	-	0%	-	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.

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
204-02 - City Tree Maintenance	\$ 750,612	\$ 1,109,566	\$ 1,105,446	\$ 916,643
204-03 - Heritage Trees	114,669	117,058	131,666	105,502
Program Total	<u>\$ 865,281</u>	<u>\$ 1,226,624</u>	<u>\$ 1,237,111</u>	<u>\$ 1,022,146</u>

LEAD DEPARTMENT: Public Works Department

PROGRAM: 204 - URBAN FOREST

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

SERVICES:	RESULTS:	STATUS:
204-02 - City Tree Maintenance: Maintain a healthy and safe urban forest through regular trimming and tree care practices, response to calls for service, and tree replacement for City public trees.	Investigate and trim as necessary 20% of the inventory of City trees annually.	Met
	Respond to customer service calls for City trees within one week 85% of the time.	Not met - 83%
	Replant at least one new tree for each City street tree removed throughout the year.	Exceeded

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 750,612	100%	\$ 1,109,566	100%	\$ 1,105,446	100%	\$ 916,643	100%
Personnel	428,705	57%	411,666	37%	407,546	37%	411,970	45%
Operating	152,640	20%	359,352	32%	359,352	33%	175,673	19%
Services	169,266	23%	338,548	31%	338,548	31%	329,000	36%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 200,738	27%	\$ 260,587	23%	\$ 199,521	18%	\$ 189,976	21%
Sidewalk Assesment	-	0%	219,876	20%	219,876	20%	-	0%
Landscaping/Tree Assesmnt	9,166	1%	(228,897)	-21%	(199,938)	-18%	(40,532)	-4%
Community Development Agency Non-Housing	15,484	2%	24,000	2%	51,986	5%	119,000	13%
Special Assessments on Tax Roll	367,842	49%	477,000	43%	477,000	43%	487,000	53%
Charges For Services	1,382	0%	1,000	0%	1,000	0%	5,200	1%
Other Financing Sources	156,000	21%	356,000	32%	356,000	32%	156,000	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.

SERVICES:	RESULTS:	STATUS:
204-03 - Heritage Trees: Preserve private and public Heritage Trees through promotion and enforcement of the Heritage Tree Ordinance.	Process 100% of Heritage Tree permit applications within an average time of 30 days.	Not met - 70%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 114,669	100%	\$ 117,058	100%	\$ 131,666	100%	\$ 105,502	100%
Personnel	109,908	96%	102,244	87%	116,852	89%	89,681	85%
Operating	4,761	4%	6,814	6%	6,814	5%	7,822	7%
Services	-	0%	8,000	7%	8,000	6%	8,000	8%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 72,964	64%	\$ 67,058	57%	\$ 81,666	62%	\$ 55,502	53%
Charges For Services	41,705	36%	50,000	43%	50,000	38%	50,000	47%

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

LEAD DEPARTMENT: Public Works Department

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

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
205-01 - Right-of-Way Maintenance/Repair	\$ 782,370	\$ 597,559	\$ 639,151	\$ 548,640
205-02 - Street Fixture Maintenance	247,990	309,745	292,539	283,434
205-03 - Median/Roadway Landscaping	389,577	549,613	485,362	658,369
205-04 - Street Cleaning	232,457	246,844	206,243	233,018
205-05 - Right-of-Way Encroachments	320,978	333,061	311,257	344,292
Program Total	<u>\$ 1,973,373</u>	<u>\$ 2,036,822</u>	<u>\$ 1,934,551</u>	<u>\$ 2,067,753</u>

LEAD DEPARTMENT: Public Works Department

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

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

SERVICES:	RESULTS:				STATUS:			
205-01 - Right-of-Way Maintenance/Repair: Plan and manage the repair of City streets, sidewalks, pathways, and parking lots.	Maintain a citywide pavement condition index at or above the Bay Area average of 66. 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.				PCI to be changed after current Street Resurfacing Project Met Met			
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 782,370	100%	\$ 597,559	100%	\$ 639,151	100%	\$ 548,640	100%
Personnel	278,757	36%	278,128	47%	319,720	50%	304,279	55%
Operating	495,006	63%	279,431	47%	279,431	44%	225,861	41%
Services	8,607	1%	40,000	7%	40,000	6%	18,500	3%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *								
General Fund	\$ 403,403	52%	\$ 505,962	85%	\$ 547,553	86%	\$ 487,365	89%
Downtown Parking Permits	(716,805)	-92%	(485,813)	-81%	(485,813)	-76%	(491,543)	-90%
Measure A	2	0%	-	0%	-	0%	-	0%
Highway Users Tax Fund	(620,676)	-79%	(94,000)	-16%	(94,000)	-15%	(628,000)	-114%
Sidewalk Assesment	(135,237)	-17%	1,800	0%	1,800	0%	(11,549)	-2%
Traffic Congestion Relief-2928	(18,398)	-2%	(15,000)	-3%	(15,000)	-2%	(15,000)	-3%
2000 RDA Tax Increment Bond	345,029	44%	35,611	6%	35,611	6%	1,414	0%
General Fund - CIP	1,263	0%	-	0%	-	0%	2,405	0%
Community Development Agency Non-Housing	2	0%	-	0%	-	0%	-	0%
Water Fund - Operation	2	0%	-	0%	-	0%	-	0%
Taxes	534,699	68%	-	0%	-	0%	588,000	107%
Special Assessments on Tax Roll	137,039	18%	-	0%	-	0%	11,549	2%
Licenses & Permits	377,791	48%	440,000	74%	440,000	69%	440,000	80%
Interest and Rent Income	194,328	25%	134,000	22%	134,000	21%	130,000	24%
Charges For Services	29,927	4%	31,000	5%	31,000	5%	34,000	6%
Donations	250,000	32%	0	0%	-	0%	-	0%
Other Financing Sources	-	0%	44,000	7%	44,000	7%	-	0%

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

LEAD DEPARTMENT: Public Works Department

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

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

SERVICES:	RESULTS:	STATUS:
205-02 - 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.	Met
	Achieve an 85% customer satisfaction rating annually.	Not met - 71%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	247,990	100%	\$	309,745	100%	\$	283,434	100%
Personnel		54,847	22%		81,185	26%		54,212	19%
Operating		193,143	78%		228,560	74%		229,222	81%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
General Fund	\$	225,070	91%	\$	292,496	94%	\$	282,518	100%
Highway Users Tax Fund		22,920	9%		17,249	6%		917	0%

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

LEAD DEPARTMENT: Public Works Department

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

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

SERVICES:	RESULTS:	STATUS:
205-03 - Median/Roadway Landscaping: Remove debris and maintain landscaping in medians and sidewalk areas.	Achieve an 85% customer satisfaction rating annually.	Not met - 79%

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 389,577	100%	\$ 549,613	100%	\$ 485,362	100%	\$ 658,369	100%
Personnel	275,340	71%	423,802	77%	354,551	73%	524,125	80%
Operating	102,253	26%	112,811	21%	117,811	24%	121,244	18%
Services	11,983	3%	13,000	2%	13,000	3%	13,000	2%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 255,413	66%	\$ 410,488	75%	\$ 358,383	74%	\$ 516,875	79%
Vintage Oaks Landscape Mtce	6,706	2%	9,576	2%	9,576	2%	7,440	1%
Downtown Parking Permits	47,760	12%	68,926	13%	56,780	12%	74,713	11%
Garbage Service Fund	72,101	19%	54,623	10%	54,623	11%	54,341	8%
Interest and Rent Income	7,598	2%	6,000	1%	6,000	1%	5,000	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.

SERVICES:	RESULTS:	STATUS:
205-04 - Street Cleaning: Remove leaves and other debris from the roadway.	Achieve an 85% customer satisfaction rating annually.	Met

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 232,457	100%	\$ 246,844	100%	\$ 206,243	100%	\$ 233,018	100%
Personnel	84,708	36%	94,238	38%	57,637	28%	80,853	35%
Operating	2,391	1%	2,606	1%	2,606	1%	2,165	1%
Services	145,358	63%	150,000	61%	146,000	71%	150,000	64%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Funding Source *								
Storm Water Mgmt Fund (NPDES)	87,450	38%	85,088	34%	82,573	40%	79,778	34%
Landscaping/Tree Assesmnt	118,691	51%	136,756	55%	98,670	48%	140,240	60%
Inter Governmental Revenue	25,965	11%	25,000	10%	25,000	12%	13,000	6%
Charges For Services	351	0%	-	0%	-	0%	-	0%

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

LEAD DEPARTMENT: Public Works Department

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

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

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 320,978	100%	\$ 333,061	100%	\$ 311,257	100%	\$ 344,292	100%
Personnel	284,402	89%	289,614	87%	267,810	86%	295,721	86%
Operating	20,151	6%	28,447	9%	28,447	9%	30,571	9%
Services	16,425	5%	15,000	5%	15,000	5%	18,000	5%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 162,198	51%	\$ 134,992	41%	\$ 163,119	52%	\$ 145,189	42%
Water Fund - Operation	43,826	14%	76,069	23%	26,137	8%	79,103	23%
Interest and Rent Income	15,000	5%	30,000	9%	30,000	10%	30,000	9%
Charges For Services	99,954	31%	92,000	28%	92,000	30%	90,000	26%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 206 - STORMWATER MANAGEMENT

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
206-01 - Storm Drain System	\$ 75,507	\$ 113,339	\$ 91,190	\$ 118,837
206-02 - FEMA Compliance	33,472	32,426	37,927	18,985
206-03 - Stormwater Pollution Prevention	157,205	285,077	293,278	273,120
206-04 - Creek Management	154,799	228,221	232,229	238,785
Program Total	<u>\$ 420,984</u>	<u>\$ 659,063</u>	<u>\$ 654,624</u>	<u>\$ 649,727</u>

LEAD DEPARTMENT: Public Works Department

PROGRAM: 206 - STORMWATER MANAGEMENT

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

SERVICES:	RESULTS:	STATUS:
206-01 - Storm Drain System: Provide and maintain a storm drain system.	Inspect 100% of the City's storm drain inlets each year and clean as needed.	Met

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 75,507	100%	\$ 113,339	100%	\$ 91,190	100%	\$ 118,837	100%
Personnel	66,105	88%	94,810	84%	72,661	80%	107,421	90%
Operating	8,418	11%	9,829	9%	9,829	11%	9,617	8%
Services	984	1%	8,700	8%	8,700	10%	1,800	2%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Funding Source *								
General Fund	\$ 73,190	97%	\$ 106,439	94%	\$ 84,290	92%	\$ 118,363	100%
Storm Drainage	(168,697)	-223%	(55,000)	-49%	(55,000)	-60%	(35,000)	-29%
Water Fund - Operation	2,315	3%	-	0%	-	0%	474	0%
Interest and Rent Income	3,426	5%	10,000	9%	10,000	11%	10,000	8%
Charges For Services	165,273	219%	51,900	46%	51,900	57%	25,000	21%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 206 - STORMWATER MANAGEMENT

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

SERVICES:

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.

RESULTS:

Resolve all FEMA audit concerns within 60 days of the binannual audit.

STATUS:

No audit during 2007-08

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Total Expenditures	\$	33,472	100%	\$	32,426	100%	\$	18,985	100%
Personnel		31,724	95%		29,462	91%		11,606	61%
Operating		1,748	5%		1,964	6%		2,379	13%
Services		-	0%		1,000	3%		5,000	26%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009		
Funding Source *									
General Fund	\$	33,472	100%	\$	32,426	100%	\$	18,985	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.

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

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 157,205	100%	\$ 285,077	100%	\$ 293,278	100%	\$ 273,120	100%
Personnel	121,301	77%	163,732	57%	171,933	59%	181,565	66%
Operating	22,643	14%	72,533	25%	72,533	25%	72,555	27%
Services	13,261	8%	48,812	17%	48,812	17%	19,000	7%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 29,210	19%	\$ 87,776	31%	\$ 41,667	14%	\$ 82,741	30%
Storm Water Mgmt Fund (NPDES)	(39,937)	-25%	24,501	9%	78,811	27%	13,579	5%
Special Assessments on Tax Roll	167,933	107%	172,800	61%	172,800	59%	176,800	65%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 206 - STORMWATER MANAGEMENT

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

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 154,799	100%	\$ 228,221	100%	\$ 232,229	100%	\$ 238,785	100%
Personnel	42,730	28%	49,266	22%	53,274	23%	59,274	25%
Operating	88,485	57%	137,741	60%	137,741	59%	141,011	59%
Services	23,584	15%	41,214	18%	41,214	18%	38,500	16%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
General Fund	\$ 3,313	2%	\$ 7,679	3%	\$ 7,423	3%	\$ 11,354	5%
Storm Water Mgmt Fund (NPDES)	8,432	5%	75,542	33%	79,806	34%	82,431	35%
Special Assessments on Tax Roll	143,054	92%	145,000	64%	145,000	62%	145,000	61%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 207 - RESOURCE CONSERVATION

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

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
207-01 - Solid Waste Management	\$ 155,342	\$ 209,321	\$ 217,544	\$ 171,003
207-02 - Sustainable Environmental Practices	17,119	64,354	84,146	55,668
Program Total	<u>\$ 172,461</u>	<u>\$ 273,675</u>	<u>\$ 301,690</u>	<u>\$ 226,672</u>

LEAD DEPARTMENT: Public Works Department

PROGRAM: 207 - RESOURCE CONSERVATION

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

SERVICES:	RESULTS:	STATUS:
207-01 - Solid Waste Management: Provide contract administration for collection and processing services for garbage and recyclables, planning and collaboration with regional entities for service and facility improvements and information and assistance to residents, businesses, institutions and city departments.	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 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 155,342	100%	\$ 209,321	100%	\$ 217,544	100%	\$ 171,003	100%
Personnel	131,667	85%	143,767	69%	151,990	70%	110,334	65%
Operating	23,025	15%	63,254	30%	63,254	29%	58,369	34%
Services	650	0%	2,300	1%	2,300	1%	2,300	1%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Garbage Service Fund	147,118	95%	(198,851)	-95%	(190,628)	-88%	162,832	95%
Inter Governmental Revenue	8,224	5%	8,172	4%	8,172	4%	8,171	5%
Other Financing Sources	-	0%	400,000	191%	400,000	184%	-	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.

SERVICES:	RESULTS:	STATUS:
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.	Not met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 17,119	100%	\$ 64,354	100%	\$ 84,146	100%	\$ 55,668	100%
Personnel	16,248	95%	18,752	29%	38,544	46%	35,087	63%
Operating	871	5%	5,302	8%	5,302	6%	5,282	9%
Services	-	0%	40,300	63%	40,300	48%	15,300	27%
	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Funding Source *	\$ 17,119	100%	\$ 64,354	100%	\$ 84,146	100%	\$ 55,668	100%
General Fund								

* 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 promotes the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

	Actual 2006-2007	Budget 2007-2008	Estimate 2007-2008	Proposed 2008-2009
208-01 - Congestion Management	\$ 402,596	\$ 469,882	\$ 480,844	\$ 579,378
208-02 - Transportation Demand Management	396,503	530,571	516,508	532,423
208-04 - Street Signage & Markings	208,137	286,476	251,933	267,689
208-05 - Safe Routes to School	45,601	46,043	52,625	65,410
208-06 - Neighborhood Traffic Management	81,567	151,543	156,887	153,720
Program Total	<u>\$ 1,134,404</u>	<u>\$ 1,484,514</u>	<u>\$ 1,458,796</u>	<u>\$ 1,598,621</u>

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 promotes the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

SERVICES:	RESULTS:	STATUS:
208-01 - Congestion Management: Establish appropriate level of service standards intended to measure roadway congestion and maintain efficient roadway and traffic signal systems.	Maintain at least 20 miles per hour average travel speed along 80% of sampled arterial corridors during the peak hours.	Met
	Maintain at least 20 miles per hour average travel speed along 80% of sampled collector roadways during the peak hours.	Met
	Maintain the existing levels of service at the signalized intersections.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 402,596	100%	\$ 469,882	100%	\$ 480,844	100%	\$ 579,379	100%
Personnel	164,414	41%	185,412	39%	196,374	41%	190,853	33%
Operating	117,498	29%	169,470	36%	169,470	35%	263,526	45%
Services	120,685	30%	115,000	24%	115,000	24%	125,000	22%
Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 102,228	25%	\$ 245,086	52%	\$ 252,752	53%	\$ 270,043	47%
Measure A	224,172	56%	157,727	34%	159,395	33%	249,962	43%
Traffic Impact Fees	(429,639)	-107%	(409,931)	-87%	(408,302)	-85%	(337,826)	-58%
Inter Governmental Revenue	30,773	8%	25,000	5%	25,000	5%	13,000	2%
Interest and Rent Income	25,821	6%	27,000	6%	27,000	6%	27,000	5%
Charges For Services	449,242	112%	425,000	90%	425,000	88%	357,200	62%

* 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 promotes the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

SERVICES:	RESULTS:	STATUS:
208-02 - Transportation Demand Management: Provide and promote alternative modes of transportation including commuter shuttles between the industrial/commercial work centers and the Downtown Transportation Center, a commuter incentive program for the employees, completion of a system of bikeways and implementation of safe and attractive pedestrian facilities within Menlo Park.	Maintain the current levels of shuttle ridership.	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 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 396,503	100%	\$ 530,571	100%	\$ 516,508	100%	\$ 532,423	100%
Personnel	158,414	40%	217,293	41%	203,230	39%	222,714	42%
Operating	214,989	54%	272,133	51%	267,333	52%	265,852	50%
Services	23,100	6%	41,145	8%	45,945	9%	43,858	8%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 27,033	7%	\$ 44,716	8%	\$ 43,981	9%	\$ 49,571	9%
990 & 1000 Marsh Rd Developmnt	(1,661)	0%	(1,500)	0%	(1,500)	0%	(1,600)	0%
BAAQMD AB 434	2,021	1%	(1,500)	0%	(1,500)	0%	(1,500)	0%
Measure A	(672,726)	-170%	(588,845)	-111%	(591,949)	-115%	(613,414)	-115%
Traffic Impact Fees	43,820	11%	58,009	11%	47,785	9%	57,186	11%
Community Development Agency Non-Housing	41,844	11%	72,000	14%	72,000	14%	72,000	14%
Taxes	669,280	169%	670,000	126%	670,000	130%	690,000	130%
Inter Governmental Revenue	174,797	44%	185,368	35%	185,368	36%	187,487	35%
Interest and Rent Income	80,551	20%	63,000	12%	63,000	12%	63,100	12%
Charges For Services	31,543	8%	29,323	6%	29,323	6%	29,593	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 promotes the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

SERVICES:	RESULTS:	STATUS:
208-04 - Street Signage & Markings: Improve traffic safety in the City through effective traffic control devices that meet State and ADA standards by installing and maintaining proper traffic signs, striping and markings.	Replace 1/5 of striping and markings per year or as budget permits.	Met
	Replace 1/5 of the traffic signs that do not meet standards for reflectivity and/or signs that are not visually legible.	Not met
	Reduce service complaints regarding striping, signing, and red curb by 2%.	Met

	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
Total Expenditures	\$ 208,137	100%	\$ 286,476	100%	\$ 251,933	100%	\$ 267,689	100%
Personnel	126,601	61%	140,476	49%	105,933	42%	139,977	52%
Operating	32,199	15%	38,086	13%	38,086	15%	37,712	14%
Services	49,337	24%	107,914	38%	107,914	43%	90,000	34%

Funding Source *	Actual 2006-2007		Budget 2007-2008		Estimate 2007-2008		Proposed 2008-2009	
General Fund	\$ 74,793	36%	\$ 85,911	30%	\$ 49,122	19%	\$ 78,680	29%
Measure A	123,432	59%	189,034	66%	193,387	77%	177,168	66%
Traffic Impact Fees	9,312	4%	11,531	4%	9,424	4%	11,841	4%
Charges For Services	600	0%	-	0%	-	0%	-	0%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 208 - TRANSPORTATION MANAGEMENT

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

SERVICES:	RESULTS:	STATUS:
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 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>					
Total Expenditures	\$	45,601	100%	\$	46,043	100%	\$	52,625	100%	\$	65,410	100%
Personnel		43,956	96%		44,351	96%		50,933	97%		63,848	98%
Operating		1,645	4%		1,692	4%		1,692	3%		1,563	2%

Funding Source *	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>					
General Fund	\$	764	2%	\$	626	1%	\$	1,392	3%	\$	3,732	6%
Measure A		39,041	86%		40,045	87%		49,986	95%		47,629	73%
Traffic Impact Fees		5,796	13%		5,372	12%		1,247	2%		14,050	21%

* 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 promotes the use of public transit, ride sharing, bicycles and walking as commute alternatives to the single occupant automobile.

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

	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Total Expenditures	\$ 81,567	100%	\$ 151,543	100%	\$ 156,887	100%	\$ 153,720	100%
Personnel	79,223	97%	84,194	56%	89,538	57%	86,607	56%
Operating	2,344	3%	50,849	34%	50,849	32%	10,613	7%
Services	-	0%	16,500	11%	16,500	11%	56,500	37%
	<u>Actual 2006-2007</u>		<u>Budget 2007-2008</u>		<u>Estimate 2007-2008</u>		<u>Proposed 2008-2009</u>	
Funding Source *								
General Fund	\$ 23,864	29%	\$ 26,983	18%	\$ 33,730	21%	\$ 30,058	20%
Measure A	56,195	69%	79,039	52%	79,460	51%	78,137	51%
Traffic Impact Fees	1,508	2%	45,521	30%	43,697	28%	45,525	30%

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

CITY OF MENLO PARK
FISCAL YEAR 2008 – 2009



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	2006-2007	\$ 33,269,902	\$ 35,065,305	\$ 32,677,036	\$ 35,658,171
	2007-2008	\$ 35,658,171	\$ 36,678,597	\$ 47,763,227	\$ 24,573,541
	2008-2009	\$ 24,573,541	\$ 37,228,119	\$ 38,236,168	\$ 23,565,493
101 - Workers' Compensation Fund	2006-2007	\$ (2,600,282)	\$ 3,537,107	\$ 527,765	\$ 409,059
	2007-2008	\$ 409,059	\$ 930,000	\$ 1,003,556	\$ 335,503
	2008-2009	\$ 335,503	\$ 960,000	\$ 932,748	\$ 362,755
102 - Liability/Fire Insurance Fund	2006-2007	\$ (264,840)	\$ 2,540,738	\$ 2,398,982	\$ (123,084)
	2007-2008	\$ (123,084)	\$ 645,500	\$ 628,616	\$ (106,200)
	2008-2009	\$ (106,200)	\$ 620,000	\$ 618,184	\$ (104,384)
103 - Other Post Employment Benefits	2006-2007	\$ -	\$ 724,813	\$ 250,916	\$ 473,897
	2007-2008	\$ 473,897	\$ 10,363,683	\$ 10,692,819	\$ 144,761
	2008-2009	\$ 144,761	\$ 622,000	\$ 622,000	\$ 144,761
420 - Peninsula Partnership Grant	2006-2007	\$ 31,690	\$ 106,109	\$ 113,500	\$ 24,298
	2007-2008	\$ 24,298	\$ 108,192	\$ 82,559	\$ 49,931
	2008-2009	\$ 49,931	\$ 143,490	\$ 144,333	\$ 49,088
434 - BAAQMD AB 434	2006-2007	\$ 47,861	\$ 99,503	\$ 101,524	\$ 45,840
	2007-2008	\$ 45,840	\$ 42,500	\$ 41,000	\$ 47,340
	2008-2009	\$ 47,340	\$ 42,500	\$ 41,000	\$ 48,840
452 - Public Library Fund	2006-2007	\$ 120,743	\$ 17,752	\$ 60	\$ 138,436
	2007-2008	\$ 138,436	\$ 17,000	\$ 13,636	\$ 141,800
	2008-2009	\$ 141,800	\$ 17,000	\$ 47,347	\$ 111,453

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

2006-2007	\$ 16,425	\$ 187,623	\$ 183,604	\$ 20,445
2007-2008	\$ 20,445	\$ 152,000	\$ 171,914	\$ 531
2008-2009	\$ 531	\$ 158,000	\$ 162,266	\$ (3,735)

505 - Vintage Oaks Landscape Mtce

2006-2007	\$ 161,389	\$ 7,598	\$ 14,304	\$ 154,683
2007-2008	\$ 154,683	\$ 6,000	\$ 15,576	\$ 145,107
2008-2009	\$ 145,107	\$ 5,000	\$ 12,440	\$ 137,667

506 - Sharon Hills Park

2006-2007	\$ 142,726	\$ 6,905	\$ 13,000	\$ 136,631
2007-2008	\$ 136,631	\$ 6,400	\$ 13,000	\$ 130,031
2008-2009	\$ 130,031	\$ 5,500	\$ 13,000	\$ 122,531

507 - Vehicle Replacement Fund

2006-2007	\$ 135,835	\$ 293,389	\$ 293,084	\$ 136,140
2007-2008	\$ 136,140	\$ 274,525	\$ 350,288	\$ 60,377
2008-2009	\$ 60,377	\$ 250,000	\$ 309,800	\$ 577

710 - Traffic Impact Fees

2006-2007	\$ 477,291	\$ 465,745	\$ 191,176	\$ 751,859
2007-2008	\$ 751,859	\$ 452,000	\$ 315,092	\$ 888,767
2008-2009	\$ 888,767	\$ 377,000	\$ 351,239	\$ 914,528

713 - Storm Drainage

2006-2007	\$ 14,081	\$ 168,697	\$ -	\$ 182,778
2007-2008	\$ 182,778	\$ 55,000	\$ -	\$ 237,778
2008-2009	\$ 237,778	\$ 35,000	\$ -	\$ 272,778

753 - Garbage Service Fund

2006-2007	\$ 447,377	\$ 1,829,022	\$ 2,069,269	\$ 207,132
2007-2008	\$ 207,132	\$ 2,276,172	\$ 2,234,425	\$ 248,879
2008-2009	\$ 248,879	\$ 1,723,171	\$ 1,856,910	\$ 115,140

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

2006-2007	\$ 582,552	\$ 463,538	\$ 187,258	\$ 858,832
2007-2008	\$ 858,832	\$ 481,000	\$ 324,180	\$ 1,015,652
2008-2009	\$ 1,015,652	\$ 485,000	\$ 328,142	\$ 1,172,510

758 - Downtown Parking Permits

2006-2007	\$ 1,453,384	\$ 748,601	\$ 150,020	\$ 2,051,964
2007-2008	\$ 2,051,964	\$ 509,000	\$ 695,389	\$ 1,865,575
2008-2009	\$ 1,865,575	\$ 515,000	\$ 355,954	\$ 2,024,621

801 - Rec-In-Lieu Fund

2006-2007	\$ 290,517	\$ 1,590,521	\$ -	\$ 1,881,039
2007-2008	\$ 1,881,039	\$ 1,575,000	\$ 47,192	\$ 3,408,847
2008-2009	\$ 3,408,847	\$ 150,000	\$ 8,943	\$ 3,549,904

809 - Bayfront Pk.Mt. Operation

2006-2007	\$ 1,491,526	\$ 102,534	\$ 162,764	\$ 1,431,295
2007-2008	\$ 1,431,295	\$ 60,000	\$ 205,479	\$ 1,285,816
2008-2009	\$ 1,285,816	\$ 55,000	\$ 205,368	\$ 1,135,448

813 - Frances Mack Trust

2006-2007	\$ 462,824	\$ 22,194	\$ 26,421	\$ 458,597
2007-2008	\$ 458,597	\$ 18,000	\$ 41,860	\$ 434,737
2008-2009	\$ 434,737	\$ 15,000	\$ 39,816	\$ 409,921

832 - BMR Housing-Residentl/Commerl

2006-2007	\$ 4,662,381	\$ 3,204,515	\$ 12,083	\$ 7,854,813
2007-2008	\$ 7,854,813	\$ 900,100	\$ 10,600	\$ 8,744,313
2008-2009	\$ 8,744,313	\$ 2,930,000	\$ 25,000	\$ 11,649,313

834 - Measure A

2006-2007	\$ 1,588,060	\$ 902,688	\$ 821,784	\$ 1,668,963
2007-2008	\$ 1,668,963	\$ 903,691	\$ 1,392,016	\$ 1,180,638
2008-2009	\$ 1,180,638	\$ 933,280	\$ 1,066,807	\$ 1,047,111

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

2006-2007	\$ 1,649,179	\$ 621,564	\$ 714,163	\$ 1,556,580
2007-2008	\$ 1,556,580	\$ 1,218,028	\$ 2,575,900	\$ 198,708
2008-2009	\$ 198,708	\$ 628,000	\$ 143,106	\$ 683,602

836 - Rev Share-Emergency Loan

2006-2007	\$ 52,531	\$ 19,235	\$ 9,555	\$ 62,211
2007-2008	\$ 62,211	\$ 9,550	\$ 25,000	\$ 46,761
2008-2009	\$ 46,761	\$ 1,000	\$ 25,000	\$ 22,761

837 - Commun Devel Block Grant

2006-2007	\$ 9,683	\$ 177,707	\$ 119,378	\$ 68,013
2007-2008	\$ 68,013	\$ 350,100	\$ 123,061	\$ 295,052
2008-2009	\$ 295,052	\$ 25,000	\$ 12,683	\$ 307,369

838 - Landscaping/Tree Assessment

2006-2007	\$ 226,816	\$ 551,189	\$ 682,351	\$ 95,654
2007-2008	\$ 95,654	\$ 858,000	\$ 807,070	\$ 146,584
2008-2009	\$ 146,584	\$ 661,200	\$ 781,266	\$ 26,518

839 - Sidewalk Assessment

2006-2007	\$ 423,113	\$ 251,062	\$ 169,860	\$ 504,314
2007-2008	\$ 504,314	\$ 173,000	\$ 609,796	\$ 67,518
2008-2009	\$ 67,518	\$ 184,549	\$ 201,497	\$ 50,570

841 - Storm Water Mgmt Fund (NPDES)

2006-2007	\$ 476,999	\$ 559,339	\$ 420,396	\$ 615,942
2007-2008	\$ 615,942	\$ 380,800	\$ 762,666	\$ 234,076
2008-2009	\$ 234,076	\$ 321,800	\$ 497,588	\$ 58,288

842 - Traffic Congestion Relief-2928

2006-2007	\$ 142,543	\$ 249,788	\$ -	\$ 392,330
2007-2008	\$ 392,330	\$ 15,000	\$ 130,000	\$ 277,330
2008-2009	\$ 277,330	\$ 302,400	\$ -	\$ 579,730

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

2006-2007	\$ -	\$ 1,410,213	\$ -	\$ 1,410,213
2007-2008	\$ 1,410,213	\$ 722,000	\$ 600,000	\$ 1,532,213
2008-2009	\$ 1,532,213	\$ 845,000	\$ -	\$ 2,377,213

845 - Measure T Bond

2006-2007	\$ 1,996,118	\$ 107,964	\$ 718,647	\$ 1,385,434
2007-2008	\$ 1,385,434	\$ 60,000	\$ 1,284,064	\$ 161,370
2008-2009	\$ 161,370	\$ 65,000	\$ 116,388	\$ 109,981

851 - General Fund - CIP

2006-2007	\$ 5,558,135	\$ 2,078,351	\$ 436,510	\$ 7,199,976
2007-2008	\$ 7,199,976	\$ 4,727,000	\$ 5,504,134	\$ 6,422,842
2008-2009	\$ 6,422,842	\$ 2,210,700	\$ 1,722,132	\$ 6,911,410

Community Development Agency

2006-2007	\$ 30,179,897	\$ 16,509,463	\$ 12,806,521	\$ 33,882,838
2007-2008	\$ 33,882,838	\$ 18,664,811	\$ 20,509,444	\$ 32,038,205
2008-2009	\$ 32,038,205	\$ 17,903,624	\$ 16,720,807	\$ 33,221,022

853 - 1990 Library Bond Fund

2006-2007	\$ 412,568	\$ 19,521	\$ 43,994	\$ 388,094
2007-2008	\$ 388,094	\$ 20,000	\$ 270,552	\$ 137,542
2008-2009	\$ 137,542	\$ 8,000	\$ 135,975	\$ 9,567

855 - Water Fund - Capital

2006-2007	\$ 10,653,717	\$ 1,211,312	\$ 13,469	\$ 11,851,559
2007-2008	\$ 11,851,559	\$ 1,075,000	\$ 3,370,152	\$ 9,556,407
2008-2009	\$ 9,556,407	\$ 1,150,000	\$ 588,488	\$ 10,117,919

856 - 1992 RDA Tax Increment Bond

2006-2007	\$ 36,584	\$ 1,810	\$ -	\$ 38,395
2007-2008	\$ 38,395	\$ -	\$ -	\$ 38,395
2008-2009	\$ 38,395	\$ -	\$ -	\$ 38,395

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

2006-2007	\$ 7,865,919	\$ 668,209	\$ 751,703	\$ 7,782,424
2007-2008	\$ 7,782,424	\$ 310,000	\$ 2,207,219	\$ 5,885,205
2008-2009	\$ 5,885,205	\$ 160,000	\$ 650,676	\$ 5,394,529

861 - Water Fund - Operation

2006-2007	\$ 4,116,870	\$ 3,420,503	\$ 3,827,150	\$ 3,710,223
2007-2008	\$ 3,710,223	\$ 3,823,000	\$ 4,794,270	\$ 2,738,953
2008-2009	\$ 2,738,953	\$ 4,195,000	\$ 4,402,324	\$ 2,531,630

872 - Debt Service Fund-CDA

2006-2007	\$ 6,849,552	\$ 4,789,086	\$ 2,948,006	\$ 8,690,632
2007-2008	\$ 8,690,632	\$ 5,540,000	\$ 5,540,000	\$ 8,690,632
2008-2009	\$ 8,690,632	\$ 4,519,624	\$ 4,519,624	\$ 8,690,632

874 - 1990 Library Bond Debt Service

2006-2007	\$ 631,671	\$ 471,639	\$ 412,995	\$ 690,315
2007-2008	\$ 690,315	\$ 416,000	\$ 416,047	\$ 690,268
2008-2009	\$ 690,268	\$ 418,000	\$ 418,069	\$ 690,199

875 - 2002 Recreation GO Bond D.S.

2006-2007	\$ 885,125	\$ 1,198,094	\$ 882,660	\$ 1,200,558
2007-2008	\$ 1,200,558	\$ 1,174,000	\$ 884,580	\$ 1,489,978
2008-2009	\$ 1,489,978	\$ 1,180,000	\$ 886,135	\$ 1,783,843

CITY OF MENLO PARK
FISCAL YEAR 2008 – 2009



CAPITAL IMPROVEMENTS

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: **206 - Street Tree Reforestation**

Project Description:

The Street Tree Reforestation program is an ongoing effort to selectively remove problematic or declining street trees and replace them with healthy young trees as prescribed in the City's Street Tree Management Plan. Staff recommends surveying City trees to determine the highest-priority trees that are in decline and then developing a Citywide plan to selectively remove and replace trees so that no neighborhood is more affected than another.



Funding Source	Expended To Date	2007-08 Budgeted	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total
General Fund	\$ -	\$ 70,000	\$ 60,000	TBD	TBD	TBD	TBD	\$ 130,000
Landscape Assessment	-	30,000	-	TBD	TBD	TBD	TBD	30,000
Total	\$ -	\$ 100,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: 207 - Downtown Parking Study

Project Description:

This project would analyze the parking time restrictions in the Downtown area to determine alternatives for increasing use and effectiveness. This study will also include an analysis of on-site pay parking machines for half to full day parking in downtown plazas.



Funding Source	Expended To Date	2007-08 Budgeted	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total
Downtown Parking Permits	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Total	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

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*	2007-08 Budgeted	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total
General Fund - CIP	\$ 1,047,288	\$ 2,500,000	\$ -	\$ 2,500,000	\$ -	\$ 2,500,000	\$ -	\$ 8,547,288
Measure A	200,131	388,869	-	270,000	-	270,000	-	1,129,000
Highway Users Tax Fund	2,158,744	984,332	125,000	1,000,000	200,000	1,000,000	200,000	5,668,076
Traffic Congestion Relief-2928	776	130,000	-	-	-	-	-	130,776
Construction Impact Fee	-	600,000	-	1,000,000	-	1,000,000	-	2,600,000
Proposition 1B	-	-	-	TBD	-	-	-	-
Proposition 42	-	-	-	TBD	-	-	-	-
Previous Years' Funding	2,431,630	-	-	-	-	-	-	2,431,630
Total	\$ 5,838,569	\$ 4,603,201	\$ 125,000	\$ 4,770,000	\$ 200,000	\$ 4,770,000	\$ 200,000	\$ 20,506,770

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

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

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 2008-09 Sidewalk Repair Program will include only the sidewalk replacement project, which has a large inventory of areas to address. Conversely, the trip hazard project is a year ahead of its five-year schedule to cover the City.



Funding Source	Previously Expended*	2007-08 Budgeted	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total
General Fund - CIP	\$ 405,150	\$ 102,978	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 1,108,128
Highway Users Tax	293,096	6,903	-	-	-	-	-	299,999
Sidewalk Assessment	795,616	403,445	180,000	180,000	180,000	180,000	180,000	2,099,061
Previous Years' Funding	1,762,333	-	-	-	-	-	-	1,762,333
Total	\$ 3,256,195	\$ 513,326	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 5,269,521

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

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: **20-039 - Sidewalk Accessibility**

Project Description:

This project would improve sidewalk accessibility in conformance with the American with Disabilities Act, and it will add other sidewalk improvements as prescribed by the Sidewalk Master Plan and approved by Council. Rough estimates of costs for new sidewalk with curb and gutter are \$125 per linear foot. Funding levels are sufficient for approximately 1,400 feet of new sidewalk. Some locations may require drainage or other improvements that would reduce the total length of new sidewalk that could be built.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
General Fund - CIP	\$ 16,193	\$ 88,805	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ 324,998
Total	\$ 16,193	\$ 88,805	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ 324,998

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

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

Project Description:

The first part of this project was a study to identify areas where sidewalks should be installed for pedestrian safety. This project will include the design and construction of a first phase for new sidewalk improvements approved by the City Council.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
General Fund - CIP	\$ -	\$ 110,000	\$ 575,000	\$ -	\$ -	\$ -	\$ -	\$ 685,000
Total	\$ -	\$ 110,000	\$ 575,000	\$ -	\$ -	\$ -	\$ -	\$ 685,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: **20-049 - Middlefield Road Storm Drain**

Project Description:

This project involves the preliminary design of a storm drainage system to address flooding on Middlefield Road from San Francisquito Creek to Ravenswood Avenue.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
General Fund - CIP	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: **20-050 - Utility Undergrounding Study of City Parking Plazas**

Project Description:
The scope of this project will include evaluating the costs of placing the existing utility system underground in downtown parking plazas and adjacent side streets.



Funding Source	Previously Expended*	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
Downtown Parking Permits	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

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.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
General Fund - CIP	\$ 143,952	\$ 126,048	\$ 110,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 780,000
Total	\$ 143,952	\$ 126,048	\$ 110,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 780,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: 25-032 Belle Haven Child Development Center Playground Improvements

Project Description:

This project will improve the playground at the Belle Haven Child Development Center and provide a shade structure over the playground.

(no picture available)

Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
General Fund - CIP	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Total	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: **25-033 - Automatic ADA Doors at Burgess Recreation & Onetta Harris Centers**

Project Description:

This project will install automatic doors at both community centers to make them more accessible for our patrons as well as meet ADA standards for people with disabilities. The project budget will automate one set of two doors at both sites.



Funding Source	Previously Expended*	2007-08 Budgeted	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total
General Fund - CIP	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000
Total	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

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

Project Description:

To expand the sports programs at the Onetta Harris Community Center gym, this project will include sanding the wooden floor and then painting/repainting the new and old lines and new logos all at once. The scope will also include adding more gym floor lines and purchasing additional equipment for other sports such as volleyball, badminton and indoor soccer.

(no picture available)

Funding Source	Previously Expended	2007-08 Budgeted	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total
General Fund - CIP	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

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 2008-09 include repainting the exterior of the Little House Senior Center, repainting the interior ceiling, walls and trim at the Belle Haven Senior Center, and replacing the carpet in the lower level of the Police Department. In addition, energy-saving lighting replacements will be implemented at the Corporation Yard and Main Library. This ongoing project was established in FY 2004-05.



Funding Source	Previously Expended*	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
General Fund - CIP	\$ 184,360	\$ 515,770	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,950,130
Total	\$ 184,360	\$ 515,770	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,950,130

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

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: 40-006 - Library Teen/Young Adult Area

Project Description:

This project will establish a distinct area within the main library and expanded collection to better serve young adults. It will separate the young adult section from the children's area and provide materials appropriate for the young adult age group and a place where they can study without the distraction of young children.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
Library Bond - CIP	\$ -	\$ -	\$ 57,500	\$ -	\$ -	\$ -	\$ -	\$ 57,500
Total	\$ -	\$ -	\$ 57,500	\$ -	\$ -	\$ -	\$ -	\$ 57,500

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

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

Project Description:

This project will include the detailed designs, cost estimates, and environmental documents for new playing field configurations, artificial turf, and lighting at Kelly Park as identified by the Parks and Recreation Commission and approved by the City Council.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
RDA Tax Increment Bond CIP	\$ -	\$ -	\$ 575,000	\$ -	\$ -	\$ -	\$ -	\$ 575,000
Total	\$ -	\$ -	\$ 575,000	\$ -	\$ -	\$ -	\$ -	\$ 575,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: **70-062 - Safe Routes to Encinal School**

Project Description:

This project is a partial implementation of the Safe Routes to Encinal School plan or could be a place holder to be used as matching funds for the Caltrans Safe Routes to School grant. The implementation plan will include an educational component.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
Measure A	\$ -	\$ 80,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 135,000
Total	\$ -	\$ 80,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 135,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: **70-066 - Residential Shuttle Service to Menlo Park CalTrain Station**

Project Description:

This study would focus on the morning commute only. It would identify shuttle stops in neighborhoods east and west of El Camino Real. Route(s) would be designed to transport Caltrain riders to the Caltrain station as well as students living in those areas to Hillview and Menlo-Atherton High School. The study would utilize current Caltrain survey data and ridership information. The study would also identify potential funding sources for implementation of a pilot project. This would be an expansion of the City's current peak-hour shuttle service.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
Measure A	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Total	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: 70-067 - Willows Area-Wide Traffic Study

Project Description:

This is a traffic study to address the neighborhood concerns related to cut-through traffic and speeding in the Willows Neighborhood. The study would analyze alternative solutions in accordance with the goals of the City Council and evaluate levels of neighborhood support for various alternatives.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
Traffic Impact Fees	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Total	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: **70-068 - Coleman Avenue Bicycle/Pedestrian Alternative Analysis**

Project Description:

This project will allocate staff time and funding to hire a consultant to further study the bicycle and pedestrian traffic alternatives in the Coleman Avenue areas and including a detailed survey and detailed alternative designs. This project would only commence with County participation.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
Measure A	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Total	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: **70-069 - Downtown Bike Rack Installations**

Project Description:

The scope of this project would install additional bike racks in the downtown area as recommended by a study completed by the Bicycle Commission.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
General Fund - CIP	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: 70-070 - Ringwood Avenue Bicycle/Pedestrian Overcrossing Improvements

Project Description:

This project would clear the vegetation, enhance the lighting, add video surveillance cameras, and repaint the railings of the Ringwood Avenue Overcrossing as recommended in the Menlo Park Comprehensive Bike Plan.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
Traffic Impact Fees	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Total	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: 77-007 - Reservoirs #1 & #2 Mixers

Project Description:

This project funds the purchase and installation of solar-powered mixers for Reservoir #1 and Reservoir #2 to improve water quality.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
Water Fund - Capital	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

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 and energy efficiency of the pump station.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
Water Fund - Capital	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
Total	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: **90-015 Nealon Park Softball Field Improvements**

Project Description:

The Nealon Park outfield fence would be raised 35 feet with heavy-duty nylon netting in order to prevent softballs from entering the tennis courts.



Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
General Fund - CIP	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Total	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

**CAPITAL IMPROVEMENT PROGRAM
2008-2013**

Project: 90-016 - Restroom Facilities Design at Jack Lyle Memorial and Willow Oaks Parks

Project Description:

This project will complete preliminary designs for restroom facilities at Jack Lyle Memorial Park and Willow Oaks Park following adequate community outreach by the Community Services Department.

(no picture available)

Funding Source	Previously Expended	2007-08 Budget	2008-09 Proposed	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	Total Cost
Measure T Bond Fund	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Total	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

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