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CITY OF MENLO PARK
FISCAL YEAR 2005 – 2006



BUDGET OVERVIEW

May 2005

Honorable Mayor and City Council Members:

In accordance with the City of Menlo Park Municipal Code, I am pleased to transmit to you the City Manager's recommended budget for fiscal year 2005-2006. The attached document contains the funding recommendations for all City programs and services, including those that utilize funds from the various special revenue accounts. The capital improvements projects that are programmed for funding from all City sources are presented as well.

At its budget workshop on February 1, 2005, the City Council directed staff to prepare a 2005-06 Budget based on 2004-05 spending levels. This "status quo" budget approach was proposed in order to focus the necessary staff resources and Council attention on an entirely new approach to budgeting for fiscal year 2006-07. The timeline for this 2005-06 Budget was accordingly accelerated to allow for adoption more than one month prior to the start of the new fiscal year.

In this fourth year of Menlo Park's program-based, results-focused budget, service descriptions and corresponding measures have been fine-tuned and the status of results updated for each. The format has been altered slightly in that only the fiscal year 2005-06 Budget proposal has been presented – no assumptions or projections have been made for the subsequent fiscal year. 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. And finally, the presentation of capital projects has been modified to emphasize 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 have been battered by the economic downturn of the past five years. Since the economic cycle peak in 2000-01, the City has faced a continued imbalance between General Fund operating revenues and expenses. Revenues have fallen dramatically, as can be seen in the following table:

REVENUE TRENDS, PAST 5 YEARS					
Revenue Source	Fiscal Year Ended 6/30/ ____				
	2001	2002	2003	2004	2005 (est.)
Property Taxes	5,287,616	6,059,380	5,914,296	6,792,082	7,174,000
Sales Taxes	12,358,973	8,648,641	6,857,224	6,048,940	6,321,600
Other Taxes	2,666,328	2,412,305	2,157,462	2,202,364	2,230,660
Licenses and Permits	2,997,571	2,329,144	2,671,512	2,553,997	2,557,230
Use of Money and Property	2,696,396	1,966,153	1,391,918	688,429	1,125,140
Intergovernmental	2,730,115	2,762,308	2,862,975	2,322,221	3,029,215
Charges for Services	3,518,154	3,552,392	3,580,793	4,367,440	3,741,389
Fines and Other	296,334	231,034	821,951	771,378	833,303
	32,551,487	27,961,357	26,258,131	25,746,851	27,012,537

Especially in the area of sales taxes, which have decreased 50% from the 2000-01 level of \$13 million. Although lower interest rates have buoyed housing prices and corresponding property tax receipts, yield rates on the City's invested reserves have also dropped over 50%. Due to the State of California's continuing deficits, State takeaways have also served to dampen revenues and add even more uncertainty to the future of local funding sources.

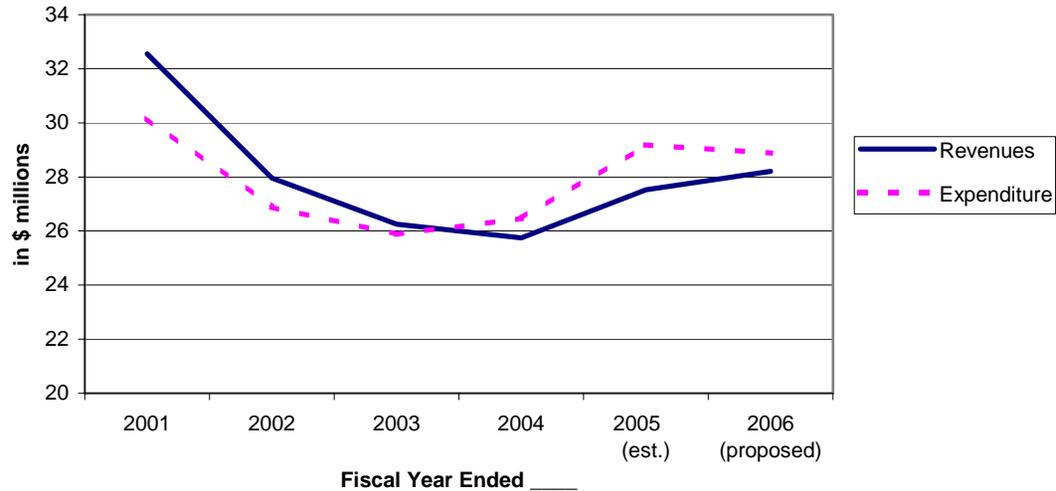
On the expenditure side, employee compensation costs have risen sharply as health care premiums and retiree medical benefit costs continue to escalate. Large increases in pension costs have been experienced due to changes in benefits and investment losses by the California Public Employee Retirement System. Increasing insurance costs for general liability, workers compensation and property coverage have also contributed to the higher cost of local government. Although inflation has been kept to a minimum since 2000, prices (excluding the volatile energy and food categories) rose 0.4 % in March 2005, the biggest one-month increase for core inflation since August 2002. Rising prices for energy and other commodities are a significant concern for the 2005-06 Budget, as well as for the future economic health of the region.

Together, dwindling revenues and increasing personnel costs have created a budgetary dilemma for most municipal governments. At the same time that revenues have become more scarce, the cost of providing City services (over 70% of which is personnel) has increased. While the number of full-time equivalent (FTE) employees in Menlo Park has gone down 13% over the past four years, total personnel costs have increased 22%.

EXPENDITURE TRENDS, LAST 5 YEARS					
Expenditure Category	Fiscal Year Ended 6/30/ ____				
	2001	2002	2003	2004	2005 (est.)
Personnel	16,952,114	18,055,363	18,781,502	18,682,666	20,137,689
Operating	4,358,162	4,557,128	3,871,033	3,614,940	4,020,462
Services	1,573,911	1,764,947	1,731,579	1,267,667	1,381,826
Transfers Out	7,287,500	2,508,504	1,496,000	2,896,000	3,646,000
	30,171,687	26,885,942	25,880,114	26,461,273	29,185,977

In response to this challenging fiscal environment, the City has had to ratchet down its spending each successive year, often reopening the adopted budget during the fiscal year in order to update estimates and make further adjustments. In total, over the past four fiscal years, the City has trimmed its expenses by over \$4 million (approximately 15% of the City's annual budget), and reduced its workforce by more than 30 regular and part-time FTEs. These cost reductions have been achieved with minimal impact on services to the community. Yet, it has been recognized that various strategies employed, such as deferring infrastructure maintenance and vehicle replacement, could not continue indefinitely and that service level impacts were imminent. The 2004-05 Budget included some use of the General Fund reserve to stave off such impacts. It is estimated that the final draw on reserves will be \$1.6 million in 2004-05.

Revenues Vs. Expenditures



This proposed budget calls for a \$672,575 shortfall between revenue and expenses in 2005-06. Eliminating General Fund appropriations for capital projects moderated this shortfall. Given the consequences of a sustained deferral of street and other infrastructure maintenance, this is a very short-term strategy for reducing the budget shortfall. More importantly, the City is left with an operating deficit – which will only be resolved if and when growth in the City’s revenues outpaces rising expenditures.

Using fairly conservative assumptions in estimating revenues and planning expenditures, the City’s 10-year financial forecast predicts an annual shortfall until the year 2012-13. The total cumulative shortfall from 2004-05 through 2011-12 is projected to be approximately \$4.5 million. A long-term plan to operate with deficit spending for the next seven years, especially under a cost-deferring scenario year after year would not be a prudent strategy for the City. To preserve both service levels to the public and a fiscally sound level of reserves over the long-term, the City Council has approved a significant departure from the regular budget process of recent years, to include a comprehensive process of community outreach and service evaluation. This ground up “Priority Driven” approach is being undertaken in order to return the City’s financial plan to one of long-term balance between revenues and expenses – a “sustainable” budget for the future. Because this new approach will require over a year to implement, it is scheduled to be used for preparation of the 2006-07 fiscal year budget.

FISCAL YEAR 2005-2006 BUDGET

In order to focus the necessary staff resources and Council attention on the entirely new approach to budgeting for fiscal year 2006-07, an accelerated timeline resulting in adoption of the 2005-06 Budget in May was proposed. Approved by the Council in February 2005, the 2005-06 Budget process was basically abbreviated to allow for a “status quo” budget from the prior fiscal year. Council’s annual project priority-setting process, at which studies and capital projects for the upcoming fiscal year are identified, was concluded in March 2005, with a minimal number of new projects approved and with the least possible impact on General Fund staffing and reserves. The Master Fee Schedule was presented with relatively few fee revisions in April. In establishing the operating budgets for each department, cost increases above prior year levels were generally limited to labor contract changes and recent cost inflation factors.

Though abbreviated, the 2005-06 Budget preparation was once again a challenge to reduce expenditure levels in order to minimize the impact on the City’s General Fund reserves. In this document, fairly conservative assumptions were used to estimate revenues, acknowledging that the local economic “recovery” is anything but solid. Expenditures have been restricted as much as practical, utilizing operational efficiencies of the past four years, while paying heed to areas of operational “fraying” caused by years of constrained resources. When compared to the 2004-05 Budget, the plan includes revenue increases of \$1.9 million, expenditure increases of \$1.5 million, no additional funding of the capital improvements program from the General Fund, and a draw on General Fund reserves in the amount of \$673,000. The

budget presented here reflects the plan for the upcoming fiscal year and also serves to update the City's ten-year financial forecast.

It is important to underscore that these projections will change with time as newer and better information becomes available, especially in light of the current tenuous structure of intergovernmental finance and the continued efforts in Sacramento to address the State's chronic budget challenges.

DEPARTMENTAL BUDGET CHALLENGES

The "status quo" strategy for preparing the 2005-06 Budget included four key assumptions: (1) increased costs of fringe benefits, especially health premiums and retirement plan contributions; (2) maintenance of current service levels to the public; (3) cost recovery whenever possible; and (4) further postponement of infrastructure maintenance. Although transfers from fund reserves would need to be utilized, departments were again asked to minimize the draw on reserves by holding the line on departmental spending. This being the fifth year of cost containment, the 2005-06 budget was a difficult undertaking at the departmental level. Utilizing prior year efficiencies and with a commitment to keep services intact, the departments submitted spending plans which kept funding requests at a minimum.

Administrative Services

During the past year, the Administrative Services Department undertook a number of initiatives to strengthen employees' ability to deliver high-quality, cost-effective services and maintain workplace morale in the face of the City's ongoing budget challenges. These initiatives include the creation of an employee values statement articulating a commitment to customer service, teamwork and other important principles; the development of action teams to bring about improvements in the areas of orientation, training, recognition and communication; and the implementation of a new employee performance planning and evaluation system to better motivate individual performance and link it to the service results in the program-based budget.

The Administrative Services Department successfully concluded negotiations with each of the City's four bargaining units, reaching agreements that were acceptable to employees and reasonable given the City's fiscal situation. The Department worked diligently to keep personnel costs down, resulting in a \$60,000 savings in long-term disability insurance expenses. An increase in workers compensation costs is expected, however, due to the unanticipated settlement of several recent claims. Staff will continue its efforts to improve efficiency through such measures as the implementation of online time cards. The Department also facilitated an increased use of volunteers throughout Administrative Services and other City departments.

Although desktop computers may not be replaced as frequently as in the past, the information support team continues to provide users with creative solutions for information access and utilization, with the installation of upgraded servers and

robust networking software. The maintenance of security safeguards for the City's various information systems is also a challenge, in an environment where data is constantly under threat of attack or theft. The need for access to information systems from remote locations further complicates security issues.

The City's long-time Finance Director retired and a new Director was recruited. At the same time, staff implemented a major upgrade to the City's financial system. To allow more effective use of the system and its upgraded features for all departments, Finance staff will provide training for user groups in the coming fiscal year.

The Business Development program, which reports directly to the City Manager's Office, promotes interest in a healthy economic future for Menlo Park by focusing on both near-term and future revenue opportunities. Near-term projects are typically oriented toward the current fiscal year, and include assistance in getting new businesses open and getting existing businesses reopened when closed for remodeling or relocation. Business retention activities are also on-going, and focus on the City's top 25 revenue-producing businesses. Future revenue opportunities now underway consist of larger, complex endeavors that will substantially enhance revenue in the three- to five-year timeframe. The Business Development program also coordinates even more forward-looking events, such as the Downtown Design Charette in early April 2005. This activity elicited many creative possibilities, leading participants and onlookers to consider the advantages of downtown in Menlo Park.

Community Development

Responding to the needs of the community for quicker turnaround time for permits and review services, the Community Development Department this year implemented a new plan check by appointment service that allows over-the-counter plan checks and permitting for small projects. In-house plan checking resulted in a 50% reduction in plan check time. Appointments for submittal of planning applications also resulted in added convenience for those applicants and an increase in submittal quality as well.

Efforts to streamline review of commercial development were furthered by the completion of Phases 1 and 2 ordinance changes for this priority project. Review of development projects was also expedited through the use of master agreements for contracting with environmental and traffic consultants. For greater flexibility in servicing the increased demand for such services, a new Assistant Planner position is proposed in the 2005-06 Budget. While the position will increase compensation costs for the department, a reduction in contract services more than offset these costs. Other operating expenses were also decreased to the extent that the General Fund budget for Community Development is less than the 2004-05 Budget.

Community Services

Building from the departmental reorganization of 2004-05, Menlo Park's Community Service Department is working to provide quality social and recreational opportunities to all the City's diverse residents in an efficient and equitable manner.

This year the department was able to showcase some of the projects resulting from Measure T proceeds. The re-opening of the newly renovated Nealon Park and Burgess Little League Field (now the Tom Harrison Field) were examples of familiar facilities becoming available with much needed renovations. Two off-leash areas for dogs were established at Nealon Park and Willow Oaks Park in response to community needs. The Ivy Drive Plaza opening was celebrated as an attractive central connector of the Child Development Center to the Belle Haven School and library. In 2005-06, the department looks forward to bringing services to other new and renovated facilities, including the Burgess Pool scheduled to open by the Spring of 2006. The anticipated demand for services requires an additional use of temporary, part-time personnel, the cost of which is reflected in increased salaries and wages in this department's budget. An increase in utility costs is reflective of the increased facility usage.

Beginning July 1, 2005 and in conjunction with a \$150,000, two-year grant from the Peninsula Community Foundation, the department will coordinate marriage and family therapy services through the Police Department, literacy services through the Project READ program, school readiness programs and parent education and family support services through the Belle Haven Collaborative of the Peninsula Partnership.

Library

The Library Department received two California State Library grants in 2004-05. The grants were used to establish two collections - a Small Business Collection and a Global Language Materials Collection – within the Library. With the help of the 1990 Bond Fund, a state of the art Web-powered automated library system was installed, integrating the functions of circulation, cataloging, and acquisitions. The new system is expected to be fully functional in Peninsula Library System member libraries by the end of the summer 2005.

A popular new program at the library allows residents to receive an automatic reminder, via e-mail, that their books are due within three days. Late fee revenue projections are down for the upcoming fiscal year. Labor costs are the only significant increase in the Library's 2005-06 budget. All other costs were held level with that of the prior year. Utility costs have dropped for the department, despite an increase in facility utilization, due to the energy retro-fit of two years ago.

Police

The increasing cost of personnel hit hardest in the Police Department, where the perceived quality of public safety is often measured by the presence of law enforcement personnel throughout the community. The department continued to provide this presence despite the constraints on personnel and other resources imposed in the past few fiscal years. As a result of consistent safety program management, the Menlo Park Police Department has become a leader in: removing drunk drivers from community roadways, particularly during the "Avoid the 23" campaign in the month of December; minimizing the crime of identity theft through advance training of officers and community training programs; minimizing Internet crimes against children, through a program of education for children, and apprehension and prosecution of offenders; and preventing juvenile crime by providing at-risk youth and their families with services which provide alternatives to traditional criminal prosecution.

The 2005-06 budget for this department accounts for 33% of the total General Fund budget. A decrease in General Fund revenues for Police reflects the return of one full-time officer previously dedicated to the County REACT program back to the community, with a \$90,000 decrease in intergovernmental funding from the program, and reduced fine and enforcement revenues.

The Police Department looks forward to having a new state-of-the-art facility in the Belle Haven neighborhood that brings City services, and enhanced customer service, closer to more City residents. With funding currently established in the Capital Improvement Projects Fund, the facility should be ready late in the 2005-06 fiscal year.

Public Works

New and renovated facilities to be opened for use in the next few fiscal years will create both opportunities and challenging commitments for the City. The Public Works Department has been planning for full facility usage by implementing cost-efficient maintenance and support systems/programs during facility construction. As fields, parks and other capital improvements come "on-line" in 2005-06, this department's use of personnel and other resources will be critical to maintaining clean and attractive public facilities for all residents. In the past year, Public Works Department services trimmed over 3000 trees, cleaned over 300 storm drain inlets, patched over 400 pot holes, repaired more than 1500 vehicles and pieces of equipment, painted 132 street lights, renovated five sports fields and completed a major water main replacement project. Various sidewalk, streetscape, and median projects were completed during this time, as well as feasibility studies, traffic management plans for future facility and infrastructure projects. The department was able to fine-tune customer surveying procedures to measure the performance provided to customers through various maintenance service programs.

Although much of the operational budget is provided from other funds, Public Works departmental costs constitute 14% of the General Fund's total budget. The additional \$47,000 approved this year in garbage franchise revenues will be credited directly to the General Fund Capital Improvement Projects fund to help defray the cost of road maintenance. 2005-06 General Fund expenditures reflect an increase of \$100,000 for street light maintenance costs, freeing up funding from the Highway Users Tax Fund ("gas tax") revenues for street and sidewalk maintenance only.

CAPITAL IMPROVEMENT PROJECTS

The budget also identifies capital projects for funding in FY2005-06. The City Council approved in concept the 5-Year Capital Improvement Program Implementation Plan in March, 2004; including an Infrastructure Maintenance Program, a Street Resurfacing Program and a projects list for the fiscal year. A separate section titled Capital Improvements contains detailed descriptions of the 2005-2006 projects. Although there is no planned transfer for capital projects from the General Fund in 2005-06, prior year General Fund appropriations will be used. New projects will be provided for from other funds such as Measure T, RDA Tax Increment Bond, and Water Capital Funds.

OTHER FUNDS

In addition to the General Fund and CIP Program, the City 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 2005-06. 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 contains additional detailed service level information by department with respect to the interaction between these funds and the City General Fund operating budget. However, no budget projections were made for the next year out, as the 2006-07 budget will be based on community priorities and may bear little resemblance to the current funding and expenditure plan.

SUMMARY

While the City embarks on the process of re-defining its budget priorities in terms of community demands and expectations for future year budgets, the 2005-06 budget will provide the resource allocations necessary for the continued delivery of quality municipal services for the upcoming fiscal year. Although burdened with a significant drop in revenues, increasing personnel costs and the future costs of operating new and re-opened facilities, the City has the means to diligently monitor current resources and efficiently manage their utilization. While growth in revenues over the next year is projected to be small, and the extent of impact of State fiscal policies is still unknown, the City is in fiscally sound condition and should be able to see the year through with relatively little impact to the General Fund reserves. The presence of these reserves reflect the foresight of the City Council and community. They allow the City to manage costs in a strategic manner, and to prepare itself equally well for the future.

Even as a “status quo” plan, the development and monitoring of the 2005-06 Budget is an ongoing process. The estimates that are developed from this process are 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. Staff is committed to providing Council and the public with the latest and best information available.

In closing I wish to acknowledge my appreciation to the City Council for the leadership it has provided and for the support and confidence it has shown during these challenging financial times. In addition, I also wish to expressing my sincere gratitude to staff from throughout the organization; most notably Audrey Seymour, Assistant City Manager and Carol Augustine, Finance Director, and the other department directors, for their extraordinary efforts in developing a sound budget plan that largely preserves City services in the face of stressful circumstances. I’d also like to acknowledge the constructive role that our unions played and the cooperation from and professionalism of all City staff in working to find creative solutions while delivering high quality services to the public throughout the year.

Respectfully submitted,

David Boesch
City Manager

May 2005

Honorable Chair and Agency Board Members:

It is my responsibility and pleasure to submit a balanced budget to the Community Development Agency Board for its approval for fiscal year 2005-06. Agency staff has prepared this budget in keeping with established programs, services and project priorities, and the recently adopted Five-Year Implementation Plan for the Las Pulgas Community Development Project Area. The 2005-06 Budget reflects the Agency's continued focus on building and renovating affordable housing, the abatement of blight through redevelopment, capital improvements projects and the funding of important programs serving the Belle Haven neighborhood.

OVERVIEW

These are dynamic times for the Agency. Many significant projects have been completed, others are underway, and the significant investment of Agency resources is readily apparent in the physical appearance of the project area.

In terms of new affordable housing in the community, the staff continues site preparation efforts and traffic analysis groundwork for the Habitat For Humanity housing project on Terminal Avenue. Approximately 22 affordable housing units for very low-income families have been approved for the site. Clarum Homes, the chosen private developer of the planned Hamilton Avenue Park-and-Housing project site, is completing the environmental review process and is nearing the point of obtaining property entitlements and beginning construction. The development is planned to include 47 homes and a one-acre neighborhood park. Staff continues to support the work of the Housing Commission, updating policies and guidelines, processing rehabilitation loans, emergency repair loans and landscaping grants, all programs developed to increase and maintain the availability of affordable housing in the district.

In the redevelopment arena, the Board approved the Five-Year Implementation Plan, which should serve to guide the agency in implementing its redevelopment programs in a manner directly related to eliminating blighting influences, through the fiscal year 2008-09. The Hamilton Avenue Streetscape Project, providing new curb, gutter, sidewalk, street surface, trees and landscaping, as well as underground utility lines to the area, was completed, as were the Ivy Drive Plaza and Entryway improvements. Market Place Park, with new landscaping, lighting, and a playground area, should also be

completed in the 2004-05 fiscal year. The Police/City Service Center is about to break ground and Ivy Drive and Pierce Road are scheduled to be refurbished. Ongoing financial support was provided to City code enforcement, drug abatement and social and transportation services provided by affiliated agencies. Staff also provided direct support to the Agency and the Las Pulgas Committee.

FISCAL YEAR 2005-2006

In addition to capital improvement projects, continued funding in the Agency Budget for 2005-2006 is provided for the programs and services that benefit residents of the Belle Haven neighborhood. Continuing support for housing activities is provided for 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 information activities, 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 school and other districts.

Project funding is continued for the development of the Police-City Service Center at the Ivy Drive and Willow Road intersection, as well as for streetscape improvements to the commercial area of Willow Road and Chester west of Highway 101.

In addition to the numerous ongoing projects funded through the redevelopment agency, the following projects will be further advanced in 2005-2006:

- East Hamilton-Tyco Land Use Study
- Amendment to the Las Pulgas Project Area
- Onetta Harris Community Center Landscaping
- Haven Avenue Study

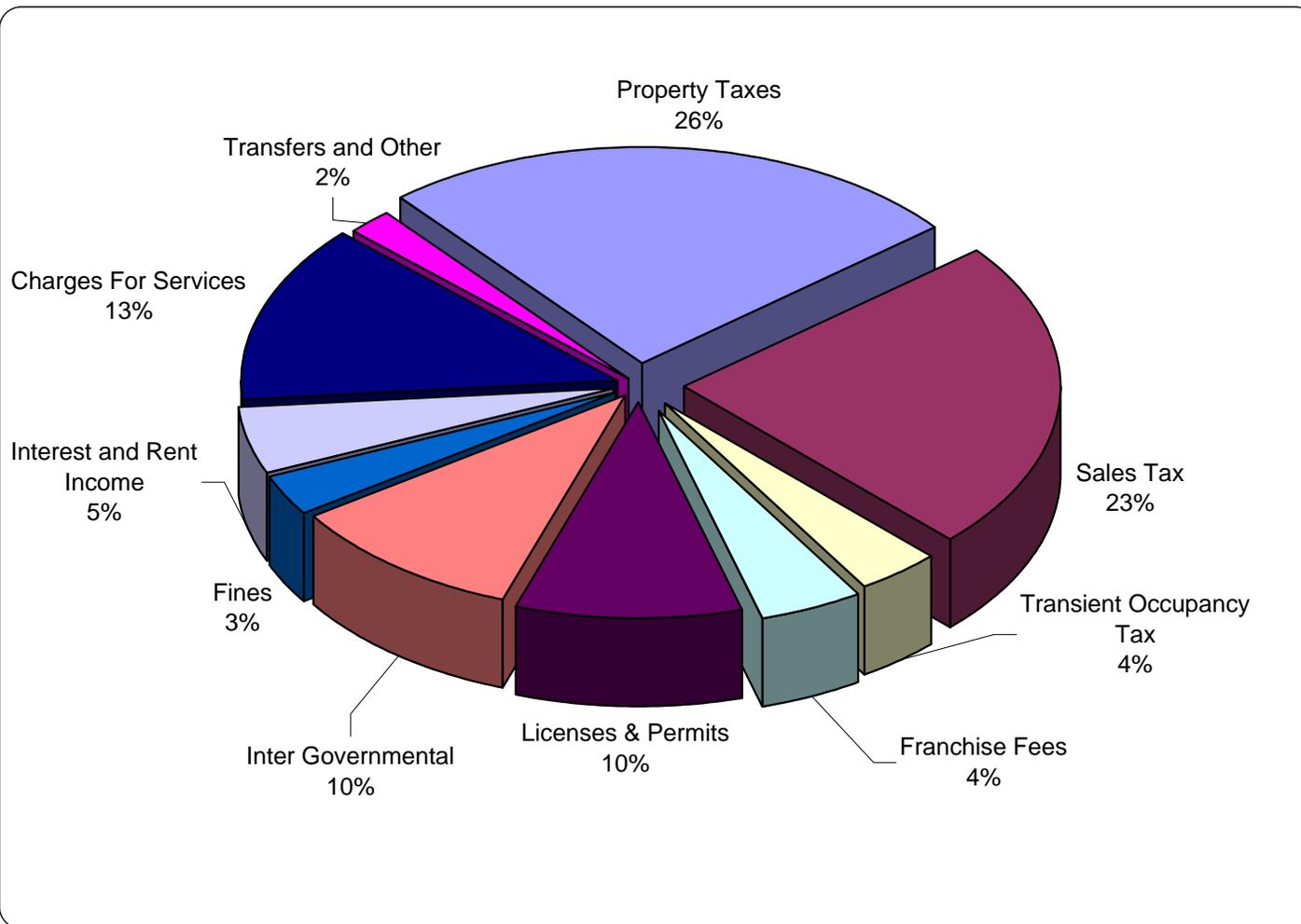
Staff anticipates that the State will continue to take redevelopment funds to help balance its budget and has therefore included the loss of \$900,000 in property tax as the estimated Educational Revenue Augmentation Fund (ERAF) payment. Beginning and end-of-year fund balances are provided in the Fund Balance Summary section of this Budget document. Program funding is broken down by service area and is reflected in the section containing other Community Development Department programs.

In closing, let me acknowledge the effective leadership of the Agency Board members. Their vision, commitment and continuing support is essential in seeing the many projects undertaken through to successful completion for the betterment of the redevelopment area and the entire community.

Respectfully submitted,

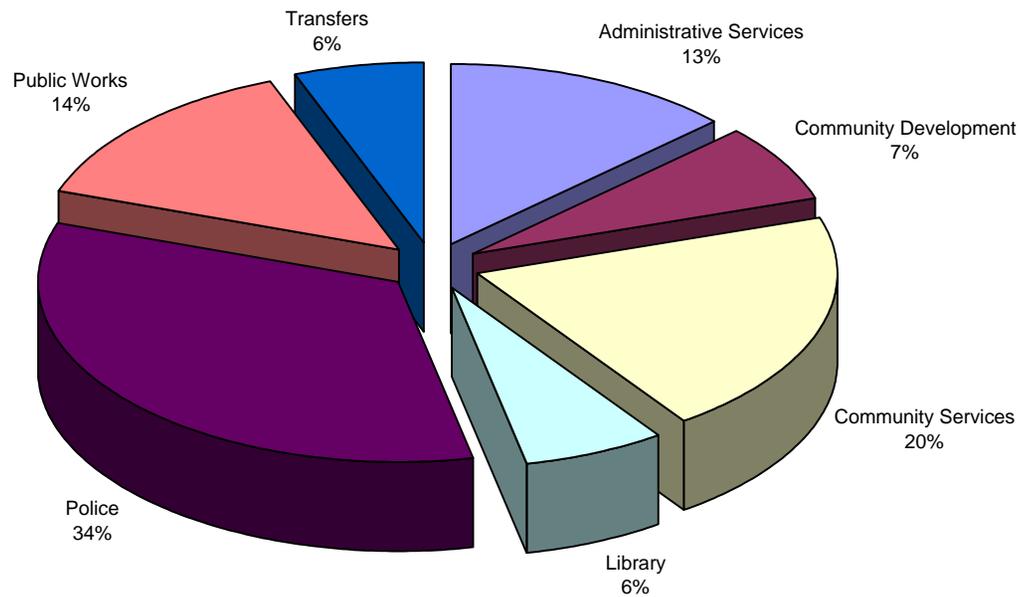
David Boesch
Agency Executive Director and City Manager

**City of Menlo Park
2005-2006 General Fund Revenue - Budget**



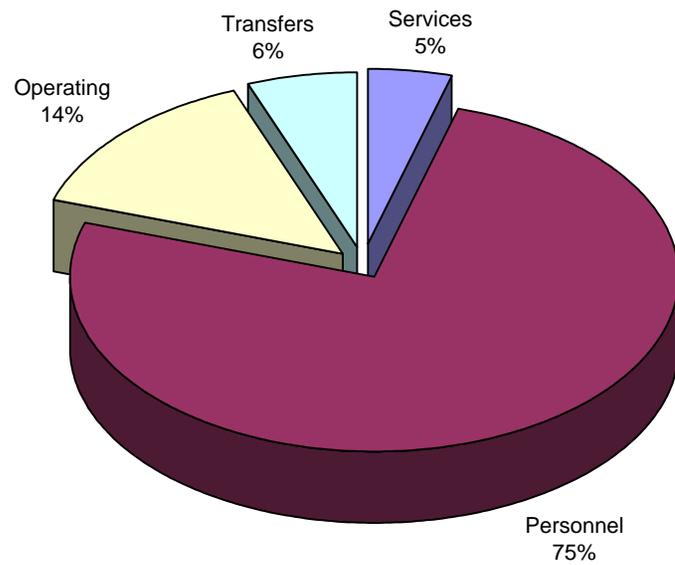
Property Taxes	\$ 7,163,000	26%
Sales Tax	6,520,000	23%
Transient Occupancy Tax	1,070,000	4%
Franchise Fees	1,235,000	4%
Licenses & Permits	2,733,600	10%
Inter Governmental	2,908,815	10%
Fines	871,520	3%
Interest and Rent Income	1,388,000	5%
Charges For Services	3,792,582	13%
Transfers and Other	527,220	2%
Total Revenue	\$ 28,209,737	

**City of Menlo Park
2005-2006 General Fund Expenditures by Lead Department**



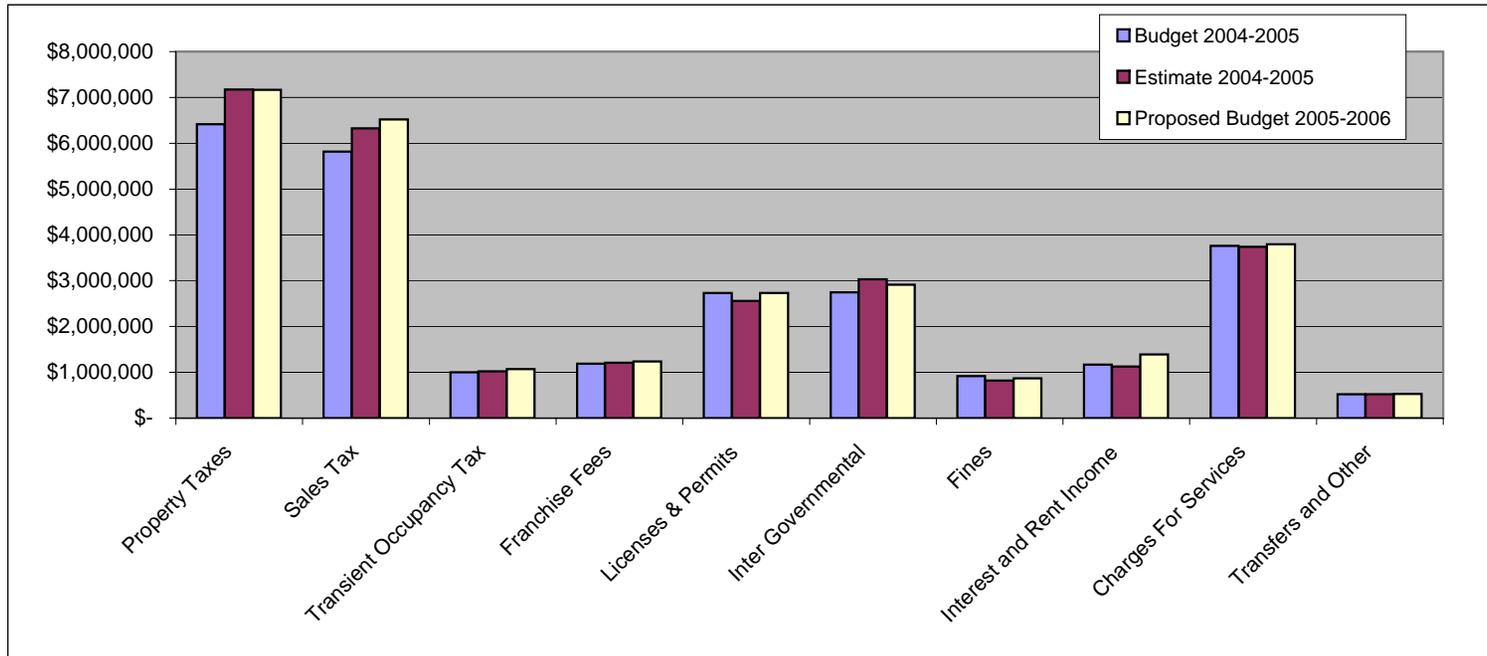
Administrative Services	\$ 3,801,031	13%
Community Development	1,993,166	7%
Community Services	5,848,611	20%
Library	1,817,040	6%
Police	9,714,909	34%
Public Works	4,061,555	14%
Transfers	1,646,000	6%
Total Expenditures	\$28,882,312	

**City of Menlo Park
2005-2006 General Fund Expenditures by Category**



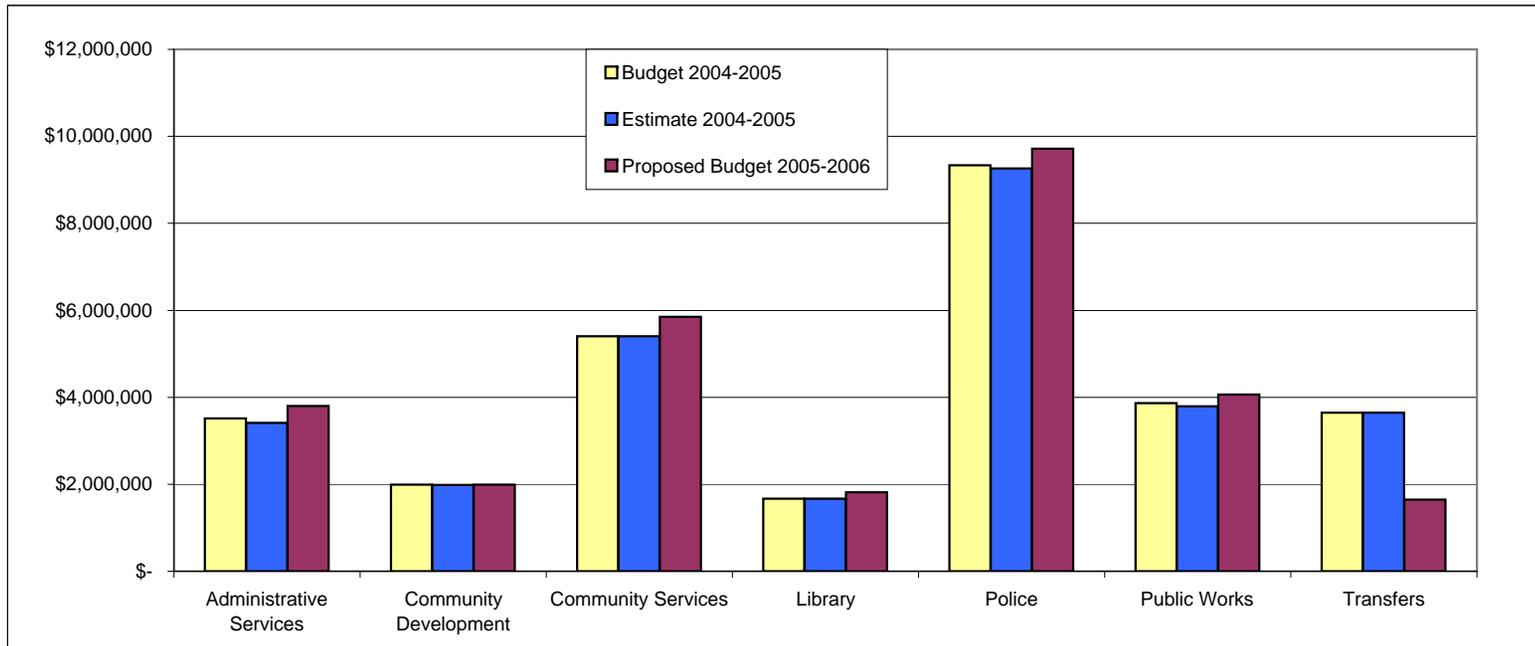
Services	\$ 1,299,873	5%
Personnel	21,844,458	76%
Operating	4,091,981	14%
Transfers	1,646,000	6%
Total Expenditures \$ 28,882,312		

**City of Menlo Park
2005-2006 General Fund
Revenue Increase/(Decrease) by Category
2004-2005 Budget and Estimate vs. 2005-2006 Proposed**



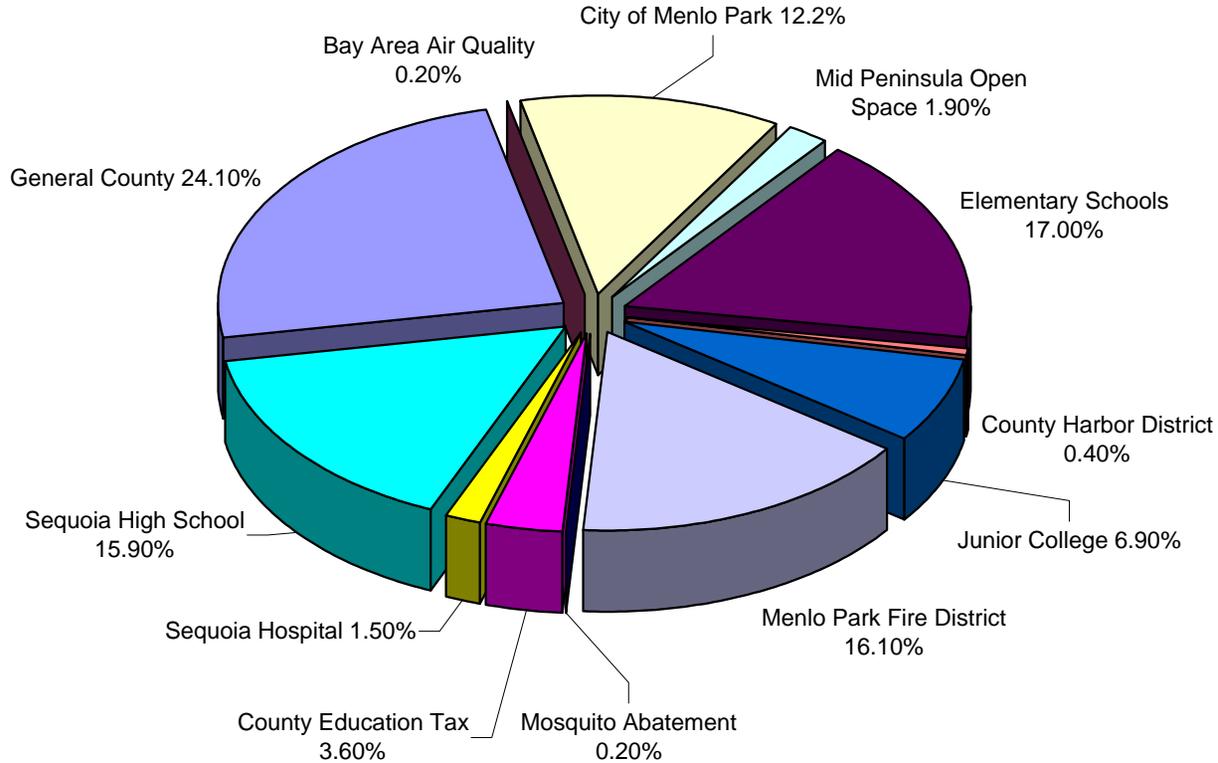
Operating Revenues	Budget 2004-2005	Estimate 2004-2005	Proposed Budget 2005-2006	Budget vs. Proposed		Estimate vs. Proposed	
				Increase/ (Decrease) Amount	Increase/ (Decrease) %	Increase/ (Decrease) Amount	Increase/ (Decrease) %
Property Taxes	\$ 6,416,000	\$ 7,174,000	\$ 7,163,000	\$ 747,000	12%	\$ (11,000)	0%
Sales Tax	5,815,000	6,321,600	6,520,000	705,000	12%	198,400	3%
Transient Occupancy Tax	1,000,000	1,020,000	1,070,000	70,000	7%	50,000	5%
Franchise Fees	1,190,000	1,210,660	1,235,000	45,000	4%	24,340	2%
Licenses & Permits	2,733,600	2,557,230	2,733,600	-	0%	176,370	7%
Inter Governmental	2,745,588	3,029,215	2,908,815	163,227	6%	(120,400)	-4%
Fines	914,025	822,000	871,520	(42,505)	-5%	49,520	6%
Interest and Rent Income	1,168,200	1,125,140	1,388,000	219,800	19%	262,860	23%
Charges For Services	3,763,312	3,741,389	3,792,582	29,270	1%	51,193	1%
Transfers and Other	524,720	524,523	527,220	2,500	0%	2,697	1%
Total Revenue	\$ 26,270,445	\$ 27,525,757	\$ 28,209,737	\$ 1,939,292	7.4%	\$ 683,980	2%

**City of Menlo Park
2005-2006 General Fund
Expenditure Increase/(Decrease) by Lead Department
2004-2005 Budget and Estimate vs. 2005-2006 Proposed**



	Budget 2004-2005	Estimate 2004-2005	Proposed Budget 2005-2006	Budget vs. Proposed		Estimate vs. Proposed	
				Increase/ (Decrease) Amount	Increase/ (Decrease) %	Increase/ (Decrease) Amount	Increase/ (Decrease) %
Administrative Services	\$ 3,513,246	\$ 3,408,226	\$ 3,801,031	\$ 287,785	8%	\$ 392,805	12%
Community Development	1,994,489	1,982,779	1,993,166	(1,323)	0%	10,387	1%
Community Services	5,405,121	5,404,195	5,848,611	443,490	8%	444,416	8%
Library	1,670,286	1,670,286	1,817,040	146,754	9%	146,754	9%
Police	9,333,916	9,259,111	9,714,909	380,993	4%	455,798	5%
Public Works	3,866,991	3,793,879	4,061,555	194,564	5%	267,676	7%
Transfers	3,647,500	3,646,000	1,646,000	(2,001,500)	-55%	(2,000,000)	-55%
Total Expenditures	\$ 29,431,549	\$ 29,164,476	\$ 28,882,312	\$ (549,237)	-2%	\$ (282,164)	-1%
Total Expenditures less Transfers	25,784,049	25,518,476	27,236,312	1,452,263	6%	1,717,836	7%

Property Tax Split



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

**FY 2006 BUDGET SUMMARY
By Department and Program**

	GENERAL FUND			ALL FUNDS		
	Budget <u>2004-2005</u>	Estimate <u>2004-2005</u>	Proposed <u>2005-2006</u>	Budget <u>2004-2005</u>	Estimate <u>2004-2005</u>	Proposed <u>2005-2006</u>
700 - Administrative Services Department						
Program 701 - Policy Development And City Council Support	537,067	533,241	648,376	537,067	533,241	648,376
Program 702 - Service Excellence	208,304	209,115	219,804	208,304	209,115	219,804
Program 703 - Elections And Records	58,805	61,158	33,510	58,805	61,158	33,510
Program 704 - Community Relations	140,093	133,399	136,438	140,093	133,399	136,438
Program 705 - Asset Preservation (includes transfers)	4,299,289	4,292,509	2,347,277	14,263,973	14,425,624	12,309,132
Program 706 - Information Support	687,149	632,483	716,307	689,109	634,443	718,364
Program 707 - Internet And World Wide Web	111,725	94,032	96,386	111,725	94,032	96,386
Program 708 - Employee Support	812,691	813,508	924,938	812,691	813,508	924,938
Program 709 - Legal Services	180,125	159,125	190,300	506,771	460,871	522,273
Program 710 - Business Development	125,499	125,656	133,695	125,499	125,656	133,695
Department Total	7,160,746	7,054,226	5,447,031	17,454,036	17,491,047	15,742,916
600 - Community Development Department						
Program 501 - Affordable Housing	-	-	-	5,786,500	2,899,909	5,683,064
Program 502 - Community Development Area/Agency	-	-	-	11,631,521	11,385,804	8,724,156
Program 601 - Comprehensive Planning	215,899	204,190	164,815	399,042	387,333	164,815
Program 602 - Development Services	1,778,589	1,778,589	1,828,351	1,806,985	1,806,985	1,828,351
Department Total	1,994,489	1,982,779	1,993,166	19,624,048	16,480,032	16,400,385
300 - Community Services Department						
Program 310 - Social Services & Childcare	3,153,622	3,153,614	3,372,432	3,371,805	3,354,598	3,634,778
Program 311 - Recreation/Physical Activities	2,251,499	2,250,581	2,476,179	2,251,499	2,250,581	2,476,879
Department Total	5,405,121	5,404,195	5,848,611	5,623,304	5,605,179	6,111,657
400 - Library Department						
Program 401 - Library Collections And Online Resources	1,321,764	1,321,764	1,419,297	1,501,764	1,451,764	1,576,297
Program 402 - Reading Promotion And Life Skills	348,522	348,522	397,743	590,021	545,372	620,539
Department Total	1,670,286	1,670,286	1,817,040	2,091,785	1,997,136	2,196,836
100 - Police Department						
Program 101 - Community Safety	5,792,217	5,794,435	6,103,213	6,667,574	6,820,072	7,180,944
Program 102 - Patrol Support	2,375,189	2,305,708	2,374,562	2,434,789	2,385,308	2,384,282
Program 103 - Emergency Preparedness	109,895	95,065	120,778	109,895	95,065	120,778
Program 104 - Traffic And School Safety	1,056,614	1,063,903	1,116,356	1,056,814	1,064,103	1,116,556
Department Total	9,333,916	9,259,111	9,714,909	10,269,073	10,364,548	10,802,561
200 - Public Works Department						
Program 201 - City Facilities	1,713,592	1,682,624	1,793,904	18,929,298	18,553,251	7,063,167
Program 202 - Menlo Park Municipal Water District Water Supply	-	-	-	6,975,336	6,826,910	3,560,228
Program 203 - City Vehicles And Equipment	370,293	373,027	334,448	620,293	623,027	609,448
Program 204 - Urban Forest	308,061	292,111	283,524	989,785	786,867	872,992
Program 205 - City-Owned Street And Other Right-Of-Way	1,040,141	1,014,868	1,146,271	8,920,967	8,887,074	2,339,223
Program 206 - Stormwater Management	188,938	182,688	210,308	1,040,772	1,035,818	594,009
Program 207 - Resource Conservation	8,125	8,125	8,597	181,431	156,431	189,746
Program 208 - Transportation Management	237,842	240,437	284,503	1,536,131	1,540,739	1,319,335
Department Total	3,866,991	3,793,879	4,061,555	39,194,013	38,410,116	16,548,147
City Totals	29,431,550	29,164,477	28,882,312	94,256,260	90,348,057	67,802,502

FY 2006 BUDGET SUMMARY
By Department, Program and Service

	GENERAL FUND			ALL FUNDS		
	<u>Budget 2004-2005</u>	<u>Estimate 2004-2005</u>	<u>Proposed 2005-2006</u>	<u>Budget 2004-2005</u>	<u>Estimate 2004-2005</u>	<u>Proposed 2005-2006</u>
700 - Administrative Services Department						
Program 701 - Policy Development And City Council Support						
Service 701-01 - Effective Staffing	289,026	288,258	347,517	289,026	288,258	347,517
Service 701-02 - Intergovernmental Liaison	125,190	124,645	145,374	125,190	124,645	145,374
Service 701-03 - Commissions	18,526	18,526	19,274	18,526	18,526	19,274
Service 701-04 - Constituent Assistance	104,325	101,812	136,213	104,325	101,812	136,213
Program Total	537,067	533,241	648,376	537,067	533,241	648,376
Program 702 - Service Excellence						
Service 702-01 - Priority Setting	46,410	47,430	60,338	46,410	47,430	60,338
Service 702-02 - Performance Accountability	107,141	107,175	127,735	107,141	107,175	127,735
Service 702-03 - Interdepartmental Initiatives	54,753	54,510	31,731	54,753	54,510	31,731
Program Total	208,304	209,115	219,804	208,304	209,115	219,804
Program 703 - Elections And Records						
Service 703-01 - Coordinated Elections	40,039	41,527	13,684	40,039	41,527	13,684
Service 703-02 - Election Records Management	18,766	19,631	19,826	18,766	19,631	19,826
Program Total	58,805	61,158	33,510	58,805	61,158	33,510
Program 704 - Community Relations						
Service 704-01 - Community Information Outreach	103,473	96,779	102,318	103,473	96,779	102,318
Service 704-02 - Service Feedback	21,175	21,175	21,766	21,175	21,175	21,766
Service 704-04 - Volunteers	15,445	15,445	12,354	15,445	15,445	12,354
Program Total	140,093	133,399	136,438	140,093	133,399	136,438
Program 705 - Asset Preservation						
Service 705-01 - Financial Planning	50,367	44,437	59,574	85,031	79,101	98,570
Service 705-02 - Investments	35,887	34,437	33,989	46,535	45,085	46,601
Service 705-03 - Revenue Management	226,905	226,805	248,527	2,188,145	2,188,216	2,275,931
Service 705-04 - Accounting and Reporting	242,519	244,319	256,294	414,987	375,273	292,241
Service 705-05 - Accounts Payable and Purchasing	97,611	96,511	102,893	142,171	141,071	139,700
Service 705-06 - Risk Management	-	-	-	1,350,774	1,560,548	1,418,793
Service 705-07 - General (Transfers Out)	3,646,000	3,646,000	1,646,000	3,646,000	3,646,000	1,646,000
Service 705-08 - Debt Service	-	-	-	6,390,330	6,390,330	6,391,297
Program Total	4,299,289	4,292,509	2,347,277	14,263,973	14,425,624	12,309,132
Program 706 - Information Support						
Service 706-01 - Desktop Maintenance	188,122	189,295	188,182	188,122	189,295	188,182
Service 706-02 - Network Infrastructure Maintenance	222,212	188,758	245,191	222,212	188,758	245,191
Service 706-03 - Design and Advice	27,985	27,280	33,757	27,985	27,280	33,757
Service 706-04 - Remote Access	14,013	6,863	9,805	14,013	6,863	9,805
Service 706-05 - Printing Support	234,817	220,287	239,372	236,777	222,247	241,430
Program Total	687,149	632,483	716,307	689,109	634,443	718,364
Program 707 - Internet And World Wide Web						
Service 707-01 - Web Posting	71,389	62,959	71,934	71,389	62,959	71,934
Service 707-02 - Interactive Web Services	40,336	31,073	24,452	40,336	31,073	24,452
Program Total	111,725	94,032	96,386	111,725	94,032	96,386

FY 2006 BUDGET SUMMARY
By Department, Program and Service

	GENERAL FUND			ALL FUNDS		
	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
Program 708 - Employee Support						
Service 708-01 - Employee Compensation System	554,107	589,261	644,987	554,107	589,261	644,987
Service 708-02 - Employee Development	54,639	31,513	63,239	54,639	31,513	63,239
Service 708-03 - Employee Relations	110,141	94,180	106,743	110,141	94,180	106,743
Service 708-04 - Recruitment and Selection	93,804	98,554	109,969	93,804	98,554	109,969
Program Total	812,691	813,508	924,938	812,691	813,508	924,938
Program 709 - Legal Services						
Service 709-01 - City Council and City Manager Support	71,645	48,645	66,973	89,493	66,493	87,105
Service 709-02 - Planning Staff and Planning Commission Support	64,582	60,582	67,905	64,582	60,582	67,905
Service 709-03 - Personnel, Risk Management and Other City Prog.	43,898	49,898	55,421	336,746	317,746	350,552
Service 709-05 - Community Development Agency	-	-	-	15,950	16,050	16,710
Program Total	180,125	159,125	190,300	506,771	460,871	522,273
Program 710 - Business Development						
Service 710-01 - Strategic Partnerships	44,143	44,163	48,940	44,143	44,163	48,940
Service 710-02 - Market Information and Research	40,777	40,787	39,427	40,777	40,787	39,427
Service 710-03 - Diversifying Tax Base	40,579	40,706	45,329	40,579	40,706	45,329
Program Total	125,499	125,656	133,695	125,499	125,656	133,695
Department Total	7,160,746	7,054,226	5,447,031	17,454,036	17,491,047	15,742,916
<u>600 - Community Development Department</u>						
Program 501 - Affordable Housing						
Service 501-01 - Increase Supply of Affordable Housing	-	-	-	4,762,022	1,903,202	4,749,569
Service 501-02 - Maintain Existing Affordable Housing Stock	-	-	-	792,301	862,935	778,612
Service 501-05 - Policy Development	-	-	-	232,176	133,772	154,883
Program Total	-	-	-	5,786,500	2,899,909	5,683,064
Program 502 - Community Development Area/Agency						
Service 502-01 - Policy, Program & Project Development	-	-	-	391,167	186,558	439,786
Service 502-02 - Facility Improvement	-	-	-	7,365,701	7,330,243	4,440,777
Service 502-03 - Service Enhancement	-	-	-	3,874,653	3,869,003	3,843,593
Program Total	-	-	-	11,631,521	11,385,804	8,724,156
Program 601 - Comprehensive Planning						
Service 601-01 - General Plan	71,572	60,055	56,121	71,572	60,055	56,121
Service 601-02 - Zoning Ord. & Related Documents	88,522	86,805	108,694	88,522	86,805	108,694
Service 601-03 - Neighborhood Land Use Studies (Moved to 208-06)	55,805	57,330	-	238,948	240,473	-
Program Total	215,899	204,190	164,815	399,042	387,333	164,815
Program 602 - Development Services						
Service 602-01 - Development Information Services	295,500	295,500	274,145	295,500	295,500	274,145
Service 602-02 - Planning Level Reviews	486,896	486,896	547,189	515,292	515,292	547,189
Service 602-03 - Plan Check and Permitting	642,412	642,412	614,098	642,412	642,412	614,098
Service 602-04 - Inspecting and Monitoring	353,781	353,781	392,919	353,781	353,781	392,919
Program Total	1,778,589	1,778,589	1,828,351	1,806,985	1,806,985	1,828,351
Department Total	1,994,489	1,982,779	1,993,166	19,624,048	16,480,032	16,400,385

FY 2006 BUDGET SUMMARY
By Department, Program and Service

	GENERAL FUND			ALL FUNDS		
	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
300 - Community Services Department						
Program 310 - Social Services & Childcare						
Service 310-01 - Seniors	327,952	331,971	342,150	327,952	331,971	342,150
Service 310-02 - Pre-School Child Care	1,779,303	1,788,327	1,906,383	1,779,303	1,788,327	1,906,383
Service 310-03 - Peninsula Partnership	118,434	119,464	123,366	336,617	320,448	385,712
Service 310-04 - School-Age Child Care	852,520	843,838	925,611	852,520	843,838	925,611
Service 310-05 - Teen Programs	75,414	70,014	74,922	75,414	70,014	74,922
Program Total	3,153,622	3,153,614	3,372,432	3,371,805	3,354,598	3,634,778
Program 311 - Recreation/Physical Activities						
Service 311-01 - Youth Sports	322,355	336,854	368,449	322,355	336,854	368,449
Service 311-02 - Adult Sports	174,710	168,763	185,916	174,710	168,763	185,916
Service 311-03 - Gymnastics	613,266	617,174	671,540	613,266	617,174	671,540
Service 311-04 - Aquatics	336,636	330,219	500,633	336,636	330,219	500,633
Service 311-05 - Contract Classes	611,685	607,344	566,905	611,685	607,344	566,905
Service 311-06 - Events & Concerts	192,847	190,227	182,736	192,847	190,227	183,436
Program Total	2,251,499	2,250,581	2,476,179	2,251,499	2,250,581	2,476,879
Department Total	5,405,121	5,404,195	5,848,611	5,623,304	5,605,179	6,111,657
400 - Library Department						
Program 401 - Library Collections And Online Resources						
Service 401-01 - Library Materials	431,001	431,001	433,079	596,001	546,001	558,079
Service 401-02 - Circulation	420,783	420,783	469,052	420,783	420,783	473,052
Service 401-03 - User Assistance	469,980	469,980	517,165	484,980	484,980	545,165
Program Total	1,321,764	1,321,764	1,419,297	1,501,764	1,451,764	1,576,297
Program 402 - Reading Promotion And Life Skills						
Service 402-01 - Programs and events	69,477	69,477	68,461	102,719	103,134	103,515
Service 402-02 - Foster community	59,776	59,776	56,720	59,776	59,776	56,720
Service 402-03 - Teaching	-	-	-	207,247	162,183	187,741
Service 402-04 - Belle Haven	219,269	219,269	272,563	220,279	220,279	272,563
Program Total	348,522	348,522	397,743	590,021	545,372	620,539
Department Total	1,670,286	1,670,286	1,817,040	2,091,785	1,997,136	2,196,836
100 - Police Department						
Program 101 - Community Safety						
101-01 - Patrol Service	4,060,624	4,043,251	4,238,724	4,074,418	4,152,137	4,392,824
Service 101-02 - Investigations	1,002,179	1,001,242	1,072,446	1,002,179	1,044,242	1,072,446
Service 101-04 - Community Outreach	603,801	636,924	663,322	603,801	636,924	663,322
Service 101-05 - Narcotic Abatement	69,129	59,569	70,483	480,142	484,979	526,443
Service 101-06 - Code Enforcement	56,484	53,449	58,238	507,035	501,790	525,910
Program Total	5,792,217	5,794,435	6,103,213	6,667,574	6,820,072	7,180,944

FY 2006 BUDGET SUMMARY
By Department, Program and Service

	GENERAL FUND			ALL FUNDS		
	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
Program 102 - Patrol Support						
Service 102-01 - Dispatch	1,135,164	1,093,543	1,167,010	1,135,164	1,113,543	1,167,010
Service 102-02 - Records Management	417,983	413,791	380,522	417,983	413,791	380,522
Service 102-04 - Police Training	448,930	415,052	437,523	448,930	415,052	437,523
Service 102-05 - Parking Management	373,112	383,322	389,507	432,712	442,922	399,227
Program Total	2,375,189	2,305,708	2,374,562	2,434,789	2,385,308	2,384,282
Program 103 - Emergency Preparedness						
Service 103-01 - Information Outreach	31,600	21,585	35,309	31,600	21,585	35,309
Service 103-02 - Disaster Management Coordination	58,410	55,375	61,109	58,410	55,375	61,109
Service 103-03 - Emergency Preparedness Training	19,885	18,105	24,359	19,885	18,105	24,359
Program Total	109,895	95,065	120,778	109,895	95,065	120,778
Program 104 - Traffic And School Safety						
Service 104-01 - Public Traffic Safety Education	38,928	45,357	18,700	39,128	45,557	18,900
Service 104-02 - Enforcement of Traffic Laws	1,017,686	1,018,546	1,097,656	1,017,686	1,018,546	1,097,656
Program Total	1,056,614	1,063,903	1,116,356	1,056,814	1,064,103	1,116,556
Department Total	9,333,916	9,259,111	9,714,909	10,269,073	10,364,548	10,802,561
200 - Public Works Department						
Program 201 - City Facilities						
Service 201-01 - Facility/Field Capital Projects	4,650	-	2,038	16,127,553	16,079,491	4,847,599
Service 201-02 - Facility Maintenance	1,009,748	985,602	1,041,225	1,184,831	1,151,339	1,041,225
Service 201-03 - Field/Grounds Maintenance	699,194	697,022	750,642	1,616,915	1,322,421	1,174,344
Program Total	1,713,592	1,682,624	1,793,904	18,929,298	18,553,251	7,063,167
Program 202 - Menlo Park Municipal Water District Water Supply						
Service 202-01 - Water Delivery System	-	-	-	3,382,254	3,267,147	3,328,864
Service 202-02 - Water Supply	-	-	-	3,593,081	3,559,762	231,364
Program Total	-	-	-	6,975,336	6,826,910	3,560,228
Program 203 - City Vehicles And Equipment						
Service 203-01 - Vehicle Replacement	10,075	10,075	10,942	260,075	260,075	285,942
Service 203-02 - Vehicle Repair and Maintenance	360,218	362,952	323,505	360,218	362,952	323,505
Program Total	370,293	373,027	334,448	620,293	623,027	609,448
Program 204 - Urban Forest						
Service 204-02 - City Tree Maintenance	176,062	175,412	169,948	857,786	670,168	759,416
Service 204-03 - Heritage Trees	131,999	116,699	113,575	131,999	116,699	113,575
Program Total	308,061	292,111	283,524	989,785	786,867	872,992
Program 205 - City-Owned Street And Other Right-Of-Way						
Service 205-01 - Right-of-Way Maintenance/Repair	371,499	363,236	393,566	7,727,321	7,719,058	1,204,842
Service 205-02 - Street Fixture Maintenance	105,553	95,353	165,212	360,215	350,015	255,467
Service 205-03 - Median/Roadway Landscaping	344,289	340,709	350,890	367,689	355,489	366,360
Service 205-04 - Street Cleaning	630	-	-	206,578	205,948	223,052
Service 205-05 - Right-of-Way Encroachments	218,170	215,570	236,603	259,165	256,565	289,502
Program Total	1,040,141	1,014,868	1,146,271	8,920,967	8,887,074	2,339,223

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

	GENERAL FUND			ALL FUNDS		
	<u>Budget 2004-2005</u>	<u>Estimate 2004-2005</u>	<u>Proposed 2005-2006</u>	<u>Budget 2004-2005</u>	<u>Estimate 2004-2005</u>	<u>Proposed 2005-2006</u>
Program 206 - Stormwater Management						
Service 206-01 - Storm Drain System	77,803	76,953	90,254	582,061	581,211	91,171
Service 206-02 - FEMA Compliance	22,980	21,980	25,058	22,980	21,980	25,058
Service 206-03 - Stormwater Pollution Prevention	81,098	77,098	86,737	246,299	218,595	266,683
Service 206-04 - Creek Management	7,057	6,657	8,259	189,432	214,032	211,097
Program Total	188,938	182,688	210,308	1,040,772	1,035,818	594,009
Program 207 - Resource Conservation						
Service 207-01 - Solid Waste Management	-	-	-	173,306	148,306	181,149
Service 207-02 - Sustainable Environmental Practices	8,125	8,125	8,597	8,125	8,125	8,597
Program Total	8,125	8,125	8,597	181,431	156,431	189,746
Program 208 - Transportation Management						
Service 208-01 - Congestion Management	141,809	145,354	153,138	607,918	611,463	453,009
Service 208-02 - Transportation Demand Management	26,807	25,857	31,673	378,025	379,088	441,599
Service 208-04 - Street Signage & Markings	68,497	68,497	75,549	470,405	470,405	242,020
Service 208-05 - Safe Routes to School	729	729	777	79,783	79,783	25,441
Service 208-06 - Neighborhood Traffic Management (From 601-03)	-	-	23,366	-	-	157,267
Program Total	237,842	240,437	284,503	1,536,131	1,540,739	1,319,335
Department Total	3,866,991	3,793,879	4,061,555	39,194,013	38,410,116	16,548,147
City Total	29,431,550	29,164,477	28,882,312	94,256,260	90,348,057	67,802,502

CITY OF MENLO PARK
FISCAL YEAR 2005 – 2006



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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
701-01 - Effective Staffing	\$ 289,026	\$ 288,258	\$ 347,517
701-02 - Intergovernmental Liaison	125,190	124,645	145,374
701-03 - Commissions	18,526	18,526	19,274
701-04 - Constituent Assistance	104,325	101,812	136,213
Program Total	\$ 537,067	\$ 533,241	\$ 648,376

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.

SERVICE:	RESULTS:	STATUS:
701-01 - Effective Staffing: Provides 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.	Not met-75%
	90% of projects undertaken are completed on time and on budget.	Not met-87%
	Survey results consistently show that the City Council is attuned to the interests of the community.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 289,026	100%	\$ 288,258	100%	\$ 347,517	100%
Personnel	255,981	89%	255,981	89%	312,499	90%
Operating	32,981	11%	32,277	11%	35,018	10%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 289,022	100%	\$ 286,994	100%	\$ 345,393	99%
Interest and Rent Income	-	0%	1,140	0%	2,000	1%
Charges For Services	4	0%	124	0%	124	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.

SERVICE:	RESULTS:	STATUS:
701-02 - Intergovernmental Liaison: Effectively represent the City's interests so that they are duly considered in the decisions of other agencies that potentially impact Menlo Park.	60% of the regional, state, and federal issues on which the City takes a position are resolved in accordance with the City's recommendation.	Data not available

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 125,190	100%	\$ 124,645	100%	\$ 145,374	100%
Personnel	24,289	19%	24,289	19%	43,492	30%
Operating	87,151	70%	86,606	69%	101,882	70%
Services	13,750	11%	13,750	11%	-	0%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 125,190	100%	\$ 124,645	100%	\$ 145,374	100%
Burgess Award Fund	-	0%	(200)	0%	(300)	0%
Interest and Rent Income	-	0%	200	0%	300	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.

SERVICE:	RESULTS:	STATUS:
701-03 - Commissions: Recruit and train commissioners so that they are considered to be in synch with and an integral part of the City's policy development and decision-making processes.	Commissioners rate their experience at an 85% satisfaction level.	Exceeded-91%
	At least two applications are received for each vacancy 90% of the time within the initial deadline.	Not met - 58%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 18,526	100%	\$ 18,526	100%	\$ 19,274	100%
Personnel	16,243	88%	16,243	88%	16,927	88%
Operating	283	2%	283	2%	347	2%
Services	2,000	11%	2,000	11%	2,000	10%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 18,526	100%	\$ 18,526	100%	\$ 19,274	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.

SERVICE:	RESULTS:	STATUS:
701-04 - Constituent Assistance: Ensures that the City Council gets timely and useful input and feedback on issues, and provides 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-7 calendar days

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 104,325	100%	\$ 101,812	100%	\$ 136,213	100%
Personnel	87,842	84%	87,842	86%	118,784	87%
Operating	8,483	8%	7,370	7%	9,429	7%
Services	8,000	8%	6,600	6%	8,000	6%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 104,325	100%	\$ 101,812	100%	\$ 136,213	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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
702-01 - Priority Setting	\$ 46,410	\$ 47,430	\$ 60,338
702-02 - Performance Accountability	107,141	107,175	127,735
702-03 - Interdepartmental Initiatives	54,753	54,510	31,731
Program Total	<u>\$ 208,304</u>	<u>\$ 209,115</u>	<u>\$ 219,804</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.

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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 46,410	100%	\$ 47,430	100%	\$ 60,338	100%
Personnel	44,878	97%	44,878	95%	58,765	97%
Operating	1,532	3%	2,552	5%	1,573	3%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 46,410	100%	\$ 47,430	100%	\$ 60,338	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.

SERVICE:	RESULTS:	STATUS:
702-02 - Performance Accountability: Create an organizational structure and the internal systems required so that all employees share the responsibility for cost effective service delivery, objectively measure and monitor performance results and employ creative approaches. Foster team work, learning, individual initiative and appropriate customer-focus risk-taking.	75% of result measures in the City Budget are met or exceeded.	Exceeded-83%
	85% of employees rate the City as a great place to work.	Not met-78%
	85% of employees report that the performance process is effective in promoting great performance.	Not met-47%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 107,141	100%	\$ 107,175	100%	\$ 127,735	100%
Personnel	55,989	52%	55,989	52%	79,829	62%
Operating	1,665	2%	1,699	2%	1,906	1%
Services	49,487	46%	49,487	46%	46,000	36%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 107,141	100%	\$ 107,175	100%	\$ 127,735	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.

SERVICE:	RESULTS:	STATUS:
702-03 - Interdepartmental Initiatives: Coordinate interdepartmental projects requiring team-based, cooperative, and multidisciplinary involvement.	85% of employees report that they are satisfied with the teamwork between City departments.	Not met-52%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 54,753	100%	\$ 54,510	100%	\$ 31,731	100%
Personnel	53,987	99%	53,987	99%	31,080	98%
Operating	537	1%	523	1%	651	2%
Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 54,753	100%	\$ 54,510	100%	\$ 31,731	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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
703-01 - Coordinated Elections	\$ 40,039	\$ 41,527	\$ 13,684
703-02 - Records Management	18,766	19,631	19,826
Program Total	<u>\$ 58,805</u>	<u>\$ 61,158</u>	<u>\$ 33,510</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.

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 40,039	100%	\$ 41,527	100%	\$ 13,684	100%
Personnel	20,378	51%	20,378	49%	12,204	89%
Operating	661	2%	3,149	8%	980	7%
Services	19,000	47%	18,000	43%	500	4%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 40,039	100%	\$ 40,127	97%	\$ 13,684	100%
Charges For Services	-	0%	1,400	3%	-	0%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 703 - ELECTIONS AND RECORDS

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

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 18,766	100%	\$ 19,631	100%	\$ 19,826	100%
Personnel	6,048	32%	6,048	31%	6,967	35%
Operating	7,568	40%	8,433	43%	7,709	39%
Services	5,150	27%	5,150	26%	5,150	26%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 18,766	100%	\$ 19,580	100%	\$ 19,826	100%
Charges For Services	-	0%	51	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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
704-01 - Community Information Outreach	\$ 103,473	\$ 96,779	\$ 102,318
704-02 - Service Feedback	21,175	21,175	21,766
704-04 - Volunteers	15,445	15,445	12,354
Program Total	<u>\$ 140,093</u>	<u>\$ 133,399</u>	<u>\$ 136,438</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.

SERVICE:	RESULTS:	STATUS:
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.	Exceeded-92%
	Survey respondents give the newsletter a rating of 85% regarding its importance as a source of information about City services, policies and activities.	Not met-83%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 103,473	100%	\$ 96,779	100%	\$ 102,318	100%
Personnel	42,601	41%	42,601	44%	41,442	41%
Operating	40,023	39%	33,329	34%	40,027	39%
Services	20,849	20%	20,849	22%	20,849	20%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 103,473	100%	\$ 96,779	100%	\$ 102,318	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.

SERVICE:	RESULTS:	STATUS:
704-02 - Service Feedback: Survey opinions, solicit input and seek suggestions about City services and community affairs.	85% of survey respondents state that the City gives sufficient opportunity to provide feedback regarding City services.	Data not available

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 21,175	100%	\$ 21,175	100%	\$ 21,766	100%
Personnel	10,851	51%	10,851	51%	11,316	52%
Operating	324	2%	324	2%	450	2%
Services	10,000	47%	10,000	47%	10,000	46%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 21,175	100%	\$ 21,175	100%	\$ 21,766	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.

SERVICE:	RESULTS:	STATUS:
704-04 - Volunteers: Provide meaningful opportunities for residents to be involved in their local government.	Volunteers rate their experience at an 85% satisfaction level.	Exceeded-92%
	On an annual basis, volunteers donate 710 hours.	Exceeded-833

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 15,445	100%	\$ 15,445	100%	\$ 12,354	100%
Personnel	15,372	100%	15,372	100%	12,204	99%
Operating	73	0%	73	0%	150	1%
Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 15,445	100%	\$ 15,445	100%	\$ 12,354	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 709 - LEGAL SERVICES

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

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
709-01 - City Council and City Manager Support	\$ 89,493	\$ 66,493	\$ 87,105
709-02 - Planning Staff & Commission Support	64,582	60,582	67,905
709-03 - Personnel, Risk Management and Other Progra	336,746	317,746	350,552
709-05 - Community Development Agency	15,950	16,050	16,710
Program Total	\$ 506,771	\$ 460,871	\$ 522,273

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.

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 89,493	100%	\$ 66,493	100%	\$ 87,105	100%
Personnel	59,493	66%	59,493	89%	67,105	77%
Services	30,000	34%	7,000	11%	20,000	23%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 71,645	80%	\$ 48,645	73%	\$ 66,973	77%
Community Development Agency Non-Housing	17,848	20%	17,848	27%	20,131	23%

* 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.

SERVICE:	RESULTS:	STATUS:
709-02 - Planning Staff & 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>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 64,582	100%	\$ 60,582	100%	\$ 67,905	100%
Personnel	29,582	46%	29,582	49%	32,905	48%
Services	35,000	54%	31,000	51%	35,000	52%

<u>Funding Source *</u>	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 64,582	100%	\$ 60,582	100%	\$ 67,905	100%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 709 - LEGAL SERVICES

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

SERVICE:	RESULTS:	STATUS:
709-03 - Personnel, Risk Management and 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>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 336,746	100%	\$ 317,746	100%	\$ 350,552	100%
Personnel	29,746	9%	29,746	9%	33,552	10%
Services	307,000	91%	288,000	91%	317,000	90%

<u>Funding Source *</u>	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 43,898	13%	\$ 49,898	16%	\$ 55,421	16%
Liability/Fire Insurance Fund	286,898	85%	261,898	82%	288,421	82%
Worker's Compensation Fund	5,950	2%	5,950	2%	6,710	2%

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 709 - LEGAL SERVICES

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

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 15,950	100%	\$ 16,050	100%	\$ 16,710	100%
Personnel	5,950	37%	5,950	37%	6,710	40%
Services	10,000	63%	10,100	63%	10,000	60%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
Community Development Agency Non-Housing	10,950	69%	12,050	75%	12,710	76%
Community Development Agency Housing	5,000	31%	4,000	25%	4,000	24%

* 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
708-01 - Employee Compensation System	\$ 554,107	\$ 589,261	\$ 644,987
708-02 - Employee Development	54,639	31,513	63,239
708-03 - Employee Relations	110,141	94,180	106,743
708-04 - Recruitment and Selection	93,804	98,554	109,969
Program Total	\$ 812,691	\$ 813,508	\$ 924,938

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.

SERVICE:	RESULTS:	STATUS:
708-01 - Employee Compensation System: Process payroll that supports timely and accurate processing of employee salary and benefits. Ensure that the wages and benefits are competitive among similarly sized agencies.	Payroll processing is achieved with an accuracy rate of 99.75% or better.	Met
	Generate all payroll reports the day before the pay day 93% of the time.	Met
	Transmit all payroll interface records to Finance within three business days after the pay date 95% of the time.	Met

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 554,107	100%	\$ 589,261	100%	\$ 644,987	100%
Personnel	507,857	92%	520,757	88%	579,477	90%
Operating	5,250	1%	33,004	6%	5,510	1%
Services	41,000	7%	35,500	6%	60,000	9%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 554,107	100%	\$ 589,261	100%	\$ 644,987	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.

SERVICE:	RESULTS:	STATUS:
708-02 - Employee Development: Provide opportunities for continued learning and development, publicize and coordinate training opportunities, and encourage employees to establish and pursue vocational goals.	Attendance at Personnel advertised training courses results in 50 attendees during the year.	Not met-30 employees
	2 employees enroll in City supported advanced degree program.	Program not started
	80% of new supervisors hired or promoted during the year participate in supervisory training program offered through the City.	Program not started

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 54,639	100%	\$ 31,513	100%	\$ 63,239	100%
Personnel	21,614	40%	21,614	69%	30,634	48%
Operating	18,025	33%	2,899	9%	17,605	28%
Services	15,000	27%	7,000	22%	15,000	24%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 54,639	100%	\$ 31,513	100%	\$ 63,239	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.

SERVICE:	RESULTS:	STATUS:
708-03 - Employee Relations: Inform and train employees on City policies and procedures, provide timely processing of employee complaints and concerns, assist the employee in utilizing benefit programs, and negotiate labor contracts.	Respond to 90% of written complaints within 10 business days.	Exceeded-100%
	Resolve 80% of grievances at or below City Manager's level	Exceeded-100%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 110,141	100%	\$ 94,180	100%	\$ 106,743	100%
Personnel	58,076	53%	58,076	62%	75,118	70%
Operating	3,565	3%	2,610	3%	3,325	3%
Services	48,500	44%	33,494	36%	28,300	27%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 110,141	100%	\$ 94,180	100%	\$ 106,743	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.

SERVICE:	RESULTS:	STATUS:
708-04 - Recruitment and Selection: Recruit, select and retain highly qualified personnel using a process that is timely, thorough and encourages a diverse applicant pool.	Generate offer letter for 80% of non-safety positions within 4 weeks of position close.	Not met-78.6%
	Satisfaction with Personnel staff's involvement with the recruitment process attains or exceeds a score of 4.0 (on a 5 point scale).	Exceeded-4.5

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 93,804	100%	\$ 98,554	100%	\$ 109,969	100%
Personnel	51,279	55%	51,279	52%	51,684	47%
Operating	36,525	39%	34,275	35%	43,285	39%
Services	6,000	6%	13,000	13%	15,000	14%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 93,804	100%	\$ 98,554	100%	\$ 109,969	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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
707-01 - Web Posting	\$ 71,389	\$ 62,959	\$ 71,934
707-02 - Interactive Web Services	40,336	31,073	24,452
Program Total	<u>\$ 111,725</u>	<u>\$ 94,032</u>	<u>\$ 96,386</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.

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 71,389	100%	\$ 62,959	100%	\$ 71,934	100%
Personnel	50,709	71%	50,709	81%	51,954	72%
Operating	18,180	25%	12,250	19%	17,480	24%
Services	2,500	4%	-	0%	2,500	3%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *	\$ 71,389	100%	\$ 62,959	100%	\$ 71,934	100%
General Fund						

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 707 - INTERNET AND WORLD WIDE WEB

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

SERVICE:	RESULTS:	STATUS:
707-02 - Interactive Web Services: Develop or acquire systems to allow interactive delivery of services to the public on a 24 hour basis, and provide search tools so that information can be easily accessed.	80% of users rate web site experience as good or excellent based on on-line website survey.	Met

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 40,336	100%	\$ 31,073	100%	\$ 24,452	100%
Personnel	8,928	22%	8,928	29%	3,957	16%
Operating	31,408	78%	21,450	69%	20,495	84%
Services	-	0%	695	2%	-	0%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 40,336	100%	\$ 31,073	100%	\$ 24,452	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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
706-01 - Desktop Maintenance	\$ 188,122	\$ 189,295	\$ 188,182
706-02 - Network Infrastructure Maintenance	222,212	188,758	245,191
706-03 - Design and Advice	27,985	27,280	33,757
706-04 - Remote Access	14,013	6,863	9,805
706-05 - Printing Support	236,777	222,247	241,430
Program Total	\$ 689,109	\$ 634,443	\$ 718,364

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.

SERVICE:	RESULTS:	STATUS:
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-85%
	Resolve 90% of phone problems within eight hours of trouble report.	Met

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 188,122	100%	\$ 189,295	100%	\$ 188,182	100%
Personnel	89,970	48%	89,970	48%	103,317	55%
Operating	85,652	46%	89,825	47%	77,365	41%
Services	12,500	7%	9,500	5%	7,500	4%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 188,122	100%	\$ 189,295	100%	\$ 188,182	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.

SERVICE:	RESULTS:	STATUS:
706-02 - Network Infrastructure Maintenance: Install, maintain, and upgrade computer servers and network equipment. Coordinate installation of vendor systems. Protect the network from unauthorized intrusion. Repel virus attacks. Control access. Maintain databases. Provide support for intranet and internet use. Ensure reliability of network resources.	Add 80% of new employees to authorized systems within one business day of request.	Exceeded-100%
	Resolve 90% of system wide problems within four hours.	Exceeded-95%
	Maintain network availability 99.8% of time between 7am to 7pm, M-F.	Not met-99.74%
	Ensure virus protection is in place for all internal networks and that no more than three virus outbreaks occur in a twelve month period.	Exceeded-0

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 222,212	100%	\$ 188,758	100%	\$ 245,191	100%
Personnel	97,337	44%	97,337	52%	99,066	40%
Operating	48,875	22%	40,421	21%	66,125	27%
Services	76,000	34%	51,000	27%	80,000	33%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 222,212	100%	\$ 188,758	100%	\$ 245,191	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.

SERVICE:	RESULTS:	STATUS:
706-03 - Design and Advice: Design facility wiring, provide relocation assistance, advise on use of new technologies and acquisition of new applications.	Facilities design results in 95% accomodation of user needs. Advice on new product integration and changes to existing systems results in 95% satisfaction.	Exceeded-100% No new products installed during period

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 27,985	100%	\$ 27,280	100%	\$ 33,757	100%
Personnel	22,732	81%	22,732	83%	28,907	86%
Operating	5,253	19%	4,548	17%	4,850	14%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 27,985	100%	\$ 27,280	100%	\$ 33,757	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.

SERVICE:	RESULTS:	STATUS:
706-04 - Remote Access: Provide virtual private networking (VPN) service to City system over the Internet, which allows employees working from home or remote locations to access the City's network.	90% of all users who request access to web mail or remote IP are granted access within two business days.	Exceeded-100%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 14,013	100%	\$ 6,863	100%	\$ 9,805	100%
Personnel	5,887	42%	5,887	86%	6,280	64%
Operating	8,126	58%	976	14%	3,525	36%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *	\$ 14,013	100%	\$ 6,863	100%	\$ 9,805	100%
General Fund						

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

LEAD DEPARTMENT: Administrative Services

PROGRAM: 706 - INFORMATION SUPPORT

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

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 236,777	100%	\$ 222,247	100%	\$ 241,430	100%
Personnel	102,576	43%	102,576	46%	109,630	45%
Operating	131,201	55%	116,701	53%	128,550	53%
Services	3,000	1%	2,970	1%	3,250	1%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 231,117	98%	\$ 212,287	96%	\$ 235,672	98%
Measure A	980	0%	980	0%	1,029	0%
Community Development Agency Non-Housing	980	0%	980	0%	1,029	0%
Charges For Services	3,700	2%	8,000	4%	3,700	2%

* 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 to establish a sound financial base to deliver City services. Provides a safe environment to the community and the work force by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
705-01 - Financial Planning	\$ 85,031	\$ 79,101	\$ 98,570
705-02 - Investments	46,535	45,085	46,601
705-03 - Revenue Management	2,188,145	2,188,216	2,275,931
705-04 - Accounting and Reporting	414,987	375,273	292,241
705-05 - Accounts Payable and Purchasing	142,171	141,071	139,700
705-06 - Risk Management	1,350,774	1,560,548	1,418,793
705-07 - General (Transfers Out)	3,646,000	3,646,000	1,646,000
705-08 - Debt Service	6,390,330	6,390,330	6,391,297
Program Total	\$ 14,263,973	\$ 14,425,624	\$ 12,309,132

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 to establish a sound financial base to deliver City services. Provides a safe environment to the community and the work force by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

SERVICE:	RESULTS:	STATUS:
705-01 - Financial Planning: Coordinates the budget preparation process, and provides 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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 85,031	100%	\$ 79,101	100%	\$ 98,570	100%
Personnel	71,151	84%	71,151	90%	88,680	90%
Operating	3,380	4%	2,450	3%	2,640	3%
Services	10,500	12%	5,500	7%	7,250	7%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 50,367	59%	\$ 44,437	56%	\$ 59,574	60%
Garbage Service Fund	9,041	11%	9,041	11%	10,953	11%
Community Development Agency Non-Housing	8,041	9%	8,041	10%	9,953	10%
Community Development Agency Housing	8,041	9%	8,041	10%	8,294	8%
Water Fund - Operation	9,541	11%	9,541	12%	9,794	10%

* 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 to establish a sound financial base to deliver City services. Provides a safe environment to the community and the work force by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

SERVICE:	RESULTS:	STATUS:
705-02 - Investments: Manages 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. Achieve greater than the six month average of 6-month T-bill rate on investments.	Met Exceeded-Benchmark rate 2.04%; Rate of return 2.05%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 46,535	100%	\$ 45,085	100%	\$ 46,601	100%
Personnel	35,735	77%	35,735	79%	36,251	78%
Operating	10,800	23%	9,350	21%	10,350	22%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ (814,113)	-1749%	\$ (765,563)	-1698%	\$ (1,016,011)	-2180%
Garbage Service Fund	1,607	3%	1,607	4%	1,659	4%
Community Development Agency Non-Housing	4,824	10%	4,824	11%	6,635	14%
Water Fund - Operation	4,217	9%	4,217	9%	4,318	9%
Interest and Rent Income	850,000	1827%	800,000	1774%	1,050,000	2253%

* 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 to establish a sound financial base to deliver City services. Provides a safe environment to the community and the work force by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

SERVICE:	RESULTS:	STATUS:
705-03 - Revenue Management: Establishes and administers rate structures required to provide water and garbage utility services. Collects business license tax and administers collection of other revenue to maximize cash flow.	Resolve 90% of service and billing complaints within two business days.	Exceeded-96%
	Identify and issue 100 new business licenses annually through internal audit process.	Exceeded-102

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 2,188,145	100%	\$ 2,188,216	100%	\$ 2,275,931	100%
Personnel	182,795	8%	182,795	8%	209,731	9%
Operating	475,750	22%	475,821	22%	489,900	22%
Services	1,529,600	70%	1,529,600	70%	1,576,300	69%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ (1,591,295)	-73%	\$ (1,422,195)	-65%	\$ (1,587,473)	-70%
Garbage Service Fund	1,602	0%	15,473	1%	71,704	3%
Water Fund - Operation	(2,497,062)	-114%	(2,146,062)	-98%	(2,351,299)	-103%
Licenses & Permits	1,500,000	69%	1,325,000	61%	1,500,000	66%
Interest and Rent Income	468,200	21%	423,000	19%	448,000	20%
Charges For Services	3,308,000	151%	3,993,000	182%	4,195,000	184%

* 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 to establish a sound financial base to deliver City services. Provides a safe environment to the community and the work force by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

SERVICE:	RESULTS:	STATUS:
705-04 - Accounting and Reporting: Maintain accurate record keeping in accordance with Generally Accepted Accounting Principles and report periodically the financial status of the organization reflecting the economic fluctuations in the market place to the Council, general public, Governmental agencies and internal departments.	Provide monthly financial reports to internal departments by the 10th of the following month.	Met
	Provide interim financial reports on the data that already exists in the system within 24 hours of the request.	Met
	Obtain 80% Council confidence through an annual survey.	Data not available
	Receive an unqualified opinion on 98% of annual audits.	Exceeded-100%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 414,987	100%	\$ 375,273	100%	\$ 292,241	100%
Personnel	219,647	53%	219,647	59%	233,291	80%
Operating	8,350	2%	10,150	3%	10,150	3%
Services	68,990	17%	68,990	18%	48,800	17%
Capital Improvement Projects	118,000	28%	76,486	20%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 242,019	58%	\$ 243,419	65%	\$ 255,394	87%
Garbage Service Fund	3,217	1%	3,217	1%	3,318	1%
General Fund - CIP	118,000	28%	76,486	20%	-	0%
Community Development Agency Non-Housing	30,656	7%	30,656	8%	15,555	5%
Water Fund - Operation	20,595	5%	20,595	5%	17,073	6%
Charges For Services	500	0%	900	0%	900	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 to establish a sound financial base to deliver City services. Provides a safe environment to the community and the work force by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

SERVICE:	RESULTS:	STATUS:
705-05 - Accounts Payable and Purchasing: Administer effective fiscal policies and practices to ensure that all purchases are made within guidelines and budget, emergency needs are taken care of and bills are paid on time and accurately to maintain credit worthiness.	Achieve 5% reduction in staff time in Accounts Payable and Purchasing process.	Data not available

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 142,171	100%	\$ 141,071	100%	\$ 139,700	100%
Personnel	136,771	96%	136,771	97%	134,450	96%
Operating	5,400	4%	4,300	3%	5,250	4%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 97,611	69%	\$ 96,511	68%	\$ 102,893	74%
Community Development Agency Non-Housing	29,351	21%	29,351	21%	24,246	17%
Water Fund - Operation	15,209	11%	15,209	11%	12,560	9%

* 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 to establish a sound financial base to deliver City services. Provides a safe environment to the community and the work force by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

SERVICE:	RESULTS:	STATUS:
705-06 - Risk Management: Coordinates safety training and maintains awareness to prevent the adverse effects of accidents and work injuries and minimize cost. Administers claims by investigating, processing and defending liability and work related injury claims.	Recommend for settlement or denial on 80% of claims recieved within 5 working days.	Exceeded-89%
	Investigate and initiate mitigation of 100% of reported hazards within 24 hours.	Met
	Maintain number of indemnity claims at 15 or below.	Exceeded-7 claims
	Process 100% of employee claims requiring medical treatment within 48 hours of knowledge of occurence.	Met
	Maintain number of new medical claims at 30 or below.	Exceeded-12 claims

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 1,350,774	100%	\$ 1,560,548	100%	\$ 1,418,793	100%
Personnel	76,859	6%	76,859	5%	78,643	6%
Operating	1,236,915	92%	1,460,989	94%	1,313,150	93%
Services	37,000	3%	22,700	1%	27,000	2%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Water Fund - Operation	62,700	5%	62,700	4%	62,700	4%
Liability/Fire Insurance Fund	91,562	7%	119,562	8%	56,614	4%
Worker's Compensation Fund	(3,488)	0%	176,286	11%	(39,521)	-3%
Charges For Services	-	0%	2,000	0%	39,000	3%
Other Financing Sources	1,200,000	89%	1,200,000	77%	1,300,000	92%

* 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 to establish a sound financial base to deliver City services. Provides a safe environment to the community and the work force by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

SERVICE:	RESULTS:	STATUS:
705-07 - General (Transfers Out): Ensure timely receipt of general revenue and transfers.	General Fund revenue projections will be 90% accurate.	Exceeded-99% (FY 2003-04)

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 3,646,000	100%	\$ 3,646,000	100%	\$ 1,646,000	100%
Operating	3,646,000	100%	3,646,000	100%	1,646,000	100%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ (13,091,760)	-359%	\$ (14,631,980)	-401%	\$ (16,911,520)	-1027%
Taxes	13,231,000	363%	14,515,600	398%	14,753,000	896%
Franchise Fees	1,190,000	33%	1,210,660	33%	1,235,000	75%
Licenses & Permits	2,500	0%	2,500	0%	2,500	0%
Inter Governmental Revenue	1,801,740	49%	2,036,700	56%	2,051,500	125%
Other Financing Sources	512,520	14%	512,520	14%	515,520	31%

* 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 to establish a sound financial base to deliver City services. Provides a safe environment to the community and the work force by minimizing risk to the public and the City employees through proactive training, examination and assessment of City facilities and infrastructure.

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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 6,390,330	100%	\$ 6,390,330	100%	\$ 6,391,297	100%
Operating	6,390,330	100%	6,390,330	100%	6,391,297	100%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
2002 Recreation GO Bond D.S.	(33,615)	-1%	(33,215)	-1%	(149,977)	-2%
1990 Library Bond Debt Service	7,740	0%	6,540	0%	(15,400)	0%
Special Assessments on Tax Roll	1,317,375	21%	1,317,375	21%	1,450,000	23%
Interest and Rent Income	6,000	0%	6,800	0%	11,000	0%
Other Financing Sources	5,092,830	80%	5,092,830	80%	5,095,674	80%

* 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
710-01 - Strategic Partnerships	\$ 44,143	\$ 44,163	\$ 48,940
710-02 - Market Information and Research	40,777	40,787	39,427
710-03 - Diversifying Tax Base	40,579	40,706	45,329
Program Total	<u>\$ 125,499</u>	<u>\$ 125,656</u>	<u>\$ 133,695</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.

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 44,143	100%	\$ 44,163	100%	\$ 48,940	100%
Personnel	37,131	84%	37,131	84%	41,874	86%
Operating	5,331	12%	5,351	12%	5,385	11%
Services	1,681	4%	1,681	4%	1,681	3%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 44,143	100%	\$ 37,913	86%	\$ 48,940	100%
Charges For Services	-	0%	6,250	14%	-	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.

SERVICE:	RESULTS:	STATUS:
710-02 - Market Information and Research: Provide timely, accurate information, research, analysis, and policy development needed to make informed business decisions.	Provide effective decision-making support so that respondents rate their experience at an 85% satisfaction level.	Data not available

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 40,777	100%	\$ 40,787	100%	\$ 39,427	100%
Personnel	37,242	91%	37,242	91%	35,892	91%
Operating	3,535	9%	3,545	9%	3,535	9%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 40,777	100%	\$ 40,787	100%	\$ 39,427	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.

SERVICE:	RESULTS:	STATUS:
710-03 - Diversifying Tax Base: Work with business, real estate, and internal resources to broaden the tax base and increase the diversity of goods and services available to meet the community's needs and help reduce the negative fiscal impact of economic cycles.	Achieve an increase in overall revenue generated from business-related sources, while decreasing the City's dependence on the percentage of revenue generated by the top 25 retail sales tax producers.	Met

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 40,579	100%	\$ 40,706	100%	\$ 45,329	100%
Personnel	37,131	92%	37,131	91%	41,874	92%
Operating	3,448	8%	3,575	9%	3,455	8%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 40,579	100%	\$ 40,706	100%	\$ 45,329	100%

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

CITY OF MENLO PARK
FISCAL YEAR 2005 – 2006



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

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
501-01 - Increase Supply of Affordable Housing	\$ 4,762,022	\$ 1,903,202	\$ 4,749,569
501-02 - Maintain Existing Affordable Housing Stock	792,301	862,935	778,612
501-05 - Policy Development	232,176	133,772	154,883
Program Total	<u>\$ 5,786,500</u>	<u>\$ 2,899,909</u>	<u>\$ 5,683,064</u>

LEAD DEPARTMENT: Community Development

PROGRAM: 501 - AFFORDABLE HOUSING

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

SERVICES:	RESULTS:	STATUS:
501-01 - Increase Supply of Affordable Housing: Increase the number of and access to affordable housing units in Menlo Park available to residents and employees who work in the City by providing general assistance and referral services, administrative support for Below Market Rate (BMR) Agreement review process and, where applicable, financial support, including first-time home buyer loans.	The assistance provided to for-profit and non-profit developers in obtaining BMR Agreement approval meets the expectations of 85% of the developers. Fund 3 PAL loans in the fiscal year, which is the average number of loans funded per year over the past 5 fiscal years. The technical assistance provided by City 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.	Data not available. Met Exceeded-100% No requests received No requests received

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 4,762,022	100%	\$ 1,903,202	100%	\$ 4,749,569	100%
Personnel	111,714	2%	109,714	6%	134,164	3%
Operating	1,162,038	24%	1,151,393	60%	1,180,110	25%
Services	2,894,638	61%	46,991	2%	2,927,660	62%
Capital Improvement Projects	593,632	12%	595,104	31%	507,635	11%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
BMR Housing-Resident/Commerl	2,766,965	58%	(70,096)	-4%	2,729,904	57%
Community Development Agency Housing	(127,099)	-3%	(361,206)	-19%	(315,384)	-7%
Taxes	2,020,000	42%	2,187,333	115%	2,192,953	46%
Interest and Rent Income	60,060	1%	105,075	6%	100,000	2%
Charges For Services	42,096	1%	42,096	2%	42,096	1%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 501 - AFFORDABLE HOUSING

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

SERVICES:	RESULTS:	STATUS:
501-02 - Maintain Existing Affordable Housing Stock: Maintain the existing affordable housing stock by providing loan services (including funding, application processing, construction management and collections) for housing rehabilitation loans; managing resale of Below Market Rate (BMR) units, funding and monitoring non-profits including fair housing services, disabled access to housing, shared housing and minor home repair.	Commit total Community Development Block Grant (CDBG) amount for housing rehabilitation loans to eligible work.	Met
	The number of homes assisted by the Housing Rehabilitation Loan Program equals the number proposed in the CDBG application.	Exceeded-proposed 10, assisted 15
	85% of housing rehabilitation projects are completed within the contract terms.	Met
	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%
	85% of requests received for ERLs result in funded loans.	Exceeded-100%
	Coordinate successful resale of all BMR units that become available within the time limits established in the deed restrictions.	Exceeded-100%
Monitor 100% of annual reports submitted by non-profit service providers to confirm that service levels as stated in contracts are met.	Exceeded-100%	

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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 792,301	100%	\$ 862,935	100%	\$ 778,612	100%
Personnel	154,261	19%	149,461	17%	165,433	21%
Operating	506,960	64%	629,044	73%	493,399	63%
Services	131,080	17%	84,430	10%	119,780	15%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
Commun Devel Block Grant	3,676	0%	730	0%	(178)	0%
Rev Share-Emergency Loan	-	0%	21,400	2%	20,950	3%
Community Development Agency Non-Housing	-	0%	-	0%	13,227	2%
Community Development Agency Housing	335,535	42%	286,316	33%	323,062	41%
Inter Governmental Revenue	(243,100)	-31%	(112,711)	-13%	(243,100)	-31%
Interest and Rent Income	9,500	1%	5,000	1%	2,100	0%
Charges For Services	686,690	87%	662,200	77%	662,550	85%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 501 - AFFORDABLE HOUSING

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

SERVICES:	RESULTS:	STATUS:
501-05 - Policy Development: To develop, monitor and update policies related to affordable housing production, maintenance and availability for Housing Commission and City Council/Agency Board consideration.	The quality of the information and analysis meets the expectations of 85% of the members of the City Council/Agency Board.	Not met-77%
	The quality of the information and analysis meets the expectations of 85% of the members of the Housing Commission.	Exceeded-97%
	Involvement in studies and policy development is rated as meaningful by 85% of the participants.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 232,176	100%	\$ 133,772	100%	\$ 154,883	100%
Personnel	92,567	40%	91,467	68%	97,068	63%
Operating	2,530	1%	2,445	2%	2,715	2%
Services	137,079	59%	39,860	30%	55,100	36%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Community Development Agency Housing	231,796	100%	133,772	100%	154,883	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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
601-01 - General Plan	\$ 71,572	\$ 60,055	\$ 56,121
601-02 - Zoning Ord.& Related Documents	88,522	86,805	108,694
601-03 - Neighborhood Land Use Studies	238,948	240,473	-
Program Total	<u>\$ 399,042</u>	<u>\$ 387,333</u>	<u>\$ 164,815</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.

SERVICE:	RESULTS:	STATUS:
601-01 - General Plan: Monitor and update the General Plan to maintain its relevancy as a critical public policy document.	The quality of information and analysis meets the expectations of 85% of the Council members.	Not met-77%
	The quality of information and analysis meets the expectations of 85% of the Commission members.	Exceeded-90%
	Involvement in studies is rated as meaningful by 85% of the participants.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 71,572	100%	\$ 60,055	100%	\$ 56,121	100%
Personnel	59,024	82%	59,024	98%	52,311	93%
Operating	3,720	5%	1,031	2%	3,810	7%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 71,572	100%	\$ 60,055	100%	\$ 56,121	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.

SERVICE:	RESULTS:	STATUS:
601-02 - Zoning Ord.& Related Documents: Update the Zoning Ordinance and other planning documents, and prepare new planning standards and regulations, to maintain consistency with and provide for implementation of the General Plan.	The quality of information and analysis meets the expectations of 85% of the Council members.	Not met-77%
	The quality of information and analysis meets the expectations of 85% of the Commission members.	Exceeded-90%
	Involvement in studies is rated as meaningful by 85% of the participants.	Data not available

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 88,522	100%	\$ 86,805	100%	\$ 108,694	100%
Personnel	75,727	86%	75,727	87%	95,619	88%
Operating	9,570	11%	7,678	9%	9,850	9%
Services	3,225	4%	3,400	4%	3,225	3%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 88,522	100%	\$ 86,668	100%	\$ 108,694	100%
Charges For Services	-	0%	137	0%	-	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.

SERVICE:	RESULTS:	STATUS:
601-03 - Neighborhood Land Use Studies: Conduct integrated land use & transportation studies to address potential changes in types of land use development and related transportation and circulation impacts. (Moved to service 208-06)	The quality of information and analysis meets the expectations of 85% of the Council members.	Not met-77%
	The quality of information and analysis meets the expectations of 85% of the Commission members.	Exceeded-90%
	Involvement in studies is rated as meaningful by 85% of the participants.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 238,948	100%	\$ 240,473	100%	\$ -	0%
Personnel	111,470	47%	112,992	47%	-	0%
Operating	8,850	4%	8,853	4%	-	0%
Services	58,627	25%	58,627	24%	-	0%
Capital Improvement Projects	60,001	25%	60,001	25%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 55,805	23%	\$ 57,330	24%	\$ -	0%
Measure A	77,544	32%	77,544	32%	-	0%
Traffic Impact Fees	105,599	44%	105,599	44%	-	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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
502-01 - Policy, Program & Project Development	\$ 391,167	\$ 186,558	\$ 439,786
502-02 - Facility Improvement	7,365,701	7,330,243	4,440,777
502-03 - Service Enhancement	3,874,653	3,869,003	3,843,593
Program Total	<u>\$ 11,631,521</u>	<u>\$ 11,385,804</u>	<u>\$ 8,724,156</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.

SERVICE:	RESULTS:	STATUS:
502-01 - Policy, Program & Project Development: Monitor, revise and update the Las Pulgas Community Development Plan to accomplish the goals of the Plan, including the removal of blighted conditions, and to meet State reporting requirements.	Submittal of all State-mandated reports that are in compliance with State requirements and within required timelines.	Met
	The quality of the information and analysis meets the expectations of 85% of the members of the Agency Board.	Not met-77%
	The quality of the information and analysis meets the expectations of 85% of the members of the Las Pulgas Commission.	Exceeded-100%
	Involvement in studies and policy development is rated as meaningful by 85% of the participants.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 391,167	100%	\$ 186,558	100%	\$ 439,786	100%
Personnel	59,943	15%	58,843	32%	82,786	19%
Operating	39,140	10%	17,591	9%	43,440	10%
Services	292,084	75%	110,124	59%	313,560	71%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
Community Development Agency Non-Housing	387,377	99%	186,558	100%	439,786	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.

SERVICE:	RESULTS:	STATUS:
502-02 - Facility Improvement: Conduct land use studies, perform redevelopment related activities and provide funding for projects required to improve and replace facilities and infrastructure in the Las Pulgas Community Development Project Area.	Redevelopment related activities are completed within the overall project timeline for entitlements.	Met
	The quality of the information and analysis related to land use studies meets the expectations of 85% of the members of the Agency Board.	Not met-77%
	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.	Exceeded-100%
	Involvement in land use studies is rated as meaningful by 85% of the participants.	Data not available

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 7,365,701	100%	\$ 7,330,243	100%	\$ 4,440,777	100%
Personnel	32,125	0%	31,225	0%	38,198	1%
Operating	4,359,318	59%	4,363,804	60%	4,351,559	98%
Services	37,798	1%	33,414	0%	40,370	1%
Capital Improvement Projects	2,936,460	40%	2,901,800	40%	10,650	0%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
2000 RDA Tax Increment Bond	2,945,602	40%	2,910,867	40%	30,124	1%
Community Development Agency Non-Housing	(3,772,131)	-51%	(4,540,031)	-62%	(4,611,147)	-104%
Taxes	8,080,000	110%	8,749,332	119%	8,771,800	198%
Interest and Rent Income	112,230	2%	210,075	3%	250,000	6%

* 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.

SERVICE:	RESULTS:	STATUS:
502-03 - Service Enhancement: Provide funding for non-housing services in the Las Pulgas Community Development Project Area through direct funding for services and pass-through funding to agencies.	Accurate payments are made to outside agencies on time.	Met
	Redevelopment funds are budgeted for eligible services in the Las Pulgas Community Development Project Area.	Met
	Community Development Agency owned property is inspected monthly to ensure that it is maintained in good repair.	Met
	Complaints on the condition of Community Development Agency owned property are responded to within 2 working days.	Met
	Meet all requests for landscaping grants subject to available funding.	Met

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 3,874,653	100%	\$ 3,869,003	100%	\$ 3,843,593	100%
Personnel	16,680	0%	16,030	0%	6,743	0%
Operating	3,833,460	99%	3,828,460	99%	3,816,830	99%
Services	24,513	1%	24,513	1%	20,020	1%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
Community Development Agency Non-Housing	3,868,353	100%	3,869,003	100%	3,838,593	100%
Charges For Services	5,000	0%	-	0%	5,000	0%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 602 - DEVELOPMENT SERVICES

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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
602-01 - Development Information Services	\$ 295,500	\$ 295,500	\$ 274,145
602-02 - Planning Level Reviews	515,292	515,292	547,189
602-03 - Plan Check and Permitting	642,412	642,412	614,098
602-04 - Inspecting and Monitoring	353,781	353,781	392,919
Program Total	\$ 1,806,985	\$ 1,806,985	\$ 1,828,351

LEAD DEPARTMENT: Community Development

PROGRAM: 602 - DEVELOPMENT SERVICES

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.

SERVICE:	RESULTS:	STATUS:
602-01 - Development Information Services: Provide potential applicants and interested parties with timely and accurate information regarding applicable City policies, ordinances, regulations, guidelines and other requirements related to land use development.	85% customer satisfaction rating.	Data not available

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 295,500	100%	\$ 295,500	100%	\$ 274,145	100%
Personnel	281,400	95%	281,400	95%	270,345	99%
Operating	3,100	1%	3,100	1%	3,800	1%
Services	11,000	4%	11,000	4%	-	0%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 40,325	14%	\$ 40,325	14%	\$ 18,970	7%
Licenses & Permits	250,000	85%	250,000	85%	250,000	91%
Charges For Services	5,175	2%	5,175	2%	5,175	2%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 602 - DEVELOPMENT SERVICES

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.

SERVICE:	RESULTS:	STATUS:
602-02 - Planning Level Reviews: Provide timely, thorough and structured review, including public input, of proposed development projects and land use permits that evaluates the merits of a project leading to a decision.	95% of projects reviewed for completeness within 30 days of application submittal.	Not met-82%
	For projects exempt from CEQA, 85% are scheduled for Planning Commission review within 60 days of being deemed complete.	Data not available
	For projects not exempt from CEQA, 85% are scheduled for Planning Commission review within 180 days of being deemed complete.	Data not available
	85% customer satisfaction rating.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 515,292	100%	\$ 515,292	100%	\$ 547,189	100%
Personnel	368,056	71%	368,056	71%	503,639	92%
Operating	28,840	6%	28,840	6%	28,550	5%
Services	118,396	23%	118,396	23%	15,000	3%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 301,796	59%	\$ 271,796	53%	\$ 377,089	69%
Eir Fees	28,396	6%	28,396	6%	-	0%
Charges For Services	185,100	36%	215,100	42%	170,100	31%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 602 - DEVELOPMENT SERVICES

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.

SERVICE:	RESULTS:	STATUS:
602-03 - Plan Check and Permitting: Provide efficient review of construction drawings with clear interpretation of codes to protect health, safety and welfare of the public and to issue permits in a timely manner.	90% of audited projects received all appropriate plan review checks and are in substantial compliance with all relevant codes.	Exceeded-100%
	85% customer satisfaction rating.	Exceeded-98%
	85% of projects requiring a full plan review receive first comments/approval within 6 weeks of the first submittal.	Exceeded-89.5%
	85% of projects requiring a full plan review receive comments/approval within 2 weeks of the second submittal.	Not met-94%
	85% of projects requiring revisions to an active permit receive first comments/approval within 2 weeks.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 642,412	100%	\$ 642,412	100%	\$ 614,098	100%
Personnel	395,819	62%	395,819	62%	443,973	72%
Operating	77,090	12%	77,090	12%	40,625	7%
Services	169,503	26%	169,503	26%	129,500	21%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ (18,688)	-3%	\$ (18,688)	-3%	\$ (57,002)	-9%
Licenses & Permits	579,000	90%	579,000	90%	579,000	94%
Charges For Services	82,100	13%	82,100	13%	92,100	15%

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

LEAD DEPARTMENT: Community Development

PROGRAM: 602 - DEVELOPMENT SERVICES

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.

SERVICE:	RESULTS:	STATUS:
602-04 - Inspecting and Monitoring: Provide timely and thorough inspection of construction projects in compliance with all approvals from the time of permit issuance through final approval.	95% of inspections scheduled on a given day are completed.	Exceeded-100%
	85% of inspections can be scheduled within one day between December 1 and June 30.	Exceeded-96%
	85% of inspections can be scheduled within three days between July 1 and November 30.	Exceeded-91%
	90% of audited projects received all appropriate inspections and are in substantial compliance with all relevant codes	Exceeded-100%
	85% customer satisfaction rating.	Exceeded-92%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 353,781	100%	\$ 353,781	100%	\$ 392,919	100%
Personnel	330,011	93%	330,011	93%	368,599	94%
Operating	23,770	7%	23,770	7%	24,320	6%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ (12,319)	-3%	\$ (12,319)	-3%	\$ 26,819	7%
Licenses & Permits	336,000	95%	336,000	95%	336,000	86%
Charges For Services	30,100	9%	30,100	9%	30,100	8%

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

CITY OF MENLO PARK
FISCAL YEAR 2005 – 2006



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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
310-01 - Seniors	\$ 327,952	\$ 331,971	\$ 342,150
310-02 - Pre-School Child Care	1,779,303	1,788,327	1,906,383
310-03 - Peninsula Partnership	336,617	320,448	385,712
310-04 - School-Age Child Care	852,520	843,838	925,611
310-05 - Teen Programs	75,414	70,014	74,922
Program Total	\$ 3,371,805	\$ 3,354,598	\$ 3,634,778

LEAD DEPARTMENT: Community Services

PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE

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

SERVICES:	RESULTS:	STATUS:
310-01 - Seniors: 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.	Not met-84%
	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-98%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 327,952	100%	\$ 331,971	100%	\$ 342,150	100%
Personnel	220,505	67%	226,635	68%	250,700	73%
Operating	99,797	30%	96,186	29%	81,300	24%
Services	7,650	2%	9,150	3%	10,150	3%
Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 258,466	79%	\$ 275,571	83%	\$ 286,607	84%
Inter Governmental Revenue	52,486	16%	46,000	14%	43,280	13%
Charges For Services	7,000	2%	2,400	1%	2,263	1%
Donations	10,000	3%	8,000	2%	10,000	3%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE

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

SERVICES:	RESULTS:	STATUS:
310-02 - Pre-School Child Care: Child care for preschool children ages 3 to 5 in an educational child development environment.	90% of parents stated that they felt their children were experiencing a positive environment.	Not met-87%
	85% of parents stated 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 stated the activities were developmentally appropriate for their child.	Exceeded-95%
	85% of the parents felt the daily activities promoted positive social skills and language development.	Exceeded-91%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 1,779,303	100%	\$ 1,788,327	100%	\$ 1,906,383	100%
Personnel	1,587,116	89%	1,592,986	89%	1,710,633	90%
Operating	186,469	10%	191,141	11%	191,530	10%
Services	5,718	0%	4,200	0%	4,220	0%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 559,849	31%	\$ 619,199	35%	\$ 699,438	37%
Inter Governmental Revenue	600,756	34%	578,885	32%	600,755	32%
Charges For Services	618,698	35%	590,190	33%	606,190	32%
Donations	-	0%	53	0%	-	0%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE

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

SERVICES:	RESULTS:	STATUS:
310-03 - Peninsula Partnership: Improve the quality of life (educational performance, parenting skills for children and their families) in the Belle Haven neighborhood.	85% of children enrolled in the Home Visiting Program show an increase in the dimensions of school readiness.	Exceeded-100%
	70% of Belle Haven residents reported improved understanding of the process to address or resolve community issues.	Data not available
	85% of children enrolled in the Transitional Kindergarten Program show an increase in the dimensions of school readiness.	Exceeded-94%
	85% of parents attending Parent Education classes report learning new parenting skills as a result of the class.	Exceeded-99%
	80% of parents with children in the Community Summer School program report that they are satisfied or very satisfied with the program	Exceeded-90%
	80% of respondents agree that the homework assistance program is improving academic achievement and literacy skills.	Exceeded-96%
	85% of parents state the daily Transitional Kindergarten or Community Summer School activities promoted positive social skills and language development.	Exceeded-90%

LEAD DEPARTMENT: Community Services

PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE

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

SERVICES:	RESULTS:	STATUS:
310-04 - School-Age Child Care: A child care program offering 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 received high quality care that resulted in the children learning and gaining social skills through meaningful and enjoyable activities.	Exceeded-97%
	50% of the parents will participate in school age activities throughout the school year (parent meetings, fundraisers, etc.).	Exceeded-77%
	95% of parents rate the communication regarding program activities and events as good or excellent.	Met
	90% of parents stated that they felt their children were experiencing a positive environment.	Exceeded-93%
	90% of parents stated that they felt their children were safe and secure while in the program.	Exceeded-100%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 852,520	100%	\$ 843,838	100%	\$ 925,611	100%
Personnel	688,047	81%	687,047	81%	752,965	81%
Operating	155,523	18%	147,841	18%	163,696	18%
Services	8,950	1%	8,950	1%	8,950	1%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 255,019	30%	\$ 370,908	44%	\$ 340,443	37%
Inter Governmental Revenue	5,760	1%	5,760	1%	5,760	1%
Charges For Services	591,741	69%	467,170	55%	579,408	63%

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

LEAD DEPARTMENT: Community Services

PROGRAM: 310 - SOCIAL SERVICES & CHILDCARE

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

SERVICES:	RESULTS:	STATUS:
310-05 - Teen Programs: Health, recreational and social services for youth ages 12 to 18.	90% of participants state that taking part in the teen programs, classes and events have improved their mental well-being, health and social life.	Exceeded-97%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 75,414	100%	\$ 70,014	100%	\$ 74,922	100%
Personnel	36,914	49%	36,914	53%	35,922	48%
Operating	38,500	51%	33,100	47%	39,000	52%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 72,614	96%	\$ 70,014	100%	\$ 74,922	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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
311-01 - Youth Sports	\$ 322,355	\$ 336,854	\$ 368,449
311-02 - Adult Sports	174,710	168,763	185,916
311-03 - Gymnastics	613,266	617,174	671,540
311-04 - Aquatics	336,636	330,219	500,633
311-05 - Contract Classes	611,685	607,344	566,905
311-06 - Events & Concerts	192,847	190,227	183,436
Program Total	\$ 2,251,499	\$ 2,250,581	\$ 2,476,879

LEAD DEPARTMENT: Community Services

PROGRAM: 311 - RECREATION/PHYSICAL ACTIVITIES

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

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 322,355	100%	\$ 336,854	100%	\$ 368,449	100%
Personnel	227,435	71%	245,734	73%	265,749	72%
Operating	32,700	10%	28,900	9%	32,700	9%
Services	62,220	19%	62,220	18%	70,000	19%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 187,371	58%	\$ 114,854	34%	\$ 134,949	37%
Charges For Services	134,984	42%	222,000	66%	233,500	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.

SERVICE:	RESULTS:	STATUS:
311-02 - Adult Sports: Sports classes, camps, activities and leagues for adults.	85% of participants felt the program was part of maintaining a healthy lifestyle	Exceeded-98%
	85% of participants report the programs were a good value to them.	Exceeded-90%
	85% of participants report the programs met their expectations.	Exceeded-94%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 174,710	100%	\$ 168,763	100%	\$ 185,916	100%
Personnel	134,830	77%	127,393	75%	135,058	73%
Operating	13,380	8%	15,370	9%	17,058	9%
Services	26,500	15%	26,000	15%	33,800	18%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 55,066	32%	\$ 66,263	39%	\$ 67,416	36%
Charges For Services	119,644	68%	102,500	61%	118,500	64%

* 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.

SERVICE:	RESULTS:	STATUS:
311-03 - Gymnastics: A comprehensive educational, recreational and developmental program designed for gymnasts of all ages.	85% of participants improved movement skills.	Exceeded-96%
	85% of participants reported satisfaction with teachers and staff.	Exceeded-93%
	85% of participants report the programs were a good value to them.	Exceeded-96%
	85% of participants report the programs met their expectations.	Exceeded-95%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 613,266	100%	\$ 617,174	100%	\$ 671,540	100%
Personnel	512,659	84%	523,659	85%	582,848	87%
Operating	100,607	16%	93,515	15%	88,692	13%

<u>Funding Source *</u>	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ (135,218)	-22%	\$ (190,326)	-31%	\$ (139,960)	-21%
Charges For Services	748,484	122%	807,500	131%	811,500	121%

* 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.

SERVICE:	RESULTS:	STATUS:
311-04 - Aquatics: Recreational programs, developmental classes and fitness oriented activities for all ages.	85% of visitors felt the facility was clean, comfortable and safe.	Exceeded-92%
	85% of participants experienced increased energy or fitness, skill improvement or development as a result of the activity or class.	Exceeded-92%
	85% of participants stated they had an enjoyable experience.	Data not available
	85% of participants report the programs met their expectations.	Met

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 336,636	100%	\$ 330,219	100%	\$ 500,633	100%
Personnel	277,639	82%	278,489	84%	404,783	81%
Operating	55,317	16%	48,050	15%	92,850	19%
Services	3,680	1%	3,680	1%	3,000	1%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 310,406	92%	\$ 288,839	87%	\$ 403,983	81%
Charges For Services	26,230	8%	41,380	13%	96,650	19%

* 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.

SERVICE:	RESULTS:	STATUS:
311-05 - Contract Classes: A variety of enrichment classes such as dance, computer, language, martial arts and science for all ages.	85% of participants felt the facility was appropriate for the class.	Exceeded-92%
	85% of participants stated they had an enjoyable experience.	Exceeded-100%
	85% of participants experienced increased energy or fitness, skill improvement or skill development as a result of the activity or class.	Exceeded-88%
	85% of the participants report the programs met their expectations.	Exceeded-96%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 611,685	100%	\$ 607,344	100%	\$ 566,905	100%
Personnel	295,622	48%	295,622	49%	256,544	45%
Operating	104,235	17%	99,894	16%	98,533	17%
Services	211,828	35%	211,828	35%	211,828	37%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 224,285	37%	\$ 213,344	35%	\$ 168,905	30%
Charges For Services	387,400	63%	394,000	65%	398,000	70%

* 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.

SERVICE:	RESULTS:	STATUS:
311-06 - Events & Concerts: 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 felt more connected to the community as a result of attending the event or concert.	Exceeded-93%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 192,847	100%	\$ 190,227	100%	\$ 183,436	100%
Personnel	116,407	60%	121,407	64%	114,136	62%
Operating	54,640	28%	48,820	26%	51,300	28%
Services	21,800	11%	20,000	11%	18,000	10%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 188,147	98%	\$ 188,127	99%	\$ 178,036	97%
E. Kennedy/ Arts Trust	-	0%	(400)	0%	120	0%
Interest and Rent Income	-	0%	400	0%	580	0%
Charges For Services	4,000	2%	(350)	0%	4,000	2%
Donations	-	0%	1,750	1%	-	0%
Other Financing Sources	700	0%	700	0%	700	0%

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

CITY OF MENLO PARK
FISCAL YEAR 2005 – 2006



LIBRARY DEPARTMENT

LEAD DEPARTMENT: Library

PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES

Description: Our aim is 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
401-01 - Library Materials	\$ 596,001	\$ 546,001	\$ 558,079
401-02 - Lend & Retrieve Library Materials	420,783	420,783	473,052
401-03 - User Assistance	484,980	484,980	545,165
Program Total	<u>\$ 1,501,764</u>	<u>\$ 1,451,764</u>	<u>\$ 1,576,297</u>

LEAD DEPARTMENT: Library

PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES

Description: Our aim is 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.

SERVICE:	RESULTS:	STATUS:
401-01 - Library Materials: Select, organize, and maintain materials and information resources for maximum benefit to users.	85% satisfaction with Library materials.	Exceeded-91%
	85% of all new adult materials are available to the public within 14 calendar days of receipt.	Not met-70%
	75% of patrons report that they are able to obtain the material or information they need at the library.	Exceeded-95%
	9% of all the collection is updated each year to reflect a changing community.	Exceeded-10.7%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 596,001	100%	\$ 546,001	100%	\$ 558,079	100%
Personnel	244,324	41%	244,324	45%	248,641	45%
Operating	351,677	59%	301,677	55%	284,438	51%
Services	-	0%	-	0%	25,000	4%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 346,001	58%	\$ 346,001	63%	\$ 348,079	62%
Library Endowment Fund	-	0%	(1,300)	0%	(1,800)	0%
Library Donations	11,000	2%	9,000	2%	23,000	4%
1990 Library Bond Fund	154,000	26%	104,000	19%	100,000	18%
Inter Governmental Revenue	24,000	4%	24,000	4%	24,000	4%
Interest and Rent Income	-	0%	1,300	0%	1,800	0%
Charges For Services	60,000	10%	60,000	11%	60,000	11%
Donations	1,000	0%	3,000	1%	3,000	1%

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

LEAD DEPARTMENT: Library

PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES

Description: Our aim is 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.

SERVICE:	RESULTS:	STATUS:
401-02 - Lend & Retrieve Library Materials: Lend and retrieve library materials (fiction and non-fiction both adult and juvenile, periodicals, videos, cassettes, CDs, DVD's, etc).	500,000 items borrowed per year by the community from the collection of 135,000 items. 85% of returned materials are shelved within 48 hours.	Met Met

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 420,783	100%	\$ 420,783	100%	\$ 473,052	100%
Personnel	343,281	82%	343,281	82%	388,879	82%
Operating	77,502	18%	77,502	18%	84,173	18%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 336,783	80%	\$ 336,783	80%	\$ 385,052	81%
Public Library Fund	-	0%	-	0%	4,000	1%
Inter Governmental Revenue	24,000	6%	24,000	6%	24,000	5%
Charges For Services	60,000	14%	60,000	14%	60,000	13%

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

LEAD DEPARTMENT: Library

PROGRAM: 401 - LIBRARY COLLECTIONS AND ONLINE RESOURCES

Description: Our aim is 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.

SERVICE:	RESULTS:	STATUS:
401-03 - User Assistance: Empower users by educating them in library research and technology skills by responding to requests for information, assisting users in finding answers to their inquiries, and providing referral to resources outside the library. Library staff also assist readers with supplying readers advisory service.	95% of requests for assistance are responded to within 5 minutes.	Exceeded-96%
	85% of customers report library staff's assistance as correct, timely, useful, helpful and courteous.	Exceeded-90%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 484,980	100%	\$ 484,980	100%	\$ 545,165	100%
Personnel	284,985	59%	284,985	59%	338,167	62%
Operating	184,995	38%	184,995	38%	181,998	33%
Services	15,000	3%	15,000	3%	25,000	5%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 289,770	60%	\$ 289,770	60%	\$ 336,955	62%
Library Endowment Fund	15,000	3%	15,000	3%	15,000	3%
Public Library Fund	(13,000)	-3%	(13,000)	-3%	1,000	0%
Inter Governmental Revenue	37,000	8%	37,000	8%	36,000	7%
Charges For Services	156,210	32%	156,210	32%	156,210	29%

* 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 and learning by providing a welcoming, stimulating and safe environment, and by offering programs, instruction, and community involvement opportunities.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
402-01 - Programs and events	\$ 102,719	\$ 103,134	\$ 103,515
402-02 - Foster community	59,776	59,776	56,720
402-03 - Teaching	207,247	162,183	187,741
402-04 - Satellite Provision	220,279	220,279	272,563
Program Total	\$ 590,021	\$ 545,372	\$ 620,539

LEAD DEPARTMENT: Library

PROGRAM: 402 - READING PROMOTION AND LIFE SKILLS

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

SERVICE:	RESULTS:	STATUS:
402-01 - Programs and events: Provide story-times, community outreach visits, lectures and readers' groups that attract users to the Library and stimulate interest in library services.	More than 17,500 people attend over 400 programs and events presented by the library	Not met-14,248 attended 389 programs
	85% of attendees rate library events as interesting to them.	Exceeded-95%
	85% of attendees say that the storytime program is the reason they came to the library.	Exceeded-90%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 102,719	100%	\$ 103,134	100%	\$ 103,515	100%
Personnel	73,469	72%	73,469	71%	76,695	74%
Operating	29,250	28%	29,665	29%	26,820	26%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 44,977	44%	\$ 44,977	44%	\$ 44,461	43%
Frances Mack Trust	21,992	21%	26,657	26%	26,055	25%
Inter Governmental Revenue	24,000	23%	24,000	23%	24,000	23%
Interest and Rent Income	11,250	11%	7,000	7%	9,000	9%
Donations	500	0%	500	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 and learning by providing a welcoming, stimulating and safe environment, and by offering programs, instruction, and community involvement opportunities.

SERVICE:	RESULTS:	STATUS:
402-02 - Foster community: Provide opportunities for community interaction, involvement, and volunteering.	Service is enhanced through the assistance of over 150 skilled volunteers who contribute 4,000 hours annually.	Met
	Library provides a meeting space utilized by over 140 key community group uses per year.	Not met-125

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 59,776	100%	\$ 59,776	100%	\$ 56,720	100%
Personnel	41,976	70%	41,976	70%	41,770	74%
Operating	17,800	30%	17,800	30%	14,950	26%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 32,976	55%	\$ 32,976	55%	\$ 29,220	52%
Inter Governmental Revenue	24,000	40%	24,000	40%	24,000	42%
Charges For Services	2,800	5%	2,800	5%	3,500	6%

* 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 and learning by providing a welcoming, stimulating and safe environment, and by offering programs, instruction, and community involvement opportunities.

SERVICE:	RESULTS:	STATUS:
402-03 - Teaching: Provide classes and individual instruction in reading, writing, English as a Second Language, computer basics and other life skills.	275 individual literacy students will receive skill building instruction this year.	Not met-240
	More than 50 new literacy volunteer tutors are trained per year with a goal of increasing volunteers by 5% next year.	Not met-45
	40% of all literacy students advance to higher skill level or meet a literacy personal goal.	Exceeded-75%
	80% of active tutors report satisfaction with training and other staff support.	Exceeded-90%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 207,247	100%	\$ 162,183	100%	\$ 187,741	100%
Personnel	199,297	96%	154,297	95%	178,901	95%
Operating	7,200	3%	7,136	4%	8,840	5%
Services	750	0%	750	0%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Literacy Grants	43,247	21%	(1,817)	-1%	28,241	15%
Inter Governmental Revenue	54,000	26%	54,000	33%	49,500	26%
Donations	55,000	27%	55,000	34%	55,000	29%
Other Financing Sources	55,000	27%	55,000	34%	55,000	29%

* 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 and learning by providing a welcoming, stimulating and safe environment, and by offering programs, instruction, and community involvement opportunities.

SERVICE:	RESULTS:	STATUS:
402-04 - Satellite Provision: Provides 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 visit the library regularly for instruction and storytime at least twice a month.	Not met-80%
	80% of all child care programs in neighborhood receive library instruction and storytimes.	Exceeded-83%
	Cultural/educational entertainment programs suitable for all ages are presented at least 12 times a year.	Met
	30% of the collection's materials are provided in the Spanish language and most programs are bilingual on demand.	Met

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 220,279	100%	\$ 220,279	100%	\$ 272,563	100%
Personnel	211,069	96%	211,069	96%	264,013	97%
Operating	8,200	4%	8,200	4%	8,550	3%
Services	1,010	0%	1,010	0%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 179,087	81%	\$ 179,087	81%	\$ 232,381	85%
Public Library Fund	1,010	0%	1,010	0%	-	0%
Charges For Services	40,182	18%	40,182	18%	40,182	15%

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

CITY OF MENLO PARK
FISCAL YEAR 2005 – 2006



POLICE DEPARTMENT

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: To 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
101-01 - Patrol Service	\$ 4,074,418	\$ 4,152,137	\$ 4,392,824
101-02 - Investigations	1,002,179	1,044,242	1,072,446
101-04 - Community Outreach	603,801	636,924	663,322
101-05 - Narcotic Abatement	480,142	484,979	526,443
101-06 - Code Enforcement	507,035	501,790	525,910
Program Total	\$ 6,667,574	\$ 6,820,072	\$ 7,180,944

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: To 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.

SERVICE:	RESULTS:	STATUS:
101-01 - Patrol Service: The community's need for safety and security will be met through timely and effective response to calls for service.	An average response time to emergency police calls for service of (4) minutes is achieved.	Met
	An average response time to non-emergency calls for service of (10) minutes is achieved.	Exceeded-8 minutes
	The community rates the City as a safe and secure place to live, work, and visit.	Data not available

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 4,074,418	100%	\$ 4,152,137	100%	\$ 4,392,824	100%
Personnel	3,476,401	85%	3,523,266	85%	3,742,024	85%
Operating	596,017	15%	627,871	15%	648,800	15%
Services	2,000	0%	1,000	0%	2,000	0%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 3,683,124	90%	\$ 3,703,351	89%	\$ 3,983,724	91%
Local Law Enforc Block Grant	-	0%	11,455	0%	(230)	0%
Suppl Law Enforc Svc Fd (Cops)	13,794	0%	(4,409)	0%	53,200	1%
Inter Governmental Revenue	-	0%	102,060	2%	100,000	2%
Fines	247,500	6%	196,000	5%	205,000	5%
Interest and Rent Income	-	0%	1,840	0%	1,130	0%
Charges For Services	130,000	3%	141,840	3%	50,000	1%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: To 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.

SERVICE:	RESULTS:	STATUS:
101-02 - Investigations: Offenders will be identified and charged for their criminal conduct.	A case clearance rate for Part 1 crimes of 70% for violent crimes and 20% for property crimes.	Met

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 1,002,179	100%	\$ 1,044,242	100%	\$ 1,072,446	100%
Personnel	889,712	89%	870,792	83%	940,186	88%
Operating	100,367	10%	144,110	14%	95,260	9%
Services	12,101	1%	29,340	3%	37,000	3%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 912,179	91%	\$ 844,352	81%	\$ 1,031,326	96%
Suppl Law Enforc Svc Fd (Cops)	-	0%	43,000	4%	-	0%
Inter Governmental Revenue	90,000	9%	145,620	14%	37,120	3%
Charges For Services	-	0%	11,270	1%	4,000	0%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: To 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.

SERVICE:	RESULTS:	STATUS:
101-04 - Community Outreach: Employs effective communication strategies and maintains key community partnerships to cooperatively identify and solve problems, enhance trust, and prevent crime.	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.	Data not available

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 603,801	100%	\$ 636,924	100%	\$ 663,322	100%
Personnel	592,004	98%	626,594	98%	654,547	99%
Operating	11,797	2%	10,330	2%	8,775	1%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 601,001	100%	\$ 633,324	99%	\$ 660,522	100%
Charges For Services	2,800	0%	3,600	1%	2,800	0%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: To 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.

SERVICE:	RESULTS:	STATUS:
101-05 - Narcotic Abatement: Reduce gang activity, violence and fear associated with illegal narcotics through proactive enforcement and regional cooperative efforts.	Violent crime and fear associated with illegal narcotic activity is minimized.	Met
	90% of all complaints are responded to within two business days.	Exceeded-100%
	Identify gangs operating in community and design gang data base to eradicate associated violence.	Data not available
	Work cooperatively with neighboring agencies by conducting at least two joint enforcement details per month.	Met

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 480,142	100%	\$ 484,979	100%	\$ 526,443	100%
Personnel	413,562	86%	425,212	88%	459,998	87%
Operating	66,580	14%	59,767	12%	66,445	13%

<u>Funding Source *</u>	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 69,129	14%	\$ 59,569	12%	\$ 70,483	13%
Suppl Law Enforc Svc Fd (Cops)	-	0%	2,939	1%	-	0%
Community Development Agency Non-Housing	411,013	86%	422,471	87%	455,960	87%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 101 - COMMUNITY SAFETY

Description: To 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.

SERVICE:	RESULTS:	STATUS:
101-06 - Code Enforcement: Address quality of life and community safety through the timely and effective enforcement of municipal codes.	90% of all complaints are responded to within 3 business days.	Exceeded-100%
	20% of all cases will be officer initiated.	Met
	90% of all cases will be closed within 45 days.	Met

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 507,035	100%	\$ 501,790	100%	\$ 525,910	100%
Personnel	495,900	98%	493,170	98%	517,250	98%
Operating	11,135	2%	8,620	2%	8,660	2%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 38,484	8%	\$ 31,449	6%	\$ 40,238	8%
Community Development Agency Non-Housing	450,551	89%	448,341	89%	467,671	89%
Charges For Services	18,000	4%	22,000	4%	18,000	3%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

Description: To 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
103-01 - Information Outreach	\$ 31,600	\$ 21,585	\$ 35,309
103-02 - Disaster Management Coordination	58,410	55,375	61,109
103-03 - Emergency Preparedness Training	19,885	18,105	24,359
Program Total	<u>\$ 109,895</u>	<u>\$ 95,065</u>	<u>\$ 120,778</u>

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

Description: To 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.

SERVICE:	RESULTS:	STATUS:
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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 31,600	100%	\$ 21,585	100%	\$ 35,309	100%
Personnel	17,385	55%	17,565	81%	21,099	60%
Operating	14,215	45%	4,020	19%	14,210	40%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 31,600	100%	\$ 21,585	100%	\$ 35,309	100%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

Description: To 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.

SERVICE:	RESULTS:	STATUS:
103-02 - Disaster Management Coordination: Build cooperative relationships with other service providers likely to assist in a large-scale local emergency so that coordinated rescue and response efforts will be effective.	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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 58,410	100%	\$ 55,375	100%	\$ 61,109	100%
Personnel	17,385	30%	17,625	32%	21,099	35%
Operating	41,025	70%	37,750	68%	40,010	65%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 58,410	100%	\$ 55,375	100%	\$ 61,109	100%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 103 - EMERGENCY PREPAREDNESS

Description: To 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.

SERVICE:	RESULTS:	STATUS:
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
	Implement a Community Emergency Response Team Program in conjunction with the Fire District.	Met
	Provide specialized training to the Emergency Services Committee in the area of disaster preparedness.	Met

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 19,885	100%	\$ 18,105	100%	\$ 24,359	100%
Personnel	17,385	87%	17,585	97%	21,859	90%
Operating	2,500	13%	520	3%	2,500	10%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 19,885	100%	\$ 18,105	100%	\$ 24,359	100%

* 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
102-01 - Dispatch	\$ 1,135,164	\$ 1,113,543	\$ 1,167,010
102-02 - Records Management	417,983	413,791	380,522
102-04 - Police Training	448,930	415,052	437,523
102-05 - Parking Management	432,712	442,922	399,227
Program Total	\$ 2,434,789	\$ 2,385,308	\$ 2,384,282

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.

SERVICE:	RESULTS:	STATUS:
102-01 - Dispatch: Receives calls for Police and City services and coordinates emergency and non-emergency response in a professional and timely manner.	95% of emergency calls are responded to within 2 minutes of receipt.	Exceeded-100%
	95% of non-emergency calls are responded to within 11 minutes of receipt.	Exceeded-100%
	85% of reporting parties rate experience as positive.	Exceeded-90%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 1,135,164	100%	\$ 1,113,543	100%	\$ 1,167,010	100%
Personnel	990,843	87%	972,858	87%	1,019,925	87%
Operating	135,441	12%	131,475	12%	136,395	12%
Services	8,880	1%	9,210	1%	10,690	1%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 1,003,314	88%	\$ 969,943	87%	\$ 1,060,160	91%
Suppl Law Enforc Svc Fd (Cops)	-	0%	20,000	2%	-	0%
Charges For Services	131,850	12%	123,600	11%	106,850	9%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

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

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 417,983	100%	\$ 413,791	100%	\$ 380,522	100%
Personnel	389,971	93%	391,191	95%	354,887	93%
Operating	28,012	7%	22,600	5%	25,635	7%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 359,373	86%	\$ 370,531	90%	\$ 338,372	89%
Charges For Services	58,610	14%	43,260	10%	42,150	11%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 102 - PATROL SUPPORT

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

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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 448,930	100%	\$ 415,052	100%	\$ 437,523	100%
Personnel	259,507	58%	229,402	55%	252,193	58%
Operating	170,594	38%	167,350	40%	166,500	38%
Services	18,829	4%	18,300	4%	18,830	4%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 415,930	93%	\$ 367,992	89%	\$ 404,523	92%
Inter Governmental Revenue	33,000	7%	47,060	11%	33,000	8%

* 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.

SERVICE:	RESULTS:	STATUS:
102-05 - Parking Management: This service provides ongoing analysis of parking management systems to ensure the most effective and efficient service through a combination of enforcement and permitting. 3 programs are overseen by this service: Downtown, Residential, & Overnight.	85% of permit customers report program satisfaction through surveys and outreach programs.	Exceeded-100%
	Staff will provide an initial response to a program complaint within 24 hours (excluding weekends and holidays).	Met

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 432,712	100%	\$ 442,922	100%	\$ 399,227	100%
Personnel	358,112	83%	368,452	83%	374,447	94%
Operating	24,600	6%	24,470	6%	24,780	6%
Capital Improvement Projects	50,000	12%	50,000	11%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ (359,513)	-83%	\$ (307,408)	-69%	\$ (343,113)	-86%
Downtown Parking Permits	59,600	14%	59,600	13%	9,720	2%
Licenses & Permits	66,100	15%	64,730	15%	66,100	17%
Fines	666,525	154%	626,000	141%	666,520	167%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 104 - TRAFFIC AND SCHOOL SAFETY

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

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
104-01 - Public Traffic Safety Education	\$ 39,128	\$ 45,557	\$ 18,900
104-02 - Enforcement of Traffic Laws	1,017,686	1,018,546	1,097,656
Program Total	<u>\$ 1,056,814</u>	<u>\$ 1,064,103</u>	<u>\$ 1,116,556</u>

LEAD DEPARTMENT: Police Department

PROGRAM: 104 - TRAFFIC AND SCHOOL SAFETY

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

SERVICE:	RESULTS:	STATUS:
104-01 - Public Traffic Safety Education: Provides information and education directed toward public awareness of traffic safety.	1000 drivers will be contacted regarding DUI offenses.	Exceeded-1500
	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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 39,128	100%	\$ 45,557	100%	\$ 18,900	100%
Personnel	34,200	87%	32,876	72%	17,600	93%
Operating	4,928	13%	12,681	28%	1,300	7%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 4,928	13%	\$ (1,773)	-4%	\$ 1,300	7%
Measure A	200	1%	200	0%	200	1%
Inter Governmental Revenue	34,000	87%	47,130	103%	17,400	92%

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

LEAD DEPARTMENT: Police Department

PROGRAM: 104 - TRAFFIC AND SCHOOL SAFETY

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

SERVICE:	RESULTS:	STATUS:
104-02 - Enforcement of Traffic Laws: This service is provided by deploying patrol officers on City streets to enforce posted speed limits and other regulatory traffic laws.	Achieve a 1% reduction in reportable collisions.	Not met-17% increase
	1% increase in traffic citations.	Not met-23% decrease

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 1,017,686	100%	\$ 1,018,546	100%	\$ 1,097,656	100%
Personnel	1,017,336	100%	1,017,626	100%	1,095,456	100%
Operating	350	0%	920	0%	2,200	0%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 1,017,686	100%	\$ 1,018,546	100%	\$ 1,097,656	100%

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

CITY OF MENLO PARK
FISCAL YEAR 2005 – 2006



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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
201-01 - Facility/Field Capital Projects	\$ 16,127,553	\$ 16,079,491	\$ 4,847,599
201-02 - Facility Maintenance	1,184,831	1,151,339	1,041,225
201-03 - Field/Grounds Maintenance	1,616,915	1,322,421	1,174,344
Program Total	<u>\$ 18,929,298</u>	<u>\$ 18,553,251</u>	<u>\$ 7,063,167</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.

SERVICE:	RESULTS:				STATUS:	
201-01 - Facility/Field Capital Projects: Plan, program, and manage capital improvement projects for City infrastructure that meet the needs of the community and are cost-effective to maintain.	Design and construct 90% of projects on schedule.				Met	
	Design and construct 90% of projects within budget.				Exceeded-100%	
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 16,127,553	100%	\$ 16,079,491	100%	\$ 4,847,599	100%
Personnel	4,650	0%	-	0%	80,393	2%
Services	25,855	0%	25,855	0%	-	0%
Capital Improvement Projects	16,097,048	100%	16,053,637	100%	4,767,206	98%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 4,650	0%	\$ -	0%	\$ 2,038	0%
Bayfront Pk.Mt. Operation	-	0%	-	0%	250,000	5%
Rec-In-Lieu Fund	(41,000)	0%	(31,200)	0%	(32,400)	-1%
Downtown Parking Permits	-	0%	-	0%	51,676	1%
Measure A	-	0%	-	0%	462,023	10%
Traffic Impact Fees	-	0%	-	0%	34,501	1%
Highway Users Tax Fund	175,000	1%	175,000	1%	1,100,000	23%
Sidewalk Assesment	-	0%	-	0%	0	0%
1990 Library Bond Fund	(8,000)	0%	(8,000)	0%	(10,000)	0%
2000 RDA Tax Increment Bond	1,365,961	8%	1,385,961	9%	(106,100)	-2%
General Fund - CIP	1,109,321	7%	1,109,321	7%	1,421,643	29%
Community Development Agency Housing	-	0%	-	0%	2,864	0%
Measure T Bond	11,094,621	69%	10,941,210	68%	141,954	3%
Water Fund - Operation	-	0%	-	0%	350,000	7%
Taxes	-	0%	-	0%	528,000	11%
Special Assessments on Tax Roll	-	0%	-	0%	180,000	4%
Franchise Fees	-	0%	-	0%	47,000	1%
Interest and Rent Income	354,000	2%	444,200	3%	361,400	7%
Charges For Services	40,000	0%	30,000	0%	30,000	1%
Other Financing Sources	2,033,000	13%	2,033,000	13%	33,000	1%

* 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.

SERVICE:	RESULTS:	STATUS:
201-02 - Facility Maintenance: Maintain, repair and renovate City buildings.	Complete Facility Improvement Plan projects on schedule 90% of the time.	Not met-50%
	Complete Facility Improvement Plan projects on budget 90% of the time.	Met
	Achieve an 85% customer satisfaction rating.	Not met-78%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 1,184,831	100%	\$ 1,151,339	100%	\$ 1,041,225	100%
Personnel	678,902	57%	678,902	59%	742,025	71%
Operating	254,746	22%	218,700	19%	224,200	22%
Services	76,100	6%	88,000	8%	75,000	7%
Capital Improvement Projects	175,083	15%	165,737	14%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 1,009,748	85%	\$ 985,602	86%	\$ 1,041,225	100%
General Fund - CIP	175,083	15%	165,737	14%	-	0%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 201 - CITY FACILITIES

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

SERVICE:	RESULTS:	STATUS:
201-03 - Field/Grounds Maintenance: Maintain, repair and renovate City parks and grounds, including sports fields and playgrounds and schedule fields in a manner that facilitates appropriate maintenance.	Abate 90% of reported hazards within 24 hours of report. Achieve an 85% customer satisfaction rate for park user groups through an annual survey.	Not met-86% Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 1,616,915	100%	\$ 1,322,421	100%	\$ 1,174,344	100%
Personnel	532,080	33%	530,940	40%	583,991	50%
Operating	311,343	19%	326,499	25%	310,853	26%
Services	619,238	38%	310,728	23%	279,500	24%
Capital Improvement Projects	154,254	10%	154,254	12%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 699,194	43%	\$ 697,022	53%	\$ 750,642	64%
Bayfront Pk.Mt. Operation	417,859	26%	99,537	8%	79,505	7%
Sharon Hills Park	19,400	1%	19,800	1%	7,000	1%
Bayfront Park Landfill	(48,573)	-3%	(34,493)	-3%	(82,803)	-7%
2000 RDA Tax Increment Bond	154,254	10%	154,254	12%	-	0%
Interest and Rent Income	84,200	5%	111,300	8%	119,000	10%
Charges For Services	-	0%	275,000	21%	301,000	26%

* 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
207-01 - Solid Waste Management	\$ 173,306	\$ 148,306	\$ 181,149
207-02 - Sustainable Environmental Practices	8,125	8,125	8,597
Program Total	<u>\$ 181,431</u>	<u>\$ 156,431</u>	<u>\$ 189,746</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.

SERVICE:	RESULTS:	STATUS:
207-01 - Solid Waste Management: Provide contract administration for collection and processing services for garbage and recyclables, planning and collaboration with regional entities for service and facility improvements and information and assistance to residents, businesses, institutions and city departments.	Ensure that BFI services result in a one percent increase in annual diversion of material from landfill.	Data not available
	Annually increase the number of customers that reduce garbage volume service by at least one percent.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 173,306	100%	\$ 148,306	100%	\$ 181,149	100%
Personnel	73,897	43%	73,897	50%	80,135	44%
Operating	44,797	26%	19,797	13%	55,014	30%
Services	54,612	32%	54,612	37%	46,000	25%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
Garbage Service Fund	164,759	95%	138,767	94%	172,843	95%
Inter Governmental Revenue	8,547	5%	9,539	6%	8,306	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.

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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 8,125	100%	\$ 8,125	100%	\$ 8,597	100%
Personnel	5,625	69%	5,625	69%	6,097	71%
Operating	2,200	27%	2,200	27%	2,200	26%
Services	300	4%	300	4%	300	3%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 8,125	100%	\$ 8,125	100%	\$ 8,597	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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
206-01 - Storm Drain System	\$ 582,061	\$ 581,211	\$ 91,171
206-02 - FEMA Compliance	22,980	21,980	25,058
206-03 - Stormwater Pollution Prevention	246,299	218,595	266,683
206-04 - Creek Management	189,432	214,032	211,097
Program Total	\$ 1,040,772	\$ 1,035,818	\$ 594,009

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.

SERVICE:	RESULTS:	STATUS:
206-01 - Storm Drain System: Provide and maintain a storm drain system.	Clean and inspect a minimum of 20% of the City's storm drain inlets each year.	Exceeded-25%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 582,061	100%	\$ 581,211	100%	\$ 91,171	100%
Personnel	69,162	12%	69,102	12%	82,821	91%
Operating	6,000	1%	5,210	1%	6,350	7%
Services	3,410	1%	3,410	1%	2,000	2%
Capital Improvement Projects	503,489	87%	503,489	87%	-	0%
Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 77,803	13%	\$ 76,953	13%	\$ 90,254	99%
2000 RDA Tax Increment Bond	300,000	52%	300,000	52%	-	0%
General Fund - CIP	203,489	35%	203,489	35%	-	0%
Water Fund - Operation	769	0%	769	0%	917	1%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 206 - STORMWATER MANAGEMENT

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

SERVICE:	RESULTS:	STATUS:
206-02 - FEMA Compliance: Meet requirements for maintaining good standing in the FEMA Community Rating System so that residents can qualify for lower insurance rates.	Resolve all FEMA audit concerns within 60 days of the binannual audit.	No audits

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 22,980	100%	\$ 21,980	100%	\$ 25,058	100%
Personnel	20,680	90%	20,680	94%	22,758	91%
Operating	1,300	6%	1,300	6%	1,300	5%
Services	1,000	4%	-	0%	1,000	4%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 22,980	100%	\$ 21,980	100%	\$ 25,058	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.

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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 246,299	100%	\$ 218,595	100%	\$ 266,683	100%
Personnel	145,868	59%	145,368	67%	178,283	67%
Operating	65,400	27%	40,196	18%	64,900	24%
Services	35,031	14%	33,031	15%	23,500	9%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 81,098	33%	\$ 77,098	35%	\$ 86,737	33%
Storm Water Mgmt Fund (NPDES)	(4,799)	-2%	(28,503)	-13%	9,946	4%
Special Assessments on Tax Roll	170,000	69%	170,000	78%	170,000	64%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 206 - STORMWATER MANAGEMENT

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

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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 189,432	100%	\$ 214,032	100%	\$ 211,097	100%
Personnel	37,212	20%	37,212	17%	43,977	21%
Operating	111,720	59%	111,320	52%	111,620	53%
Services	40,500	21%	65,500	31%	55,500	26%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 7,057	4%	\$ 6,657	3%	\$ 8,259	4%
Storm Water Mgmt Fund (NPDES)	37,375	20%	62,375	29%	57,838	27%
Special Assessments on Tax Roll	145,000	77%	145,000	68%	145,000	69%

* 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
205-01 - Right-of-Way Maintenance/Repair	\$ 7,727,321	\$ 7,719,058	\$ 1,204,842
205-02 - Street Fixture Maintenance	360,215	350,015	255,467
205-03 - Median/Roadway Landscaping	367,689	355,489	366,360
205-04 - Street Cleaning	206,578	205,948	223,052
205-05 - Right-of-Way Encroachments	259,165	256,565	289,502
Program Total	\$ 8,920,967	\$ 8,887,074	\$ 2,339,223

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.

SERVICE:	RESULTS:	STATUS:
205-01 - Right-of-Way Maintenance/Repair: Plan and manage the repair of City streets, sidewalks, pathways, and parking lots.	Maintain a citywide pavement condition index at or above the Bay Area average of 66. Each year, inspect 20% of the City's sidewalks, curbs and gutters for root damage caused by City trees and conduct repairs. Abate 100% of identified hazards within 1 day of notification.	Not met-PCI of 65 Met Met

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 7,727,321	100%	\$ 7,719,058	100%	\$ 1,204,842	100%
Personnel	299,795	4%	296,295	4%	403,227	33%
Operating	506,568	7%	503,215	7%	520,615	43%
Services	316,344	4%	314,934	4%	281,000	23%
Capital Improvement Projects	6,604,614	85%	6,604,614	86%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 345,499	4%	\$ 345,236	4%	\$ 375,566	31%
Downtown Parking Permits Measure A	336,731	4%	271,724	4%	(413,737)	-34%
Highway Users Tax Fund	125,587	2%	125,587	2%	46,000	4%
Sidewalk Assessment	(248,453)	-3%	(264,953)	-3%	(460,019)	-38%
Traffic Congestion Relief-2928	(28,909)	0%	(27,909)	0%	(314,000)	-26%
Landscaping/Tree Assesmnt	(1,500)	0%	(1,400)	0%	(1,500)	0%
2000 RDA Tax Increment Bond	1,373	0%	1,373	0%	2,272	0%
General Fund - CIP	5,350,561	69%	5,350,561	69%	434,277	36%
Community Development Agency Non-Housing	378,795	5%	378,795	5%	10,329	1%
Taxes	5,190	0%	5,190	0%	-	0%
Special Assessments on Tax Roll	465,453	6%	465,453	6%	465,453	39%
Licenses & Permits	173,000	2%	172,000	2%	173,000	14%
Inter Governmental Revenue	353,493	5%	420,000	5%	420,000	35%
Interest and Rent Income	-	0%	6,500	0%	-	0%
Charges For Services	28,500	0%	36,900	0%	33,200	3%
Other Financing Sources	301,000	4%	293,000	4%	293,000	24%
	141,000	2%	141,000	2%	141,000	12%

* 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.

SERVICE:	RESULTS:	STATUS:
205-02 - Street Fixture Maintenance: Provide and maintain street lighting and other street fixtures.	Repair routine street and Civic Center light outages within three days of notification 95% of the time.	Exceeded-98%
	Achieve an 85% customer satisfaction rating annually.	Not met-78%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 360,215	100%	\$ 350,015	100%	\$ 255,467	100%
Personnel	51,809	14%	51,809	15%	58,817	23%
Operating	233,405	65%	223,205	64%	196,650	77%
Capital Improvement Projects	75,001	21%	75,001	21%	-	0%
<u>Funding Source *</u>	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 105,553	29%	\$ 95,353	27%	\$ 165,212	65%
Highway Users Tax Fund	9,208	3%	9,208	3%	9,801	4%
General Fund - CIP	75,001	21%	75,001	21%	-	0%
Taxes	170,453	47%	170,453	49%	80,453	31%

* 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.

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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 367,689	100%	\$ 355,489	100%	\$ 366,360	100%
Personnel	261,467	71%	261,387	74%	268,290	73%
Operating	83,222	23%	81,102	23%	85,070	23%
Services	23,000	6%	13,000	4%	13,000	4%
	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ 344,289	94%	\$ 340,709	96%	\$ 350,890	96%
Vintage Oaks Landscape Mtce	20,400	6%	11,380	3%	10,970	3%
Interest and Rent Income	3,000	1%	3,400	1%	4,500	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.

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 206,578	100%	\$ 205,948	100%	\$ 223,052	100%
Personnel	67,578	33%	66,948	33%	73,052	33%
Services	139,000	67%	139,000	67%	150,000	67%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
Storm Water Mgmt Fund (NPDES)	82,529	40%	82,529	40%	77,677	35%
Landscaping/Tree Assesmnt	123,419	60%	123,419	60%	145,375	65%

* 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.

SERVICE:	RESULTS:	STATUS:
205-05 - Right-of-Way Encroachments: Regulate utility encroachments in the right-of-way and ensure that streets and sidewalks are repaired in accordance with City standards. (Note: Encroachments for development projects are to be accounted for in the permit processing program.)	Issue 90% of routine encroachment permits within one business day of the application filing.	Exceeded-98%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 259,165	100%	\$ 256,565	100%	\$ 289,502	100%
Personnel	227,200	88%	226,400	88%	257,188	89%
Operating	16,965	7%	15,165	6%	17,314	6%
Services	15,000	6%	15,000	6%	15,000	5%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 170,170	66%	\$ 173,570	68%	\$ 193,923	67%
Water Fund - Operation	40,795	16%	40,795	16%	52,899	18%
Water Fund - Capital	200	0%	200	0%	-	0%
Charges For Services	48,000	19%	42,000	16%	42,680	15%

* 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 the related health, aesthetic and environmental benefits.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
204-02 - City Tree Maintenance	\$ 857,786	\$ 670,168	\$ 759,416
204-03 - Heritage Trees	131,999	116,699	113,575
Program Total	<u>\$ 989,785</u>	<u>\$ 786,867</u>	<u>\$ 872,992</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 the related health, aesthetic and environmental benefits.

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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 857,786	100%	\$ 670,168	100%	\$ 759,416	100%
Personnel	350,934	41%	336,263	50%	370,360	49%
Operating	169,726	20%	160,905	24%	204,056	27%
Services	337,126	39%	173,000	26%	185,000	24%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 176,062	21%	\$ 175,412	26%	\$ 169,948	22%
Sidewalk Assessment	-	0%	-	0%	1,515	0%
Landscaping/Tree Assesmnt	240,724	28%	53,756	8%	111,953	15%
Community Development Agency Non-Housing	-	0%	-	0%	22,000	3%
Special Assessments on Tax Roll	441,000	51%	441,000	66%	454,000	60%

* 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 the related health, aesthetic and environmental benefits.

SERVICE:	RESULTS:	STATUS:
204-03 - Heritage Trees: Preserve private and public Heritage Trees through promotion and enforcement of the Heritage Tree Ordinance.	Process 85% of Heritage Tree permit applications within one month.	Exceeded-91%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 131,999	100%	\$ 116,699	100%	\$ 113,575	100%
Personnel	107,699	82%	107,699	92%	94,675	83%
Operating	4,300	3%	4,000	3%	3,900	3%
Services	20,000	15%	5,000	4%	15,000	13%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 116,999	89%	\$ 92,699	79%	\$ 89,575	79%
Charges For Services	15,000	11%	24,000	21%	24,000	21%

* 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
203-01 - Vehicle Replacement	\$ 260,075	\$ 260,075	\$ 285,942
203-02 - Vehicle Repair and Maintenance	360,218	362,952	323,505
Program Total	<u>\$ 620,293</u>	<u>\$ 623,027</u>	<u>\$ 609,448</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.

SERVICE:	RESULTS:	STATUS:
203-01 - Vehicle Replacement: Manage the process of vehicle/motorized equipment purchase, replacement, and disposal.	Adhere to vehicle replacement schedule for all City vehicles and motorized equipment 95% of the time.	Not met-90%

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 260,075	100%	\$ 260,075	100%	\$ 285,942	100%
Personnel	10,065	4%	10,065	4%	10,932	4%
Operating	250,010	96%	250,010	96%	275,010	96%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 10,075	4%	\$ 10,075	4%	\$ 10,942	4%
Vehicle Replacement Fund	-	0%	-	0%	(19,000)	-7%
Other Financing Sources	250,000	96%	250,000	96%	294,000	103%

* 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.

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 360,218	100%	\$ 362,952	100%	\$ 323,505	100%
Personnel	276,842	77%	276,842	76%	298,305	92%
Operating	83,276	23%	86,010	24%	25,100	8%
Services	100	0%	100	0%	100	0%
	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Funding Source *						
General Fund	\$ 291,218	81%	\$ 350,952	97%	\$ 311,505	96%
Charges For Services	69,000	19%	12,000	3%	12,000	4%

* 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
202-01 - Water Delivery System	\$ 3,382,254	\$ 3,267,147	\$ 3,328,864
202-02 - Water Supply	3,593,081	3,559,762	231,364
Program Total	<u>\$ 6,975,336</u>	<u>\$ 6,826,910</u>	<u>\$ 3,560,228</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.

SERVICE:	RESULTS:	STATUS:
202-01 - Water Delivery System: Maintain the Menlo Park Municipal Water District water delivery system and coordinate with other water systems serving Menlo Park residents and businesses in order to ensure adequate water pressure and meet regulatory requirements.	All monthly water quality tests are completed and sent to the State on time	Met
	Install 95% of all water service connection requests within 6 weeks of an application filing.	Exceeded-100%
	Repair 95% of all reported water leaks within 8 hours of notification.	Exceeded-100%
	Water quality test results are in compliance with regulations 98% of the time.	Exceeded-99%
	Minimize the number of hours customers are without service to at or below the previous 3 year average.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 3,382,254	100%	\$ 3,267,147	100%	\$ 3,328,864	100%
Personnel	312,857	9%	312,857	10%	348,405	10%
Operating	2,838,750	84%	2,747,433	84%	2,751,550	83%
Services	230,647	7%	206,857	6%	194,500	6%
Capital Improvement Projects	-	0%	-	0%	34,409	1%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Water Fund - Operation	3,375,967	100%	3,260,860	100%	3,322,122	100%
Water Fund - Capital	6,287	0%	6,287	0%	6,742	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.

SERVICE:	RESULTS:	STATUS:
202-02 - Water Supply: Plan for an adequate water supply to meet current and future needs of Menlo Park Municipal Water District customers through storage, conservation, monitoring water availability and procurement/advocacy efforts and coordinate with other water systems serving Menlo Park residents and businesses.	Design and construct water facilities on schedule 90% of the time.	Not met-50%
	Annually increase the number of participants in the water conservation program	Exceeded

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 3,593,081	100%	\$ 3,559,762	100%	\$ 231,364	100%
Personnel	86,186	2%	86,186	2%	109,682	47%
Operating	7,000	0%	8,105	0%	8,110	4%
Services	110,000	3%	100,000	3%	100,000	43%
Capital Improvement Projects	3,389,895	94%	3,365,471	95%	13,572	6%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Water Fund - Operation	2,019,151	56%	1,984,727	56%	196,530	85%
Water Fund - Capital	603,930	17%	690,035	19%	(835,166)	-361%
Interest and Rent Income	170,000	5%	135,000	4%	170,000	73%
Charges For Services	800,000	22%	750,000	21%	700,000	303%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 208 - TRANSPORTATION MANAGEMENT

Description: To provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provides 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.

	Budget 2004-2005	Estimate 2004-2005	Proposed 2005-2006
208-01 - Congestion Management	\$ 607,918	\$ 611,463	\$ 453,009
208-02 - Transportation Demand Management	378,025	379,088	441,599
208-04 - Street Signage & Markings	470,405	470,405	242,020
208-05 - Safe Routes to School	79,783	79,783	25,441
208-06 - Neighborhood Traffic Management	-	-	157,267
Program Total	\$ 1,536,131	\$ 1,540,739	\$ 1,319,335

LEAD DEPARTMENT: Public Works Department

PROGRAM: 208 - TRANSPORTATION MANAGEMENT

Description: To provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provides 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.

SERVICE:	RESULTS:	STATUS:
208-01 - Congestion Management: This service establishes level of service standards intended to measure roadway congestion and maintains 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.	Exceeded-88%
	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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 607,918	100%	\$ 611,463	100%	\$ 453,009	100%
Personnel	150,602	25%	150,602	25%	146,649	32%
Operating	52,030	9%	55,575	9%	55,360	12%
Services	309,788	51%	309,788	51%	251,000	55%
Capital Improvement Projects	95,498	16%	95,498	16%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 141,809	23%	\$ 140,854	23%	\$ 153,138	34%
Measure A	250,184	41%	250,184	41%	180,694	40%
Traffic Impact Fees	121,606	20%	114,106	19%	16,359	4%
Inter Governmental Revenue	92,819	15%	92,819	15%	92,819	20%
Interest and Rent Income	1,500	0%	9,000	1%	10,000	2%
Charges For Services	-	0%	4,500	1%	-	0%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 208 - TRANSPORTATION MANAGEMENT

Description: To provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provides 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.

SERVICE:	RESULTS:	STATUS:
208-02 - Transportation Demand Management: This service provides and promotes alternative modes of transportation including commuter shuttles between the industrial/commercial work centers and the Downtown Transportation Center, 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

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 378,025	100%	\$ 379,088	100%	\$ 441,599	100%
Personnel	88,799	23%	88,799	23%	175,039	40%
Operating	210,680	56%	211,693	56%	230,560	52%
Services	54,046	14%	54,096	14%	36,000	8%
Capital Improvement Projects	24,500	6%	24,500	6%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 26,807	7%	\$ 25,857	7%	\$ 31,673	7%
990 & 1000 Marsh Rd Developmnt	18,750	5%	11,250	3%	12,500	3%
BAAQMD AB 434	17,717	5%	15,817	4%	27,859	6%
Measure A	(410,641)	-109%	(422,028)	-111%	(410,288)	-93%
Traffic Impact Fees	41,256	11%	41,256	11%	52,269	12%
Community Development Agency Non-Housing	60,000	16%	60,000	16%	70,000	16%
Taxes	450,000	119%	450,000	119%	450,000	102%
Inter Governmental Revenue	169,136	45%	169,136	45%	169,136	38%
Interest and Rent Income	5,000	1%	27,800	7%	38,450	9%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 208 - TRANSPORTATION MANAGEMENT

Description: To provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provides 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.

SERVICE:	RESULTS:	STATUS:
208-04 - Street Signage & Markings: This service will 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.	Not met
	Reduce service complaints regarding striping, signing, and red curb by 2%.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ 470,405	100%	\$ 470,405	100%	\$ 242,020	100%
Personnel	125,316	27%	125,316	27%	127,020	52%
Operating	86,309	18%	86,309	18%	35,000	14%
Services	60,000	13%	60,000	13%	80,000	33%
Capital Improvement Projects	198,780	42%	198,780	42%	-	0%

Funding Source *	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
General Fund	\$ 68,497	15%	\$ 68,497	15%	\$ 75,549	31%
Measure A	208,407	44%	208,407	44%	156,290	65%
Traffic Impact Fees	13,501	3%	13,501	3%	10,180	4%
Inter Governmental Revenue	180,000	38%	180,000	38%	-	0%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 208 - TRANSPORTATION MANAGEMENT

Description: To provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provides 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.

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

	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
Total Expenditures	\$ 79,783	100%	\$ 79,783	100%	\$ 25,441	100%
Personnel	64,784	81%	64,784	81%	24,841	98%
Operating	-	0%	-	0%	600	2%
Capital Improvement Projects	14,999	19%	14,999	19%	-	0%

Funding Source *	<u>Budget 2004-2005</u>		<u>Estimate 2004-2005</u>		<u>Proposed 2005-2006</u>	
General Fund	\$ 729	1%	\$ 729	1%	\$ 777	3%
Measure A	41,261	52%	41,261	52%	19,959	78%
Traffic Impact Fees	37,793	47%	37,793	47%	4,705	18%

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

LEAD DEPARTMENT: Public Works Department

PROGRAM: 208 - TRANSPORTATION MANAGEMENT

Description: To provide efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient roadway network. Provides 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.

SERVICE:	RESULTS:	STATUS:
208-06 - Neighborhood Traffic Management: Work with residents on traffic issues to enhance the safety and livability in their neighborhoods.	Materials and surveys distributed for traffic management projects are considered clear and unbiased by 85% of the respondents.	Data not available

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Total Expenditures	\$ -	0%	\$ -	0%	\$ 157,267	100%
Personnel	-	0%	-	0%	91,917	58%
Operating	-	0%	-	0%	8,850	6%
Services	-	0%	-	0%	56,500	36%

	Budget 2004-2005		Estimate 2004-2005		Proposed 2005-2006	
Funding Source *						
General Fund	\$ -	0%	\$ -	0%	\$ 23,366	15%
Measure A	-	0%	-	0%	90,005	57%
Traffic Impact Fees	-	0%	-	0%	43,895	28%

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

CITY OF MENLO PARK
FISCAL YEAR 2005 – 2006



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	2004-2005	\$ 29,317,339	\$ 27,525,757	\$ 29,164,477	\$ 27,678,620
	2005-2006	\$ 27,678,620	\$ 28,209,737	\$ 28,882,312	\$ 27,006,045
101 - Worker's Compensation Fund	2004-2005	\$ 488,530	\$ 800,000	\$ 982,236	\$ 306,294
	2005-2006	\$ 306,294	\$ 839,000	\$ 806,190	\$ 339,104
102 - Liability/Fire Insurance Fund	2004-2005	\$ 1,863,448	\$ 402,000	\$ 783,460	\$ 1,481,988
	2005-2006	\$ 1,481,988	\$ 500,000	\$ 845,035	\$ 1,136,953
420 - Peninsula Partnership Grant	2004-2005	\$ 40,857	\$ 191,384	\$ 201,607	\$ 30,634
	2005-2006	\$ 30,634	\$ 242,272	\$ 262,966	\$ 9,940
434 - BAAQMD AB 434	2004-2005	\$ 43,682	\$ 58,713	\$ 74,530	\$ 27,865
	2005-2006	\$ 27,865	\$ 58,863	\$ 86,722	\$ 6
452 - Public Library Fund	2004-2005	\$ 96,731	\$ 13,000	\$ 1,010	\$ 108,721
	2005-2006	\$ 108,721	\$ 12,000	\$ 17,000	\$ 103,721
Literacy Grants	2004-2005	\$ 32,904	\$ 164,000	\$ 162,183	\$ 34,721
	2005-2006	\$ 34,721	\$ 159,500	\$ 187,741	\$ 6,480
505 - Vintage Oaks Landscape Mtce	2004-2005	\$ 177,331	\$ 3,400	\$ 14,780	\$ 165,951
	2005-2006	\$ 165,951	\$ 4,500	\$ 15,470	\$ 154,981
506 - Sharon Hills Park	2004-2005	\$ 168,595	\$ 3,200	\$ 23,000	\$ 148,795
	2005-2006	\$ 148,795	\$ 4,500	\$ 11,500	\$ 141,795

Fund	Fiscal Year	Fund Balance Beginning of Year	Revenues & Transfers In	Expenditures & Transfers Out	Estimated Year End Fund Balance
507 - Vehicle Replacement Fund	2004-2005	\$ 28,016	\$ 250,000	\$ 250,000	\$ 28,016
	2005-2006	\$ 28,016	\$ 294,000	\$ 275,000	\$ 47,016
710 - Traffic Impact Fees	2004-2005	\$ 615,928	\$ 9,000	\$ 321,255	\$ 303,673
	2005-2006	\$ 303,673	\$ 10,000	\$ 171,909	\$ 141,765
713 - Storm Drainage	2004-2005	\$ 71	\$ -	\$ -	\$ 71
	2005-2006	\$ 71	\$ -	\$ -	\$ 71
753 - Garbage Service Fund	2004-2005	\$ 641,948	\$ 1,398,539	\$ 1,566,644	\$ 473,843
	2005-2006	\$ 473,843	\$ 1,397,306	\$ 1,657,782	\$ 213,367
754 - Bayfront Park Landfill	2004-2005	\$ 156,691	\$ 278,100	\$ 243,608	\$ 191,184
	2005-2006	\$ 191,184	\$ 308,000	\$ 225,197	\$ 273,987
758 - Downtown Parking Permits	2004-2005	\$ 1,378,147	\$ 442,500	\$ 773,824	\$ 1,046,823
	2005-2006	\$ 1,046,823	\$ 450,000	\$ 97,659	\$ 1,399,164
801 - Rec-In-Lieu Fund	2004-2005	\$ 57,147	\$ 31,200	\$ -	\$ 88,347
	2005-2006	\$ 88,347	\$ 32,400	\$ -	\$ 120,747
809 - Bayfront Pk.Mt. Operation	2004-2005	\$ 1,696,363	\$ 105,000	\$ 204,537	\$ 1,596,826
	2005-2006	\$ 1,596,826	\$ 107,500	\$ 437,005	\$ 1,267,320
813 - Frances Mack Trust	2004-2005	\$ 485,201	\$ 7,000	\$ 33,657	\$ 458,544
	2005-2006	\$ 458,544	\$ 9,000	\$ 35,055	\$ 432,490
832 - BMR Housing-Residentl/Commerl	2004-2005	\$ 4,594,069	\$ 70,096	\$ -	\$ 4,664,165
	2005-2006	\$ 4,664,165	\$ 70,096	\$ 2,800,000	\$ 1,934,261

Fund	Fiscal Year	Fund Balance Beginning of Year	Revenues & Transfers In	Expenditures & Transfers Out	Estimated Year End Fund Balance
834 - Measure A	2004-2005	\$ 1,521,335	\$ 853,542	\$ 1,135,677	\$ 1,239,200
	2005-2006	\$ 1,239,200	\$ 919,542	\$ 1,465,455	\$ 693,287
835 - Highway Users Tax Fund	2004-2005	\$ 747,745	\$ 655,406	\$ 574,661	\$ 828,490
	2005-2006	\$ 828,490	\$ 836,606	\$ 1,486,389	\$ 178,707
836 - Rev Share-Emergency Loan	2004-2005	\$ 75,226	\$ 3,600	\$ 25,000	\$ 53,826
	2005-2006	\$ 53,826	\$ 4,050	\$ 25,000	\$ 32,876
837 - Commun Devel Block Grant	2004-2005	\$ 732	\$ 547,289	\$ 548,019	\$ 1
	2005-2006	\$ 1	\$ 416,900	\$ 416,722	\$ 179
838 - Landscaping/Tree Assesmnt	2004-2005	\$ 507,500	\$ 441,000	\$ 619,548	\$ 328,952
	2005-2006	\$ 328,952	\$ 454,000	\$ 713,600	\$ 69,352
839 - Sidewalk Assesment	2004-2005	\$ 198,087	\$ 313,000	\$ 285,091	\$ 225,996
	2005-2006	\$ 225,996	\$ 494,000	\$ 181,515	\$ 538,481
841 - Storm Water Mgmt Fund (NPDES)	2004-2005	\$ 632,006	\$ 315,000	\$ 431,401	\$ 515,605
	2005-2006	\$ 515,605	\$ 315,000	\$ 460,460	\$ 370,144
842 - Traffic Congestion Relief-2928	2004-2005	\$ 89,373	\$ 1,400	\$ -	\$ 90,773
	2005-2006	\$ 90,773	\$ 1,500	\$ -	\$ 92,273
845 - Measure T Bond	2004-2005	\$ 10,333,286	\$ 155,000	\$ 11,096,210	\$ (607,924)
	2005-2006	\$ (607,924)	\$ 40,000	\$ 181,954	\$ (749,878)
851 - General Fund - CIP	2004-2005	\$ 8,277,241	\$ 2,308,000	\$ 4,316,829	\$ 6,268,412
	2005-2006	\$ 6,268,412	\$ 355,000	\$ 1,786,972	\$ 4,836,440

Fund	Fiscal Year	Fund Balance Beginning of Year	Revenues & Transfers In	Expenditures & Transfers Out	Estimated Year End Fund Balance
Community Development Agency	2004-2005	\$ 12,576,777	\$ 11,227,340	\$ 11,853,546	\$ 11,950,571
	2005-2006	\$ 11,950,571	\$ 11,292,353	\$ 12,256,425	\$ 10,986,499
853 - 1990 Library Bond Fund	2004-2005	\$ 511,059	\$ 8,000	\$ 104,000	\$ 415,059
	2005-2006	\$ 415,059	\$ 10,000	\$ 100,000	\$ 325,059
855 - Water Fund - Capital	2004-2005	\$ 8,925,005	\$ 885,000	\$ 1,581,522	\$ 8,228,483
	2005-2006	\$ 8,228,483	\$ 870,000	\$ 41,576	\$ 9,056,907
856 - 1992 RDA Tax Increment Bond	2004-2005	\$ 34,622	\$ -	\$ -	\$ 34,622
	2005-2006	\$ 34,622	\$ -	\$ -	\$ 34,622
858 - 2000 RDA Tax Increment Bond	2004-2005	\$ 17,226,144	\$ 280,075	\$ 10,381,719	\$ 7,124,500
	2005-2006	\$ 7,124,500	\$ 309,000	\$ 667,301	\$ 6,766,199
861 - Water Fund - Operation	2004-2005	\$ 11,782,070	\$ 2,703,000	\$ 5,956,351	\$ 8,528,719
	2005-2006	\$ 8,528,719	\$ 2,918,000	\$ 4,595,615	\$ 6,851,104
872 - Debt Service Fund-CDA	2004-2005	\$ 0	\$ 5,092,830	\$ 5,092,830	\$ 0
	2005-2006	\$ 0	\$ 5,095,674	\$ 5,095,674	\$ 0
874 - 1990 Library Bond Debt Service	2004-2005	\$ 592,549	\$ 404,200	\$ 410,740	\$ 586,009
	2005-2006	\$ 586,009	\$ 426,000	\$ 410,600	\$ 601,409
875 - 2002 Recreation GO Bond D.S.	2004-2005	\$ 549,507	\$ 919,975	\$ 886,760	\$ 582,722
	2005-2006	\$ 582,722	\$ 1,035,000	\$ 885,023	\$ 732,699

CITY OF MENLO PARK
FISCAL YEAR 2005 – 2006



CAPITAL IMPROVEMENTS

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: 20-010 - Street Resurfacing Project

Project Description:

The streets to be resurfaced are selected using our Pavement Management System. Funding also includes repairs to the asphalt at the Corporation Yard and the City Council parking lot. Funds for this ongoing project are appropriated on an annual basis.



Funding Source	Previously Expended*	2004-05 Budgeted	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total
General Fund - CIP	\$ -	\$ 100,000	\$ 947,000	\$ 50,000	\$ 1,044,000	\$ 50,000	\$ 1,050,000	\$ 3,241,000
Measure A	\$ -	\$ 100,000	\$ 319,000	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ 919,000
Highway Users Tax Fund	\$ -	\$ -	\$ 1,100,000	\$ -	\$ 225,000	\$ -	\$ 225,000	\$ 1,550,000
Other Agencies	\$ -	\$ -	\$ 289,000	\$ 50,000	\$ 1,250,000	\$ 50,000	\$ 1,250,000	\$ 2,889,000
Previous Years' Funding	\$ 2,431,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,431,630	\$ 200,000	\$ 2,655,000	\$ 100,000	\$ 2,769,000	\$ 100,000	\$ 2,775,000	\$ 8,599,000

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

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

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

Project Description:

This is an ongoing project whereby hazardous sidewalks and curbs created by street trees are replaced or repaired to reduce liability. Each year, construction starts in the spring and is completed by the fall. The 2005-06 program comprises sidewalks in central Menlo Park, including the downtown area.



Funding Source	Previously Expended*	2004-05 Budgeted	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total
General Fund - CIP	\$ -	\$ 120,001	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 720,001
Highway Users Tax	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Sidewalk Assesment	\$ -	\$ 285,091	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 1,185,091
Previous Years' Funding	\$ 1,762,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,762,333
Total	\$ 1,762,333	\$ 525,092	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 3,787,425

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

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: 20-036 - Haven Avenue/Atherton Channel Storm Drain Improvements

Project Description:

The project includes the design and installation of a pump system in Haven Avenue that will pump the storm drain water from Haven Avenue to Atherton Channel. The scope of the project has changed which has resulted in a decrease of this budget from \$300,000 to \$150,000.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
2000 RDA Tax Increment Bond	\$ -	\$ 300,000	\$ (150,000)	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ -	\$ 300,000	\$ (150,000)	\$ -	\$ -	\$ -	\$ -	\$ 150,000

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: **20-037 - New Sidewalk Improvements Program**

Project Description:

The project includes the installation of new curb, gutters, and sidewalks where there are gaps between existing sidewalk improvements in the public right of way. It also includes \$30,000 intended for ADA-related accessibility improvements to sidewalks and City facilities. This ongoing project was first established in 2003-2004.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
General Fund - CIP	\$ 26,181	\$ 191,819	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 618,000
Total	\$ 26,181	\$ 191,819	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 618,000

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

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: 20-038 - Storm Drain Improvements and Cleaning

Project Description:

This ongoing project will implement the improvements that were identified in the storm drain study as a high priority. The funds include \$50,000 for pipeline cleaning and inspection.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
General Fund - CIP	\$ 118,968	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,018,968
Total	\$ 118,968	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,018,968

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

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

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

Project Description:

These funds will be used to address minor improvements to parks, such as repairing fences, backstops, pathways, adding fiber and sand to play equipment and periodically replacing benches and trash cans. This ongoing project was established in fiscal year 2004-2005.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
General Fund - CIP	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 210,000
Total	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 210,000

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

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: **25-030 - Bayfront Park Development**

Project Description:

The project will evaluate options for active recreational uses at Bayfront Park. In addition, the project includes preparation of an environmental document depending on the type of uses determined. Staff is soliciting golf developers to determine revenue potential and their interest. The project may include consideration of an off-leash dog area and nature-oriented uses.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
Bayfront Park Maintenance	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Total	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

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

Project Description:

These funds will be used to address minor maintenance to City facilities such as painting, floor coverings, furniture replacement and energy efficiency improvements. This ongoing project was established in fiscal year 2004-2005.



Funding Source	Previously Expended*	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
General Fund - CIP	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
Total	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000

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

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: 70-044 - Investigation of Parking Structure Downtown

Project Description:

The project will explore feasible financing mechanisms to fully or partially fund the design and construction of a parking structure in Parking Plaza 3 in Downtown Menlo Park.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
General Fund - CIP	\$ -	\$ 50,000	\$ 37,000	\$ -	\$ -	\$ -	\$ -	\$ 87,000
Total	\$ -	\$ 50,000	\$ 37,000	\$ -	\$ -	\$ -	\$ -	\$ 87,000

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: **70-050 - Bikeway Improvements**

Project Description:

The project will extend existing bike lanes on Bay Road from Berkeley Avenue to Willow Road. The project will also extend the existing bike lanes on Middlefield Road from Willow Road to the city limit at San Francisquito Creek.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
Measure A	\$ -	\$ -	\$ 4,600	\$ -	\$ -	\$ -	\$ -	\$ 4,600
Other Agencies	\$ -	\$ -	\$ 15,400	\$ -	\$ -	\$ -	\$ -	\$ 15,400
Total	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: **70-051 - Bicycle Video Detection**

Project Description:

The project will install video detection cameras to help detect bicyclists at the following intersections: 1. Willow Road at Middlefield Road. 2. Marsh Road at Bohannon Drive. 3. Marsh Road at Bay Road. The project will proceed only if a grant request to C/CAG for \$44,000 is approved.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
Measure A	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 11,000
Other Agencies	-	-	44,000	-	-	-	-	44,000
Total	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: **70-053 - Railroad Grade Separation Study**

Project Description:

The project, in cooperation with the Peninsula Corridor Joint Powers Board, will prepare a more detailed railroad engineering study and more accurate construction cost estimates for various alternatives. The project will also evaluate the advantages and disadvantages of connecting side streets that are parallel to the tracks. The \$200,000 project will proceed only if grant funds from San Mateo County Transportation Authority are approved.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
Measure A	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Other Agencies	-	-	180,000	-	-	-	-	180,000
Total	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: **70-054 - Installation of Three Lighted Crosswalks**

Project Description:

The project will install lighted crosswalks at three locations selected after an ongoing study and City Council approval prior to starting design. If the Council chooses not to proceed with the installations after candidate intersections are identified, \$15,000 of staff time would become available for other transportation projects. In 2004-05, \$15,000 was budgeted in project 70-046 Transportation Studies for this project.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
Measure A	\$ -	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
Total	\$ -	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000

**CAPITAL IMPROVEMENT PROGRAM
2005-2010**

Project: 77-014 - Sand Hill Road Reservoir Roof Replacement

Project Description:

The project will replace the roof, originally installed in 1961, on Reservoir No. 1 in Sharon Heights. Various repairs have been made to the roof over the years, and it is now at the end of its useful life.



Funding Source	Previously Expended	2004-05 Budget	2005-06 Proposed	2006-07 Projected	2007-08 Projected	2008-09 Projected	2009-10 Projected	Total Cost
Water Fund--Operation	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Total	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000