



# BUDGET REPORT 2006 - 2007 CITY OF MENLO PARK

June 2006



# Contents

- Budget Overview** ..... 1
- Community Development Agency** ..... 12
- Charts** ..... 17
- Budget Summary** ..... 23
  
- Administrative Services Department**
- 701 – Policy Development and City Council Support ..... 29
- 702 – Service Excellence ..... 34
- 703 – Elections and Records ..... 38
- 704 – Community Relations ..... 41
- 705 – Asset Preservation ..... 45
- 706 – Information Support ..... 54
- 707 – Internet and World Wide Web ..... 60
- 708 – Employee Support ..... 63
- 709 – Legal Services ..... 69
- 710 – Business Development ..... 74
  
- Community Development Department**
- 501 – Affordable Housing ..... 79
- 502 – Community Development Area/Agency ..... 83
- 601 – Comprehensive Planning ..... 87
- 602 – Development Services ..... 90
  
- Community Services Department**
- 310 – Social Services & Childcare ..... 95
- 311 – Recreation/Physical Activities ..... 101
  
- Library Department**
- 401 – Library Collections and Online Resources ..... 109
- 402 – Reading Promotion and Life Skills ..... 113
  
- Police Department**
- 101 – Community Safety ..... 119
- 102 – Patrol Support ..... 125
- 103 – Emergency Preparedness ..... 130
- 104 – Traffic and School Safety ..... 134

**Public Works Department**

201 – City Facilities .....137  
202 – Menlo Park Municipal Water District Water Supply.....141  
203 – City Vehicles and Equipment .....144  
204 – Urban Forest.....147  
205 – City-Owned Street and Other Right-of-Way .....150  
206 – Stormwater Management .....156  
207 – Resource Conservation .....161  
208 – Transportation Management .....164

**Fund Balance Summary**.....171

**Capital Improvement Program** .....177

CITY OF MENLO PARK  
FISCAL YEAR 2006 – 2007



BUDGET OVERVIEW

June 2006

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 2006-2007. This document contains the funding recommendations for all City programs and services, including those that utilize funds from the various special revenue accounts and the Menlo Park Municipal Water District enterprise. The capital improvements projects that are programmed for funding from all City sources are presented as well.

Development of the 2006-07 Budget followed a very different course than in the past, based on Council's desire to gather community input as to which services or programs were of highest priority in light of continued General Fund operating deficits. The goal of this civic engagement process was to identify those deficit reduction approaches that would be most supported by the community in order to realize a sustainable – long term - budget. Through the *Your City/Your Decision* mailer/survey and follow-up workshops, specific strategies were identified that would help bridge an estimated \$2.9 million budget gap, and minimize a prolonged reliance on the General Fund's reserves. In directing staff as to which strategies should be implemented with the 2006-07 fiscal year budget, Council sought to avoid those strategies that would significantly impact the services valued most by the community. Again this year, General Fund revenues are insufficient to sustain the currently projected level of spending, and a \$1.85 million draw will be required from General Fund reserves, assuming no additional revenue increases or cost reductions are realized. To the extent that voters of Menlo Park are willing support a new tax in November 2006, the fiscal year deficit could be mitigated.

In this fifth year of Menlo Park's program-based, results-focused budget, service descriptions and corresponding measures have been further refined and the status of results updated for each service. Minimum changes have been made in the presentation and content of departmental result measures, although staff continues in its efforts to most clearly describe, measure and track the effectiveness of service delivery. Following the general departmental budgets, the schedule of Estimated Fund Balances reflects the activity of each of the City's separate funds. Only the fiscal year 2006-07 Budget proposal has been presented – no assumptions or projections have been made for subsequent fiscal years. And finally, capital projects are presented in a manner that emphasizes total project costs and status, rather than estimates of actual spending by fiscal year.

## BACKGROUND

As in most other California cities, Menlo Park's revenues have been battered by the economic downturn of the past six years; apparently bottoming-out in 2003-04. Since the economic peak of 2000-01, the City has faced a continued imbalance between General Fund operating revenues and expenses.

Revenues have fallen dramatically in the past six years as can be seen in the following table:

GENERAL FUND REVENUE TRENDS - PAST 6 YEARS						
Revenue Source	Fiscal Year Ended 6/30/____					
	2001	2002	2003	2004	2005	2006 (est)
Property Taxes	5,287,616	6,059,380	5,914,296	6,792,082	7,254,758	7,824,000
Sales Taxes	12,358,973	8,648,641	6,857,224	6,048,940	6,057,461	6,120,000
Other Taxes	2,666,328	2,412,305	2,157,462	2,202,364	2,332,273	2,435,000
Licenses and Permits	2,997,571	2,329,144	2,671,512	2,553,997	2,570,849	3,164,660
Use of Money and Property	2,696,396	1,966,153	1,391,918	688,429	1,289,031	1,700,000
Intergovernmental	2,730,115	2,762,308	2,862,975	2,322,221	3,112,585	3,752,713
Charges for Services	3,518,154	3,552,392	3,580,793	4,367,440	3,827,158	3,821,302
Fines and Other	296,334	231,034	821,951	771,378	832,897	799,975
	32,551,487	27,961,357	26,258,131	25,746,851	27,277,012	29,617,650

Sales taxes are the hardest hit General Fund revenue source – with a decrease of 50% from the 2000-01 peak level. Relatively low interest rates have buoyed housing prices and corresponding property tax receipts, however, yield rates on the City's invested reserves also dropped steadily until just this last fiscal year. 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. Economic recovery of the region has sputtered at times, without convincing signs of resurgence. In fact, higher mortgage rates foretell a softening in the housing market that has supported healthy property tax revenues throughout this period.

On the expenditure side, employee compensation costs have risen sharply over the past several years as health care premiums and retiree medical benefit costs continue to rise. The California Public Employee Retirement System experienced large increases in pension costs due to investment losses and changes in benefits, increasing the cost of retirement benefits to public employers. Increasing insurance costs for general liability, workers compensation and property coverage have also contributed to the higher cost of local government services. Although inflation has been kept to a minimum since 2000, rising prices for energy and other commodities are a significant concern for the 2006-07 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 declined, 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 five years, total personnel costs have increased 27%.

EXPENDITURE TRENDS, LAST 5 YEARS						
Expenditure Category	Fiscal Year Ended 6/30/_____					
	2001	2002	2003	2004	2005	2006 (est.)
Personnel	16,952,114	18,055,363	18,781,502	18,682,666	19,957,312	21,530,764
Operating	4,358,162	4,557,128	3,871,033	3,614,940	3,561,735	4,270,502
Services	1,573,911	1,764,947	1,731,579	1,267,667	1,269,810	1,607,526
Transfers Out	7,287,500	2,508,504	1,496,000	2,896,000	3,646,000	1,946,000
	30,171,687	26,885,942	25,880,114	26,461,273	28,434,857	29,354,792

In response to this challenging fiscal environment, the City has had to reduce its spending each successive year, often reopening the adopted budget during the fiscal year in order to update estimates and make further downward adjustments. In total, over the past five 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 relatively 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 2005-06 Budget did not include any transfer for infrastructure maintenance to avoid any excessive draw on General Fund reserves. As a result, Capital Project reserves are estimated to fall significantly by the close of the 2005-06 fiscal year, but the General Fund reserves will remain intact.

#### FISCAL YEAR 2006-2007 BUDGET

The 2006-07 Budget has been over a year in the making, based on an entirely new community-based approach. Faced with a \$2.9 million on-going General Fund operating budget deficit, the timeline for the previous year’s budget was accelerated so that the City could embark on a year-long civic engagement process to gather input about the community priorities. The process, entitled “*Your City/Your Decision*” included two phases of public input: 1) a mailer and survey to inform residents and local businesses about City services and solicit their priorities regarding service cuts, service enhancements and new or increased taxes; and 2) workshops to present specific budget balancing strategies developed in response to survey results, and to get community recommendations as to which strategies should be part of the final budget balancing solution.

The results of both the survey and the workshops indicated a preference for a combined approach to balancing the City’s General Fund budget using both net cost reduction strategies, with an emphasis on user fee increases, and increased tax

revenues. In April, Council directed Staff to include specific *Your City/Your Decision* strategies in the 2006-07 Budget that reflected the mix of revenues, service reductions and other cost savings indicated by the community feedback. Generally, the strategies chosen were those that minimize the impact on the community's health, safety and general welfare, preserve services to the Belle Haven neighborhood, increase the degree to which recreational and other community services pay for themselves, and retain key elements of what makes Menlo Park special to its citizens. In addition, Council stated the desire to avoid, to the extent possible, adverse impacts on employees, including layoffs. Council approved \$696,000 in expenditure reductions from service strategies, \$289,000 of expenditure reductions through efficiencies, \$177,000 of overhead reductions and \$378,000 in revenue increases from fee strategies – a total of \$1,540,000 of General Fund net cost reductions for the 2006-07 Budget. Project priorities and other demands on the General Fund budget offset these savings by approximately \$490,000.

To address the remaining General Fund deficit, Council directed staff to explore future revenue increases and further cost-reduction strategies. Specifically, staff was to begin the process of polling the community to gauge support for tax measures that could support City services and/or infrastructure needs. This effort would be designed to assist Council in deciding the size and type of tax measure (if any) to place before voters in the November 2006 elections. In addition, Staff was directed to continue to evaluate the possibility of lowering costs through outsourcing of certain City services, and to monitor the cost reduction strategies chosen for implementation for effective results. Supplied with further information on the ballot measure, and with the development of the 2006-07 midyear analysis, Council stated a desire to revisit other budget strategies, and further resolution of the long-term General Fund deficit, early in 2007.

The proposed budget reflects a \$1.85 million shortfall between revenue and expenses in 2006-07. A \$2 million transfer to fund infrastructure maintenance has been included in the General Fund appropriations to avoid further depletion of the General Capital Improvement Projects (CIP) Fund reserve. However, and more importantly, the City is still left with an operating deficit – which will only be resolved if and when growth in the City's revenues outpaces rising expenditures.

#### DEPARTMENTAL BUDGET CHALLENGES

The 2006-07 Budget preparation at the departmental level included four key principles: (1) application of the *Your City/Your Decision* (YC/YD) budget strategies approved by Council on April 19<sup>th</sup> for immediate implementation in 2006-07; (2) inclusion of project priorities as approved by Council on March 28<sup>th</sup> (3) inclusion of additional or deferred costs identified as necessary for sustainable operations; and (4) restoration of a General Fund transfer of \$2 million to fund infrastructure maintenance. Although a draw on the General Fund reserve would be needed, departments were again asked to minimize the draw on reserves by holding the line on departmental spending. This being the sixth year of cost containment, the 2006-07 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 to a bare minimum.

All departments were involve in the *Your City/Your Decision* budget process: evaluating General Fund-provided services and costs, developing the educational survey, developing net cost reduction options with minimal service impacts to the community, responding to questions from workshop participants, and implementing the approved budget strategies at the departmental level. As such, there was – and continues to be – a vested interest in the successful implementation and resulting cost reductions of these strategies.

### Administrative Services

During the past year, the Administrative Services Department took the lead in conducting the *Your City/Your Decision* process. Managing the public outreach efforts, coordinating input from the Council-created Budget Advisory Committee and directing a variety of program volunteers, *Your City/Your Decision* was a priority focus for several Administrative Services staff members for most of the year. The process was successful in soliciting public input through the mailer/survey sent out in September 2005 and the community workshops held in February 2006. The community feedback and the resulting net cost reduction strategies developed by Staff provided to Council were instrumental in developing the proposed 2006-07 budget. In response to *Your City/Your Decision* feedback and subsequent Council direction, the Department commissioned an opinion survey to further explore community views about a possible tax measure to help address the City's budget shortfall. Council will receive the results of this research early in 2006-07 in order to decide whether to place a measure on the November 2006 ballot.

To further address the City's budget challenge, the Department has instituted a number of cost-saving and revenue-generating measures, such as the reduction of credit card processing charges and proactive business license fee collection practices. Staff has begun a Request for Proposal process to explore possible alternatives to providing child care services at the Menlo Children's Center at lower cost to the City. This process will continue into 2006-07. Next year, Administrative Services will also develop and implement an online time card system to reduce annual payroll processing service costs and allow more efficient coding of staff time to City services and projects.

The Administrative Services Department made additional efforts in the past year to use technology to improve staff efficiency and service to the public. The department created an on-site computer lab and provided 120 hours of training sessions to build employees' skills in important job-related computer applications. Funds have been included in the 2006-07 budget to upgrade the City's email and database servers. During 2005-06, the Department implemented a successful pilot project to allow community members to view live and archived City Council meetings via the Internet, thus greatly increasing the public's access to the Council's deliberations and actions. The pilot was funded by a grant, which will expire in September 2006. Due to the success of the program, funds have been included in the 2006-07 budget to continue the video streaming of Council meetings and to add features that will simplify the Council minute preparation and approval process and provide an immediate public record of Council proceedings.

The Department's Finance staff led the process to refinance Redevelopment Area bonds, which will result in debt service savings to the Redevelopment Agency of approximately \$5 million over 10 years. Staff also oversaw the completion of an

actuarial study to determine the City's liability for funding retiree medical insurance, as required by new Governmental Accounting Standards Board regulations regarding Other Post Employment Benefits (OPEB). Work to develop funding mechanisms for this liability and to comply with financial reporting requirements will continue into 2006-07. Finance staff will also oversee a cost allocation/recovery study in 2006-07 that will establish a method for determining the full cost of City services and assist in the setting of fees to accomplish cost recovery as appropriate.

Administrative Services staff is currently negotiating contracts with the City's two safety bargaining units whose contracts are set to expire June 30, 2006. Contract negotiations with the City's three remaining employee bargaining units will take place in 2006-07. The Department led a successful nationwide recruitment effort to hire a new Police Chief in 2005-06. Another key recruitment, for Community Services Director, will occur in 2006-07.

In the area of Business Development, the City made significant progress by working with businesses and landowners on several key projects including: a potential Auto Mall on the east side of the city, especially for dealerships once operating on El Camino Real; enhancement of the Sun Microsystems's Menlo Park campus; redevelopment possibilities for Tyco Electronics' 22-acre property at the intersection of Willow Road and Bayfront Expressway; and a luxury hotel on Stanford University property located at Sand Hill Road and Highway 280. A grant was secured from the Metropolitan Transit Commission for a comprehensive parking study covering parking demand, policies and innovations for downtown parking. The Business Development Manager will continue to work closely with the Chamber of Commerce and the Downtown Merchants Group to improve the business environment in the community in the new fiscal year.

### Community Development

During the past year, the Community Development Department completed land use entitlements for the following major projects: the Hamilton Avenue Housing and Park Project, consisting of 47 new single-family residences and a one-acre public park; 12 new residences at 966-1002 Willow Road; residential projects located at 110 and 175 Linfield Drive, consisting of a total of 56 new residences; and redevelopment of the Safeway grocery store and additional retail and service space on El Camino Real. In addition, Council consideration of the Stanford hotel and office project, consisting of a 170,000 square foot conference hotel and 100,000 square feet of office on Sand Hill Road, is scheduled before the end of the 2005-06 fiscal year.

Significant Department accomplishments in the area of comprehensive planning include the: approval and initiation of the work plan for the Dumbarton Rail Station Area Land Use Planning Study; approval and initiation of the work plan for Phase III of the Commercial Zoning Ordinance Update related to a comprehensive update of the use categories and regulations in the Zoning Ordinance; development of a new zoning district specific to the Lorelei Manor neighborhood for Council consideration in June 2006; and completion of Linfield-Middlefield-Willow Comprehensive Traffic Study.

In the areas of redevelopment and housing, the Department completed a feasibility study for the possible expansion of the Redevelopment Area; completed the Haven Avenue Area Traffic Study for possible regional retail development; and marketed and prepared for the sale/rental of 32 newly approved Below Market Rate (BMR) housing units (a 114 percent increase in the number of BMR units).

The Dumbarton Rail Planning Study, Commercial Zoning Ordinance Update and Haven Area Land Use Study will continue as priorities into 2006-07. The Department anticipates a continued high volume of development applications and the continued submittal of larger projects that require environmental review.

### Community Services

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

During the past year, the Community Services Department celebrated the grand opening of the renovated Burgess Park during a week of events culminating in the popular 4th of July parade and family picnic. The grand openings of the Menlo Children's Center and Burgess Pool also took place in 2005-06, basically completing the first phase of Measure T bond funded projects.

The provision of Burgess aquatics programs was transferred to a private swim organization as a way to maintain service to the public and reduce cost to the City. A Request for Proposals process is currently underway to determine if there is an opportunity to reduce the cost to the City associated with the provision of child care services at the Menlo Children's Center. The Community Services Department will submit a proposal in this process.

The Community Services Department received awards from the California Parks and Recreation Society in 2005-06 for the Juvenile Diversion Program, operated as a collaboration with the Police Department, and for the design of the newly completed Burgess Skate Park. The Community Services Department also completed the Belle Haven Action Plan, which was initiated to better understand and address the diverse needs of the Belle Haven neighborhood. The plan resulted in weekend hours and additional programs at the Onetta Harris Community Center, such as increased basketball leagues and new arts and crafts classes.

Looking ahead to fiscal 2006-07, the Department plans to engage in the accreditation process for the Menlo Children's Center. Funds have been included in the 2006-07 budget for the upgrade of recreation registration software to allow for online registration, improved integration into existing financial and data base systems and increased staff efficiency. The Community Services Department will also lead a project to consider the timing of the next issuance of Measure T bonds and the priority park and recreation facility improvements to be funded with these proceeds.

In 2006-07, the Department will work in partnership with the Belle Haven School to implement a Community School project, which will provide a seamless integration of academic, enrichment, and health and human service support to children and their families. Some of the new programs and services anticipated to start through the Belle Haven Community School are a parent center, a family resource center, and a program to help English language learning learners improve their English.

### Library

The Library Department successfully completed the implementation of a new catalog and circulation system as the Peninsula Library System, of which Menlo Park Library is a member, switched automation vendors. The system provides many on-line features that can be viewed at <http://catalog.plsinfo.org/>. Soon, the on-line fee payment feature will be implemented for library customers, and continued implementation will provide for an on-line order and tracking system for Library acquisitions.

Those that like to access the Menlo Park Library in person were pleased to find 42 newly-reupholstered lounge chairs in the main library; the interior wooden tables and stands were also refinished. The technical services area was moved from the main floor to a larger, more functional space on the lower level of the building. In the 2005-06 fiscal year, twelve new public access Internet terminals were installed in the main library, and four such terminals were funded from the Cable Co-op Legacy Grant for the Belle Haven Branch. Also at the Belle Haven Branch, English as a Second Language classes at literacy tutoring classes were expanded. In 2006-07, the redesign of the space in the children's area will allow for the introduction of computers to children and better usability for the room in general. The front of the library is also due for a redesign next year, to improve functionality and make the self-check circulation units more prominent and user friendly.

### Police

The Police Department continued to provide an effective presence of law enforcement personnel throughout the community despite the constraints on departmental personnel and other resources experienced in the past few fiscal years. The creation of a fourth officer K-9 unit to the force this last year will help maximize the use of current law enforcement personnel, and is an example of leveraging grant funding to augment field services. The addition of mobile report-writing software on the Mobile Data Terminals (MDTs) located in all patrol cars will also maximize manpower by increasing the officer's time in the field. Back at Police headquarters, the dispatch software has been upgraded to accept 911 calls directly from cellular phones. This has greatly increased the convenience of placing calls for service from the community.

Many projects have been in the works for the Police Department that will be completed and benefit the community in 2006-07. For example, the 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. Building permits will be issued soon, allowing for construction on this long-awaited project to begin. The contract for consolidation of Police Dispatch services with the City of San Carlos is in its final stages. This regionalized approach to delivery of dispatch services using computerized telecommunications systems has proven cost effective and efficient in times of increasing budgetary constraints. The consolidation should be completed early in the 2006-07 fiscal year. In addition, the department is ready for implementation of red traffic signal light cameras at major intersections of the City, to reduce the danger at these intersections and automate the citation process for red light violations immediately upon infraction. Also next year, online police reporting will become a reality in Menlo Park. Citizens will be able to go on-line to file a complaint or report and get a case number without the need for a police officer to be present on the scene. For small matters that require documentation of the report only, this is another example of maximizing police personnel. Finally, fiscal year 2006-07 will see the full implementation of the "Less Lethal" program. The purchase of "bean bag" shotguns for each patrol car will allow an alternative to more forceful means of stopping or subduing violent suspects.

### Public Works

It has been a dynamic year for the Public Works Department. New and renovated facilities are open and ready for use, creating both opportunities and challenging commitments for the City. In the last few months, the Burgess Pool and locker room construction, a nearly \$7 million Measure T project, was completed and opened to the public. Located within the Civic Center complex, the project consists of three new pools (a lap pool, an instructional pool and a childrens' pool) and a new lobby and locker room facility attached to the existing gymnasium. Although a third party operator will run the aquatics programs at the new site, the Public Works Department will continue to provide maintenance and support systems oversight to the new facilities. May 2006 saw the completion of another Measure T project – the Menlo Children's' Center (MCC). The total remodel of the City's former Police building and the use of an additional foundation-mounted modular building has allowed for a new home for the Community Services Department's Toddler, Preschool and School Age child care programs. The \$3.4 million project was completed in April 2006.

The department also completed several infrastructure projects in 2005-06, including the Sand Hill Road/Santa Cruz Avenue Project, a \$12 million project funded totally by Stanford University. This project took nearly 18 months to complete, and consisted of a widened, four-lane roadway (which required cantilevered retaining walls) with bike lanes and walking paths. Construction of the Sherman Avenue and Santa Cruz Avenue intersection improvements were also completed, as were major streetscape improvements in the Belle Haven Neighborhood. New bike lanes were installed on Bay Road and Middlefield Road. Attractive landscaping improvements were made at the Onetta Harris Community Center. Renovation of Parking Plaza 5 in the downtown area is nearly complete. This project incorporated a demonstration for pervious pavement material, for which partial funding was provided by a water quality grant.

During fiscal year 2006-07, Public Work engineers will be designing the largest street resurfacing project in the City's history, to be completed in 2007-08. Also, the preliminary design of additional water storage and an emergency well system are planned. The installation of lighted crosswalks will proceed at three locations in the City for improved pedestrian safety.

### CAPITAL IMPROVEMENT PROJECTS

The budget also identifies capital projects for funding in the 2006-07 fiscal year. A separate section of the Proposed Budget Document entitled "Capital Improvements" contains detailed descriptions of new projects and on-going capital projects, as well as existing projects that are presented with a change in scope or cost estimates and require additional current year funding. In all, over \$5.3 million of funding is proposed for specific Capital Improvement Projects in 2006-07. These capital projects will be provided for from many sources, including the General CIP Fund, the Measure A Fund, RDA Tax Increment Bond funds, the Highway Users Tax (Gas Tax) Fund and Water Capital Fund.

### 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 2006-07. 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.

### SUMMARY

The proposed budget calls for a \$1.85 million shortfall between General Fund revenues and expenses in 2006-07, which will be funded from the General Fund Reserve. A transfer to fund infrastructure maintenance has been included in the General Fund appropriations to avoid further depletion of the General Capital Improvement Projects (CIP) Fund reserve. More importantly, the City is still left with an operating deficit – which will only be resolved if and when growth in the City's revenues outpaces rising expenditures.

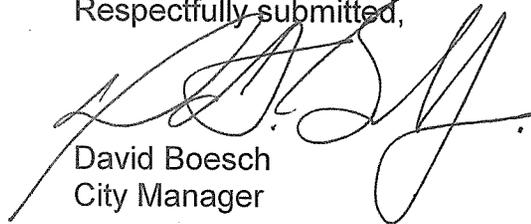
However, the net-cost reduction strategies identified through the Your City/Your Decision budget process and approved for inclusion in the 2006-07 budget should be recognized as an ample "first step" in closing the ongoing General Fund Budget deficit. Staff continues to explore, per Council direction, future revenue and cost reduction opportunities, including the potential of a ballot measure in November 2006, ways to outsource certain services without compromising the quality of these services, obtaining a comprehensive cost allocation study to assist in capturing true costs of services, and reviewing other cost reduction strategies that could be implemented at mid-year. The development and monitoring of the

2006-07 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.

Once again, the presence of adequate reserves reflect the foresight of the City Council and community, allow the City to manage costs in a strategic manner, and to prepare itself equally well for the future.

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 express 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 assisting at all levels of the *Your City/Your Decision* budget process and developing a budget based on the strategies identified as part of that process. In total, the 2006-07 Budget largely preserves City services in the face of stressful circumstances. I'd also like to acknowledge the 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

June 2006

Honorable Chair and Agency Board Members:

Serving as Executive Director for the Community Development Agency Board, it is my pleasure and responsibility to submit a balanced budget to the Board for its approval for fiscal year 2006-07. Agency staff has prepared this budget in keeping with established programs, services and Board priorities, and the Five-Year Implementation Plan for the Las Pulgas Community Development Project Area adopted last fiscal year. The 2006-07 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

The Las Pulgas Community Development Project Area was established in 1981. Since that time the Agency's activities have focused on the improvement of housing conditions, through the direct use of Agency resources, the use of other funding sources such as Community Development Block Grant (CDBG) and through cooperation with other entities involved in housing. The Agency's non-housing activities have included various infrastructure and streetscape improvements, and planning for assorted commercial development projects. Continual funding for code enforcement, crime reduction and housing assistance program services have also been significant in supporting revitalization activities.

The Five-Year Implementation Plan for the Las Pulgas Community Development Project Area outlines an ambitious combination of revitalization, economic development and affordable housing activities for the Agency. Many significant projects have been completed, others are well underway, and still others are in the planning stages with an eye towards opportunities of the future. The significant investment of Agency resources is readily apparent not only in the physical appearance of the project area, but also in the bright prospects for future community improvements for area residents and businesses.

In terms of new affordable housing in the community, plans are moving forward for the Hamilton Avenue Park-and-Housing project site, which will include 47 homes and a one-acre neighborhood park. Land use entitlements were granted for the project in October and November 2005, the Final Subdivision Map was approved in April and the sale of the property to Clarum Hamilton Park L.P. was completed in May 2006. Grading, drainage and off-site improvement

plans are anticipated to be issued by June 2006 and the project completed by summer of 2007. Progress is also being made at the Terminal Avenue site, where soil remediation work continues with the intent of potential development of the site for affordable housing. Staff continues to support the work of the Housing Commission in updating policies and guidelines for the housing programs offered by through the Agency. Staff is also active in processing rehabilitation loans, emergency repair loans and landscaping grants - all programs developed to increase and maintain the availability of affordable housing in the district.

In the domain of public infrastructure and facilities improvements, the recently completed Belle Haven Overall Streetscape Project provided new curb, gutter, sidewalks, and trees where needed. New median curbs also completed the streetscape project along Ivy Drive earlier this year. The Onetta Harris Community Center Landscaping project, which provided for the installation of landscaping around the center and directional signage, is substantially complete. The Haven Avenue/Atherton Channel Flood Mitigation Project, a pump system designed to pump excess storm water off of neighborhood streets and into the Bay, is expected to be completed in the Fall of 2006. The Police/City Service Center, a partnership between the Agency and an area property owner, is in the final stages of plan check review. Building permits will likely be issued soon so that construction can begin.

Late in the current fiscal year, the Agency was able to take advantage of market conditions to refinance its outstanding tax-exempt debt (two tax allocation bond issues, Series 1996 and Series 2000) at lower interest rates. The savings on the refinancing was enhanced through the use of a synthetic fixed-rate bond structure. Without extending the term of the debt, the refinancing will provide the Agency with approximately \$500,000 each year in debt service savings through 2016, (the first 10 years of the new issuance) and an average of \$5,000 per year savings through the final debt service payments in 2031. Each dollar of annual debt service savings will result in a corresponding dollar-for-dollar increase in the amount of tax increment revenue available to the Agency to finance redevelopment projects within the Las Pulgas Project Area. The new Tax Allocation Refunding Bonds, Series 2006, issued in the principal amount of \$72,430,000 are the only outstanding debt obligations of the Agency.

## FISCAL YEAR 2006-2007

The City Council and Agency Board identified the Dumbarton Rail Station Area Specific Plan as a top priority for fiscal year 2006-07. The work will result in implementation of a specific plan through General Plan and Zoning Ordinance amendments for transit-oriented land use and circulation in the area of the Redevelopment Agency-owned property on Hamilton Avenue and the adjacent Tyco site. Full funding has been secured through an appropriation of Redevelopment Agency funds and grants from the Metropolitan Transportation Commission and the San Mateo County Transportation Authority, allowing the project to move forward. The estimated timeline for completion is 18-24 months. Also established as a priority for fiscal year 2006-07, the Haven Avenue Land Use Study will result in General Plan and Zoning Ordinance amendments, associated environmental review and a possible design charette for the area. Promising alternative uses, including auto dealerships and regional retail uses in the Haven Avenue area will be explored. Work on the Haven Avenue study will progress as allowed by the Dumbarton Rail Station Area Specific Plan.

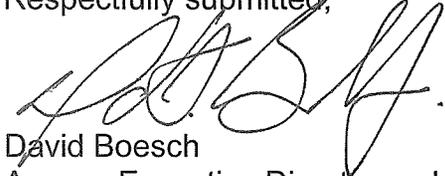
In addition to capital improvement projects, continued funding in the Agency Budget for 2006-2007 is provided for specific programs and services that benefit residents of the Belle Haven neighborhood in the area of housing and blight reduction. Continuing support for housing activities is provided through funding of the below market rate housing program, shared housing, fair housing, accessibility for handicapped persons, housing rehabilitation loans, emergency repair loans and first time homebuyer loan assistance. Continuing support for redevelopment services includes funding for the Belle Haven Newsletter, neighborhood meetings, shuttle service for project area residents, ongoing code enforcement and drug abatement, as well as for revenue tax sharing agreements with the County and school and other districts.

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 revenues as the estimated 2006-07 Educational Revenue Augmentation Fund (ERAF) payment. In addition, the State has concluded that RDAs are not eligible to receive excess ERAF distributions. As a result, property tax revenues are not projected to increase significantly in 2006-07.

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

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

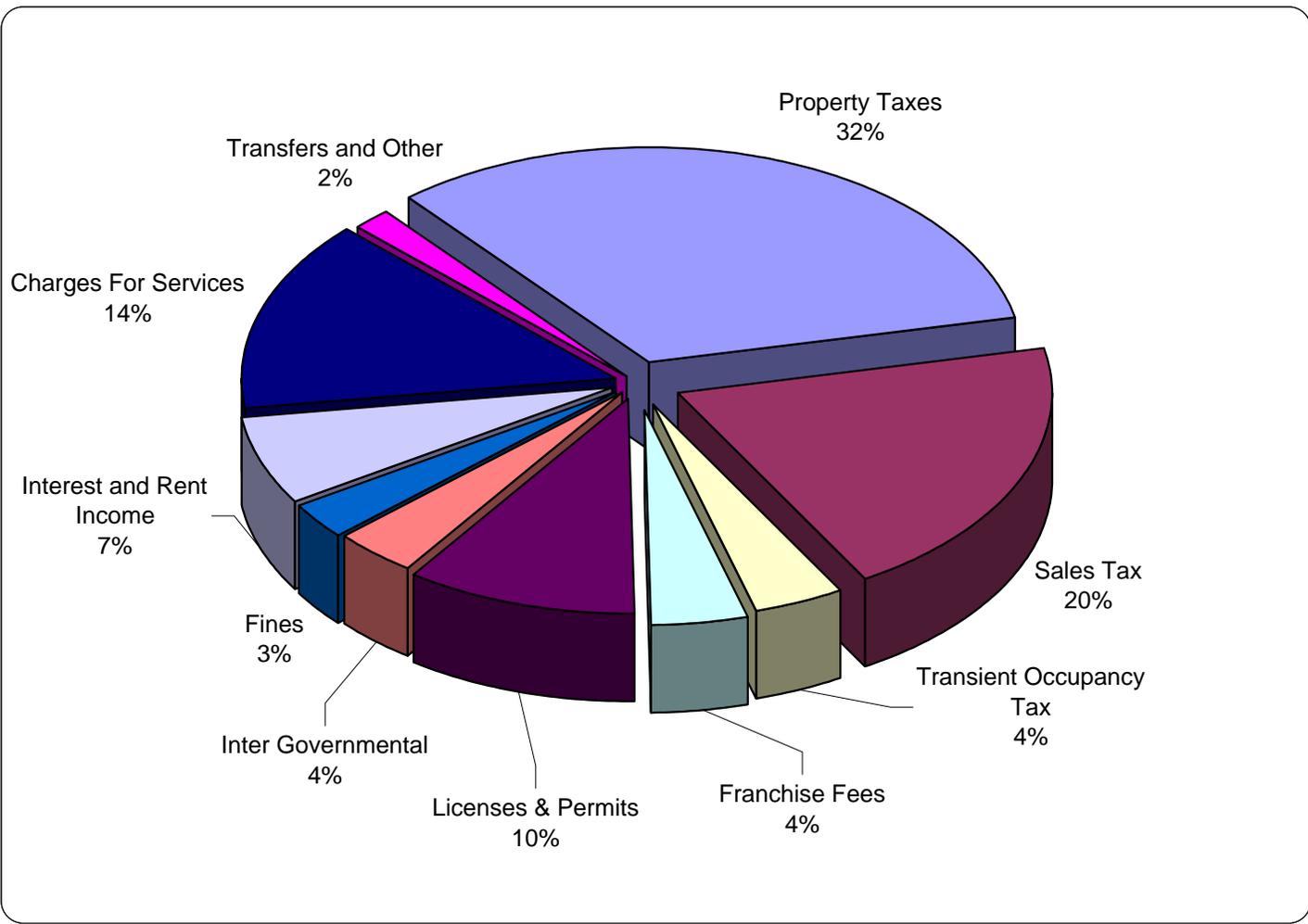
Respectfully submitted,



David Boesch  
Agency Executive Director and City Manager

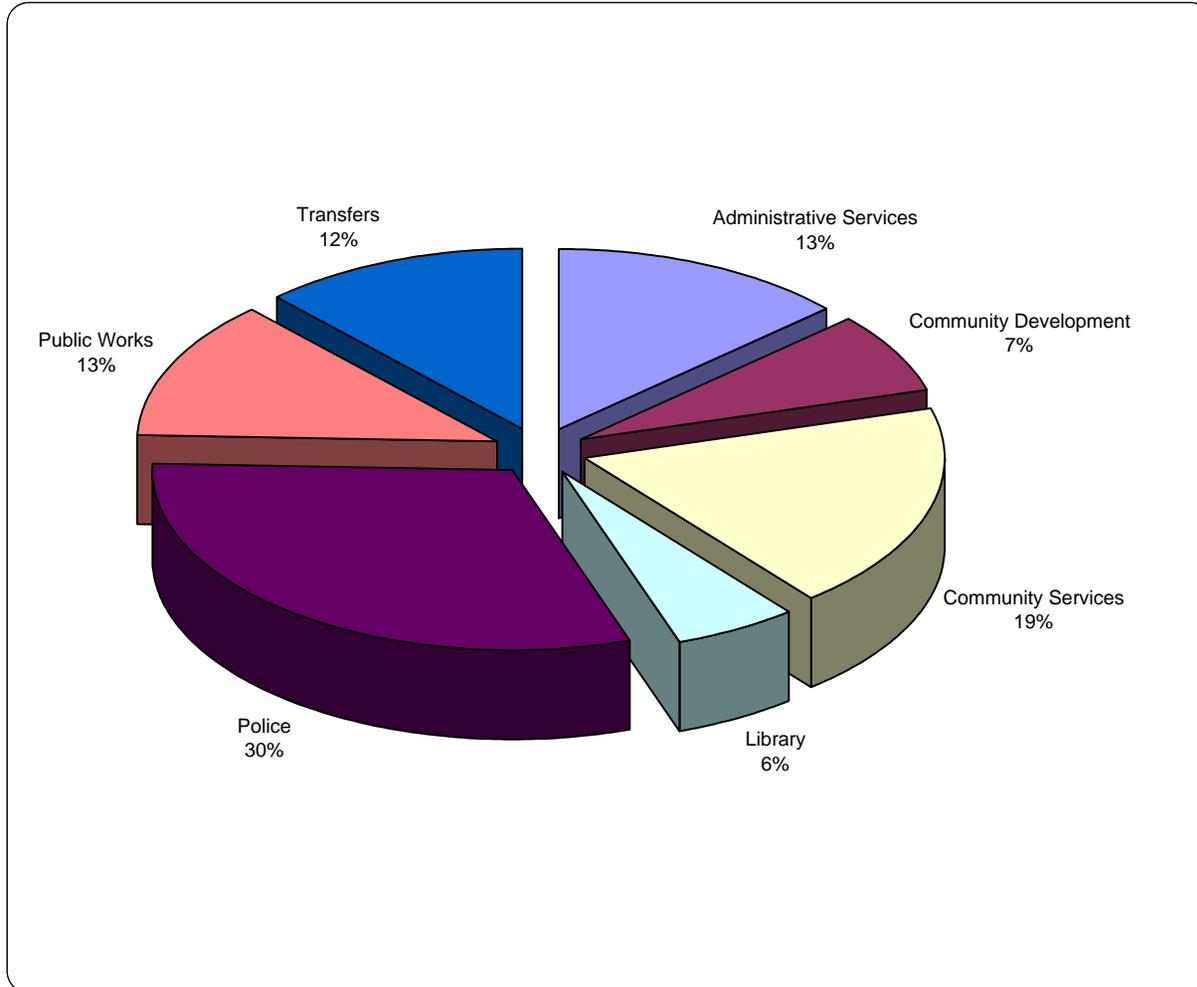
*This page intentionally left blank*

**City of Menlo Park  
2006-2007 General Fund Revenue - Budget**



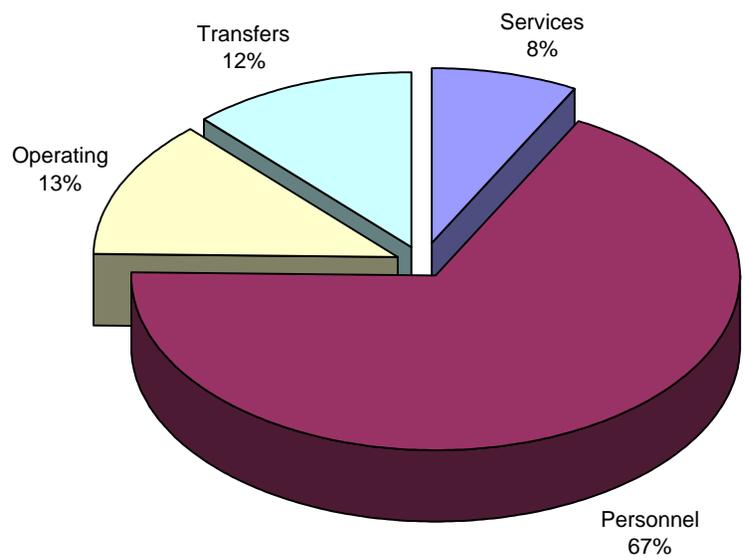
Property Taxes	\$ 10,035,000	32%
Sales Tax	6,120,000	20%
Transient Occupancy Tax	1,250,000	4%
Franchise Fees	1,287,000	4%
Licenses & Permits	3,020,500	10%
Inter Governmental	1,140,572	4%
Fines	830,000	3%
Interest and Rent Income	2,040,000	7%
Charges For Services	4,438,555	14%
Transfers and Other	526,720	2%
<b>Total Revenue</b>	<b>\$ 30,688,347</b>	

**City of Menlo Park  
2006-2007 General Fund Expenditures by Lead Department**



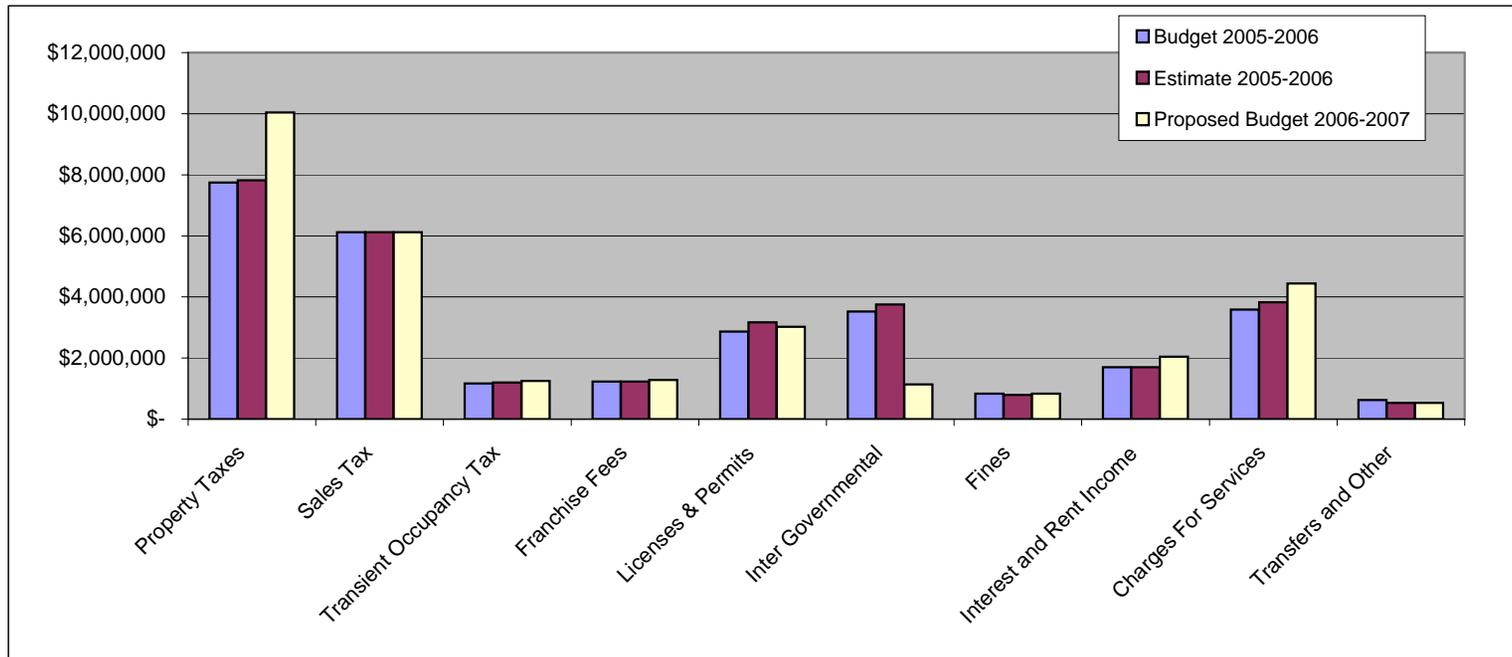
Administrative Services	\$ 4,380,685	13%
Community Development	2,332,784	7%
Community Services	6,036,180	19%
Library	1,832,445	6%
Police	10,047,807	31%
Public Works	4,102,600	13%
Transfers	3,861,000	12%
<b>Total Expenditures</b>	<b>\$32,593,501</b>	

**City of Menlo Park  
2006-2007 General Fund Expenditures by Category**



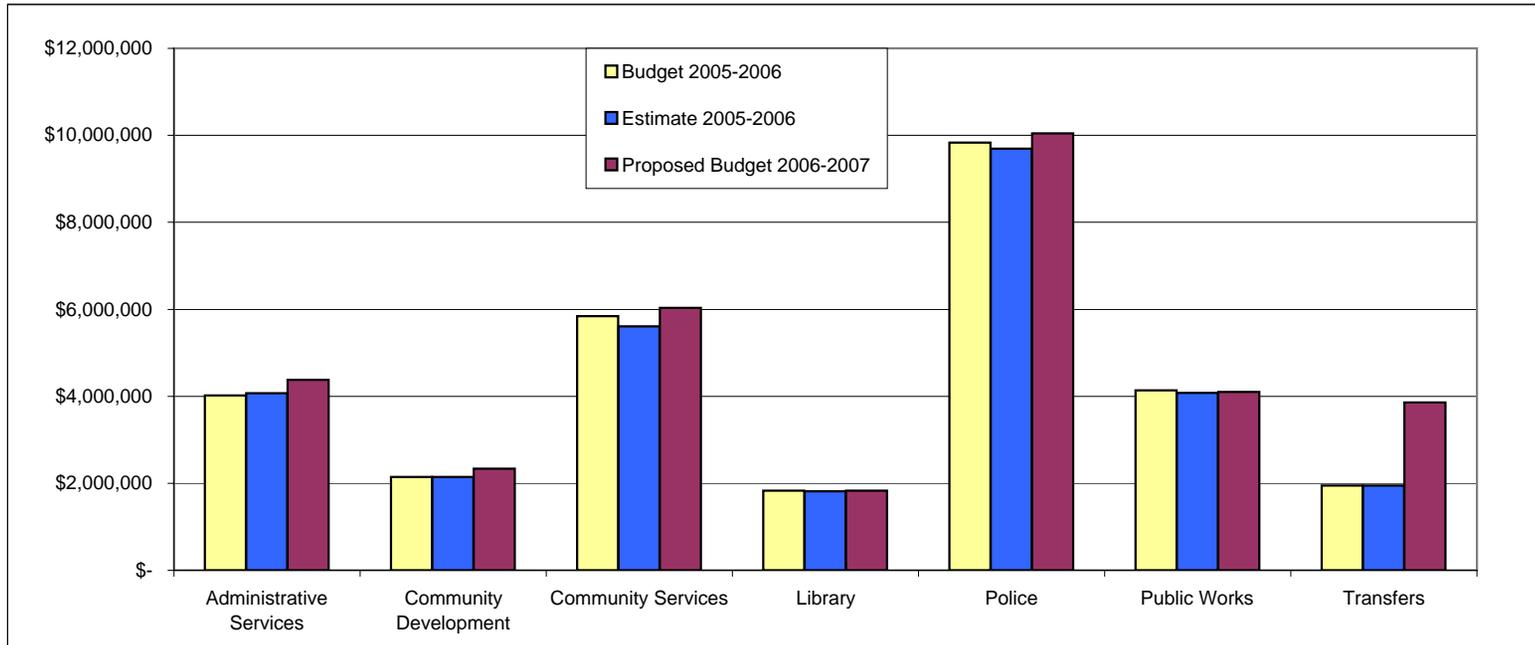
Services	\$ 2,575,871	8%
Personnel	21,970,518	67%
Operating	4,186,112	13%
Transfers	3,861,000	12%
<b>Total Expenditures \$ 32,593,501</b>		

**City of Menlo Park  
2006-2007 General Fund  
Revenue Increase/(Decrease) by Category  
2005-2006 Budget and Estimate vs. 2006-2007 Proposed**



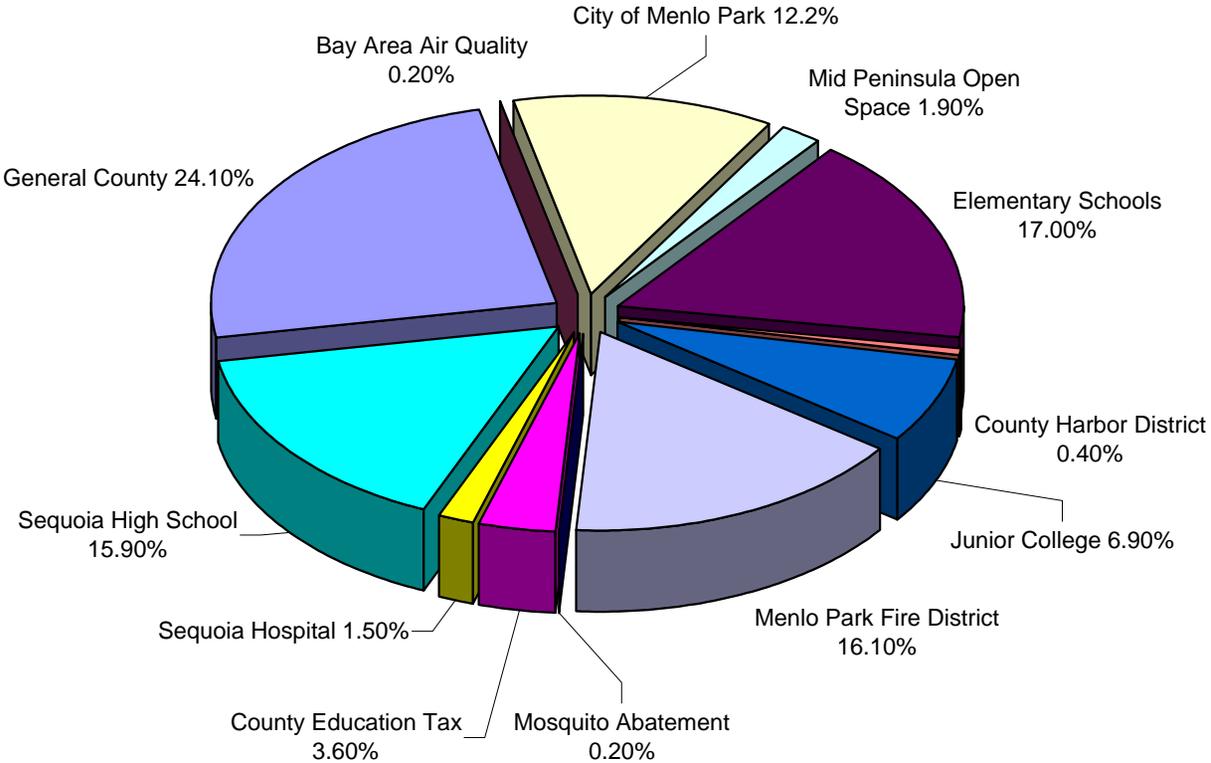
Operating Revenues	Budget 2005-2006	Estimate 2005-2006	Proposed Budget 2006-2007	Budget vs. Proposed		Estimate vs. Proposed	
				Increase/ (Decrease) Amount	Increase/ (Decrease) %	Increase/ (Decrease) Amount	Increase/ (Decrease) %
Property Taxes	\$ 7,750,000	\$ 7,824,000	\$ 10,035,000	\$ 2,285,000	29%	\$ 2,211,000	28%
Sales Tax	6,120,000	6,120,000	6,120,000	-	0%	-	0%
Transient Occupancy Tax	1,170,000	1,200,000	1,250,000	80,000	7%	50,000	4%
Franchise Fees	1,235,000	1,235,000	1,287,000	52,000	4%	52,000	4%
Licenses & Permits	2,870,000	3,164,660	3,020,500	150,500	5%	(144,160)	-5%
Inter Governmental	3,527,415	3,752,713	1,140,572	(2,386,843)	-68%	(2,612,141)	-70%
Fines	830,000	789,475	830,000	-	0%	40,525	5%
Interest and Rent Income	1,700,000	1,700,000	2,040,000	340,000	20%	340,000	20%
Charges For Services	3,590,290	3,821,302	4,438,555	848,265	24%	617,253	16%
Transfers and Other	622,930	526,720	526,720	(96,210)	-15%	-	0%
<b>Total Revenue</b>	<b>\$ 29,415,635</b>	<b>\$ 30,133,870</b>	<b>\$ 30,688,347</b>	<b>\$ 1,272,712</b>	<b>4.3%</b>	<b>\$ 554,477</b>	<b>2%</b>

**City of Menlo Park  
2006-2007 General Fund  
Expenditure Increase/(Decrease) by Lead Department  
2005-2006 Budget and Estimate vs. 2006-2007 Proposed**



	Budget 2005-2006	Estimate 2005-2006	Proposed Budget 2006-2007	Budget vs. Proposed		Estimate vs. Proposed	
				Increase/ (Decrease) Amount	Increase/ (Decrease) %	Increase/ (Decrease) Amount	Increase/ (Decrease) %
Administrative Services	\$ 4,017,933	\$ 4,070,355	\$ 4,380,685	\$ 362,752	9%	\$ 310,330	8%
Community Development	2,143,635	2,145,506	2,332,784	189,149	9%	187,278	9%
Community Services	5,844,769	5,607,525	6,036,180	191,411	3%	428,655	8%
Library	1,832,189	1,813,366	1,832,445	256	0%	19,079	1%
Police	9,832,215	9,697,110	10,047,807	215,592	2%	350,697	4%
Public Works	4,138,941	4,074,930	4,102,600	(36,341)	-1%	27,670	1%
Transfers	1,946,000	1,946,000	3,861,000	1,915,000	98%	1,915,000	98%
<b>Total Expenditures</b>	<b>\$ 29,755,682</b>	<b>\$ 29,354,792</b>	<b>\$ 32,593,501</b>	<b>\$ 2,837,819</b>	<b>10%</b>	<b>\$ 3,238,709</b>	<b>11%</b>
Total Expenditures less Transfers	27,809,682	27,408,792	28,732,501	922,819	3%	1,323,709	5%

# Property Tax Split



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

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

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
<b>700 - Administrative Services Department</b>								
Program 701 - Policy Development And City Council Support	624,162	648,377	645,790	674,654	624,162	648,377	645,790	674,654
Program 702 - Service Excellence	237,071	346,761	337,476	262,962	237,071	346,761	337,476	262,962
Program 703 - Elections And Records	56,079	33,511	33,511	92,124	56,079	33,511	33,511	92,124
Program 704 - Community Relations	93,834	123,717	123,937	130,992	93,834	123,717	123,937	130,992
Program 705 - Asset Preservation	4,182,921	2,678,347	2,695,417	4,661,587	14,089,983	13,050,219	12,809,694	12,276,509
Program 706 - Information Support	594,994	716,305	722,631	886,888	595,601	718,361	724,687	889,022
Program 707 - Internet And World Wide Web	69,834	96,387	87,207	92,964	69,834	96,387	87,207	92,964
Program 708 - Employee Support	791,380	1,066,302	1,068,677	1,099,516	791,380	1,066,302	1,068,677	1,099,516
Program 709 - Legal Services	191,782	190,299	178,299	203,451	408,568	543,772	444,272	515,514
Program 710 - Business Development	127,251	137,725	123,410	136,550	127,251	137,725	123,410	211,550
Department Total	<b>6,969,307</b>	<b>6,037,731</b>	<b>6,016,355</b>	<b>8,241,686</b>	<b>17,093,762</b>	<b>16,765,132</b>	<b>16,398,661</b>	<b>16,245,806</b>
<b>600 - Community Development Department</b>								
Program 501 - Affordable Housing	-	-	-	-	4,742,134	5,794,608	2,856,958	4,896,207
Program 502 - Community Development Area/Agency	-	-	-	-	8,482,398	8,770,906	8,657,270	6,219,034
Program 601 - Comprehensive Planning	161,280	172,102	158,996	98,425	287,331	172,102	158,996	98,425
Program 602 - Land and Building Development Services	1,650,459	1,971,533	1,986,510	2,234,358	2,035,540	2,149,499	2,164,475	2,234,358
Department Total	<b>1,811,739</b>	<b>2,143,635</b>	<b>2,145,506</b>	<b>2,332,784</b>	<b>15,547,404</b>	<b>16,887,115</b>	<b>13,837,698</b>	<b>13,448,025</b>
<b>300 - Community Services Department</b>								
Program 310 - Social Services & Childcare	3,173,107	3,375,133	3,302,984	3,277,970	3,351,371	3,653,132	3,511,077	3,558,939
Program 311 - Recreation/Physical Activities	2,096,773	2,445,136	2,304,541	2,758,210	2,097,473	2,445,836	2,305,241	2,758,910
Department Total	<b>5,269,880</b>	<b>5,820,269</b>	<b>5,607,525</b>	<b>6,036,180</b>	<b>5,448,843</b>	<b>6,098,968</b>	<b>5,816,318</b>	<b>6,317,848</b>
<b>400 - Library Department</b>								
Program 401 - Library Collections And Online Resources	1,261,663	1,434,445	1,428,371	1,446,453	1,352,066	1,659,044	1,590,371	1,590,412
Program 402 - Reading Promotion And Life Skills	374,882	397,744	384,995	385,992	540,964	620,542	561,271	585,023
Department Total	<b>1,636,545</b>	<b>1,832,189</b>	<b>1,813,366</b>	<b>1,832,445</b>	<b>1,893,030</b>	<b>2,279,586</b>	<b>2,151,642</b>	<b>2,175,435</b>
<b>100 - Police Department</b>								
Program 101 - Community Safety	5,729,474	6,361,698	6,305,891	6,537,893	6,731,698	7,437,074	7,380,871	7,613,075
Program 102 - Patrol Support	2,189,766	2,404,222	2,324,593	2,354,248	2,248,404	2,446,109	2,366,466	2,387,034
Program 103 - Emergency Preparedness	83,103	120,778	118,933	137,827	83,103	120,778	118,933	137,827
Program 104 - Traffic And School Safety	964,852	945,516	947,693	1,017,840	964,852	945,516	947,693	1,017,840
Department Total	<b>8,967,196</b>	<b>9,832,215</b>	<b>9,697,110</b>	<b>10,047,807</b>	<b>10,028,058</b>	<b>10,949,477</b>	<b>10,813,963</b>	<b>11,155,776</b>
<b>200 - Public Works Department</b>								
Program 201 - City Facilities	1,609,579	1,837,538	1,825,590	1,829,943	8,036,692	22,825,813	20,753,667	7,613,389
Program 202 - Menlo Park Municipal Water District Water Supply	-	-	-	-	2,762,192	5,637,908	5,346,155	3,762,216
Program 203 - City Vehicles And Equipment	349,395	336,996	337,986	318,521	556,895	625,020	626,010	616,834
Program 204 - Urban Forest	275,934	283,826	278,876	276,068	693,840	913,248	886,543	871,303
Program 205 - City-Owned Street And Other Right-Of-Way	990,187	1,168,765	1,122,662	1,187,162	4,766,271	2,431,076	2,304,477	1,704,494
Program 206 - Stormwater Management	121,178	210,496	208,496	204,844	454,609	639,300	546,949	542,621
Program 207 - Resource Conservation	7,143	8,597	8,597	8,740	140,829	196,356	132,365	175,222
Program 208 - Transportation Management	221,684	292,723	292,723	277,321	1,052,852	1,371,632	1,328,032	1,361,240
Department Total	<b>3,575,102</b>	<b>4,138,941</b>	<b>4,074,930</b>	<b>4,102,600</b>	<b>18,464,181</b>	<b>34,640,352</b>	<b>31,924,197</b>	<b>16,647,318</b>
City Totals	<b>28,229,769</b>	<b>29,804,980</b>	<b>29,354,792</b>	<b>32,593,501</b>	<b>68,475,279</b>	<b>87,620,629</b>	<b>80,942,480</b>	<b>65,990,207</b>

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

	GENERAL FUND				ALL FUNDS			
	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
<b>700 - Administrative Services Department</b>								
Program 701 - Policy Development And City Council Support								
Service 701-01 - Effective Staffing	353,148	348,538	347,551	362,936	353,148	348,538	347,551	362,936
Service 701-02 - Intergovernmental Liaison	135,656	144,352	144,352	165,434	135,656	144,352	144,352	165,434
Service 701-03 - Commissions	15,125	19,274	19,274	22,908	15,125	19,274	19,274	22,908
Service 701-04 - Constituent Assistance	120,233	136,213	134,613	123,377	120,233	136,213	134,613	123,377
Program Total	<b>624,162</b>	<b>648,377</b>	<b>645,790</b>	<b>674,654</b>	<b>624,162</b>	<b>648,377</b>	<b>645,790</b>	<b>674,654</b>
Program 702 - Service Excellence								
Service 702-01 - Priority Setting	88,955	133,310	182,382	94,595	88,955	133,310	182,382	94,595
Service 702-02 - Performance Accountability and Workplace Env.	111,947	132,422	131,922	136,435	111,947	132,422	131,922	136,435
Service 702-03 - Interdepartmental Initiatives	36,169	31,731	23,172	31,932	36,169	31,731	23,172	31,932
Program Total	<b>237,071</b>	<b>297,463</b>	<b>337,476</b>	<b>262,962</b>	<b>237,071</b>	<b>297,463</b>	<b>337,476</b>	<b>262,962</b>
Program 703 - Elections And Records								
Service 703-01 - Coordinated Elections	37,021	13,684	13,684	75,353	37,021	13,684	13,684	75,353
Service 703-02 - Election Records Management	19,059	19,827	19,827	16,771	19,059	19,827	19,827	16,771
Program Total	<b>56,079</b>	<b>33,511</b>	<b>33,511</b>	<b>92,124</b>	<b>56,079</b>	<b>33,511</b>	<b>33,511</b>	<b>92,124</b>
Program 704 - Community Relations								
Service 704-01 - Community Information Outreach	73,269	92,317	92,537	106,162	73,269	92,317	92,537	106,162
Service 704-02 - Service Feedback	4,019	19,046	19,046	10,947	4,019	19,046	19,046	10,947
Service 704-04 - Volunteers	16,546	12,354	12,354	13,883	16,546	12,354	12,354	13,883
Program Total	<b>93,834</b>	<b>123,717</b>	<b>123,937</b>	<b>130,992</b>	<b>93,834</b>	<b>123,717</b>	<b>123,937</b>	<b>130,992</b>
Program 705 - Asset Preservation								
Service 705-01 - Financial Planning	46,431	59,573	59,173	105,396	106,803	98,565	96,166	140,167
Service 705-02 - Investments	21,449	33,990	32,360	27,372	36,509	46,603	44,973	35,096
Service 705-03 - Revenue Management	254,707	249,528	269,728	252,490	2,166,306	2,386,951	2,286,399	2,125,881
Service 705-04 - Accounting and Reporting	153,073	287,663	284,613	318,606	322,919	323,610	320,560	348,838
Service 705-05 - Accounts Payable and Purchasing	61,261	104,093	103,543	96,723	120,649	140,900	140,350	131,038
Service 705-06 - Risk Management	-	-	-	-	1,301,522	1,718,793	1,583,949	1,398,394
Service 705-07 - General	3,646,000	1,946,000	1,946,000	3,861,000	3,646,000	1,946,000	1,946,000	3,861,000
Service 705-08 - Debt Service	-	-	-	-	6,389,276	6,391,297	6,391,297	4,236,094
Program Total	<b>4,182,921</b>	<b>2,680,847</b>	<b>2,695,417</b>	<b>4,661,587</b>	<b>14,089,983</b>	<b>13,052,719</b>	<b>12,809,694</b>	<b>12,276,509</b>
Program 706 - Information Support								
Service 706-01 - Desktop Maintenance	191,163	188,183	187,884	232,500	191,163	188,183	187,884	232,500
Service 706-02 - Network Infrastructure Maintenance	168,342	245,189	265,189	379,196	168,342	245,189	265,189	379,196
Service 706-03 - Design and Advice	25,978	33,757	31,357	22,507	25,978	33,757	31,357	22,507
Service 706-04 - Remote Access	8,963	9,805	7,080	7,321	8,963	9,805	7,080	7,321
Service 706-05 - Printing Support	200,547	239,371	231,121	245,364	201,155	241,427	233,177	247,499
Program Total	<b>594,994</b>	<b>716,305</b>	<b>722,631</b>	<b>886,888</b>	<b>595,601</b>	<b>718,361</b>	<b>724,687</b>	<b>889,023</b>
Program 707 - Internet And World Wide Web								
Service 707-01 - Web Posting	46,658	71,935	63,255	68,092	46,658	71,935	63,255	68,092
Service 707-02 - Interactive Web Services	23,175	24,452	23,952	24,872	23,175	24,452	23,952	24,872
Program Total	<b>69,834</b>	<b>96,387</b>	<b>87,207</b>	<b>92,964</b>	<b>69,834</b>	<b>96,387</b>	<b>87,207</b>	<b>92,964</b>

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

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	<u>Actual 2004-2005</u>	<u>Budget 2005-2006</u>	<u>Estimate 2005-2006</u>	<u>Proposed 2006-2007</u>	<u>Actual 2004-2005</u>	<u>Budget 2005-2006</u>	<u>Estimate 2005-2006</u>	<u>Proposed 2006-2007</u>
<b>Program 708 - Employee Support</b>								
Service 708-01 - Employee Compensation System	546,322	285,620	266,620	270,953	546,322	285,620	266,620	270,953
Service 708-02 - Employee Development	34,499	63,239	48,118	32,965	34,499	63,239	48,118	32,965
Service 708-03 - Employee Relations	111,339	147,825	147,825	177,018	111,339	147,825	147,825	177,018
Service 708-04 - Recruitment and Selection	99,219	157,468	159,648	177,180	99,219	157,468	159,648	177,180
Service 708-05 - General Employee Benefits	-	412,150	446,466	441,400	-	412,150	446,466	441,400
<b>Program Total</b>	<b>791,380</b>	<b>1,066,302</b>	<b>1,068,677</b>	<b>1,099,516</b>	<b>791,380</b>	<b>1,066,302</b>	<b>1,068,677</b>	<b>1,099,516</b>
<b>Program 709 - Legal Services</b>								
Service 709-01 - City Council and City Manager Support	50,080	66,974	56,974	75,563	68,908	87,105	77,105	96,161
Service 709-02 - Planning Staff and Planning Commission Support	73,957	67,905	62,905	50,423	73,957	67,905	62,905	50,423
Service 709-03 - Personnel, Risk Management and Other City Prog.	67,745	55,420	58,420	77,465	249,183	372,051	278,551	348,063
Service 709-05 - Community Development Agency	-	-	-	-	16,519	16,711	25,711	20,866
<b>Program Total</b>	<b>191,782</b>	<b>190,299</b>	<b>178,299</b>	<b>203,451</b>	<b>408,568</b>	<b>543,772</b>	<b>444,272</b>	<b>515,514</b>
<b>Program 710 - Business Development</b>								
Service 710-01 - Strategic Partnerships	41,159	51,745	43,185	54,643	41,159	51,745	43,185	54,643
Service 710-02 - Market Information and Research	43,315	39,777	36,672	22,564	43,315	39,777	36,672	97,564
Service 710-03 - Diversifying Tax Base	42,777	46,203	43,553	59,343	42,777	46,203	43,553	59,343
<b>Program Total</b>	<b>127,251</b>	<b>137,725</b>	<b>123,410</b>	<b>136,550</b>	<b>127,251</b>	<b>137,725</b>	<b>123,410</b>	<b>211,550</b>
<b>Department Total</b>	<b>6,969,307</b>	<b>6,037,731</b>	<b>6,016,355</b>	<b>8,241,686</b>	<b>17,093,762</b>	<b>16,765,132</b>	<b>16,398,661</b>	<b>16,245,807</b>
<b>600 - Community Development Department</b>								
<b>Program 501 - Affordable Housing</b>								
Service 501-01 - Increase Supply of Affordable Housing	-	-	-	-	4,211,170	4,804,479	2,219,774	4,018,533
Service 501-02 - Maintain Existing Affordable Housing Stock	-	-	-	-	418,644	779,843	533,752	782,559
Service 501-05 - Policy Development	-	-	-	-	112,320	210,286	103,432	95,115
<b>Program Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,742,134</b>	<b>5,794,608</b>	<b>2,856,958</b>	<b>4,896,207</b>
<b>Program 502 - Community Development Area/Agency</b>								
Service 502-01 - Policy, Program & Project Development	-	-	-	-	155,428	475,623	205,430	704,780
Service 502-02 - Facility Improvement	-	-	-	-	4,641,425	4,451,447	4,628,823	2,539,621
Service 502-03 - Service Enhancement	-	-	-	-	3,685,545	3,843,837	3,823,017	2,974,633
<b>Program Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,482,398</b>	<b>8,770,906</b>	<b>8,657,270</b>	<b>6,219,034</b>
<b>Program 601 - Comprehensive Planning</b>								
Service 601-01 - General Plan	26,629	63,357	59,700	2,186	26,629	63,357	59,700	2,186
Service 601-02 - Zoning Ord.& Related Documents	83,121	108,745	99,296	96,239	83,121	108,745	99,296	96,239
Service 601-03 - Neighborhood Land Use Study (Moved to 208-06)	51,530	-	-	-	177,581	-	-	-
<b>Program Total</b>	<b>161,280</b>	<b>172,102</b>	<b>158,996</b>	<b>98,425</b>	<b>287,331</b>	<b>172,102</b>	<b>158,996</b>	<b>98,425</b>
<b>Program 602 - Land and Building Development Services</b>								
Service 602-01 - Pre-Application Information	240,464	274,144	274,401	249,035	240,464	274,144	274,401	249,035
Service 602-02 - Zoning Review	556,356	584,454	571,255	592,772	941,436	762,419	749,220	592,772
Service 602-03 - Plan Check and Permitting	511,436	722,015	749,916	819,144	511,436	722,015	749,916	819,144
Service 602-04 - Inspecting and Monitoring	342,204	390,920	390,938	573,407	342,204	390,920	390,938	573,407
<b>Program Total</b>	<b>1,650,459</b>	<b>1,971,533</b>	<b>1,986,510</b>	<b>2,234,358</b>	<b>2,035,540</b>	<b>2,149,499</b>	<b>2,164,475</b>	<b>2,234,358</b>
<b>Department Total</b>	<b>1,811,739</b>	<b>2,143,635</b>	<b>2,145,506</b>	<b>2,332,784</b>	<b>15,547,404</b>	<b>16,887,115</b>	<b>13,837,698</b>	<b>13,448,025</b>

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

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	<u>Actual 2004-2005</u>	<u>Budget 2005-2006</u>	<u>Estimate 2005-2006</u>	<u>Proposed 2006-2007</u>	<u>Actual 2004-2005</u>	<u>Budget 2005-2006</u>	<u>Estimate 2005-2006</u>	<u>Proposed 2006-2007</u>
<b>300 - Community Services Department</b>								
Program 310 - Social Services & Childcare								
Service 310-01 - Seniors	353,803	354,836	356,726	349,484	353,803	354,836	356,726	349,484
Service 310-02 - Pre-School Child Care	1,788,720	1,911,070	1,838,931	1,906,053	1,788,720	1,911,070	1,838,931	1,906,053
Service 310-03 - Peninsula Partnership	115,129	124,209	122,084	127,906	293,392	402,208	330,177	408,874
Service 310-04 - School-Age Child Care	850,768	910,096	911,231	797,190	850,768	910,096	911,231	797,190
Service 310-05 - Teen Programs	64,687	74,922	74,012	97,337	64,687	74,922	74,012	97,337
Program Total	<b>3,173,107</b>	<b>3,375,133</b>	<b>3,302,984</b>	<b>3,277,970</b>	<b>3,351,371</b>	<b>3,653,132</b>	<b>3,511,077</b>	<b>3,558,939</b>
Program 311 - Recreation/Physical Activities								
Service 311-01 - Youth Sports	340,109	353,451	357,732	373,519	340,109	353,451	357,732	373,519
Service 311-02 - Adult Sports	150,567	185,915	191,540	151,786	150,567	185,915	191,540	151,786
Service 311-03 - Gymnastics	588,436	671,540	653,104	678,044	588,436	671,540	653,104	678,044
Service 311-04 - Aquatics	298,238	451,133	307,582	450,452	298,238	451,133	307,582	450,452
Service 311-05 - Contract Classes	536,929	597,227	627,350	508,946	536,929	597,227	627,350	508,946
Service 311-06 - Events & Concerts	182,494	185,871	167,233	176,841	183,194	186,571	167,933	177,541
Service 311-07 - Community Facilities Service	-	-	-	418,622	-	-	-	418,622
Program Total	<b>2,096,773</b>	<b>2,445,136</b>	<b>2,304,541</b>	<b>2,758,210</b>	<b>2,097,473</b>	<b>2,445,836</b>	<b>2,305,241</b>	<b>2,758,910</b>
Department Total	<b>5,269,880</b>	<b>5,820,269</b>	<b>5,607,525</b>	<b>6,036,180</b>	<b>5,448,843</b>	<b>6,098,968</b>	<b>5,816,318</b>	<b>6,317,848</b>
<b>400 - Library Department</b>								
Program 401 - Library Collections And Online Resources								
Service 401-01 - Library Materials	396,627	433,080	425,034	510,639	487,030	625,679	555,034	617,639
Service 401-02 - Circulation	442,317	469,052	479,627	487,124	442,317	473,052	483,627	491,124
Service 401-03 - User Assistance	422,720	532,313	523,710	448,689	422,720	560,313	551,710	481,648
Program Total	<b>1,261,663</b>	<b>1,434,445</b>	<b>1,428,371</b>	<b>1,446,453</b>	<b>1,352,066</b>	<b>1,659,044</b>	<b>1,590,371</b>	<b>1,590,412</b>
Program 402 - Reading Promotion And Life Skills								
Service 402-01 - Programs and events	70,072	68,461	59,474	57,101	91,366	103,516	94,029	95,264
Service 402-02 - Foster community	50,217	56,719	51,957	58,149	50,217	56,719	51,957	58,149
Service 402-03 - Teaching	-	-	-	-	144,786	187,743	141,721	160,868
Service 402-04 - Belle Haven	254,593	272,564	273,564	270,742	254,594	272,564	273,564	270,742
Program Total	<b>374,882</b>	<b>397,744</b>	<b>384,995</b>	<b>385,992</b>	<b>540,964</b>	<b>620,542</b>	<b>561,271</b>	<b>585,023</b>
Department Total	<b>1,636,545</b>	<b>1,832,189</b>	<b>1,813,366</b>	<b>1,832,445</b>	<b>1,893,030</b>	<b>2,279,586</b>	<b>2,151,642</b>	<b>2,175,435</b>
<b>100 - Police Department</b>								
Program 101 - Community Safety								
101-01 - Patrol Service	4,108,392	4,539,072	4,500,244	4,537,413	4,213,744	4,677,116	4,635,658	4,618,413
101-02 - Investigations	988,918	1,041,910	1,040,688	1,210,723	988,918	1,048,110	1,046,888	1,210,723
101-04 - Community Outreach	531,567	648,673	641,776	658,044	536,103	648,673	644,010	658,044
101-05 - Narcotic Abatement	49,471	68,804	61,604	64,423	490,293	532,263	525,063	535,459
101-06 - Code Enforcement	51,126	63,239	61,579	67,290	502,639	530,912	529,252	590,437
Program Total	<b>5,729,474</b>	<b>6,361,698</b>	<b>6,305,891</b>	<b>6,537,893</b>	<b>6,731,698</b>	<b>7,437,074</b>	<b>7,380,871</b>	<b>7,613,075</b>

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

	GENERAL FUND				ALL FUNDS			
	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
Program 102 - Patrol Support								
102-01 - Dispatch	1,070,387	1,179,789	1,166,641	1,191,446	1,074,287	1,208,889	1,195,741	1,211,446
102-02 - Records Management	359,820	380,522	377,669	384,670	359,820	380,522	377,669	384,670
102-04 - Police Training	424,668	450,825	387,382	381,965	428,024	450,825	387,382	381,965
102-05 - Parking Management	334,892	393,086	392,901	396,167	386,273	405,873	405,674	408,953
Program Total	<b>2,189,766</b>	<b>2,404,222</b>	<b>2,324,593</b>	<b>2,354,248</b>	<b>2,248,404</b>	<b>2,446,109</b>	<b>2,366,466</b>	<b>2,387,034</b>
Program 103 - Emergency Preparedness								
103-01 - Information Outreach	16,201	31,810	29,467	33,884	16,201	31,810	29,467	33,884
103-02 - Disaster Management Coordination	50,156	61,110	61,582	74,064	50,156	61,110	61,582	74,064
103-03 - Emergency Preparedness Training	16,746	27,858	27,884	29,880	16,746	27,858	27,884	29,880
Program Total	<b>83,103</b>	<b>120,778</b>	<b>118,933</b>	<b>137,827</b>	<b>83,103</b>	<b>120,778</b>	<b>118,933</b>	<b>137,827</b>
Program 104 - Traffic And School Safety								
104-01 - Public Traffic Safety Education	40,471	28,700	29,971	30,300	40,471	28,700	29,971	30,300
104-02 - Enforcement of Traffic Laws	924,382	916,816	917,722	987,540	924,382	916,816	917,722	987,540
Program Total	<b>964,852</b>	<b>945,516</b>	<b>947,693</b>	<b>1,017,840</b>	<b>964,852</b>	<b>945,516</b>	<b>947,693</b>	<b>1,017,840</b>
Department Total	<b>8,967,196</b>	<b>9,832,215</b>	<b>9,697,110</b>	<b>10,047,807</b>	<b>10,028,058</b>	<b>10,949,477</b>	<b>10,813,963</b>	<b>11,155,776</b>
<b>200 - Public Works Department</b>								
Program 201 - City Facilities								
Service 201-01 - Facility/Field Capital Projects	7	2,039	2,039	-	5,949,384	20,785,854	18,496,819	5,342,554
Service 201-02 - Facility Maintenance	940,382	1,075,526	1,060,424	1,037,101	1,105,036	1,075,526	1,060,424	1,037,101
Service 201-03 - Field/Grounds Maintenance	669,191	759,973	763,127	792,841	982,272	1,218,660	1,196,424	1,233,734
Program Total	<b>1,609,579</b>	<b>1,837,538</b>	<b>1,825,590</b>	<b>1,829,943</b>	<b>8,036,692</b>	<b>23,080,040</b>	<b>20,753,667</b>	<b>7,613,389</b>
Program 202 - Menlo Park Municipal Water District Water Supply								
Service 202-01 - Water Delivery System	-	-	-	-	2,516,193	3,907,460	3,577,725	3,525,268
Service 202-02 - Water Supply	-	-	-	-	245,999	1,730,449	1,768,430	236,947
Program Total	-	-	-	-	<b>2,762,192</b>	<b>5,637,908</b>	<b>5,346,155</b>	<b>3,762,216</b>
Program 203 - City Vehicles And Equipment								
Service 203-01 - Vehicle Replacement	11,837	10,941	10,941	14,130	219,338	298,965	298,965	277,230
Service 203-02 - Vehicle Repair and Maintenance	337,558	326,055	327,045	304,392	337,558	326,055	327,045	339,604
Program Total	<b>349,395</b>	<b>336,996</b>	<b>337,986</b>	<b>318,521</b>	<b>556,895</b>	<b>625,020</b>	<b>626,010</b>	<b>616,834</b>
Program 204 - Urban Forest								
Service 204-02 - City Tree Maintenance	172,016	170,251	166,201	164,784	589,922	799,673	773,868	760,018
Service 204-03 - Heritage Trees	103,918	113,575	112,675	111,284	103,918	113,575	112,675	111,284
Program Total	<b>275,934</b>	<b>283,826</b>	<b>278,876</b>	<b>276,068</b>	<b>693,840</b>	<b>913,248</b>	<b>886,543</b>	<b>871,303</b>
Program 205 - City-Owned Street And Other Right-Of-Way								
Service 205-01 - Right-of-Way Maintenance/Repair	313,270	415,543	390,560	417,664	3,665,708	1,291,481	1,230,235	423,787
Service 205-02 - Street Fixture Maintenance	66,545	165,446	140,446	252,963	274,197	255,701	230,701	254,350
Service 205-03 - Median/Roadway Landscaping	351,563	350,891	350,391	290,934	362,672	366,361	366,329	482,469
Service 205-04 - Street Cleaning	-	-	-	-	193,736	229,499	183,049	249,299
Service 205-05 - Right-of-Way Encroachments	258,810	236,885	241,265	225,602	269,959	289,783	294,163	294,588
Program Total	<b>990,187</b>	<b>1,168,765</b>	<b>1,122,662</b>	<b>1,187,162</b>	<b>4,766,271</b>	<b>2,432,826</b>	<b>2,304,477</b>	<b>1,704,494</b>

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

	<b>GENERAL FUND</b>				<b>ALL FUNDS</b>			
	<u>Actual 2004-2005</u>	<u>Budget 2005-2006</u>	<u>Estimate 2005-2006</u>	<u>Proposed 2006-2007</u>	<u>Actual 2004-2005</u>	<u>Budget 2005-2006</u>	<u>Estimate 2005-2006</u>	<u>Proposed 2006-2007</u>
Program 206 - Stormwater Management								
Service 206-01 - Storm Drain System	67,261	90,441	90,441	94,450	82,529	91,358	91,358	94,466
Service 206-02 - FEMA Compliance	31,287	25,058	24,058	21,520	31,287	25,058	24,058	21,520
Service 206-03 - Stormwater Pollution Prevention	21,417	86,738	85,738	80,514	186,923	279,276	253,435	235,492
Service 206-04 - Creek Management	1,214	8,259	8,259	8,360	153,869	243,607	178,098	191,143
Program Total	<b>121,178</b>	<b>210,496</b>	<b>208,496</b>	<b>204,844</b>	<b>454,609</b>	<b>639,300</b>	<b>546,949</b>	<b>542,621</b>
Program 207 - Resource Conservation								
Service 207-01 - Solid Waste Management	-	-	-	-	133,687	187,759	123,768	166,482
Service 207-02 - Sustainable Environmental Practices	7,143	8,597	8,597	8,740	7,143	8,597	8,597	8,740
Program Total	<b>7,143</b>	<b>8,597</b>	<b>8,597</b>	<b>8,740</b>	<b>140,829</b>	<b>196,356</b>	<b>132,365</b>	<b>175,222</b>
Program 208 - Transportation Management								
Service 208-01 - Congestion Management	120,648	161,356	161,356	142,092	457,184	476,009	467,409	456,668
Service 208-02 - Transportation Demand Management	17,840	31,673	31,673	32,674	385,139	455,666	455,666	451,592
Service 208-04 - Street Signage & Markings	82,823	75,550	75,550	78,006	174,275	257,249	257,249	251,921
Service 208-05 - Safe Routes to School	373	777	777	787	36,254	25,441	25,441	60,273
Service 208-06 - Neighborhood Traffic Management	-	23,367	23,367	23,762	-	157,268	122,268	140,786
Program Total	<b>221,684</b>	<b>292,723</b>	<b>292,723</b>	<b>277,321</b>	<b>1,052,852</b>	<b>1,371,632</b>	<b>1,328,032</b>	<b>1,361,240</b>
Department Total	<b>3,575,102</b>	<b>4,138,941</b>	<b>4,074,930</b>	<b>4,102,600</b>	<b>18,464,181</b>	<b>34,640,352</b>	<b>31,924,197</b>	<b>16,647,318</b>
City Total	<b>28,229,769</b>	<b>29,804,980</b>	<b>29,354,792</b>	<b>32,593,501</b>	<b>68,475,279</b>	<b>87,620,629</b>	<b>80,942,480</b>	<b>65,990,208</b>

CITY OF MENLO PARK  
FISCAL YEAR 2006 – 2007



ADMINISTRATIVE SERVICES DEPARTMENT

**LEAD DEPARTMENT: Administrative Services**

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

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
701-01 - Effective Staffing	\$ 353,148	\$ 348,538	\$ 347,551	\$ 362,936
701-02 - Intergovernmental Liaison	135,656	144,352	144,352	165,434
701-03 - Commissions	15,125	19,274	19,274	22,908
701-04 - Constituent Assistance	120,233	136,213	134,613	123,377
<b>Program Total</b>	<u>\$ 624,162</u>	<u>\$ 648,377</u>	<u>\$ 645,790</u>	<u>\$ 674,654</u>

**LEAD DEPARTMENT: Administrative Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
701-01 - Effective Staffing: Provide comprehensive, unbiased expertise and valued assistance to the City Council in terms of thorough staff reports, thoughtful and strategic recommendations, effective presentations, on time and within budget project delivery, and meeting and administrative support.	Council rates staff support at an 85% satisfaction level overall.	Not met-80%
	90% of projects undertaken are completed 1) on time and 2) on budget.	1) Not met-88%, 2) Exceeded-100%
	Survey results consistently show that the City Council is attuned to the interests of the community.	Data not available

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 353,148</b>	<b>100%</b>	<b>\$ 348,538</b>	<b>100%</b>	<b>\$ 347,551</b>	<b>100%</b>	<b>\$ 362,936</b>	<b>100%</b>
Personnel	323,774	92%	312,500	90%	312,500	90%	336,460	93%
Operating	29,375	8%	36,038	10%	35,051	10%	26,476	7%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 350,108	99%	\$ 346,414	99%	\$ 345,427	99%	\$ 362,936	100%
Interest and Rent Income	2,660	1%	2,000	1%	2,000	1%	-	0%
Charges For Services	380	0%	124	0%	124	0%	-	0%

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

**LEAD DEPARTMENT: Administrative Services**

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

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>135,656</b>	<b>100%</b>	\$	<b>144,352</b>	<b>100%</b>	\$	<b>165,434</b>	<b>100%</b>
Personnel		37,791	28%		43,490	30%		41,189	25%
Operating		84,723	62%		100,862	70%		124,245	75%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
General Fund	\$	135,656	100%	\$	144,352	100%	\$	165,434	100%
Burgess Award Fund		(258)	0%		(300)	0%		(300)	0%
Interest and Rent Income		258	0%		300	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
701-03 - Commissions: Recruit and train commissioners so that they are considered to be in synch with and an integral part of the City's policy development and decision-making processes.	Commissioners rate their experience at an 85% satisfaction level.	Exceeded-92%
	At least two applications are received for each vacancy 90% of the time within the initial deadline.	Not met - 78%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>15,125</b>	<b>100%</b>	\$	<b>19,274</b>	<b>100%</b>	\$	<b>22,908</b>	<b>100%</b>
Personnel		13,265	88%		16,927	88%		20,708	90%
Operating		360	2%		347	2%		200	1%
Services		1,500	10%		2,000	10%		2,000	9%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Funding Source *</b>	\$	<b>15,125</b>	<b>100%</b>	\$	<b>19,274</b>	<b>100%</b>	\$	<b>22,908</b>	<b>100%</b>
General Fund		15,125	100%		19,274	100%		22,908	100%

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

**LEAD DEPARTMENT: Administrative Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
701-04 - Constituent Assistance: Ensure that the City Council gets timely and useful input and feedback on issues, and provide helpful information and referral to residents with questions, comments and concerns.	Constituent complaints/requests sent to the City Council will be resolved on average within 10 business days.	Exceeded-4.7 days

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
<b>Total Expenditures</b>	\$	<b>120,233</b>	<b>100%</b>	\$	<b>136,213</b>	<b>100%</b>	\$	<b>123,377</b>	<b>100%</b>
Personnel		104,788	87%		118,784	87%		111,172	90%
Operating		8,851	7%		9,429	7%		5,485	4%
Services		6,595	5%		8,000	6%		6,720	5%
	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
<b>Funding Source *</b>									
General Fund	\$	120,233	100%	\$	136,213	100%	\$	123,377	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
702-01 - Priority Setting	\$ 88,955	\$ 133,310	\$ 182,382	\$ 94,595
702-02 - Performance Accountability	124,634	132,422	131,922	136,435
702-03 - Interdepartmental Initiatives	36,169	31,731	23,172	31,932
<b>Program Total</b>	<u>\$ 249,758</u>	<u>\$ 297,463</u>	<u>\$ 337,476</u>	<u>\$ 262,962</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 88,955</b>	<b>100%</b>	<b>\$ 133,310</b>	<b>100%</b>	<b>\$ 182,382</b>	<b>100%</b>	<b>\$ 94,595</b>	<b>100%</b>
Personnel	65,742	74%	58,765	44%	82,309	45%	74,355	79%
Operating	3,440	4%	9,073	7%	9,073	5%	20,240	21%
Services	19,772	22%	65,472	49%	91,000	50%	-	0%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 88,955	100%	\$ 133,310	100%	\$ 182,382	100%	\$ 94,595	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
702-02: Create an organizational structure and the internal systems required so that all employees share the responsibility for cost effective service delivery, objectively measure and monitor performance results and employ creative approaches. Foster team work, learning, individual initiative and appropriate customer-focused risk-taking.	75% of result measures in the City Budget are met or exceeded.	Exceeded-78%
	85% of employees rate the City as a great place to work.	Not met-64%
	85% of employees report that the performance planning process is effective in promoting great performance.	Not met-34%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007					
<b>Total Expenditures</b>	\$	<b>124,634</b>	<b>100%</b>	\$	<b>132,422</b>	<b>100%</b>	\$	<b>131,922</b>	<b>100%</b>	\$	<b>136,435</b>	<b>100%</b>
Personnel		74,494	60%		79,829	60%		79,829	61%		83,948	62%
Operating		1,654	1%		1,906	1%		1,406	1%		1,800	1%
Services		48,487	39%		50,687	38%		50,687	38%		50,687	37%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007					
General Fund	\$	124,634	100%	\$	132,422	100%	\$	131,922	100%	\$	136,435	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 702 - SERVICE EXCELLENCE**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007					
<b>Total Expenditures</b>	\$	<b>36,169</b>	<b>100%</b>	\$	<b>31,731</b>	<b>100%</b>	\$	<b>23,172</b>	<b>100%</b>	\$	<b>31,932</b>	<b>100%</b>
Personnel		35,644	99%		31,080	98%		22,521	97%		31,392	98%
Operating		525	1%		651	2%		651	3%		540	2%
<b>Funding Source *</b>		Actual 2004-2005			Budget 2005-2006			Estimate 2005-2006			Proposed 2006-2007	
General Fund	\$	36,169	100%	\$	31,731	100%	\$	23,172	100%	\$	31,932	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
703-01 - Coordinated Elections	\$ 37,021	\$ 13,684	\$ 13,684	\$ 75,353
703-02 - Records Management	19,059	19,827	19,827	16,771
<b>Program Total</b>	<u>\$ 56,079</u>	<u>\$ 33,511</u>	<u>\$ 33,511</u>	<u>\$ 92,124</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 37,021</b>	<b>100%</b>	<b>\$ 13,684</b>	<b>100%</b>	<b>\$ 13,684</b>	<b>100%</b>	<b>\$ 75,353</b>	<b>100%</b>
Personnel	15,673	42%	12,204	89%	12,204	89%	20,590	27%
Operating	3,408	9%	980	7%	980	7%	8,073	11%
Services	17,939	48%	500	4%	500	4%	46,690	62%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 37,021	100%	\$ 13,684	100%	\$ 13,684	100%	\$ 75,353	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 703 - ELECTIONS AND RECORDS**

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

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

	<u>Actual</u> 2004-2005		<u>Budget</u> 2005-2006		<u>Estimate</u> 2005-2006		<u>Proposed</u> 2006-2007		
<b>Total Expenditures</b>	\$	<b>19,059</b>	<b>100%</b>	\$	<b>19,827</b>	<b>100%</b>	\$	<b>16,771</b>	<b>100%</b>
Personnel		7,173	38%		6,968	35%		3,312	20%
Operating		10,941	57%		7,709	39%		8,309	50%
Services		945	5%		5,150	26%		5,150	31%
<b>Funding Source *</b>	<u>Actual</u> 2004-2005		<u>Budget</u> 2005-2006		<u>Estimate</u> 2005-2006		<u>Proposed</u> 2006-2007		
General Fund	\$	19,058	100%	\$	19,827	100%	\$	16,771	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.

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
704-01 - Community Information Outreach	\$ 117,549	\$ 92,317	\$ 92,537	\$ 106,162
704-02 - Service Feedback	14,019	19,046	19,046	10,947
704-04 - Volunteers	16,546	12,354	12,354	13,883
<b>Program Total</b>	<u>\$ 148,114</u>	<u>\$ 123,717</u>	<u>\$ 123,937</u>	<u>\$ 130,992</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 704 - COMMUNITY RELATIONS**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
704-01 - Community Information Outreach: Provide written and electronic information that is current, timely and valued by residents.	Survey respondents give the City's website a rating of 85% regarding its importance as a source of information about City services, policies and activities.	Not met-80%
	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-81%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>117,549</b>	<b>100%</b>	\$	<b>92,317</b>	<b>100%</b>	\$	<b>106,162</b>	<b>100%</b>
Personnel		33,033	28%		41,441	45%		27,964	26%
Operating		18,295	16%		30,027	33%		17,129	16%
Services		66,222	56%		20,849	23%		61,069	58%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
General Fund	\$	117,549	100%	\$	92,317	100%	\$	106,162	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 704 - COMMUNITY RELATIONS**

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

**SERVICES:**

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

**RESULTS:**

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

**STATUS:**

Data not available

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>14,019</b>	<b>100%</b>	\$	<b>19,046</b>	<b>100%</b>	\$	<b>10,947</b>	<b>100%</b>
Personnel		3,623	26%		11,316	59%		10,497	96%
Operating		396	3%		450	2%		450	4%
Services		10,000	71%		7,280	38%		-	0%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Funding Source *</b>	\$	<b>14,019</b>	<b>100%</b>	\$	<b>19,046</b>	<b>100%</b>	\$	<b>10,947</b>	<b>100%</b>
General Fund		14,019	100%		19,046	100%		10,947	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 704 - COMMUNITY RELATIONS**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
704-04 - Volunteers: Provide meaningful opportunities for residents to be involved in their local government.	Volunteers rate their experience at an 85% satisfaction level.	Exceeded-94%
	On an annual basis, volunteers donate 710 hours.	Exceeded-874.5 hours

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>16,546</b>	<b>100%</b>	\$	<b>12,354</b>	<b>100%</b>	\$	<b>13,883</b>	<b>100%</b>
Personnel		16,431	99%		12,204	99%		13,733	99%
Operating		115	1%		150	1%		150	1%
<b>Funding Source *</b>									
General Fund	\$	16,546	100%	\$	12,354	100%	\$	13,883	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
705-01 - Financial Planning	\$ 106,803	\$ 98,565	\$ 96,166	\$ 140,167
705-02 - Investments	36,509	46,603	44,973	35,096
705-03 - Revenue Management	2,166,325	2,386,951	2,286,399	2,125,881
705-04 - Accounting and Reporting	335,287	323,610	320,560	348,838
705-05 - Accounts Payable and Purchasing	121,849	140,900	140,350	131,038
705-06 - Risk Management	1,301,522	1,718,793	1,583,949	1,398,394
705-07 - General (Transfers Out)	3,646,000	1,946,000	1,946,000	3,861,000
705-08 - Debt Service	6,389,276	6,391,297	6,391,297	4,236,094
<b>Program Total</b>	<b>\$ 14,103,569</b>	<b>\$ 13,052,719</b>	<b>\$ 12,809,694</b>	<b>\$ 12,276,509</b>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 106,803</b>	<b>100%</b>	<b>\$ 98,565</b>	<b>100%</b>	<b>\$ 96,166</b>	<b>100%</b>	<b>\$ 140,167</b>	<b>100%</b>
Personnel	105,264	99%	88,675	90%	86,676	90%	132,917	95%
Operating Services	1,539	1%	2,640	3%	2,640	3%	-	0%
	-	0%	7,250	7%	6,850	7%	7,250	5%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 46,431	43%	\$ 59,573	60%	\$ 59,173	62%	\$ 105,396	75%
Garbage Service Fund	8,078	8%	10,952	11%	8,953	9%	11,505	8%
Community Development Agency Non-Housing	16,656	16%	9,952	10%	9,952	10%	9,667	7%
Community Development Agency Housing	16,647	16%	8,294	8%	8,294	9%	9,592	7%
Water Fund - Operation	18,990	18%	9,794	10%	9,794	10%	4,007	3%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>36,509</b>	<b>100%</b>	\$	<b>46,603</b>	<b>100%</b>	\$	<b>35,096</b>	<b>100%</b>
Personnel		29,109	80%		36,253	78%		25,496	73%
Operating		7,399	20%		10,350	22%		9,600	27%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007					
General Fund	\$	(940,872)	-2577%	\$	(1,328,010)	-2850%	\$	(1,329,640)	-2957%	\$	(1,642,628)	-4680%
Garbage Service Fund		596	2%		1,659	4%		1,659	4%		1,917	5%
Community Development Agency Non-Housing		8,206	22%		6,636	14%		6,636	15%		3,896	11%
Water Fund - Operation		(4,041)	-11%		4,318	9%		4,318	10%		1,912	5%
Interest and Rent Income		971,710	2662%		1,362,000	2923%		1,362,000	3028%		1,670,000	4758%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-03 - Revenue Management: Establish and administer rate structures required to provide water and garbage utility services. Collect business license tax and administer collection of other revenue to maximize cash flow.	Resolve 90% of service and billing complaints within two business days.	Exceeded-100%
	Identify and issue 100 new business licenses annually through internal audit process.	Exceeded-208

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 2,166,325</b>	<b>100%</b>	<b>\$ 2,384,451</b>	<b>100%</b>	<b>\$ 2,286,399</b>	<b>100%</b>	<b>\$ 2,125,881</b>	<b>100%</b>
Personnel	189,395	9%	209,732	9%	205,732	9%	196,009	9%
Operating	452,991	21%	489,900	21%	503,100	22%	408,822	19%
Services	1,523,940	70%	1,684,819	71%	1,577,567	69%	1,521,050	72%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ (1,381,391)	-64%	\$ (1,588,972)	-67%	\$ (1,618,272)	-71%	\$ (1,527,510)	-72%
Garbage Service Fund	13,861	1%	181,722	8%	(106,030)	-5%	(239,141)	-11%
Water Fund - Operation	(2,761,871)	-127%	(2,351,299)	-99%	(2,341,299)	-102%	(3,015,468)	-142%
Licenses & Permits	1,257,446	58%	1,500,000	63%	1,490,000	65%	1,385,000	65%
Interest and Rent Income	465,543	21%	448,000	19%	442,000	19%	472,000	22%
Charges For Services	4,155,928	192%	4,195,000	176%	4,420,000	193%	5,051,000	238%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-04 - Accounting and Reporting: Maintain accurate record keeping in accordance with Generally Accepted Accounting Principles and report periodically the financial status of the organization reflecting the economic fluctuations in the market place to the Council, general public, Governmental agencies and internal departments.	Provide monthly financial reports to internal departments by the 10th 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%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 335,287</b>	<b>100%</b>	<b>\$ 323,610</b>	<b>100%</b>	<b>\$ 320,560</b>	<b>100%</b>	<b>\$ 348,838</b>	<b>100%</b>
Personnel	206,329	62%	233,292	72%	233,292	73%	229,313	66%
Operating	3,978	1%	10,150	3%	7,100	2%	8,950	3%
Services	48,493	14%	80,168	25%	80,168	25%	110,575	32%

<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 164,708	49%	\$ 286,763	89%	\$ 283,713	89%	\$ 318,606	91%
Garbage Service Fund	2,284	1%	3,318	1%	3,318	1%	3,833	1%
Community Development Agency Non-Housing	47,382	14%	15,555	5%	15,555	5%	18,548	5%
Water Fund - Operation	43,691	13%	17,074	5%	17,074	5%	7,851	2%
Charges For Services	733	0%	900	0%	900	0%	-	0%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

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

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
<b>Total Expenditures</b>	\$	<b>121,849</b>	<b>100%</b>	\$	<b>140,900</b>	<b>100%</b>	\$	<b>131,038</b>	<b>100%</b>
Personnel		117,332	96%		134,450	95%		125,138	95%
Operating		4,516	4%		6,450	5%		5,900	5%
<b>Funding Source *</b>		<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$	61,563	51%	\$	104,093	74%	\$	96,723	74%
Community Development Agency Non-Housing		38,911	32%		24,247	17%		23,172	18%
Water Fund - Operation		20,476	17%		12,560	9%		11,143	9%
Charges For Services		898	1%		-	0%		-	0%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 1,301,522</b>	<b>100%</b>	<b>\$ 1,718,793</b>	<b>100%</b>	<b>\$ 1,583,949</b>	<b>100%</b>	<b>\$ 1,398,394</b>	<b>100%</b>
Personnel	72,480	6%	78,643	5%	84,953	5%	86,296	6%
Operating	1,210,841	93%	1,613,150	94%	1,431,996	90%	1,299,598	93%
Services	18,200	1%	27,000	2%	67,000	4%	12,500	1%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
Water Fund - Operation	35,613	3%	62,700	4%	62,700	4%	37,748	3%
Liability/Fire Insurance Fund	(37,803)	-3%	156,613	9%	74,413	5%	(18,904)	-1%
Worker's Compensation Fund	101,859	8%	(39,520)	-2%	(68,464)	-4%	(20,450)	-1%
Charges For Services	1,853	0%	39,000	2%	15,300	1%	-	0%
Other Financing Sources	1,200,000	92%	1,500,000	87%	1,500,000	95%	1,400,000	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
705-07: Ensure timely receipt of general revenue and transfers.	General Fund revenue projections will be 90% accurate.	Exceeded-94.2% (FY 2004-05)

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 3,646,000</b>	<b>100%</b>	<b>\$ 1,946,000</b>	<b>100%</b>	<b>\$ 1,946,000</b>	<b>100%</b>	<b>\$ 3,861,000</b>	<b>100%</b>
Operating	3,646,000	100%	1,946,000	100%	1,946,000	100%	3,861,000	100%
	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Funding Source *</b>								
General Fund	\$ (14,580,480)	-400%	\$ (17,428,520)	-896%	\$ (17,728,720)	-911%	\$ (15,565,220)	-403%
Taxes	14,414,148	395%	15,040,000	773%	15,144,000	778%	17,405,000	451%
Franchise Fees	1,230,343	34%	1,235,000	63%	1,235,000	63%	1,287,000	33%
Licenses & Permits	2,710	0%	2,500	0%	2,500	0%	2,500	0%
Inter Governmental Revenue	2,053,946	56%	2,581,500	133%	2,777,700	143%	216,200	6%
Other Financing Sources	512,520	14%	515,520	26%	515,520	26%	515,520	13%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 705 - ASSET PRESERVATION**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 6,389,276</b>	<b>100%</b>	<b>\$ 6,391,297</b>	<b>100%</b>	<b>\$ 6,391,297</b>	<b>100%</b>	<b>\$ 4,236,094</b>	<b>100%</b>
Operating	6,389,276	100%	6,391,297	100%	6,391,297	100%	4,236,094	100%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
2002 Recreation GO Bond D.S.	(126,184)	-2%	(149,977)	-2%	(149,977)	-2%	(221,340)	-5%
1990 Library Bond Debt Service	(19,170)	0%	(15,400)	0%	(15,400)	0%	(35,500)	-1%
Special Assessments on Tax Roll	1,428,162	22%	1,450,000	23%	1,450,000	23%	1,535,000	36%
Interest and Rent Income	13,640	0%	11,000	0%	11,000	0%	19,000	0%
Other Financing Sources	5,092,829	80%	5,095,674	80%	5,095,674	80%	2,938,934	69%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
706-01 - Desktop Maintenance	\$ 191,163	\$ 188,183	\$ 187,884	\$ 232,500
706-02 - Network Infrastructure Maintenance	168,342	245,189	265,189	379,196
706-03 - Design and Advice	25,978	33,757	31,357	22,507
706-04 - Remote Access	8,963	9,805	7,080	7,321
706-05 - Printing Support	201,155	241,427	233,177	247,499
<b>Program Total</b>	<u>\$ 595,601</u>	<u>\$ 718,361</u>	<u>\$ 724,687</u>	<u>\$ 889,022</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-01 - Desktop Maintenance: Maintain computer hardware and phone systems used by employees; install and upgrade software.	Resolve 80% of desktop computer problems within sixty (60) minutes of trouble report.  Resolve 90% of phone problems within eight hours of trouble report.	Not met-73% within 60 minutes  Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 191,163</b>	<b>100%</b>	<b>\$ 188,183</b>	<b>100%</b>	<b>\$ 187,884</b>	<b>100%</b>	<b>\$ 232,500</b>	<b>100%</b>
Personnel	94,996	50%	103,318	55%	103,318	55%	98,785	42%
Operating	85,576	45%	77,365	41%	77,066	41%	71,215	31%
Services	10,591	6%	7,500	4%	7,500	4%	62,500	27%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 191,163	100%	\$ 188,183	100%	\$ 187,884	100%	\$ 232,500	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-02 - Network Infrastructure Maintenance: Install, maintain, and upgrade computer servers and network equipment. Coordinate installation of vendor systems. Protect the network from unauthorized intrusion. Repel virus attacks. Control access. Maintain databases. Provide support for intranet and internet use. Ensure reliability of network resources.	Add 80% of new employees to authorized systems within one business day of request.	Exceeded-95%
	Resolve 90% of system wide problems within four hours.	Exceeded-98.5%
	Maintain network availability 99.8% of time between 7am to 7pm, M-F.	Met-99.9%
	Ensure virus protection is in place for all internal networks and that no more than three (3) virus outbreaks occur in a twelve month period.	Exceeded-0

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>168,342</b>	<b>100%</b>	\$	<b>245,189</b>	<b>100%</b>	\$	<b>379,196</b>	<b>100%</b>
Personnel		92,885	55%		99,064	40%		100,821	27%
Operating		30,111	18%		66,125	27%		72,375	19%
Services		45,347	27%		80,000	33%		206,000	54%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
General Fund	\$	168,342	100%	\$	245,189	100%	\$	379,196	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-03 - Design and Advice: Design facility wiring, provide relocation assistance, advise on use of new technologies and acquisition of new applications.	Facilities design results in 95% accomodation of user needs.	Exceeded-100%
	Advice on new product integration and changes to existing systems results in 95% satisfaction.	Data not available

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>25,978</b>	<b>100%</b>	\$	<b>33,757</b>	<b>100%</b>	\$	<b>22,507</b>	<b>100%</b>
Personnel		23,350	90%		28,907	86%		17,682	79%
Operating		2,628	10%		4,850	14%		4,825	21%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
General Fund	\$	25,978	100%	\$	33,757	100%	\$	22,507	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

**SERVICES:**

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.

**RESULTS:**

90% of all users who request access to web mail or remote IP are granted access within two business days.

**STATUS:**

Exceeded-100%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>8,963</b>	<b>100%</b>	\$	<b>9,805</b>	<b>100%</b>	\$	<b>7,321</b>	<b>100%</b>
Personnel		8,421	94%		6,280	64%		4,046	55%
Operating		543	6%		3,525	36%		3,275	45%
<b>Funding Source *</b>									
General Fund	\$	8,963	100%	\$	9,805	100%	\$	7,321	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 706 - INFORMATION SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
706-05 - Printing Support: Provide local low volume printing and fax service for departments through strategic placement of workgroup equipment clusters, and efficient, accurate high volume printer services from the print shop.	95% of all printing jobs completed within time-frame specified.	Exceeded-99.9%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 201,155</b>	<b>100%</b>	<b>\$ 241,427</b>	<b>100%</b>	<b>\$ 233,177</b>	<b>100%</b>	<b>\$ 247,499</b>	<b>100%</b>
Personnel	97,180	48%	109,627	45%	109,627	47%	110,849	45%
Operating	101,004	50%	128,550	53%	121,250	52%	134,550	54%
Services	2,970	1%	3,250	1%	2,300	1%	2,100	1%

<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 189,590	94%	\$ 235,671	98%	\$ 222,621	95%	\$ 239,364	97%
Measure A	301	0%	1,028	0%	1,028	0%	1,043	0%
Community Development Agency Non-Housing	306	0%	1,028	0%	1,028	0%	1,092	0%
Charges For Services	10,957	5%	3,700	2%	8,500	4%	6,000	2%

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

**LEAD DEPARTMENT: Administrative Services**

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

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
707-01 - Web Posting	\$ 46,658	\$ 71,935	\$ 63,255	\$ 68,092
707-02 - Interactive Web Services	23,175	24,452	23,952	24,872
<b>Program Total</b>	<u>\$ 69,834</u>	<u>\$ 96,387</u>	<u>\$ 87,207</u>	<u>\$ 92,964</u>

**LEAD DEPARTMENT: Administrative Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
707-01 - Web Posting: Support departments in providing timely and accurate posting of City information. Ensure that all information on the site can be easily navigated.	Council and Commission information is posted according to prescribed advance schedule 100% of the time.  Maintain 98% availability of web site.	Met  Exceeded-99.7%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 46,658</b>	<b>100%</b>	<b>\$ 71,935</b>	<b>100%</b>	<b>\$ 63,255</b>	<b>100%</b>	<b>\$ 68,092</b>	<b>100%</b>
Personnel	37,457	80%	51,955	72%	51,955	82%	48,612	71%
Operating	9,202	20%	17,480	24%	11,300	18%	16,980	25%
Services	-	0%	2,500	3%	-	0%	2,500	4%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 46,658	100%	\$ 71,935	100%	\$ 63,255	100%	\$ 68,092	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
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.	Exceeded-86%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
<b>Total Expenditures</b>	\$	<b>23,175</b>	<b>100%</b>	\$	<b>24,452</b>	<b>100%</b>	\$	<b>24,872</b>	<b>100%</b>
Personnel		3,316	14%		3,957	16%		3,322	13%
Operating		19,164	83%		20,495	84%		21,550	87%
<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
General Fund	\$	23,175	100%	\$	24,452	100%	\$	24,872	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
708-01 - Employee Compensation System	\$ 548,105	\$ 285,620	\$ 266,620	\$ 270,953
708-02 - Employee Development	34,499	63,239	48,118	32,965
708-03 - Employee Relations	114,422	147,825	147,825	177,018
708-04 - Recruitment and Selection	99,219	132,968	159,648	177,180
708-05 - General Employee Benefits	-	412,150	446,466	441,400
<b>Program Total</b>	<u>\$ 796,246</u>	<u>\$ 1,041,802</u>	<u>\$ 1,068,677</u>	<u>\$ 1,099,516</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-01 - Employee Compensation System: Process payroll that supports timely and accurate processing of employee salary and benefits. Ensure that the wages and benefits are competitive among similarly sized agencies.	Payroll processing is achieved with an accuracy rate of 99.75% or better.	Met
	Generate all payroll reports the day before the pay day 93% of the time.	Exceeded-96%
	Transmit all payroll interface records to Finance within three business days after the pay date 95% of the time.	Not met-92.6%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 548,105</b>	<b>100%</b>	<b>\$ 285,620</b>	<b>100%</b>	<b>\$ 266,620</b>	<b>100%</b>	<b>\$ 270,953</b>	<b>100%</b>
Personnel	486,298	89%	218,327	76%	218,327	82%	220,943	82%
Operating	28,210	5%	5,510	2%	5,510	2%	5,510	2%
Services	33,597	6%	61,783	22%	42,783	16%	44,500	16%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 548,105	100%	\$ 285,620	100%	\$ 266,620	100%	\$ 270,953	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007					
<b>Total Expenditures</b>	\$	<b>34,499</b>	<b>100%</b>	\$	<b>63,239</b>	<b>100%</b>	\$	<b>48,118</b>	<b>100%</b>	\$	<b>32,965</b>	<b>100%</b>
Personnel		27,567	80%		30,634	48%		30,634	64%		15,350	47%
Operating		1,938	6%		17,605	28%		2,484	5%		2,615	8%
Services		4,995	14%		15,000	24%		15,000	31%		15,000	46%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007					
General Fund	\$	34,499	100%	\$	63,239	100%	\$	48,118	100%	\$	32,965	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 114,422</b>	<b>100%</b>	<b>\$ 147,825</b>	<b>100%</b>	<b>\$ 147,825</b>	<b>100%</b>	<b>\$ 177,018</b>	<b>100%</b>
Personnel	72,550	63%	75,117	51%	75,117	51%	74,613	42%
Operating	2,505	2%	3,325	2%	3,325	2%	3,305	2%
Services	39,368	34%	69,383	47%	69,383	47%	99,100	56%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 114,422	100%	\$ 147,825	100%	\$ 147,825	100%	\$ 177,018	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-04 - Recruitment and Selection: Recruit, select and retain highly qualified personnel using a process that is timely, thorough and encourages a diverse applicant pool.	Generate offer letter for 80% of non-safety positions within 4 weeks of position close.  Satisfaction with Personnel staff's involvement with the recruitment process attains or exceeds a score of 4.0 (on a 5 point scale).	Not met-57.8%  Exceeded-average score 4.5

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 99,219</b>	<b>100%</b>	<b>\$ 132,968</b>	<b>100%</b>	<b>\$ 159,648</b>	<b>100%</b>	<b>\$ 177,180</b>	<b>100%</b>
Personnel	55,595	56%	51,683	39%	51,683	32%	68,675	39%
Operating	40,624	41%	43,285	33%	76,965	48%	84,005	47%
Services	3,000	3%	38,000	29%	31,000	19%	24,500	14%

<b><u>Funding Source *</u></b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 99,219	100%	\$ 132,968	100%	\$ 159,648	100%	\$ 177,180	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 708 - EMPLOYEE SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
708-05 - General Employee Benefits: Provide for employee costs and post-employment costs not related to a specific program/service (Existing costs previously charged to service 708-01).	This is a new cost center; no relevant service results.	N/A

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	\$ -	0%	\$ 412,150	100%	\$ 446,466	100%	\$ 441,400	100%
Personnel	-	0%	412,150	100%	411,150	92%	426,200	97%
Operating	-	0%	-	0%	35,316	8%	15,200	3%
<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ -	0%	\$ 412,150	100%	\$ 446,466	100%	\$ 441,400	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.

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
709-01 - City Council and City Manager Support	\$ 68,908	\$ 87,105	\$ 77,105	\$ 96,161
709-02 - Planning Staff and Commission Support	73,957	67,905	62,905	50,423
709-03 - Personnel, Risk Management & Other Programs	270,683	372,051	278,551	348,063
709-05 - Community Development Agency	16,519	16,711	25,711	20,866
<b>Program Total</b>	<b>\$ 430,068</b>	<b>\$ 543,772</b>	<b>\$ 444,272</b>	<b>\$ 515,514</b>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

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

**SERVICES:**

709-01 - City Council and City Manager Support:  
Advise and assist the City Council and City Manager on policy and administrative matters. Ensure compliance with statutes.

**RESULTS:**

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

**STATUS:**

Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 68,908</b>	<b>100%</b>	<b>\$ 87,105</b>	<b>100%</b>	<b>\$ 77,105</b>	<b>100%</b>	<b>\$ 96,161</b>	<b>100%</b>
Personnel	62,778	91%	67,105	77%	67,105	87%	68,661	71%
Operating	-	0%	-	0%	-	0%	7,500	8%
Services	6,131	9%	20,000	23%	10,000	13%	20,000	21%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 50,080	73%	\$ 66,974	77%	\$ 56,974	74%	\$ 75,563	79%
Community Development Agency Non-Housing	18,828	27%	20,131	23%	20,131	26%	20,598	21%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

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

**SERVICES:**

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

**RESULTS:**

Planning staff and Planning Commissioners are satisfied with legal services.

**STATUS:**

Met

	<u>Actual</u> 2004-2005		<u>Budget</u> 2005-2006		<u>Estimate</u> 2005-2006		<u>Proposed</u> 2006-2007		
<b>Total Expenditures</b>	\$	<b>73,957</b>	<b>100%</b>	\$	<b>67,905</b>	<b>100%</b>	\$	<b>50,423</b>	<b>100%</b>
Personnel		27,558	37%		32,905	48%		20,423	41%
Services		46,399	63%		35,000	52%		30,000	59%
<u>Funding Source *</u>	<u>Actual</u> 2004-2005		<u>Budget</u> 2005-2006		<u>Estimate</u> 2005-2006		<u>Proposed</u> 2006-2007		
General Fund	\$	73,957	100%	\$	67,905	100%	\$	50,423	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 270,683</b>	<b>100%</b>	<b>\$ 372,051</b>	<b>100%</b>	<b>\$ 278,551</b>	<b>100%</b>	<b>\$ 348,063</b>	<b>100%</b>
Personnel	31,378	12%	33,551	9%	33,551	12%	48,063	14%
Services	239,306	88%	338,500	91%	245,000	88%	300,000	86%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 67,745	25%	\$ 55,420	15%	\$ 58,420	21%	\$ 77,465	22%
Liability/Fire Insurance Fund	\$ 196,660	73%	\$ 309,920	83%	\$ 213,420	77%	\$ 263,732	76%
Worker's Compensation Fund	\$ 6,279	2%	\$ 6,711	2%	\$ 6,711	2%	\$ 6,866	2%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 709 - LEGAL SERVICES**

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

**SERVICES:**

709-05 - Community Development Agency: Ensure compliance with statutes and coordinate property acquisition and negotiations.

**RESULTS:**

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.

**STATUS:**

Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 16,519</b>	<b>100%</b>	<b>\$ 16,711</b>	<b>100%</b>	<b>\$ 25,711</b>	<b>100%</b>	<b>\$ 20,866</b>	<b>100%</b>
Personnel	6,286	38%	6,711	40%	6,711	26%	6,866	33%
Services	10,156	61%	10,000	60%	19,000	74%	14,000	67%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
Community Development Agency Non-Housing	16,442	100%	12,711	76%	21,711	84%	16,866	81%
Community Development Agency Housing	39	0%	4,000	24%	4,000	16%	4,000	19%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
710-01 - Strategic Partnerships	\$ 41,159	\$ 49,245	\$ 43,185	\$ 54,643
710-02 - Market Information and Research	43,315	39,777	36,672	97,564
710-03 - Diversifying Tax Base	42,777	46,203	43,553	59,343
<b>Program Total</b>	<u>\$ 127,251</u>	<u>\$ 135,225</u>	<u>\$ 123,410</u>	<u>\$ 211,550</u>

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

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

**SERVICES:**

710-01 - Strategic Partnerships:  
Leverage the City's efforts by forming strategic partnerships with business associations, regional trade organizations and local companies.

**RESULTS:**

Develop new and existing partnerships between business interests, the community and the City so that respondents rate their experience at an 85% satisfaction level.

**STATUS:**

Data not available

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 41,159</b>	<b>100%</b>	<b>\$ 49,245</b>	<b>100%</b>	<b>\$ 43,185</b>	<b>100%</b>	<b>\$ 54,643</b>	<b>100%</b>
Personnel	36,816	89%	41,874	85%	41,874	97%	48,977	90%
Operating	4,343	11%	5,690	12%	1,311	3%	3,985	7%
Services	-	0%	1,681	3%	-	0%	1,681	3%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 41,159	100%	\$ 49,245	100%	\$ 43,185	100%	\$ 54,643	100%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

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

**SERVICES:**

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

**RESULTS:**

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

**STATUS:**

Data not available

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	\$ 43,315	100%	\$ 39,777	100%	\$ 36,672	100%	\$ 97,564	100%
Personnel	38,891	90%	35,892	90%	35,892	98%	18,679	19%
Operating	4,424	10%	3,885	10%	780	2%	3,885	4%
Services	-	0%	-	0%	-	0%	75,000	77%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 43,315	100%	\$ 39,777	100%	\$ 36,672	100%	\$ 22,564	23%
General Fund - CIP	-	0%	-	0%	-	0%	75,000	77%

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

**LEAD DEPARTMENT: Administrative Services**

**PROGRAM: 710 - BUSINESS DEVELOPMENT**

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

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

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>					
<b>Total Expenditures</b>	\$	<b>42,777</b>	<b>100%</b>	\$	<b>46,203</b>	<b>100%</b>	\$	<b>43,553</b>	<b>100%</b>	\$	<b>59,343</b>	<b>100%</b>
Personnel		37,752	88%		41,874	91%		41,874	96%		55,014	93%
Operating		5,026	12%		4,329	9%		1,679	4%		4,329	7%
	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>					
<b>Funding Source *</b>												
General Fund	\$	42,777	100%	\$	46,203	100%	\$	43,553	100%	\$	59,343	100%

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

*This page intentionally left blank*

CITY OF MENLO PARK  
FISCAL YEAR 2006 – 2007



COMMUNITY DEVELOPMENT DEPARTMENT

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
501-01 - Increase Supply of Affordable Housing	\$ 4,255,950	\$ 4,804,479	\$ 2,219,774	\$ 4,018,533
501-02 - Maintain Existing Affordable Housing Stock	419,876	779,843	533,752	782,559
501-05 - Policy Development	167,723	210,286	103,432	95,115
<b>Program Total</b>	<u>\$ 4,843,549</u>	<u>\$ 5,794,608</u>	<u>\$ 2,856,958</u>	<u>\$ 4,896,207</u>

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
501-01 - Increase Supply of Affordable Housing: Increase the number of and access to affordable housing units in Menlo Park available to residents and employees who work in the City by providing general assistance and referral services, administrative support for Below Market Rate (BMR) Agreement review process and, where applicable, financial support, including first-time home buyer loans.	The assistance provided to for-profit and non-profit developers in obtaining BMR Agreement approval meets the expectations of 85% of the developers.	Not met-82%
	Fund 3 PAL loans in the fiscal year, which is the average number of loans funded per year over the past 5 fiscal years.	No loans requested
	The technical assistance provided by City and/or County staff for loan preparation meets the expectations of 85% of customers for all PAL loans.	No loans requested
	Explore and pursue possible funding assistance for all non-profit developers who request funding assistance from the City to produce affordable housing units.	Met, 1 request
	Explore and pursue possible funding assistance for all for-profit developers who request funding assistance from the City to produce affordable housing units in excess of the City's BMR Program requirements.	No requests received

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 4,255,950</b>	<b>100%</b>	<b>\$ 4,804,479</b>	<b>100%</b>	<b>\$ 2,219,774</b>	<b>100%</b>	<b>\$ 4,018,533</b>	<b>100%</b>
Personnel	123,736	3%	134,166	3%	132,416	6%	154,949	4%
Operating	3,995,749	94%	1,180,110	25%	1,500,107	68%	826,366	21%
Services	50,399	1%	2,928,975	61%	41,216	2%	3,027,218	75%
Capital Improvement Projects	86,065	2%	561,229	12%	546,035	25%	10,000	0%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
BMR Housing-Resident/Commerl	(85,733)	-2%	2,729,904	57%	63,050	3%	(592,936)	-15%
Community Development Agency Housing	(827,717)	-19%	(260,474)	-5%	(134,573)	-6%	(1,009,267)	-25%
Taxes	2,100,223	49%	2,192,953	46%	1,985,370	89%	2,135,000	53%
Interest and Rent Income	199,269	5%	100,000	2%	140,125	6%	160,000	4%
Charges For Services	108	0%	42,096	1%	165,802	7%	3,042,096	76%
Other Financing Sources	2,869,801	67%	-	0%	-	0%	283,640	7%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
501-02 - Maintain Existing Affordable Housing Stock: Maintain the existing affordable housing stock by providing loan services (including funding, application processing, construction management and collections) for housing rehabilitation loans; managing resale of Below Market Rate (BMR) units, funding and monitoring non-profits including fair housing services, disabled access to housing, shared housing and minor home repair.	Commit total Community Development Block Grant (CDBG) amount for housing rehabilitation loans to eligible rehabilitation work.	Met
	The number of homes assisted by the Housing Rehabilitation Loan Program equals the number proposed in the CDBG application.	Met, 9 proposed and assisted
	85% of housing rehabilitation projects are completed within the contract terms.	Exceeded-100%
	The technical assistance for loan preparation and construction management meets the expectations of 85% of homeowner loan recipients for Emergency Repair Loans (ERLs).	Data not available
	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.	No units became available
	Monitor 100% of annual reports submitted by non-profit service providers to confirm that service levels as stated in contracts are met.	Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 419,876</b>	<b>100%</b>	<b>\$ 779,843</b>	<b>100%</b>	<b>\$ 533,752</b>	<b>100%</b>	<b>\$ 782,559</b>	<b>100%</b>
Personnel	134,689	32%	165,432	21%	160,632	30%	150,817	19%
Operating	215,313	51%	493,399	63%	288,108	54%	523,985	67%
Services	69,875	17%	121,012	16%	85,012	16%	107,757	14%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
Commun Devel Block Grant	976	0%	898	0%	(1)	0%	830	0%
Rev Share-Emergency Loan	1,725	0%	20,950	3%	20,850	4%	15,150	2%
Community Development Agency Non-Housing	-	0%	13,227	2%	13,227	2%	-	0%
Community Development Agency Housing	66,857	16%	323,219	41%	126,689	24%	302,529	39%
Inter Governmental Revenue	(263,087)	-63%	(243,100)	-31%	(84,503)	-16%	-	0%
Interest and Rent Income	5,323	1%	2,100	0%	4,940	1%	6,000	1%
Charges For Services	608,081	145%	662,550	85%	452,550	85%	458,050	59%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 501 - AFFORDABLE HOUSING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
501-05 - Policy Development: To develop, monitor and update policies related to affordable housing production, maintenance and availability for Housing Commission and City Council/Agency Board consideration.	The quality of information and analysis meets the expectations of 85% of the members of the City Council/Agency Board.	Not met-78%
	The quality of information and analysis meets the expectations of 85% of the members of the Housing Commission.	Exceeded-99%
	Involvement in studies and policy development is rated as meaningful by 85% of the participants.	No studies conducted

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 167,723</b>	<b>100%</b>	<b>\$ 210,286</b>	<b>100%</b>	<b>\$ 103,432</b>	<b>100%</b>	<b>\$ 95,115</b>	<b>100%</b>
Personnel	84,484	50%	97,067	46%	96,117	93%	89,404	94%
Operating	1,820	1%	2,715	1%	2,215	2%	711	1%
Services	81,419	49%	110,504	53%	5,100	5%	5,000	5%
	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Funding Source *</b>								
Community Development Agency Housing	167,723	100%	210,286	100%	103,432	100%	95,115	100%

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

**LEAD DEPARTMENT: Community Development**

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

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
502-01 - Policy, Program & Project Development	\$ 191,266	\$ 475,623	\$ 205,430	\$ 704,780
502-02 - Facility Improvement	4,697,076	4,451,447	4,628,823	2,539,621
502-03 - Service Enhancement	3,685,790	3,843,837	3,823,017	2,974,633
<b>Program Total</b>	<b>\$ 8,574,132</b>	<b>\$ 8,770,906</b>	<b>\$ 8,657,270</b>	<b>\$ 6,219,034</b>

**LEAD DEPARTMENT: Community Development**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
502-01 - Policy, Program & Project Development: Monitor, revise and update the Las Pulgas Community Development Plan to accomplish the goals of the Plan, including the removal of blighted conditions, and to meet State reporting requirements.	Submittal of all State-mandated reports that are in compliance with State requirements and within required timelines.	Met
	The quality of the information and analysis meets the expectations of 85% of the members of the Agency Board.	Not met-78%
	The quality of the information and analysis meets the expectations of 85% of the members of the Las Pulgas Commission.	Exceeded-89%
	Involvement in studies and policy development is rated as meaningful by 85% of the participants.	Data not available

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 191,266</b>	<b>100%</b>	<b>\$ 475,623</b>	<b>100%</b>	<b>\$ 205,430</b>	<b>100%</b>	<b>\$ 704,780</b>	<b>100%</b>
Personnel	74,668	39%	82,785	17%	81,685	40%	100,520	14%
Operating	11,580	6%	43,440	9%	27,160	13%	65,760	9%
Services	105,017	55%	349,398	73%	96,585	47%	538,500	76%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
Community Development Agency Non-Housing	191,266	100%	475,623	100%	205,430	100%	704,780	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.

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
502-02 - Facility Improvement: Conduct land use studies, perform redevelopment related activities and provide funding for projects required to improve and replace facilities and infrastructure in the Las Pulgas Community Development Project Area.	Redevelopment related activities are completed within the overall project timeline for entitlements.  The quality of the information and analysis related to land use studies meets the expectations of 85% of the members of the Agency Board.  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.  Involvement in land use studies is rated as meaningful by 85% of the participants.	Met  Not met-78%  Exceeded-89%  Data not available

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 4,697,076</b>	<b>100%</b>	<b>\$ 4,451,447</b>	<b>100%</b>	<b>\$ 4,628,823</b>	<b>100%</b>	<b>\$ 2,539,621</b>	<b>100%</b>
Personnel	15,278	0%	38,198	1%	38,198	1%	23,405	1%
Operating	4,324,651	92%	4,360,720	98%	4,558,908	98%	2,468,141	97%
Services	28,242	1%	41,879	1%	24,419	1%	38,075	1%
Capital Improvement Projects	328,906	7%	10,650	0%	7,298	0%	10,000	0%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
2000 RDA Tax Increment Bond	341,579	7%	30,123	1%	26,646	1%	27,735	1%
Community Development Agency Non-Housing	(4,425,445)	-94%	(4,600,476)	-103%	(4,459,748)	-96%	(6,510,114)	-256%
Taxes	8,400,891	179%	8,771,800	197%	8,771,800	190%	8,700,000	343%
Interest and Rent Income	380,136	8%	250,000	6%	290,125	6%	322,000	13%

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

**LEAD DEPARTMENT: Community Development**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
502-03 - Service Enhancement: Provide funding for non-housing services in the Las Pulgas Community Development Project Area through direct funding for services and pass-through funding to agencies.	Accurate payments are made to outside agencies on time.	Met
	Redevelopment funds are budgeted for eligible services in the Las Pulgas Community Development Project Area.	Met
	Community Development Agency owned property is inspected monthly to ensure that it is maintained in good repair.	Met
	Complaints on the condition of Community Development Agency owned property are responded to within 2 working days.	No complaints received
	Meet all requests for landscaping grants subject to available funding.	Met

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 3,685,790</b>	<b>100%</b>	<b>\$ 3,843,837</b>	<b>100%</b>	<b>\$ 3,823,017</b>	<b>100%</b>	<b>\$ 2,974,633</b>	<b>100%</b>
Personnel	6,899	0%	6,742	0%	6,092	0%	3,588	0%
Operating Services	3,674,397	100%	3,816,830	99%	3,816,660	100%	2,951,045	99%
	4,493	0%	20,265	1%	265	0%	20,000	1%

<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
Community Development Agency Non-Housing Charges For Services	3,685,245	100%	3,838,837	100%	3,818,017	100%	2,969,633	100%
	-	0%	5,000	0%	5,000	0%	5,000	0%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 601 - COMPREHENSIVE PLANNING**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
601-01 - General Plan	\$ 33,916	\$ 63,357	\$ 59,700	\$ 2,186
601-02 - Zoning Ord.& Related Documents	83,121	108,745	99,296	96,239
<b>Program Total</b>	<u>\$ 294,618</u>	<u>\$ 172,102</u>	<u>\$ 158,996</u>	<u>\$ 98,425</u>

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 601 - COMPREHENSIVE PLANNING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
601-01 - General Plan: Monitor and update the General Plan to maintain its relevancy as a critical public policy document.	The quality of information and analysis meets the expectations of 85% of the Council members.	Not met-78%
	The quality of information and analysis meets the expectations of 85% of the Commission members.	Exceeded-92%
	Involvement in studies is rated as meaningful by 85% of the participants.	No studies conducted

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 33,916</b>	<b>100%</b>	<b>\$ 63,357</b>	<b>100%</b>	<b>\$ 59,700</b>	<b>100%</b>	<b>\$ 2,186</b>	<b>100%</b>
Personnel	21,930	65%	52,310	83%	52,310	88%	2,186	100%
Operating	1,158	3%	3,760	6%	560	1%	-	0%
Services	10,828	32%	7,287	12%	6,830	11%	-	0%
	Actual		Budget		Estimate		Proposed	
<b>Funding Source *</b>	<b>2004-2005</b>		<b>2005-2006</b>		<b>2005-2006</b>		<b>2006-2007</b>	
General Fund	\$ 33,916	100%	\$ 63,357	100%	\$ 59,700	100%	\$ 2,186	100%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 601 - COMPREHENSIVE PLANNING**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
601-02 - Zoning Ord.& Related Documents: Update the Zoning Ordinance and other planning documents, and prepare new planning standards and regulations, to maintain consistency with and provide for implementation of the General Plan.	The quality of information and analysis meets the expectations of 85% of the Council members.	Not met-78%
	The quality of information and analysis meets the expectations of 85% of the Commission members.	Exceeded-92%
	Involvement in studies is rated as meaningful by 85% of the participants.	No studies conducted

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>83,121</b>	<b>100%</b>	\$	<b>108,745</b>	<b>100%</b>	\$	<b>96,239</b>	<b>100%</b>
Personnel		76,309	92%		95,620	88%		90,239	94%
Operating		4,192	5%		9,900	9%		6,000	6%
Services		2,621	3%		3,225	3%		-	0%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
General Fund	\$	82,959	100%	\$	108,745	100%	\$	96,239	100%
Charges For Services		163	0%		-	0%		-	0%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
602-01 - Development Information Service	\$ 240,464	\$ 274,144	\$ 274,401	\$ 249,035
602-02 - Planning Level Review	1,155,167	760,919	749,220	592,772
602-03 - Plan Check and Permitting	527,327	721,515	749,916	819,144
602-04 - Inspecting and Monitoring	342,204	392,920	390,938	573,407
<b>Program Total</b>	<u>\$ 2,265,161</u>	<u>\$ 2,149,499</u>	<u>\$ 2,164,475</u>	<u>\$ 2,234,358</u>

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

**SERVICES:**

602-01: 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.

**RESULTS:**

85% customer satisfaction rating.

**STATUS:**

Exceeded-100%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>240,464</b>	<b>100%</b>	\$	<b>274,144</b>	<b>100%</b>	\$	<b>249,035</b>	<b>100%</b>
Personnel		226,284	94%		270,344	99%		245,235	98%
Operating		3,343	1%		3,800	1%		3,800	2%
<b>Funding Source *</b>		Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$	(30,971)	-13%	\$	(49,231)	-18%	\$	(80,774)	-29%
Licenses & Permits		266,385	111%		318,200	116%		280,000	112%
Charges For Services		5,050	2%		5,175	2%		5,000	2%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
602-02: 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-90%
	For projects exempt from CEQA, 85% are scheduled for Planning Commission review within 60 days of being deemed complete.	Exceeded-100%
	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.	Exceeded-94%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 1,155,167</b>	<b>100%</b>	<b>\$ 760,919</b>	<b>100%</b>	<b>\$ 749,220</b>	<b>100%</b>	<b>\$ 592,772</b>	<b>100%</b>
Personnel	457,291	40%	503,639	66%	524,156	70%	447,572	76%
Operating	23,657	2%	28,550	4%	26,014	3%	40,200	7%
Services	674,219	58%	228,730	30%	199,050	27%	105,000	18%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 234,905	20%	\$ 412,854	54%	\$ 271,155	36%	\$ 242,672	41%
Eir Fees	\$ 225,373	20%	\$ 177,965	23%	\$ 177,965	24%	\$ -	0%
Charges For Services	694,888	60%	170,100	22%	300,100	40%	350,100	59%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
602-03 - Plan Check and Permitting: Provide efficient review of construction drawings with clear interpretation of codes to protect health, safety and welfare of the public and to issue permits in a timely manner.	90% of audited projects received all appropriate plan review checks and are in substantial compliance with all relevant codes.	Exceeded-100%
	85% customer satisfaction rating.	Exceeded-89%
	85% of projects requiring a full plan review receive first comments/approval within 6 weeks of the first submittal.	Exceeded-98%
	85% of projects requiring a full plan review receive comments/approval within 2 weeks of the second submittal.	Exceeded-100%
	85% of projects requiring revisions to an active permit receive first comments/approval within 2 weeks.	Exceeded-100%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 527,327</b>	<b>100%</b>	<b>\$ 721,515</b>	<b>100%</b>	<b>\$ 749,916</b>	<b>100%</b>	<b>\$ 819,144</b>	<b>100%</b>
Personnel	381,697	72%	443,974	62%	454,724	61%	428,344	52%
Operating	42,082	8%	72,541	10%	90,191	12%	80,800	10%
Services	103,548	20%	205,001	28%	205,001	27%	310,000	38%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ (163,649)	-31%	\$ 16,315	2%	\$ (165,284)	-22%	\$ (77,956)	-10%
Licenses & Permits	610,044	116%	613,100	85%	808,000	108%	776,000	95%
Charges For Services	80,932	15%	92,100	13%	107,200	14%	121,100	15%

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

**LEAD DEPARTMENT: Community Development**

**PROGRAM: 602 - DEVELOPMENT SERVICE**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
602-04 - Inspecting and Monitoring: Provide timely and thorough inspection of construction projects in compliance with all approvals from the time of permit issuance through final approval.	95% of inspections scheduled on a given day are completed.	Exceeded-100%
	85% of inspections can be scheduled within one day between December 1 and June 30.	Exceeded-88%
	85% of inspections can be scheduled within three days between July 1 and November 30.	Exceeded-100%
	90% of audited projects received all appropriate inspections and are in substantial compliance with all relevant codes.	Met
	85% customer satisfaction rating.	Exceeded-96%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 342,204</b>	<b>100%</b>	<b>\$ 392,920</b>	<b>100%</b>	<b>\$ 390,938</b>	<b>100%</b>	<b>\$ 573,407</b>	<b>100%</b>
Personnel	330,358	97%	368,600	94%	372,100	95%	448,737	78%
Operating	8,787	3%	21,260	5%	18,838	5%	24,670	4%
Services	3,059	1%	3,060	1%	-	0%	100,000	17%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ (32,662)	-10%	\$ (7,280)	-2%	\$ (117,162)	-30%	\$ 12,307	2%
Licenses & Permits	343,658	100%	370,100	94%	443,000	113%	496,000	87%
Charges For Services	31,208	9%	30,100	8%	65,100	17%	65,100	11%

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

CITY OF MENLO PARK  
FISCAL YEAR 2006 – 2007



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.

---

	<u>Actual</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>	<u>Estimate</u> <u>2005-2006</u>	<u>Proposed</u> <u>2006-2007</u>
310-01 - Seniors	\$ 354,489	\$ 354,836	\$ 356,726	\$ 349,484
310-02 - Pre-School Childcare	1,789,406	1,911,070	1,838,931	1,906,053
310-03 - Peninsula Partnership	295,725	402,208	330,177	405,690
310-04 - School-Age Childcare	850,768	910,096	911,231	800,374
310-05 - Teen Programs	64,687	74,922	74,012	97,337
<b>Program Total</b>	<u>\$ 3,355,075</u>	<u>\$ 3,653,132</u>	<u>\$ 3,511,077</u>	<u>\$ 3,558,939</u>

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-01 - Seniors: Provide health, recreational and social services for adults ages 55 and older.	95% of participants rate the nutrition, transportation or class activities as good or excellent.	Exceeded-100%
	90% of the participants state that taking part in the senior programs, classes and events has improved their mental well-being, health and social life.	Exceeded-92%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 354,489</b>	<b>100%</b>	<b>\$ 354,836</b>	<b>100%</b>	<b>\$ 356,726</b>	<b>100%</b>	<b>\$ 349,484</b>	<b>100%</b>
Personnel	248,091	70%	232,840	66%	241,437	68%	237,795	68%
Operating	98,190	28%	111,160	31%	104,453	29%	99,353	28%
Services	8,209	2%	10,836	3%	10,836	3%	12,336	4%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 291,978	82%	\$ 287,293	81%	\$ 282,430	79%	\$ 291,941	84%
Inter Governmental Revenue	48,287	14%	55,280	16%	56,496	16%	45,543	13%
Charges For Services	3,494	1%	2,263	1%	7,800	2%	2,000	1%
Donations	10,731	3%	10,000	3%	10,000	3%	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.

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

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 1,789,406</b>	<b>100%</b>	<b>\$ 1,911,070</b>	<b>100%</b>	<b>\$ 1,838,931</b>	<b>100%</b>	<b>\$ 1,906,053</b>	<b>100%</b>
Personnel	1,581,751	88%	1,701,634	89%	1,631,745	89%	1,721,121	90%
Operating	196,932	11%	194,532	10%	192,282	10%	168,526	9%
Services	10,723	1%	14,904	1%	14,904	1%	16,406	1%

<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 540,795	30%	\$ 652,125	34%	\$ 549,420	30%	\$ 562,680	30%
Inter Governmental Revenue	662,866	37%	652,755	34%	709,709	39%	709,709	37%
Charges For Services	585,692	33%	606,190	32%	579,802	32%	633,664	33%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-03 - Peninsula Partnership: Improve the quality of life (educational performance, parenting skills for children and their families) in the Belle Haven neighborhood.	85% of parents state the daily Transitional Kindergarten or Community Summer School activities promoted positive socail skills and language development.	Exceeded-90%
	70% of Belle Haven residents report improved understanding of the process to address or resolve community issues.	Exceeded-85%
	85% of children enrolled in the Transitional Kindergarten Program show an increase in the dimensions of school readiness.	Not met-74%
	85% of parents attending Parent Education classes report learning new parenting skills as a result of the class.	Exceeded-100%
	80% of parents with children in the Community Summer School program report that they are satisfied or very satisfied with the program	Exceeded-100%
	80% of respondents agree that the homework assistance program is improving academic achievement and literacy skills.	Exceeded-96%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 295,725</b>	<b>100%</b>	<b>\$ 402,208</b>	<b>100%</b>	<b>\$ 330,177</b>	<b>100%</b>	<b>\$ 405,690</b>	<b>100%</b>
Personnel	217,156	73%	326,570	81%	252,564	76%	274,907	68%
Operating	43,126	15%	38,452	10%	36,941	11%	119,283	29%
Services	35,443	12%	37,186	9%	40,672	12%	11,500	3%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 115,972	39%	\$ 124,209	31%	\$ 122,084	37%	\$ 127,906	32%
Peninsula Partnership Grant	(17,865)	-6%	35,727	9%	36,589	11%	13,294	3%
Inter Governmental Revenue	197,619	67%	242,272	60%	171,504	52%	264,490	65%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
310-04 - School-Age Childcare: Offer safe and secure after school and summer activities for school age children in kindergarten through 5th grade.	90% of the parents report that their child receives high quality care that resulted in the children learning and gaining social skills through meaningful and enjoyable activities.	Not met-88%
	50% of the parents participate in school age activities throughout the school year (parent meetings, fundraisers, etc.).	Exceeded-57%
	95% of parents rate the communication regarding program activities and events as good or excellent.	Not met-94%
	90% of parents state that their children were experiencing a positive environment.	Exceeded-100%
	90% of parents state that their children were safe and secure while in the program.	Exceeded-100%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 850,768</b>	<b>100%</b>	<b>\$ 910,096</b>	<b>100%</b>	<b>\$ 911,231</b>	<b>100%</b>	<b>\$ 800,374</b>	<b>100%</b>
Personnel	701,282	82%	747,965	82%	750,078	82%	665,212	83%
Operating	145,798	17%	152,181	17%	151,203	17%	128,212	16%
Services	3,688	0%	9,950	1%	9,950	1%	6,950	1%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 433,672	51%	\$ 324,928	36%	\$ 379,457	42%	\$ 216,330	27%
Peninsula Partnership Grant	-	0%	-	0%	-	0%	3,184	0%
Inter Governmental Revenue	4,293	1%	5,760	1%	3,900	0%	5,760	1%
Charges For Services	412,803	49%	579,408	64%	527,874	58%	575,100	72%

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

**LEAD DEPARTMENT: Community Services**

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

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

**SERVICES:**

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

**RESULTS:**

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

**STATUS:**

Exceeded-93%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
<b>Total Expenditures</b>	\$	<b>64,687</b>	<b>100%</b>	\$	<b>74,922</b>	<b>100%</b>	\$	<b>97,337</b>	<b>100%</b>
Personnel		31,694	49%		35,922	48%		58,059	60%
Operating		32,993	51%		39,000	52%		39,278	40%
	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
<b>Funding Source *</b>									
General Fund	\$	64,687	100%	\$	74,922	100%	\$	97,337	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.

---

	<u>Actual</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>	<u>Estimate</u> <u>2005-2006</u>	<u>Proposed</u> <u>2006-2007</u>
311-01 - Youth Sports	\$ 340,109	\$ 353,451	\$ 357,732	\$ 373,519
311-02 - Adult Sports	150,567	185,915	191,540	151,786
311-03 - Gymnastics	588,436	671,540	653,104	678,044
311-04 - Aquatics	298,238	475,633	307,582	450,452
311-05 - Contract Classes	556,736	597,227	627,350	508,946
311-06 - Events & Concerts	186,328	186,571	167,933	177,541
311-07 - Community Facilities Services	-	-	-	418,622
<b>Program Total</b>	<u>\$ 2,120,414</u>	<u>\$ 2,470,336</u>	<u>\$ 2,305,241</u>	<u>\$ 2,758,910</u>

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-01 - Youth Sports: Sports classes, camps, activities and leagues for youth.	85% of participants/parents feel the children learned a new skill or improved in the basic skills needed	Exceeded-97%
	85% of participants report the programs are a good value to them.	Exceeded-98%
	85% of participants report the programs met their expectations.	Exceeded-99%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 340,109</b>	<b>100%</b>	<b>\$ 353,451</b>	<b>100%</b>	<b>\$ 357,732</b>	<b>100%</b>	<b>\$ 373,519</b>	<b>100%</b>
Personnel	258,906	76%	233,751	66%	239,639	67%	237,963	64%
Operating	22,010	6%	32,700	9%	31,093	9%	47,356	13%
Services	59,193	17%	87,000	25%	87,000	24%	88,200	24%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 113,930	33%	\$ 119,951	34%	\$ 142,232	40%	\$ 200,019	54%
Charges For Services	226,179	67%	233,500	66%	215,500	60%	173,500	46%

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

**LEAD DEPARTMENT: Community Services**

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

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 150,567</b>	<b>100%</b>	<b>\$ 185,915</b>	<b>100%</b>	<b>\$ 191,540</b>	<b>100%</b>	<b>\$ 151,786</b>	<b>100%</b>
Personnel	118,895	79%	135,057	73%	140,985	74%	100,318	66%
Operating	9,812	7%	17,058	9%	16,755	9%	16,968	11%
Services	21,861	15%	33,800	18%	33,800	18%	34,500	23%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 48,461	32%	\$ 67,415	36%	\$ 92,040	48%	\$ 81,586	54%
Charges For Services	102,106	68%	118,500	64%	99,500	52%	70,200	46%

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

**LEAD DEPARTMENT: Community Services**

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

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

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

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
<b>Total Expenditures</b>	\$	<b>588,436</b>	<b>100%</b>	\$	<b>671,540</b>	<b>100%</b>	\$	<b>678,044</b>	<b>100%</b>
Personnel		516,654	88%		582,848	87%		576,169	85%
Operating		71,782	12%		88,692	13%		101,875	15%

<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
General Fund	\$	(227,438)	-39%	\$	(139,960)	-21%	\$	(147,956)	-22%
Charges For Services		815,874	139%		811,500	121%		826,000	122%

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

**LEAD DEPARTMENT: Community Services**

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

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 298,238</b>	<b>100%</b>	<b>\$ 475,633</b>	<b>100%</b>	<b>\$ 307,582</b>	<b>100%</b>	<b>\$ 450,452</b>	<b>100%</b>
Personnel	251,707	84%	379,783	80%	266,556	87%	179,126	40%
Operating	46,201	15%	92,850	20%	39,026	13%	256,326	57%
Services	330	0%	3,000	1%	2,000	1%	15,000	3%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 252,706	85%	\$ 442,983	93%	\$ 265,957	86%	\$ 166,488	37%
Charges For Services	45,532	15%	32,650	7%	41,625	14%	283,964	63%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-05 - Contract Classes: Offer a variety of enrichment classes such as dance, computer, language, martial arts and science for all ages.	85% of participants feel the facility is appropriate for the class.	Exceeded-95%
	85% of participants state they have an enjoyable experience.	Exceeded-100%
	85% of participants experience increased energy or fitness, skill improvement or skill development as a result of the activity or class.	Exceeded-98%
	85% of the participants report the programs met their expectations.	Exceeded-99%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 556,736</b>	<b>100%</b>	<b>\$ 597,227</b>	<b>100%</b>	<b>\$ 627,350</b>	<b>100%</b>	<b>\$ 508,946</b>	<b>100%</b>
Personnel	252,440	45%	263,439	44%	299,160	48%	148,656	29%
Operating	110,729	20%	119,960	20%	114,362	18%	74,290	15%
Services	193,566	35%	213,828	36%	213,828	34%	286,000	56%

<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 141,592	25%	\$ 199,227	33%	\$ 214,350	34%	\$ 31,946	6%
Charges For Services	409,143	73%	398,000	67%	413,000	66%	477,000	94%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-06 - Events & Concerts: Provide special community events such as 4th of July, Halloween, Egg Hunt and summer concerts.	85% of participants had an enjoyable experience at the event or concert.	Exceeded-99%
	85% of participants feel more connected to the community as a result of attending the event or concert.	Exceeded-100%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 186,328</b>	<b>100%</b>	<b>\$ 186,571</b>	<b>100%</b>	<b>\$ 167,933</b>	<b>100%</b>	<b>\$ 177,541</b>	<b>100%</b>
Personnel	121,573	65%	114,636	61%	105,921	63%	107,108	60%
Operating	47,955	26%	53,935	29%	45,012	27%	60,433	34%
Services	16,800	9%	18,000	10%	17,000	10%	10,000	6%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 183,654	99%	\$ 181,171	97%	\$ 161,833	96%	\$ 171,141	96%
E. Kennedy/ Arts Trust	228	0%	120	0%	120	0%	50	0%
Interest and Rent Income	472	0%	580	0%	580	0%	650	0%
Charges For Services	(476)	0%	4,000	2%	4,700	3%	5,000	3%
Other Financing Sources	700	0%	700	0%	700	0%	700	0%

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

**LEAD DEPARTMENT: Community Services**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
311-07 - Community Facilities Services: Provides access and support to residents and visitors to parks, fields, playgrounds, programs, and community resources in Menlo Park.	90% of the participants report having an enjoyable experience at the event scheduled.	Data not available
	90% of program participants report the facility was in satisfactory condition.	Data not available
	90% of the participants report the facility was appropriate for the activity.	Data not available
	90% of facility requests accomodated within three options.	Data not available
	100% correct and on-time completion rate of special assignments.	Data not available

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	\$ -	0%	\$ -	0%	\$ -	0%	\$ 418,622	100%
Personnel	-	0%	-	0%	-	0%	257,489	62%
Operating	-	0%	-	0%	-	0%	102,633	25%
Services	-	0%	-	0%	-	0%	58,500	14%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ -	0%	\$ -	0%	\$ -	0%	\$ 270,977	65%
Charges For Services	-	0%	-	0%	-	0%	147,645	35%

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

CITY OF MENLO PARK  
FISCAL YEAR 2006 – 2007



LIBRARY DEPARTMENT

**LEAD DEPARTMENT: Library**

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

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

---

	<u>Actual</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>	<u>Estimate</u> <u>2005-2006</u>	<u>Proposed</u> <u>2006-2007</u>
401-01 - Library Materials	\$ 554,629	\$ 625,679	\$ 555,034	\$ 617,639
401-02 - Lend & Retrieve Library Materials	442,317	473,052	483,627	491,124
401-03 - User Assistance	429,637	560,313	551,710	481,648
<b>Program Total</b>	<u>\$ 1,426,582</u>	<u>\$ 1,659,044</u>	<u>\$ 1,590,371</u>	<u>\$ 1,590,412</u>

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
401-01 - Library Materials: Select, organize, and maintain materials and information resources for maximum benefit to users.	85% satisfaction with Library materials.	Exceeded-90%
	85% of all new adult materials are available to the public within 2 weeks of receipt.	Not met-82%
	9% of all the collection is updated each year to reflect a changing community.	Not met-8%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 554,629</b>	<b>100%</b>	<b>\$ 625,679</b>	<b>100%</b>	<b>\$ 555,034</b>	<b>100%</b>	<b>\$ 617,639</b>	<b>100%</b>
Personnel	225,157	41%	248,642	40%	240,646	43%	274,399	44%
Operating	329,472	59%	352,037	56%	289,388	52%	343,240	56%
Services	-	0%	25,000	4%	25,000	5%	-	0%
	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Funding Source *</b>								
General Fund	\$ 316,401	57%	\$ 348,080	56%	\$ 344,534	62%	\$ 435,139	70%
Library Endowment Fund	(1,761)	0%	(1,800)	0%	(1,800)	0%	(1,800)	0%
Library Donations	10,970	2%	23,000	4%	(95,000)	-17%	38,000	6%
1990 Library Bond Fund	144,704	26%	167,599	27%	105,000	19%	67,000	11%
Inter Governmental Revenue	19,026	3%	24,000	4%	20,000	4%	15,000	2%
Interest and Rent Income	1,761	0%	1,800	0%	1,800	0%	1,800	0%
Charges For Services	60,637	11%	60,000	10%	60,000	11%	60,000	10%
Donations	2,890	1%	3,000	0%	120,500	22%	2,500	0%

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

**LEAD DEPARTMENT: Library**

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

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

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

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 442,317</b>	<b>100%</b>	<b>\$ 473,052</b>	<b>100%</b>	<b>\$ 483,627</b>	<b>100%</b>	<b>\$ 491,124</b>	<b>100%</b>
Personnel	370,592	84%	388,879	82%	399,454	83%	404,050	82%
Operating	71,725	16%	84,173	18%	84,173	17%	87,074	18%
<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 365,653	83%	\$ 385,052	81%	\$ 399,627	83%	\$ 412,124	84%
Public Library Fund	-	0%	4,000	1%	4,000	1%	(16,000)	-3%
Inter Governmental Revenue	16,026	4%	24,000	5%	20,000	4%	35,000	7%
Charges For Services	60,637	14%	60,000	13%	60,000	12%	60,000	12%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
401-03 - User Assistance: Empower users by educating them in library research and technology aids by providing information or assisting users in finding the information needed, and supplying readers with title/author recommendations.	90% of requests for assistance are responded to within 5 minutes.	Exceeded-92%
	85% of customers who use the library to get answers to their questions and desired reading choices indicate that they received what they needed.	Exceeded-95%
	25% of customers indicate that, in a library visit, they learned about additional library resources or services.	Exceeded-71%
	85% of patrons are satisfied with: efficiency; convenience; manner; and, timeliness of user assistance services.	Exceeded-91%
	85% of all outreach recipients report satisfaction with the materials and service provided to them.	Exceeded-90%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 429,637</b>	<b>100%</b>	<b>\$ 560,313</b>	<b>100%</b>	<b>\$ 551,710</b>	<b>100%</b>	<b>\$ 481,648</b>	<b>100%</b>
Personnel	317,359	74%	363,367	65%	337,014	61%	326,774	68%
Operating	112,028	26%	171,946	31%	189,696	34%	154,874	32%
Services	250	0%	25,000	4%	25,000	5%	-	0%

<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 320,968	75%	\$ 350,123	62%	\$ 345,000	63%	\$ 327,189	68%
Library Endowment Fund	-	0%	15,000	3%	15,000	3%	20,000	4%
Public Library Fund	(12,230)	-3%	1,000	0%	1,000	0%	959	0%
Inter Governmental Revenue	35,256	8%	37,980	7%	32,000	6%	27,000	6%
Charges For Services	65,810	15%	60,500	11%	158,710	29%	106,500	22%
Donations	19,832	5%	95,710	17%	-	0%	-	0%

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

**LEAD DEPARTMENT: Library**

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

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

---

	<u>Actual</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>	<u>Estimate</u> <u>2005-2006</u>	<u>Proposed</u> <u>2006-2007</u>
402-01 - Programs and Events	\$ 91,366	\$ 103,516	\$ 94,029	\$ 95,264
402-02 - Foster Community	50,217	56,719	51,957	58,149
402-03 - Teaching	144,786	187,743	141,721	160,868
402-04 - Satellite Provision	254,594	272,564	273,564	270,742
<b>Program Total</b>	<u>\$ 540,964</u>	<u>\$ 620,542</u>	<u>\$ 561,271</u>	<u>\$ 585,023</u>

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-01 - Programs and Events: Provide a variety of story-times, community visits, lectures and readers' groups that attract users to the Library and stimulate interest in the Library and its offerings.	80% of attendees find library events so satisfying as to encourage them to attend additional library events.	Not met-75%
	85% of attendees rate library events as interesting to them.	Met
	80% of attendees say that events are the reason they came to the library.	Exceeded-90%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>91,366</b>	<b>100%</b>	\$	<b>103,516</b>	<b>100%</b>	\$	<b>95,265</b>	<b>100%</b>
Personnel		77,069	84%		76,696	74%		67,365	71%
Operating		14,298	16%		26,820	26%		27,900	29%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
General Fund	\$	54,045	59%	\$	44,461	43%	\$	42,102	44%
Frances Mack Trust		10,947	12%		26,055	25%		24,663	26%
Inter Governmental Revenue		16,026	18%		24,000	23%		15,000	16%
Interest and Rent Income		10,348	11%		9,000	9%		13,500	14%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-02 - Foster Community: Provide opportunities for community interaction, involvement, and volunteering.	90% of volunteers working in areas of fundraising, outreach, literacy and library service assistance rate their experience as satisfying.	Exceeded-95%
	75% of the organizations using library meeting room indicate that the space and equipment meets their needs.	Data not available
	65% of all library attendees report satisfaction with library facility equipment.	Exceeded-89%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 50,217</b>	<b>100%</b>	<b>\$ 56,719</b>	<b>100%</b>	<b>\$ 51,957</b>	<b>100%</b>	<b>\$ 58,149</b>	<b>100%</b>
Personnel	37,869	75%	41,769	74%	37,007	71%	43,249	74%
Operating	12,348	25%	14,950	26%	14,950	29%	14,900	26%
<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 29,602	59%	\$ 29,219	52%	\$ 29,457	57%	\$ 40,399	69%
Inter Governmental Revenue	16,026	32%	24,000	42%	20,000	38%	15,000	26%
Charges For Services	4,589	9%	3,500	6%	2,500	5%	2,750	5%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-03 - Teaching: Provide classes and individual instruction in reading, writing, English as a Second Language, computer basics and other life skills.	140 individual literacy students receive skill building instruction this year.	Exceeded-260 students
	More than 40 new literacy volunteer tutors are trained per year with a goal of increasing volunteers by 5% next year.	Exceeded-45 new volunteers
	80% of all literacy students advance to higher skill level or meet a literacy personal goal.	Not met-60%
	80% of active tutors report satisfaction with training and other staff support.	Exceeded-90%
	50% of all English as a Second Language students enrolled in the Belle Haven literacy program advance to the language level required for Project Read inclusion.	Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 144,786</b>	<b>100%</b>	<b>\$ 187,743</b>	<b>100%</b>	<b>\$ 141,721</b>	<b>100%</b>	<b>\$ 160,868</b>	<b>100%</b>
Personnel	136,781	94%	175,903	94%	130,381	92%	146,278	91%
Operating	7,574	5%	11,840	6%	11,340	8%	14,390	9%
Services	432	0%	-	0%	-	0%	200	0%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
Literacy Grants	12,332	9%	28,243	15%	(17,779)	-13%	16,368	10%
Inter Governmental Revenue	41,604	29%	49,500	26%	49,500	35%	47,000	29%
Donations	35,851	25%	55,000	29%	55,000	39%	42,500	26%
Other Financing Sources	55,000	38%	55,000	29%	55,000	39%	55,000	34%

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

**LEAD DEPARTMENT: Library**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
402-04 - Satellite Provision: Provide unique services and materials tailored to the students of Belle Haven School and to the broader Belle Haven community.	85% of the Belle Haven School classes are scheduled weekly for library instruction and storytime.	Exceeded-87%
	85% of users report satisfaction with library materials.	Not met-83%
	50% of customers report that Belle Haven Branch is their primary source for library and community information.	Exceeded-55%
	80% of all child care programs in the neighborhood receive library instruction and storytimes.	Exceeded-90%
	Community is offered special cultural/educational programs up to 12 times per year.	Met
	30% of the collections materials are provided in the Spanish language and services are bilingual on demand.	Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 254,594</b>	<b>100%</b>	<b>\$ 272,564</b>	<b>100%</b>	<b>\$ 273,564</b>	<b>100%</b>	<b>\$ 270,742</b>	<b>100%</b>
Personnel	246,098	97%	264,014	97%	264,014	97%	261,917	97%
Operating	8,496	3%	8,550	3%	9,550	3%	8,825	3%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 211,576	83%	\$ 232,382	85%	\$ 231,882	85%	\$ 229,560	85%
Charges For Services	43,017	17%	40,182	15%	41,682	15%	41,182	15%

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

*This page intentionally left blank*

CITY OF MENLO PARK  
FISCAL YEAR 2006 – 2007



POLICE DEPARTMENT

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
101-01 - Patrol Service	\$ 4,242,905	\$ 4,677,116	\$ 4,635,658	\$ 4,618,413
101-02 - Investigations	997,316	1,048,110	1,046,888	1,210,723
101-04 - Community Outreach	536,103	648,673	644,010	658,044
101-05 - Narcotic Abatement	490,293	532,263	525,063	535,459
101-06 - Code Enforcement	502,639	530,912	529,252	590,437
<b>Program Total</b>	<u>\$ 6,769,257</u>	<u>\$ 7,437,074</u>	<u>\$ 7,380,871</u>	<u>\$ 7,613,075</u>

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 4,242,905</b>	<b>100%</b>	<b>\$ 4,677,116</b>	<b>100%</b>	<b>\$ 4,635,658</b>	<b>100%</b>	<b>\$ 4,618,413</b>	<b>100%</b>
Personnel	3,628,825	86%	3,860,285	83%	3,858,155	83%	4,027,998	87%
Operating	610,185	14%	762,206	16%	722,721	16%	315,475	7%
Services	3,895	0%	54,625	1%	54,782	1%	274,940	6%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 3,797,393	89%	\$ 4,368,174	93%	\$ 4,344,769	94%	\$ 4,369,933	95%
Local Law Enforc Block Grant	5,890	0%	(230)	0%	-	0%	(100)	0%
Suppl Law Enforc Svc Fd (Cops)	14,183	0%	37,144	1%	31,714	1%	(22,000)	0%
Inter Governmental Revenue	102,358	2%	100,000	2%	100,000	2%	100,000	2%
Fines	194,421	5%	163,480	3%	155,475	3%	163,480	4%
Interest and Rent Income	3,193	0%	1,130	0%	3,700	0%	3,100	0%
Charges For Services	125,469	3%	7,418	0%	-	0%	4,000	0%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
101-02 - Investigations: Identify offenders and charge them for their criminal conduct.	A case clearance rate for Part 1 crimes of 70% for violent crimes and 20% for property crimes.	Not met-65% violent; 10% property

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 997,316</b>	<b>100%</b>	<b>\$ 1,048,110</b>	<b>100%</b>	<b>\$ 1,046,888</b>	<b>100%</b>	<b>\$ 1,210,723</b>	<b>100%</b>
Personnel	858,755	86%	881,192	84%	881,192	84%	1,052,683	87%
Operating	105,196	11%	105,218	10%	104,221	10%	40,440	3%
Services	33,366	3%	61,700	6%	61,475	6%	117,600	10%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 836,041	84%	\$ 983,470	94%	\$ 983,248	94%	\$ 1,172,723	97%
Suppl Law Enforc Svc Fd (Cops)	6,200	1%	6,200	1%	6,200	1%	-	0%
Inter Governmental Revenue	141,640	14%	54,440	5%	54,440	5%	35,000	3%
Charges For Services	13,435	1%	4,000	0%	3,000	0%	3,000	0%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

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

**SERVICES:**

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

**RESULTS:**

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

**STATUS:**

Data not available

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 536,103</b>	<b>100%</b>	<b>\$ 648,673</b>	<b>100%</b>	<b>\$ 644,010</b>	<b>100%</b>	<b>\$ 658,044</b>	<b>100%</b>
Personnel	528,630	99%	636,548	98%	638,782	99%	643,924	98%
Operating	7,473	1%	12,125	2%	5,228	1%	8,775	1%
Services	-	0%	-	0%	-	0%	5,345	1%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 527,850	98%	\$ 645,873	100%	\$ 640,576	99%	\$ 656,544	100%
Local Law Enforc Block Grant	3,362	1%	-	0%	2,234	0%	-	0%
Charges For Services	3,717	1%	2,800	0%	1,200	0%	1,500	0%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
101-05 - Narcotic Abatement: Reduce gang activity, violence and fear associated with illegal narcotics through proactive enforcement and regional cooperative efforts.	Violent crime and fear associated with illegal narcotic activity is minimized.	Not 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.	Not met
	Work cooperatively with neighboring agencies by conducting at least two joint enforcement details per month.	Not met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 490,293</b>	<b>100%</b>	<b>\$ 532,263</b>	<b>100%</b>	<b>\$ 525,063</b>	<b>100%</b>	<b>\$ 535,459</b>	<b>100%</b>
Personnel	432,002	88%	459,998	86%	459,998	88%	472,994	88%
Operating	58,291	12%	72,265	14%	65,065	12%	10,605	2%
Services	-	0%	-	0%	-	0%	51,860	10%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 49,471	10%	\$ 68,804	13%	\$ 60,836	12%	\$ 64,423	12%
Suppl Law Enforc Svc Fd (Cops)	2,939	1%	7,500	1%	7,500	1%	-	0%
Community Development Agency Non-Housing	437,883	89%	455,959	86%	455,959	87%	471,036	88%
Inter Governmental Revenue	-	0%	-	0%	543	0%	-	0%
Charges For Services	6,772	1%	-	0%	225	0%	-	0%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 101 - COMMUNITY SAFETY**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
101-06 - Code Enforcement: Address quality of life and community safety through the timely and effective enforcement of municipal codes.	90% of all complaints are responded to within 3 business days.	Met
	20% of all cases will be officer initiated.	Exceeded-31%
	90% of all cases will be closed within 45 days.	Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 502,639</b>	<b>100%</b>	<b>\$ 530,912</b>	<b>100%</b>	<b>\$ 529,252</b>	<b>100%</b>	<b>\$ 590,437</b>	<b>100%</b>
Personnel	496,361	99%	517,252	97%	517,252	98%	584,277	99%
Operating	6,278	1%	8,660	2%	12,000	2%	6,160	1%
Services	-	0%	5,000	1%	-	0%	-	0%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 30,287	6%	\$ 45,239	9%	\$ 42,079	8%	\$ 49,290	8%
Community Development Agency Non-Housing	451,513	90%	467,673	88%	467,673	88%	523,147	89%
Charges For Services	20,839	4%	18,000	3%	19,500	4%	18,000	3%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
102-01 - Dispatch	\$ 1,090,866	\$ 1,208,889	\$ 1,195,741	\$ 1,211,446
102-02 - Records Management	359,820	380,522	377,669	384,670
102-04 - Police Training	437,997	450,825	387,382	381,965
102-05 - Parking Management	397,653	405,873	405,674	408,953
<b>Program Total</b>	<b>\$ 2,286,336</b>	<b>\$ 2,446,109</b>	<b>\$ 2,366,466</b>	<b>\$ 2,387,034</b>

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
102-01 - Dispatch: Receive calls for Police and City services and coordinate emergency and non-emergency response in a professional and timely manner.	95% of emergency calls are responded to within 2 minutes of receipt.	Exceeded-within 1 minute
	95% of non-emergency calls are responded to within 11 minutes of receipt.	Met
	85% of reporting parties rate experience as positive.	Exceeded-97%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 1,090,866</b>	<b>100%</b>	<b>\$ 1,208,889</b>	<b>100%</b>	<b>\$ 1,195,741</b>	<b>100%</b>	<b>\$ 1,211,446</b>	<b>100%</b>
Personnel	955,203	88%	1,019,925	84%	1,019,925	85%	1,030,201	85%
Operating	126,453	12%	178,274	15%	165,126	14%	167,055	14%
Services	9,210	1%	10,690	1%	10,690	1%	14,190	1%
	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Funding Source *</b>								
General Fund	\$ 960,501	88%	\$ 1,067,639	88%	\$ 1,052,491	88%	\$ 1,073,336	89%
Suppl Law Enforc Svc Fd (Cops)	13,000	1%	29,100	2%	29,100	2%	20,000	2%
Inter Governmental Revenue	2,714	0%	5,300	0%	5,300	0%	5,360	0%
Charges For Services	114,651	11%	106,850	9%	108,850	9%	112,750	9%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

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

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

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
<b>Total Expenditures</b>	\$	<b>359,820</b>	<b>100%</b>	\$	<b>380,522</b>	<b>100%</b>	\$	<b>384,670</b>	<b>100%</b>
Personnel		338,313	94%		354,887	93%		359,035	93%
Operating		21,507	6%		25,635	7%		25,635	7%
<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
General Fund	\$	318,730	89%	\$	338,372	89%	\$	336,039	89%
Charges For Services		41,090	11%		42,150	11%		48,500	13%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>				<b>STATUS:</b>			
102-04 - Police Training: Enhance the professional development of police employees by planning and implementing quality training that meets or exceeds legal mandates and that is consistent with the needs of the community.	Meet legal mandates 100% of the time.				Met			
	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 437,997</b>	<b>100%</b>	<b>\$ 450,825</b>	<b>100%</b>	<b>\$ 387,382</b>	<b>100%</b>	<b>\$ 381,965</b>	<b>100%</b>
Personnel	276,389	63%	252,512	56%	231,172	60%	187,415	49%
Operating	140,329	32%	179,483	40%	137,380	35%	172,720	45%
Services	21,279	5%	18,830	4%	18,830	5%	21,830	6%
	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Funding Source *</b>								
General Fund	\$ 383,806	88%	\$ 417,825	93%	\$ 358,357	93%	\$ 348,965	91%
Inter Governmental Revenue	50,890	12%	33,000	7%	28,000	7%	33,000	9%
Charges For Services	14	0%	-	0%	1,025	0%	-	0%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 102 - PATROL SUPPORT**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 397,653</b>	<b>100%</b>	<b>\$ 405,873</b>	<b>100%</b>	<b>\$ 405,674</b>	<b>100%</b>	<b>\$ 408,953</b>	<b>100%</b>
Personnel	321,885	81%	374,448	92%	374,448	92%	383,807	94%
Operating	24,950	6%	31,425	8%	31,226	8%	25,146	6%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ (382,000)	-96%	\$ (339,534)	-84%	\$ (312,259)	-77%	\$ (351,354)	-86%
Downtown Parking Permits	59,183	15%	12,786	3%	12,773	3%	12,786	3%
Licenses & Permits	81,923	21%	66,100	16%	71,160	18%	81,000	20%
Fines	638,546	161%	666,520	164%	634,000	156%	666,520	163%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
103-01 - Information Outreach	\$ 16,201	\$ 31,810	\$ 29,467	\$ 33,884
103-02 - Disaster Management Coordination	50,156	61,110	61,582	74,064
103-03 - Emergency Preparedness Training	16,746	27,858	27,884	29,880
<b>Program Total</b>	<u>\$ 83,103</u>	<u>\$ 120,778</u>	<u>\$ 118,933</u>	<u>\$ 137,827</u>

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>16,201</b>	<b>100%</b>	\$	<b>31,810</b>	<b>100%</b>	\$	<b>33,884</b>	<b>100%</b>
Personnel		14,491	89%		21,100	66%		23,174	68%
Operating		1,710	11%		10,710	34%		10,710	32%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
General Fund	\$	16,201	100%	\$	31,810	100%	\$	33,884	100%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>50,156</b>	<b>100%</b>	\$	<b>61,110</b>	<b>100%</b>	\$	<b>74,064</b>	<b>100%</b>
Personnel		12,450	25%		21,100	35%		23,174	31%
Operating		37,706	75%		40,010	65%		500	1%
Services		-	0%		-	0%		50,390	68%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
General Fund	\$	50,156	100%	\$	61,110	100%	\$	74,064	100%

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

**LEAD DEPARTMENT: Police Department**

**PROGRAM: 103 - EMERGENCY PREPAREDNESS**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
103-03 - Emergency Preparedness Training: Provide specialized training to City staff, Council and the Community.	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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 16,746</b>	<b>100%</b>	<b>\$ 27,858</b>	<b>100%</b>	<b>\$ 27,884</b>	<b>100%</b>	<b>\$ 29,880</b>	<b>100%</b>
Personnel	16,489	98%	21,858	78%	22,008	79%	23,880	80%
Operating	256	2%	2,500	9%	2,500	9%	2,500	8%
Services	-	0%	3,500	13%	3,376	12%	3,500	12%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 16,746	100%	\$ 27,858	100%	\$ 27,884	100%	\$ 29,880	100%

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

**LEAD DEPARTMENT: Police Department**

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

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
104-01 - Public Traffic Safety Education	\$ 40,471	\$ 28,700	\$ 29,971	\$ 30,300
104-02 - Enforcement of Traffic Laws	926,541	916,816	917,722	987,540
<b>Program Total</b>	<u>\$ 967,011</u>	<u>\$ 945,516</u>	<u>\$ 947,693</u>	<u>\$ 1,017,840</u>

**LEAD DEPARTMENT: Police Department**

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

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 40,471</b>	<b>100%</b>	<b>\$ 28,700</b>	<b>100%</b>	<b>\$ 29,971</b>	<b>100%</b>	<b>\$ 30,300</b>	<b>100%</b>
Personnel	28,127	70%	27,400	95%	26,671	89%	29,000	96%
Operating	12,344	30%	1,300	5%	3,300	11%	1,300	4%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 2,114	5%	\$ 11,300	39%	\$ 13,346	45%	\$ 15,300	50%
Inter Governmental Revenue	38,357	95%	17,400	61%	16,625	55%	15,000	50%

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

**LEAD DEPARTMENT: Police Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
104-02 - Enforcement of Traffic Laws: Deploy patrol officers on City streets to enforce posted speed limits and other regulatory traffic laws.	Achieve a 1% reduction in reportable collisions.	Not met-1% increase
	1% increase in traffic citations.	Not met-43% decrease

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
<b>Total Expenditures</b>	\$	<b>926,541</b>	<b>100%</b>	\$	<b>916,816</b>	<b>100%</b>	\$	<b>987,540</b>	<b>100%</b>
Personnel		923,016	100%		912,457	100%		985,340	100%
Operating		3,525	0%		4,359	0%		2,200	0%
<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
General Fund	\$	926,541	100%	\$	916,816	100%	\$	987,540	100%

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

CITY OF MENLO PARK  
FISCAL YEAR 2006 – 2007



PUBLIC WORKS DEPARTMENT

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

---

	Actual 2004-2005	Budget 2005-2006	Estimate 2005-2006	Proposed 2006-2007
201-01 - Facility/Field Capital Projects	\$ 14,288,893	\$ 20,785,854	\$ 18,496,819	\$ 5,342,554
201-02 - Facility Maintenance	1,139,338	1,075,526	1,060,424	1,037,101
201-03 - Field/Grounds Maintenance	1,027,082	1,218,660	1,196,424	1,233,734
<b>Program Total</b>	<u>\$ 16,455,313</u>	<u>\$ 23,080,040</u>	<u>\$ 20,753,667</u>	<u>\$ 7,613,389</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

<b>SERVICES:</b>	<b>RESULTS:</b>				<b>STATUS:</b>			
201-01 - Facility/Field Capital Projects: Plan, program, and manage capital improvement projects for City infrastructure and facilities that meet the needs of the community and are cost-effective to maintain.	Design and construct 90% of projects on schedule.				Not met-88%			
	Design and construct 90% of projects within budget.				Exceeded-100%			
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 14,288,893</b>	<b>100%</b>	<b>\$ 20,785,854</b>	<b>100%</b>	<b>\$ 18,496,819</b>	<b>100%</b>	<b>\$ 5,342,554</b>	<b>100%</b>
Personnel	3,052	0%	80,393	0%	77,529	0%	109,584	2%
Services	25,855	0%	24,448	0%	24,448	0%	-	0%
Capital Improvement Projects	14,259,889	100%	20,681,013	99%	18,394,841	99%	5,232,970	98%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 7	0%	\$ 2,039	0%	\$ 2,039	0%	\$ -	0%
Bayfront Pk.Mt. Operation	-	0%	250,000	1%	250,000	1%	1,725	0%
Rec-In-Lieu Fund	(55,061)	0%	(32,400)	0%	(176,700)	-1%	(1,353,000)	-25%
Downtown Parking Permits	-	0%	713,114	3%	713,114	4%	570,000	11%
Measure A	-	0%	736,389	4%	672,117	4%	144,725	3%
Traffic Impact Fees	-	0%	256,820	1%	26,467	0%	46,594	1%
Highway Users Tax Fund	176,776	1%	1,032,147	5%	1,032,147	6%	(757,744)	-14%
Sidewalk Assesment	-	0%	244,157	1%	244,157	1%	27,000	1%
1990 Library Bond Fund	(11,158)	0%	(10,000)	0%	(10,000)	0%	280,001	5%
1992 RDA Tax Increment Bond	(752)	0%	-	0%	(800)	0%	-	0%
2000 RDA Tax Increment Bond	1,022,857	7%	6,220,492	30%	4,116,472	22%	(138,845)	-3%
General Fund - CIP	674,459	5%	3,888,579	19%	3,894,733	21%	(1,235,202)	-23%
Community Development Agency Housing	-	0%	2,864	0%	-	0%	800,000	15%
Measure T Bond	9,174,965	64%	6,162,254	30%	6,077,973	33%	12,278	0%
Water Fund - Capital	-	0%	-	0%	-	0%	2,023,022	38%
Taxes	-	0%	528,000	3%	521,600	3%	601,000	11%
Special Assessments on Tax Roll	-	0%	180,000	1%	180,000	1%	173,000	3%
Franchise Fees	20,263	0%	47,000	0%	47,000	0%	47,000	1%
Inter Governmental Revenue	685,669	5%	-	0%	-	0%	-	0%
Interest and Rent Income	512,584	4%	361,400	2%	563,500	3%	324,000	6%
Charges For Services	55,286	0%	170,000	1%	310,000	2%	1,744,000	33%
Other Financing Sources	2,033,000	14%	33,000	0%	33,000	0%	2,033,000	38%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
201-02 - Facility Maintenance: Maintain, repair and renovate City buildings.	Complete Facility Improvement Plan projects on schedule 90% of the time.	Not met
	Complete Facility Improvement Plan projects on budget 90% of the time.	Met
	Achieve an 85% customer satisfaction rating.	Exceeded-87%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 1,139,338</b>	<b>100%</b>	<b>\$ 1,075,526</b>	<b>100%</b>	<b>\$ 1,060,424</b>	<b>100%</b>	<b>\$ 1,037,101</b>	<b>100%</b>
Personnel	663,590	58%	702,564	65%	708,064	67%	703,291	68%
Operating	233,765	21%	249,033	23%	230,900	22%	228,350	22%
Services	77,330	7%	123,929	12%	121,460	11%	105,460	10%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 974,042	85%	\$ 1,075,526	100%	\$ 1,060,424	100%	\$ 1,037,101	100%
General Fund - CIP	164,654	14%	-	0%	-	0%	-	0%
Charges For Services	642	0%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 201 - CITY FACILITIES**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 1,027,082</b>	<b>100%</b>	<b>\$ 1,218,660</b>	<b>100%</b>	<b>\$ 1,196,424</b>	<b>100%</b>	<b>\$ 1,233,734</b>	<b>100%</b>
Personnel	522,701	51%	583,988	48%	583,988	49%	627,039	51%
Operating	238,377	23%	316,035	26%	293,849	25%	304,695	25%
Services	239,540	23%	318,637	26%	318,587	27%	302,000	24%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
General Fund	\$ 678,523	66%	\$ 759,973	62%	\$ 763,127	64%	\$ 792,841	64%
Bayfront Pk.Mt. Operation	68,373	7%	167,531	14%	163,531	14%	151,066	12%
Sharon Hills Park	19,539	2%	18,500	2%	19,600	2%	8,500	1%
Bayfront Park Landfill	(188,051)	-18%	(147,344)	-12%	(162,234)	-14%	(147,174)	-12%
Interest and Rent Income	120,567	12%	119,000	10%	112,400	9%	108,500	9%
Charges For Services	301,649	29%	301,000	25%	300,000	25%	320,000	26%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

---

	<u>Actual 2004-2005</u>	<u>Budget 2005-2006</u>	<u>Estimate 2005-2006</u>	<u>Proposed 2006-2007</u>
202-01 - Water Delivery System	\$ 2,567,645	\$ 3,907,460	\$ 3,577,725	\$ 3,525,268
202-02 - Water Supply	460,357	1,730,449	1,768,430	236,947
<b>Program Total</b>	<u>\$ 3,028,002</u>	<u>\$ 5,637,908</u>	<u>\$ 5,346,155</u>	<u>\$ 3,762,216</u>

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>				<b>STATUS:</b>			
202-01 - Water Delivery System: Maintain the Menlo Park Municipal Water District water delivery system and coordinate with other water systems serving Menlo Park residents and businesses in order to ensure adequate water pressure and meet regulatory requirements.	Complete all monthly water quality tests and send to the State on time.				Met			
	Install 95% of all water service connection requests within 6 weeks of completion of application requirements.				Met			
	Repair 95% of all reported water leaks within 8 hours of notification.				Met			
	Water quality test results are in compliance with regulations 98% of the time.				Met			
	Minimize the number of hours customers are without service to at or below the previous 3 year average.				Not met			
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 2,567,645</b>	<b>100%</b>	<b>\$ 3,907,460</b>	<b>100%</b>	<b>\$ 3,577,725</b>	<b>100%</b>	<b>\$ 3,525,268</b>	<b>100%</b>
Personnel	328,444	13%	348,404	9%	348,404	10%	430,593	12%
Operating	2,123,947	83%	2,765,835	71%	2,471,650	69%	2,940,700	83%
Services	113,347	4%	231,667	6%	231,667	6%	153,975	4%
Capital Improvement Projects	1,907	0%	561,554	14%	526,004	15%	-	0%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
Water Fund - Operation	2,565,598	100%	3,900,718	100%	3,570,983	100%	3,525,268	100%
Water Fund - Capital	2,047	0%	6,742	0%	6,742	0%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
202-02 - Water Supply: Plan for an adequate water supply to meet current and future needs of Menlo Park Municipal Water District customers through storage, conservation, monitoring water availability and procurement/advocacy efforts and coordinate with other water systems serving Menlo Park residents and businesses.	Design and construct water facilities on schedule 90% of the time.	Met
	Annually increase the number of participants in the water conservation program.	Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 460,357</b>	<b>100%</b>	<b>\$ 1,730,449</b>	<b>100%</b>	<b>\$ 1,768,430</b>	<b>100%</b>	<b>\$ 236,947</b>	<b>100%</b>
Personnel	64,259	14%	109,681	6%	109,681	6%	137,447	58%
Operating	122,853	27%	8,110	0%	8,110	0%	8,000	3%
Services	62,603	14%	101,808	6%	91,808	5%	91,500	39%
Capital Improvement Projects	210,643	46%	1,510,850	87%	1,558,831	88%	-	0%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
Water Fund - Operation	428,005	93%	174,617	10%	209,026	12%	220,492	93%
Water Fund - Capital	(789,221)	-171%	685,832	40%	679,404	38%	(883,545)	-373%
Interest and Rent Income	199,100	43%	170,000	10%	230,000	13%	200,000	84%
Charges For Services	622,472	135%	700,000	40%	650,000	37%	700,000	295%

\* 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.

---

	<u>Actual</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>	<u>Estimate</u> <u>2005-2006</u>	<u>Proposed</u> <u>2006-2007</u>
203-01 - Vehicle Replacement	\$ 232,361	\$ 298,965	\$ 298,965	\$ 277,230
203-02 - Vehicle Repair and Maintenance	340,108	326,055	327,045	339,604
<b>Program Total</b>	<u>\$ 572,469</u>	<u>\$ 625,020</u>	<u>\$ 626,010</u>	<u>\$ 616,834</u>

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
203-01 - Vehicle Replacement: Manage the process of vehicle/motorized equipment purchase, replacement, and disposal.	Adhere to vehicle replacement schedule for all City vehicles and motorized equipment 95% of the time.	Not met-85%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 232,361</b>	<b>100%</b>	<b>\$ 298,965</b>	<b>100%</b>	<b>\$ 298,965</b>	<b>100%</b>	<b>\$ 277,230</b>	<b>100%</b>
Personnel	11,811	5%	10,931	4%	10,931	4%	13,280	5%
Operating	220,550	95%	288,034	96%	288,034	96%	263,950	95%
<b><u>Funding Source *</u></b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 11,837	5%	\$ 10,941	4%	\$ 10,941	4%	\$ 14,130	5%
Vehicle Replacement Fund	(45,109)	-19%	(5,976)	-2%	(15,976)	-5%	(20,900)	-8%
Other Financing Sources	265,633	114%	294,000	98%	304,000	102%	284,000	102%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
203-02 - Vehicle Repair and Maintenance: Repair and maintain vehicles/motorized equipment to keep them in good working condition and meet regulatory requirements.	Keep vehicles and motorized equipment up and running 95% of the time.	Exceeded-97%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 340,108</b>	<b>100%</b>	<b>\$ 326,055</b>	<b>100%</b>	<b>\$ 327,045</b>	<b>100%</b>	<b>\$ 339,604</b>	<b>100%</b>
Personnel	285,976	84%	298,305	91%	298,305	91%	306,624	90%
Operating	51,582	15%	25,100	8%	26,090	8%	30,380	9%
Services	2,550	1%	2,650	1%	2,650	1%	2,600	1%
	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Funding Source *</b>								
General Fund	\$ 327,827	96%	\$ 314,055	96%	\$ 315,045	96%	\$ 304,392	90%
Landscaping/Tree Assesmnt	-	0%	-	0%	-	0%	17,606	5%
Water Fund - Operation	-	0%	-	0%	-	0%	17,606	5%
Charges For Services	12,281	4%	12,000	4%	12,000	4%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 204 - URBAN FOREST**

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

---

	<u>Actual</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>	<u>Estimate</u> <u>2005-2006</u>	<u>Proposed</u> <u>2006-2007</u>
204-02 - City Tree Maintenance	\$ 630,178	\$ 799,673	\$ 773,868	\$ 760,018
204-03 - Heritage Trees	103,918	113,575	112,675	111,284
<b>Program Total</b>	<u>\$ 734,096</u>	<u>\$ 913,248</u>	<u>\$ 886,543</u>	<u>\$ 871,303</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 204 - URBAN FOREST**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
204-02 - City Tree Maintenance: Maintain a healthy and safe urban forest through regular trimming and tree care practices, response to calls for service, and tree replacement for City public trees.	Investigate and trim as necessary 20% of the inventory of City trees annually.	Not met-11%
	Respond to customer service calls for City trees within one week 85% of the time.	Not met-79%
	Replant at least one new tree for each City street tree removed throughout the year.	Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 630,178</b>	<b>100%</b>	<b>\$ 799,673</b>	<b>100%</b>	<b>\$ 773,868</b>	<b>100%</b>	<b>\$ 760,018</b>	<b>100%</b>
Personnel	320,049	51%	370,361	46%	370,361	48%	365,610	48%
Operating	141,817	23%	218,592	27%	205,787	27%	176,106	23%
Services	168,312	27%	210,720	26%	197,720	26%	218,302	29%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 171,602	27%	\$ 170,251	21%	\$ 166,201	21%	\$ 156,784	21%
Sidewalk Assesment	(254)	0%	1,515	0%	1,515	0%	-	0%
Landscaping/Tree Assesmnt	16,154	3%	151,906	19%	130,151	17%	103,235	14%
Community Development Agency Non-Housing	-	0%	22,000	3%	22,000	3%	24,000	3%
Special Assessments on Tax Roll	441,959	70%	454,000	57%	454,000	59%	468,000	62%
Charges For Services	717	0%	-	0%	-	0%	8,000	1%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 204 - URBAN FOREST**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
204-03 - Heritage Trees: Preserve private and public Heritage Trees through promotion and enforcement of the Heritage Tree Ordinance.	Process 100% of Heritage Tree permit applications within an average time of 30 days.	Not met-80% within 30 days

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 103,918</b>	<b>100%</b>	<b>\$ 113,575</b>	<b>100%</b>	<b>\$ 112,675</b>	<b>100%</b>	<b>\$ 111,284</b>	<b>100%</b>
Personnel	101,823	98%	94,675	83%	94,675	84%	97,784	88%
Operating	847	1%	3,900	3%	3,000	3%	3,500	3%
Services	1,248	1%	15,000	13%	15,000	13%	10,000	9%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 78,952	76%	\$ 89,575	79%	\$ 82,675	73%	\$ 57,284	51%
Charges For Services	24,966	24%	24,000	21%	30,000	27%	54,000	49%

\* 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.

---

	<u>Actual</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>	<u>Estimate</u> <u>2005-2006</u>	<u>Proposed</u> <u>2006-2007</u>
205-01 - Right-of-Way Maintenance/Repair	\$ 4,055,099	\$ 1,291,481	\$ 1,230,235	\$ 423,787
205-02 - Street Fixture Maintenance	274,431	255,701	230,701	254,350
205-03 - Median/Roadway Landscaping	362,672	366,361	366,329	482,469
205-04 - Street Cleaning	200,186	229,499	183,049	249,299
205-05 - Right-of-Way Encroachments	270,240	289,783	294,163	294,588
<b>Program Total</b>	<u>\$ 5,162,628</u>	<u>\$ 2,432,826</u>	<u>\$ 2,304,477</u>	<u>\$ 1,704,494</u>

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-01 - Right-of-Way Maintenance/Repair: Plan and manage the repair of City streets, sidewalks, pathways, and parking lots.	Maintain a citywide pavement condition index at or above the Bay Area average of 66.  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.	Met  Met  Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 4,055,099</b>	<b>100%</b>	<b>\$ 1,291,481</b>	<b>100%</b>	<b>\$ 1,230,235</b>	<b>100%</b>	<b>\$ 423,787</b>	<b>100%</b>
Personnel	288,830	7%	403,228	31%	366,965	30%	235,237	56%
Operating	402,044	10%	568,891	44%	554,946	45%	165,050	39%
Services	43,755	1%	317,612	25%	306,575	25%	23,500	6%
Capital Improvement Projects	3,320,470	82%	1,750	0%	1,750	0%	-	0%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 317,082	8%	\$ 397,543	31%	\$ 372,560	30%	\$ 376,664	89%
Downtown Parking Permits	(314,416)	-8%	(413,737)	-32%	(452,000)	-37%	(461,054)	-109%
Measure A	102,424	3%	46,000	4%	46,000	4%	-	0%
Highway Users Tax Fund	(511,161)	-13%	(460,018)	-36%	(481,318)	-39%	(29,864)	-7%
Sidewalk Assesment	(139,844)	-3%	(312,184)	-24%	(139,184)	-11%	-	0%
Traffic Congestion Relief-2928	88,165	2%	(1,500)	0%	(1,450)	0%	(2,000)	0%
Landscaping/Tree Assesmnt	764	0%	2,273	0%	2,273	0%	7	0%
2000 RDA Tax Increment Bond	2,570,312	63%	467,036	36%	467,036	38%	845	0%
General Fund - CIP	270,271	7%	40,416	3%	40,416	3%	4,189	1%
Taxes	606,867	15%	465,453	36%	465,453	38%	-	0%
Special Assessments on Tax Roll	171,873	4%	173,000	13%	-	0%	-	0%
Licenses & Permits	346,508	9%	420,000	33%	420,000	34%	432,000	102%
Interest and Rent Income	48,135	1%	33,200	3%	56,450	5%	62,000	15%
Charges For Services	250,226	6%	293,000	23%	293,000	24%	41,000	10%
Other Financing Sources	230,373	6%	141,000	11%	141,000	11%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-02 - Street Fixture Maintenance: Provide and maintain street lighting and other street fixtures.	Repair routine street and Civic Center light outages within three days of notification 95% of the time.	Exceeded-100%
	Achieve an 85% customer satisfaction rating annually.	Not met-81%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 274,431</b>	<b>100%</b>	<b>\$ 255,701</b>	<b>100%</b>	<b>\$ 230,701</b>	<b>100%</b>	<b>\$ 254,350</b>	<b>100%</b>
Personnel	61,767	23%	58,817	23%	58,817	25%	61,966	24%
Operating	137,467	50%	196,884	77%	171,884	75%	192,384	76%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 66,779	24%	\$ 165,446	65%	\$ 140,446	61%	\$ 252,963	99%
Highway Users Tax Fund	135,210	49%	9,802	4%	9,802	4%	1,388	1%
Landscaping/Tree Assesmnt	-	0%	-	0%	-	0%	(156,000)	-61%
General Fund - CIP	72,442	26%	-	0%	-	0%	-	0%
Taxes	-	0%	80,453	31%	80,453	35%	-	0%
Other Financing Sources	-	0%	-	0%	-	0%	156,000	61%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-03 - Median/Roadway Landscaping: Remove debris and maintain landscaping in medians and sidewalk areas.	Achieve an 85% customer satisfaction rating annually.	Not met-81%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 362,672</b>	<b>100%</b>	<b>\$ 366,361</b>	<b>100%</b>	<b>\$ 366,329</b>	<b>100%</b>	<b>\$ 482,469</b>	<b>100%</b>
Personnel	282,141	78%	268,291	73%	268,291	73%	384,629	80%
Operating	71,474	20%	85,070	23%	84,570	23%	84,840	18%
Services	9,056	2%	13,000	4%	13,468	4%	13,000	3%
<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 351,563	97%	\$ 350,891	96%	\$ 350,391	96%	\$ 290,934	60%
Vintage Oaks Landscape Mtce	7,330	2%	10,970	3%	12,238	3%	10,740	2%
Downtown Parking Permits	-	0%	-	0%	-	0%	58,872	12%
Garbage Service Fund	-	0%	-	0%	-	0%	117,424	24%
Interest and Rent Income	3,778	1%	4,500	1%	3,700	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.

**SERVICES:**

205-04 - Street Cleaning: Remove leaves and other debris from the roadway.

**RESULTS:**

Achieve an 85% customer satisfaction rating annually.

**STATUS:**

Not met-81%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 200,186</b>	<b>100%</b>	<b>\$ 229,499</b>	<b>100%</b>	<b>\$ 183,049</b>	<b>100%</b>	<b>\$ 249,299</b>	<b>100%</b>
Personnel	75,460	38%	73,049	32%	73,049	40%	82,645	33%
Operating	18	0%	-	0%	-	0%	500	0%
Services	124,708	62%	156,450	68%	110,000	60%	166,154	67%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
Storm Water Mgmt Fund (NPDES)	75,148	38%	77,675	34%	61,675	34%	85,282	34%
Landscaping/Tree Assesmnt	125,038	62%	151,824	66%	121,374	66%	164,017	66%

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

**LEAD DEPARTMENT: Public Works Department**

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

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
205-05 - Right-of-Way Encroachments: Regulate utility encroachments in the right-of-way and ensure that streets and sidewalks are repaired in accordance with City standards. (Note: Encroachments for development projects are to be accounted for in the permit processing program.)	Issue 90% of routine encroachment permits within one business day of the application filing.	Exceeded-100%

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
<b>Total Expenditures</b>	\$	<b>270,240</b>	<b>100%</b>	\$	<b>289,783</b>	<b>100%</b>	\$	<b>294,588</b>	<b>100%</b>
Personnel		243,534	90%		257,188	89%		257,338	87%
Operating		12,181	5%		17,595	6%		22,250	8%
Services		14,525	5%		15,000	5%		15,000	5%

<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>		
General Fund	\$	212,521	79%	\$	194,205	67%	\$	114,602	39%
Water Fund - Operation		11,149	4%		52,898	18%		68,986	23%
Interest and Rent Income		-	0%		-	0%		30,000	10%
Charges For Services		46,570	17%		42,680	15%		81,000	27%

\* 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.

---

	<u>Actual 2004-2005</u>	<u>Budget 2005-2006</u>	<u>Estimate 2005-2006</u>	<u>Proposed 2006-2007</u>
206-01 - Storm Drain System	\$ 125,063	\$ 91,358	\$ 91,358	\$ 94,466
206-02 - FEMA Compliance	31,287	25,058	24,058	21,520
206-03 - Stormwater Pollution Prevention	199,515	279,276	253,435	235,492
206-04 - Creek Management	153,879	243,607	178,098	191,143
<b>Program Total</b>	<u>\$ 509,743</u>	<u>\$ 639,300</u>	<u>\$ 546,949</u>	<u>\$ 542,621</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 125,063</b>	<b>100%</b>	<b>\$ 91,358</b>	<b>100%</b>	<b>\$ 91,358</b>	<b>100%</b>	<b>\$ 94,466</b>	<b>100%</b>
Personnel	63,207	51%	82,821	91%	82,821	91%	85,966	91%
Operating	4,395	4%	6,537	7%	6,537	7%	7,500	8%
Services	3,043	2%	2,000	2%	2,000	2%	1,000	1%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 59,815	48%	\$ 90,441	99%	\$ 90,441	99%	\$ 94,450	100%
Storm Drainage	(9)	0%	-	0%	(100)	0%	(150)	0%
General Fund - CIP	54,417	44%	-	0%	-	0%	-	0%
Water Fund - Operation	(137)	0%	917	1%	917	1%	16	0%
Interest and Rent Income	1	0%	-	0%	100	0%	150	0%
Charges For Services	10,738	9%	-	0%	-	0%	-	0%
Other Financing Sources	237	0%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

**SERVICES:**

206-02 - FEMA Compliance: Meet requirements for maintaining good standing in the FEMA Community Rating System so that residents can qualify for lower insurance rates.

**RESULTS:**

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

**STATUS:**

No audits this year

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007					
<b>Total Expenditures</b>	\$	<b>31,287</b>	<b>100%</b>	\$	<b>25,058</b>	<b>100%</b>	\$	<b>24,058</b>	<b>100%</b>	\$	<b>21,520</b>	<b>100%</b>
Personnel		31,152	100%		22,758	91%		22,758	95%		19,220	89%
Operating		135	0%		1,300	5%		1,300	5%		1,300	6%
Services		-	0%		1,000	4%		-	0%		1,000	5%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007					
<b>Funding Source *</b>	\$	31,287	100%	\$	25,058	100%	\$	24,058	100%	\$	21,520	100%
General Fund												

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

**SERVICES:**

206-03 - Stormwater Pollution Prevention: Provide stormwater pollution prevention services as required by the National Pollution Discharge Elimination System permit.

**RESULTS:**

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.

**STATUS:**

Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007					
<b>Total Expenditures</b>	\$	<b>199,515</b>	<b>100%</b>	\$	<b>279,276</b>	<b>100%</b>	\$	<b>253,435</b>	<b>100%</b>	\$	<b>235,492</b>	<b>100%</b>
Personnel		146,786	74%		178,285	64%		178,285	70%		167,842	71%
Operating		26,896	13%		67,894	24%		47,900	19%		38,400	16%
Services		25,833	13%		33,098	12%		27,250	11%		29,250	12%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007					
<b>Funding Source *</b>												
General Fund	\$	21,417	11%	\$	86,738	31%	\$	85,738	34%	\$	80,514	34%
Storm Water Mgmt Fund (NPDES)		5,060	3%		22,538	8%		(5,303)	-2%		(17,822)	-8%
Special Assessments on Tax Roll		173,038	87%		170,000	61%		173,000	68%		172,800	73%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 206 - STORMWATER MANAGEMENT**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 153,879</b>	<b>100%</b>	<b>\$ 243,607</b>	<b>100%</b>	<b>\$ 178,098</b>	<b>100%</b>	<b>\$ 191,143</b>	<b>100%</b>
Personnel	27,672	18%	43,978	18%	43,978	25%	47,023	25%
Operating	101,245	66%	144,120	59%	103,620	58%	103,620	54%
Services	24,963	16%	55,509	23%	30,500	17%	40,500	21%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 1,214	1%	\$ 8,259	3%	\$ 8,259	5%	\$ 8,360	4%
Storm Water Mgmt Fund (NPDES)	5,262	3%	90,348	37%	22,839	13%	37,783	20%
Special Assessments on Tax Roll	147,403	96%	145,000	60%	147,000	83%	145,000	76%

\* 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.

---

	<u>Actual</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>	<u>Estimate</u> <u>2005-2006</u>	<u>Proposed</u> <u>2006-2007</u>
207-01 - Solid Waste Management	\$ 140,297	\$ 187,759	\$ 123,768	\$ 166,482
207-02 - Sustainable Environmental Practices	7,143	8,597	8,597	8,740
<b>Program Total</b>	<u>\$ 147,440</u>	<u>\$ 196,356</u>	<u>\$ 132,365</u>	<u>\$ 175,222</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 207 - RESOURCE CONSERVATION**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
207-01 - Solid Waste Management: Provide contract administration for collection and processing services for garbage and recyclables, planning and collaboration with regional entities for service and facility improvements and information and assistance to residents, businesses, institutions and city departments.	Ensure that the services of Allied Waste Industries result in a one percent increase in annual diversion of material from landfill.  Annually increase the number of customers that reduce garbage volume service by at least one percent.	Exceeded-2.8%  Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 140,297</b>	<b>100%</b>	<b>\$ 187,759</b>	<b>100%</b>	<b>\$ 123,768</b>	<b>100%</b>	<b>\$ 166,482</b>	<b>100%</b>
Personnel	83,208	59%	80,135	43%	80,135	65%	142,265	85%
Operating	19,015	14%	59,756	32%	17,764	14%	24,217	15%
Services	38,074	27%	47,869	25%	25,869	21%	-	0%
	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Funding Source *</b>								
Garbage Service Fund	130,759	93%	179,453	96%	115,462	93%	158,258	95%
Inter Governmental Revenue	9,539	7%	8,306	4%	8,306	7%	8,224	5%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 207 - RESOURCE CONSERVATION**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 7,143</b>	<b>100%</b>	<b>\$ 8,597</b>	<b>100%</b>	<b>\$ 8,597</b>	<b>100%</b>	<b>\$ 8,741</b>	<b>100%</b>
Personnel	6,609	93%	6,097	71%	6,097	71%	6,191	71%
Operating	533	7%	2,200	26%	2,200	26%	2,250	26%
Services	-	0%	300	3%	300	3%	300	3%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 7,143	100%	\$ 8,597	100%	\$ 8,597	100%	\$ 8,741	100%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

---

	<u>Actual</u> <u>2004-2005</u>	<u>Budget</u> <u>2005-2006</u>	<u>Estimate</u> <u>2005-2006</u>	<u>Proposed</u> <u>2006-2007</u>
208-01 - Congestion Management	\$ 488,065	\$ 476,009	\$ 467,409	\$ 456,668
208-02 - Transportation Demand Management	399,204	455,666	455,666	451,592
208-04 - Street Signage & Markings	189,504	257,249	257,249	251,921
208-05 - Safe Routes to School	36,254	25,441	25,441	60,273
208-06 - Neighborhood Traffic Management	-	157,268	122,268	140,786
<b>Program Total</b>	<u>\$ 1,113,027</u>	<u>\$ 1,371,632</u>	<u>\$ 1,328,032</u>	<u>\$ 1,361,240</u>

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
208-01 - Congestion Management: Establish appropriate level of service standards intended to measure roadway congestion and maintain efficient roadway and traffic signal systems.	Maintain at least 20 miles per hour average travel speed along 80% of sampled arterial corridors during the peak hours.	Data not available
	Maintain at least 20 miles per hour average travel speed along 80% of sampled collector roadways during the peak hours.	Data not available
	Maintain the existing levels of service at the signalized intersections.	Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 488,065</b>	<b>100%</b>	<b>\$ 476,009</b>	<b>100%</b>	<b>\$ 467,409</b>	<b>100%</b>	<b>\$ 456,668</b>	<b>100%</b>
Personnel	140,136	29%	143,848	30%	143,848	31%	162,653	36%
Operating	121,454	25%	167,034	35%	170,434	36%	149,015	33%
Services	195,599	40%	165,127	35%	153,127	33%	145,000	32%
<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 116,211	24%	\$ 161,356	34%	\$ 161,356	35%	\$ 142,092	31%
Measure A	246,246	50%	195,476	41%	186,876	40%	277,334	61%
Traffic Impact Fees	(1,141)	0%	16,358	3%	(19,442)	-4%	(494,759)	-108%
Inter Governmental Revenue	64,022	13%	92,819	19%	92,819	20%	-	0%
Interest and Rent Income	11,687	2%	10,000	2%	11,000	2%	32,000	7%
Charges For Services	51,041	10%	-	0%	34,800	7%	500,000	109%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

<b>SERVICES:</b>	<b>RESULTS:</b>	<b>STATUS:</b>
208-02 - Transportation Demand Management: Provide and promote alternative modes of transportation including commuter shuttles between the industrial/commercial work centers and the Downtown Transportation Center, a commuter incentive program for the employees, completion of a system of bikeways and implementation of safe and attractive pedestrian facilities within Menlo Park.	Maintain the current levels of shuttle ridership.	Met
	85% of riders are satisfied with the shuttle schedules, route maps, and shuttle reliability.	Data not available
	Provide at least three information packets annually to employees on the commute alternatives.	Met
	Implement at least one component of the Comprehensive Bicycle Plan Annually.	Met

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
<b>Total Expenditures</b>	<b>\$ 399,204</b>	<b>100%</b>	<b>\$ 455,666</b>	<b>100%</b>	<b>\$ 455,666</b>	<b>100%</b>	<b>\$ 451,592</b>	<b>100%</b>
Personnel	167,889	42%	175,040	38%	175,040	38%	163,793	36%
Operating	182,586	46%	230,560	51%	230,560	51%	250,413	55%
Services	47,866	12%	50,066	11%	50,066	11%	37,386	8%

<b>Funding Source *</b>	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007	
General Fund	\$ 17,840	4%	\$ 31,673	7%	\$ 31,673	7%	\$ 32,674	7%
990 & 1000 Marsh Rd Developmnt	13,914	3%	17,080	4%	18,080	4%	(12,000)	-3%
BAAQMD AB 434	(3,629)	-1%	27,859	6%	28,059	6%	(300)	0%
Measure A	(542,854)	-136%	(400,802)	-88%	(403,802)	-89%	(443,922)	-98%
Traffic Impact Fees	28,973	7%	52,270	11%	52,270	11%	45,334	10%
Community Development Agency Non-Housing	60,000	15%	70,000	15%	70,000	15%	70,000	16%
Taxes	562,472	141%	450,000	99%	450,000	99%	520,000	115%
Inter Governmental Revenue	191,222	48%	169,136	37%	169,136	37%	168,183	37%
Interest and Rent Income	39,619	10%	38,450	8%	40,250	9%	42,300	9%
Charges For Services	31,648	8%	-	0%	-	0%	29,323	6%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

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

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	<b>\$ 189,504</b>	<b>100%</b>	<b>\$ 257,249</b>	<b>100%</b>	<b>\$ 257,249</b>	<b>100%</b>	<b>\$ 251,921</b>	<b>100%</b>
Personnel	137,855	73%	127,020	49%	127,020	49%	128,921	51%
Operating	35,884	19%	50,229	20%	50,229	20%	35,000	14%
Services	-	0%	80,000	31%	80,000	31%	88,000	35%

<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ 82,823	44%	\$ 75,550	29%	\$ 75,550	29%	\$ 78,006	31%
Measure A	71,173	38%	171,519	67%	171,519	67%	163,416	65%
Traffic Impact Fees	14,788	8%	10,180	4%	10,180	4%	10,500	4%
Inter Governmental Revenue	20,000	11%	-	0%	-	0%	-	0%
Charges For Services	720	0%	-	0%	-	0%	-	0%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

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

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Total Expenditures</b>	\$	<b>36,254</b>	<b>100%</b>	\$	<b>25,441</b>	<b>100%</b>	\$	<b>60,273</b>	<b>100%</b>
Personnel		28,336	78%		24,841	98%		39,673	66%
Operating		509	1%		600	2%		600	1%
Services		-	0%		-	0%		20,000	33%

	Actual 2004-2005		Budget 2005-2006		Estimate 2005-2006		Proposed 2006-2007		
<b>Funding Source *</b>									
General Fund	\$	373	1%	\$	777	3%	\$	787	1%
Measure A		14,372	40%		19,959	78%		54,427	90%
Traffic Impact Fees		21,510	59%		4,705	18%		5,058	8%

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

**LEAD DEPARTMENT: Public Works Department**

**PROGRAM: 208 - TRANSPORTATION MANAGEMENT**

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

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

	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
<b>Total Expenditures</b>	\$ -	0%	\$ 157,268	100%	\$ 122,268	100%	\$ 140,786	100%
Personnel	-	0%	91,918	58%	91,918	75%	75,431	54%
Operating	-	0%	8,850	6%	8,850	7%	8,855	6%
Services	-	0%	56,500	36%	21,500	18%	56,500	40%

<b>Funding Source *</b>	<u>Actual 2004-2005</u>		<u>Budget 2005-2006</u>		<u>Estimate 2005-2006</u>		<u>Proposed 2006-2007</u>	
General Fund	\$ -	0%	\$ 23,367	15%	\$ 23,367	19%	\$ 23,762	17%
Measure A	\$ -	0%	\$ 90,005	57%	\$ 90,005	74%	\$ 73,010	52%
Traffic Impact Fees	\$ -	0%	\$ 43,896	28%	\$ 8,896	7%	\$ 44,014	31%

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

*This page intentionally left blank*

CITY OF MENLO PARK  
FISCAL YEAR 2006 – 2007



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	\$ 27,829,164	\$ 28,229,769	\$ 28,916,734
	2005-2006	\$ 28,916,734	\$ 30,133,870	\$ 29,354,792	\$ 29,695,812
	2006-2007	\$ 29,695,812	\$ 30,688,347	\$ 32,593,501	\$ 27,790,657
101 - Worker's Compensation Fund	2004-2005	\$ 488,530	\$ 800,000	\$ 908,138	\$ 380,392
	2005-2006	\$ 380,392	\$ 1,100,000	\$ 1,038,247	\$ 442,145
	2006-2007	\$ 442,145	\$ 900,000	\$ 886,416	\$ 455,729
102 - Liability/Fire Insurance Fund	2004-2005	\$ 1,863,448	\$ 401,853	\$ 539,209	\$ 1,726,091
	2005-2006	\$ 1,726,091	\$ 415,300	\$ 703,133	\$ 1,438,258
	2006-2007	\$ 1,438,258	\$ 500,000	\$ 744,828	\$ 1,193,430
420 - Peninsula Partnership Grant	2004-2005	\$ 40,857	\$ 197,619	\$ 178,263	\$ 60,212
	2005-2006	\$ 60,212	\$ 171,504	\$ 208,093	\$ 23,623
	2006-2007	\$ 23,623	\$ 264,490	\$ 280,968	\$ 7,145
434 - BAAQMD AB 434	2004-2005	\$ 43,682	\$ 72,904	\$ 69,664	\$ 46,922
	2005-2006	\$ 46,923	\$ 58,663	\$ 86,722	\$ 18,864
	2006-2007	\$ 18,864	\$ 97,153	\$ 96,853	\$ 19,164
452 - Public Library Fund	2004-2005	\$ 96,731	\$ 12,230	\$ 1	\$ 108,959
	2005-2006	\$ 108,959	\$ 12,000	\$ 17,000	\$ 103,959
	2006-2007	\$ 103,959	\$ 32,000	\$ 16,959	\$ 119,000

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

Literacy Grants

2004-2005	\$ 32,904	\$ 132,455	\$ 144,786	\$ 20,572
2005-2006	\$ 20,572	\$ 159,500	\$ 141,721	\$ 38,351
2006-2007	\$ 38,351	\$ 144,500	\$ 160,868	\$ 21,983

505 - Vintage Oaks Landscape Mtce

2004-2005	\$ 177,331	\$ 3,778	\$ 11,109	\$ 170,000
2005-2006	\$ 170,000	\$ 3,700	\$ 15,938	\$ 157,762
2006-2007	\$ 157,762	\$ 4,500	\$ 15,240	\$ 147,022

506 - Sharon Hills Park

2004-2005	\$ 168,595	\$ 3,461	\$ 11,500	\$ 160,556
2005-2006	\$ 160,556	\$ 3,400	\$ 23,000	\$ 140,956
2006-2007	\$ 140,956	\$ 4,500	\$ 13,000	\$ 132,456

507 - Vehicle Replacement Fund

2004-2005	\$ 28,016	\$ 265,633	\$ 207,500	\$ 86,149
2005-2006	\$ 86,149	\$ 304,000	\$ 288,024	\$ 102,125
2006-2007	\$ 102,125	\$ 284,000	\$ 263,100	\$ 123,025

710 - Traffic Impact Fees

2004-2005	\$ 615,928	\$ 87,943	\$ 184,279	\$ 519,592
2005-2006	\$ 519,592	\$ 45,800	\$ 128,876	\$ 436,516
2006-2007	\$ 436,516	\$ 532,000	\$ 188,741	\$ 779,775

713 - Storm Drainage

2004-2005	\$ 71	\$ 3,106	\$ 3,098	\$ 80
2005-2006	\$ 80	\$ 100	\$ -	\$ 180
2006-2007	\$ 180	\$ 150	\$ -	\$ 330

753 - Garbage Service Fund

2004-2005	\$ 641,948	\$ 1,399,756	\$ 1,548,704	\$ 492,999
2005-2006	\$ 493,161	\$ 1,564,306	\$ 1,587,668	\$ 469,799
2006-2007	\$ 469,799	\$ 1,900,224	\$ 1,954,020	\$ 416,003

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

754 - Bayfront Park Landfill

2004-2005	\$ 156,691	\$ 307,767	\$ 114,256	\$ 350,203
2005-2006	\$ 350,203	\$ 374,000	\$ 211,766	\$ 512,437
2006-2007	\$ 512,437	\$ 382,000	\$ 234,826	\$ 659,611

758 - Downtown Parking Permits

2004-2005	\$ 1,378,147	\$ 378,935	\$ 115,900	\$ 1,641,181
2005-2006	\$ 1,641,182	\$ 452,000	\$ 725,887	\$ 1,367,295
2006-2007	\$ 1,367,295	\$ 462,000	\$ 642,604	\$ 1,186,691

801 - Rec-In-Lieu Fund

2004-2005	\$ 57,147	\$ 54,612	\$ -	\$ 111,759
2005-2006	\$ 111,758	\$ 176,700	\$ -	\$ 288,458
2006-2007	\$ 288,458	\$ 1,353,000	\$ -	\$ 1,641,458

809 - Bayfront Pk.Mt. Operation

2004-2005	\$ 1,696,363	\$ 111,006	\$ 161,353	\$ 1,646,016
2005-2006	\$ 1,646,015	\$ 35,000	\$ 448,531	\$ 1,232,484
2006-2007	\$ 1,232,484	\$ 42,000	\$ 194,791	\$ 1,079,693

813 - Frances Mack Trust

2004-2005	\$ 485,201	\$ 10,348	\$ 21,295	\$ 474,255
2005-2006	\$ 474,255	\$ 10,700	\$ 34,555	\$ 450,400
2006-2007	\$ 450,400	\$ 13,500	\$ 38,163	\$ 425,737

832 - BMR Housing-Resident/Commerl

2004-2005	\$ 4,594,069	\$ 94,648	\$ 8,916	\$ 4,679,802
2005-2006	\$ 4,679,802	\$ 223,802	\$ 286,852	\$ 4,616,752
2006-2007	\$ 4,616,752	\$ 3,393,736	\$ 2,800,800	\$ 5,209,688

834 - Measure A

2004-2005	\$ 1,521,335	\$ 753,001	\$ 671,108	\$ 1,603,227
2005-2006	\$ 1,603,227	\$ 916,142	\$ 1,699,843	\$ 819,526
2006-2007	\$ 819,526	\$ 650,653	\$ 920,686	\$ 549,493

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

835 - Highway Users Tax Fund

2004-2005	\$ 747,745	\$ 717,527	\$ 460,626	\$ 1,004,645
2005-2006	\$ 1,004,645	\$ 997,906	\$ 1,558,537	\$ 444,014
2006-2007	\$ 444,014	\$ 1,031,000	\$ 244,780	\$ 1,230,234

836 - Rev Share-Emergency Loan

2004-2005	\$ 75,226	\$ 12,338	\$ 14,064	\$ 73,501
2005-2006	\$ 73,501	\$ 4,150	\$ 25,000	\$ 52,651
2006-2007	\$ 52,651	\$ 9,850	\$ 25,000	\$ 37,501

837 - Commun Devel Block Grant

2004-2005	\$ 732	\$ 334,342	\$ 334,243	\$ 831
2005-2006	\$ 831	\$ 365,497	\$ 365,497	\$ 832
2006-2007	\$ 832	\$ 450,000	\$ 450,830	\$ 1

838 - Landscaping/Tree Assesmnt

2004-2005	\$ 507,500	\$ 441,959	\$ 537,513	\$ 411,946
2005-2006	\$ 411,946	\$ 454,000	\$ 707,798	\$ 158,148
2006-2007	\$ 158,148	\$ 624,000	\$ 752,865	\$ 29,283

839 - Sidewalk Assessment

2004-2005	\$ 198,087	\$ 312,873	\$ 170,960	\$ 340,001
2005-2006	\$ 340,001	\$ 321,000	\$ 427,488	\$ 233,513
2006-2007	\$ 233,513	\$ 173,000	\$ 200,000	\$ 206,513

841 - Storm Water Mgmt Fund (NPDES)

2004-2005	\$ 632,006	\$ 320,441	\$ 393,310	\$ 559,137
2005-2006	\$ 559,136	\$ 320,000	\$ 399,211	\$ 479,925
2006-2007	\$ 479,925	\$ 317,800	\$ 423,043	\$ 374,682

842 - Traffic Congestion Relief-2928

2004-2005	\$ 89,373	\$ 1,208	\$ 89,373	\$ 1,208
2005-2006	\$ 1,208	\$ 1,450	\$ -	\$ 2,658
2006-2007	\$ 2,658	\$ 2,000	\$ -	\$ 4,658

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

845 - Measure T Bond

2004-2005	\$ 10,333,286	\$ 874,589	\$ 4,795,257	\$ 6,412,618
2005-2006	\$ 6,412,618	\$ 156,000	\$ 6,233,973	\$ 334,645
2006-2007	\$ 334,645	\$ 5,000	\$ -	\$ 339,645

851 - General Fund - CIP

2004-2005	\$ 8,277,241	\$ 2,369,584	\$ 1,810,967	\$ 8,835,858
2005-2006	\$ 8,835,858	\$ 355,000	\$ 4,290,149	\$ 4,900,709
2006-2007	\$ 4,900,709	\$ 2,080,000	\$ 923,987	\$ 6,056,722

Community Development Agency

2004-2005	\$ 12,576,777	\$ 13,862,857	\$ 10,818,285	\$ 15,621,349
2005-2006	\$ 15,621,349	\$ 11,137,635	\$ 11,937,294	\$ 14,821,690
2006-2007	\$ 14,821,690	\$ 11,258,200	\$ 9,806,489	\$ 16,273,401

853 - 1990 Library Bond Fund

2004-2005	\$ 511,059	\$ 11,158	\$ 77,106	\$ 445,111
2005-2006	\$ 445,111	\$ 10,000	\$ 105,000	\$ 350,111
2006-2007	\$ 350,111	\$ -	\$ 347,001	\$ 3,110

855 - Water Fund - Capital

2004-2005	\$ 8,925,005	\$ 821,573	\$ (1,006)	\$ 9,747,584
2005-2006	\$ 9,747,584	\$ 880,000	\$ 1,566,146	\$ 9,061,438
2006-2007	\$ 9,061,438	\$ 900,000	\$ 2,039,477	\$ 7,921,961

856 - 1992 RDA Tax Increment Bond

2004-2005	\$ 34,622	\$ 752	\$ -	\$ 35,374
2005-2006	\$ 35,374	\$ 800	\$ -	\$ 36,174
2006-2007	\$ 36,174	\$ -	\$ -	\$ 36,174

Fund	Fiscal Year	Fund Balance Beginning of Year	Revenues & Transfers In	Expenditures & Transfers Out	Estimated Year End Fund Balance
858 - 2000 RDA Tax Increment Bond	2004-2005	\$ 17,226,144	\$ 314,074	\$ 5,539,670	\$ 12,000,548
	2005-2006	\$ 12,000,548	\$ 390,125	\$ 5,000,279	\$ 7,390,394
	2006-2007	\$ 7,390,394	\$ 310,000	\$ 199,736	\$ 7,500,659
861 - Water Fund - Operation	2004-2005	\$ 11,782,070	\$ 3,279,947	\$ 3,407,019	\$ 11,654,998
	2005-2006	\$ 11,654,998	\$ 2,908,000	\$ 4,506,971	\$ 10,056,027
	2006-2007	\$ 10,056,027	\$ 3,236,000	\$ 4,115,563	\$ 9,176,464
872 - Debt Service Fund-CDA	2004-2005	\$ 0	\$ 5,092,829	\$ 5,092,829	\$ 0
	2005-2006	\$ -	\$ 5,095,674	\$ 5,095,674	\$ -
	2006-2007	\$ -	\$ 2,938,934	\$ 2,938,934	\$ -
874 - 1990 Library Bond Debt Service	2004-2005	\$ 592,549	\$ 428,858	\$ 409,688	\$ 611,719
	2005-2006	\$ 611,718	\$ 426,000	\$ 410,600	\$ 627,118
	2006-2007	\$ 627,118	\$ 450,000	\$ 414,500	\$ 662,618
875 - 2002 Recreation GO Bond D.S.	2004-2005	\$ 549,507	\$ 1,012,944	\$ 886,760	\$ 675,691
	2005-2006	\$ 675,692	\$ 1,035,000	\$ 885,023	\$ 825,669
	2006-2007	\$ 825,669	\$ 1,104,000	\$ 882,660	\$ 1,047,009

CITY OF MENLO PARK  
FISCAL YEAR 2006 – 2007



CAPITAL IMPROVEMENTS

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

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

**Project Description:**

This portion of the project covers the design phase and will include a survey of streets. The streets to be resurfaced are selected using the City's Pavement Management System. Construction will occur in 2007-08. Staff will review the streets recommended for resurfacing for potential conflicts with other City projects and projects of other agencies, such as Cal Water and West Bay Sanitary District.



Funding Source	Previously Expended*	2005-06 Budgeted	2006-07 Proposed	2007-08 Projected	2008-09 Projected	2009-10 Projected	2010-11 Projected	Total
General Fund - CIP	\$ 13,526	\$ 947,000	\$ -	\$ 2,500,000	\$ -	\$ 2,500,000	\$ -	\$ 5,960,526
Measure A	-	319,000	-	270,000	-	270,000	-	859,000
Highway Users Tax Fund (includes Garbage Svc)	85,582	1,389,000	250,000	1,300,000	250,000	1,300,000	-	4,574,582
Bldg. Construction Street Impact Fee	-	-	-	600,000	-	800,000	-	1,400,000
Proposition 42 Funds	-	-	-	130,000	-	-	-	130,000
Federal Surface Transportation Program (STP)	-	-	-	816,000	-	-	-	816,000
Other Agencies	-	-	-	75,000	-	75,000	-	150,000
Previous Years' Funding/Carryover	2,431,630	100,892	-	-	-	-	-	2,532,522
<b>Total</b>	<b>\$ 2,530,738</b>	<b>\$ 2,755,892</b>	<b>\$ 250,000</b>	<b>\$ 5,691,000</b>	<b>\$ 250,000</b>	<b>\$ 4,945,000</b>	<b>\$ -</b>	<b>\$ 16,422,630</b>

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

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**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 2006-07 program will cover the Belle Haven neighborhood and downtown.



<b>Funding Source</b>	<b>Previously Expended*</b>	<b>2005-06 Budgeted</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total</b>
General Fund - CIP	\$ 16,840	\$ 120,000	\$ 50,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 666,840
Highway Users Tax	120,588	-	-	-	-	-	-	120,588
Sidewalk Assessment	170,869	180,000	200,000	180,000	180,000	180,000	180,000	1,270,869
2000 RDA Tax Increment Bond	-	-	70,000	-	-	-	-	70,000
Previous Years' Funding/Carryover	1,762,333	347,318	-	-	-	-	-	2,109,651
<b>Total</b>	<b>\$ 2,070,630</b>	<b>\$ 647,318</b>	<b>\$ 320,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 4,237,948</b>

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

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**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. Up to \$50,000 of the funds will be used to clean and repair existing storm drains.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ 130,336	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,030,336
Previous Years' Funding/Carryover	-	138,634	-	-	-	-	-	138,634
<b>Total</b>	<b>\$ 130,336</b>	<b>\$ 288,634</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 1,168,970</b>

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

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

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

**Project Description:**

This project involves the installation of new curb, gutter, and sidewalks where the sidewalk is missing and there are gaps between existing sidewalk improvements in the public right-of-way. The project will also provide ADA-related accessibility improvements to sidewalks and facilities.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ 9,000	\$ 3,354	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 412,354
Previous Years' Funding/Carryover	-	12,644	-	-	-	-	-	12,644
<b>Total</b>	<b>\$ 9,000</b>	<b>\$ 15,998</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 424,998</b>

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**Project:** **20-042 - Parking Plaza 2 Renovation**

**Project Description:**  
This project involves the reconstruction of Parking Plaza 2 and includes adding new trees, lighting, benches and rehabilitation of the asphalt concrete pavement.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
Downtown Parking Permits	\$ -	\$ -	\$ 570,000	\$ -	\$ 750,000	\$ -	\$ 800,000	\$ 2,120,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 570,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ 2,120,000</b>

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

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

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

**Project Description:**

These funds will be used to address minor improvements to parks, such as repairing fences, backstops, pathways, adding fiber and sand to play equipment, periodically replacing benches and trash cans, re-sodding portions of fields, and replacing portions of irrigation systems. This ongoing project was established in Fiscal Year 2004-2005.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ 17,190	\$ 35,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 552,190
Previous Years' Funding/Carryover	-	17,811	-	-	-	-	-	17,811
<b>Total</b>	<b>\$ 17,190</b>	<b>\$ 52,811</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 570,001</b>

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

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

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

**Project Description:**

A City study completed last year to address maintenance needs identified the useful life of systems and equipment in all City buildings. The major pieces of equipment to be replaced in 2006-07 include the boiler in the administration building and Onetta Harris Community Center, air conditioning and air handler units at the Council Chambers and Corporation Yard, and vinyl wall coverings at the Library. This ongoing project was established in Fiscal Year 2004-2005.



<b>Funding Source</b>	<b>Previously Expended*</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
General Fund - CIP	\$ 15,040	\$ 100,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,365,040
Previous Years' Funding/Carryover	-	85,089	-	-	-	-	-	85,089
<b>Total</b>	<b>\$ 15,040</b>	<b>\$ 185,089</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 1,450,129</b>

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

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**Project:** **40-004 - Main Library Circulation Area Redesign**

**Project Description:**

This project will redesign the public circulation service area in the front of the library with the goal of better space utilization and promotion of greater use of self-service check-out options in the library. The redesign will also allow for future self-service options, such as self-service check-in. These options will help to reduce long lines at checkout and reduce repetitive-stress injuries to circulation staff.



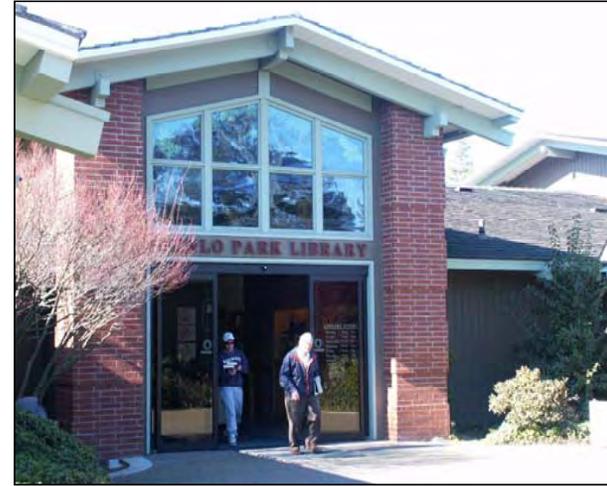
<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
Library Bond Fund	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>Total</b>	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**Project:** 40-005 - Main Library Children's Dept. Computer Center & Renovation

**Project Description:**

This project would redesign and equip the children's area to create a children's computer area and promote better traffic flow. The project includes design services, carpeting, furniture, and equipment. The new computer center will have no fewer than four computers complete with educational software and Internet access. With the diversification of materials in the children's collection, the room needs space redesign to accommodate the collections as well as the computer center.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
Library Bond Fund	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**Project:** **50-001 - Terminal Avenue Site Remediation**

**Project Description:**

The County determined that the Redevelopment Agency is required to remediate the site because of groundwater contamination. This project consists of regulatory approvals and site remediation for the groundwater contamination and closure of the site.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
Community Development Agency - Housing Previous Years' Funding/Carryover	\$ 2,581 -	\$ 497,420 -	\$ 800,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 1,300,001 -
<b>Total</b>	<b>\$ 2,581</b>	<b>\$ 497,420</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,300,001</b>

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**Project:** 70-052 - Traffic Impact Fee (AB 1600) Study

**Project Description:**

This is a continuing project priority that will update existing fees, create a more systematic way for applying the fees, and fulfill General Plan Implementation Policy II-6. The revised cost estimate is based on similar studies conducted in other communities.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
Traffic Impact Fee	\$ 3,666	\$ 18,819	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 52,485
Previous Years' Funding/Carryover	-	57,515	-	-	-	-	-	57,515
<b>Total</b>	<b>\$ 3,666</b>	<b>\$ 76,334</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,000</b>

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**Project:** **70-056 - Middlefield Road and Ringwood Avenue Traffic Signal Modification**

**Project Description:**

This project will include a detailed accident analysis of the intersection and potential traffic signal modification to add left-turn phasing to Ringwood Avenue and northbound Middlefield Road.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
Measure A	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Total	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**Project:** **70-057 - Safe Routes to School for Laurel Elementary School**

**Project Description:**

The scope of this project will be to hire a consultant to work in conjunction with the City of Menlo Park, the County of San Mateo, the Town of Atherton, residents, and the school district to design a Safe Routes to School plan for Laurel Elementary School. After the plan is developed, staff can apply for a Safe Routes to School grant to fund the implementation of the plan.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
Measure A	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Total	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**Project:** **77-003 - Water Main Replacement Project**

**Project Description:**

This is a bi-annual program for replacing old and high-maintenance-cost water supply pipelines. In 2006-07, portions of the following streets will have water mains due for replacement: Haven, Euclid, Pierce, Sharon Oaks, Siskiyou, Sharon Park, Willow Road, and Nova Lane.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
Water Fund - Operation	\$ 1,804,602	\$ 34,409	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,839,011
Water Fund - Capital	-	-	2,000,000	-	-	-	-	2,000,000
Previous Years' Funding/Carryover	-	153,425	-	-	-	-	-	153,425
<b>Total</b>	<b>\$ 1,804,602</b>	<b>\$ 187,834</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,992,436</b>

**CAPITAL IMPROVEMENT PROGRAM  
2006-2011**

**Project:** **90-012 - Burgess Park Signage**

**Project Description:**

This project will continue the master signage plan for the Burgess campus and will be completed in two phases. Phase one will install a new entry sign at the Alma/Ravenswood intersection to highlight the City Library location and provide messages about library events. In addition, way-finding signage will be installed on existing light poles. Funds will be a combination of Library bond funds and \$15,000 of contingency funds from Measure T budgeted for the Burgess Park project.



<b>Funding Source</b>	<b>Previously Expended</b>	<b>2005-06 Budget</b>	<b>2006-07 Proposed</b>	<b>2007-08 Projected</b>	<b>2008-09 Projected</b>	<b>2009-10 Projected</b>	<b>2010-11 Projected</b>	<b>Total Cost</b>
1990 Library Bond Fund	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Measure T Bond	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>