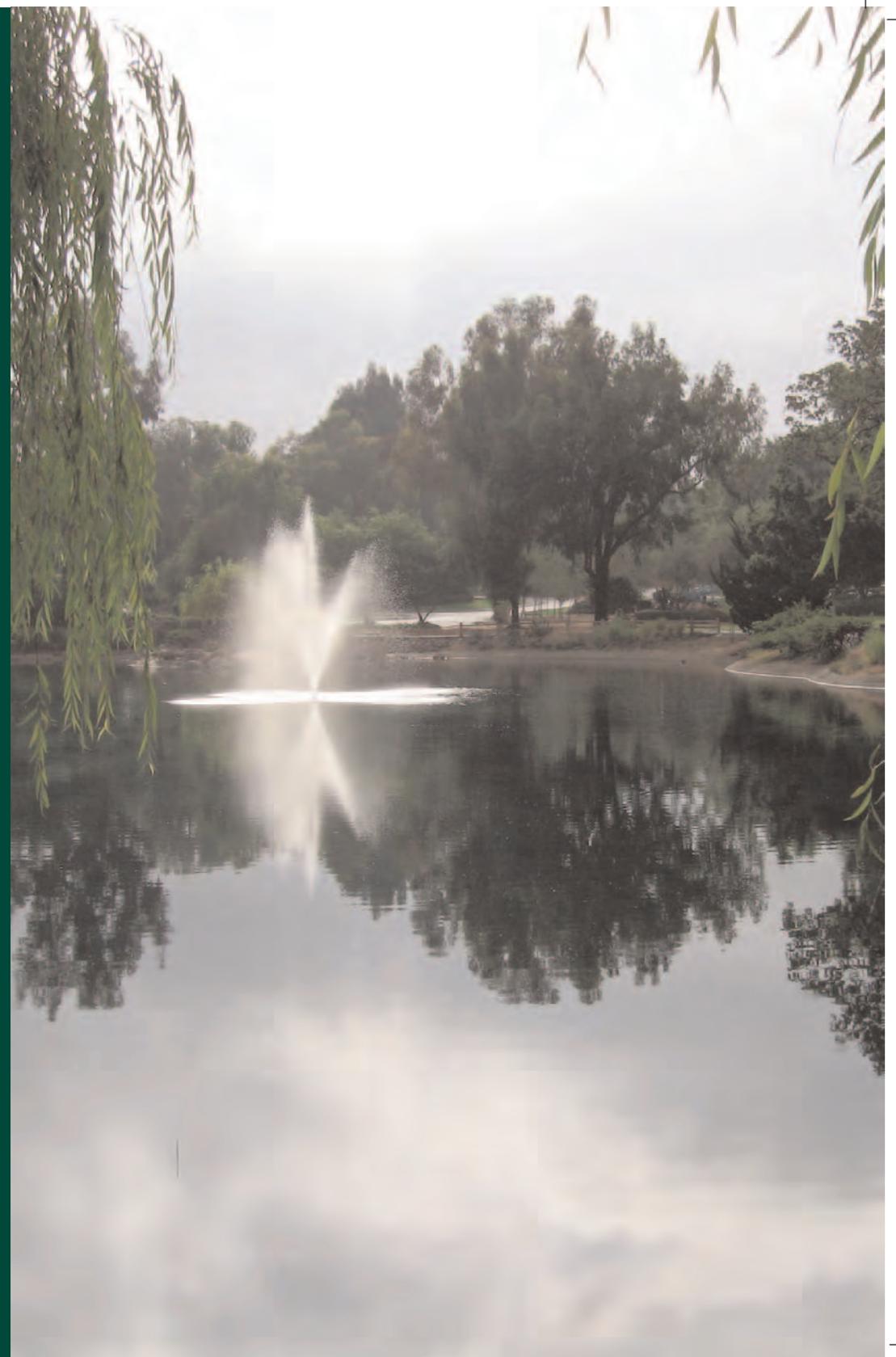




**BUDGET REPORT  
2007 - 2008  
CITY OF MENLO PARK**

**June 2007**



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CITY OF MENLO PARK  
FISCAL YEAR 2007 – 2008



BUDGET OVERVIEW

June 2007

Honorable Mayor and City Council Members:

In accordance with the City of Menlo Park Municipal Code, I am pleased to transmit to you the adopted budget for fiscal year 2007-2008. This document contains the 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.

Development of the 2007-08 Budget followed a very different course than last year's citywide civic engagement process. The *Your City/Your Decision* process was used to identify deficit reduction approaches that would be most supported by the community in order to bridge an estimated \$2.9 million on-going budget gap and realize a sustainable, i.e. long-term budget beginning in fiscal year 2006-07. With the net cost reduction strategies implemented last year and the passage of the utility users tax (UUT) in November, the fiscal outlook for the City is now vastly different, allowing much more flexibility in considering which project priorities and initiatives justify current year funding. The 2007-08 budget as proposed by the City Manager provided for over \$3.5 million in General Fund Capital Improvement Projects funding, for a total of \$7.9 million in total Project Priorities, as recently approved by the Council. The General Fund operating budget includes \$665,000 in budget initiatives – items which were developed in conjunction with Council goals in meeting unmet service needs of the City. In addition, the City is able to maintain services and infrastructure at appropriate levels, prefund the retiree medical program liabilities identified in recent years, and end the fiscal year with a General Fund budgetary deficit of \$978,000, which the Council feels will be mitigated by expenditure savings. As part of its budgetary deliberations and in consideration of the City's long-term financial forecast, the Council decided to reduce the UUT rate effective October 1, 2007. The UUT ordinance was crafted to support such a review of the tax rate as part of the annual budget cycle.

It is the sixth year that the City of Menlo Park has utilized its program-based, results-focused budget, with service descriptions and corresponding measures further refined and the status of results updated for each service. 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. Following the general departmental budgets, the schedule of Estimated Fund Balances reflects the activity of each of the City's separate funds. Only the fiscal year 2007-08 budget has been presented – no assumptions or projections have been made for subsequent fiscal years. Finally, capital 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. Although the economy continued its recovery in fiscal year 2005-06, rapidly rising operating expenditures over the previous five years created an ongoing budgetary imbalance between General Fund operating revenues and expenses.

As shown below, revenues in fiscal year 2006-07 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 (est)
Property Taxes	5,287,616	6,059,380	5,914,296	6,792,082	7,254,758	10,007,808	10,515,300
Sales Taxes	12,358,973	8,648,641	6,857,224	6,048,940	6,057,461	6,503,635	6,660,000
Other Taxes	2,666,328	2,412,305	2,157,462	2,202,364	2,332,273	2,476,442	2,714,000
Utility Users Taxes (new)							530,000
Licenses and Permits	2,997,571	2,329,144	2,671,512	2,553,997	2,570,849	3,091,469	3,222,502
Use of Money and Property	2,696,396	1,966,153	1,391,918	688,429	1,289,031	1,732,929	2,185,000
Intergovernmental	2,730,115	2,762,308	2,862,975	2,322,221	3,112,585	1,671,653	1,851,097
Charges for Services	3,518,154	3,552,392	3,580,793	4,367,440	3,827,158	4,225,135	4,627,164
Fines and Other	296,334	231,034	821,951	771,378	832,897	792,005	841,500
	32,551,487	27,961,357	26,258,131	25,746,851	27,277,012	30,501,076	33,146,563

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 taxes were 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 showed 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-boon 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%. From this trend information it is evident that economic recovery has sputtered at times, without convincing signs of resurgence. Even as rising mortgage rates threaten a softening in the housing market and future property tax growth, opportunities for enhanced sales and hotel tax revenues, as well as full-year implementation of the new utility users tax, 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 sharply over the past several years as health care premiums and the cost of retiree medical benefits continue to rise. The California Public Employee Retirement System experienced large increases in pension costs due to investment losses 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 (est.)
Personnel	16,952,114	18,055,363	18,781,502	18,682,666	19,956,863	20,479,971	22,494,278
Operating	4,358,162	4,557,128	3,871,033	3,614,940	5,148,967	5,234,656	5,002,761
Services	1,573,911	1,764,947	1,731,579	1,267,667	1,115,301	1,564,242	2,695,612
Transfers Out	7,287,500	2,508,504	1,496,000	2,896,000	2,196,000	196,000	3,231,000
	30,171,687	26,885,942	25,880,114	26,461,273	28,417,131	27,474,869	33,423,651

In response to the challenging fiscal environment, the City had to reduce its spending 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).

Cost reductions through fiscal year 2003-04 were achieved with relatively minimal impact on services to the community. Yet, it was acknowledged that short-term strategies, such as deferring infrastructure maintenance and vehicle replacement, could not continue indefinitely and that service level impacts were imminent. In response to anticipated General Fund operating deficits in the long term, the 2005-06 was "carried over" with only contractual increases from the prior fiscal year and did not include any transfer for infrastructure maintenance. This allowed staff to focus on the *Your City/Your Decision* Community budget process.

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. It was well recognized at that time that there was still more work to be done in subsequent fiscal years to narrow the ongoing deficits that were forecast in the long-term. Council directed staff to begin the process of surveying the community to gauge support for a tax measure that could bridge this gap. In addition, certain cost reduction strategies that were not implemented with the 2006-07 budget were to be reviewed at midyear. The budget was adopted reflecting a \$1.9 million shortfall between revenue and expenses in 2006-07.

Voter surveys conducted by Godbe Research in June and July 2006 indicated general support for some level of utility users tax (UUT). A UUT measure was placed before the voters and approved in the November election. By the end of the calendar year, a comprehensive UUT section was added to the City's website to support the implementation process and to enhance the information outreach to both customers and utility suppliers regarding the tax. The UUT was estimated to bring an annual revenue stream of \$2.5 million to the City's General Fund. In the midyear analysis, staff anticipated the UUT revenue provided in the last three months of 2006-07, along with identified increases in other General Fund revenues, could be sufficient to alleviate the projected 2006-07 budget deficit.

## FISCAL YEAR 2007-2008 BUDGET

The 2007-08 fiscal year budget process proceeded with discussion about Council Project Priorities and adoption of certain changes to the municipal fee schedule in March. In April, staff provided Council with an introduction to the budget process, and sought direction on the Budget Initiatives. Two budget "Open House" events were held early in May to allow the community to get answers to their questions regarding the upcoming budget and to provide input in a less formal, but informative setting.

In accordance with Council's direction, staff included funding for Project Priorities and infrastructure maintenance and developed 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. Departments were asked to outline the resources necessary to implement specific budget initiatives, including: added capacity to undertake a backlog of transportation projects; strengthening business development efforts; enhanced enforcement of traffic laws; more frequent and comprehensive financial reporting and analysis; and promotion of community engagement and participation in the City's governance. The City Manager reviewed individual departmental budgets, the General Fund budget in particular, and the City Budget as a whole, making adjustments as appropriate. A schedule of full-time equivalent (FTE) positions has been added to the budget document. Departments have submitted the results of their service measures for inclusion in the Budget documents. The 2007-08 City Manager's Proposed Budget was prepared and analyzed, and submitted to the City Council for review at a public hearing on June 5, 2007.

In addition, staff updated the assumptions and projections incorporated in the City's 10-year financial forecast for the General Fund for consideration with the City Manager's budget proposal. The City's 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, submitted with the City Manager's Proposed Budget for fiscal year 2007-08, illustrated the substantial impact of the implementation of the utility users tax. With the estimated UUT revenues at various rates assisting in their budget deliberations, the Council approved a reduction of the UUT tax to a flat one percent rate on all utilities effective October 1, 2007. Anticipating operational savings throughout the fiscal year, the Council was comfortable that the \$978,000 budgeted deficit was reflective of a relatively balanced budget for 2007-08.

## DEPARTMENTAL BUDGET CHALLENGES

Implementation of the 2006-07 Budget was difficult on many fronts. After five previous years of cost containment and budget cuts, departments had to derive true savings from specific cost-cutting strategies identified in the *Your City/Your Decision* community input process, while guarding the quality of municipal services currently being provided. In addition, the annual Project Priorities process identified certain needs of the community that had been deferred in previous budgets.

### Administrative Services

Having taken the lead in conducting the *Your City/Your Decision* process last year, the Administrative Services Department followed up on Council's request to explore the establishment of a new tax measure to further address the City's structural budget imbalance. Staff issued a Request for Proposals (RFP) and retained Godbe Research to conduct community opinion research, and helped present the results of the surveys to Council and the public. Per Council direction, the City Attorney and other Administrative Services Department staff examined certain legal and practical issues regarding the establishment of a utility users tax (UUT) and drafted an ordinance covering the features desired by the Council. Staff then assisted in crafting the language to be included on the ballot, identifying staff and Council roles and limitations during the ballot measure campaign period. Once the success of the measure was confirmed in late November, Finance staff acted quickly to establish the initial implementation period (April 1 - June 30, 2007) through use of the City's website and outreach to both customers and utility suppliers in Menlo Park. Special care was taken to prorate the \$12,000 annual maximum tax payment cap on electric, gas, and water utility use.

In other areas, City Clerk staff conducted an RFP process to provide for the web streaming of Council Meetings. In September, the City Council unanimously approved a contract for services and software that would allow such web streaming for Council, Planning Commission and Transportation Commission meetings taking place within the Council Chambers. Implementation of this service package has been successful in providing residents with easy and prompt access to Council's deliberations and decisions. In addition, preparation of meeting minutes has become more efficient. Also in the area of using technology to keep the community informed and engaged, the City's website search engine was improved. There has been a continuous effort to keep the information on the website current and easily accessible to interested users.

One of the project priorities for 2006-07 called for a city-wide Cost Allocation Plan and User Fee Study to maximize recovery of General Fund overhead costs and to most accurately determine the true full cost of City

services. An RFP was issued in August, and the Cost Allocation study was initiated in October. The cost allocation study, which involved coordination of data from all departments, was completed late in the fiscal year, and the User Fee study is still underway. In conjunction with these studies, Finance staff developed an improved overhead cost allocation methodology by creating three new internal service funds (ISFs) for the City's Workers' Compensation, General Liability and Retiree Medical Benefits programs. Previously these expenses were contained in the Administrative Services Department, which administers these programs and serves as the City's risk management staff. The ISFs will provide a formula-driven allocation of these costs to the departments for more accurate and automated cost of service data for City programs.

Human Resources staff successfully negotiated three-year extensions to the City's labor agreements with non-safety employee bargaining units, and also undertook an evaluation and comparison of salaries for executive management staff. Further, progress has been made on the City's much-anticipated on-line time card system. That project is approximately 75% complete, with testing anticipated in June and implementation scheduled in July 2007. The online time card system will serve to reduce annual payroll processing service costs and allow more efficient coding of staff time to City services and projects.

Three new Council members were seated after the November elections. A community open house was conducted to provide an opportunity for community members to bring up concerns and inform the new Council of their wishes for the future. In January, a City Council retreat was held so that Council members could better understand each other's working styles and discuss goals for the next two-year period. The City Manager's Office coordinated these events and meetings, and has worked diligently with the Council to develop action plans for implementation of their goals. Recruitment and selection of a new City Manager became an important short-term goal for the Council as the position became vacant in February. A council subcommittee was formed to work with the Personnel Director and City Attorney to coordinate these processes, which are well underway; the selection process is expected to be completed in June. Work on other goals includes a focus on land use planning and economic development for the El Camino Real / downtown area. In addition, Finance staff has worked to increase the frequency and comprehensiveness of financial status reports to the Council and the public, and to improve the accuracy of financial forecasts. Building on the educational and engagement efforts of the *Your City/Your Decision* budget process of the previous year, staff hopes to provide greater transparency in the City's fiscal activities – a Council goal for which additional resources are provided this 2007-08 budget proposal. This budget also provides additional resources in the City Manager's Office to promote community awareness of City policy and encourage public participation in Council decisions, which is another goal advanced by the Council.

The City's Business Development staff made significant progress in helping to restore substantial, sustainable tax revenue to the City by working with businesses and landowners on several key projects including: facilitating the plan to develop a new General Motors Auto Mall on 22 acres off Bayfront Expressway; helping to facilitate the development of the new luxury Rosewood Hotel on Sand Hill Road; working with Haven Avenue property owners to further the potential redevelopment of this important, future revenue generating area for the City; helping create an environment that has resulted in three new buildings now under construction downtown on Santa Cruz Avenue (the first new buildings there in 15 years); initiating a comprehensive database of commercial properties available in Menlo Park on the City's website; working with staff, business owners and residents to help initiate and complete the streetscape improvements on several commercial developments; and working with other agencies and consultants to advance data collection and analysis efforts in support of possible parking policy changes in downtown Menlo Park. Additional resources in the Business Development budget in 2007-08 will assist staff's work with relevant local and regional economic development professionals, the Chamber of Commerce and the Downtown Merchants Group to improve the economic vitality of the community in the new fiscal year.

### Community Development

During the past fiscal year, the Community Development Department completed land use entitlements for the Beltramo mixed-use development project, the Derry Lane mixed-use project, the 75 Willow Road single-family residential project, and the 321 Middlefield Road medical office conversion project. The Department also worked on revising the Allied Arts Guild Operating Permit to confirm specific uses of the newly renovated premises.

Community Development staff processed building permits and conducted inspections for several residential projects, including the development of 47 new single-family residences and a one-acre public park on Hamilton Avenue, 12 new residences at 966-1002 Willow Road, and residential projects located at 110 and 175 Linfield Drive, consisting of a total of 56 new residences. In addition, the permitting and inspection processes continued for the redevelopment of the Safeway grocery store and additional retail and service space on El Camino Real, and the Rosewood Hotel and office project, consisting of a 170,000 square foot conference hotel and 100,000 square feet of office on Sand Hill Road.

Significant department accomplishments in the area of comprehensive planning include: support of Council discussion on developing a plan for the El Camino Real Corridor and the downtown area, including development

of a draft workplan for a visioning process and subsequent work with a Council Subcommittee; preparation of a draft Zoning Ordinance amendment to update commercial and industrial use regulations; and, in conjunction with the Metropolitan Transportation Commission (MTC) and San Mateo County Transportation Authority, identification of possible locations for a proposed Dumbarton Rail Station and development of a scope of work for an associated land use planning study.

In the areas of redevelopment and housing, the department qualified 19 buyers (with one additional qualification pending) for the 20 Below Market Rate (BMR) units located at the Hamilton Housing and Park project, completing sales of 7 of the units; approved 7 first-time homeowner loans (PAL loans) for the first phase of BMR unit buyers at that same project; completed the resale of two BMR units; and developed strategies to facilitate a Habitat for Humanity development of 22 low-income housing units on Terminal Avenue.

Priority projects that will continue into 2007-08 include the El Camino Real/Santa Cruz/Downtown visioning process and land use plan and related Commercial Zoning Ordinance update, as well as continuing work as directed by the Council on the Dumbarton Station Area Planning Study, and initiation of work on the Housing Element Update and Senior Housing Needs Study. Additionally, the Department will 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

The Community Services Department continued providing quality service to the residents and visitors of Menlo Park through its ongoing sports programs, senior programs, youth programs, childcare, and recreation classes.

In a project managed by Silicon Valley Community Foundation's Peninsula Partnership for Children, Youth and Families, the City of Menlo Park and the Ravenswood City School District embarked on an exciting new project that was implemented in the fall 2006. The region's first "full service" or "community" school was created at Menlo Park's Belle Haven Elementary School in a multi-year effort funded from a partnership of several Bay Area foundations and agencies. Community schools combine high-quality classroom instruction with a wide range of support services and enrichment activities, while building strong parental-community participation in children's learning and development. The Belle Haven Single School Plan for Student Achievement incorporated many aspects of the City's 2005-06 Belle Haven Action Plan, which was initiated to better understand and address the diverse needs of the Belle Haven neighborhood. Highlights of the services provided on campus include: a family

center with a special parents' room and support services for families; an after-school program managed by the Boys and Girls Club; better integration of services and communication between service providers on campus; and improved teaching quality and teacher retention. The Family Center opened in November 2006 and has served more than 270 families in the community.

In March 2007, the City of Menlo Park, 2<sup>nd</sup> Harvest Food Bank, and the Parent Volunteers at the Community School started a 2<sup>nd</sup> Harvest Produce Program. Over 150 families are participating in the free produce program held monthly at the Onetta Harris Community Center. Outreach efforts to the Belle Haven Community continued with student surveys and assemblies at the Belle Haven School to determine what type of programming is desired at the Community Center in the fall. A Belle Haven Community Open House was hosted at the Menlo Park Senior Center and adjacent Onetta Harris Community Center to create awareness of the many outstanding recreational and social opportunities available in the Belle Haven community.

With the first phase of Measure T bond funded projects completed, the Community Services Department held three community meetings to discuss the next issuance of the bonds and the priority park and recreation facility improvements to be funded with these proceeds. It was determined that the second phase of Measure T projects will include the Burgess Gymnasium and Gymnastics facility.

Several of the rooms formerly utilized by the childcare programs at the Burgess Recreation Center received much needed repairs and interior facelift this past year. As a result, class offerings have increased approximately 20%.

Looking ahead to fiscal 2007-08, the Department continues to seek accreditation for the Menlo Children's Center. In addition, customization of the recreation registration software will allow online registration, improved integration into existing financial and data base systems and increased staff efficiency.

### Library

In fiscal year 2006-07 the Library Department received a grant which funded Live Homework Help, a program which offers homework assistance in math, science, social studies and English via the Internet. The service is available free to students 4<sup>th</sup> grade to college entry level and adults with similar needs. It is available in both Spanish and English. The Library also began offering downloadable video programs this year featuring cooking,

travel, health programs, classic movies and many other areas of interest. In addition, an on-line newsletter highlighting new additions to the collection and library events and programs was launched.

Staff in the Children's Services Department, together with Kepler's Books, held the first joint author program in November, and attracted 300 Young Adult fantasy fans to the library for an evening program. In conjunction with the Peninsula Library System, a service allowing borrowers to pay library fines and fees online with a credit card was implemented this year.

Lastly, the Library began work with architects this year to remodel the children's and circulation areas of the building. These area remodels, which will take place in fiscal year 2007-08, will allow for improved functionality and a more user-friendly environment. Library staff also looks forward to fully implementing the materials acquisition system, which will allow them to track all Library purchases online. This system will not only give the library's users the opportunity to see what materials have been ordered, but to place holds on those items so that they are alerted when the items are available at the library.

### Police

The Police Department provided another year of effective presence of law enforcement personnel throughout the community despite the constraints on departmental personnel and other resources experienced in past fiscal years. The Department continues to combine the complementary elements of recruitment, training and career development to ensure that it is prepared to meet its mission. In fiscal year 2006-07, the Department successfully implemented the consolidation of Police Dispatch services with the City of San Carlos. The benefits of this regionalized approach to delivery of dispatch services include increased future cost effectiveness through the utilization of full center capacity, cost sharing for technology upgrades, improved staffing distribution and enhanced coverage (more resources) in the event of an emergency.

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 built in fiscal year 2007-08. In addition, the red light photo enforcement program, using cameras installed at the traffic signal lights of major intersections, will be implemented in 2007-08. 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.

Finally, the approved budget provides for the implementation of a traffic enforcement unit of two Police Department officers in the upcoming fiscal year. Since a former traffic enforcement unit in Menlo Park was dissolved in 2003, many in the community have urged the reinstatement of the unit as a public safety issue. In response to this 2007-08 budget initiative, the two additional officers would utilize police motorcycles 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 started off the year with the completion of several infrastructure projects: re-roofing of the Onetta Harris Community Center, installing a new roof for the Sand Hill Reservoir, and installing in-pavement lighted crosswalks at three locations in the City. In completing the Oak Avenue storm drain project, a new storm drain line was installed to minimize erosion to San Francisquito Creek. Renovation of Parking Plaza 5 downtown was also concluded, incorporating a demonstration of pervious pavement material funded in part through a water quality grant. Staff this year completed a pilot street tree reforestation project, removing 20 declining trees and replacing them with 20 new trees to ensure maintenance of the tree canopy in the pilot area. A traffic study was completed in the Oak/Oak Knoll area as part of the Safe Route to School program.

The City awarded a contract to pave Sand Hill Road and accepted a competitive Federal grant in the amount of \$707,000 for this project. A grant of \$175,000 from the Integrated Waste Management Board for the use of recycled rubber in the asphalt will also help fund the project. Also during fiscal year 2006-07, Public Work engineers began designing the largest street resurfacing project in the City's history, to be completed in 2007-08. The project has a budget of almost \$4.6 million, and includes funding from the General Capital Improvement Fund, Highway Users Tax (Gas Tax) Fund, Building Construction Street Impact Fund and Measure A Fund.

Work continued on the design of additional water storage and an emergency well system. Utilizing resources of the Water Fund, staff also took over the water backflow prevention program from San Mateo County to ensure better compliance with State regulations.

### CAPITAL IMPROVEMENT PROJECTS

A transfer to fund infrastructure maintenance along with other capital improvement projects was included in the 2006-07 General Fund appropriations to avoid further depletion of the General Capital Improvement Projects (CIP) Fund reserve, and a \$2,080,000 transfer is included for 2007-08. The 2007-08 Budget Report identifies

the street resurfacing project and other capital projects that will require funding in this fiscal year. A separate section of the report, entitled "Capital Improvements," contains 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. Overall, more than \$7 million of funding is included for specific Capital Improvement Projects in 2007-08. These capital projects will be funded from many sources, including the General CIP Fund, the Measure A Fund, the Building Construction Street Impact Fund, the Highway Users Tax (Gas Tax) Fund and the Measure T Bonds Fund.

#### 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 2007-08. 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 Menlo Park 2007-08 Adopted Budget calls for a \$978,015 shortfall of General Fund revenues over expenses in 2007-08, which can be mitigated by budgetary savings throughout the fiscal year. This projected budgetary deficit is based on reducing the current utility user tax (UUT) rates to one percent for all utilities. Application of the UUT to the City's revenue stream at the reduced rate has introduced the possibility of draws from the General Fund reserves and/or limited flexibility in the funding of Council's future long-term priorities and budget initiatives. However, Council is confident that budget reductions of the past coupled with recent investments in the City's economic development will provide for a sustainable budget going forward,

As with each annual budget, the development and monitoring of the 2007-08 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.

Once again, the presence of adequate reserves reflects the foresight of the City Council and community, as it allows the City to manage costs strategically and to fiscally position itself well for the future.

In closing, I wish to acknowledge my appreciation to the City Council for the leadership it has shown and for the support and confidence it has provided during the City's managerial transition. In addition, I also wish to express my sincere gratitude to staff from throughout the organization; most notably Arlinda Heineck, Interim Assistant City Manager, Carol Augustine, Finance Director, and the department directors for their support and efforts in assisting at all levels of this budget's development. In total, the 2007-08 Budget honors the Project Priorities established by the Council and provides for the implementation of the various Council-endorsed budget initiatives. I would also like to acknowledge the professionalism of all City staff in their careful assessment and effective utilization of departmental resources in delivering high quality services to the public throughout the year.

Respectfully submitted,

A handwritten signature in black ink that reads "Kent Steffens". The signature is written in a cursive, flowing style.

Kent Steffens  
Interim City Manager

June 2007

Honorable Chair and Agency Board Members:

Serving as Executive Director for the Community Development Agency Board, it is my pleasure and responsibility to submit a balanced budget to the Board for fiscal year 2007-08. Agency staff has 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 adopted last fiscal year. The 2007-08 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 has 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 2006-07 was an exciting period in terms of new affordable housing in the community. Construction is well underway at the Clarum Park L.P. project (previously known as the Hamilton Avenue Park and Housing project) - a project of 47 homes and a one-acre neighborhood park. The project features "zero energy" homes

which utilize innovative construction technologies, products and systems that reduce energy consumption and environmentally friendly construction materials. Housing staff approved 7 first-time homeowner loans (PAL) for buyers of the first 8 of the 20 Below Market Rate (BMR) units included in the project, and sales of 7 of the units were completed. The project is expected to be completed early in the 2007-08 fiscal year. Progress is also being made at the Terminal Avenue site, where soil remediation work continues with the intent of potential development of the site for affordable housing. Staff continues to be active in processing rehabilitation loans, emergency repair loans and landscaping grants - all programs developed to increase and maintain the availability of affordable housing in the district. Staff also supports the work of the Housing Commission in updating policies and guidelines for the housing programs offered through the Agency.

In the domain of public infrastructure and facilities improvements, over \$300,000 of additional improvements were made to the RDA streetscape. The Onetta Harris Community Center's re-roofing project was completed, as was the \$500,000 Willow Road Commercial Improvements project. The long-awaited Police/City Service Center, a partnership between the Agency and an area property owner, is in the final stages of plan check review. Building permits will likely be issued soon so that construction can begin.

Since refinancing the Agency's two outstanding tax allocation bond issues late last year, only one payment of principal was due, resulting in significantly decreased debt service payments in 2006-07. In 2007-08, annual debt service payments will level off to approximately \$500,000 less than annual debt service prior to the refinancing.

#### FISCAL YEAR 2007-08

The City Council/Agency Board has identified the initiation of work on the Housing Element Update and Senior Housing Needs Study as top priorities for fiscal year 2007-08. Additionally, Agency 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 be continuing 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.

In addition to capital improvement projects, continued funding in the Agency Budget for 2007-08 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. Continuing 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 2005-06 fiscal year will not reoccur in the near future. In fact, revenues from property tax increment are projected to increase 8.7 percent from the 2006-07 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.

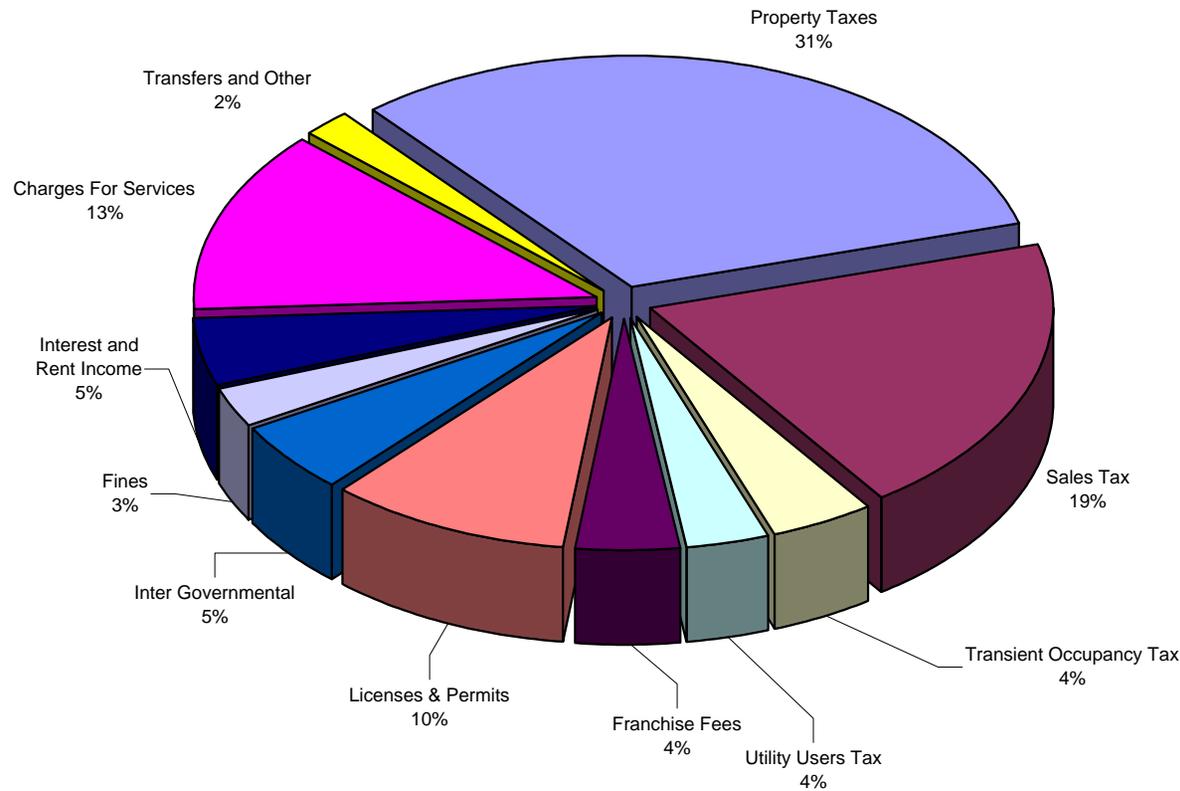
Respectfully submitted,



Kent Steffens  
Interim Agency Executive Director and Interim City Manager

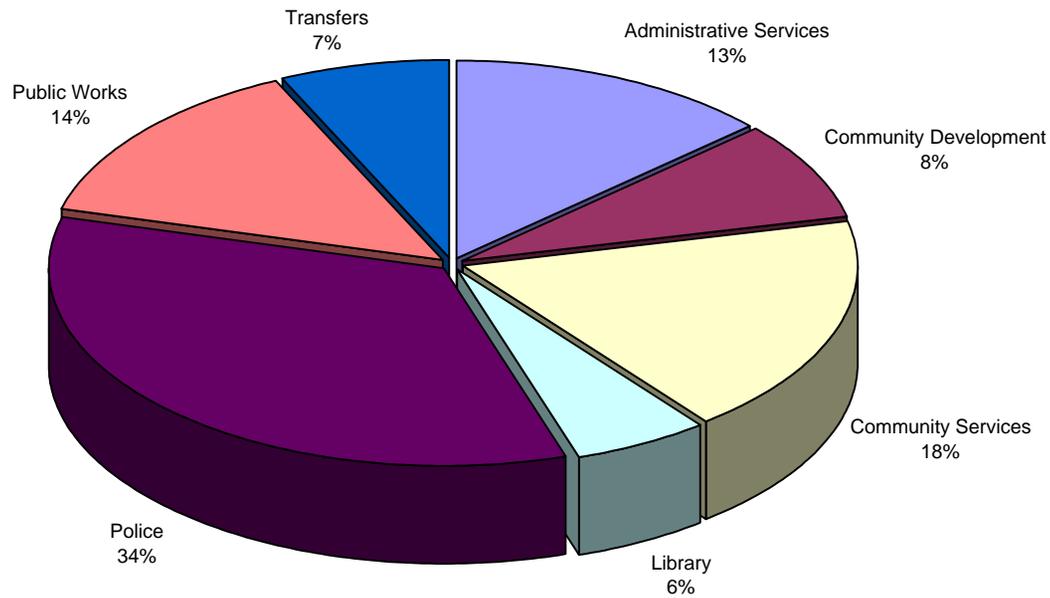
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**City of Menlo Park  
2007-2008 General Fund Revenue - Budget**



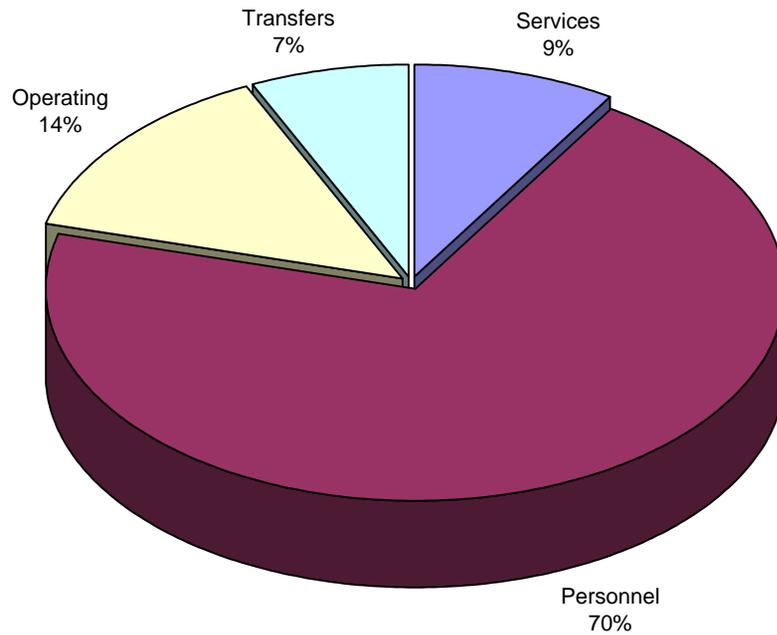
Property Taxes	\$ 11,075,000	31%
Sales Tax	6,900,000	20%
Transient Occupancy Tax	1,390,000	4%
Utility Users Tax	1,240,625	4%
Franchise Fees	1,390,000	4%
Licenses & Permits	3,413,500	10%
Inter Governmental	1,749,434	5%
Fines	951,520	3%
Interest and Rent Income	1,685,000	5%
Charges For Services	4,498,397	13%
Transfers and Other	635,737	2%
<b>Total Revenue</b>	<b>\$ 34,929,213</b>	

**City of Menlo Park  
2007-2008 General Fund Expenditures by Lead Department**



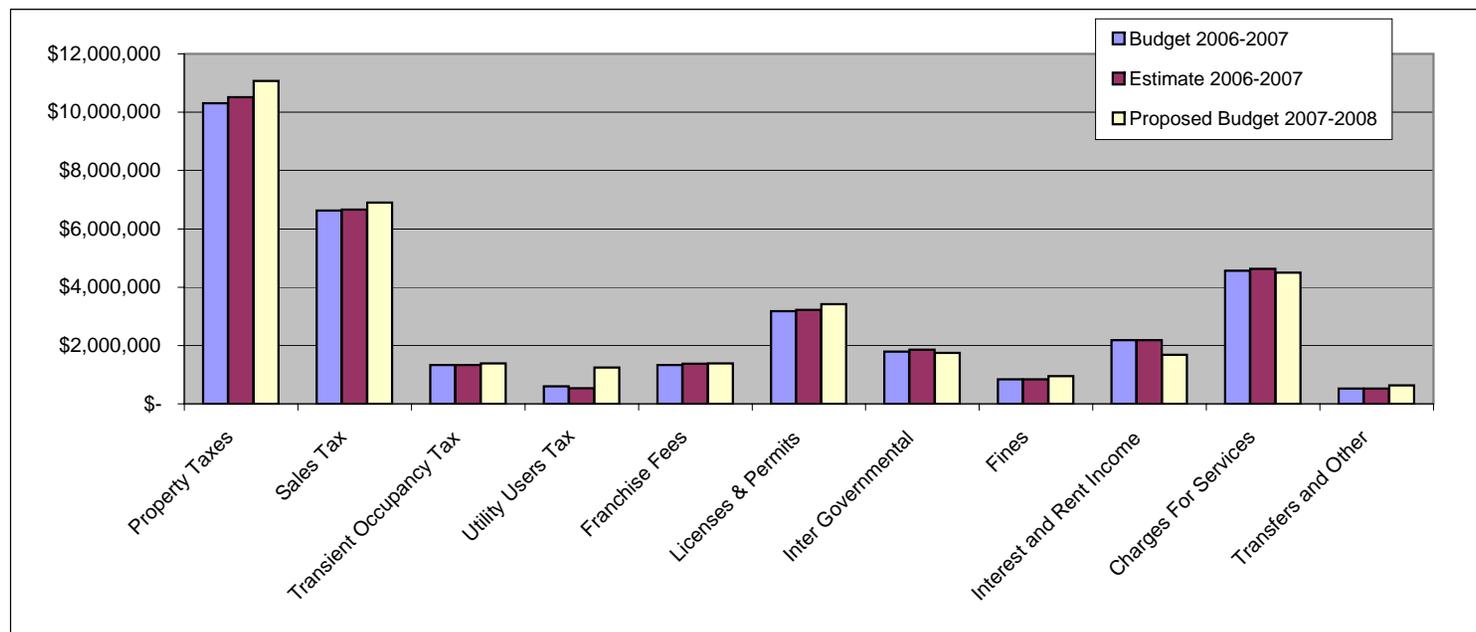
Administrative Services	\$ 4,824,313	13%
Community Development	2,878,344	8%
Community Services	6,455,755	18%
Library	1,991,218	6%
Police	12,298,993	34%
Public Works	5,007,606	14%
Transfers	2,451,000	7%
<b>Total Expenditures</b>	<b>\$35,907,229</b>	

**City of Menlo Park  
2007-2008 General Fund Expenditures by Category**



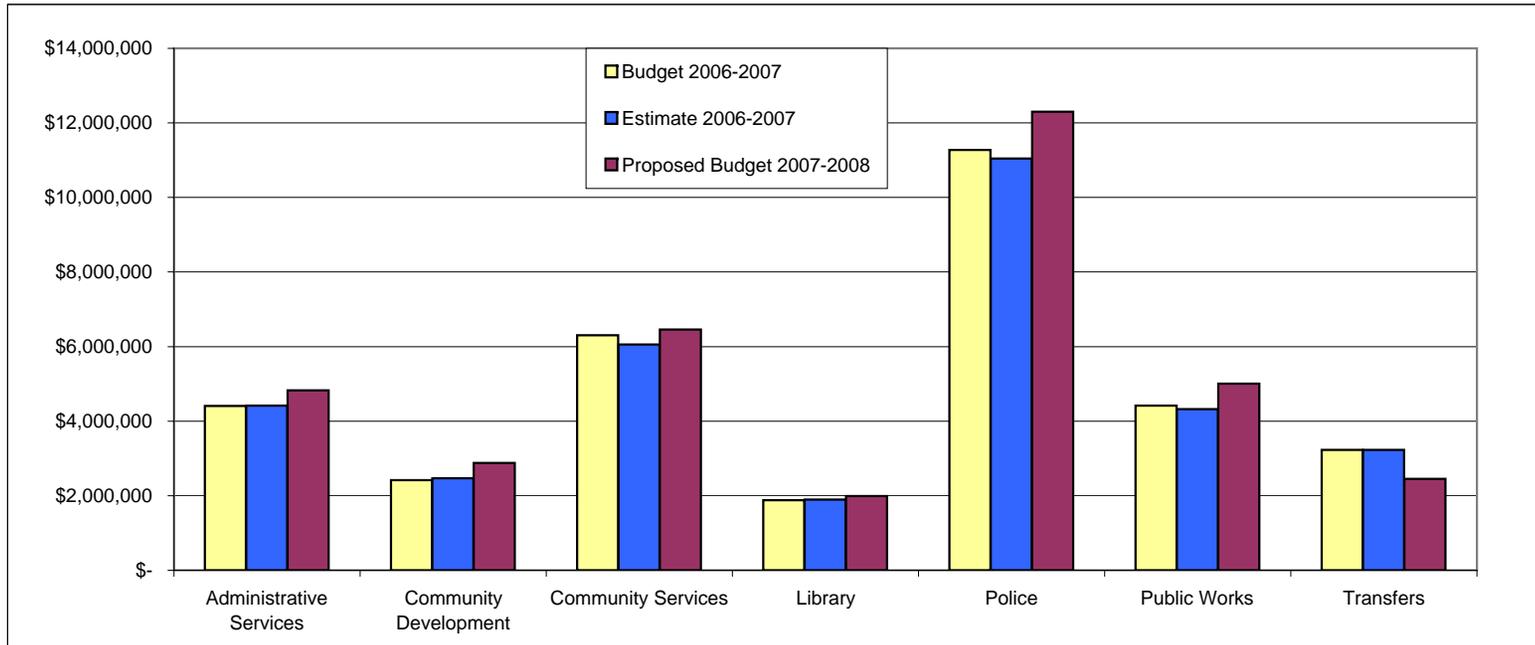
Services	\$ 3,166,146	9%
Personnel	25,225,796	70%
Operating	5,064,287	14%
Transfers	2,451,000	7%
<b>Total Expenditures</b>	<b>\$ 35,907,229</b>	

**City of Menlo Park  
2007-2008 General Fund  
Revenue Increase/(Decrease) by Category  
2006-2007 Budget and Estimate vs. 2007-2008 Proposed**



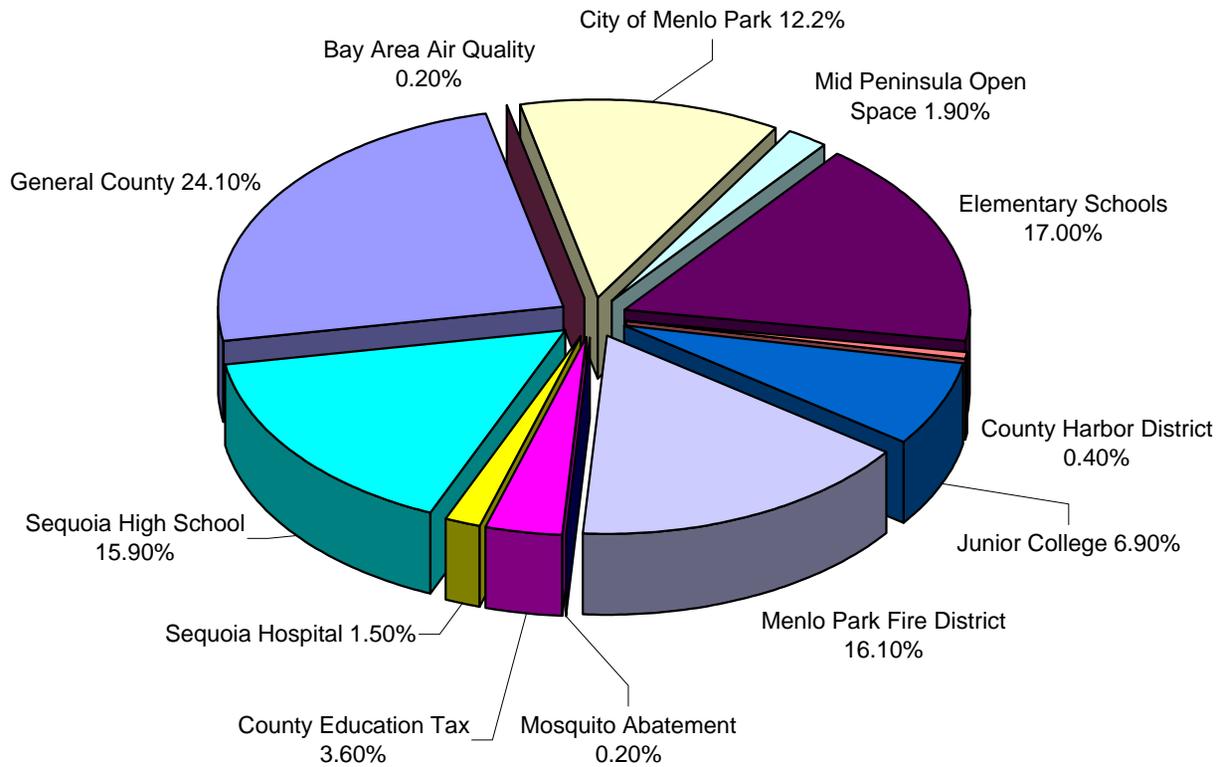
Operating Revenues	Budget 2006-2007	Estimate 2006-2007	Proposed Budget 2007-2008	Budget vs. Proposed		Estimate vs. Proposed	
				Increase/ (Decrease) Amount	Increase/ (Decrease) %	Increase/ (Decrease) Amount	Increase/ (Decrease) %
Property Taxes	\$ 10,310,000	\$ 10,515,300	\$ 11,075,000	\$ 765,000	7%	\$ 559,700	5%
Sales Tax	6,630,000	6,660,000	6,900,000	270,000	4%	240,000	4%
Transient Occupancy Tax	1,330,000	1,337,000	1,390,000	60,000	5%	53,000	4%
Utility Users Tax	600,000	530,000	1,240,625	640,625	107%	710,625	134%
Franchise Fees	1,334,000	1,377,000	1,390,000	56,000	4%	13,000	1%
Licenses & Permits	3,180,502	3,222,502	3,413,500	232,998	7%	190,998	6%
Inter Governmental	1,794,465	1,851,097	1,749,434	(45,031)	-3%	(101,663)	-5%
Fines	841,500	841,500	951,520	110,020	13%	110,020	13%
Interest and Rent Income	2,185,000	2,185,000	1,685,000	(500,000)	-23%	(500,000)	-23%
Charges For Services	4,562,843	4,627,164	4,498,397	(64,446)	-1%	(128,767)	-3%
Transfers and Other	526,720	527,065	635,737	109,017	21%	108,672	21%
<b>Total Revenue</b>	<b>\$ 33,295,030</b>	<b>\$ 33,673,628</b>	<b>\$ 34,929,213</b>	<b>\$ 1,634,183</b>	<b>4.9%</b>	<b>\$ 1,255,585</b>	<b>4%</b>

**City of Menlo Park  
2007-2008 General Fund  
Expenditure Increase/(Decrease) by Lead Department  
2006-2007 Budget and Estimate vs. 2007-2008 Proposed**



	Budget 2006-2007	Estimate 2006-2007	Proposed Budget 2007-2008	Budget vs. Proposed		Estimate vs. Proposed	
				Increase/ (Decrease) Amount	Increase/ (Decrease) %	Increase/ (Decrease) Amount	Increase/ (Decrease) %
Administrative Services	\$ 4,403,922	\$ 4,415,444	\$ 4,824,313	\$ 420,391	10%	\$ 408,869	9%
Community Development	2,413,658	2,469,079	2,878,344	464,686	19%	409,265	17%
Community Services	6,300,591	6,054,022	6,455,755	155,164	2%	401,733	7%
Library	1,877,924	1,893,035	1,991,218	113,294	6%	98,183	5%
Police	11,277,176	11,040,667	12,298,993	1,021,817	9%	1,258,326	11%
Public Works	4,419,926	4,320,406	5,007,606	587,680	13%	687,200	16%
Transfers	3,231,000	3,231,000	2,451,000	(780,000)	-24%	(780,000)	-24%
<b>Total Expenditures</b>	<b>\$ 33,924,197</b>	<b>\$ 33,423,653</b>	<b>\$ 35,907,229</b>	<b>\$ 1,983,032</b>	<b>6%</b>	<b>\$ 2,483,576</b>	<b>7%</b>
Total Expenditures less Transfers	30,693,197	30,192,653	33,456,229	2,763,032	9%	3,263,576	11%

# 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 2006-2007 BUDGET SUMMARY  
By Department and Program**

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
<b>700 - Administrative Services Department</b>								
Program 701 - Policy Development And City Council Support	666,308	690,444	797,333	821,974	666,308	690,444	797,333	821,974
Program 702 - Service Excellence	321,290	281,655	290,315	301,401	321,290	281,655	290,315	301,401
Program 703 - Elections And Records	23,556	76,469	80,631	35,619	23,556	76,469	80,631	35,619
Program 704 - Community Relations	93,603	141,680	141,285	282,213	93,603	141,680	141,285	282,213
Program 705 - Asset Preservation	2,518,754	3,255,916	4,078,494	3,407,486	85,175,149	10,833,336	15,870,538	12,944,403
Program 706 - Information Support	656,724	912,530	878,400	909,179	657,181	914,664	878,669	909,179
Program 707 - Internet And World Wide Web	81,817	93,771	85,184	117,806	81,817	93,771	85,184	117,806
Program 708 - Employee Support	950,751	974,225	859,953	839,522	950,751	1,204,225	1,119,953	1,086,522
Program 709 - Legal Services	194,943	294,815	287,659	302,970	375,082	606,878	438,314	445,407
Program 710 - Business Development	128,899	143,418	147,188	257,144	128,899	218,418	222,188	257,144
Department Total	<b>5,636,643</b>	<b>6,864,922</b>	<b>7,646,444</b>	<b>7,275,313</b>	<b>88,473,634</b>	<b>15,061,538</b>	<b>19,924,411</b>	<b>17,201,667</b>
<b>600 - Community Development Department</b>								
Program 501 - Affordable Housing	-	-	-	-	5,844,757	2,358,750	2,014,237	2,408,205
Program 502 - Community Development Area/Agency	-	-	-	-	15,090,062	6,200,329	6,125,605	7,568,613
Program 601 - Comprehensive Planning	122,391	134,618	115,273	380,142	123,077	134,618	115,273	380,142
Program 602 - Land and Building Development Services	1,876,362	2,279,040	2,353,806	2,498,202	2,620,235	2,538,719	2,613,485	2,498,202
Department Total	<b>1,998,753</b>	<b>2,413,658</b>	<b>2,469,079</b>	<b>2,878,344</b>	<b>23,678,130</b>	<b>11,232,416</b>	<b>10,868,600</b>	<b>12,855,162</b>
<b>300 - Community Services Department</b>								
Program 310 - Social Services & Childcare	3,158,998	3,487,144	3,283,709	3,633,060	3,367,071	3,775,328	3,406,334	3,785,074
Program 311 - Recreation/Physical Activities	2,099,068	2,813,447	2,770,313	2,822,695	2,099,768	2,814,147	2,771,013	2,823,395
Department Total	<b>5,258,067</b>	<b>6,300,591</b>	<b>6,054,022</b>	<b>6,455,755</b>	<b>5,466,839</b>	<b>6,589,475</b>	<b>6,177,347</b>	<b>6,608,469</b>
<b>400 - Library Department</b>								
Program 401 - Library Collections And Online Resources	1,326,667	1,479,661	1,496,717	1,579,502	1,420,356	1,650,595	1,595,776	1,727,143
Program 402 - Reading Promotion And Life Skills	370,835	398,263	396,317	411,716	544,365	603,413	614,262	628,314
Department Total	<b>1,697,502</b>	<b>1,877,924</b>	<b>1,893,035</b>	<b>1,991,218</b>	<b>1,964,720</b>	<b>2,254,008</b>	<b>2,210,038</b>	<b>2,355,457</b>
<b>100 - Police Department</b>								
Program 101 - Community Safety	5,749,637	7,054,340	6,804,424	7,539,956	6,795,839	8,219,290	7,979,276	8,786,343
Program 102 - Patrol Support	2,182,183	2,946,713	2,803,067	3,107,067	2,195,939	2,979,499	2,835,853	3,139,853
Program 103 - Emergency Preparedness	91,433	190,205	203,985	130,721	91,433	190,205	203,985	130,721
Program 104 - Traffic And School Safety	862,484	1,085,918	1,229,191	1,521,248	862,484	1,085,918	1,229,191	1,521,248
Department Total	<b>8,885,737</b>	<b>11,277,176</b>	<b>11,040,667</b>	<b>12,298,993</b>	<b>9,945,695</b>	<b>12,474,912</b>	<b>12,248,305</b>	<b>13,578,165</b>
<b>200 - Public Works Department</b>								
Program 201 - City Facilities	1,722,950	1,983,588	1,986,899	2,138,947	12,488,017	16,091,521	14,400,920	11,151,615
Program 202 - Menlo Park Municipal Water District Water Supply	-	-	-	-	2,664,580	4,013,242	3,876,088	3,596,684
Program 203 - City Vehicles And Equipment	365,051	360,459	377,955	369,335	618,820	698,696	687,605	742,867
Program 204 - Urban Forest	277,638	290,081	311,992	378,618	844,276	918,198	955,009	1,174,919
Program 205 - City-Owned Street And Other Right-Of-Way	1,192,960	1,233,316	1,220,078	1,412,091	1,836,689	2,217,657	2,144,294	1,905,480
Program 206 - Stormwater Management	134,480	218,502	141,309	245,589	470,742	587,284	523,192	608,521
Program 207 - Resource Conservation	7,556	39,145	16,301	14,454	162,140	235,611	205,505	193,188
Program 208 - Transportation Management	264,171	294,835	265,873	448,572	1,450,978	1,471,140	1,457,461	1,467,629
Department Total	<b>3,964,806</b>	<b>4,419,926</b>	<b>4,320,406</b>	<b>5,007,606</b>	<b>20,536,241</b>	<b>26,233,349</b>	<b>24,250,074</b>	<b>20,840,902</b>
City Totals	<b>27,441,508</b>	<b>33,154,197</b>	<b>33,423,653</b>	<b>35,907,229</b>	<b>150,065,259</b>	<b>73,845,698</b>	<b>75,678,775</b>	<b>73,439,823</b>

**FY 2006-2007 BUDGET SUMMARY  
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
<b>700 - Administrative Services Department</b>								
Program 701 - Policy Development And City Council Support								
Service 701-01 - Effective Staffing	370,204	374,725	449,671	429,501	370,204	374,725	449,671	429,501
Service 701-02 - Intergovernmental Liaison	148,425	169,434	185,404	203,338	148,425	169,434	185,404	203,338
Service 701-03 - Commissions	17,915	22,908	20,887	25,453	17,915	22,908	20,887	25,453
Service 701-04 - Constituent Assistance	129,764	123,377	141,371	163,682	129,764	123,377	141,371	163,682
Program Total	<b>666,308</b>	<b>690,444</b>	<b>797,333</b>	<b>821,974</b>	<b>666,308</b>	<b>690,444</b>	<b>797,333</b>	<b>821,974</b>
Program 702 - Service Excellence								
Service 702-01 - Priority Setting	199,195	110,201	95,693	105,147	199,195	110,201	95,693	105,147
Service 702-02 - Performance Accountability and Workplace Env.	94,460	139,522	153,043	154,650	94,460	139,522	153,043	154,650
Service 702-03 - Interdepartmental Initiatives	27,636	31,932	41,579	41,604	27,636	31,932	41,579	41,604
Program Total	<b>321,290</b>	<b>281,655</b>	<b>290,315</b>	<b>301,401</b>	<b>321,290</b>	<b>281,655</b>	<b>290,315</b>	<b>301,401</b>
Program 703 - Elections And Records								
Service 703-01 - Coordinated Elections	4,345	59,698	63,114	25,991	4,345	59,698	63,114	25,991
Service 703-02 - Election Records Management	19,211	16,771	17,517	9,628	19,211	16,771	17,517	9,628
Program Total	<b>23,556</b>	<b>76,469</b>	<b>80,631</b>	<b>35,619</b>	<b>23,556</b>	<b>76,469</b>	<b>80,631</b>	<b>35,619</b>
Program 704 - Community Relations								
Service 704-01 - Community Information Outreach	77,595	116,850	125,057	251,958	77,595	116,850	125,057	251,958
Service 704-02 - Service Feedback	4,585	10,947	5,772	14,869	4,585	10,947	5,772	14,869
Service 704-04 - Volunteers	11,423	13,883	10,456	15,386	11,423	13,883	10,456	15,386
Program Total	<b>93,603</b>	<b>141,680</b>	<b>141,285</b>	<b>282,213</b>	<b>93,603</b>	<b>141,680</b>	<b>141,285</b>	<b>282,213</b>
Program 705 - Asset Preservation								
Service 705-01 - Financial Planning	74,152	114,394	90,118	182,962	136,717	150,827	103,360	216,620
Service 705-02 - Investments	21,285	27,372	28,255	34,315	30,653	35,096	30,208	40,987
Service 705-03 - Revenue Management	279,150	252,490	282,504	297,436	2,341,227	2,124,731	2,387,760	2,452,088
Service 705-04 - Accounting and Reporting	166,200	303,937	354,198	341,831	252,559	334,169	368,898	398,313
Service 705-05 - Accounts Payable and Purchasing	68,607	96,723	92,419	99,941	122,625	131,037	119,846	127,112
Service 705-06 - Risk Management	-	-	-	-	1,440,073	1,360,382	5,393,372	1,440,956
Service 705-07 - General	1,909,360	2,461,000	3,231,000	2,451,000	1,909,360	2,461,000	3,231,000	2,451,000
Service 705-08 - Debt Service	-	-	-	-	78,941,935	4,236,094	4,236,094	5,817,327
Program Total	<b>2,518,754</b>	<b>3,255,916</b>	<b>4,078,494</b>	<b>3,407,486</b>	<b>85,175,149</b>	<b>10,833,336</b>	<b>15,870,538</b>	<b>12,944,403</b>
Program 706 - Information Support								
Service 706-01 - Desktop Maintenance	176,640	246,021	247,257	271,304	176,640	246,021	247,257	271,304
Service 706-02 - Network Infrastructure Maintenance	235,105	390,346	373,428	310,649	235,105	390,346	373,428	310,649
Service 706-03 - Design and Advice	19,885	22,507	17,264	22,394	19,885	22,507	17,264	22,394
Service 706-04 - Remote Access	7,004	7,321	8,233	7,759	7,004	7,321	8,233	7,759
Service 706-05 - Printing Support	218,091	246,335	232,218	297,073	218,548	248,469	232,487	297,073
Program Total	<b>656,724</b>	<b>912,530</b>	<b>878,400</b>	<b>909,179</b>	<b>657,181</b>	<b>914,664</b>	<b>878,669</b>	<b>909,179</b>
Program 707 - Internet And World Wide Web								
Service 707-01 - Web Posting	59,674	68,899	60,534	92,696	59,674	68,899	60,534	92,696
Service 707-02 - Interactive Web Services	22,143	24,872	24,650	25,110	22,143	24,872	24,650	25,110
Program Total	<b>81,817</b>	<b>93,771</b>	<b>85,184</b>	<b>117,806</b>	<b>81,817</b>	<b>93,771</b>	<b>85,184</b>	<b>117,806</b>

**FY 2006-2007 BUDGET SUMMARY  
By Department, Program and Service**

	GENERAL FUND				ALL FUNDS			
	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
Program 708 - Employee Support								
Service 708-01 - Employee Compensation System	330,510	276,882	278,247	290,730	330,510	276,882	278,247	290,730
Service 708-02 - Employee Development	23,432	32,965	13,305	34,501	23,432	32,965	13,305	34,501
Service 708-03 - Employee Relations	132,479	186,798	199,988	147,511	132,479	186,798	199,988	147,511
Service 708-04 - Recruitment and Selection	142,470	198,679	170,172	157,120	142,470	198,679	170,172	157,120
Service 708-05 - General Employee Benefits	321,861	278,900	198,241	209,660	321,861	508,900	458,241	456,660
Program Total	950,751	974,225	859,953	839,522	950,751	1,204,225	1,119,953	1,086,522
Program 709 - Legal Services								
Service 709-01 - City Council and City Manager Support	55,633	106,927	100,655	101,437	76,326	127,525	122,364	123,481
Service 709-02 - Planning Staff and Planning Commission Support	75,375	70,423	68,059	82,140	75,375	70,423	68,059	82,140
Service 709-03 - Personnel, Risk Management and Other City Prog.	63,935	117,465	118,946	119,392	186,067	388,063	230,655	218,437
Service 709-05 - Community Development Agency	-	-	-	-	37,314	20,867	17,236	21,348
Program Total	194,943	294,815	287,659	302,970	375,082	606,878	438,314	445,407
Program 710 - Business Development								
Service 710-01 - Strategic Partnerships	41,940	61,511	44,487	108,566	41,940	61,511	44,487	108,566
Service 710-02 - Market Information and Research	52,454	22,564	65,318	40,171	52,454	97,564	140,318	40,171
Service 710-03 - Diversifying Tax Base	34,504	59,343	37,383	108,407	34,504	59,343	37,383	108,407
Program Total	128,899	143,418	147,188	257,144	128,899	218,418	222,188	257,144
Department Total	5,636,643	6,864,922	7,646,444	7,275,313	88,473,634	15,061,538	19,924,411	17,201,666
<b>600 - Community Development Department</b>								
Program 501 - Affordable Housing								
Service 501-01 - Increase Supply of Affordable Housing	-	-	-	-	5,144,468	1,421,154	1,390,043	1,389,271
Service 501-02 - Maintain Existing Affordable Housing Stock	-	-	-	-	645,373	787,543	492,496	676,081
Service 501-05 - Policy Development	-	-	-	-	54,915	150,054	131,699	342,853
Program Total	-	-	-	-	5,844,757	2,358,750	2,014,237	2,408,205
Program 502 - Community Development Area/Agency								
Service 502-01 - Policy, Program & Project Development	-	-	-	-	148,698	700,842	635,408	416,348
Service 502-02 - Facility Improvement	-	-	-	-	11,358,722	2,524,854	2,521,144	3,945,501
Service 502-03 - Service Enhancement	-	-	-	-	3,582,642	2,974,633	2,969,053	3,206,763
Program Total	-	-	-	-	15,090,062	6,200,329	6,125,605	7,568,613
Program 601 - Comprehensive Planning								
Service 601-01 - General Plan	21,775	9,152	24,203	325,908	21,775	9,152	24,203	325,908
Service 601-02 - Zoning Ord.& Related Documents	100,616	125,466	91,070	54,234	100,616	125,466	91,070	54,234
Service 601-03 - Neighborhood Land Use Study (Moved to 208-06)	-	-	-	-	685	-	-	-
Program Total	122,391	134,618	115,273	380,142	123,077	134,618	115,273	380,142
Program 602 - Land and Building Development Services								
Service 602-01 - Pre-Application Information	234,622	260,428	236,839	263,303	234,622	260,428	236,839	263,303
Service 602-02 - Zoning Review	575,352	623,405	700,931	686,677	1,319,226	883,084	960,610	686,677
Service 602-03 - Plan Check and Permitting	663,298	871,773	929,734	953,453	663,298	871,773	929,734	953,453
Service 602-04 - Inspecting and Monitoring	403,089	523,434	486,302	594,769	403,089	523,434	486,302	594,769
Program Total	1,876,362	2,279,040	2,353,806	2,498,202	2,620,235	2,538,719	2,613,485	2,498,202
Department Total	1,998,753	2,413,658	2,469,079	2,878,344	23,678,130	11,232,416	10,868,600	12,855,162

**FY 2006-2007 BUDGET SUMMARY  
By Department, Program and Service**

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	<u>Actual 2005-2006</u>	<u>Budget 2006-2007</u>	<u>Estimate 2006-2007</u>	<u>Proposed 2007-2008</u>	<u>Actual 2005-2006</u>	<u>Budget 2006-2007</u>	<u>Estimate 2006-2007</u>	<u>Proposed 2007-2008</u>
<b>300 - Community Services Department</b>								
Program 310 - Social Services & Childcare								
Service 310-01 - Seniors	347,746	395,990	363,835	410,633	347,746	395,990	363,835	410,633
Service 310-02 - Pre-School Child Care	1,776,341	2,037,435	1,920,986	2,035,433	1,776,341	2,037,435	1,920,986	2,035,433
Service 310-03 - Peninsula Partnership	121,665	130,671	132,587	231,483	329,738	418,855	255,212	383,497
Service 310-04 - School-Age Child Care	847,810	824,088	795,654	873,892	847,810	824,088	795,654	873,892
Service 310-05 - Teen Programs	65,436	98,960	70,648	81,619	65,436	98,960	70,648	81,619
Program Total	<b>3,158,998</b>	<b>3,487,144</b>	<b>3,283,709</b>	<b>3,633,060</b>	<b>3,367,071</b>	<b>3,775,328</b>	<b>3,406,334</b>	<b>3,785,074</b>
Program 311 - Recreation/Physical Activities								
Service 311-01 - Youth Sports	337,446	467,177	365,201	405,443	337,446	467,177	365,201	405,443
Service 311-02 - Adult Sports	163,308	151,786	154,733	170,981	163,308	151,786	154,733	170,981
Service 311-03 - Gymnastics	606,674	678,044	713,624	729,027	606,674	678,044	713,624	729,027
Service 311-04 - Aquatics	262,584	401,332	364,318	378,230	262,584	401,332	364,318	378,230
Service 311-05 - Contract Classes	578,022	522,645	609,843	566,194	578,022	522,645	609,843	566,194
Service 311-06 - Events & Concerts	151,035	176,841	152,104	215,531	151,735	177,541	152,804	216,231
Service 311-07 - Community Facilities Service	-	415,622	410,490	357,290	-	415,622	410,490	357,290
Program Total	<b>2,099,068</b>	<b>2,813,447</b>	<b>2,770,313</b>	<b>2,822,695</b>	<b>2,099,768</b>	<b>2,814,147</b>	<b>2,771,013</b>	<b>2,823,395</b>
Department Total	<b>5,258,067</b>	<b>6,300,591</b>	<b>6,054,022</b>	<b>6,455,755</b>	<b>5,466,839</b>	<b>6,589,475</b>	<b>6,177,347</b>	<b>6,608,469</b>
<b>400 - Library Department</b>								
Program 401 - Library Collections And Online Resources								
Service 401-01 - Library Materials	424,485	543,848	513,464	570,424	503,024	677,764	579,964	698,340
Service 401-02 - Circulation	494,839	487,124	532,156	507,809	494,839	491,124	532,156	507,809
Service 401-03 - User Assistance	407,343	448,689	451,098	501,270	422,493	481,707	483,657	520,994
Program Total	<b>1,326,667</b>	<b>1,479,661</b>	<b>1,496,717</b>	<b>1,579,502</b>	<b>1,420,356</b>	<b>1,650,595</b>	<b>1,595,776</b>	<b>1,727,143</b>
Program 402 - Reading Promotion And Life Skills								
Service 402-01 - Programs and events	55,662	69,372	63,954	71,607	83,214	107,753	103,485	110,610
Service 402-02 - Foster community	52,637	58,149	50,656	56,860	52,637	58,149	50,656	56,860
Service 402-03 - Teaching	-	-	-	-	145,976	166,769	178,414	177,595
Service 402-04 - Belle Haven	262,537	270,742	281,708	283,248	262,538	270,742	281,708	283,248
Program Total	<b>370,835</b>	<b>398,263</b>	<b>396,317</b>	<b>411,716</b>	<b>544,365</b>	<b>603,413</b>	<b>614,262</b>	<b>628,314</b>
Department Total	<b>1,697,502</b>	<b>1,877,924</b>	<b>1,893,035</b>	<b>1,991,218</b>	<b>1,964,720</b>	<b>2,254,008</b>	<b>2,210,038</b>	<b>2,355,457</b>
<b>100 - Police Department</b>								
Program 101 - Community Safety								
101-01 - Patrol Service	4,069,495	5,082,763	4,930,906	5,375,714	4,148,554	5,182,842	5,032,642	5,461,260
101-02 - Investigations	1,028,150	1,179,883	1,120,310	1,276,794	1,035,259	1,179,883	1,120,310	1,276,794
101-04 - Community Outreach	586,111	658,125	642,724	776,354	588,346	658,125	642,724	776,354
101-05 - Narcotic Abatement	33,519	64,504	51,147	52,670	517,343	606,227	635,507	609,918
101-06 - Code Enforcement	32,362	69,065	59,337	58,425	506,337	592,213	548,093	662,016
Program Total	<b>5,749,637</b>	<b>7,054,340</b>	<b>6,804,424</b>	<b>7,539,956</b>	<b>6,795,839</b>	<b>8,219,290</b>	<b>7,979,276</b>	<b>8,786,343</b>

**FY 2006-2007 BUDGET SUMMARY  
By Department, Program and Service**

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	<u>Actual 2005-2006</u>	<u>Budget 2006-2007</u>	<u>Estimate 2006-2007</u>	<u>Proposed 2007-2008</u>	<u>Actual 2005-2006</u>	<u>Budget 2006-2007</u>	<u>Estimate 2006-2007</u>	<u>Proposed 2007-2008</u>
Program 102 - Patrol Support								
102-01 - Dispatch	1,136,243	1,750,912	1,576,654	1,884,854	1,145,694	1,770,912	1,596,654	1,904,854
102-02 - Records Management	375,524	384,670	407,300	398,159	375,524	384,670	407,300	398,159
102-04 - Police Training	346,367	405,562	451,348	400,989	346,367	405,562	451,348	400,989
102-05 - Parking Management	<u>324,048</u>	<u>405,568</u>	<u>367,765</u>	<u>423,066</u>	<u>328,354</u>	<u>418,354</u>	<u>380,551</u>	<u>435,852</u>
Program Total	<b>2,182,183</b>	<b>2,946,713</b>	<b>2,803,067</b>	<b>3,107,067</b>	<b>2,195,939</b>	<b>2,979,499</b>	<b>2,835,853</b>	<b>3,139,853</b>
Program 103 - Emergency Preparedness								
103-01 - Information Outreach	11,869	38,973	37,725	30,962	11,869	38,973	37,725	30,962
103-02 - Disaster Management Coordination	49,386	122,852	134,265	72,627	49,386	122,852	134,265	72,627
103-03 - Emergency Preparedness Training	<u>30,178</u>	<u>28,380</u>	<u>31,995</u>	<u>27,132</u>	<u>30,178</u>	<u>28,380</u>	<u>31,995</u>	<u>27,132</u>
Program Total	<b>91,433</b>	<b>190,205</b>	<b>203,985</b>	<b>130,721</b>	<b>91,433</b>	<b>190,205</b>	<b>203,985</b>	<b>130,721</b>
Program 104 - Traffic And School Safety								
104-01 - Public Traffic Safety Education	30,670	60,540	11,077	3,373	30,670	60,540	11,077	3,373
104-02 - Enforcement of Traffic Laws	<u>831,813</u>	<u>1,025,378</u>	<u>1,218,114</u>	<u>1,517,875</u>	<u>831,813</u>	<u>1,025,378</u>	<u>1,218,114</u>	<u>1,517,875</u>
Program Total	<b>862,484</b>	<b>1,085,918</b>	<b>1,229,191</b>	<b>1,521,248</b>	<b>862,484</b>	<b>1,085,918</b>	<b>1,229,191</b>	<b>1,521,248</b>
Department Total	<b>8,885,737</b>	<b>11,277,176</b>	<b>11,040,667</b>	<b>12,298,993</b>	<b>9,945,695</b>	<b>12,474,912</b>	<b>12,248,305</b>	<b>13,578,165</b>
<b>200 - Public Works Department</b>								
Program 201 - City Facilities								
Service 201-01 - Facility/Field Capital Projects	867	-	-	70,000	10,405,525	13,668,713	11,968,511	8,571,427
Service 201-02 - Facility Maintenance	948,123	1,174,373	1,104,621	1,202,575	948,124	1,174,373	1,104,621	1,202,575
Service 201-03 - Field/Grounds Maintenance	<u>773,961</u>	<u>809,215</u>	<u>882,278</u>	<u>866,372</u>	<u>1,134,369</u>	<u>1,248,435</u>	<u>1,327,788</u>	<u>1,377,612</u>
Program Total	<b>1,722,950</b>	<b>1,983,588</b>	<b>1,986,899</b>	<b>2,138,947</b>	<b>12,488,017</b>	<b>16,091,521</b>	<b>14,400,920</b>	<b>11,151,614</b>
Program 202 - Menlo Park Municipal Water District Water Supply								
Service 202-01 - Water Delivery System	-	-	-	-	2,572,665	3,771,464	3,649,919	3,296,535
Service 202-02 - Water Supply	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>91,916</u>	<u>241,778</u>	<u>226,169</u>	<u>300,149</u>
Program Total	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,664,580</b>	<b>4,013,242</b>	<b>3,876,088</b>	<b>3,596,684</b>
Program 203 - City Vehicles And Equipment								
Service 203-01 - Vehicle Replacement	8,947	48,176	24,997	17,282	262,716	351,201	328,021	352,282
Service 203-02 - Vehicle Repair and Maintenance	<u>356,104</u>	<u>312,283</u>	<u>352,959</u>	<u>352,052</u>	<u>356,104</u>	<u>347,495</u>	<u>359,584</u>	<u>390,585</u>
Program Total	<b>365,051</b>	<b>360,459</b>	<b>377,955</b>	<b>369,335</b>	<b>618,820</b>	<b>698,696</b>	<b>687,605</b>	<b>742,867</b>
Program 204 - Urban Forest								
Service 204-02 - City Tree Maintenance	171,891	180,297	183,242	261,560	738,529	808,414	826,259	1,057,861
Service 204-03 - Heritage Trees	<u>105,747</u>	<u>109,784</u>	<u>128,750</u>	<u>117,058</u>	<u>105,747</u>	<u>109,784</u>	<u>128,750</u>	<u>117,058</u>
Program Total	<b>277,638</b>	<b>290,081</b>	<b>311,992</b>	<b>378,618</b>	<b>844,276</b>	<b>918,198</b>	<b>955,009</b>	<b>1,174,919</b>
Program 205 - City-Owned Street And Other Right-Of-Way								
Service 205-01 - Right-of-Way Maintenance/Repair	413,526	476,817	460,197	485,482	740,357	881,103	867,169	508,669
Service 205-02 - Street Fixture Maintenance	135,324	252,963	225,983	251,128	224,355	266,375	251,256	261,399
Service 205-03 - Median/Roadway Landscaping	348,727	277,934	238,907	421,488	362,912	496,226	399,506	558,507
Service 205-04 - Street Cleaning	<u>2,742</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>190,655</u>	<u>279,349</u>	<u>282,103</u>	<u>246,844</u>
Service 205-05 - Right-of-Way Encroachments	<u>292,640</u>	<u>225,602</u>	<u>294,991</u>	<u>253,992</u>	<u>318,409</u>	<u>294,604</u>	<u>344,260</u>	<u>330,062</u>
Program Total	<b>1,192,960</b>	<b>1,233,316</b>	<b>1,220,078</b>	<b>1,412,091</b>	<b>1,836,689</b>	<b>2,217,657</b>	<b>2,144,294</b>	<b>1,905,480</b>

**FY 2006-2007 BUDGET SUMMARY  
By Department, Program and Service**

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	<u>Actual 2005-2006</u>	<u>Budget 2006-2007</u>	<u>Estimate 2006-2007</u>	<u>Proposed 2007-2008</u>	<u>Actual 2005-2006</u>	<u>Budget 2006-2007</u>	<u>Estimate 2006-2007</u>	<u>Proposed 2007-2008</u>
Program 206 - Stormwater Management								
Service 206-01 - Storm Drain System	78,997	108,027	78,672	105,789	82,547	108,027	78,672	105,789
Service 206-02 - FEMA Compliance	23,944	21,520	30,795	32,426	23,944	21,520	30,795	32,426
Service 206-03 - Stormwater Pollution Prevention	28,249	80,595	27,355	95,695	172,350	266,094	224,026	274,820
Service 206-04 - Creek Management	3,290	8,360	4,487	11,679	191,900	191,643	189,699	195,487
Program Total	<b>134,480</b>	<b>218,502</b>	<b>141,309</b>	<b>245,589</b>	<b>470,742</b>	<b>587,284</b>	<b>523,192</b>	<b>608,521</b>
Program 207 - Resource Conservation								
Service 207-01 - Solid Waste Management	-	-	-	-	154,584	196,466	189,204	178,734
Service 207-02 - Sustainable Environmental Practices	7,556	39,145	16,301	14,454	7,556	39,145	16,301	14,454
Program Total	<b>7,556</b>	<b>39,145</b>	<b>16,301</b>	<b>14,454</b>	<b>162,140</b>	<b>235,611</b>	<b>205,505</b>	<b>193,188</b>
Program 208 - Transportation Management								
Service 208-01 - Congestion Management	147,228	159,606	143,067	274,836	422,489	510,197	479,063	474,632
Service 208-02 - Transportation Demand Management	26,965	32,674	28,653	52,716	782,379	450,713	461,879	529,349
Service 208-04 - Street Signage & Markings	68,563	78,006	70,317	85,911	154,149	329,172	325,148	258,562
Service 208-05 - Safe Routes to School	512	787	734	4,376	25,306	40,272	44,484	49,793
Service 208-06 - Neighborhood Traffic Management	20,903	23,762	23,101	30,733	66,655	140,786	146,886	155,293
Program Total	<b>264,171</b>	<b>294,835</b>	<b>265,873</b>	<b>448,572</b>	<b>1,450,978</b>	<b>1,471,140</b>	<b>1,457,461</b>	<b>1,467,629</b>
Department Total	<b>3,964,806</b>	<b>4,419,926</b>	<b>4,320,406</b>	<b>5,007,606</b>	<b>20,536,241</b>	<b>26,233,349</b>	<b>24,250,074</b>	<b>20,840,902</b>
City Total	<b>27,441,508</b>	<b>33,154,197</b>	<b>33,423,653</b>	<b>35,907,229</b>	<b>150,065,259</b>	<b>73,845,698</b>	<b>75,678,775</b>	<b>73,439,822</b>

**FY 2007-2008 FTE SCHEDULE  
By Department and Program**

	<u>GENERAL FUND</u>		<u>ALL FUNDS</u>	
	<u>2006-2007</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2007-2008</u>
<b>700 - Administrative Services Department</b>				
Program 701 - Policy Development and City Council Support	8.44	8.41	8.44	8.41
Program 702 - Service Excellence	0.91	0.91	0.91	0.91
Program 703 - Elections and Records	0.18	0.18	0.18	0.18
Program 704 - Community Relations	0.37	0.31	0.37	0.31
Program 705 - Asset Preservation	5.23	6.28	7.64	8.64
Program 706 - Information Support	3.42	3.44	3.42	3.44
Program 707 - Internet and World Wide Web	0.44	0.78	0.44	0.78
Program 708 - Employee Support	3.30	3.25	3.30	3.25
Program 709 - Legal Services	0.68	0.68	1.03	1.03
Program 710 - Business Development	1.00	1.00	1.00	1.00
Department Total	<u>23.96</u>	<u>25.23</u>	<u>26.72</u>	<u>27.94</u>
<b>600 - Community Development Department</b>				
Program 501 - Affordable Housing	0.00	0.00	3.27	3.21
Program 502 - Community Development Area/Agency	0.00	0.00	0.86	0.40
Program 601 - Comprehensive Planning	0.71	0.73	0.71	0.73
Program 602 - Land and Building Development Services	13.56	14.52	13.56	14.52
Department Total	<u>14.27</u>	<u>15.25</u>	<u>18.40</u>	<u>18.86</u>
<b>300 - Community Services Department</b>				
Program 310 - Social Services and Childcare	33.39	32.49	34.03	33.12
Program 311 - Recreation/Physical Activities	15.62	16.54	15.62	16.54
Department Total	<u>49.01</u>	<u>49.02</u>	<u>49.65</u>	<u>49.65</u>
<b>400 - Library Department</b>				
Program 401 - Library Collections and Online Resources	9.55	9.80	9.55	9.80
Program 402 - Reading Promotion and Life Skills	3.78	3.53	5.45	5.20
Department Total	<u>13.33</u>	<u>13.33</u>	<u>15.00</u>	<u>15.00</u>
<b>100 - Police Department</b>				
Program 101 - Community Safety	38.12	37.94	43.87	44.29
Program 102 - Patrol Support	17.43	21.26	17.43	21.26
Program 103 - Emergency Preparedness	0.43	0.37	0.43	0.37
Program 104 - Traffic and School Safety	7.83	10.10	7.83	10.10
Department Total	<u>63.80</u>	<u>69.67</u>	<u>69.55</u>	<u>76.02</u>
<b>200 - Public Works Department</b>				
Program 201 - City Facilities	13.01	14.88	22.04	22.88
Program 202 - Menlo Park Municipal Water District Water Supply	0.00	0.00	5.90	5.36
Program 203 - City Vehicles and Equipment	2.69	2.77	3.05	3.13
Program 204 - Urban Forest	2.17	2.60	4.92	4.95
Program 205 - City-Owned Street and Other Right-of-Way	7.25	8.26	10.86	10.61
Program 206 - Stormwater Management	1.74	1.83	3.06	3.06
Program 207 - Resource Conservation	0.05	0.05	1.50	1.37
Program 208 - Transportation Management	1.80	1.97	4.36	5.19
Department Total	<u>28.70</u>	<u>32.35</u>	<u>55.68</u>	<u>56.54</u>
City Totals	<u>193.07</u>	<u>204.84</u>	<u>235.00</u>	<u>244.00</u>

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CITY OF MENLO PARK  
FISCAL YEAR 2007 – 2008



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.

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
701-01 - Effective Staffing	\$ 370,204	\$ 374,725	\$ 449,671	\$ 429,501
701-02 - Intergovernmental Liaison	148,425	169,434	185,404	203,338
701-03 - Commissions	17,915	22,908	20,887	25,453
701-04 - Constituent Assistance	129,764	123,377	141,371	163,682
<b>Program Total</b>	<b>\$ 666,308</b>	<b>\$ 690,444</b>	<b>\$ 797,333</b>	<b>\$ 821,974</b>

**LEAD DEPARTMENT: Administrative Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
701-01 - Effective Staffing: Provide comprehensive, unbiased expertise and valued assistance to the City Council in terms of thorough staff reports, thoughtful and strategic recommendations, effective presentations, on time and within budget project delivery, and meeting and administrative support.	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-73%, 2) Exceeded-100%
	Survey results consistently show that the City Council is attuned to the interests of the community.	Data not available

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>370,204</b>	<b>100%</b>	\$	<b>374,725</b>	<b>100%</b>	\$	<b>429,501</b>	<b>100%</b>
Personnel		343,358	93%		344,423	92%		398,610	93%
Operating		26,846	7%		30,302	8%		30,890	7%
<b>Funding Source *</b>		Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$	370,100	100%	\$	374,725	100%	\$	429,501	100%
Charges For Services		104	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
701-02 - Intergovernmental Liaison: Effectively represent the City's interests so that they are duly considered in the decisions of other agencies that potentially impact Menlo Park.	60% of the regional, state, and federal issues on which the City takes a position are resolved in accordance with the City's recommendation.	Exceeded-66%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 148,425</b>	<b>100%</b>	<b>\$ 169,434</b>	<b>100%</b>	<b>\$ 185,404</b>	<b>100%</b>	<b>\$ 203,338</b>	<b>100%</b>
Personnel	42,888	29%	41,189	24%	56,850	31%	64,141	32%
Operating	105,537	71%	128,245	76%	128,554	69%	138,957	68%
Services	-	0%	-	0%	-	0%	240	0%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Funding Source *</b>								
General Fund	\$ 148,425	100%	\$ 169,434	100%	\$ 185,404	100%	\$ 203,338	100%
Burgess Award Fund	(416)	0%	(300)	0%	(300)	0%	(530)	0%
Interest and Rent Income	416	0%	300	0%	300	0%	530	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
701-03 - Commissions: Recruit and train commissioners so that they are considered to be in synch with and an integral part of the City's policy development and decision-making processes.	Commissioners rate their experience at an 85% satisfaction level.	Exceeded-89%
	At least two applications are received for each vacancy 90% of the time within the initial deadline.	Not met - 62%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
<b>Total Expenditures</b>	\$	<b>17,915</b>	<b>100%</b>	\$	<b>22,908</b>	<b>100%</b>	\$	<b>25,453</b>	<b>100%</b>
Personnel		15,958	89%		20,708	90%		23,121	91%
Operating		1,958	11%		200	1%		333	1%
Services		-	0%		2,000	9%		2,000	8%
<b>Funding Source *</b>									
<u>General Fund</u>	\$	17,915	100%	\$	22,908	100%	\$	25,453	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
701-04 - Constituent Assistance: Ensure that the City Council gets timely and useful input and feedback on issues, and provide helpful information and referral to residents with questions, comments and concerns.	Constituent complaints/requests sent to the City Council will be resolved on average within 10 business days.	Exceeded-3.6 days

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 129,764</b>	<b>100%</b>	<b>\$ 123,377</b>	<b>100%</b>	<b>\$ 141,371</b>	<b>100%</b>	<b>\$ 163,682</b>	<b>100%</b>
Personnel	114,591	88%	111,172	90%	128,331	91%	138,355	85%
Operating	8,772	7%	5,485	4%	6,320	4%	6,271	4%
Services	6,400	5%	6,720	5%	6,720	5%	19,056	12%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Funding Source *</b>								
General Fund	\$ 129,764	100%	\$ 123,377	100%	\$ 141,371	100%	\$ 163,682	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
702-01 - Priority Setting	\$ 199,195	\$ 110,201	\$ 95,693	\$ 105,147
702-02 - Performance Accountability	94,460	139,522	153,043	154,650
702-03 - Interdepartmental Initiatives	27,636	31,932	41,579	41,604
<b>Program Total</b>	<u>\$ 321,290</u>	<u>\$ 281,655</u>	<u>\$ 290,315</u>	<u>\$ 301,401</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>199,195</b>	<b>100%</b>	\$	<b>110,201</b>	<b>100%</b>	\$	<b>105,147</b>	<b>100%</b>
Personnel		113,111	57%		75,214	68%		84,422	80%
Operating		7,063	4%		12,664	11%		20,725	20%
Services		79,021	40%		22,323	20%		-	0%
<b>Funding Source *</b>		Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$	199,195	100%	\$	110,201	100%	\$	105,147	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
702-02 - Performance 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.	Exceeded-84%
	85% of employees rate the City as a great place to work.	Not met-62%
	85% of employees report that the performance planning process is effective in promoting great performance.	Not met-33%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 94,460</b>	<b>100%</b>	<b>\$ 139,522</b>	<b>100%</b>	<b>\$ 153,043</b>	<b>100%</b>	<b>\$ 154,650</b>	<b>100%</b>
Personnel	77,065	82%	83,948	60%	96,838	63%	98,511	64%
Operating	794	1%	1,800	1%	2,430	2%	2,366	2%
Services	16,600	18%	53,774	39%	53,774	35%	53,774	35%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Funding Source *</b>								
General Fund	\$ 94,460	100%	\$ 139,522	100%	\$ 153,043	100%	\$ 154,650	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
702-03 - Interdepartmental Initiatives: Coordinate interdepartmental projects requiring team-based, cooperative, and multidisciplinary involvement.	85% of employees report that they are satisfied with the teamwork between City departments.	Not met-38%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
<b>Total Expenditures</b>	\$	<b>27,636</b>	<b>100%</b>	\$	<b>31,932</b>	<b>100%</b>	\$	<b>41,604</b>	<b>100%</b>
Personnel		27,104	98%		31,392	98%		40,829	98%
Operating		532	2%		540	2%		775	2%
<b>Funding Source *</b>									
General Fund	\$	27,636	100%	\$	31,932	100%	\$	41,604	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
703-01 - Coordinated Elections	\$ 4,345	\$ 59,698	\$ 63,114	\$ 25,991
703-02 - Records Management	19,211	16,771	17,517	9,628
<b>Program Total</b>	<u>\$ 23,556</u>	<u>\$ 76,469</u>	<u>\$ 80,631</u>	<u>\$ 35,619</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>4,345</b>	<b>100%</b>	\$	<b>59,698</b>	<b>100%</b>	\$	<b>25,991</b>	<b>100%</b>
Personnel		3,381	78%		20,756	35%		23,228	89%
Operating		964	22%		8,252	14%		2,764	11%
Services		-	0%		30,690	51%		-	0%
<b>Funding Source *</b>		Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$	4,345	100%	\$	59,698	100%	\$	25,991	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 19,211</b>	<b>100%</b>	<b>\$ 16,771</b>	<b>100%</b>	<b>\$ 17,517</b>	<b>100%</b>	<b>\$ 9,628</b>	<b>100%</b>
Personnel	6,343	33%	3,312	20%	4,033	23%	3,538	37%
Operating	9,784	51%	8,309	50%	8,334	48%	940	10%
Services	3,084	16%	5,150	31%	5,150	29%	5,150	53%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 18,546	97%	\$ 16,771	100%	\$ 17,517	100%	\$ 9,628	100%
Charges For Services	666	3%	-	0%	-	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.

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
704-01 - Community Information Outreach	\$ 77,595	\$ 116,850	\$ 125,057	\$ 251,958
704-02 - Service Feedback	4,585	10,947	5,772	14,869
704-04 - Volunteers	11,423	13,883	10,456	15,386
<b>Program Total</b>	<u>\$ 93,603</u>	<u>\$ 141,680</u>	<u>\$ 141,285</u>	<u>\$ 282,213</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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
704-01 - Community Information Outreach: Provide written and electronic information that is current, timely and valued by residents.	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.	Data not available  Data not available

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 77,595</b>	<b>100%</b>	<b>\$ 116,850</b>	<b>100%</b>	<b>\$ 125,057</b>	<b>100%</b>	<b>\$ 251,958</b>	<b>100%</b>
Personnel	34,766	45%	28,260	24%	34,649	28%	32,692	13%
Operating	18,443	24%	17,521	15%	17,339	14%	16,494	7%
Services	24,386	31%	71,069	61%	73,069	58%	202,772	80%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 77,595	100%	\$ 116,850	100%	\$ 125,057	100%	\$ 251,958	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 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>4,585</b>	<b>100%</b>	\$	<b>10,947</b>	<b>100%</b>	\$	<b>14,869</b>	<b>100%</b>
Personnel		4,185	91%		10,497	96%		14,336	96%
Operating		400	9%		450	4%		533	4%
<b>Funding Source *</b>		Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$	4,585	100%	\$	10,947	100%	\$	14,869	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
704-04 - Volunteers: Provide meaningful opportunities for residents to be involved in their local government.	Volunteers rate their experience at an 85% satisfaction level.  On an annual basis, volunteers donate 710 hours.	Exceeded-92%  Not met-440 hours

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
<b>Total Expenditures</b>	\$	<b>11,423</b>	<b>100%</b>	\$	<b>13,883</b>	<b>100%</b>	\$	<b>15,386</b>	<b>100%</b>
Personnel		11,308	99%		13,733	99%		14,652	95%
Operating		116	1%		150	1%		734	5%
<b>Funding Source *</b>									
General Fund	\$	11,423	100%	\$	13,883	100%	\$	15,386	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
705-01 - Financial Planning	\$ 136,717	\$ 150,827	\$ 103,360	\$ 216,620
705-02 - Investments	30,653	35,096	30,208	40,987
705-03 - Revenue Management	2,341,227	2,124,731	2,387,760	2,452,088
705-04 - Accounting and Reporting	252,559	334,169	368,898	398,313
705-05 - Accounts Payable and Purchasing	122,625	131,037	119,846	127,112
705-06 - Risk Management	1,440,073	1,360,382	5,393,372	1,440,956
705-07 - General (Transfers Out)	1,909,360	2,461,000	3,231,000	2,451,000
705-08 - Debt Service	78,941,935	4,236,094	4,236,094	5,817,327
<b>Program Total</b>	<b>\$ 85,175,149</b>	<b>\$ 10,833,336</b>	<b>\$ 15,870,538</b>	<b>\$ 12,944,403</b>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008					
<b>Total Expenditures</b>	\$	<b>136,717</b>	<b>100%</b>	\$	<b>150,827</b>	<b>100%</b>	\$	<b>216,621</b>	<b>100%</b>			
Personnel		133,780	98%		138,688	92%		204,199	94%			
Operating		1,337	1%		4,889	3%		6,171	3%			
Services		1,600	1%		7,250	5%		6,250	3%			
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008					
General Fund	\$	74,152	54%	\$	114,394	76%	\$	90,118	87%	\$	182,962	84%
Garbage Service Fund		2,345	2%		11,505	8%		2,135	2%		8,962	4%
Community Development Agency Non-Housing		19,199	14%		10,894	7%		4,621	4%		10,951	5%
Community Development Agency Housing		18,714	14%		9,592	6%		3,847	4%		10,951	5%
Water Fund - Operation		22,307	16%		4,442	3%		2,639	3%		2,794	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-02 - Investments: Manage cash flow to meet requirements while maximizing return on investments and maintaining safety of principal.	Obtain an unqualified opinion on the independent analysis of investments by an external auditor.	Met
	Achieve greater than the six month average of 6-month T-bill rate on investments.	Not met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 30,653</b>	<b>100%</b>	<b>\$ 35,096</b>	<b>100%</b>	<b>\$ 30,208</b>	<b>100%</b>	<b>\$ 40,987</b>	<b>100%</b>
Personnel	22,984	75%	25,496	73%	20,417	68%	31,506	77%
Operating	7,668	25%	9,600	27%	9,791	32%	9,481	23%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ (1,285,504)	-4194%	\$ (1,842,628)	-5250%	\$ (1,831,745)	-6064%	\$ (1,315,685)	-3210%
Garbage Service Fund	371	1%	1,917	5%	336	1%	-	0%
Community Development Agency Non-Housing	5,400	18%	3,896	11%	1,049	3%	4,481	11%
Water Fund - Operation	3,597	12%	1,911	5%	567	2%	2,190	5%
Interest and Rent Income	1,306,789	4263%	1,870,000	5328%	1,860,000	6157%	1,350,000	3294%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

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

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 2,341,227</b>	<b>100%</b>	<b>\$ 2,124,731</b>	<b>100%</b>	<b>\$ 2,387,760</b>	<b>100%</b>	<b>\$ 2,452,088</b>	<b>100%</b>
Personnel	207,985	9%	196,009	9%	204,461	9%	225,373	9%
Operating Services	452,049	19%	407,672	19%	431,249	18%	374,915	15%
	1,681,193	72%	1,521,050	72%	1,752,050	73%	1,851,800	76%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ (1,571,983)	-67%	\$ (1,487,510)	-70%	\$ (1,509,496)	-63%	\$ (1,552,564)	-63%
Garbage Service Fund	(101,613)	-4%	(248,291)	-12%	(250,160)	-10%	(225,032)	-9%
Water Fund - Operation	(2,641,645)	-113%	(3,085,468)	-145%	(2,848,384)	-119%	(3,218,315)	-131%
Licenses & Permits	1,423,779	61%	1,385,000	65%	1,427,000	60%	1,470,000	60%
Interest and Rent Income	544,058	23%	510,000	24%	517,800	22%	548,000	22%
Charges For Services	4,688,631	200%	5,051,000	238%	5,051,000	212%	5,430,000	221%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-04 - Accounting and Reporting: Maintain accurate record keeping in accordance with Generally Accepted Accounting Principles and report periodically the financial status of the organization reflecting the economic fluctuations in the market place to the Council, general public, Governmental agencies and internal departments.	Provide monthly financial reports to internal departments by the 7th business day of the following month.	Met
	Provide interim financial reports on the data that already exists in the system within 24 hours of the request.	Not met
	Obtain 80% Council confidence through an annual survey.	Data not available
	Receive an unqualified opinion on 98% of annual audits.	Exceeded-100%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 252,559</b>	<b>100%</b>	<b>\$ 334,169</b>	<b>100%</b>	<b>\$ 368,898</b>	<b>100%</b>	<b>\$ 398,313</b>	<b>100%</b>
Personnel	215,658	85%	229,313	69%	270,720	73%	339,240	85%
Operating	4,314	2%	8,950	3%	9,972	3%	10,504	3%
Services	32,587	13%	95,906	29%	88,206	24%	48,569	12%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 165,626	66%	\$ 303,937	91%	\$ 354,198	96%	\$ 341,831	86%
Garbage Service Fund	745	0%	3,833	1%	672	0%	3,978	1%
Community Development Agency Non-Housing	42,377	17%	18,547	6%	8,467	2%	38,982	10%
Community Development Agency Housing	2	0%	-	0%	385	0%	9,076	2%
Water Fund - Operation	43,234	17%	7,852	2%	5,176	1%	4,445	1%
Charges For Services	573	0%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-05 - 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 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
<b>Total Expenditures</b>	\$	<b>122,625</b>	<b>100%</b>	\$	<b>131,037</b>	<b>100%</b>	\$	<b>127,112</b>	<b>100%</b>
Personnel		121,649	99%		125,137	95%		123,050	97%
Operating		976	1%		5,900	5%		4,062	3%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>					
General Fund	\$	65,036	53%	\$	96,723	74%	\$	87,419	73%	\$	94,941	75%
Community Development Agency Non-Housing		35,966	29%		23,171	18%		18,670	16%		18,283	14%
Water Fund - Operation		18,052	15%		11,143	9%		8,756	7%		8,888	7%
Charges For Services		3,571	3%		-	0%		5,000	4%		5,000	4%

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**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-06 - Risk Management: Coordinate safety training and maintain awareness to prevent the adverse effects of accidents and work injuries and minimize cost. Administer claims by investigating, processing and defending liability and work related injury claims.	Recommend for settlement or denial on 80% of claims received within 5 working days.	Met
	Investigate and initiate mitigation of 100% of reported hazards within 24 hours.	Met
	Maintain number of indemnity claims at 15 or below.	Met
	Process 100% of employee claims requiring medical treatment within 48 hours of knowledge of occurrence.	Met
	Maintain number of new medical claims at 30 or below.	Exceeded-21 claims

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 1,440,073</b>	<b>100%</b>	<b>\$ 1,360,382</b>	<b>100%</b>	<b>\$ 5,393,372</b>	<b>100%</b>	<b>\$ 1,440,956</b>	<b>100%</b>
Personnel	85,644	6%	86,296	6%	81,446	2%	100,272	7%
Operating	1,285,756	89%	1,257,598	92%	5,220,926	97%	1,268,184	88%
Services	68,674	5%	16,488	1%	91,000	2%	72,500	5%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
Water Fund - Operation	34,195	2%	(4,252)	0%	38,142	1%	-	0%
Liability/Fire Insurance Fund	34,046	2%	(18,904)	-1%	1,359,478	25%	(89,696)	-6%
Worker's Compensation Fund	(142,663)	-10%	(16,463)	-1%	309,262	6%	(309,348)	-21%
Interest and Rent Income	-	0%	-	0%	-	0%	140,000	10%
Charges For Services	14,496	1%	1,400,000	103%	1,600,000	30%	1,700,000	118%
Other Financing Sources	1,500,000	104%	-	0%	2,086,490	39%	-	0%

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**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-07 - General (Transfers Out): Ensure timely receipt of general revenue and transfers.	General Fund revenue projections will be 90% accurate.	Exceeded-94.7% (FY 2005-06)

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 1,909,360</b>	<b>100%</b>	<b>\$ 2,461,000</b>	<b>100%</b>	<b>\$ 3,231,000</b>	<b>100%</b>	<b>\$ 2,451,000</b>	<b>100%</b>
Operating	1,909,360	100%	2,461,000	100%	3,231,000	100%	2,451,000	100%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ (18,446,259)	-966%	\$ (18,709,220)	-760%	\$ (18,143,320)	-562%	\$ (20,371,912)	-831%
Taxes	15,755,480	825%	18,870,000	767%	19,042,300	589%	20,605,625	841%
Franchise Fees	1,238,746	65%	1,334,000	54%	1,377,000	43%	1,390,000	57%
Licenses & Permits	2,350	0%	2,500	0%	2,500	0%	2,500	0%
Inter Governmental Revenue	2,794,225	146%	448,200	18%	437,000	14%	200,000	8%
Other Financing Sources	564,818	30%	515,520	21%	515,520	16%	624,787	25%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 78,941,935</b>	<b>100%</b>	<b>\$ 4,236,094</b>	<b>100%</b>	<b>\$ 4,236,094</b>	<b>100%</b>	<b>\$ 5,817,327</b>	<b>100%</b>
Operating	78,941,935	100%	4,236,094	100%	4,236,094	100%	5,817,327	100%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
2002 Recreation GO Bond D.S.	(209,434)	0%	(235,340)	-6%	(221,340)	-5%	(299,420)	-5%
1990 Library Bond Debt Service	(19,952)	0%	(43,500)	-1%	(35,500)	-1%	(13,953)	0%
Debt Service Fund-CDA	(6,849,552)	-9%	-	0%	-	0%	(240,000)	-4%
Special Assessments on Tax Roll	1,486,022	2%	1,535,000	36%	1,535,000	36%	1,576,000	27%
Interest and Rent Income	33,778	0%	41,000	1%	19,000	0%	278,000	5%
Other Financing Sources	84,501,073	107%	2,938,934	69%	2,938,934	69%	4,516,700	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.

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
706-01 - Desktop Maintenance	\$ 176,640	\$ 246,021	\$ 247,257	\$ 271,304
706-02 - Network Infrastructure Maintenance	235,105	390,346	373,428	310,649
706-03 - Design and Advice	19,885	22,507	17,264	22,394
706-04 - Remote Access	7,004	7,321	8,233	7,759
706-05 - Printing Support	218,548	248,469	232,487	297,073
<b>Program Total</b>	<u>\$ 657,181</u>	<u>\$ 914,664</u>	<u>\$ 878,669</u>	<u>\$ 909,179</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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-01 - Desktop Maintenance: Maintain computer hardware and phone systems used by employees; install and upgrade software.	Resolve 80% of desktop computer problems within sixty (60) minutes of trouble report.	Exceeded-86.67% within 60 minutes
	Resolve 90% of phone problems within eight hours of trouble report.	Met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 176,640</b>	<b>100%</b>	<b>\$ 246,021</b>	<b>100%</b>	<b>\$ 247,257</b>	<b>100%</b>	<b>\$ 271,304</b>	<b>100%</b>
Personnel	106,895	61%	109,828	45%	112,877	46%	103,483	38%
Operating	63,095	36%	73,693	30%	67,880	27%	75,290	28%
Services	6,650	4%	62,500	25%	66,500	27%	92,532	34%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 176,640	100%	\$ 246,021	100%	\$ 247,257	100%	\$ 271,304	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-02 - Network Infrastructure Maintenance: Install, maintain, and upgrade computer servers and network equipment. Coordinate installation of vendor systems. Protect the network from unauthorized intrusion. Repel virus attacks. Control access. Maintain databases. Provide support for intranet and internet use. Ensure reliability of network resources.	Add 80% of new employees to authorized systems within one business day of request.	Met
	Resolve 90% of system wide problems within four hours.	Exceeded-98.9%
	Maintain network availability 99.8% of time between 7am to 7pm, M-F.	Exceeded-99.95%
	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-0

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 235,105</b>	<b>100%</b>	<b>\$ 390,346</b>	<b>100%</b>	<b>\$ 373,428</b>	<b>100%</b>	<b>\$ 310,649</b>	<b>100%</b>
Personnel	94,654	40%	100,821	26%	87,786	24%	96,876	31%
Operating	62,645	27%	72,375	19%	68,492	18%	91,241	29%
Services	77,806	33%	217,150	56%	217,150	58%	122,532	39%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 235,049	100%	\$ 390,346	100%	\$ 373,428	100%	\$ 310,649	100%
Charges For Services	56	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-03 - Design and Advice: Design facility wiring, provide relocation assistance, advise on use of new technologies and acquisition of new applications.	Facilities design results in 95% accommodation of user needs.	No design done during the period
	Advice on new product integration and changes to existing systems results in 95% satisfaction.	Not measured

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
<b>Total Expenditures</b>	\$	<b>19,885</b>	<b>100%</b>	\$	<b>22,507</b>	<b>100%</b>	\$	<b>22,394</b>	<b>100%</b>
Personnel		17,647	89%		17,682	79%		19,110	85%
Operating		2,238	11%		4,825	21%		3,284	15%
<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
General Fund	\$	19,885	100%	\$	22,507	100%	\$	22,394	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>7,004</b>	<b>100%</b>	\$	<b>7,321</b>	<b>100%</b>	\$	<b>7,759</b>	<b>100%</b>
Personnel		6,454	92%		4,046	55%		4,459	57%
Operating		550	8%		3,275	45%		3,301	43%
<b>Funding Source *</b>									
General Fund	\$	7,004	100%	\$	7,321	100%	\$	7,759	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

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

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 218,548</b>	<b>100%</b>	<b>\$ 248,469</b>	<b>100%</b>	<b>\$ 232,487</b>	<b>100%</b>	<b>\$ 297,073</b>	<b>100%</b>
Personnel	104,291	48%	103,348	42%	102,461	44%	154,247	52%
Operating	111,963	51%	143,021	58%	127,926	55%	140,426	47%
Services	2,294	1%	2,100	1%	2,100	1%	2,400	1%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 203,043	93%	\$ 240,335	97%	\$ 216,218	93%	\$ 284,573	96%
Measure A	168	0%	1,043	0%	176	0%	-	0%
Community Development Agency Non-Housing	289	0%	1,091	0%	92	0%	-	0%
Charges For Services	15,048	7%	6,000	2%	16,000	7%	12,500	4%

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

**LEAD DEPARTMENT: Administrative Services**

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

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
707-01 - Web Posting	\$ 59,674	\$ 68,899	\$ 60,534	\$ 92,696
707-02 - Interactive Web Services	22,143	24,872	24,650	25,110
<b>Program Total</b>	<u>\$ 81,817</u>	<u>\$ 93,771</u>	<u>\$ 85,184</u>	<u>\$ 117,806</u>

**LEAD DEPARTMENT: Administrative Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
707-01 - Web Posting: Support departments in providing timely and accurate posting of City information. Ensure that all information on the site can be easily navigated.	Council and Commission information is posted according to prescribed advance schedule 100% of the time.  Maintain 98% availability of web site.	Not met-99.8%  Met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 59,674</b>	<b>100%</b>	<b>\$ 68,899</b>	<b>100%</b>	<b>\$ 60,534</b>	<b>100%</b>	<b>\$ 92,696</b>	<b>100%</b>
Personnel	49,688	83%	49,029	71%	47,689	79%	41,532	45%
Operating	9,986	17%	17,370	25%	12,845	21%	17,722	19%
Services	-	0%	2,500	4%	-	0%	33,442	36%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 59,674	100%	\$ 68,899	100%	\$ 60,534	100%	\$ 92,696	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:**

Not measured

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>22,143</b>	<b>100%</b>	\$	<b>24,872</b>	<b>100%</b>	\$	<b>25,110</b>	<b>100%</b>
Personnel		3,090	14%		3,322	13%		3,539	14%
Operating		19,053	86%		21,550	87%		21,570	86%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Funding Source *</b>									
General Fund	\$	22,143	100%	\$	24,872	100%	\$	25,110	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
708-01 - Employee Compensation System	\$ 330,510	\$ 276,882	\$ 278,247	\$ 290,730
708-02 - Employee Development	23,432	32,965	13,305	34,501
708-03 - Employee Relations	132,479	186,798	199,988	147,511
708-04 - Recruitment and Selection	142,470	198,679	170,172	157,120
708-05 - General Employee Benefits	321,861	508,900	458,241	456,660
<b>Program Total</b>	<u>\$ 950,751</u>	<u>\$ 1,204,225</u>	<u>\$ 1,119,953</u>	<u>\$ 1,086,522</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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-01 - Employee Compensation System: Process payroll that supports timely and accurate processing of employee salary and benefits. Ensure that the wages and benefits are competitive among similarly sized agencies.	Payroll processing is achieved with an accuracy rate of 99.75% or better.	Not met-99.72%
	Generate all payroll reports the day before the pay day 93% of the time.	Exceeded-96.3%
	Transmit all payroll interface records to Finance within three business days after the pay date 95% of the time.	Not met-84.6%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 330,510</b>	<b>100%</b>	<b>\$ 276,882</b>	<b>100%</b>	<b>\$ 278,247</b>	<b>100%</b>	<b>\$ 290,730</b>	<b>100%</b>
Personnel	291,101	88%	224,022	81%	234,598	84%	238,069	82%
Operating Services	4,663	1%	8,360	3%	7,149	3%	7,161	2%
	34,745	11%	44,500	16%	36,500	13%	45,500	16%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 330,510	100%	\$ 276,882	100%	\$ 278,247	100%	\$ 290,730	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-02 - Employee Development: Provide opportunities for continued learning and development, publicize and coordinate training opportunities, and encourage employees to establish and pursue vocational goals.	Attendance at Personnel advertised training courses results in 50 attendees during the year.	Exceeded-75 attendees
	2 employees enroll in City supported advanced degree program.	Program not developed
	80% of new supervisors hired or promoted during the year participate in supervisory training program offered through the City.	Program not developed

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 23,432</b>	<b>100%</b>	<b>\$ 32,965</b>	<b>100%</b>	<b>\$ 13,305</b>	<b>100%</b>	<b>\$ 34,501</b>	<b>100%</b>
Personnel	14,334	61%	15,350	47%	7,133	54%	17,252	50%
Operating	2,777	12%	2,615	8%	2,172	16%	2,249	7%
Services	6,320	27%	15,000	46%	4,000	30%	15,000	43%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 23,432	100%	\$ 32,965	100%	\$ 13,305	100%	\$ 34,501	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-03 - Employee Relations: Inform and train employees on City policies and procedures, provide timely processing of employee complaints and concerns, assist the employee in utilizing benefit programs, and negotiate labor contracts.	Respond to 90% of written complaints within 10 business days.	Met
	Resolve 80% of grievances at or below City Manager's level	Not met-66%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 132,479</b>	<b>100%</b>	<b>\$ 186,798</b>	<b>100%</b>	<b>\$ 199,988</b>	<b>100%</b>	<b>\$ 147,511</b>	<b>100%</b>
Personnel	72,207	55%	74,613	40%	88,092	44%	84,522	57%
Operating	1,926	1%	3,305	2%	3,015	2%	3,289	2%
Services	58,346	44%	108,880	58%	108,880	54%	59,700	40%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 132,479	100%	\$ 186,798	100%	\$ 199,988	100%	\$ 147,511	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-04 - Recruitment and Selection: 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-average score 4.63

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 142,470</b>	<b>100%</b>	<b>\$ 198,679</b>	<b>100%</b>	<b>\$ 170,172</b>	<b>100%</b>	<b>\$ 157,120</b>	<b>100%</b>
Personnel	67,887	48%	68,675	35%	72,966	43%	73,296	47%
Operating	43,007	30%	84,005	42%	54,111	32%	58,824	37%
Services	31,575	22%	45,999	23%	43,095	25%	25,000	16%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 142,470	100%	\$ 198,679	100%	\$ 170,172	100%	\$ 157,120	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

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

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 321,861</b>	<b>100%</b>	<b>\$ 508,900</b>	<b>100%</b>	<b>\$ 458,241</b>	<b>100%</b>	<b>\$ 456,660</b>	<b>100%</b>
Personnel	302,099	94%	493,700	97%	443,041	97%	424,460	93%
Operating	19,762	6%	15,200	3%	15,200	3%	15,200	3%
Services	-	0%	-	0%	-	0%	17,000	4%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 321,861	100%	\$ 278,900	55%	\$ 198,241	43%	\$ 209,660	46%
Other Post Employment Benefits	-	0%	230,000	45%	(441,419)	-96%	(696,683)	-153%
Charges For Services	-	0%	-	0%	701,419	153%	943,683	207%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
709-01 - City Council and City Manager Support	\$ 76,326	\$ 127,525	\$ 122,364	\$ 123,481
709-02 - Planning Staff and Commission Support	75,375	70,423	68,059	82,140
709-03 - Personnel, Risk Management & Other Programs	186,067	388,063	230,655	218,437
709-05 - Community Development Agency	37,314	20,867	17,236	21,348
<b>Program Total</b>	<u>\$ 375,082</u>	<u>\$ 606,878</u>	<u>\$ 438,314</u>	<u>\$ 445,407</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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
709-01 - City Council and City Manager Support: Advise and assist the City Council and City Manager on policy and administrative matters. Ensure compliance with statutes.	City Council and City Manager annual evaluations demonstrate confidence in and overall satisfaction with advice provided and legal services rendered.	Met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 76,326</b>	<b>100%</b>	<b>\$ 127,525</b>	<b>100%</b>	<b>\$ 122,364</b>	<b>100%</b>	<b>\$ 123,481</b>	<b>100%</b>
Personnel	68,976	90%	69,305	54%	71,849	59%	73,063	59%
Operating	-	0%	8,220	6%	516	0%	418	0%
Services	7,350	10%	50,000	39%	50,000	41%	50,000	40%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 55,633	73%	\$ 106,927	84%	\$ 100,655	82%	\$ 101,437	82%
Community Development Agency Non-Housing	20,693	27%	20,598	16%	21,709	18%	22,044	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
709-02 - Planning Staff and Commission Support: Advise and assist the staff and Commission, attend regular meetings, prepare and interpret ordinances and statutes.	Planning staff and Planning Commissioners are satisfied with legal services.	Met

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 75,375</b>	<b>100%</b>	<b>\$ 70,423</b>	<b>100%</b>	<b>\$ 68,059</b>	<b>100%</b>	<b>\$ 82,140</b>	<b>100%</b>
Personnel	29,839	40%	20,423	29%	17,905	26%	22,014	27%
Operating	-	0%	-	0%	153	0%	126	0%
Services	45,536	60%	50,000	71%	50,000	73%	60,000	73%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Funding Source *</b>	<b>\$ 75,375</b>	<b>100%</b>	<b>\$ 70,423</b>	<b>100%</b>	<b>\$ 68,059</b>	<b>100%</b>	<b>\$ 82,140</b>	<b>100%</b>
General Fund								

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

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

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

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 186,067</b>	<b>100%</b>	<b>\$ 388,063</b>	<b>100%</b>	<b>\$ 230,655</b>	<b>100%</b>	<b>\$ 218,437</b>	<b>100%</b>
Personnel	34,751	19%	48,063	12%	50,294	22%	51,144	23%
Operating Services	-	0%	-	0%	361	0%	293	0%
	151,316	81%	340,000	88%	180,000	78%	167,000	76%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Funding Source *</b>								
General Fund	\$ 63,935	34%	\$ 117,465	30%	\$ 118,946	52%	\$ 119,393	55%
Liability/Fire Insurance Fund	110,791	60%	263,732	68%	102,473	44%	89,696	41%
Worker's Compensation Fund	11,342	6%	6,866	2%	9,236	4%	9,348	4%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
709-05 - Community Development Agency: Ensure compliance with statutes and coordinate property acquisition and negotiations.	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 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 37,314</b>	<b>100%</b>	<b>\$ 20,867</b>	<b>100%</b>	<b>\$ 17,236</b>	<b>100%</b>	<b>\$ 21,348</b>	<b>100%</b>
Personnel	6,898	18%	6,867	33%	7,185	42%	7,306	34%
Operating	-	0%	-	0%	52	0%	42	0%
Services	30,417	82%	14,000	67%	10,000	58%	14,000	66%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
Community Development Agency Non-Housing	37,314	100%	16,867	81%	17,236	100%	17,348	81%
Community Development Agency Housing	-	0%	4,000	19%	-	0%	4,000	19%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
710-01 - Strategic Partnerships	\$ 41,940	\$ 61,511	\$ 44,487	\$ 108,566
710-02 - Market Information and Research	52,454	97,564	140,318	40,171
710-03 - Diversifying Tax Base	34,504	59,343	37,383	108,407
<b>Program Total</b>	<u>\$ 128,899</u>	<u>\$ 218,418</u>	<u>\$ 222,188</u>	<u>\$ 257,144</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
710-01 - Strategic Partnerships: Leverage the City's efforts by forming strategic partnerships with business associations, regional trade organizations and local companies.	Develop new and existing partnerships between business interests, the community and the City so that respondents rate their experience at an 85% satisfaction level.	Met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 41,940</b>	<b>100%</b>	<b>\$ 61,511</b>	<b>100%</b>	<b>\$ 44,487</b>	<b>100%</b>	<b>\$ 108,566</b>	<b>100%</b>
Personnel	34,288	82%	49,924	81%	38,303	86%	58,656	54%
Operating	3,472	8%	9,906	16%	4,503	10%	14,049	13%
Services	4,181	10%	1,681	3%	1,681	4%	35,861	33%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 41,940	100%	\$ 61,511	100%	\$ 44,487	100%	\$ 108,566	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:**

Survey under development

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>52,454</b>	<b>100%</b>	\$	<b>97,564</b>	<b>100%</b>	\$	<b>40,171</b>	<b>100%</b>
Personnel		49,905	95%		18,679	19%		22,308	56%
Operating		2,549	5%		3,885	4%		4,977	12%
Services		-	0%		75,000	77%		12,885	32%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Funding Source *</b>	\$	<b>52,454</b>	<b>100%</b>	\$	<b>22,564</b>	<b>23%</b>	\$	<b>65,318</b>	<b>47%</b>
General Fund		52,454	100%		22,564	23%		40,171	100%
General Fund - CIP		-	0%		75,000	77%		-	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.

**SERVICES:**

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.

**RESULTS:**

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 retail sales tax producers.

**STATUS:**

Survey under development

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
<b>Total Expenditures</b>	\$	<b>34,504</b>	<b>100%</b>	\$	<b>59,343</b>	<b>100%</b>	\$	<b>108,407</b>	<b>100%</b>
Personnel		32,465	94%		55,014	93%		65,925	61%
Operating		2,040	6%		4,329	7%		3,826	4%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
<b>Funding Source *</b>									
General Fund	\$	34,504	100%	\$	59,343	100%	\$	108,407	100%

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

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CITY OF MENLO PARK  
FISCAL YEAR 2007 – 2008



COMMUNITY DEVELOPMENT DEPARTMENT

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

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

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	<u>Actual 2005-2006</u>	<u>Budget 2006-2007</u>	<u>Estimate 2006-2007</u>	<u>Proposed 2007-2008</u>
501-01 - Increase Supply of Affordable Housing	\$ 5,144,468	\$ 1,421,154	\$ 1,390,043	\$ 1,389,271
501-02 - Maintain Existing Affordable Housing Stock	645,373	787,543	492,496	676,081
501-05 - Policy Development	54,915	150,054	131,699	342,853
<b>Program Total</b>	<u>\$ 5,844,757</u>	<u>\$ 2,358,750</u>	<u>\$ 2,014,237</u>	<u>\$ 2,408,205</u>

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
501-01 - Increase Supply of Affordable Housing: Increase the number of and access to affordable housing units in Menlo Park available to residents and employees who work in the City by providing general assistance and referral services, administrative support for Below Market Rate (BMR) Agreement review process and, where applicable, financial support, including first-time home buyer loans.	The assistance provided to for-profit and non-profit developers in obtaining BMR Agreement approval meets the expectations of 85% of the developers.  Fund 3 PAL loans in the fiscal year, which is the average number of loans funded per year over the past 5 fiscal years.  The technical assistance provided by City and/or County staff for loan preparation meets the expectations of 85% of customers for all PAL loans.  Explore and pursue possible funding assistance for all non-profit developers who request funding assistance from the City to produce affordable housing units.  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.	Exceeded-100%  Exceeded-7 loans funded  Exceeded-100%  Met, 1 request  No requests received

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 5,144,468</b>	<b>100%</b>	<b>\$ 1,421,154</b>	<b>100%</b>	<b>\$ 1,390,043</b>	<b>100%</b>	<b>\$ 1,389,271</b>	<b>100%</b>
Personnel	140,245	3%	158,017	11%	113,978	8%	135,881	10%
Operating Services	4,915,022	96%	838,834	59%	839,132	60%	1,080,011	78%
Capital Improvement Projects	21,920	0%	216,613	15%	228,843	16%	173,379	12%
	67,282	1%	207,690	15%	208,090	15%	-	0%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
BMR Housing-Resident/Commerl	17,421	0%	(3,482,936)	-245%	(3,082,936)	-222%	(3,400,100)	-245%
2000 RDA Tax Increment Bond	3,496,738	68%	-	0%	-	0%	-	0%
Community Development Agency Housing Taxes	(4,148,275)	-81%	(761,646)	-54%	(762,757)	-55%	(885,729)	-64%
Interest and Rent Income	1,922,691	37%	2,075,000	146%	2,085,000	150%	2,215,000	159%
Charges For Services	232,076	5%	265,000	19%	225,000	16%	218,000	16%
Other Financing Sources	123,818	2%	3,042,096	214%	2,642,096	190%	3,242,100	233%
	3,500,000	68%	283,640	20%	283,640	20%	-	0%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
501-02 - Maintain Existing Affordable Housing Stock: Maintain the existing affordable housing stock by providing loan services (including funding, application processing, construction management and collections) for housing rehabilitation loans; managing resale of Below Market Rate (BMR) units, funding and monitoring non-profits including fair housing services, disabled access to housing, shared housing and minor home repair.	Commit total Community Development Block Grant (CDBG) amount for housing rehabilitation loans to eligible rehabilitation work.	Not met
	The number of homes assisted by the Housing Rehabilitation Loan Program equals the number proposed in the CDBG application.	Met, 9 proposed and assisted
	85% of housing rehabilitation projects are completed within the contract terms.	Exceeded-100%
	The technical assistance for loan preparation and construction management meets the expectations of 85% of homeowner loan recipients for Emergency Repair Loans (ERLs).	Exceeded-100%
	The technical assistance for loan preparation and construction management meets the expectations of 85% of homeowner loan recipients for all housing rehabilitation.	Exceeded-100%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 645,373</b>	<b>100%</b>	<b>\$ 787,543</b>	<b>100%</b>	<b>\$ 492,496</b>	<b>100%</b>	<b>\$ 676,081</b>	<b>100%</b>
Personnel	129,242	20%	151,794	19%	128,705	26%	126,869	19%
Operating	442,976	69%	523,156	66%	293,394	60%	490,562	73%
Services	73,156	11%	112,593	14%	70,396	14%	58,650	9%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
Commun Devel Block Grant	(4,089)	-1%	4,033	1%	(53,804)	-11%	32,391	5%
Rev Share-Emergency Loan	20,970	3%	13,450	2%	5,450	1%	9,450	1%
Community Development Agency Housing	56,006	9%	304,310	39%	80,696	16%	264,590	39%
Inter Governmental Revenue	189,670	29%	-	0%	(108,846)	-22%	-	0%
Interest and Rent Income	8,376	1%	7,700	1%	52,700	11%	7,500	1%
Charges For Services	374,441	58%	458,050	58%	516,300	105%	362,150	54%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
501-05 - Policy Development: To develop, monitor and update policies related to affordable housing production, maintenance and availability for Housing Commission and City Council/Agency Board consideration.	The quality of information and analysis meets the expectations of 85% of the members of the City Council/Agency Board.	Data not available
	The quality of information and analysis meets the expectations of 85% of the members of the Housing Commission.	Exceeded-100%
	Involvement in studies and policy development is rated as meaningful by 85% of the participants.	No studies conducted

	<u>Actual</u> 2005-2006		<u>Budget</u> 2006-2007		<u>Estimate</u> 2006-2007		<u>Proposed</u> 2007-2008	
<b>Total Expenditures</b>	<b>\$ 54,915</b>	<b>100%</b>	<b>\$ 150,054</b>	<b>100%</b>	<b>\$ 131,699</b>	<b>100%</b>	<b>\$ 342,853</b>	<b>100%</b>
Personnel	51,767	94%	89,405	60%	125,436	95%	136,454	40%
Operating	1,805	3%	245	0%	1,263	1%	1,399	0%
Services	1,343	2%	60,404	40%	5,000	4%	205,000	60%
	<u>Actual</u> 2005-2006		<u>Budget</u> 2006-2007		<u>Estimate</u> 2006-2007		<u>Proposed</u> 2007-2008	
<b>Funding Source *</b>								
Community Development Agency Housing	54,915	100%	150,054	100%	131,699	100%	342,853	100%

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

**LEAD DEPARTMENT: Community Development**

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

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
502-01 - Policy, Program & Project Developer	\$ 148,698	\$ 700,842	\$ 635,408	\$ 416,348
502-02 - Facility Improvement	11,358,722	2,524,854	2,521,144	3,945,501
502-03 - Service Enhancement	3,582,642	2,974,633	2,969,053	3,206,764
<b>Program Total</b>	<u>\$ 15,090,062</u>	<u>\$ 6,200,329</u>	<u>\$ 6,125,605</u>	<u>\$ 7,568,613</u>

**LEAD DEPARTMENT: Community Development**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
502-01 - Policy, Program & Project Development: Monitor, revise and update the Las Pulgas Community Development Plan to accomplish the goals of the Plan, including the removal of blighted conditions, and to meet State reporting requirements.	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 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>148,698</b>	<b>100%</b>	\$	<b>700,842</b>	<b>100%</b>	\$	<b>416,348</b>	<b>100%</b>
Personnel		65,769	44%		101,115	14%		85,336	20%
Operating		18,578	12%		58,727	8%		51,613	12%
Services		64,351	43%		541,000	77%		279,400	67%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Funding Source *</b>									
Community Development Agency Non-Housing		(3,826,006)	-2573%		700,842	100%		416,348	100%
Other Financing Sources		3,974,704	2673%		-	0%		-	0%

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

**LEAD DEPARTMENT: Community Development**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
502-02 - Facility Improvement: 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 applicable projects
	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 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 11,358,722</b>	<b>100%</b>	<b>\$ 2,524,854</b>	<b>100%</b>	<b>\$ 2,521,144</b>	<b>100%</b>	<b>\$ 3,945,501</b>	<b>100%</b>
Personnel	28,882	0%	27,459	1%	27,171	1%	3,485	0%
Operating	11,299,316	99%	2,455,729	97%	2,452,306	97%	3,903,762	99%
Services	20,447	0%	41,666	2%	41,666	2%	38,254	1%
Capital Improvement Projects	10,077	0%	-	0%	-	0%	-	0%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
2000 RDA Tax Increment Bond	25,680	0%	21,790	1%	23,885	1%	3,002	0%
Community Development Agency Non-Housing	3,307,531	29%	(6,381,936)	-253%	(6,392,741)	-254%	(5,762,501)	-146%
Taxes	7,690,764	68%	8,325,000	330%	8,330,000	330%	9,075,000	230%
Interest and Rent Income	334,748	3%	560,000	22%	560,000	22%	630,000	16%

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

**LEAD DEPARTMENT: Community Development**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
502-03 - Service Enhancement: Provide funding for non-housing services in the Las Pulgas Community Development Project Area through direct funding for services and pass-through funding to agencies.	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.	Met
	Complaints on the condition of Community Development Agency owned property are responded to within 2 working days.	No complaints received
	Meet all requests for landscaping grants subject to available funding.	Met

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 3,582,642</b>	<b>100%</b>	<b>\$ 2,974,633</b>	<b>100%</b>	<b>\$ 2,969,053</b>	<b>100%</b>	<b>\$ 3,206,764</b>	<b>100%</b>
Personnel	3,453	0%	3,588	0%	1,582	0%	250	0%
Operating Services	3,579,189	100%	2,951,045	99%	2,947,471	99%	3,186,514	99%
	-	0%	20,000	1%	20,000	1%	20,000	1%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
2000 RDA Tax Increment Bond	1,482	0%	-	0%	-	0%	-	0%
Community Development Agency Non-Housing Charges For Services	3,569,533	100%	2,969,633	100%	2,964,053	100%	3,201,764	100%
	11,626	0%	5,000	0%	5,000	0%	5,000	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.

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
601-01 - General Plan	\$ 21,775	\$ 9,152	\$ 24,203	\$ 325,908
601-02 - Zoning Ord.& Related Documents	100,616	125,466	91,070	54,234
601-03 - Neighborhood Land Use Study	685	-	-	-
<b>Program Total</b>	<u>\$ 123,077</u>	<u>\$ 134,618</u>	<u>\$ 115,273</u>	<u>\$ 380,142</u>

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 601 - COMPREHENSIVE PLANNING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
601-01 - General Plan: Monitor and update the General Plan to maintain its relevancy as a critical public policy document.	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.	Exceeded-88%
	Involvement in studies is rated as meaningful by 85% of the participants.	No studies conducted

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	\$ 21,775	100%	\$ 9,152	100%	\$ 24,203	100%	\$ 325,908	100%
Personnel	19,548	90%	2,701	30%	18,133	75%	78,248	24%
Operating	728	3%	664	7%	283	1%	12,661	4%
Services	1,500	7%	5,787	63%	5,787	24%	235,000	72%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 21,775	100%	\$ 9,152	100%	\$ 24,203	100%	\$ 325,908	100%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 601 - COMPREHENSIVE PLANNING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
601-02 - Zoning Ord.& Related Documents: Update the Zoning Ordinance and other planning documents, and prepare new planning standards and regulations, to maintain consistency with and provide for implementation of the General Plan.	The quality of information and analysis meets the expectations of 85% of the Council members.  The quality of information and analysis meets the expectations of 85% of the Commission members.  Involvement in studies is rated as meaningful by 85% of the participants.	Data not available  Exceeded-88%  No studies conducted

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 100,616</b>	<b>100%</b>	<b>\$ 125,466</b>	<b>100%</b>	<b>\$ 91,070</b>	<b>100%</b>	<b>\$ 54,234</b>	<b>100%</b>
Personnel	71,463	71%	90,239	72%	55,194	61%	47,964	88%
Operating	6,235	6%	6,000	5%	6,649	7%	6,271	12%
Services	22,918	23%	29,227	23%	29,227	32%	-	0%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Funding Source *</b>								
General Fund	\$ 100,520	100%	\$ 125,466	100%	\$ 91,031	100%	\$ 54,234	100%
Charges For Services	96	0%	-	0%	39	0%	-	0%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
602-01 - Development Information Services	\$ 234,622	\$ 260,428	\$ 236,839	\$ 263,303
602-02 - Planning Level Reviews	1,319,226	883,084	960,610	686,677
602-03 - Plan Check and Permitting	663,298	871,773	929,734	953,453
602-04 - Inspecting and Monitoring	403,089	523,434	486,302	594,769
<b>Program Total</b>	<u>\$ 2,620,235</u>	<u>\$ 2,538,719</u>	<u>\$ 2,613,485</u>	<u>\$ 2,498,202</u>

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>				<b>STATUS:</b>			
602-01 - Development Information Services: Provide potential applicants and interested parties with timely and accurate information regarding applicable City policies, ordinances, regulations, guidelines and other requirements related to land use development.	85% customer satisfaction rating.				Exceeded-90%			
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	\$ 234,622	100%	\$ 260,428	100%	\$ 236,839	100%	\$ 263,303	100%
Personnel	231,377	99%	245,235	94%	231,276	98%	258,081	98%
Operating	3,245	1%	15,193	6%	5,563	2%	5,222	2%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>	\$ (116,976)	-50%	\$ (43,322)	-17%	\$ (66,911)	-28%	\$ (89,197)	-34%
General Fund	348,573	149%	298,750	115%	298,750	126%	350,000	133%
Licenses & Permits	3,025	1%	5,000	2%	5,000	2%	2,500	1%
Charges For Services								

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
602-02 - Planning Level Reviews: Provide timely, thorough and structured review, including public input, of proposed development projects and land use permits that evaluates the merits of a project leading to a decision.	95% of projects reviewed for completeness within 30 days of application submittal.	Not met-79%
	For projects exempt from CEQA, 85% are scheduled for Planning Commission review within 60 days of being deemed complete.	Exceeded-93%
	For projects not exempt from CEQA, 85% are scheduled for Planning Commission review within 180 days of being deemed complete.	No applicable cases
	85% customer satisfaction rating.	Exceeded-95%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 1,319,226</b>	<b>100%</b>	<b>\$ 883,084</b>	<b>100%</b>	<b>\$ 960,610</b>	<b>100%</b>	<b>\$ 686,677</b>	<b>100%</b>
Personnel	527,590	40%	474,705	54%	548,906	57%	534,967	78%
Operating	30,320	2%	43,700	5%	47,025	5%	46,709	7%
Services	761,316	58%	364,679	41%	364,679	38%	105,000	15%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 75,771	6%	\$ 373,305	42%	\$ 450,731	47%	\$ 436,477	64%
Eir Fees	22,244	2%	259,679	29%	259,679	27%	-	0%
Charges For Services	1,221,210	93%	250,100	28%	250,200	26%	250,200	36%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
602-03 - Plan Check and Permitting: Provide efficient review of construction drawings with clear interpretation of codes to protect health, safety and welfare of the public and to issue permits in a timely manner.	90% of audited projects received all appropriate plan review checks and are in substantial compliance with all relevant codes.	Exceeded-100%
	85% customer satisfaction rating.	Exceeded-86%
	85% of projects requiring a full plan review receive first comments/approval within 6 weeks of the first submittal.	Not met-82%
	85% of projects requiring a full plan review receive comments/approval within 2 weeks of the second submittal.	Met
	85% of projects requiring revisions to an active permit receive first comments/approval within 2 weeks.	Met

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 663,298</b>	<b>100%</b>	<b>\$ 871,773</b>	<b>100%</b>	<b>\$ 929,734</b>	<b>100%</b>	<b>\$ 953,453</b>	<b>100%</b>
Personnel	412,187	62%	428,344	49%	483,226	52%	490,759	51%
Operating	46,453	7%	84,300	10%	87,379	9%	97,694	10%
Services	204,659	31%	359,129	41%	359,129	39%	365,000	38%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ (316,236)	-48%	\$ (232,328)	-27%	\$ (174,367)	-19%	\$ (224,747)	-24%
Licenses & Permits	788,074	119%	851,001	98%	851,001	92%	925,000	97%
Charges For Services	191,460	29%	253,100	29%	253,100	27%	253,200	27%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
602-04 - Inspecting and Monitoring: Provide timely and thorough inspection of construction projects in compliance with all approvals from the time of permit issuance through final approval.	95% of inspections scheduled on a given day are completed.	Exceeded-100%
	85% of inspections can be scheduled within one day between December 1 and June 30.	Exceeded-87%
	85% of inspections can be scheduled within three days between July 1 and November 30.	Exceeded-99.89%
	90% of audited projects received all appropriate inspections and are in substantial compliance with all relevant codes.	Exceeded-100%
	85% customer satisfaction rating.	Exceeded-93%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 403,089</b>	<b>100%</b>	<b>\$ 523,434</b>	<b>100%</b>	<b>\$ 486,302</b>	<b>100%</b>	<b>\$ 594,769</b>	<b>100%</b>
Personnel	389,797	97%	448,737	86%	408,380	84%	515,236	87%
Operating	10,233	3%	24,697	5%	27,923	6%	29,533	5%
Services	3,059	1%	50,000	10%	50,000	10%	50,000	8%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ (189,718)	-47%	\$ (228,917)	-44%	\$ (266,049)	-55%	\$ (180,531)	-30%
Licenses & Permits	439,501	109%	552,251	106%	552,251	114%	575,000	97%
Charges For Services	153,306	38%	200,100	38%	200,100	41%	200,300	34%

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

CITY OF MENLO PARK  
FISCAL YEAR 2007 – 2008



COMMUNITY SERVICES DEPARTMENT

**LEAD DEPARTMENT: Community Services**

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

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
310-01 - Seniors	\$ 347,746	\$ 395,990	\$ 363,835	\$ 410,633
310-02 - Pre-School Childcare	1,776,341	2,037,435	1,920,986	2,035,433
310-03 - Peninsula Partnership	329,738	418,855	255,212	383,497
310-04 - School-Age Childcare	847,810	824,088	795,654	873,892
310-05 - Teen Programs	65,436	98,960	70,648	81,619
<b>Program Total</b>	<b>\$ 3,367,071</b>	<b>\$ 3,775,328</b>	<b>\$ 3,406,334</b>	<b>\$ 3,785,074</b>

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-01 - Seniors: Provide health, recreational and social services for adults ages 55 and older.	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-96%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 347,746</b>	<b>100%</b>	<b>\$ 395,990</b>	<b>100%</b>	<b>\$ 363,835</b>	<b>100%</b>	<b>\$ 410,633</b>	<b>100%</b>
Personnel	238,286	69%	252,704	64%	241,885	66%	293,637	72%
Operating	101,720	29%	130,125	33%	108,789	30%	103,836	25%
Services	7,740	2%	13,161	3%	13,161	4%	13,161	3%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 274,013	79%	\$ 338,447	85%	\$ 302,001	83%	\$ 354,810	86%
Inter Governmental Revenue	53,784	15%	45,543	12%	49,834	14%	44,323	11%
Charges For Services	7,566	2%	2,000	1%	2,000	1%	1,500	0%
Donations	12,383	4%	10,000	3%	10,000	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-02 - Pre-School Childcare: Provide child care for preschool children ages 3 to 5 in an educational child development environment.	90% of parents state that they felt their children were experiencing a positive environment.	Exceeded-99%
	85% of parents state that they felt their child was learning and gaining social skills through meaningful and enjoyable activities in order to prepare them for Kindergarten.	Exceeded-98%
	85% of the parents state the activities were developmentally appropriate for their child.	Exceeded-100%
	85% of the parents feel the daily activities promoted positive social skills and language development.	Exceeded-100%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 1,776,341</b>	<b>100%</b>	<b>\$ 2,037,435</b>	<b>100%</b>	<b>\$ 1,920,986</b>	<b>100%</b>	<b>\$ 2,035,433</b>	<b>100%</b>
Personnel	1,593,153	90%	1,830,784	90%	1,686,433	88%	1,834,104	90%
Operating	168,692	9%	189,420	9%	225,322	12%	185,098	9%
Services	14,497	1%	17,231	1%	9,231	0%	16,231	1%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 519,001	29%	\$ 694,062	34%	\$ 467,898	24%	\$ 669,090	33%
Inter Governmental Revenue	663,233	37%	709,709	35%	775,738	40%	717,153	35%
Charges For Services	594,108	33%	633,664	31%	677,350	35%	649,190	32%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-03 - Peninsula Partnership: Improve the quality of life (educational performance, parenting skills for children and their families) in the Belle Haven neighborhood.	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	Discontinued service  Exceeded-85%  Exceeded-96%  Discontinued service  Exceeded-98%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 329,738</b>	<b>100%</b>	<b>\$ 418,855</b>	<b>100%</b>	<b>\$ 255,212</b>	<b>100%</b>	<b>\$ 383,497</b>	<b>100%</b>
Personnel	262,723	80%	286,388	68%	227,684	89%	346,882	90%
Operating	30,759	9%	120,967	29%	23,928	9%	26,815	7%
Services	36,256	11%	11,500	3%	3,600	1%	9,800	3%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 121,665	37%	\$ 130,671	31%	\$ 132,587	52%	\$ 228,983	60%
Peninsula Partnership Grant	31,149	9%	23,694	6%	15,644	6%	8,525	2%
Inter Governmental Revenue	176,924	54%	264,490	63%	106,981	42%	143,490	37%
Charges For Services	-	0%	-	0%	-	0%	2,500	1%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-04 - School-Age Childcare: Offer safe and secure after school and summer activities for school age children in kindergarten through 5th grade.	90% of the parents report that their child receives high quality care that resulted in the children learning and gaining social skills through meaningful and enjoyable activities.	Exceeded-98%
	50% of the parents participate in school age activities throughout the school year (parent meetings, fundraisers, etc.).	Data not available
	95% of parents rate the communication regarding program activities and events as good or excellent.	Not met-94%
	90% of parents state that their children were experiencing a positive environment.	Exceeded-98%
	90% of parents state that their children were safe and secure while in the program.	Exceeded-100%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 847,810</b>	<b>100%</b>	<b>\$ 824,088</b>	<b>100%</b>	<b>\$ 795,654</b>	<b>100%</b>	<b>\$ 873,892</b>	<b>100%</b>
Personnel	708,868	84%	688,899	84%	646,643	81%	704,740	81%
Operating	129,391	15%	128,239	16%	142,061	18%	153,877	18%
Services	9,551	1%	6,950	1%	6,950	1%	15,275	2%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 314,383	37%	\$ 243,228	30%	\$ 176,994	22%	\$ 237,325	27%
Inter Governmental Revenue	3,571	0%	5,760	1%	5,760	1%	5,760	1%
Charges For Services	529,856	62%	575,100	70%	612,900	77%	630,807	72%

\* 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:**

310-05 - Teen Programs: Make available health, recreational and social services for youth ages 12 to 18.

**RESULTS:**

90% of participants state that taking part in the teen programs, classes and events have improved their mental well-being, health and social life.

**STATUS:**

Exceeded-96%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
<b>Total Expenditures</b>	\$	<b>65,436</b>	<b>100%</b>	\$	<b>98,960</b>	<b>100%</b>	\$	<b>81,619</b>	<b>100%</b>
Personnel		32,222	49%		59,682	60%		42,032	51%
Operating		33,214	51%		39,278	40%		39,587	49%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
<b>Funding Source *</b>									
General Fund	\$	65,436	100%	\$	98,960	100%	\$	81,619	100%

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

**LEAD DEPARTMENT: Community Services**

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

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
311-01 - Youth Sports	\$ 337,446	\$ 467,177	\$ 365,201	\$ 405,443
311-02 - Adult Sports	163,308	151,786	154,733	170,981
311-03 - Gymnastics	606,674	678,044	713,624	729,027
311-04 - Aquatics	262,584	401,332	364,318	378,230
311-05 - Contract Classes	578,022	522,645	609,843	566,194
311-06 - Events & Concerts	151,735	177,541	152,804	216,231
311-07 - Community Facilities Service	-	415,622	410,490	357,290
<b>Program Total</b>	<u>\$ 2,099,768</u>	<u>\$ 2,814,147</u>	<u>\$ 2,771,013</u>	<u>\$ 2,823,395</u>

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-01 - Youth Sports: Sports classes, camps, activities and leagues for youth.	85% of participants/parents feel the children learned a new skill or improved in the basic skills needed	Exceeded-97%
	85% of participants report the programs are a good value to them.	Exceeded-98%
	85% of participants report the programs met their expectations.	Exceeded-98%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 337,446</b>	<b>100%</b>	<b>\$ 467,177</b>	<b>100%</b>	<b>\$ 365,201</b>	<b>100%</b>	<b>\$ 405,443</b>	<b>100%</b>
Personnel	234,137	69%	316,268	68%	227,574	62%	269,034	66%
Operating	29,470	9%	62,709	13%	49,427	14%	43,409	11%
Services	73,839	22%	88,200	19%	88,200	24%	93,000	23%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 128,041	38%	\$ 293,677	63%	\$ 190,701	52%	\$ 250,843	62%
Charges For Services	209,404	62%	173,500	37%	174,500	48%	154,600	38%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-02 - Adult Sports: Sports classes, camps, activities and leagues for adults.	85% of participants feel the program was part of maintaining a healthy lifestyle	Exceeded-100%
	85% of participants report the programs are a good value to them.	Exceeded-100%
	85% of participants report the programs met their expectations.	Exceeded-100%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 163,308</b>	<b>100%</b>	<b>\$ 151,786</b>	<b>100%</b>	<b>\$ 154,733</b>	<b>100%</b>	<b>\$ 170,981</b>	<b>100%</b>
Personnel	121,901	75%	100,318	66%	102,117	66%	110,588	65%
Operating	15,360	9%	16,968	11%	18,116	12%	29,394	17%
Services	26,046	16%	34,500	23%	34,500	22%	31,000	18%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 51,534	32%	\$ 81,586	54%	\$ 86,133	56%	\$ 102,081	60%
Charges For Services	111,774	68%	70,200	46%	68,600	44%	68,900	40%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-03 - Gymnastics: A comprehensive educational, recreational and developmental program designed for gymnasts of all ages.	85% of participants improved movement skills.	Exceeded-95%
	85% of participants report satisfaction with teachers and staff.	Exceeded-92%
	85% of participants report the programs are a good value to them.	Exceeded-93%
	85% of participants report the programs met their expectations.	Exceeded-93%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 606,674</b>	<b>100%</b>	<b>\$ 678,044</b>	<b>100%</b>	<b>\$ 713,624</b>	<b>100%</b>	<b>\$ 729,027</b>	<b>100%</b>
Personnel	535,807	88%	576,169	85%	605,677	85%	624,109	86%
Operating	70,867	12%	101,875	15%	107,947	15%	104,918	14%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ (161,129)	-27%	\$ (147,956)	-22%	\$ (90,376)	-13%	\$ (58,973)	-8%
Charges For Services	767,803	127%	826,000	122%	804,000	113%	788,000	108%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-04 - Aquatics: Recreational programs, developmental classes and fitness oriented activities for all ages.	85% of visitors feel the facility was clean, comfortable and safe.	Data not available
	85% of participants experience increased energy or fitness, skill improvement or development as a result of the activity or class.	Data not available
	85% of participants state they had an enjoyable experience.	Data not available
	85% of participants report the programs met their expectations.	Data not available

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 262,584</b>	<b>100%</b>	<b>\$ 401,332</b>	<b>100%</b>	<b>\$ 364,318</b>	<b>100%</b>	<b>\$ 378,230</b>	<b>100%</b>
Personnel	209,488	80%	175,625	44%	156,032	43%	161,687	43%
Operating	49,123	19%	207,207	52%	195,785	54%	209,543	55%
Services	3,972	2%	18,500	5%	12,500	3%	7,000	2%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 195,277	74%	\$ 167,368	42%	\$ 140,593	39%	\$ 141,407	37%
Charges For Services	67,307	26%	233,964	58%	223,725	61%	236,823	63%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-05 - Contract Classes: Offer a variety of enrichment classes such as dance, computer, language, martial arts and science for all ages.	85% of participants feel the facility is appropriate for the class.	Exceeded-100%
	85% of participants state they have an enjoyable experience.	Exceeded-100%
	85% of participants experience increased energy or fitness, skill improvement or skill development as a result of the activity or class.	Exceeded-98%
	85% of the participants report the programs met their expectations.	Exceeded-97%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 578,022</b>	<b>100%</b>	<b>\$ 522,645</b>	<b>100%</b>	<b>\$ 609,843</b>	<b>100%</b>	<b>\$ 566,194</b>	<b>100%</b>
Personnel	288,927	50%	148,656	28%	231,611	38%	200,661	35%
Operating	97,859	17%	87,989	17%	92,232	15%	79,533	14%
Services	191,237	33%	286,000	55%	286,000	47%	286,000	51%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 148,773	26%	\$ 45,645	9%	\$ 133,248	22%	\$ 89,194	16%
Charges For Services	429,250	74%	477,000	91%	476,500	78%	477,000	84%
Donations	-	0%	-	0%	95	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-06 - Events & Concerts: Provide special community events such as 4th of July, Halloween, Egg Hunt and summer concerts.	85% of participants had an enjoyable experience at the event or concert.	Exceeded-100%
	85% of participants feel more connected to the community as a result of attending the event or concert.	Exceeded-98%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 151,735</b>	<b>100%</b>	<b>\$ 177,541</b>	<b>100%</b>	<b>\$ 152,804</b>	<b>100%</b>	<b>\$ 216,231</b>	<b>100%</b>
Personnel	93,839	62%	107,108	60%	79,024	52%	125,529	58%
Operating Services	44,271	29%	60,433	34%	63,780	42%	80,702	37%
	13,624	9%	10,000	6%	10,000	7%	10,000	5%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 144,250	95%	\$ 171,141	96%	\$ 140,904	92%	\$ 202,331	94%
E. Kennedy/ Arts Trust	(31)	0%	50	0%	-	0%	(200)	0%
Interest and Rent Income	731	0%	650	0%	700	0%	900	0%
Charges For Services	6,085	4%	5,000	3%	10,500	7%	12,500	6%
Other Financing Sources	700	0%	700	0%	700	0%	700	0%

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

**LEAD DEPARTMENT: Community Services**

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

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

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

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	\$ -	0%	\$ 415,622	100%	\$ 410,490	100%	\$ 357,290	100%
Personnel	-	0%	277,489	67%	263,933	64%	261,148	73%
Operating	-	0%	99,633	24%	108,057	26%	86,641	24%
Services	-	0%	38,500	9%	38,500	9%	9,500	3%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ -	0%	\$ 267,977	64%	\$ 260,711	64%	\$ 200,645	56%
Charges For Services	-	0%	147,645	36%	149,529	36%	156,645	44%
Donations	-	0%	-	0%	250	0%	-	0%

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

CITY OF MENLO PARK  
FISCAL YEAR 2007 – 2008



LIBRARY DEPARTMENT

**LEAD DEPARTMENT: Library**

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

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
401-01 - Library Materials	\$ 503,024	\$ 677,764	\$ 579,964	\$ 698,340
401-02 - Lend & Retrieve Library Materials	494,839	491,124	532,156	507,809
401-03 - User Assistance	422,493	481,707	483,657	520,994
<b>Program Total</b>	<u>\$ 1,420,356</u>	<u>\$ 1,650,595</u>	<u>\$ 1,595,776</u>	<u>\$ 1,727,143</u>

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
401-01 - Library Materials: Select, organize, and maintain materials and information resources for maximum benefit to users.	85% satisfaction with Library materials.	Exceeded-92%
	85% of all new adult materials are available to the public within 2 weeks of receipt.	Not met-65%
	9% of all the collection is updated each year to reflect a changing community.	Not met-8%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 503,024</b>	<b>100%</b>	<b>\$ 677,764</b>	<b>100%</b>	<b>\$ 579,964</b>	<b>100%</b>	<b>\$ 698,340</b>	<b>100%</b>
Personnel	234,634	47%	300,696	44%	275,421	47%	333,099	48%
Operating	268,390	53%	377,068	56%	304,543	53%	365,241	52%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 346,828	69%	\$ 468,348	69%	\$ 434,964	75%	\$ 502,174	72%
Library Endowment Fund	(2,535)	-1%	(2,800)	0%	(2,500)	0%	17,500	3%
Library Donations	(89,917)	-18%	38,000	6%	32,900	6%	39,000	6%
1990 Library Bond Fund	46,855	9%	93,916	14%	30,000	5%	66,916	10%
Inter Governmental Revenue	18,494	4%	15,000	2%	18,000	3%	23,700	3%
Interest and Rent Income	2,535	1%	2,800	0%	2,500	0%	2,500	0%
Charges For Services	58,803	12%	60,000	9%	60,000	10%	44,300	6%
Donations	121,962	24%	2,500	0%	4,100	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
401-02 - Lend & Retrieve Library Materials: Lend and retrieve library materials (including shared collections with other agencies) in an efficient, caring, responsive manner including self-service and remote options.	95% of loaned materials are returned or paid for.	Data not available
	85% of returned materials are accurately shelved within 48 hours.	Not met-80%
	25% of circulation users know of new automated services including self-check, remote renewals/holds, E-books and full text databases.	Exceeded-71%
	85% of patrons are satisfied with efficiency, convenience, manner and timeliness of front desk services	Exceeded-97%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>494,839</b>	<b>100%</b>	\$	<b>491,124</b>	<b>100%</b>	\$	<b>507,809</b>	<b>100%</b>
Personnel		418,432	85%		404,050	82%		422,125	83%
Operating		76,407	15%		87,074	18%		85,684	17%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008					
General Fund	\$	417,597	84%	\$	404,274	82%	\$	449,306	84%	\$	439,809	87%
Public Library Fund		-	0%		4,000	1%		-	0%		-	0%
Inter Governmental Revenue		18,494	4%		22,850	5%		22,850	4%		23,700	5%
Charges For Services		58,748	12%		60,000	12%		60,000	11%		44,300	9%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
401-03 - User Assistance: Empower users by educating them in library research and technology aids by providing information or assisting users in finding the information needed, and supplying readers with title/author recommendations.	90% of requests for assistance are responded to within 5 minutes.	Met
	85% of customers who use the library to get answers to their questions and desired reading choices indicate that they received what they needed.	Exceeded-98%
	25% of customers indicate that, in a library visit, they learned about additional library resources or services.	Exceeded-71%
	85% of patrons are satisfied with: efficiency; convenience; manner; and, timeliness of user assistance services.	Exceeded-97%
	85% of all outreach recipients report satisfaction with the materials and service provided to them.	Exceeded-90%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 422,493</b>	<b>100%</b>	<b>\$ 481,707</b>	<b>100%</b>	<b>\$ 483,657</b>	<b>100%</b>	<b>\$ 520,994</b>	<b>100%</b>
Personnel	331,392	78%	326,774	68%	356,617	74%	391,340	75%
Operating	91,101	22%	154,933	32%	127,040	26%	129,654	25%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 289,783	69%	\$ 317,539	66%	\$ 346,748	72%	\$ 394,570	76%
Library Endowment Fund	14,900	4%	20,000	4%	20,000	4%	-	0%
Public Library Fund	(11,785)	-3%	(4,552)	-1%	(5,193)	-1%	2,724	1%
Inter Governmental Revenue	31,023	7%	42,220	9%	42,402	9%	40,700	8%
Charges For Services	63,320	15%	106,500	22%	79,700	16%	83,000	16%
Donations	35,252	8%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Library**

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

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

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	<u>Actual 2005-2006</u>	<u>Budget 2006-2007</u>	<u>Estimate 2006-2007</u>	<u>Proposed 2007-2008</u>
402-01 - Programs and Events	\$ 83,214	\$ 107,753	\$ 103,485	\$ 110,610
402-02 - Foster Community	52,637	58,149	50,656	56,860
402-03 - Teaching	145,976	166,769	178,414	177,595
402-04 - Satellite Provision	262,538	270,742	281,708	283,248
<b>Program Total</b>	<u>\$ 544,365</u>	<u>\$ 603,413</u>	<u>\$ 614,262</u>	<u>\$ 628,314</u>

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-01 - Programs and Events: Provide a variety of story-times, community visits, lectures and readers' groups that attract users to the Library and stimulate interest in the Library and its offerings.	80% of attendees find library events so satisfying as to encourage them to attend additional library events.	Exceeded-95%
	85% of attendees rate library events as interesting or entertaining to them.	Exceeded-99%
	80% of attendees say that events are the reason they came to the library.	Exceeded-95%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 83,214</b>	<b>100%</b>	<b>\$ 107,753</b>	<b>100%</b>	<b>\$ 103,485</b>	<b>100%</b>	<b>\$ 110,610</b>	<b>100%</b>
Personnel	66,787	80%	77,690	72%	74,918	72%	82,460	75%
Operating	16,428	20%	30,063	28%	28,567	28%	28,151	25%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 37,168	45%	\$ 54,372	50%	\$ 48,954	47%	\$ 47,907	43%
Frances Mack Trust	11,804	14%	19,381	18%	20,531	20%	21,003	19%
Inter Governmental Revenue	18,494	22%	15,000	14%	15,000	14%	23,700	21%
Interest and Rent Income	15,748	19%	19,000	18%	19,000	18%	18,000	16%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-02 - Foster Community: Provide opportunities for community interaction, involvement, and volunteering.	90% of volunteers working in areas of fundraising, outreach, literacy and library service assistance rate their experience as satisfying.	Met
	75% of the organizations using library meeting room indicate that the space and equipment meets their needs.	Met
	65% of all library attendees report satisfaction with library facility equipment.	Exceeded-92%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>52,637</b>	<b>100%</b>	\$	<b>58,149</b>	<b>100%</b>	\$	<b>56,860</b>	<b>100%</b>
Personnel		39,967	76%		43,249	74%		41,682	73%
Operating		12,670	24%		14,900	26%		15,178	27%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
General Fund	\$	30,951	59%	\$	40,399	69%	\$	28,860	51%
Inter Governmental Revenue		18,494	35%		15,000	26%		23,700	42%
Charges For Services		3,193	6%		2,750	5%		4,300	8%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-03 - Teaching: Provide classes and individual instruction in reading, writing, English as a Second Language, computer basics and other life skills.	140 individual literacy students receive skill building instruction this year.	Exceeded-175 students
	More than 40 new literacy volunteer tutors are trained per year with a goal of increasing volunteers by 5% next year.	Not met-30 new volunteers
	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 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 145,976</b>	<b>100%</b>	<b>\$ 166,769</b>	<b>100%</b>	<b>\$ 178,414</b>	<b>100%</b>	<b>\$ 177,595</b>	<b>100%</b>
Personnel	134,331	92%	151,337	91%	163,587	92%	156,216	88%
Operating	11,056	8%	15,232	9%	14,627	8%	21,180	12%
Services	589	0%	200	0%	200	0%	200	0%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
Literacy Grants	9,983	7%	22,269	13%	(9,234)	-5%	25,595	14%
Inter Governmental Revenue	37,772	26%	47,000	28%	52,187	29%	47,000	26%
Donations	43,220	30%	42,500	25%	80,461	45%	50,000	28%
Other Financing Sources	55,000	38%	55,000	33%	55,000	31%	55,000	31%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-04 - Satellite Provision: Provide unique services and materials tailored to the students of Belle Haven School and to the broader Belle Haven community.	85% of the Belle Haven School classes are scheduled weekly for library instruction and storytime.	Not met-75%
	85% of users report satisfaction with library materials.	Exceeded-92%
	50% of customers report that Belle Haven Branch is their primary source for library and community information.	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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 262,538</b>	<b>100%</b>	<b>\$ 270,742</b>	<b>100%</b>	<b>\$ 281,708</b>	<b>100%</b>	<b>\$ 283,248</b>	<b>100%</b>
Personnel	257,260	98%	261,917	97%	269,404	96%	266,345	94%
Operating	5,278	2%	8,825	3%	12,303	4%	16,903	6%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 219,946	84%	\$ 222,060	82%	\$ 239,614	85%	\$ 236,278	83%
Inter Governmental Revenue	-	0%	7,500	3%	1,312	0%	6,188	2%
Charges For Services	42,591	16%	41,182	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 2007 – 2008



POLICE DEPARTMENT

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
101-01 - Patrol Service	\$ 4,148,554	\$ 5,182,842	\$ 5,032,642	\$ 5,461,260
101-02 - Investigations	1,035,259	1,179,883	1,120,310	1,276,794
101-04 - Community Outreach	588,346	658,125	642,724	776,354
101-05 - Narcotic Abatement	517,343	606,227	635,507	609,918
101-06 - Code Enforcement	506,337	592,213	548,093	662,016
<b>Program Total</b>	<b>\$ 6,795,839</b>	<b>\$ 8,219,290</b>	<b>\$ 7,979,276</b>	<b>\$ 8,786,343</b>

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
101-01 - Patrol Service: Meet the community's need for safety and security through timely and effective response to calls for service.	Achieve an average response time to emergency police calls for service of (4) minutes.	Exceeded-3 minutes
	Achieve an average response time to non-emergency calls for service of (10) minutes.	Met
	The community rates the City as a safe and secure place to live, work, and visit.	Data not available

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 4,148,554</b>	<b>100%</b>	<b>\$ 5,182,842</b>	<b>100%</b>	<b>\$ 5,032,642</b>	<b>100%</b>	<b>\$ 5,461,260</b>	<b>100%</b>
Personnel	3,457,232	83%	4,192,461	81%	4,133,626	82%	4,631,177	85%
Operating	639,106	15%	688,932	13%	609,663	12%	530,394	10%
Services	52,216	1%	301,449	6%	289,354	6%	299,690	5%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 3,887,556	94%	\$ 4,860,245	94%	\$ 4,711,044	94%	\$ 5,089,714	93%
Local Law Enforc Block Grant	(22)	0%	(100)	0%	-	0%	-	0%
Suppl Law Enforc Svc Fd (Cops)	(26,155)	-1%	(2,921)	0%	(3,764)	0%	(20,453)	0%
Inter Governmental Revenue	101,949	2%	100,000	2%	100,000	2%	100,000	2%
Fines	165,128	4%	174,980	3%	174,980	3%	285,000	5%
Interest and Rent Income	5,235	0%	3,100	0%	5,500	0%	6,000	0%
Charges For Services	14,862	0%	47,538	1%	44,882	1%	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.

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 1,035,259</b>	<b>100%</b>	<b>\$ 1,179,883</b>	<b>100%</b>	<b>\$ 1,120,310</b>	<b>100%</b>	<b>\$ 1,276,794</b>	<b>100%</b>
Personnel	890,692	86%	1,052,683	89%	939,785	84%	1,101,483	86%
Operating	96,506	9%	44,600	4%	97,925	9%	92,711	7%
Services	48,060	5%	82,600	7%	82,600	7%	82,600	6%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 975,823	94%	\$ 1,176,883	100%	\$ 1,113,666	99%	\$ 1,274,794	100%
Suppl Law Enforc Svc Fd (Cops)	7,109	1%	-	0%	-	0%	-	0%
Inter Governmental Revenue	50,603	5%	-	0%	-	0%	-	0%
Charges For Services	1,724	0%	3,000	0%	6,644	1%	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:**

101-04 - Community Outreach:  
Employ effective communication strategies and maintain key community partnerships to cooperatively identify and solve problems, enhance trust, and prevent crime.

**RESULTS:**

Survey results consistently show that the community feels the Police Department is accessible and effective as a partner in problem solving and responsive crime prevention.

**STATUS:**

Data not available

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 588,346</b>	<b>100%</b>	<b>\$ 658,125</b>	<b>100%</b>	<b>\$ 642,724</b>	<b>100%</b>	<b>\$ 776,354</b>	<b>100%</b>
Personnel	578,079	98%	644,005	98%	596,136	93%	736,841	95%
Operating	10,267	2%	8,775	1%	41,242	6%	34,169	4%
Services	-	0%	5,345	1%	5,345	1%	5,345	1%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 585,205	99%	\$ 656,625	100%	\$ 641,724	100%	\$ 776,254	100%
Local Law Enforc Block Grant	2,235	0%	-	0%	-	0%	-	0%
Charges For Services	906	0%	1,500	0%	1,000	0%	100	0%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
101-05 - Narcotic Abatement: Reduce gang activity, violence and fear associated with illegal narcotics through proactive enforcement and regional cooperative efforts.	Violent crime and fear associated with illegal narcotic activity is minimized.	Met
	90% of all complaints are responded to within two business days.	Exceeded-100%
	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 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 517,343</b>	<b>100%</b>	<b>\$ 606,227</b>	<b>100%</b>	<b>\$ 635,507</b>	<b>100%</b>	<b>\$ 609,918</b>	<b>100%</b>
Personnel	452,299	87%	501,201	83%	554,694	87%	531,074	87%
Operating	65,044	13%	53,166	9%	29,520	5%	26,264	4%
Services	-	0%	51,860	9%	51,293	8%	52,580	9%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 32,752	6%	\$ 64,504	11%	\$ 50,545	8%	\$ 52,070	9%
Narcotic Seizure Fund	1,253	0%	-	0%	-	0%	-	0%
Suppl Law Enforc Svc Fd (Cops)	7,491	1%	-	0%	-	0%	-	0%
Community Development Agency Non-Housing	472,926	91%	541,723	89%	584,360	92%	557,249	91%
Inter Governmental Revenue	543	0%	-	0%	602	0%	600	0%
Charges For Services	2,379	0%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
101-06 - Code Enforcement: Address quality of life and community safety through the timely and effective enforcement of municipal codes.	90% of all complaints are responded to within 3 business days.	Met
	20% of all cases will be officer initiated.	Met
	90% of all cases will be closed within 45 days.	Exceeded-97%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 506,337</b>	<b>100%</b>	<b>\$ 592,213</b>	<b>100%</b>	<b>\$ 548,093</b>	<b>100%</b>	<b>\$ 662,016</b>	<b>100%</b>
Personnel	498,607	98%	584,278	99%	514,302	94%	629,921	95%
Operating	6,005	1%	6,160	1%	32,016	6%	32,095	5%
Services	1,725	0%	1,775	0%	1,775	0%	-	0%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 12,210	2%	\$ 51,065	9%	\$ 37,837	7%	\$ 38,425	6%
Community Development Agency Non-Housing	473,975	94%	523,148	88%	488,756	89%	603,591	91%
Charges For Services	20,152	4%	18,000	3%	21,500	4%	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.

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
102-01 - Dispatch	\$ 1,145,694	\$ 1,770,912	\$ 1,596,654	\$ 1,904,854
102-02 - Records Management	375,524	384,670	407,300	398,159
102-04 - Police Training	346,367	405,562	451,348	400,989
102-05 - Parking Management	328,354	418,354	380,551	435,852
<b>Program Total</b>	<u>\$ 2,195,939</u>	<u>\$ 2,979,499</u>	<u>\$ 2,835,853</u>	<u>\$ 3,139,853</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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
102-01 - Dispatch: Receive calls for Police and City services and coordinate emergency and non-emergency response in a professional and timely manner.	95% of emergency calls are responded to within 2 minutes of receipt.	Exceeded-within 1 minute
	95% of non-emergency calls are responded to within 11 minutes of receipt.	Met
	85% of reporting parties rate experience as positive.	Exceeded-95%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 1,145,694</b>	<b>100%</b>	<b>\$ 1,770,912</b>	<b>100%</b>	<b>\$ 1,596,654</b>	<b>100%</b>	<b>\$ 1,904,854</b>	<b>100%</b>
Personnel	1,006,448	88%	1,405,401	79%	1,302,390	82%	1,583,181	83%
Operating	126,058	11%	340,279	19%	279,401	17%	304,953	16%
Services	13,188	1%	25,232	1%	14,863	1%	16,720	1%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Funding Source *</b>								
General Fund	\$ 1,009,099	88%	\$ 1,267,447	72%	\$ 1,091,741	68%	\$ 1,181,094	62%
Suppl Law Enforc Svc Fd (Cops)	9,451	1%	20,000	1%	20,000	1%	20,000	1%
Inter Governmental Revenue	5,462	0%	389,965	22%	390,063	24%	608,910	32%
Charges For Services	121,683	11%	93,500	5%	94,850	6%	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
102-02 - Records Management: Prepare, store, retrieve and report police information in a timely, accurate and courteous manner.	85% of reporting and procedural deadlines are met each month.  85% of records management customers report experience as positive.	Met  Exceeded-100%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>375,524</b>	<b>100%</b>	\$	<b>384,670</b>	<b>100%</b>	\$	<b>398,159</b>	<b>100%</b>
Personnel		354,146	94%		359,035	93%		357,847	90%
Operating		21,378	6%		25,635	7%		40,312	10%
<b>Funding Source *</b>									
General Fund	\$	334,880	89%	\$	336,170	87%	\$	341,959	86%
Charges For Services		40,644	11%		48,500	13%		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.

<b>SERVICES:</b>	<b>RESULTS:</b>				<b>STATUS:</b>			
102-04 - Police Training: Enhance the professional development of police employees by planning and implementing quality training that meets or exceeds legal mandates and that is consistent with the needs of the community.	Meet legal mandates 100% of the time.				Met			
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 346,367</b>	<b>100%</b>	<b>\$ 405,562</b>	<b>100%</b>	<b>\$ 451,348</b>	<b>100%</b>	<b>\$ 400,989</b>	<b>100%</b>
Personnel	209,373	60%	187,415	46%	208,509	46%	180,150	45%
Operating	111,869	32%	196,317	48%	206,641	46%	185,309	46%
Services	25,125	7%	21,830	5%	36,198	8%	35,530	9%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Funding Source *</b>	<b>\$ 319,013</b>	<b>92%</b>	<b>\$ 382,562</b>	<b>94%</b>	<b>\$ 427,041</b>	<b>95%</b>	<b>\$ 376,589</b>	<b>94%</b>
General Fund	26,002	8%	23,000	6%	23,000	5%	23,000	6%
Inter Governmental Revenue	1,352	0%	-	0%	1,307	0%	1,400	0%
Charges For Services								

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
102-05 - Parking Management: Provide ongoing analysis of parking management systems to ensure the most effective and efficient service through a combination of enforcement and permitting. Three programs are overseen by this service: Downtown, Residential, and Overnight.	85% of permit customers report program satisfaction through surveys and outreach programs.  Provide an initial response to a program complaint within 24 hours (excluding weekends and holidays).	Exceeded-100%  Met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 328,354</b>	<b>100%</b>	<b>\$ 418,354</b>	<b>100%</b>	<b>\$ 380,551</b>	<b>100%</b>	<b>\$ 435,852</b>	<b>100%</b>
Personnel	314,351	96%	383,807	92%	328,625	86%	397,507	91%
Operating	14,003	4%	34,547	8%	51,925	14%	38,344	9%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ (393,469)	-120%	\$ (351,952)	-84%	\$ (389,755)	-102%	\$ (334,455)	-77%
Downtown Parking Permits	4,306	1%	12,786	3%	12,786	3%	12,786	3%
Licenses & Permits	90,641	28%	91,000	22%	91,000	24%	91,000	21%
Fines	626,877	191%	666,520	159%	666,520	175%	666,520	153%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
103-01 - Information Outreach	\$ 11,869	\$ 38,973	\$ 37,725	\$ 30,962
103-02 - Disaster Management Coordination	49,386	122,852	134,265	72,627
103-03 - Emergency Preparedness Training	30,178	28,380	31,995	27,132
<b>Program Total</b>	<u>\$ 91,433</u>	<u>\$ 190,205</u>	<u>\$ 203,985</u>	<u>\$ 130,721</u>

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
103-01 - Information Outreach: Provide information related to emergency preparedness and disaster management.	Provide meaningful information through the annual community meeting, handouts, mailings, radio station, and "It's up to you for 72" campaign.	Met
	Provide written report to Council on the status of the Emergency Preparedness Program.	Met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>11,869</b>	<b>100%</b>	\$	<b>38,973</b>	<b>100%</b>	\$	<b>30,962</b>	<b>100%</b>
Personnel		9,721	82%		25,084	64%		19,575	63%
Operating		2,148	18%		13,889	36%		11,387	37%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
General Fund	\$	11,869	100%	\$	38,973	100%	\$	30,962	100%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
103-02 - Disaster Management Coordination: Build cooperative relationships with other service providers likely to assist in a large-scale local emergency so that coordinated rescue and response efforts will be effective.	Conduct planning meetings and regular exercises with service providers likely to assist the City in a large-scale local emergency.	Met
	Conduct interoperability assessment.	Met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008					
<b>Total Expenditures</b>	\$	<b>49,386</b>	<b>100%</b>	\$	<b>122,852</b>	<b>100%</b>	\$	<b>72,627</b>	<b>100%</b>			
Personnel		8,995	18%		23,174	19%		19,575	27%			
Operating		40,391	82%		47,788	39%		2,127	3%			
Services		-	0%		51,890	42%		50,925	70%			
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008					
General Fund	\$	49,386	100%	\$	75,564	62%	\$	86,977	65%	\$	72,627	100%
Inter Governmental Revenue		-	0%		47,288	38%		47,288	35%		-	0%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
103-03 - Emergency Preparedness Training: Provide specialized training to City staff, Council and the Community.	Provide Bi-Annual emergency preparedness training to City Staff and Council.	Met
	Coordinate a Community Emergency Response Team Program in conjunction with the Fire District.	Met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 30,178</b>	<b>100%</b>	<b>\$ 28,380</b>	<b>100%</b>	<b>\$ 31,995</b>	<b>100%</b>	<b>\$ 27,132</b>	<b>100%</b>
Personnel	26,150	87%	23,880	84%	26,405	83%	20,378	75%
Operating	653	2%	2,500	9%	3,591	11%	3,254	12%
Services	3,376	11%	2,000	7%	2,000	6%	3,500	13%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 30,178	100%	\$ 28,380	100%	\$ 31,995	100%	\$ 27,132	100%

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

**LEAD DEPARTMENT: Police Department**

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

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
104-01 - Public Traffic Safety Education	\$ 30,670	\$ 60,540	\$ 11,077	\$ 3,373
104-02 - Enforcement of Traffic Laws	831,813	1,025,378	1,218,114	1,517,875
<b>Program Total</b>	<u>\$ 862,484</u>	<u>\$ 1,085,918</u>	<u>\$ 1,229,191</u>	<u>\$ 1,521,248</u>

**LEAD DEPARTMENT: Police Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
104-01 - Public Traffic Safety 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 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 30,670</b>	<b>100%</b>	<b>\$ 60,540</b>	<b>100%</b>	<b>\$ 11,077</b>	<b>100%</b>	<b>\$ 3,373</b>	<b>100%</b>
Personnel	27,577	90%	14,000	23%	8,408	76%	2,000	59%
Operating	3,093	10%	46,540	77%	2,670	24%	1,373	41%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 10,865	35%	\$ 60,540	100%	\$ 11,077	100%	\$ 3,373	100%
Inter Governmental Revenue	19,805	65%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Police Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
104-02 - Enforcement of Traffic Laws: Deploy patrol officers on City streets to enforce posted speed limits and other regulatory traffic laws.	Achieve a 1% reduction in reportable collisions.	Met
	1% increase in traffic citations.	Met

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>		
<b>Total Expenditures</b>	\$	<b>831,813</b>	<b>100%</b>	\$	<b>1,025,378</b>	<b>100%</b>	\$	<b>1,517,875</b>	<b>100%</b>
Personnel		828,129	100%		1,018,598	99%		1,470,734	97%
Operating		3,685	0%		5,700	1%		47,141	3%
<b>Funding Source *</b>		<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$	831,813	100%	\$	1,025,378	100%	\$	1,517,875	100%

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

CITY OF MENLO PARK  
FISCAL YEAR 2007 – 2008



PUBLIC WORKS DEPARTMENT

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
201-01 - Facility/Field Capital Projects	\$ 10,405,525	\$ 13,668,713	\$ 11,968,511	\$ 8,571,427
201-02 - Facility Maintenance	948,124	1,174,373	1,104,621	1,202,575
201-03 - Field/Grounds Maintenance	1,134,369	1,248,435	1,327,788	1,377,612
<b>Program Total</b>	<u>\$ 12,488,017</u>	<u>\$ 16,091,521</u>	<u>\$ 14,400,920</u>	<u>\$ 11,151,615</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
201-01 - Facility/Field Capital Projects: Plan, program, and manage capital improvement projects for City infrastructure and facilities that meet the needs of the community and are cost-effective to maintain.	Design and construct 90% of projects on schedule.	Not met-73%
	Design and construct 90% of projects within budget.	Exceeded-100%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 10,405,525</b>	<b>100%</b>	<b>\$ 13,668,713</b>	<b>100%</b>	<b>\$ 11,968,511</b>	<b>100%</b>	<b>\$ 8,571,427</b>	<b>100%</b>
Personnel	665	0%	125,466	1%	122,631	1%	81,499	1%
Operating	578	0%	10,027	0%	9,899	0%	127,315	1%
Services	-	0%	38,156	0%	38,156	0%	16,799	0%
Capital Improvement Projects	10,404,281	100%	13,495,065	99%	11,797,825	99%	8,345,814	97%

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

<b>Funding Source *</b>	Actual		Budget		Esimate		Proposed	
	2005-2006		2006-2007		2006-2007		2007-2008	
General Fund	\$ 867	0%	\$ -	0%	\$ -	0%	\$ 70,000	1%
Bayfront Pk.Mt. Operation	24,578	0%	14,147	0%	12,422	0%	-	0%
Rec-In-Lieu Fund	(178,759)	-2%	(1,572,500)	-12%	(1,572,500)	-13%	(1,229,429)	-14%
Downtown Parking Permits	458,418	4%	675,907	5%	665,667	6%	43,750	1%
Measure A	324,345	3%	689,098	5%	661,739	6%	515,537	6%
Traffic Impact Fees	5,436	0%	187,577	1%	186,095	2%	147,217	2%
Construction Impact Fees	-	0%	(400,000)	-3%	(1,021,014)	-9%	(100,000)	-1%
Highway Users Tax Fund	(85,017)	-1%	964,250	7%	923,104	8%	269,882	3%
Sidewalk Assesment	62,593	1%	225,407	2%	174,929	1%	26,876	0%
Storm Water Mgmt Fund (NPDES)	-	0%	-	0%	(42,065)	0%	-	0%
Traffic Congestion Relief-2928	(139,377)	-1%	(230,000)	-2%	(230,000)	-2%	130,000	2%
Landscaping/Tree Assesmnt	-	0%	-	0%	-	0%	30,000	0%
1990 Library Bond Fund	(14,313)	0%	282,307	2%	255,859	2%	8,789	0%
1992 RDA Tax Increment Bond	(1,210)	0%	-	0%	-	0%	-	0%
2000 RDA Tax Increment Bond	583,105	6%	1,984,822	15%	2,200,294	18%	(218,079)	-3%
General Fund - CIP	3,145,913	30%	(748,315)	-5%	(798,305)	-7%	1,493,765	17%
Community Development Agency Housing	-	0%	1,030,916	8%	184,699	2%	802,770	9%
Measure T Bond	4,430,728	43%	1,374,096	10%	770,296	6%	1,199,723	14%
Water Fund - Capital	-	0%	3,505,800	26%	3,430,077	29%	115,627	1%
Taxes	-	0%	601,000	4%	601,000	5%	600,000	7%
Special Assessments on Tax Roll	170,057	2%	173,000	1%	173,000	1%	173,000	2%
Franchise Fees	41,961	0%	47,000	0%	47,000	0%	-	0%
Inter Governmental Revenue	268,468	3%	230,000	2%	294,000	2%	-	0%
Interest and Rent Income	834,821	8%	653,500	5%	450,500	4%	468,000	5%
Charges For Services	489,209	5%	1,947,700	14%	2,297,700	19%	1,900,000	22%
Other Financing Sources	(16,298)	0%	2,033,000	15%	2,304,014	19%	2,124,000	25%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 948,124</b>	<b>100%</b>	<b>\$ 1,174,373</b>	<b>100%</b>	<b>\$ 1,104,621</b>	<b>100%</b>	<b>\$ 1,202,575</b>	<b>100%</b>
Personnel	623,686	66%	770,612	66%	721,406	65%	791,480	66%
Operating	224,377	24%	274,196	23%	251,850	23%	275,095	23%
Services	100,061	11%	129,565	11%	131,365	12%	136,000	11%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 948,123	100%	\$ 1,174,373	100%	\$ 1,104,621	100%	\$ 1,202,575	100%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
201-03 - Field/Grounds Maintenance: Maintain, repair and renovate City parks and grounds, including sports fields and playgrounds, and schedule fields in a manner that facilitates appropriate maintenance.	Abate 90% of reported hazards within 24 hours of report.	Exceeded-100%
	Achieve an 85% customer satisfaction rate for park user groups through an annual survey.	Not met-73.5%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 1,134,369</b>	<b>100%</b>	<b>\$ 1,248,435</b>	<b>100%</b>	<b>\$ 1,327,788</b>	<b>100%</b>	<b>\$ 1,377,612</b>	<b>100%</b>
Personnel	603,521	53%	627,944	50%	689,751	52%	679,593	49%
Operating	265,990	23%	317,991	25%	335,537	25%	390,519	28%
Services	264,858	23%	302,500	24%	302,500	23%	307,500	22%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 773,961	68%	\$ 809,215	65%	\$ 882,278	66%	\$ 866,372	63%
Bayfront Pk.Mt. Operation	130,443	11%	126,447	10%	125,646	9%	142,394	10%
Sharon Hills Park	17,830	2%	6,700	1%	6,700	1%	6,600	0%
Bayfront Park Landfill	(231,474)	-20%	(200,227)	-16%	(200,136)	-15%	(170,153)	-12%
Interest and Rent Income	132,612	12%	186,300	15%	193,300	15%	192,400	14%
Charges For Services	310,998	27%	320,000	26%	320,000	24%	340,000	25%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
202-01 - Water Delivery System	\$ 2,572,665	\$ 3,771,464	\$ 3,649,919	\$ 3,296,535
202-02 - Water Supply	91,916	241,778	226,169	300,149
<b>Program Total</b>	<u>\$ 2,664,580</u>	<u>\$ 4,013,242</u>	<u>\$ 3,876,088</u>	<u>\$ 3,596,684</u>

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>				<b>STATUS:</b>			
202-01 - Water Delivery System: Maintain the Menlo Park Municipal Water District water delivery system and coordinate with other water systems serving Menlo Park residents and businesses in order to ensure adequate water pressure and meet regulatory requirements.	Complete all monthly water quality tests and send to the State on time.				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 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 2,572,665</b>	<b>100%</b>	<b>\$ 3,771,464</b>	<b>100%</b>	<b>\$ 3,649,919</b>	<b>100%</b>	<b>\$ 3,296,535</b>	<b>100%</b>
Personnel	327,894	13%	459,796	12%	342,151	9%	452,684	14%
Operating	1,970,240	77%	2,986,858	79%	2,985,262	82%	2,692,852	82%
Services	92,106	4%	162,646	4%	157,161	4%	151,000	5%
Capital Improvement Projects	182,425	7%	162,164	4%	165,345	5%	-	0%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
Water Fund - Operation	2,563,949	100%	3,771,464	100%	3,649,945	100%	3,296,535	100%
Water Fund - Capital	797	0%	-	0%	(26)	0%	-	0%
Charges For Services	7,919	0%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
202-02 - Water Supply: Plan for an adequate water supply to meet current and future needs of Menlo Park Municipal Water District customers through storage, conservation, monitoring water availability and procurement/advocacy efforts and coordinate with other water systems serving Menlo Park residents and businesses.	Design and construct water facilities on schedule 90% of the time.	Not met
	Annually increase the number of participants in the water conservation program.	Met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 91,916</b>	<b>100%</b>	<b>\$ 241,778</b>	<b>100%</b>	<b>\$ 226,169</b>	<b>100%</b>	<b>\$ 300,149</b>	<b>100%</b>
Personnel	102,073	111%	142,383	59%	132,227	58%	174,201	58%
Operating	131,537	143%	7,895	3%	8,942	4%	12,948	4%
Services	56,324	61%	91,500	38%	85,000	38%	113,000	38%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
Water Fund - Operation	84,912	92%	220,492	91%	210,002	93%	269,387	90%
Water Fund - Capital	(910,761)	-991%	(1,148,714)	-475%	(1,153,833)	-510%	(1,044,239)	-348%
Interest and Rent Income	342,784	373%	470,000	194%	470,000	208%	500,000	167%
Charges For Services	574,980	626%	700,000	290%	700,000	310%	575,000	192%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
203-01 - Vehicle Replacement	\$ 262,716	\$ 351,201	\$ 328,021	\$ 352,282
203-02 - Vehicle Repair and Maintenance	356,104	347,495	359,584	390,585
<b>Program Total</b>	<u>\$ 618,820</u>	<u>\$ 698,696</u>	<u>\$ 687,605</u>	<u>\$ 742,867</u>

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
203-01 - Vehicle Replacement: Manage the process of vehicle/motorized equipment purchase, replacement, and disposal.	Adhere to vehicle replacement schedule for all City vehicles and motorized equipment 95% of the time.	Exceeded-97%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 262,716</b>	<b>100%</b>	<b>\$ 351,201</b>	<b>100%</b>	<b>\$ 328,021</b>	<b>100%</b>	<b>\$ 352,282</b>	<b>100%</b>
Personnel	8,939	3%	38,730	11%	23,388	7%	15,817	4%
Operating	253,777	97%	312,471	89%	304,633	93%	336,465	96%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 8,947	3%	\$ 48,176	14%	\$ 24,997	8%	\$ 17,282	5%
Vehicle Replacement Fund	(49,686)	-19%	19,025	5%	19,025	6%	112,000	32%
Other Financing Sources	303,455	116%	284,000	81%	284,000	87%	223,000	63%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
203-02 - Vehicle Repair and Maintenance: Repair and maintain vehicles/motorized equipment to keep them in good working condition and meet regulatory requirements.	Keep vehicles and motorized equipment up and running 95% of the time.	Exceeded-98%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 356,104</b>	<b>100%</b>	<b>\$ 347,495</b>	<b>100%</b>	<b>\$ 359,584</b>	<b>100%</b>	<b>\$ 390,585</b>	<b>100%</b>
Personnel	305,734	86%	306,623	88%	310,740	86%	341,401	87%
Operating	46,777	13%	38,272	11%	46,244	13%	46,585	12%
Services	3,593	1%	2,600	1%	2,600	1%	2,600	1%
<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 344,755	97%	\$ 312,283	90%	\$ 352,959	98%	\$ 352,052	90%
Landscaping/Tree Assesmnt	-	0%	17,606	5%	2,838	1%	19,209	5%
Water Fund - Operation	-	0%	17,606	5%	3,787	1%	19,324	5%
Charges For Services	11,349	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.

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
204-02 - City Tree Maintenance	\$ 738,529	\$ 808,414	\$ 826,259	\$ 1,057,861
204-03 - Heritage Trees	105,747	109,784	128,750	117,058
<b>Program Total</b>	<u>\$ 844,276</u>	<u>\$ 918,198</u>	<u>\$ 955,009</u>	<u>\$ 1,174,919</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 204 - URBAN FOREST**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
204-02 - City Tree Maintenance: Maintain a healthy and safe urban forest through regular trimming and tree care practices, response to calls for service, and tree replacement for City public trees.	Investigate and trim as necessary 20% of the inventory of City trees annually.	Met
	Respond to customer service calls for City trees within one week 85% of the time.	Met
	Replant at least one new tree for each City street tree removed throughout the year.	Met

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 738,529</b>	<b>100%</b>	<b>\$ 808,414</b>	<b>100%</b>	<b>\$ 826,259</b>	<b>100%</b>	<b>\$ 1,057,861</b>	<b>100%</b>
Personnel	364,414	49%	392,820	49%	416,252	50%	407,672	39%
Operating	205,764	28%	199,092	25%	193,505	23%	326,189	31%
Services	168,351	23%	216,502	27%	216,502	26%	324,000	31%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 171,891	23%	\$ 179,297	22%	\$ 182,242	22%	\$ 260,560	25%
Sidewalk Assesment	(270)	0%	-	0%	-	0%	200,000	19%
Landscaping/Tree Assesmnt	92,126	12%	(19,883)	-2%	(11,173)	-1%	(260,699)	-25%
Community Development Agency Non-Housing	21,794	3%	24,000	3%	30,191	4%	24,000	2%
Special Assessments on Tax Roll	451,291	61%	468,000	58%	468,000	57%	477,000	45%
Charges For Services	1,698	0%	1,000	0%	1,000	0%	1,000	0%
Other Financing Sources	-	0%	156,000	19%	156,000	19%	356,000	34%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 204 - URBAN FOREST**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>105,747</b>	<b>100%</b>	\$	<b>109,784</b>	<b>100%</b>	\$	<b>117,058</b>	<b>100%</b>
Personnel		104,931	99%		97,784	89%		102,244	87%
Operating		231	0%		3,500	3%		6,814	6%
Services		585	1%		8,500	8%		8,000	7%
<b>Funding Source *</b>									
General Fund	\$	79,397	75%	\$	55,784	51%	\$	72,058	62%
Charges For Services		26,350	25%		54,000	49%		45,000	38%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
205-01 - Right-of-Way Maintenance/Repair	\$ 740,357	\$ 881,103	\$ 867,169	\$ 508,669
205-02 - Street Fixture Maintenance	224,355	266,375	251,256	261,399
205-03 - Median/Roadway Landscaping	362,912	496,226	399,506	558,507
205-04 - Street Cleaning	190,655	279,349	282,103	246,844
205-05 - Right-of-Way Encroachments	318,409	294,604	344,260	330,062
<b>Program Total</b>	<u>\$ 1,836,689</u>	<u>\$ 2,217,657</u>	<u>\$ 2,144,294</u>	<u>\$ 1,905,480</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.

<b>SERVICES:</b>	<b>RESULTS:</b>				<b>STATUS:</b>			
205-01 - Right-of-Way Maintenance/Repair: Plan and manage the repair of City streets, sidewalks, pathways, and parking lots.	Maintain a citywide pavement condition index at or above the Bay Area average of 66.				Not met-PCI = 65			
	Each year, inspect 20% of the City's sidewalks, curbs and gutters for root damage caused by City trees and conduct repairs.				Met			
	Abate 100% of identified hazards within 1 day of notification.				Not met-90.3%			
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 740,357</b>	<b>100%</b>	<b>\$ 881,103</b>	<b>100%</b>	<b>\$ 867,169</b>	<b>100%</b>	<b>\$ 508,669</b>	<b>100%</b>
Personnel	343,701	46%	262,299	30%	264,246	30%	278,129	55%
Operating	150,510	20%	578,018	66%	565,638	65%	213,040	42%
Services	35,601	5%	40,786	5%	37,286	4%	17,500	3%
Capital Improvement Projects	210,546	28%	-	0%	-	0%	-	0%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 397,726	54%	\$ 445,817	51%	\$ 429,197	49%	\$ 454,482	89%
Downtown Parking Permits	(273,745)	-37%	(759,000)	-86%	(757,909)	-87%	(485,814)	-96%
Measure A	(268)	0%	-	0%	-	0%	-	0%
Highway Users Tax Fund	(642,315)	-87%	(76,000)	-9%	(76,000)	-9%	(50,000)	-10%
Sidewalk Assesment	(144,627)	-20%	1,800	0%	1,800	0%	-	0%
Traffic Congestion Relief-2928	(1,957)	0%	(15,000)	-2%	(15,000)	-2%	(15,000)	-3%
Landscaping/Tree Assesmnt	1,180	0%	-	0%	-	0%	-	0%
2000 RDA Tax Increment Bond	34,321	5%	402,486	46%	402,486	46%	-	0%
General Fund - CIP	148,568	20%	-	0%	1,595	0%	-	0%
Community Development Agency Non-Housing	3	0%	-	0%	-	0%	-	0%
Water Fund - Operation	2	0%	-	0%	-	0%	-	0%
Taxes	595,607	80%	-	0%	-	0%	-	0%
Special Assessments on Tax Roll	5,445	1%	-	0%	-	0%	-	0%
Licenses & Permits	341,276	46%	432,000	49%	432,000	50%	440,000	87%
Interest and Rent Income	98,359	13%	168,000	19%	168,000	19%	134,000	26%
Charges For Services	38,475	5%	31,000	4%	31,000	4%	31,000	6%
Donations	-	0%	250,000	28%	250,000	29%	-	0%
Other Financing Sources	142,307	19%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-02 - 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-81%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>224,355</b>	<b>100%</b>	\$	<b>266,375</b>	<b>100%</b>	\$	<b>261,399</b>	<b>100%</b>
Personnel		61,856	28%		68,547	26%		74,207	28%
Operating		162,754	73%		197,828	74%		187,192	72%
Services		(255)	0%		-	0%		-	0%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
General Fund	\$	135,324	60%	\$	252,963	95%	\$	251,128	96%
Highway Users Tax Fund		89,031	40%		13,412	5%		10,271	4%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-03 - Median/Roadway Landscaping: Remove debris and maintain landscaping in medians and sidewalk areas.	Achieve an 85% customer satisfaction rating annually.	Not met-67%

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 362,912</b>	<b>100%</b>	<b>\$ 496,226</b>	<b>100%</b>	<b>\$ 399,506</b>	<b>100%</b>	<b>\$ 558,507</b>	<b>100%</b>
Personnel	272,918	75%	388,691	78%	289,514	72%	432,696	77%
Operating	77,397	21%	94,535	19%	96,992	24%	112,812	20%
Services	12,596	3%	13,000	3%	13,000	3%	13,000	2%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 348,727	96%	\$ 277,934	56%	\$ 238,907	60%	\$ 421,489	75%
Vintage Oaks Landscape Mtce	8,612	2%	8,640	2%	8,640	2%	9,576	2%
Downtown Parking Permits	-	0%	68,327	14%	38,094	10%	66,820	12%
Storm Water Mgmt Fund (NPDES)	-	0%	-	0%	439	0%	-	0%
Garbage Service Fund	-	0%	134,725	27%	106,827	27%	54,623	10%
Interest and Rent Income	5,572	2%	6,600	1%	6,600	2%	6,000	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-04 - Street Cleaning: Remove leaves and other debris from the roadway.	Achieve an 85% customer satisfaction rating annually.	Not met-81%

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 190,655</b>	<b>100%</b>	<b>\$ 279,349</b>	<b>100%</b>	<b>\$ 282,103</b>	<b>100%</b>	<b>\$ 246,844</b>	<b>100%</b>
Personnel	82,043	43%	90,030	32%	95,178	34%	94,238	38%
Operating	1,154	1%	5,281	2%	2,887	1%	2,605	1%
Services	107,458	56%	184,038	66%	184,038	65%	150,000	61%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
General Fund	\$ 2,742	1%	\$ -	0%	\$ -	0%	\$ -	0%
Storm Water Mgmt Fund (NPDES)	74,786	39%	104,596	37%	103,722	37%	85,088	34%
Landscaping/Tree Assesmnt	100,138	53%	149,753	54%	153,380	54%	136,756	55%
Inter Governmental Revenue	12,130	6%	25,000	9%	25,000	9%	25,000	10%
Charges For Services	859	0%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-05 - Right-of-Way Encroachments: Regulate utility encroachments in the right-of-way and ensure that streets and sidewalks are repaired in accordance with City standards. (Note: Encroachments for development projects are to be accounted for in the permit processing program.)	Issue 90% of routine encroachment permits within one business day of the application filing.	Met

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 318,409</b>	<b>100%</b>	<b>\$ 294,604</b>	<b>100%</b>	<b>\$ 344,260</b>	<b>100%</b>	<b>\$ 330,062</b>	<b>100%</b>
Personnel	294,721	93%	257,354	87%	301,006	87%	289,615	88%
Operating	16,264	5%	22,250	8%	28,253	8%	25,447	8%
Services	7,425	2%	15,000	5%	15,000	4%	15,000	5%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Funding Source *</b>								
General Fund	\$ 232,203	73%	\$ 129,602	44%	\$ 198,991	58%	\$ 171,992	52%
Water Fund - Operation	25,769	8%	69,002	23%	49,269	14%	76,069	23%
Interest and Rent Income	-	0%	15,000	5%	15,000	4%	15,000	5%
Charges For Services	60,437	19%	81,000	27%	81,000	24%	67,000	20%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
206-01 - Storm Drain System	\$ 82,547	\$ 108,027	\$ 78,672	\$ 105,789
206-02 - FEMA Compliance	23,944	21,520	30,795	32,426
206-03 - Stormwater Pollution Prevention	172,350	266,094	224,026	274,820
206-04 - Creek Management	191,900	191,643	189,699	195,487
<b>Program Total</b>	<u>\$ 470,742</u>	<u>\$ 587,284</u>	<u>\$ 523,192</u>	<u>\$ 608,521</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 82,547</b>	<b>100%</b>	<b>\$ 108,027</b>	<b>100%</b>	<b>\$ 78,672</b>	<b>100%</b>	<b>\$ 105,789</b>	<b>100%</b>
Personnel	74,353	90%	94,054	87%	67,540	86%	94,809	90%
Operating	6,783	8%	12,823	12%	9,982	13%	9,829	9%
Services	850	1%	1,150	1%	1,150	1%	1,150	1%
<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 63,997	78%	\$ 108,027	100%	\$ 78,672	100%	\$ 105,789	100%
Storm Drainage	(14,001)	-17%	(800)	-1%	(150,800)	-192%	(26,000)	-25%
General Fund - CIP	561	1%	-	0%	-	0%	-	0%
Water Fund - Operation	1,472	2%	-	0%	-	0%	-	0%
Interest and Rent Income	196	0%	800	1%	800	1%	1,000	1%
Charges For Services	30,323	37%	-	0%	150,000	191%	25,000	24%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008		
<b>Total Expenditures</b>	\$	<b>23,944</b>	<b>100%</b>	\$	<b>21,520</b>	<b>100%</b>	\$	<b>32,426</b>	<b>100%</b>
Personnel		23,834	100%		19,220	89%		29,462	91%
Operating		111	0%		1,800	8%		1,964	6%
Services		-	0%		500	2%		1,000	3%
<b>Funding Source *</b>									
General Fund	\$	23,944	100%	\$	21,520	100%	\$	32,426	100%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 172,350</b>	<b>100%</b>	<b>\$ 266,094</b>	<b>100%</b>	<b>\$ 224,026</b>	<b>100%</b>	<b>\$ 258,255</b>	<b>100%</b>
Personnel	143,014	83%	167,842	63%	120,928	54%	171,732	66%
Operating Services	14,700	9%	62,181	23%	67,028	30%	50,452	20%
Capital Improvement Projects	14,636	8%	36,071	14%	36,071	16%	36,071	14%
	-	0%	-	0%	-	0%	16,564	6%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 28,249	16%	\$ 80,595	30%	\$ 27,355	12%	\$ 95,695	37%
Storm Water Mgmt Fund (NPDES)	(31,230)	-18%	12,699	5%	23,871	11%	6,324	2%
Special Assessments on Tax Roll	173,243	101%	172,800	65%	172,800	77%	172,800	67%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 191,900</b>	<b>100%</b>	<b>\$ 191,643</b>	<b>100%</b>	<b>\$ 189,699</b>	<b>100%</b>	<b>\$ 195,487</b>	<b>100%</b>
Personnel	42,816	22%	47,023	25%	43,721	23%	53,267	27%
Operating	133,324	69%	103,620	54%	104,978	55%	111,721	57%
Services	15,760	8%	41,000	21%	41,000	22%	30,500	16%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 3,290	2%	\$ 8,360	4%	\$ 4,487	2%	\$ 11,680	6%
Storm Water Mgmt Fund (NPDES)	41,033	21%	38,283	20%	40,212	21%	38,808	20%
Special Assessments on Tax Roll	147,577	77%	145,000	76%	145,000	76%	145,000	74%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 207 - RESOURCE CONSERVATION**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
207-01 - Solid Waste Management	\$ 154,584	\$ 196,466	\$ 189,204	\$ 178,734
207-02 - Sustainable Environmental Practices	7,556	39,145	16,301	14,454
<b>Program Total</b>	<u>\$ 162,140</u>	<u>\$ 235,611</u>	<u>\$ 205,505</u>	<u>\$ 193,188</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 207 - RESOURCE CONSERVATION**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 154,584</b>	<b>100%</b>	<b>\$ 196,466</b>	<b>100%</b>	<b>\$ 189,204</b>	<b>100%</b>	<b>\$ 178,734</b>	<b>100%</b>
Personnel	117,456	76%	142,265	72%	130,895	69%	143,768	80%
Operating	26,293	17%	53,551	27%	57,659	30%	33,316	19%
Services	10,835	7%	650	0%	650	0%	1,650	1%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
Garbage Service Fund	146,278	95%	188,242	96%	180,980	96%	170,562	95%
Inter Governmental Revenue	8,306	5%	8,224	4%	8,224	4%	8,172	5%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 207 - RESOURCE CONSERVATION**

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

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	\$ 7,556	100%	\$ 39,145	100%	\$ 16,301	100%	\$ 14,454	100%
Personnel	6,047	80%	6,416	16%	13,572	83%	6,752	47%
Operating	1,509	20%	5,329	14%	2,429	15%	2,402	17%
Services	-	0%	27,400	70%	300	2%	5,300	37%
	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Funding Source *</b>								
General Fund	\$ 7,556	100%	\$ 39,145	100%	\$ 16,301	100%	\$ 14,454	100%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

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	Actual 2005-2006	Budget 2006-2007	Estimate 2006-2007	Proposed 2007-2008
208-01 - Congestion Management	\$ 422,489	\$ 510,197	\$ 479,063	\$ 474,632
208-02 - Transportation Demand Management	782,379	450,713	461,879	529,349
208-04 - Street Signage & Markings	154,149	329,172	325,148	258,562
208-05 - Safe Routes to School	25,306	40,272	44,484	49,793
208-06 - Neighborhood Traffic Management	66,655	140,786	146,886	155,293
<b>Program Total</b>	<u>\$ 1,450,978</u>	<u>\$ 1,471,140</u>	<u>\$ 1,457,461</u>	<u>\$ 1,467,629</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.

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 422,489</b>	<b>100%</b>	<b>\$ 510,197</b>	<b>100%</b>	<b>\$ 479,063</b>	<b>100%</b>	<b>\$ 474,632</b>	<b>100%</b>
Personnel	174,317	41%	188,659	37%	169,309	35%	194,912	41%
Operating	132,391	31%	176,538	35%	164,754	34%	164,720	35%
Services	111,962	27%	145,000	28%	145,000	30%	115,000	24%
Capital Improvement Projects	3,819	1%	-	0%	-	0%	-	0%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 131,098	31%	\$ 134,606	26%	\$ 118,067	25%	\$ 249,836	53%
Measure A	209,604	50%	304,610	60%	298,094	62%	157,727	33%
Traffic Impact Fees	(22,704)	-5%	(476,019)	-93%	(484,098)	-101%	(74,931)	-16%
Inter Governmental Revenue	14,451	3%	25,000	5%	25,000	5%	25,000	5%
Interest and Rent Income	16,804	4%	22,000	4%	22,000	5%	17,000	4%
Charges For Services	73,235	17%	500,000	98%	500,000	104%	100,000	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.

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 782,379</b>	<b>100%</b>	<b>\$ 450,713</b>	<b>100%</b>	<b>\$ 461,879</b>	<b>100%</b>	<b>\$ 529,349</b>	<b>100%</b>
Personnel	154,469	20%	163,795	36%	170,231	37%	219,631	41%
Operating	596,128	76%	246,803	55%	251,533	54%	264,673	50%
Services	31,782	4%	40,115	9%	40,115	9%	45,045	9%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 26,965	3%	\$ 32,674	7%	\$ 28,653	6%	\$ 52,716	10%
990 & 1000 Marsh Rd Developmnt	409,334	52%	(1,930)	0%	(1,930)	0%	(1,500)	0%
BAAQMD AB 434	(939)	0%	(1,600)	0%	(1,600)	0%	(1,500)	0%
Measure A	(640,763)	-82%	(640,871)	-142%	(629,427)	-136%	(588,578)	-111%
Traffic Impact Fees	36,547	5%	45,334	10%	49,077	11%	56,034	11%
Community Development Agency Non-Housing	52,328	7%	70,000	16%	70,000	15%	72,000	14%
Taxes	647,937	83%	680,000	151%	680,000	147%	670,000	127%
Inter Governmental Revenue	153,205	20%	168,183	37%	168,183	36%	177,854	34%
Interest and Rent Income	66,117	8%	69,600	15%	69,600	15%	63,000	12%
Charges For Services	31,648	4%	29,323	7%	29,323	6%	29,323	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.

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

	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
<b>Total Expenditures</b>	<b>\$ 154,149</b>	<b>100%</b>	<b>\$ 329,172</b>	<b>100%</b>	<b>\$ 325,148</b>	<b>100%</b>	<b>\$ 258,562</b>	<b>100%</b>
Personnel	126,630	82%	128,921	39%	121,174	37%	140,476	54%
Operating	24,769	16%	35,000	11%	38,723	12%	38,086	15%
Services	2,749	2%	165,251	50%	165,251	51%	80,000	31%

<b>Funding Source *</b>	Actual 2005-2006		Budget 2006-2007		Estimate 2006-2007		Proposed 2007-2008	
General Fund	\$ 68,563	44%	\$ 78,006	24%	\$ 70,317	22%	\$ 85,911	33%
Measure A	73,873	48%	240,666	73%	245,494	76%	161,120	62%
Traffic Impact Fees	11,083	7%	10,500	3%	9,337	3%	11,531	4%
Charges For Services	629	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
208-05 - Safe Routes to School: Provide outreach to schools and planning of safe routes for school children to walk or ride their bikes to school.	Maintain current number of students participating in bicycle safety workshops.	Not met
	Implement "Safe Routes to Schools" plans for at least one school annually.	Met

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>					
<b>Total Expenditures</b>	\$	<b>25,306</b>	<b>100%</b>	\$	<b>40,272</b>	<b>100%</b>	\$	<b>44,484</b>	<b>100%</b>	\$	<b>49,793</b>	<b>100%</b>
Personnel		24,806	98%		39,672	99%		42,739	96%		48,102	97%
Operating		500	2%		600	1%		1,746	4%		1,691	3%

<b>Funding Source *</b>	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>					
General Fund	\$	512	2%	\$	787	2%	\$	734	2%	\$	4,376	9%
Measure A		13,198	52%		34,427	85%		37,962	85%		40,045	80%
Traffic Impact Fees		11,596	46%		5,058	13%		5,789	13%		5,372	11%

\* 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.

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

	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Total Expenditures</b>	<b>\$ 66,655</b>	<b>100%</b>	<b>\$ 140,786</b>	<b>100%</b>	<b>\$ 146,886</b>	<b>100%</b>	<b>\$ 155,293</b>	<b>100%</b>
Personnel	66,648	100%	75,431	54%	79,353	54%	87,944	57%
Operating	7	0%	8,855	6%	11,033	8%	10,849	7%
Services	-	0%	56,500	40%	56,500	38%	56,500	36%
	<u>Actual 2005-2006</u>		<u>Budget 2006-2007</u>		<u>Estimate 2006-2007</u>		<u>Proposed 2007-2008</u>	
<b>Funding Source *</b>								
General Fund	\$ 20,903	31%	\$ 23,762	17%	\$ 23,101	16%	\$ 30,733	20%
Measure A	43,823	66%	73,010	52%	81,957	56%	79,039	51%
Traffic Impact Fees	1,929	3%	44,014	31%	41,828	28%	45,521	29%

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

CITY OF MENLO PARK  
FISCAL YEAR 2007 – 2008



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	2005-2006	\$ 29,608,559	\$ 31,102,851	\$ 27,441,508	\$ 33,269,902
	2006-2007	\$ 33,269,902	\$ 33,673,628	\$ 33,423,653	\$ 33,519,877
	2007-2008	\$ 33,519,877	\$ 34,929,213	\$ 35,907,229	\$ 32,541,862
101 - Worker's Compensation Fund	2005-2006	\$ 382,286	\$ 1,100,000	\$ 968,679	\$ 513,608
	2006-2007	\$ 513,608	\$ 2,878,690	\$ 3,197,188	\$ 195,110
	2007-2008	\$ 195,110	\$ 1,225,000	\$ 925,000	\$ 495,109
102 - Liability/Fire Insurance Fund	2005-2006	\$ 1,726,168	\$ 414,496	\$ 559,332	\$ 1,581,332
	2006-2007	\$ 1,581,332	\$ 807,800	\$ 2,269,751	\$ 119,381
	2007-2008	\$ 119,381	\$ 615,000	\$ 615,000	\$ 119,381
103 - Other Post Employment Benefits	2005-2006	\$ -	\$ -	\$ -	\$ -
	2006-2007	\$ -	\$ 701,419	\$ 260,000	\$ 441,419
	2007-2008	\$ 441,419	\$ 943,683	\$ 247,000	\$ 1,138,102
420 - Peninsula Partnership Grant	2005-2006	\$ 62,838	\$ 176,924	\$ 208,073	\$ 31,690
	2006-2007	\$ 31,690	\$ 106,981	\$ 122,625	\$ 16,046
	2007-2008	\$ 16,046	\$ 143,490	\$ 152,015	\$ 7,521
434 - BAAQMD AB 434	2005-2006	\$ 46,923	\$ 84,278	\$ 83,339	\$ 47,861
	2006-2007	\$ 47,861	\$ 98,453	\$ 96,853	\$ 49,461
	2007-2008	\$ 49,461	\$ 42,500	\$ 41,000	\$ 50,961
452 - Public Library Fund	2005-2006	\$ 108,959	\$ 12,035	\$ 251	\$ 120,743
	2006-2007	\$ 120,743	\$ 17,752	\$ 12,559	\$ 125,936
	2007-2008	\$ 125,936	\$ 17,000	\$ 19,724	\$ 123,212

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

2005-2006	\$ 26,408	\$ 135,992	\$ 145,976	\$ 16,425
2006-2007	\$ 16,425	\$ 187,648	\$ 178,414	\$ 25,659
2007-2008	\$ 25,659	\$ 152,000	\$ 177,595	\$ 64

505 - Vintage Oaks Landscape Mtce

2005-2006	\$ 170,000	\$ 5,572	\$ 14,184	\$ 161,389
2006-2007	\$ 161,389	\$ 6,600	\$ 15,240	\$ 152,749
2007-2008	\$ 152,749	\$ 6,000	\$ 15,576	\$ 143,173

506 - Sharon Hills Park

2005-2006	\$ 160,556	\$ 5,170	\$ 23,000	\$ 142,726
2006-2007	\$ 142,726	\$ 6,300	\$ 13,000	\$ 136,026
2007-2008	\$ 136,026	\$ 6,400	\$ 13,000	\$ 129,426

507 - Vehicle Replacement Fund

2005-2006	\$ 86,149	\$ 303,455	\$ 253,769	\$ 135,835
2006-2007	\$ 135,835	\$ 284,000	\$ 303,025	\$ 116,810
2007-2008	\$ 116,810	\$ 223,000	\$ 335,000	\$ 4,810

710 - Traffic Impact Fees

2005-2006	\$ 521,177	\$ 51,606	\$ 95,493	\$ 477,291
2006-2007	\$ 477,291	\$ 522,000	\$ 330,027	\$ 669,264
2007-2008	\$ 669,264	\$ 117,000	\$ 307,743	\$ 478,521

713 - Storm Drainage

2005-2006	\$ 80	\$ 15,519	\$ 1,517	\$ 14,081
2006-2007	\$ 14,081	\$ 150,800	\$ -	\$ 164,881
2007-2008	\$ 164,881	\$ 26,000	\$ -	\$ 190,881

753 - Garbage Service Fund

2005-2006	\$ 495,503	\$ 1,672,632	\$ 1,720,759	\$ 447,377
2006-2007	\$ 447,377	\$ 1,906,024	\$ 1,946,814	\$ 406,587
2007-2008	\$ 406,587	\$ 1,986,172	\$ 1,999,265	\$ 393,494

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

2005-2006	\$ 351,078	\$ 384,899	\$ 153,425	\$ 582,552
2006-2007	\$ 582,552	\$ 445,000	\$ 244,864	\$ 782,688
2007-2008	\$ 782,688	\$ 466,000	\$ 295,847	\$ 952,841

758 - Downtown Parking Permits

2005-2006	\$ 1,642,362	\$ 420,868	\$ 609,845	\$ 1,453,384
2006-2007	\$ 1,453,384	\$ 759,000	\$ 717,638	\$ 1,494,746
2007-2008	\$ 1,494,746	\$ 509,000	\$ 146,542	\$ 1,857,203

801 - Rec-In-Lieu Fund

2005-2006	\$ 111,758	\$ 178,759	\$ -	\$ 290,517
2006-2007	\$ 290,517	\$ 1,572,500	\$ -	\$ 1,863,017
2007-2008	\$ 1,863,017	\$ 1,275,000	\$ 45,571	\$ 3,092,446

809 - Bayfront Pk.Mt. Operation

2005-2006	\$ 1,646,545	\$ 53,540	\$ 208,561	\$ 1,491,524
2006-2007	\$ 1,491,526	\$ 62,000	\$ 200,068	\$ 1,353,458
2007-2008	\$ 1,353,458	\$ 60,000	\$ 202,393	\$ 1,211,065

813 - Frances Mack Trust

2005-2006	\$ 474,628	\$ 15,748	\$ 27,553	\$ 462,824
2006-2007	\$ 462,824	\$ 19,000	\$ 39,531	\$ 442,293
2007-2008	\$ 442,293	\$ 18,000	\$ 39,003	\$ 421,291

832 - BMR Housing-Residentl/Commerl

2005-2006	\$ 4,679,802	\$ 268,115	\$ 285,536	\$ 4,662,381
2006-2007	\$ 4,662,381	\$ 3,083,736	\$ 800	\$ 7,745,317
2007-2008	\$ 7,745,317	\$ 3,400,100	\$ -	\$ 11,145,417

834 - Measure A

2005-2006	\$ 1,612,728	\$ 968,428	\$ 993,097	\$ 1,588,059
2006-2007	\$ 1,588,060	\$ 846,653	\$ 1,542,648	\$ 892,065
2007-2008	\$ 892,065	\$ 896,177	\$ 1,263,967	\$ 524,275

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

2005-2006	\$ 1,010,881	\$ 907,855	\$ 269,558	\$ 1,649,179
2006-2007	\$ 1,649,179	\$ 677,000	\$ 1,549,377	\$ 776,802
2007-2008	\$ 776,802	\$ 694,000	\$ 924,153	\$ 546,649

836 - Rev Share-Emergency Loan

2005-2006	\$ 73,501	\$ 12,171	\$ 33,141	\$ 52,531
2006-2007	\$ 52,531	\$ 19,550	\$ 25,000	\$ 47,081
2007-2008	\$ 47,081	\$ 15,550	\$ 25,000	\$ 37,631

837 - Commun Devel Block Grant

2005-2006	\$ 5,594	\$ 554,364	\$ 550,275	\$ 9,683
2006-2007	\$ 9,683	\$ 436,404	\$ 382,600	\$ 63,487
2007-2008	\$ 63,487	\$ 350,100	\$ 382,491	\$ 31,097

838 - Landscaping/Tree Assesmnt

2005-2006	\$ 420,260	\$ 465,118	\$ 658,562	\$ 226,816
2006-2007	\$ 226,816	\$ 649,000	\$ 794,045	\$ 81,771
2007-2008	\$ 81,771	\$ 858,000	\$ 783,265	\$ 156,506

839 - Sidewalk Assesment

2005-2006	\$ 340,809	\$ 316,502	\$ 234,198	\$ 423,113
2006-2007	\$ 423,113	\$ 173,000	\$ 349,729	\$ 246,384
2007-2008	\$ 246,384	\$ 173,000	\$ 399,876	\$ 19,509

841 - Storm Water Mgmt Fund (NPDES)

2005-2006	\$ 561,588	\$ 323,767	\$ 408,356	\$ 476,999
2006-2007	\$ 476,999	\$ 381,800	\$ 507,980	\$ 350,819
2007-2008	\$ 350,819	\$ 317,800	\$ 448,020	\$ 220,599

842 - Traffic Congestion Relief-2928

2005-2006	\$ 1,208	\$ 141,334	\$ -	\$ 142,543
2006-2007	\$ 142,543	\$ 245,000	\$ -	\$ 387,543
2007-2008	\$ 387,543	\$ 15,000	\$ 130,000	\$ 272,543

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

2005-2006	\$ -	\$ -	\$ -	\$ -
2006-2007	\$ -	\$ 1,021,014	\$ -	\$ 1,021,014
2007-2008	\$ 1,021,014	\$ 700,000	\$ 600,000	\$ 1,121,014

845 - Measure T Bond

2005-2006	\$ 6,426,846	\$ 170,775	\$ 4,601,503	\$ 1,996,118
2006-2007	\$ 1,996,118	\$ 75,000	\$ 845,296	\$ 1,225,822
2007-2008	\$ 1,225,822	\$ 75,000	\$ 1,274,723	\$ 26,099

851 - General Fund - CIP

2005-2006	\$ 8,853,178	\$ 73,417	\$ 3,368,459	\$ 5,558,135
2006-2007	\$ 5,558,135	\$ 2,080,000	\$ 1,358,290	\$ 6,279,845
2007-2008	\$ 6,279,845	\$ 2,080,000	\$ 3,573,765	\$ 4,786,080

Community Development Agency

2005-2006	\$ 15,642,527	\$ 17,524,869	\$ 17,739,554	\$ 15,427,842
2006-2007	\$ 15,427,842	\$ 11,051,200	\$ 9,141,640	\$ 17,337,402
2007-2008	\$ 17,337,402	\$ 11,989,000	\$ 11,762,052	\$ 17,564,350

853 - 1990 Library Bond Fund

2005-2006	\$ 445,111	\$ 14,313	\$ 46,855	\$ 412,568
2006-2007	\$ 412,568	\$ 17,000	\$ 302,859	\$ 126,709
2007-2008	\$ 126,709	\$ 8,000	\$ 83,705	\$ 51,004

855 - Water Fund - Capital

2005-2006	\$ 9,743,753	\$ 917,765	\$ 7,801	\$ 10,653,717
2006-2007	\$ 10,653,717	\$ 1,170,000	\$ 3,446,218	\$ 8,377,499
2007-2008	\$ 8,377,499	\$ 1,075,000	\$ 146,389	\$ 9,306,111

856 - 1992 RDA Tax Increment Bond

2005-2006	\$ 35,374	\$ 1,210	\$ -	\$ 36,584
2006-2007	\$ 36,584	\$ -	\$ -	\$ 36,584
2007-2008	\$ 36,584	\$ -	\$ -	\$ 36,584

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

2005-2006	\$ 12,007,245	\$ 643,157	\$ 4,784,483	\$ 7,865,919
2006-2007	\$ 7,865,919	\$ 333,700	\$ 2,960,366	\$ 5,239,253
2007-2008	\$ 5,239,253	\$ 310,000	\$ 94,923	\$ 5,454,330

861 - Water Fund - Operation

2005-2006	\$ 11,664,056	\$ 3,148,928	\$ 3,304,771	\$ 11,508,213
2006-2007	\$ 11,508,213	\$ 3,306,000	\$ 4,425,900	\$ 10,388,313
2007-2008	\$ 10,388,313	\$ 3,620,000	\$ 4,081,318	\$ 9,926,995

872 - Debt Service Fund-CDA

2005-2006	\$ -	\$ 84,501,452	\$ 77,651,900	\$ 6,849,552
2006-2007	\$ 6,849,552	\$ 2,938,934	\$ 2,938,934	\$ 6,849,552
2007-2008	\$ 6,849,552	\$ 4,756,700	\$ 4,516,700	\$ 7,089,552

874 - 1990 Library Bond Debt Service

2005-2006	\$ 611,718	\$ 428,965	\$ 409,013	\$ 631,671
2006-2007	\$ 631,671	\$ 450,000	\$ 414,500	\$ 667,171
2007-2008	\$ 667,171	\$ 430,000	\$ 416,047	\$ 681,124

875 - 2002 Recreation GO Bond D.S.

2005-2006	\$ 675,692	\$ 1,090,456	\$ 881,023	\$ 885,125
2006-2007	\$ 885,125	\$ 1,104,000	\$ 882,660	\$ 1,106,465
2007-2008	\$ 1,106,465	\$ 1,184,000	\$ 884,580	\$ 1,405,885

CITY OF MENLO PARK  
FISCAL YEAR 2007 – 2008



CAPITAL IMPROVEMENTS

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**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.



<b>Funding Source</b>	<b>Expended To Date</b>	<b>2006-07 Budgeted</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total</b>
General Fund	\$ -	\$ -	\$ 70,000	TBD	TBD	TBD	TBD	\$ 70,000
Landscape Assesment	-	-	30,000	TBD	TBD	TBD	TBD	30,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

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

**Project Description:**

The streets to be resurfaced are selected using our Pavement Management System. 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*	2006-07 Budgeted	2007-08 Proposed	2008-09 Projected	2009-10 Projected	2010-11 Projected	2011-12 Projected	Total
General Fund - CIP Measure A	\$ 969,728	\$ 77,569	\$ 2,500,000	\$ -	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 8,547,297
Highway Users Tax Fund	199,384	119,616	270,000	-	270,000	-	270,000	1,129,000
Traffic Congestion Relief-2928	1,585,935	386,127	900,000	200,000	1,000,000	200,000	1,000,000	5,272,062
Construction Impact Fee	776	-	130,000	-	-	-	-	130,776
Proposition 1B	-	-	600,000	-	1,000,000	-	1,000,000	2,600,000
Proposition 42	-	-	-	-	TBD	-	-	-
Previous Years' Funding	2,431,630	-	-	-	TBD	-	-	2,431,630
<b>Total</b>	<b>\$ 5,187,453</b>	<b>\$ 583,312</b>	<b>\$ 4,400,000</b>	<b>\$ 200,000</b>	<b>\$ 4,770,000</b>	<b>\$ 200,000</b>	<b>\$ 4,770,000</b>	<b>\$ 20,110,765</b>

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

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**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 2007-08 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.



<b>Funding Source</b>	<b>Previously Expended*</b>	<b>2006-07 Budgeted</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total</b>
General Fund - CIP	\$ 347,252	\$ 40,875	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 988,127
Highway Users Tax	293,097	-	-	-	-	-	-	293,097
Sidewalk Assesment	627,559	398,407	180,000	180,000	180,000	180,000	180,000	1,925,966
Previous Years' Funding	1,762,333	-	-	-	-	-	-	1,762,333
<b>Total</b>	<b>\$ 3,030,241</b>	<b>\$ 439,282</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 4,969,523</b>

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

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

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

**Project Description:**

This ongoing project will implement the improvements that were identified in the Storm Drain Master Plan as high-priority. The next project will evaluate improvement alternatives to Middle Avenue and Hermosa Way to address flooding on Hermosa Court. The project will install a storm drain system along Hermosa Way and Middle Avenue. Because of the size of the storm drain system improvements, the project will use carryover funds with this budget request. Up to \$50,000 of the funds will be used to clean and repair existing storm drains.



Funding Source	Previously Expended	2006-07 Budget	2007-08 Proposed	2008-09 Projected	2009-10 Projected	2010-11 Projected	2011-12 Projected	Total Cost
General Fund - CIP	\$ 254,139	\$ 314,831	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,318,970
Total	\$ 254,139	\$ 314,831	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,318,970

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

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** **20-044 - Citywide Sidewalk Master Plan**

**Project Description:**

Initiated by community requests, the study will develop a Citywide sidewalk master plan to improve safe routes to schools, pedestrian safety, and walkable communities. The study will identify gaps on arterial and collector streets and consider points of destination on local roads. The study will establish the criteria for prioritizing sidewalk improvements.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
Measure A	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** **20-045 - Sidewalks on Santa Cruz Ave Study**

**Project Description:**

This is a study to further develop previous studies and identify areas where sidewalks should be installed for pedestrian safety. This project would include more detailed engineering design alternatives including drainage, potential parking impacts, landscape impacts, etc.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** 20-046 - Storm Drainage Fee Study

**Project Description:**

The study will evaluate funding options to address increased regulatory requirements and the need to fund long-term storm drain improvements. The City established a storm water regulatory fee in 1998 to pay for the local share of implementing Federal- and State-mandated storm water permit requirements. This fee has not changed since it was adopted and there continue to be new requirements that require the General Fund to subsidize the program. The City completed a storm drain master plan study in 2003, which estimated a cost of more than \$38 million to bring the existing storm drain system up to current City standards.



Funding Source	Previously Expended	2006-07 Budget	2007-08 Proposed	2008-09 Projected	2009-10 Projected	2010-11 Projected	2011-12 Projected	Total Cost
General Fund - CIP	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Total	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** **20-047 - Middlefield Rd/Seminary Dr Median Landscape**

**Project Description:**  
 This project will re-landscape the median island on Middlefield Road between Ringwood Avenue and Seminary Drive to address the sight-distance issues for drivers exiting from Seminary Drive onto Middlefield Road.



<b>Funding Source</b>	<b>Previously Expended*</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
<b>Total</b>	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** **20-048 - Downtown Median Lights**

**Project Description:**  
The project will replace the existing uplights in the landscape medians on Santa Cruz Avenue in the downtown area. At present, the lights are not working because the seals of the light covers are broken, allowing water to enter the lights. Repair parts for the lights are not available.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budgeted</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total</b>
Measure A	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**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 fibar and sand to play equipment, periodically replacing benches and trash cans, resodding portions of fields and replacing portions of irrigation systems. This ongoing project was established in fiscal year 2004-2005.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ 60,389	\$ 109,613	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 670,002
<b>Total</b>	<b>\$ 60,389</b>	<b>\$ 109,613</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 670,002</b>

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** 25-031 - Citywide Sports Field Study

**Project Description:**

The study will review potentially available sites throughout Menlo Park that could possibly be considered for sports fields. This study will also consider sites looked at previously. The draft study will be presented to the Parks and Recreation Commission at a public meeting in which the owners of properties adjacent to the potential study sites can provide input. The Parks and Recreation Commission will then make recommendations on two or three sites, which will receive further detailed analysis. The final report will then be presented to the Parks and Recreation Commission and City Council for further direction.



Funding Source	Previously Expended*	2006-07 Budgeted	2007-08 Proposed	2008-09 Projected	2009-10 Projected	2010-11 Projected	2011-12 Projected	Total
Rec In-Lieu	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Total	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**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 2007-08 include replacing the carpet at Belle Haven Senior Center, replacing vinyl floor at the Corporation Yard and in Room 105 of the Burgess Recreation Center, refinishing the gym floor at Onetta Harris Community Center and the dance floor at Burgess Recreation Center, and replacing the fence around the large patio at Burgess Recreation Center. This ongoing project was established in FY 2004-05.



<b>Funding Source</b>	<b>Previously Expended*</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ 97,239	\$ 352,889	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,700,128
<b>Total</b>	<b>\$ 97,239</b>	<b>\$ 352,889</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 1,700,128</b>

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

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** 27-038 - Council Chambers Upgrade

**Project Description:**

This project will improve the Council Chambers technology configuration so that it is more conducive to better communication among the Council, the public, and staff. The upgrade of the operator's room (\$2,000) would provide the capability to digitally record Council Meetings with DVD players and other equipment and improve the system to allow broadcasting of Council, Planning, and Transportation meetings.



Funding Source	Previously Expended	2006-07 Budget	2007-08 Proposed	2008-09 Projected	2009-10 Projected	2010-11 Projected	2011-12 Projected	Total Cost
General Fund - CIP	\$ -	\$ -	\$ 48,250	\$ -	\$ -	\$ -	\$ -	\$ 48,250
Total	\$ -	\$ -	\$ 48,250	\$ -	\$ -	\$ -	\$ -	\$ 48,250

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** **70-049 - Street Light Painting**

**Project Description:**

Paint the streetlights throughout the City that have the highest need for painting (chips, wear, fading) to improve aesthetics. This project typically is funded every third year.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ 72,442	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 222,442
<b>Total</b>	<b>\$ 72,442</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 222,442</b>

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** **70-055 - Menlo Ave/University Drive Signal**

**Project Description:**  
The University Drive/Menlo Avenue Intersection Improvements Study will further study the intersection of University Drive and Menlo Avenue to evaluate new alternatives to address the pedestrian safety at this intersection.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
Measure A	\$ 19,003	\$ 7,861	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 61,864
<b>Total</b>	<b>\$ 19,003</b>	<b>\$ 7,861</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,864</b>

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

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

**Project Description:**

The Linfield Drive/Middlefield Road Intersection Improvement Study will evaluate the existing traffic and pedestrian conditions at the intersection of Linfield Drive and Middlefield Road and propose alternatives to improve pedestrian and traffic safety. (The funding for this project will be added to the operating budget.)



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
Traffic Impact Fees	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** 70-060 - Wayfinding Sign Program Phase 1

**Project Description:**

Phase I of the program will consist of designing and installing signage in the Willows section of the City directing cyclists to significant bikeway facilities such as the Bay Trail path, Ringwood bicycle/pedestrian bridge, bicycle and pedestrian crossings of San Francisquito Creek, and the Laurel Street bikeway (from El Camino Real). (The budget for this item will be added to the operating budget.)



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
Measure A	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Total	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** **70-061 - CalTrain Bike/Pedestrian**

**Project Description:**

This Caltrain Bike/Pedestrian Undercrossing Study & Conceptual Design between Ravenswood Avenue and City Limits project will allow staff to hire a consultant to conduct a “plan line study” of the best potential location and prepare a conceptual design for an undercrossing of the Caltrain railroad tracks between Ravenswood and the south Menlo Park city limits. The study will take into consideration the properties on the El Camino Real side of the tracks to establish a plan line. The plan line will determine the easement location for the undercrossing and the path connections to the undercrossing.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
Traffic Impact Fees	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
<b>Total</b>	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

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

**Project Description:**

This Safe Routes to School Project for Encinal School will authorize staff to hire a consultant and work in conjunction with the City of Menlo Park, the Town of Atherton, residents, and the school district to design a safe-routes-to-school plan for Encinal School. The project will not include any construction. (A grant application for this study is pending.)



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
Measure A	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Total	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** **70-063 - School Trip Traffic Reduction**

**Project Description:**

This project will study school transportation alternatives such as busing, car-pooling, and bike bus with the focus on reducing individual car trips in order to reduce traffic congestion and increase safety around schools. This will also include conducting a “before” study to establish a baseline of vehicular trips/delays to and around the schools.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
Measure A	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** 70-064 - Sand Hill Road Study, Addison-Wesley to I-280

**Project Description:**

This traffic study of Sand Hill Road between Addison-Wesley and I-280, including bicycling, will determine potential improvements to address congestion, safety, and level of service, including vehicle, pedestrian, and bicycle traffic. (This project could be considered after the hotel project is completed and improved data is available.)



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
Traffic Impact Fees	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>Total</b>	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** **90-013 - Playing Fields Study**

**Project Description:**

The study will include public outreach and seek input from user groups in evaluating the use of artificial turf and lights for expanded play at Kelly Park and Burgess Park fields. The study will also consider modifying the configuration to optimize field use and will include a preliminary assessment of impacts on neighborhoods.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
2000 RDA Tax Increment Bond	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Measure T Bond	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>

**CAPITAL IMPROVEMENT PROGRAM  
2007-2012**

**Project:** **90-014 - Burgess Gymnasium**

**Project Description:**

This project will expand the gymnasium and renovate the existing gym and gymnastics areas. The project will begin with a programming study that will identify uses, needs, staffing, operational costs, etc. Results of the programming study will be brought back to Council before proceeding with the design of the facility. The budget includes architect fees, staff time, and permitting through the design phase. The construction cost will be included in a future budget; construction is anticipated to begin in 2009.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2006-07 Budget</b>	<b>2007-08 Proposed</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>	<b>Total Cost</b>
Measure T Bond	\$ -	\$ -	\$ 1,250,000	TBD	\$ -	\$ -	\$ -	\$ 1,250,000
Total	\$ -	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000

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