



## REGULAR MEETING AGENDA

**Date:** 1/23/2018  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

- A. Call to Order**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. Public Comment**

Under "Public Comment," the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

- E. Presentations and Proclamations**

- E1. Presentation by "Get Us Moving" San Mateo County regarding transportation

- F. Consent Calendar**

- F1. Waive the second reading and adopt an ordinance adding Chapter 2.55 to the Menlo Park Municipal Code requiring electronic filing of campaign statements and statements of economic interest (Staff Report #18-020-CC)
- F2. Authorize the Public Works Director to accept the work performed by Interstate Grading & Paving, Inc. for the 2017 Street Resurfacing Project (Staff Report #18-022-CC)
- F3. Adopt a resolution supporting the City's Shuttle Program for application for the San Mateo County Shuttle Program Fiscal Years 2018-19 and 2019-20 and authorizing the City Manager to enter into funding agreements (Staff Report #18-018-CC)
- F4. Authorize the City Manager to enter into an agreement with EOA, Inc. to perform business inspections per the City's stormwater municipal regional permit (Staff Report #18-016-CC)
- F5. Authorize the Public Works Director to accept the work performed by Stoloski & Gonzalez, Inc. for the Water Main Replacement Project (Staff Report #18-017-CC)
- F6. Authorize the City Manager to amend the contract with Gachina Landscape Management and appropriate \$100,000 from the General Fund unassigned fund balance (Staff Report #18-023-CC)

**G. Regular Business**

- G1. Adopt a resolution to amend all City Salary Schedules adopted on or after November 10, 2015 (Staff Report #18-019-CC)
- G2. Approve a revised comment letter on the Draft Environmental Impact Report for the Stanford University 2018 General Use Permit Project (Staff Report #18-015-CC)
- G3. Discussion to prepare for the City Council goal setting meeting and 2018 Work Plan (Staff Report #18-024-CC)

**H. Informational Items**

- H1. Update on the Water System Master Plan (Staff Report #18-021-CC)

**I. City Manager's Report**

**J. Councilmember Reports**

**K. Adjournment**

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At every Regular Meeting of the City Council, in addition to the Public Comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the City Council's consideration of the item.

At every Special Meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours. Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.



**STAFF REPORT**

**City Council**

**Meeting Date:**

**1/23/2018**

**Staff Report Number:**

**18-020-CC**

**Consent Calendar:**

**Waive the second reading and adopt an ordinance adding Chapter 2.55 to the Menlo Park Municipal Code requiring electronic filing of campaign statements and statements of economic interest**

**Recommendation**

Staff recommends that the City Council waive the second reading and adopt an ordinance adding Chapter 2.55 to the Menlo Park Municipal Code requiring electronic filing of campaign statements and statements of economic interest.

**Policy Issues**

The proposed ordinance would require all campaign statements and statements of economic interest to be filed electronically. Electronic filing makes it easier for officials to comply with reporting obligations and provides the public with the information in a more accessible and consistent format.

**Background**

On January 1, 2013, Assembly Bill 2452 went into effect adding Government Code §84615 which allows a local government agency to mandate online or electronic filing for an elected officer, candidate, committee, or other person who is required to file statements, reports, or other documents under the Political Reform Act, so long as the filer receives contributions or makes expenditures totaling one thousand dollars (\$1,000) or more in a calendar year. The law prescribes criteria that must be satisfied by a local government agency to require online or electronic filing of statements, reports or other documents. The system must be available free of charge to filers and the public for viewing filings, and must include a procedure for filers to comply with the requirement that they sign statements and reports under penalty of perjury.

The California Fair Political Practices Commission supports and encourages efforts to move from a paper-based reporting system to a more transparent electronic system. Electronic filing makes it easier for officials to comply with reporting obligations and provides the public with the information in a more accessible and consistent format.

The law requires the FPPC to approve all electronic filing systems used by cities. Before a city can begin implementing an all-electronic filing system, the FPPC must review the program to ensure it complies with prescribed security and transparency protocols.

The introduction and first reading of this ordinance occurred at the January 16, 2018, City Council meeting.

**Analysis**

The City Clerk's office accepts filings of two major categories of economic disclosure documents: (1) campaign statements disclosing contributions to local candidate and ballot measure campaigns and (2) statements of economic disclosure (commonly known as Form 700s) from designated public officials and employees. In most instances, these documents are filed with the City Clerk and the City Clerk forwards copies to the FPPC. If the documents are not filed in a timely fashion, the FPPC imposes penalties on the filers.

There are many advantages to requiring electronic filing of disclosure documents. Form 700s are public records. By shifting to an electronic system, the public can directly access most Form 700s. The system is also beneficial to the end user by providing multiple prompts to ensure timely filing, by storing previous statements for user ease and by permitting a single filing for multiple offices.

The proposed ordinance (Attachment A) requires all campaign statements and economic disclosure statements be filed electronically. The ordinance incorporates the safeguards required by State law, including:

1. The system must ensure the integrity of the data and includes safeguards against efforts to tamper with, manipulate, alter or subvert the data
2. The system must only accept a filing in the standardized record format developed by the Secretary of State and compatible with the Secretary of State's system for receiving an online or electronic filing
3. The system must be available free of charge to filers and to the public for viewing filings.

Numerous cities and counties have converted to online or electronic campaign financing filing requirements, including Berkeley, Capitola, Chico, Cotati, Dublin, Fresno, Gilroy, Half Moon Bay, Hayward, Livermore, Los Gatos, Manteca, Morgan Hill, Mountain View, Oakland, Palo Alto, Patterson, Pleasanton, Richmond, Sacramento, Salinas, San Francisco, San Leandro, San Luis Obispo, Santa Clara, Santa Cruz, Santa Rosa, Sausalito, Stockton, Sunnyvale, Watsonville, West Sacramento, and the Town of Yountville, Alameda County, Butte County, Contra Costa County, Del Norte County, Madera County, Marin County, Merced County, Monterey County, Nevada County, Placer County, Sacramento County, San Francisco City/County, San Joaquin County, San Mateo County, Santa Clara County, Santa Cruz County, and Shasta County.

To facilitate the full transition to electronic filing, the City Clerk's Office will continue to provide detailed instructions and one-on-one training. The City Clerk contacted the two vendors approved by the Secretary of State. The proposed vendor, NetFile, provided the best economic terms and user functionality, as well as being the vendor for San Mateo County.

### **Impact on City Resources**

The proposed contract with NetFile for the e-filing and administration system for the campaign system is \$5,400 per year and funding is included in the current fiscal year 2017-18 budget.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is an organizational structure change that will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 24 hours prior to the meeting.

### **Attachments**

- A. Ordinance adopting Charter 2.55 regarding Electronic Filing

Report prepared by:  
Clay Curtin, Interim City Clerk

**ORDINANCE NUMBER XXXX**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO  
ADD CHAPTER 2.55 (ELECTRONIC FILING) TO TITLE 2  
(ADMINISTRATION AND PERSONNEL) OF THE MENLO PARK  
MUNICIPAL CODE RELATING TO ELECTRONIC FILING OF CAMPAIGN  
STATEMENTS AND STATEMENTS OF ECONOMIC INTERESTS**

The City Council of the City of Menlo Park does ordain as follows:

**SECTION 1. FINDINGS AND DETERMINATIONS**

WHEREAS, Government Code Section 84615 currently provides that a local agency may adopt an ordinance to require an elected officer, candidate, committee, or other person required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act (commencing with Section 84100 of the Government Code), except an elected officer, candidate, committee, or other person who receives contributions totaling less than \$1,000 and who makes independent expenditures totaling less than \$1,000 in a calendar year, to file those statements, reports, or other documents online or electronically with the local filing officer; and

WHEREAS, the City intends to enter into an agreement with NetFile, Inc., a vendor approved by the California Secretary of State, to provide an online electronic filing system ("System") for campaign disclosure statements and statements of economic interest forms; and

WHEREAS, the System will operate securely and effectively and will not unduly burden filers. Specifically: (1) the System will ensure the integrity of the data and includes safeguards against efforts to tamper with, manipulate, alter, or subvert the data; (2) the System will only accept a filing in the standardized record format developed by the Secretary of State and compatible with the Secretary of State's system for receiving an online or electronic filing; and (3) the System will be available free of charge to filers and to the public for viewing filings.

WHEREAS, the City of Menlo Park desires to amend Title 2 of the Menlo Park Municipal Code (Administration and Personnel) to add a new Chapter relating to electronic filing of campaign and conflict of interest statements.

**SECTION 2. CHAPTER 2.55 ADDED.** Chapter 2.55 (Electronic Filing) of Title 2 (Administration and Personnel) of the Menlo Park Municipal Code is hereby added to read as follows:

**2.55 Electronic Filing**

**2.55.01 Electronic filing of campaign statements and statements of economic interests.**

(a) Any elected officer, candidate, committee or other person required to file statements, reports or other documents required by Chapter 4 (commencing with Section 84100 of the Government Code), except an elected officer, candidate, committee or other person who receives contributions totaling less than one thousand dollars (\$1,000) and makes expenditures totaling less than one thousand dollars (\$1,000) in a calendar year, shall file those statements, reports or other documents online or electronically with the city clerk.

(b) Any person holding a position listed in Government Code Section 82700 or designated in the city's local conflict of interest code adopted pursuant to Government Code section 83700, shall file any required Statement of Economic Interest reports (Form 700) online or electronically with the city clerk.

(c) In any instance in which an original statement, report or other document must be filed with the California Secretary of State and a copy of that statement, report or other document is required to be filed with the city clerk, the filer may, but is not required to, file the copy electronically.

(d) If the city clerk's electronic system is not capable of accepting a particular type of statement, report or other document, an elected officer, candidate, committee or other person shall file that document with the city clerk in an alternative format.

SECTION 3. CEQA - EXEMPTION. The City Council finds, pursuant to Title 14 of the California Code of Regulations, Section 15378(b)(5), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is a governmental, organizational or administrative activity that will not result in direct or indirect changes in the environment.

SECTION 4. CONSTITUTIONALITY; SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 5. EFFECTIVE DATE AND PUBLICATION. This ordinance shall take effect thirty (30) days after its passage and adoption. Within fifteen (15) days of its adoption this ordinance shall be posted in three (3) public places within the City of Menlo Park, and the ordinance, or a summary of the ordinance prepared by the City Attorney, shall be published in a local newspaper used to publish official notices for the City of Menlo Park prior to the effective date.

INTRODUCED on the sixteenth day of January, 2018.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the twenty-third day of January, 2018, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

\_\_\_\_\_  
Peter Ohtaki, Mayor

ATTEST:

\_\_\_\_\_  
Clay J. Curtin, Interim City Clerk



**STAFF REPORT**

**City Council Meeting Date:** 1/23/2018  
**Staff Report Number:** 18-022-CC

**Consent Calendar:** **Authorize the Public Works Director to accept the work performed by Interstate Grading & Paving, Inc. for the 2017 Street Resurfacing Project**

**Recommendation**

Staff recommends that the City Council authorize the Public Works Director to accept the work performed by Interstate Grading & Paving, Inc. for the 2017 Street Resurfacing Project.

**Policy Issues**

Acceptance of the City Council of the completion of the work begins the one-year construction warranty period.

The current practice is to authorize the Public Works Director to accept construction projects on a project-by-project basis. As a policy matter, the City Council could consider authorizing the Public Works Director to accept all projects or projects under a certain dollar amount or projects of certain types. Staff intends to present the City Council with options to consider in February to streamline the acceptance process.

**Background**

On May 23, 2017, the City Council approved a construction contract with Interstate Grading & Paving, Inc. in the amount of \$4,144,605 with a 15 percent contingency in the amount of \$621,690.

The Project reconstructed of 33 street sections found to be in poor condition, including Santa Cruz Avenue to complement the recently completed sidewalk project. Each street section was milled and overlaid with asphalt and restriped.

**Analysis**

The work for the 2017 Street Resurfacing Project has been completed in accordance with the plans and specifications. The contract was completed within the approved construction budget. A notice of completion will be filed with San Mateo County accordingly.

**Contractor:** Interstate Grading & Paving Inc.  
128 S. Maple Ave.  
South San Francisco, CA 94080

**Impact on City Resources**

Acceptance of the work has no impact on the City's resources.

<b>Construction Contract Award</b>	
Construction contract	\$4,144,605
Contingency (15%)	\$621,690
<b>Total Construction Contract</b>	<b>\$4,766,295</b>

<b>Construction Expenditures</b>	
Construction contract	\$3,503,719
Change Orders	\$314,541
<b>Final Construction Contract</b>	<b>\$3,818,260</b>

**Environmental Review**

The project is categorically exempt under Class 1 of the current State of California Environmental Quality Act Guidelines, which allows replacement or reconstruction of existing facilities.

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Report prepared by:

Rene Punsalan, Associate Civil Engineer

Report Reviewed by:

Kenneth Salvail, Senior Civil Engineer





## STAFF REPORT

**City Council**  
**Meeting Date:** 1/23/2018  
**Staff Report Number:** 18-018-CC

**Consent Calendar:** **Adopt a resolution supporting the City's Shuttle Program for application for the San Mateo County Shuttle Program FY 2018-19 and FY2019-20 and authorizing the City Manager to enter into funding agreements**

### Recommendation

Staff recommends that the City Council adopt a resolution in support of the Citywide Shuttle Program, for the San Mateo County Shuttle Program fiscal years 2018-19 and 2019-20 to continue funding for operations and administration of the program and authorize the City Manager to enter into necessary funding agreements.

### Policy Issues

This project is consistent with the 2016 General Plan goal and policies to support local and regional transit that is efficient, frequent, convenient and safe. These policies seek to promote the use of public transit and to promote the use of alternatives to the single-occupant automobile. The grant requires an adopted resolution of support by the City Council as part of the application.

### Background

The City of Menlo Park manages an extensive shuttle program that provides transit service to many residents, employees and visitors. The program is primarily funded by grants provided by San Mateo City/County Association of Governments, San Mateo County Transportation Authority and the Metropolitan Transportation Commission (via the San Mateo County Transit District). These funds are typically made available following the successful completion of a competitive application process, an executed agreement between parties, and a demonstrated adherence to the agreement details.

On December 18, 2017, City/County Association of Governments and the Transportation Authority issued a joint call for shuttle projects for fiscal years 2018-19 and 2019-20. The program includes \$10,000,000 for this two-year funding cycle, and direct costs for operations, marketing, and administration of shuttles are eligible for funding. Applications are due February 9, 2018, and City/County Association of Governments and the Transportation Authority require a City Council resolution as part of the application submission. The City's Shuttle Program is currently supported by a grant through this program, expiring June 30, 2018.

The City of Menlo Park manages an extensive shuttle program, which includes the following services. These services include a mid-grant cycle service change in March 2017, when the Midday Shuttle was expanded from two buses to a one-bus midday route with new service to Sharon Heights and a two-bus all-day route to Belle Haven:

- Two fixed-route, peak-hour shuttles that travel between the Caltrain station and the business parks and office complexes along Marsh Road and Willow Road
- Two fixed-route community shuttles: One route provides all-day transportation between Belle Haven and downtown Menlo Park, serving several senior housing facilities, Menlo Park Senior Center, the Belle Haven library, the Veterans Affairs Medical Center, the main library, Caltrain station, Little House and Safeway. The other route provides midday transportation between Sharon Heights and downtown Menlo Park, serving several senior housing facilities, Stanford Medical Center, Stanford Shopping Center, Palo Alto Medical Foundation, downtown Palo Alto, Draeger’s and Caltrain station.
- The Shoppers’ Shuttle is a door-to-door service which operates three days per week providing transportation to Little House, Menlo Park Senior Center, downtown Menlo Park, the main library, Safeway, Caltrain station, Stanford Shopping Center, and retail destinations in Menlo Park and Redwood City.

**Analysis**

By applying for funds through the San Mateo County Shuttle Program Call for Projects, the City of Menlo Park is seeking to ensure the continuation of the City’s Shuttle Program.

The City’s proposed application includes continuation of the current services, with schedule and route adjustments to the community shuttles based on current performance results.

The effectiveness of the City’s Shuttle Program is measured by two performance metrics, the average number of riders and the cost per rider, as compared to benchmarks for the type of service. The table below summarizes these metrics for each route. The benchmarks for service are set bi-annually by City/County Association of Governments and the Transportation Authority based on operations of the current routes in San Mateo County and shuttle management best practice information.

Table 1: Benchmark Metrics, by Shuttle Route				
Shuttle Route	Passengers per Service Hour		Cost per Rider	
	Actual	Service Benchmark	Actual	Service Benchmark
	(FY 2016-17)	(FY 2016-18)	(FY 2016-17)	(FY 2016-18)
Marsh Road	14	Above 15	\$ 5.16	Below \$ 7.00
Willow Road	15	Above 15	\$ 5.31	Below \$ 7.00
Midday*	3	Above 10	\$24.17	Below \$ 9.00
Shoppers’	1	Above 2	\$51.59	Below \$18.00

Note: FY 2016-17 data are presented as the most recent complete fiscal year.

\*Midday split into two routes in March 2017, but numbers above are combination and average of the old Midday and two new routes given minimal available data for the new routes in FY 2016-17.

As shown in Table 1, the program’s cost effectiveness (cost per rider) exceeds the County’s standards for the commuter shuttles, Marsh and Willow. The ridership (passengers per service hour) generated by the commuter shuttles, Marsh and Willow, in the City’s program meets or is just below the benchmarks.

The performance of the Midday and Shoppers’ shuttles reflect a transition that occurred over the past two years. Following the retirement of a longtime City employee that administered the program in October 2015,

after many years of successful performance, the City was unable to maintain marketing and direct outreach for the program during the time the position was vacant. A Transportation Demand Management Coordinator was hired in July 2016 whose role was to continue oversight of the existing Shuttle Program and expand the Midday Shuttle in anticipation of other SamTrans fixed-route bus service changes in Sharon Heights. The Midday Shuttle was expanded into two new community routes in March 2017. One route (M2-Belle Haven) provides all-day service, while the other (M1-Menlo Midday) is a midday route. However, there were inefficiencies on these two routes, which help to explain why the benchmarks were not met in fiscal year 2016-17 on these two lines. Splitting the Midday Shuttle required transferring for some destinations, and even with an additional bus, service is currently inadequate to properly serve riders in both Belle Haven and Sharon Heights equitably.

Per the grant application requirements for existing shuttles not meeting established benchmarks, the City of Menlo Park consulted with SamTrans operations planning staff for shuttle technical assistance to improve the shuttle service. With this grant application, the City aims to increase ridership and better serve residents and visitors of Menlo Park. The following changes are being proposed for the community shuttles starting in fiscal year 2018-19. Service on the other shuttle routes would remain the same with minor adjustments. These changes to the community routes will provide consistent all-day access to more shopping and medical destinations, along with improving regional transit connectivity.

The community shuttles, M1-Menlo Midday and M2-Belle Haven, would be combined to create a new east-west all-day shuttle service between Belle Haven and Sharon Heights via downtown Menlo Park, downtown Palo Alto and the Stanford Medical Center. This line is tentatively renamed the M1-Menlo Crosstown Shuttle, and would replace and expand current community shuttle service as seen in the table below.

Table 2: Comparison of Community Shuttles		
Community Shuttle Service	FY 2016-18 Actual	FY 2018-20 Proposed
Routes	Midday (pre-March 2017) M1-Menlo Midday (post-March 2017) M2-Belle Haven (post-March 2017)	M1-Menlo Crosstown
Service Hours	Midday: 9:30 a.m. - 3 p.m. M1-Menlo Midday: 9:30 a.m. - 3 p.m. M2-Belle Haven: 6:30 a.m.- 5 p.m.	6:30 a.m.- 6 p.m.
Buses	Midday: 2 buses M1-Menlo Midday: 1 bus M2-Belle Haven: 2 buses	3 buses
Headways	Midday: 60 minutes M1-Menlo Midday: 90 minutes M2-Belle Haven: 90 minutes	60 minutes

The M1-Menlo Crosstown builds on the expanded community shuttle service implemented in March 2017. This route would provide all-day service for Sharon Heights residents, along with all-day service to Stanford Medical Center, Stanford Shopping Center, Palo Alto Medical Foundation and downtown Palo Alto.

The M1-Menlo Crosstown would leverage the downtown Palo Alto transit hub to connect both residents and visitors with more regional destinations. Transit options include more express/limited Caltrain trains, SamTrans and VTA. Free shuttles are also available for service to Stanford University, Palo Alto civic

institutions, Stanford Eye / Ear Institutes, and Palo Alto Veterans Affairs Medical Center.

**Proposed Program Budget**

Similar to the last Call for Projects, the Shuttle Program requires a local match of at least 25 percent of the total project cost. The match can come from other grant sources or local City funds. A change to this grant cycle is that the City will be required to match 50 percent, rather than the current 25 percent, of funding for the Shoppers’ Shuttle because of new requirements for shuttles that did not meet service benchmarks.

The City’s program is currently funded through a variety of sources, including grants from City/County Association of Governments, the Transportation Authority, the Metropolitan Transportation Commission’s Lifeline Grant Program (through fiscal year 2017-18), and the City’s Development Shuttle Fee. Table 3 below indicates the estimated program budget for the next two-years (fiscal years 2018-19 and 2019-20), since the San Mateo County Shuttle Program is administered in a two-year cycle.

The costs in Table 3 account for an escalation in costs of up to 10 percent in fiscal years 2018-19 and 2019-20, as anticipated by SamTrans, and similar regional shuttles (Stanford Marguerite, Mountain View MVGo). Additionally, differences between fiscal years 2016-17 and 2017-18 account for creation of the M1 Menlo Crosstown, and provision of a second bus on the Marsh Shuttle to alleviate overcrowding on several routes.

<b>Shuttle Route</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Proposed Budget</b>	<b>FY 2019-20 Proposed Budget</b>
Midday	\$280,000	\$533,000	\$0	\$0
M1-Menlo Crosstown	\$0	\$0	\$606,000	\$613,000
M3-Marsh Road	\$133,000	\$191,000	\$286,000	\$290,000
M4-Willow Road	\$103,000	\$128,000	\$158,000	\$161,000
Shoppers’	\$ 48,000	\$ 40,000	\$ 61,000	\$ 62,000
<b>Total</b>	<b>\$564,000</b>	<b>\$892,000</b>	<b>\$1,111,000</b>	<b>\$1,126,000</b>

Notes: FY 2016-17 data are presented as the most recent complete fiscal year. The M1-Menlo Crosstown is the successor to the previous Midday Shuttle.

If awarded, the San Mateo County Shuttle Program will fund up to 75 percent of program cost in fiscal years 2018-19 and 2019-20, with remaining program funds coming from sources outlined in Table 4 and 5 below. At the time staff prepared this report, some of the other funding sources available for the Shuttle Program are uncertain, as grant applications also would need to be submitted for these programs. As such, staff has prepared two funding allocation scenarios: one where the City is awarded potential funds from the Metropolitan Transportation Commission Lifeline grant program (Table 4) and one without (Table 5). Lifeline funding, which the City will apply for when the call is released in January 2018, is applicable only to the M1-Menlo Crosstown Shuttle, as it mobilizes elderly and low-income neighborhoods in Menlo Park. Lifeline would fund up to 40 percent of the M1-Crosstown Shuttle, with the other 60 percent coming from the San Mateo County Shuttle Program grant funding. If the City does not receive Lifeline funding, the City would contribute 25 percent with the remaining 75 percent coming from the San Mateo County Shuttle Program grant funding.

The local match the City would need to provide for the Shuttle Program differs, contingent on it receiving Lifeline funding or not. Table 4, which anticipates Lifeline funding, shows the City would need to contribute up to \$76,000 in fiscal year 2018-19 and \$79,000 in fiscal year 2019-20 toward the Shuttle Program, for \$155,000 during the fiscal year 2018-20 grant cycle. This amount is consistent with the amount currently

budgeted in fiscal year 2017-18. Table 5, which anticipates no Lifeline funding, shows the City would contribute \$227,000 in fiscal year 2018-19 and \$232,000 in fiscal year 2019-20 toward the Shuttle Program, totaling \$459,000 during the fiscal year 2018-20 grant cycle to maintain the proposed service levels. If the Lifeline application is not successful, staff would return to the City Council for direction on service levels, alternative funding sources, or other strategies to fund the shortfall.

Table 4: Allocation of Program Cost by Source Fund (With MTC Lifeline Award)					
Funding Source	TA and C/CAG Request	MTC Lifeline <sup>1</sup> Award	Developer Fees <sup>2</sup>	Local Match	Total
2018-19	\$728,000	\$242,000	\$65,000	\$76,000	\$1,111,000
2019-20	\$737,000	\$245,000	\$65,000	\$79,000	\$1,126,000
<b>2 Year Total</b>	<b>\$1,465,000</b>	<b>\$487,000</b>	<b>\$130,000</b>	<b>\$155,000</b>	<b>\$2,237,000</b>

<sup>1</sup> Metropolitan Transportation Commission Lifeline funding is on a three-year cycle, for FY 2018-19, FY 2019-20, FY 2020-21.

<sup>2</sup> The City collects approximately \$65,300 per year from developer-required contributions to the City's Shuttle Program.

Table 5: Allocation of Program Cost by Source Fund (Without MTC Lifeline Award)				
Funding Source	TA and C/CAG Request	Developer Fees <sup>1</sup>	Local Match	Total
2018-19	\$819,000	\$65,000	\$227,000	\$1,111,000
2019-20	\$829,000	\$65,000	\$232,000	\$1,126,000
<b>2 Year Total</b>	<b>\$1,648,000</b>	<b>\$130,000</b>	<b>\$459,000</b>	<b>\$2,237,000</b>

<sup>1</sup> The City collects approximately \$65,300 per year from developer-required contributions to the City's Shuttle Program.

### Impact on City Resources

The estimated total annual cost of the Marsh Road, Willow Road, Menlo Crosstown, and Shoppers' Shuttle services is \$1,111,000 in fiscal year 2018-19 and \$1,126,000 in fiscal year 2019-20. The funding for the City's share of 25 percent comes from the City's Development Shuttle Fee, Measure A funds, and the Metropolitan Transportation Commission Lifeline Grant Program (this program provides a maximum of 40 percent for the M1-Crosstown shuttle).

### Environmental Review

This proposed action is categorically exempt under the current California Environmental Quality Act Guidelines as this is a service already operated by the City.

### Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### Attachments

- A. Resolution supporting the City's Shuttle Program

Staff Report #: 18-018-CC

Report prepared by:  
Nicholas Yee, Transportation Demand Management Coordinator

Report reviewed by:  
Nicole H. Nagaya, Assistant Public Works Director

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
SUPPORTING THE CITY'S SHUTTLE PROGRAM AND SUBMITTING AN  
APPLICATION FOR SAN MATEO COUNTY SHUTTLE PROGRAM FUNDING**

WHEREAS, there is a need for “around town” transportation to serve many residents, employees and visitors; and

WHEREAS, City of Menlo Park manages an extensive Shuttle Program to provide commuter service to and from the Menlo Park Caltrain station and community shuttle service to link residents to vital community services and destinations; and

WHEREAS, the cost of the City's Shuttle Program is estimated to be \$2,238,367 over fiscal years 2018-19 and 2019-20; and

WHEREAS, the City wishes to sponsor the City's Shuttle Program; and

WHEREAS, the City seeks \$1,647,820 for the Program in fiscal years 2018-19 and 2019-20; and

WHEREAS, June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

WHEREAS, the Board of Directors of the City/County Association of Governments (C/CAG) of San Mateo County at its February 14, 2002 meeting approved the Congestion Relief Plan and subsequently reauthorized the Congestion Relief Plan in 2007, 2010, and 2015; and

WHEREAS, a component of the C/CAG Congestion Relief Plan is to support Local and Employer Based Shuttle Programs; and

WHEREAS, the TA and C/CAG issued a joint Call for Projects for the San Mateo County Shuttle Program December 18, 2017; and

WHEREAS, the TA and C/CAG require a governing board resolution from the City in support of the City's application for \$1,647,820 from the San Mateo County Shuttle Program for the City's Shuttle Program; and

WHEREAS, TA and C/CAG require a governing board resolution from the City committing the City to the completion of the City's Shuttle Program; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park

1. Directs staff to submit an application for funding from the San Mateo County Shuttle Program for \$1,647,820 for the City's Shuttle Program
2. Authorizes the City Manager to execute a funding agreement with the San Mateo County Transportation Authority to encumber any Measure A Local Shuttle Program funds and/or City/County Association of Governments Local Transportation Services Program funds awarded
3. Let it be known the City commits to the completion of the City's Shuttle Program if awarded the requested funds from San Mateo County Shuttle Program

I, Clay J. Curtin, Interim City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said City Council on this twenty-third day of January, 2018, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-third day of January, 2018.

---

Clay J. Curtin  
Interim City Clerk





## STAFF REPORT

**City Council**  
**Meeting Date:** 1/23/2018  
**Staff Report Number:** 18-016-CC

**Consent Calendar:** **Authorize the City Manager to enter into an agreement with EOA, Inc. to perform business inspections per the City's stormwater municipal regional permit**

### Recommendation

Staff recommends that the City Council authorize the City Manager to enter into an agreement with EOA Inc. to perform business inspections per the City's stormwater municipal regional permit up to the authorized budget for fiscal year 2017-18 of \$75,000, and with an option to extend the agreement on an annual basis for up to three additional years up to the authorized budget.

### Policy Issues

The recommended action is consistent with Ordinance No. 859 (Municipal Code Chapter 7.42), "stormwater management program," which sets to protect and enhance the water quality of our watercourses, water bodies and wetlands in a manner pursuant to and consistent with the Clean Water Act.

Specifically, the stormwater management program ensures the future health, safety and general welfare of City residents by:

- Eliminating non-stormwater discharges to the municipal separate storm sewer
- Controlling the discharge to municipal separate storm sewers from spills, dumping or disposal of materials other than stormwater
- Reducing pollutants in stormwater discharges to the maximum extent practicable

### Background

The San Francisco Bay Municipal Regional Stormwater National Pollutant Discharge Elimination System Permit Order No. R2-2015-0049 outlines the State's requirements for municipal agencies to address the water quality and flow-related impacts of stormwater runoff. It is a comprehensive permit, which requires activities related to construction sites, industrial sites, illegal discharges and illicit connections, new development and municipal operations. It also requires a public education program, implementing targeted pollutant reduction strategies, and a monitoring program to help characterize local water quality conditions and to begin evaluating the overall effectiveness of the permit's implementation.

The San Mateo Countywide Water Pollution Prevention Program is a partnership of the City/County Association of Governments, the County of San Mateo, and 20 incorporated cities and towns in the county. The Countywide Program was established in 1990 to reduce the pollution carried by stormwater into local creeks, the San Francisco Bay, and the Pacific Ocean, and it implements some of the Regional Permit requirements on behalf of the municipalities, including the City of Menlo Park, while other requirements are addressed by the municipalities themselves.

Provision C.4 Industrial and Commercial Site Control of the Regional Permit requires each municipality to implement an industrial and commercial site control program at all sites which could reasonably be considered to cause or contribute to stormwater runoff pollution, with inspections and effective follow-up and enforcement to abate actual or potential pollution sources. On August 30, 2011, San Mateo County Environmental Health began providing inspection services to comply with Regional Permit Provision C.4 on behalf of the City through a Memorandum of Agreement. The County also signed similar agreements with other cities and towns that are part of the Countywide Program.

## **Analysis**

Effective January 1, 2018, the County no longer provides inspection services for cities and towns that are part of the countywide program.

On April 3, 2017, the City received a notice with the County's intent to terminate the agreement at the end of the calendar year due to insufficient staffing and funding needs under their existing framework. On November 29, 2017, the County sent formal notice of the December 31, 2017, agreement termination to the City.

In order to continue to meet the regional permit Provision C.4 inspection requirements, staff released a request for proposals December 1, 2017. Four proposals were received with annual costs between \$73,350 and \$87,135, with three of the proposals under \$76,000. Staff reviewed each proposal and recommends EOA for several reasons:

- EOA has a unique understanding of the City's inspection requirements under the regional permit as they have been assisting the countywide program and its member agencies with the implementation of the C.4 Industrial and Commercial Site Control provision for over 20 years.
- EOA has developed many of the tools and guidance documents utilized by countywide program members, including the Menlo Park.

Every fiscal year, the City is required to conduct approximately 200 industrial and commercial stormwater inspections. For the current fiscal year, the County completed approximately half of the required inspections, and EOA would complete the remaining inspections for the City.

EOA would be responsible for creating inspection schedules, notifying businesses in advance about an upcoming inspection, perform inspections and document findings, educate and distribute best management practices literature as needed, and maintain the inspection database. In addition, they may conduct illicit discharge inspections on an as needed basis. The scope of services to perform business inspections is shown in Attachment A.

## **Impact on City Resources**

The majority of the City's stormwater activities are funded by the General Fund. Per the City's Fiscal Policy (User Fee Cost Recovery), stormwater inspections would fall under "high recovery costs" between 70-100 percent since they are regulatory in nature. Staff is investigating the mechanism to recover costs which may include billing businesses directly for the service (following the County's inspection fee recovery process).

During the fiscal year 2017-18 budget process, staff allocated \$75,000 for these services, which is sufficient funding to complete the remaining inspections for this fiscal year. The agreement would be for the remainder of fiscal year 2017-18, and staff is recommending an option to extend the agreement on a fiscal year basis for up to three additional years. If the contract is extended, staff recommends allowing an

increase to the contract increasing EOA's costs annually by the Bay Area's Engineering News Record – Construction Cost Index (ENR-CCI). Staff will include inspection costs in future budget processes.

### **Environmental Review**

There is no environmental review required for this action.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Scope of services

Report prepared by:

Pam Lowe, Senior Civil Engineer

Report reviewed by:

Azalea Mitch, City Engineer

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## SCOPE OF WORK

The Consultant shall prepare all documentation, attend meetings, coordinate with State personnel, and perform business compliance inspection services related to the City's Stormwater Ordinance, the municipal separate storm sewer (MS4) Permit, and other requirements, and not limited to those described as follows:

### **Task No. 1 – Familiarization with City Documents**

The Consultant shall become familiar with the Municipal Regional Stormwater NPDES Permit, Statewide Industrial Activities Stormwater General Permit or other permit issued by the State or Regional Water Quality Control Board, the City of Menlo Park Business Inspection Plan, City of Menlo Park Enforcement Response Plan, the City Commercial and Industrial Inspection database and the City of Menlo Park Municipal Code.

### **Task No. 2 – Conduct Stormwater Inspections**

#### **A. General**

1. The Consultant shall prepare a priority list, schedule and perform first and follow-up inspections utilizing the City of Menlo Park's Business Inspection Plan.
2. For Industrial facilities, the Consultant shall check for submittal of a Notice of Intent (NOI) to comply with the Statewide Industrial Activities Stormwater General Permit or other permit issued by the State or Regional Water Quality Control Board.
3. The Consultant shall confirm that all facilities inspected are in compliance with the City's Stormwater Ordinance, inclusive, but not limited to the following:
  - a. Check for non-stormwater discharges and illegal/illicit connections.
  - b. Identify violations from areas of material storage, vehicle or equipment fueling, vehicle or equipment maintenance, waste handling, hazardous materials handling or storage, delivery areas or loading docks, or other outdoor work areas.
  - c. Issue Correction Notices and/or Notices of Violations as needed. All notices shall be in compliance with the City of Menlo Park Enforcement Response Plan and Municipal Code.
  - d. Prepare non-compliance follow-up letters to businesses for the City Engineer's signature and mail these letters within 2-days of the determination of non-compliance.
  - e. Regularly meet with the City Engineer or his/her representative(s) regarding status of inspections.
  - f. Be available to meet with City and business owners during normal working hours on an as-needed basis.
  - g. Interact professionally with business owners, property owners and the public at large. Consultant shall promote quality customer service, respond promptly and courteously to inspection requests, and coordinate with other City personnel.
  - h. Follow verbal and written instructions, communicate clearly and concisely, both orally and in writing.
  - i. Establish effective communications with business owners or business representatives.

- j. Distribute NPDES educational material to facilities subject to City compliance inspections.
4. Consultant is required to have his/her own digital camera, vehicle, a mobile device or tablet with Wi-Fi capability to use in the field, a mobile phone for immediate contact by the City, and show proof of valid California driver's license and insurance. The Consultant shall download (and print if needed) any digital camera captured images as necessary to support any non-compliance items identified in the Inspection Form and attach said images to the Inspection Form.
5. Normal working hours shall be from 8 a.m. to 5 p.m., Monday through Friday.
6. The Consultant shall perform other related duties as required.
7. On a weekly basis, the Consultant shall update inspection data and upload completed San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) Stormwater Facility Inspection Forms and photos to the City's Commercial and Industrial Inspection database.
8. On an annual basis, the Consultant shall review all business activities within the City and update the City's Business Inspection Plan.

B. Providing Inspection Schedule to City

Before performing inspections for the remainder of fiscal year 2017-18, Consultant shall email an Inspection Schedule to the City for fiscal year 2017-18 (through June 30, 2017). Consultant shall email an Inspection Schedule to the City for the following fiscal years, due no later than July 15 of each year.

C. First Inspections

1. First inspections for each fiscal year shall be completed by June 15 of each year.
2. The Consultant shall notify businesses at least 2-3 weeks in advance by regular mail that an inspection is pending within the next month.
3. The inspection process shall, at a minimum, include the following components:
  - a. Visit the business site and meet with the business manager or representative. Explain the purpose of the inspection. Ask questions to ascertain the business is implementing Best Management Practices (BMP's) to prevent stormwater pollution.
  - b. Walk the entire perimeter of the facility.
  - c. Take pictures of potential problem areas.
  - d. Observe and complete the Stormwater Facility Inspection Form. Fill out all "Activity Areas" on the form. Describe findings in detail (refer to photos taken).
  - e. Distribute the appropriate BMP handouts provided by the City to Business managers. List the handouts distributed on the Stormwater Facility Inspection Form.
  - f. Sign the report as "Inspector" and have the business manager sign the bottom of the report. Provide a copy of the signed Stormwater Facility Inspection Form to the business manager.
  - g. If an active discharge is observed during the inspection, Consultant shall take the necessary steps to stop the discharge and immediately contact the City.



4. Consultant shall create a pdf of each completed Inspection Form including any pictures taken (in one pdf file per site). The file shall be titled with the service address and date of the follow-up inspection in this format: "123 Address – MMDDYY follow-up Inspection"

E. Inspection Reporting to City

1. Monthly Inspection Report

Consultant shall email a Monthly Inspection Report to the City by the first day of each month. The Report shall include the following:

- A summary of first and follow-up inspections completed the previous month. The list shall be an Excel (or approved equal) summary including name of business, address, business type and license number, business contact information (name, phone #, email), inspection date and type (first or follow-up inspection), and findings.
- A list of first and follow-up inspections scheduled for the next month. The list shall be an Excel (or approved equal) summary including name of business, address, business type and anticipated inspection date.

2. Annual Inspection Summary Report

Consultant shall email an Annual Inspection Summary Report to the City by June 15 each year. The Report shall include a summary of first and follow-up inspections completed the previous fiscal year. The list shall be an Excel (or approved equal) summary including name of business, address, business type and license number, business contact information (name, phone #, email), inspection date and type (first or follow-up inspection), and findings.

F. Database Records

On a weekly basis, the Consultant shall update inspection data and upload completed San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) Stormwater Facility Inspection Forms and photos to the City's Commercial and Industrial Inspection database.

Task No. 3 – Conduct Illicit Discharge Inspections (As Needed)

- A. Illicit discharge inspections, including mobile businesses, shall be performed on an as-needed basis.
- B. The City shall notify the Consultant when potential and actual non-stormwater discharges occur on industrial and commercial sites that require a stormwater inspection.
- C. Inspections shall follow the same first inspection and follow-up inspection processes delineated in Task No. 2C above. The Stormwater Facility Inspection Form shall clearly state that the inspection was performed based on a potential/actual non-stormwater discharge.
- D. The Consultant shall create a pdf of each completed Inspection Form including any pictures taken (in one pdf file per site). The file shall be titled with the service address and date of inspection in this format: "123 Address – MMDDYY Illicit Discharge Inspection"





**STAFF REPORT**

**City Council Meeting Date:** 1/23/2018  
**Staff Report Number:** 18-017-CC

**Consent Calendar:** Authorize the Public Works Director to accept the work performed by Stoloski & Gonzalez, Inc. for the Water Main Replacement Project

**Recommendation**

Staff recommends that the City Council authorize the Public Works Director to accept the work performed by Stoloski & Gonzalez, Inc. for the Water Main Replacement Project.

**Policy Issues**

Acceptance by the City Council of the completion of the work begins the one-year construction warranty period.

The current practice is to authorize the Public Works Director to accept construction projects on a project-by-project basis. As a policy matter, the City Council could consider authorizing the Public Works Director to accept all projects or projects under a certain dollar amount or projects of certain types. Staff intends to present the City Council with options to consider in February in an attempt to streamline the acceptance process.

**Background**

The Water Main Replacement Project installed approximately 3,700 feet of new water main, including water meters and water services to customers, at the following locations:

1. Warner Range Avenue (between Sharon Park Drive and Monte Rosa Avenue) including a portion of Monte Rosa Drive (between Warner Range Avenue and Avy Avenue)
2. Independence Drive (Between Chrysler Drive and Bayfront Expressway)

On May 2, 2017, the City Council approved a construction contract with Stoloski & Gonzalez, Inc. in the amount of \$1,163,370 and a total construction budget of \$1,337,870 for the project, inclusive of a 15 percent contingency.

**Analysis**

Construction work for the Water Main Replacement Project has been completed in accordance with the plans and specifications, and the contract was completed within the approved construction budget. A notice of completion will be filed with San Mateo County accordingly.

Contractor: Stoloski & Gonzalez, Inc.  
727 Main St.  
Half Moon Bay, CA 94019

### Impact on City Resources

Acceptance of the work has no impact on City resources.

Construction Contract Award	
Construction contract	\$1,163,370
Contingency (15%)	\$174,500
<b>Total Construction Contract</b>	<b>\$ 1,337,870</b>

Construction Expenditures	
Construction contract	\$1,165,946
Change orders	\$128,240
<b>Final Construction Contract</b>	<b>\$1,294,186</b>

### Environmental Review

The Project is categorically exempt under Class 2 of the current State of California Environmental Quality Act Guidelines, which allows replacement or reconstruction of existing facilities.

### Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Report prepared by:  
Rene Punsalan, Associate Civil Engineer

Report Reviewed by:  
Pam Lowe, Senior Civil Engineer



## STAFF REPORT

**City Council**  
**Meeting Date:** 1/23/2018  
**Staff Report Number:** 18-023-CC

**Consent Calendar:** **Authorize the City Manager to amend the contract with Gachina Landscape Management and appropriate \$100,000 from the General Fund unassigned fund balance**

### Recommendation

Staff recommends that the City Council authorize the City Manager to extend the existing contract with Gachina Landscape Management through January 31, 2019, and appropriate \$100,000 from the General Fund unassigned fund balance to cover increased costs for fiscal year 2017-18.

### Policy Issues

Without a modification to the contracting authority, the City cannot amend this agreement. By amending the existing agreement with Gachina Landscape Management, the City would continue to receive the services to maintain the city's median strips and right of ways. The City attempts to utilize contract services in areas where is feasible and beneficial to the community.

### Background

On October 15, 2013, City Council awarded a contract for median strip and right of way landscape maintenance services and refuse collection to Gachina Landscape Management for four years with the option to extend the contract for four additional one-year terms and authorized spending up to the budgeted amount each year. Near the end of the original contract term, Gachina notified the City that they were not interested in extending the contract without a change to the scope of work and/or compensation. Based on this, staff has pursued the following over the past six months:

- On August 29, 2017, City Council authorized the City Manager to extend the contract term with Gachina Landscape Management through December 2017 while staff developed a request for proposals.
- On November 6, 2017, the City released the request for proposal. The opportunity was posted on the City's website and the Federation of California Builders Exchange's website. Hard copies of the request for proposal were also mailed to 17 regional landscape maintenance contractors.
- On November 14, 2017, the City held a pre-proposal meeting. No potential contractors attended.
- On November 29, 2017, an addendum to the request for proposal was issued to extend the timeline and the pre-proposal meeting was rescheduled for December 7, 2017. One potential contractor attended the meeting.

On January 9, 2018, the request for proposal closed and no proposals were received.

### Analysis

Given the unsuccessful request for proposal process, staff reached out to Gachina to see if they would be

interested in continuing to perform the work until the City can issue a new request for proposal. Gachina is willing to extend the existing contract at the cost of \$36,442 per month for a minimum of one-year. The 13-month extension will end January 31, 2019. Due to staffing requirements and general upswing in the market, 13 months is the shortest extension to which Gachina will agree. Gachina will provide a four person crew and continue to provide landscape maintenance services including annual backflow certifications, irrigation inspections, fountain maintenance, downtown power washing, the installation of 1,000 cubic yards of mulch, plant replacement and infill not to exceed 1,000 one-gallon plants, 500 five-gallon plants and 50 fifteen-gallon plants. Irrigation repairs will be limited to heads, nozzles and lateral pipe, major repairs to the irrigation system components such as the main lines, controllers, valves and backflow devices are not included.

For a 12-month period, the total cost for this service would be \$437,304. For comparison, the four proposals received from the 2013 request for proposal for fiscal year 2016-17 maintenance ranged from \$185,680 to \$826,586. When the contract for median strip and right of way maintenance was approved in 2013, the equivalent of two full time positions were eliminated. The City is unable to maintain the median strips and right of way without the assistance of a contractor.

### **Impact on City Resources**

The increase cost for services requires a \$100,000 appropriation from the General Fund for the remainder of fiscal year 2017-18. Funding for fiscal year 2018-19 will be requested during the budget process.

### **Environmental Review**

Environmental review is not required for this action.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Report prepared by:  
Brian Henry, Public Works Superintendent

Report reviewed by:  
Justin Murphy, Public Works Director



**STAFF REPORT**

**City Council**  
**Meeting Date:** 1/23/2018  
**Staff Report Number:** 18-019-CC

**Regular Business:** **Adopt a resolution to amend all City salary schedules adopted on or after November 10, 2015**

**Recommendation**

Staff recommends that the City Council approve a resolution to amend all City salary schedules previously adopted on or after November 10, 2015.

**Policy Issues**

The recommendation does not represent any change to existing City policy. In accordance with the City Personnel Rules and Regulations, the City Council is required to adopt changes to the City's salary schedule.

**Background**

The City is required to report employee earnings to the California Public Employees Retirement System (CalPERS), and verify those earnings, as requested, upon an employee's retirement. Verification includes submission of City Council adopted salary schedules reflecting employees' maximum base salary earnings. Recently, CalPERS requested salary schedules for a retiring police officer, and determined amendments were needed to reflect a change in patrol work schedules agreed upon in the Memoranda of Understanding (MOU) between the Menlo Park Police Officers' Association and the City of Menlo Park since July 2008.

On December 5, 2017, the City Council adopted a revised salary schedule to correct for the omission of the standard patrol schedule (2184 hours per year). Since that action, CalPERS has informed the City that they must amend all prior salary schedules back to November 2015 to include the patrol schedule. This action simply modifies the previously approved salary schedules to reflect these changes.

**Analysis**

To correct a clerical omission and provide CalPERS with the information necessary to accurately account for employee earnings and process retirements based on City Council approved MOU provisions, ministerial amendments to previously adopted salary schedules are required. The salary schedules and resolutions to be amended are provided in Table 1.

Table 1: Salary Schedules to be Amended		
Resolution No.	City Council Approval Date	Effective Date of Salary Schedule
n/a	November 10, 2015	November 10, 2015
6327	June 21, 2016	July 10, 2016
6331	July 19, 2016	July 10, 2016
6341	August 30, 2016	September 4, 2016
6355	December 6, 2016	December 11, 2016
6381	April 4, 2017	April 16, 2017
6396	June 20, 2017	July 9, 2017
6402	September 26, 2017	October 1, 2017
6411	October 17, 2017	October 29, 2017

**Impact on City Resources**

There is no direct impact on City resources associated with the action in this staff report.

**Environmental Review**

No environmental review is required.

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

- A. Proposed resolution to amend City salary schedules

Report prepared by:

Lenka Diaz, Human Resources Manager

Sandra Pimentel, Management Analyst II

**RESOLUTION NO. 6420****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MENLO PARK AMENDING SALARY SCHEDULES  
APPROVED ON OR AFTER NOVEMBER 10, 2015**

WHEREAS, pursuant to the Personnel System Rules, the City Manager prepared a Compensation Plan; and

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore do hereby establish the following compensation provisions in accordance with the City's Personnel System rules.

BE IT FURTHER RESOLVED that any previously enacted compensation provisions approved and included as follows:

1. City of Menlo Park Salary Schedule approved November 10, 2015 [Exhibit A], in Staff Report #15-170-CC;
2. City of Menlo Park Salary Schedule approved June 21, 2016 [Exhibit B], in Resolution No. 6327;
3. City of Menlo Park Salary Schedule approved July 19, 2016 [Exhibit C], in Resolution No. 6331;
4. City of Menlo Park Salary Schedule approved August 30, 2016 [Exhibit D], in Resolution No. 6341;
5. City of Menlo Park Salary Schedule approved December 6, 2016 [Exhibit E], in Resolution No. 6355;
6. City of Menlo Park Salary Schedule approved April 4, 2017 [Exhibit F], in Resolution No. 6381;
7. City of Menlo Park Salary Schedule approved June 20, 2017 [Exhibit G], in Resolution No. 6396;
8. City of Menlo Park Salary Schedule approved September 26, 2017 [Exhibit H], in Resolution No. 6402;
9. City of Menlo Park Salary Schedule approved October 17, 2017 [Exhibit I], in Resolution No. 6411;

and subsequent amendments, including the compensation provisions shall be superseded by this Resolution.

BE IT FURTHER RESOLVED that the changes contained herein shall be effective as noted on each amended salary schedule.

I, Clay J. Curtin, Interim City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-third day of January, 2018, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-third day of January, 2018.

---

Clay J. Curtin, Interim City Clerk



City of Menlo Park  
Salary Schedule - Approved 11/10/2015

EXHIBIT A

Job Title	Annual Minimum (Step A)	Step B	Step C	Step D	Annual Maximum (Step E)
Accountant	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74	\$ 84,060.92	\$ 88,067.21
Accounting Assistant I	\$ 51,844.00	\$ 54,301.31	\$ 56,808.13	\$ 59,462.42	\$ 62,214.26
Accounting Assistant II	\$ 56,808.09	\$ 59,462.31	\$ 62,214.22	\$ 65,122.10	\$ 68,177.60
Administrative Assistant	\$ 65,122.10	\$ 68,177.60	\$ 71,380.91	\$ 74,738.91	\$ 78,253.52
Administrative Services Director	\$ 143,338.60	Open Range			\$ 179,172.00
Assistant City Manager	\$ 151,373.80	Open Range			\$ 199,623.00
Assistant Community Development Director	\$ 113,021.80	Open Range			\$ 147,665.00
Assistant Director of Public Works	\$ 125,587.20	Open Range			\$ 156,984.00
Assistant Engineer	\$ 88,263.88	\$ 92,470.48	\$ 96,891.75	\$ 101,517.62	\$ 106,353.02
Assistant Planner	\$ 79,970.65	\$ 83,731.42	\$ 87,745.42	\$ 91,926.53	\$ 96,318.45
Assistant to the City Manager	\$ 98,870.40	Open Range			\$ 123,588.00
Associate Engineer	\$ 99,039.94	\$ 103,780.64	\$ 108,727.66	\$ 113,980.39	\$ 119,502.43
Associate Planner	\$ 87,745.63	\$ 91,926.53	\$ 96,318.45	\$ 100,926.54	\$ 105,757.43
Belle Haven Family Serv Pgm Mgr	\$ 71,610.96	\$ 74,979.92	\$ 78,505.82	\$ 82,269.48	\$ 86,189.41
Branch Library Manager	\$ 84,331.87	\$ 88,350.98	\$ 92,575.38	\$ 96,995.24	\$ 101,615.24
Building Custodian I	\$ 51,844.00	\$ 54,301.31	\$ 56,808.13	\$ 59,462.42	\$ 62,214.26
Building Custodian II	\$ 56,808.09	\$ 59,462.31	\$ 62,214.22	\$ 65,122.10	\$ 68,177.60
Building Inspector	\$ 85,016.00	\$ 89,104.56	\$ 93,351.22	\$ 97,814.49	\$ 102,484.49
Business Manager - Development Serv	\$ 78,505.82	\$ 82,269.48	\$ 86,189.41	\$ 90,307.47	\$ 94,628.15
Child Care Teacher - Title 22	\$ 46,388.78	\$ 48,492.91	\$ 50,688.56	\$ 52,998.61	\$ 55,505.63
Child Care Teacher - Title 5	\$ 51,844.00	\$ 54,301.31	\$ 56,808.13	\$ 59,462.42	\$ 62,214.26
Children's Services Manager	\$ 99,157.48	\$ 103,884.05	\$ 108,902.56	\$ 114,178.76	\$ 119,710.63
City Arborist	\$ 78,505.82	\$ 82,269.48	\$ 86,189.41	\$ 90,307.47	\$ 94,628.15
City Attorney	n/a	Set by contract			\$ 108,000.00
City Clerk	\$ 95,798.40	Open Range			\$ 119,748.00
City Manager	n/a	Set by contract			\$ 217,500.00
City Service Officer	\$ 52,998.69	\$ 55,505.73	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20
Code Enforcement Officer	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74	\$ 84,060.92	\$ 88,067.21
Communications Officer	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74	\$ 84,060.92	\$ 88,067.21
Communications Training Officer	\$ 76,590.59	\$ 80,203.74	\$ 84,060.92	\$ 88,067.21	\$ 92,277.88
Community Development Director	\$ 143,146.60	Open Range			\$ 178,932.00
Community Development Technician	\$ 59,462.31	\$ 62,214.22	\$ 65,122.10	\$ 68,177.60	\$ 71,380.91
Community Services Director	\$ 145,104.00	Open Range			\$ 181,380.00

City of Menlo Park  
Salary Schedule - Approved 11/10/2015

Job Title	Annual Minimum (Step A)	Step B	Step C	Step D	Annual Maximum (Step E)
Community Services Manager	\$ 99,157.48	\$ 103,884.05	\$ 108,902.56	\$ 114,178.76	\$ 119,710.63
Community Services Officer	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57	\$ 69,783.75	\$ 73,133.39
Community Services Superintendent	\$ 91,085.80	Open Range			\$ 113,856.00
Computer Support Technician	\$ 68,177.60	\$ 71,380.70	\$ 74,738.91	\$ 78,253.52	\$ 82,005.29
Construction Inspector	\$ 80,203.74	\$ 84,060.92	\$ 88,067.21	\$ 92,277.88	\$ 96,683.51
Contract Specialist	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57	\$ 69,783.75	\$ 73,133.39
Custodial Services Supervisor	\$ 59,654.16	\$ 62,414.83	\$ 65,332.22	\$ 68,397.38	\$ 71,610.96
Deputy City Clerk	\$ 66,613.86	\$ 69,783.75	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74
Development Services Technician	\$ 59,462.31	\$ 62,214.22	\$ 65,122.10	\$ 68,177.60	\$ 71,380.91
Engineer Technician I	\$ 66,856.81	\$ 69,952.57	\$ 73,272.87	\$ 76,790.04	\$ 80,420.13
Engineering Services Manager	\$ 125,587.20	Open Range			\$ 156,984.00
Engineering Technician II	\$ 74,949.94	\$ 78,475.90	\$ 82,166.61	\$ 86,105.63	\$ 90,208.11
Environmental Programs Manager	\$ 90,307.47	\$ 94,628.15	\$ 99,157.48	\$ 103,884.05	\$ 108,902.56
Environmental Programs Specialist	\$ 62,214.22	\$ 65,122.10	\$ 68,177.60	\$ 71,380.91	\$ 74,738.91
Equipment Mechanic	\$ 66,613.86	\$ 69,783.75	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74
Executive Secretary to the City Mgr	\$ 69,375.63	Open Range			\$ 84,326.15
Facilities Supervisor	\$ 78,505.82	\$ 82,269.48	\$ 86,189.41	\$ 90,307.47	\$ 94,628.15
Finance & Budget Manager	\$ 113,000.00	Open Range			\$ 143,000.00
Financial Analyst	\$ 80,203.74	\$ 84,060.92	\$ 88,067.21	\$ 92,277.88	\$ 96,683.51
Fleet Supervisor	\$ 78,505.82	\$ 82,269.48	\$ 86,189.41	\$ 90,307.47	\$ 94,628.15
Gymnastics Instructor	\$ 37,138.82	\$ 38,819.46	\$ 40,572.27	\$ 42,382.70	\$ 44,332.29
Gymnastics Program Coordinator	\$ 62,414.83	\$ 65,332.22	\$ 68,397.38	\$ 71,610.96	\$ 74,979.92
Housing & Economic Development Manager	\$ 108,787.20	Open Range			\$ 135,984.00
Human Resources Analyst	\$ 84,055.56	Open Range			\$ 99,455.78
Human Resources Assistant	\$ 52,998.69	\$ 55,505.73	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20
Human Resources Manager	\$ 113,000.00	Open Range			\$ 143,000.00
Information Technology Manager	\$ 113,000.00	Open Range			\$ 143,000.00
Information Technology Supervisor	\$ 84,000.00	\$ 93,368.14	\$ 98,282.25	\$ 103,455.00	\$ 108,900.00
Lead Communications Officer	\$ 80,203.74	\$ 84,060.92	\$ 88,067.21	\$ 92,277.88	\$ 96,683.51
Librarian I	\$ 62,214.22	\$ 65,122.10	\$ 68,177.60	\$ 71,380.91	\$ 74,738.91
Librarian II	\$ 69,783.75	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74	\$ 84,060.92
Librarian III	\$ 80,462.31	\$ 84,331.87	\$ 88,350.98	\$ 92,575.38	\$ 96,995.24
Library Assistant I	\$ 48,492.91	\$ 50,688.56	\$ 52,998.61	\$ 55,505.63	\$ 58,060.91

City of Menlo Park  
Salary Schedule - Approved 11/10/2015

Job Title	Annual Minimum (Step A)	Step B	Step C	Step D	Annual Maximum (Step E)
Library Assistant II	\$ 52,998.69	\$ 55,505.73	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20
Library Assistant III	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57	\$ 69,783.75
Library Clerk	\$ 33,993.23	\$ 35,531.18	\$ 37,138.82	\$ 38,819.46	\$ 40,572.27
Library Page	\$ 24,937.54	\$ 26,064.48	\$ 27,245.09	\$ 28,478.32	\$ 29,766.67
Library Services Director	\$ 139,603.20	Open Range			\$ 174,504.00
Literacy Assistant	\$ 42,382.70	\$ 44,332.29	\$ 46,388.78	\$ 48,492.91	\$ 50,688.56
Literacy Program Manager	\$ 71,610.96	\$ 74,979.92	\$ 78,505.82	\$ 82,269.48	\$ 86,189.41
Maintenance I - Building Maintenance	\$ 55,505.73	\$ 58,060.97	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57
Maintenance I - Community Services	\$ 52,998.69	\$ 55,505.73	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20
Maintenance I - Parks	\$ 52,998.69	\$ 55,505.73	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20
Maintenance I - Streets	\$ 52,998.69	\$ 55,505.73	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20
Maintenance I - Trees	\$ 52,998.69	\$ 55,505.73	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20
Maintenance I - Water	\$ 52,998.69	\$ 55,505.73	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20
Maintenance II - Building Maintenance	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57	\$ 69,783.75	\$ 73,133.39
Maintenance II - Parks	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57	\$ 69,783.75
Maintenance II - Streets	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57	\$ 69,783.75
Maintenance II - Trees	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57	\$ 69,783.75
Maintenance III - Building Maintenance	\$ 66,613.86	\$ 69,783.75	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74
Maintenance III - Parks	\$ 66,613.86	\$ 69,783.75	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74
Maintenance III - Streets	\$ 66,613.86	\$ 69,783.75	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74
Maintenance III - Trees	\$ 66,613.86	\$ 69,783.75	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74
Maintenance III - Water	\$ 66,613.86	\$ 69,783.75	\$ 73,133.39	\$ 76,590.59	\$ 80,203.74
Management Analyst	\$ 80,203.74	\$ 84,060.92	\$ 88,067.21	\$ 92,277.88	\$ 96,683.51
Management Analyst-Confidential	\$ 84,000.00	Open Range			\$ 108,900.00
Night Clerk	\$ 36,378.99	\$ 38,025.10	\$ 39,728.21	\$ 41,481.86	\$ 43,382.14
Office Assistant I	\$ 42,382.70	\$ 44,332.29	\$ 46,388.78	\$ 48,492.91	\$ 50,688.56
Office Assistant II	\$ 47,436.69	\$ 49,599.47	\$ 51,844.00	\$ 54,301.31	\$ 56,808.13
Office Assistant III	\$ 51,844.00	\$ 54,301.31	\$ 56,808.13	\$ 59,462.42	\$ 62,214.26
Parks and Trees Supervisor	\$ 78,505.82	\$ 82,269.48	\$ 86,189.41	\$ 90,307.47	\$ 94,628.15
Permit Manager	\$ 95,418.28	\$ 99,983.24	\$ 104,769.14	\$ 109,763.08	\$ 115,065.95
Plan Checker	\$ 99,983.24	\$ 104,769.14	\$ 109,763.08	\$ 115,065.95	\$ 120,639.83
Planning Technician	\$ 68,177.60	\$ 71,380.70	\$ 74,738.91	\$ 78,253.52	\$ 82,005.29
Police Chief	\$ 154,666.60	Open Range			\$ 193,332.00

City of Menlo Park  
Salary Schedule - Approved 11/10/2015

Job Title	Annual Minimum (Step A)	Step B	Step C	Step D	Annual Maximum (Step E)
Police Commander	\$ 139,200.00	Open Range			\$ 174,000.00
Police Corporal	\$ 96,515.95	\$ 101,341.76	\$ 106,408.85	\$ 111,729.28	\$ 117,315.74
Police Corporal (2184 hours)	\$ 101,341.75	\$ 106,408.85	\$ 111,729.29	\$ 117,315.74	\$ 123,181.53
Police Lieutenant	\$ 122,333.80	Open Range			\$ 152,916.80
Police Officer	\$ 89,677.95	\$ 94,161.81	\$ 98,869.89	\$ 103,813.42	\$ 109,004.06
Police Officer (2184 hours)	\$ 94,161.85	\$ 98,869.90	\$ 103,813.38	\$ 109,004.09	\$ 114,454.26
Police Records Officer	\$ 57,984.06	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57	\$ 69,783.75
Police Records Training Officer	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57	\$ 69,783.75	\$ 73,133.39
Police Sergeant	\$ 108,146.50	\$ 113,553.82	\$ 119,231.51	\$ 125,193.09	\$ 131,452.74
Police Sergeant (2184 hours)	\$ 113,553.83	\$ 119,231.51	\$ 125,193.09	\$ 131,452.74	\$ 138,025.38
Principal Planner	\$ 105,950.29	\$ 112,583.55	\$ 117,972.42	\$ 123,595.73	\$ 127,766.65
Program Assistant	\$ 47,436.69	\$ 49,599.47	\$ 51,844.00	\$ 54,301.31	\$ 56,808.13
Program Supervisor - Title 22	\$ 62,414.83	\$ 65,332.22	\$ 68,397.38	\$ 71,610.96	\$ 74,979.92
Program Supervisor - Title 5	\$ 62,414.83	\$ 65,332.22	\$ 68,397.38	\$ 71,610.96	\$ 74,979.92
Property and Court Officer	\$ 60,813.31	\$ 63,673.20	\$ 66,621.57	\$ 69,783.75	\$ 73,133.39
Public Works Director	\$ 147,034.60	Open Range			\$ 183,792.00
Public Works Superintendent	\$ 91,085.80	Open Range			\$ 113,856.00
Recreation Aide	\$ 31,856.03	\$ 33,297.47	\$ 34,804.43	\$ 36,378.99	\$ 38,025.10
Recreation Leader	\$ 24,937.54	\$ 26,064.48	\$ 27,245.09	\$ 28,478.32	\$ 29,766.67
Recreation Program Coordinator	\$ 62,414.83	\$ 65,332.22	\$ 68,397.38	\$ 71,610.96	\$ 74,979.92
Recreation Supervisor	\$ 76,837.46	\$ 80,462.31	\$ 81,875.60	\$ 88,350.98	\$ 92,575.38
Red Light Photo Enforcement Facilitator	\$ 68,177.60	\$ 71,380.70	\$ 74,738.91	\$ 78,253.52	\$ 82,005.29
Revenue and Claims Manager	\$ 80,462.31	\$ 84,331.87	\$ 88,350.98	\$ 92,575.38	\$ 96,995.24
Secretary	\$ 56,808.09	\$ 59,462.31	\$ 62,214.22	\$ 65,122.10	\$ 68,177.60
Senior Building Inspector	\$ 95,418.21	\$ 99,983.24	\$ 104,769.14	\$ 109,763.08	\$ 115,065.95
Senior Civil Engineer	\$ 109,078.37	\$ 114,347.60	\$ 119,887.63	\$ 125,696.11	\$ 131,821.44
Senior Engineering Technician	\$ 80,420.13	\$ 84,213.89	\$ 88,263.88	\$ 92,470.48	\$ 96,891.75
Senior Library Page	\$ 33,993.23	\$ 35,531.18	\$ 37,138.82	\$ 38,819.46	\$ 40,572.27
Senior Planner	\$ 96,318.45	\$ 100,926.54	\$ 105,757.43	\$ 110,798.50	\$ 116,151.50
Senior Recreation Leader	\$ 29,766.67	\$ 31,113.47	\$ 32,521.84	\$ 33,993.23	\$ 35,531.18
Senior Transportation Engineer	\$ 109,078.37	\$ 114,347.60	\$ 119,887.63	\$ 125,696.11	\$ 131,821.44
Streets Supervisor	\$ 78,505.82	\$ 82,269.48	\$ 86,189.41	\$ 90,307.47	\$ 94,628.15
Support Services Manager	\$ 88,350.98	\$ 92,575.38	\$ 96,995.24	\$ 101,615.24	\$ 106,546.22

City of Menlo Park  
Salary Schedule - Approved 11/10/2015

Job Title	Annual Minimum (Step A)	Step B	Step C	Step D	Annual Maximum (Step E)
Teacher's Aide	\$ 34,804.43	\$ 36,378.99	\$ 38,025.10	\$ 39,728.21	\$ 41,481.86
Technical Services Manager	\$ 101,615.24	\$ 106,546.22	\$ 111,664.58	\$ 117,048.69	\$ 122,677.50
Traffic Engineering Technician I	\$ 66,856.81	\$ 69,952.57	\$ 73,272.87	\$ 76,790.04	\$ 80,420.13
Traffic Engineering Technician II	\$ 74,949.94	\$ 78,475.90	\$ 82,166.61	\$ 86,105.63	\$ 90,208.11
Transportation Driver	\$ 33,297.47	\$ 34,804.43	\$ 36,378.99	\$ 38,025.10	\$ 39,728.21
Transportation Engineer	\$ 103,780.64	\$ 108,727.66	\$ 113,980.39	\$ 119,502.43	\$ 125,292.27
Transportation Management Coord	\$ 82,005.29	\$ 85,912.60	\$ 90,017.22	\$ 94,323.87	\$ 98,838.77
Transportation Manager	\$ 125,587.20	Open Range			\$ 156,984.00
Transportation Planner	\$ 94,518.19	\$ 99,039.94	\$ 103,780.64	\$ 108,727.66	\$ 113,980.39
Water Quality Technician	\$ 71,380.91	\$ 74,738.91	\$ 78,253.52	\$ 82,005.29	\$ 85,912.60
Water Service Worker	\$ 59,462.31	\$ 62,214.22	\$ 65,122.10	\$ 68,177.60	\$ 71,380.91
Water System Supervisor	\$ 82,269.48	\$ 86,189.41	\$ 90,307.47	\$ 94,628.15	\$ 99,157.48
Youth Services Coordinator	\$ 62,414.83	\$ 65,332.22	\$ 68,397.38	\$ 71,610.96	\$ 74,979.92

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City of Menlo Park  
Salary Schedule - Effective 7/10/2016

EXHIBIT B

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743	\$ 89,829
Accountant I	\$ 74,645	\$ 78,378	\$ 82,297	\$ 86,412	\$ 90,733
Accountant II	\$ 81,758	\$ 85,623	\$ 89,662	\$ 93,974	\$ 98,453
Accounting Assistant I	\$ 52,934	\$ 55,443	\$ 58,003	\$ 60,713	\$ 63,522
Accounting Assistant II	\$ 58,003	\$ 60,713	\$ 63,522	\$ 66,491	\$ 69,611
Administrative Assistant	\$ 58,177	\$ 60,895	\$ 63,713	\$ 66,691	\$ 69,820
Administrative Services Director	\$ 146,206	Open Range			\$ 182,756
Assistant City Manager	\$ 154,402	Open Range			\$ 203,616
Assistant Community Development Director	\$ 115,283	Open Range			\$ 150,619
Assistant Director of Public Works	\$ 128,099	Open Range			\$ 160,124
Assistant Engineer	\$ 90,030	\$ 94,320	\$ 98,830	\$ 103,548	\$ 108,481
Assistant Planner	\$ 81,571	\$ 85,407	\$ 89,501	\$ 93,766	\$ 98,245
Assistant to the City Manager	\$ 100,848	Open Range			\$ 126,060
Associate Civil Engineer	\$ 101,021	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893
Associate Planner	\$ 89,501	\$ 93,766	\$ 98,245	\$ 102,946	\$ 107,873
Associate Transportation Engineer	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893	\$ 127,799
Branch Library Manager	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936	\$ 103,648
Building Custodian	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Building Inspector	\$ 86,717	\$ 90,887	\$ 95,219	\$ 99,771	\$ 104,535
Business Manager	\$ 87,905	\$ 92,120	\$ 96,509	\$ 101,120	\$ 105,958
Child Care Teacher I	\$ 47,317	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616
Child Care Teacher II	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Child Care Teacher's Aide	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523	\$ 42,312
City Attorney	n/a	Set by contract			\$ 108,000
City Clerk	\$ 97,715	Open Range			\$ 122,143
City Manager	n/a	Set by contract			\$ 217,500
Code Enforcement Officer	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743	\$ 89,829
Communications Dispatcher	\$ 75,641	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087
Communications and Records Manager	\$ 103,648	\$ 108,678	\$ 113,898	\$ 119,390	\$ 125,132
Communications Training Dispatcher	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442
Community Development Director	\$ 146,010	Open Range			\$ 182,511
Community Development Technician	\$ 60,652	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809
Community Services Director	\$ 148,007	Open Range			\$ 185,008
Community Services Manager	\$ 101,141	\$ 105,962	\$ 111,081	\$ 116,463	\$ 122,105
Community Services Officer	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Community Services Superintendent	\$ 92,908	Open Range			\$ 116,134
Construction Inspector	\$ 81,808	\$ 85,743	\$ 89,829	\$ 94,124	\$ 98,618
Contracts Specialist	\$ 65,504	\$ 68,584	\$ 71,760	\$ 75,166	\$ 78,774
Custodial Services Supervisor	\$ 60,848	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044
Deputy City Clerk	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Engineering Services Manager	\$ 128,099	Open Range			\$ 160,124
Engineering Technician I	\$ 68,194	\$ 71,352	\$ 74,739	\$ 78,326	\$ 82,029
Engineering Technician II	\$ 76,449	\$ 80,046	\$ 83,810	\$ 87,828	\$ 92,013
Equipment Mechanic	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Executive Assistant	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819
Executive Assistant to the City Mgr	\$ 70,764	Open Range			\$ 86,013
Facilities Maintenance Technician I	\$ 56,616	\$ 59,223	\$ 62,030	\$ 64,947	\$ 67,955
Facilities Maintenance Technician II	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Finance & Budget Manager	\$ 115,260	Open Range			\$ 145,860
Gymnastics Instructor	\$ 37,882	\$ 39,596	\$ 41,384	\$ 43,231	\$ 45,219
Housing & Economic Development Manager	\$ 110,963	Open Range			\$ 138,704
Human Resources Analyst	\$ 86,337	Open Range			\$ 102,156
Human Resources Manager	\$ 115,260	Open Range			\$ 145,860

Annual Salaries based on 2080 hours per year except where set by contract or noted

Approved 6/21/2016 Resolution No.6327  
Revised 1/23/2018 Resolution No.6420

City of Menlo Park  
Salary Schedule - Effective 7/10/2016

Human Resources Technician	\$ 61,465	\$ 64,373	\$ 67,247	\$ 70,528	\$ 73,845
Information Technology Manager	\$ 115,260	Open Range			\$ 145,860
Information Technology Specialist I	\$ 64,528	\$ 67,755	\$ 71,143	\$ 74,701	\$ 78,437
Information Technology Specialist II	\$ 71,697	\$ 75,066	\$ 78,597	\$ 82,293	\$ 86,239
Information Technology Supervisor	\$ 85,680	\$ 95,236	\$ 100,248	\$ 105,525	\$ 111,078
Junior Engineer	\$ 72,627	\$ 76,258	\$ 80,071	\$ 84,075	\$ 88,279
Librarian I	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Librarian II	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743
Librarian III	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936
Library Assistant I	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616	\$ 59,223
Library Assistant II	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Library Assistant III	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,108
Library Clerk	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Library Page	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Library Services Director	\$ 142,396	Open Range			\$ 177,995
Literacy Program Manager	\$ 73,044	\$ 76,480	\$ 80,076	\$ 83,915	\$ 87,914
Maintenance Worker I	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Maintenance Worker II	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Management Analyst I	\$ 78,311	\$ 82,227	\$ 86,339	\$ 90,656	\$ 95,189
Management Analyst II	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Night Clerk	\$ 37,107	\$ 38,786	\$ 40,523	\$ 42,312	\$ 44,250
Office Assistant	\$ 48,579	\$ 50,794	\$ 53,093	\$ 55,609	\$ 58,177
Parking Enforcement Officer	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Permit Manager	\$ 101,804	\$ 106,675	\$ 111,781	\$ 117,109	\$ 122,767
Permit Technician	\$ 63,442	\$ 66,378	\$ 69,481	\$ 72,741	\$ 76,158
Plan Check Engineer	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368	\$ 123,053
Planning Technician	\$ 72,741	\$ 76,158	\$ 79,741	\$ 83,491	\$ 87,494
Police Chief	\$ 157,760	Open Range			\$ 197,199
Police Commander	\$ 141,984	Open Range			\$ 177,480
Police Corporal	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
<b>Police Corporal (2184 hours)</b>	<b>104382.6</b>	<b>109602.15</b>	<b>115082.1</b>	<b>120836.1</b>	<b>126877.8</b>
Police Lieutenant	\$ 124,781				\$ 155,976
Police Officer	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
<b>Police Officer (2184 hours)</b>	<b>96987.45</b>	<b>101836.35</b>	<b>106927.8</b>	<b>112274.4</b>	<b>117888.75</b>
Police Records Specialist	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Police Recruit	n/a	Hourly Rate			\$ 35.9707
Police Sergeant	\$ 108,147	\$ 113,554	\$ 119,232	\$ 125,193	\$ 131,453
<b>Police Sergeant (2184 hours)</b>	<b>113554.35</b>	<b>119231.7</b>	<b>125193.6</b>	<b>131452.65</b>	<b>138025.65</b>
Principal Planner	\$ 108,070	\$ 114,836	\$ 120,332	\$ 126,068	\$ 130,322
Program Aide/Driver	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523
Program Assistant	\$ 48,386	\$ 50,592	\$ 52,881	\$ 55,388	\$ 57,945
Property and Court Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Public Works Director	\$ 149,976	Open Range			\$ 187,468
Public Works Superintendent	\$ 92,908	Open Range			\$ 116,134
Public Works Supervisor - City Arborist	\$ 90,006	\$ 94,321	\$ 98,815	\$ 103,536	\$ 108,490
Public Works Supervisor - Facilities	\$ 90,646	\$ 94,992	\$ 99,518	\$ 104,273	\$ 109,262
Public Works Supervisor - Fleet	\$ 92,088	\$ 96,503	\$ 101,101	\$ 105,931	\$ 110,999
Public Works Supervisor - Park	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Public Works Supervisor - Streets	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Recreation Aide	\$ 32,494	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786
Recreation Coordinator	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044	\$ 76,480
Recreation Leader	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Recreation Supervisor	\$ 78,375	\$ 82,072	\$ 83,514	\$ 90,118	\$ 94,427
Red Light Photo Enforcement Specialist	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646

Annual Salaries based on 2080 hours per year except where set by contract or noted

Approved 6/21/2016 Resolution No.6327  
Revised 1/23/2018 Resolution No.6420



City of Menlo Park Salary Schedule effective July 10, 2016

Revenue and Claims Manager	\$ 87,857	\$ 92,082	\$ 96,471	\$ 101,084	\$ 105,910
Senior Building Inspector	\$ 97,327	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368
Senior Civil Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Communications Dispatcher	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442	\$ 99,998
Senior Engineering Technician	\$ 82,029	\$ 85,899	\$ 90,030	\$ 94,320	\$ 98,830
Senior Facilities Maintenance Technician	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Library Page	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Senior Maintenance Worker	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Management Analyst	\$ 100,685	Open Range			\$ 121,374
Senior Office Assistant	\$ 53,093	\$ 55,609	\$ 58,177	\$ 60,895	\$ 63,713
Senior Planner	\$ 98,245	\$ 102,946	\$ 107,873	\$ 113,015	\$ 118,475
Senior Police Records Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Senior Recreation Leader	\$ 30,363	\$ 31,736	\$ 33,173	\$ 34,674	\$ 36,242
Senior Transportation Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Water System Operator	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Sustainability Manager	\$ 92,114	\$ 96,521	\$ 101,141	\$ 105,962	\$ 111,081
Sustainability Specialist	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Transportation Demand Management Coordinator	\$ 83,646	\$ 87,631	\$ 91,818	\$ 96,211	\$ 100,816
Transportation Manager	\$ 128,099	Open Range			\$ 160,124
Water Quality Specialist	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646	\$ 87,631
Water System Operator II	\$ 63,381	\$ 66,315	\$ 69,414	\$ 72,671	\$ 76,085
Water System Supervisor	\$ 86,768	\$ 90,903	\$ 95,246	\$ 99,803	\$ 104,580

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City of Menlo Park  
Salary Schedule - Effective 7/10/2016

EXHIBIT C

Annual Salaries based on 2080 hours per year					
Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 74,645	\$ 78,378	\$ 82,297	\$ 86,412	\$ 90,733
Accountant II	\$ 81,758	\$ 85,623	\$ 89,662	\$ 93,974	\$ 98,453
Accounting Assistant I	\$ 52,934	\$ 55,443	\$ 58,003	\$ 60,713	\$ 63,522
Accounting Assistant II	\$ 58,003	\$ 60,713	\$ 63,522	\$ 66,491	\$ 69,611
Administrative Assistant	\$ 58,177	\$ 60,895	\$ 63,713	\$ 66,691	\$ 69,820
Administrative Services Director	\$ 146,206	Open Range			\$ 182,756
Assistant City Manager	\$ 154,402	Open Range			\$ 203,616
Assistant Community Development Director	\$ 115,283	Open Range			\$ 150,619
Assistant Community Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Engineer	\$ 90,030	\$ 94,320	\$ 98,830	\$ 103,548	\$ 108,481
Assistant Library Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Planner	\$ 81,571	\$ 85,407	\$ 89,501	\$ 93,766	\$ 98,245
Assistant Public Works Director	\$ 128,099	Open Range			\$ 160,124
Assistant to the City Manager	\$ 100,848	Open Range			\$ 126,060
Associate Civil Engineer	\$ 101,021	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893
Associate Engineer	\$ 95,465	\$ 100,035	\$ 104,804	\$ 109,867	\$ 115,189
Associate Planner	\$ 89,501	\$ 93,766	\$ 98,245	\$ 102,946	\$ 107,873
Associate Transportation Engineer	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893	\$ 127,799
Branch Library Manager	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936	\$ 103,648
Building Custodian	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Building Inspector	\$ 86,717	\$ 90,887	\$ 95,219	\$ 99,771	\$ 104,535
Business Manager	\$ 87,905	\$ 92,120	\$ 96,509	\$ 101,120	\$ 105,958
Child Care Teacher I	\$ 47,317	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616
Child Care Teacher II	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Child Care Teacher's Aide	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523	\$ 42,312
City Attorney	n/a	Set by contract			\$ 108,000
City Clerk	\$ 97,715	Open Range			\$ 122,143
City Manager	n/a	Set by contract			\$ 217,500
Code Enforcement Officer	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743	\$ 89,829
Communications and Records Manager	\$ 103,648	\$ 108,678	\$ 113,898	\$ 119,390	\$ 125,132
Communications Dispatcher	\$ 75,641	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087
Communications Training Dispatcher	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442
Community Development Director	\$ 146,010	Open Range			\$ 182,511
Community Development Technician	\$ 63,442	\$ 66,379	\$ 69,481	\$ 72,741	\$ 76,159
Community Service Officer	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Community Services Director	\$ 148,007	Open Range			\$ 185,008
Construction Inspector	\$ 81,808	\$ 85,743	\$ 89,829	\$ 94,124	\$ 98,618
Contracts Specialist	\$ 65,504	\$ 68,584	\$ 71,760	\$ 75,166	\$ 78,774
Custodial Services Supervisor	\$ 60,848	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044
Deputy City Clerk	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Engineering Services Manager	\$ 128,099	Open Range			\$ 160,124
Engineering Technician I	\$ 68,194	\$ 71,352	\$ 74,739	\$ 78,326	\$ 82,029
Engineering Technician II	\$ 76,449	\$ 80,046	\$ 83,810	\$ 87,828	\$ 92,013
Equipment Mechanic	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Executive Assistant	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819
Executive Assistant to the City Mgr	\$ 70,764	Open Range			\$ 86,013
Facilities Maintenance Technician I	\$ 56,616	\$ 59,223	\$ 62,030	\$ 64,947	\$ 67,955
Facilities Maintenance Technician II	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Finance and Budget Manager	\$ 115,260	Open Range			\$ 145,860
Gymnastics Instructor	\$ 37,882	\$ 39,596	\$ 41,384	\$ 43,231	\$ 45,219
Housing & Economic Development Manager	\$ 110,963	Open Range			\$ 138,704
Human Resources Manager	\$ 115,260	Open Range			\$ 145,860
Human Resources Technician	\$ 61,465	\$ 64,373	\$ 67,247	\$ 70,528	\$ 73,845
Information Technology Manager	\$ 115,260	Open Range			\$ 145,860
Information Technology Specialist I	\$ 64,528	\$ 67,755	\$ 71,143	\$ 74,701	\$ 78,437
Information Technology Specialist II	\$ 71,697	\$ 75,066	\$ 78,597	\$ 82,293	\$ 86,239
Information Technology Supervisor	\$ 85,680	\$ 92,236	\$ 100,248	\$ 105,525	\$ 111,078
Junior Engineer	\$ 72,627	\$ 76,258	\$ 80,071	\$ 84,075	\$ 88,279
Librarian I	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Librarian II	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743
Senior Librarian	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936
Library Assistant I	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616	\$ 59,223
Library Assistant II	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Library Assistant III	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,108
Library Clerk	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Library Page	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Library Services Director	\$ 142,396	Open Range			\$ 177,995
Literacy Program Manager	\$ 73,044	\$ 76,480	\$ 80,076	\$ 83,915	\$ 87,914
Maintenance Worker I	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Maintenance Worker II	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Management Analyst I	\$ 78,311	\$ 82,227	\$ 86,339	\$ 90,656	\$ 95,189

City of Menlo Park  
Salary Schedule - Effective 7/10/2016

Annual Salaries based on 2080 hours per year					
Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Management Analyst II	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Office Assistant	\$ 48,579	\$ 50,794	\$ 53,093	\$ 55,609	\$ 58,177
Parking Enforcement Officer	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Permit Manager	\$ 101,804	\$ 106,675	\$ 111,781	\$ 117,109	\$ 122,767
Permit Technician	\$ 63,442	\$ 66,378	\$ 69,481	\$ 72,741	\$ 76,158
Plan Check Engineer	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368	\$ 123,053
Planning Technician	\$ 72,741	\$ 76,158	\$ 79,741	\$ 83,491	\$ 87,494
Police Chief	\$ 157,760	Open Range			\$ 197,199
Police Commander	\$ 141,984	Open Range			\$ 177,480
Police Corporal	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
<b>Police Corporal (2184 hours)</b>	<b>\$ 104,383</b>	<b>\$ 109,602</b>	<b>\$ 115,082</b>	<b>\$ 120,836</b>	<b>\$ 126,878</b>
Police Officer	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
<b>Police Officer (2184 hours)</b>	<b>\$ 96,987</b>	<b>\$ 101,836</b>	<b>\$ 106,928</b>	<b>\$ 112,274</b>	<b>\$ 117,889</b>
Police Records Specialist	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Police Recruit					\$ 74,819
Police Sergeant	\$ 108,147	\$ 113,554	\$ 119,232	\$ 125,193	\$ 131,453
<b>Police Sergeant (2184 hours)</b>	<b>\$ 113,554</b>	<b>\$ 119,232</b>	<b>\$ 125,193</b>	<b>\$ 131,453</b>	<b>\$ 138,025</b>
Principal Planner	\$ 108,070	\$ 114,836	\$ 120,332	\$ 126,068	\$ 130,322
Program Aide/Driver	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523
Program Assistant	\$ 48,386	\$ 50,592	\$ 52,881	\$ 55,388	\$ 57,945
Property and Court Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Public Works Director	\$ 149,976	Open Range			\$ 187,468
Public Works Superintendent	\$ 92,908	Open Range			\$ 116,134
Public Works Supervisor - City Arborist	\$ 90,006	\$ 94,321	\$ 98,815	\$ 103,536	\$ 108,490
Public Works Supervisor - Facilities	\$ 90,646	\$ 94,992	\$ 99,518	\$ 104,273	\$ 109,262
Public Works Supervisor - Fleet	\$ 92,088	\$ 96,503	\$ 101,101	\$ 105,931	\$ 110,999
Public Works Supervisor - Park	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Public Works Supervisor - Streets	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Recreation Aide	\$ 32,494	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786
Recreation Coordinator	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044	\$ 76,480
Recreation Leader	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Recreation Supervisor	\$ 78,375	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427
Red Light Photo Enforcement Specialist	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646
Revenue and Claims Manager	\$ 87,857	\$ 92,082	\$ 96,471	\$ 101,084	\$ 105,910
Senior Building Inspector	\$ 97,327	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368
Senior Civil Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Communications Dispatcher	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442	\$ 99,998
Senior Engineering Technician	\$ 82,029	\$ 85,899	\$ 90,030	\$ 94,320	\$ 98,830
Senior Equipment Mechanic	\$ 74,759	\$ 78,406	\$ 82,094	\$ 85,896	\$ 89,972
Senior Facilities Maintenance Technician	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Library Page	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Senior Maintenance Worker	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Management Analyst	\$ 100,685	Open Range			\$ 121,374
Senior Office Assistant	\$ 53,093	\$ 55,609	\$ 58,177	\$ 60,895	\$ 63,713
Senior Planner	\$ 98,245	\$ 102,946	\$ 107,873	\$ 113,015	\$ 118,475
Senior Police Records Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Senior Program Assistant	\$ 58,762	\$ 61,508	\$ 64,395	\$ 67,420	\$ 70,592
Senior Recreation Leader	\$ 30,363	\$ 31,736	\$ 33,173	\$ 34,674	\$ 36,242
Senior Sustainability Specialist	\$ 73,692	\$ 77,217	\$ 80,913	\$ 84,770	\$ 88,865
Senior Transportation Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Water System Operator	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Sustainability Manager	\$ 92,114	\$ 96,521	\$ 101,141	\$ 105,962	\$ 111,081
Sustainability Specialist	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Transportation Demand Management Coordinator	\$ 83,646	\$ 87,631	\$ 91,818	\$ 96,211	\$ 100,816
Transportation Manager	\$ 128,099	Open Range			\$ 160,124
Water Quality Specialist	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646	\$ 87,631
Water System Operator II	\$ 63,381	\$ 66,315	\$ 69,414	\$ 72,671	\$ 76,085
Water System Supervisor	\$ 86,768	\$ 90,903	\$ 95,246	\$ 99,803	\$ 104,580

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 74,645	\$ 78,378	\$ 82,297	\$ 86,412	\$ 90,733
Accountant II	\$ 81,758	\$ 85,623	\$ 89,662	\$ 93,974	\$ 98,453
Accounting Assistant I	\$ 52,934	\$ 55,443	\$ 58,003	\$ 60,713	\$ 63,522
Accounting Assistant II	\$ 58,003	\$ 60,713	\$ 63,522	\$ 66,491	\$ 69,611
Administrative Assistant	\$ 58,177	\$ 60,895	\$ 63,713	\$ 66,691	\$ 69,820
Administrative Services Director	\$ 146,206	Open Range			\$ 182,756
Assistant City Manager	\$ 154,402	Open Range			\$ 203,616
Assistant Community Development Director	\$ 115,283	Open Range			\$ 150,619
Assistant Community Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Engineer	\$ 90,030	\$ 94,320	\$ 98,830	\$ 103,548	\$ 108,481
Assistant Library Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Planner	\$ 81,571	\$ 85,407	\$ 89,501	\$ 93,766	\$ 98,245
Assistant Public Works Director	\$ 128,099	Open Range			\$ 160,124
Assistant to the City Manager	\$ 100,848	Open Range			\$ 126,060
Associate Civil Engineer	\$ 101,021	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893
Associate Engineer	\$ 95,465	\$ 100,035	\$ 104,804	\$ 109,867	\$ 115,189
Associate Planner	\$ 89,501	\$ 93,766	\$ 98,245	\$ 102,946	\$ 107,873
Associate Transportation Engineer	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893	\$ 127,799
Branch Library Manager	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936	\$ 103,648
Building Custodian	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Building Inspector	\$ 86,717	\$ 90,887	\$ 95,219	\$ 99,771	\$ 104,535
Business Manager	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Child Care Teacher I	\$ 47,317	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616
Child Care Teacher II	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Child Care Teacher's Aide	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523	\$ 42,312
City Attorney	n/a	Set by contract			\$ 108,000
City Clerk	\$ 97,715	Open Range			\$ 122,143
City Manager	n/a	Set by contract			\$ 217,500
Code Enforcement Officer	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743	\$ 89,829
Communications and Records Manager	\$ 103,648	\$ 108,678	\$ 113,898	\$ 119,390	\$ 125,132
Communications Dispatcher	\$ 75,641	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087
Communications Training Dispatcher	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442
Community Development Director	\$ 146,010	Open Range			\$ 182,511
Community Development Technician	\$ 63,442	\$ 66,379	\$ 69,481	\$ 72,741	\$ 76,159
Community Service Officer	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Community Services Director	\$ 148,007	Open Range			\$ 185,008
Construction Inspector	\$ 81,808	\$ 85,743	\$ 89,829	\$ 94,124	\$ 98,618
Contracts Specialist	\$ 65,504	\$ 68,584	\$ 71,760	\$ 75,166	\$ 78,774
Custodial Services Supervisor	\$ 60,848	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044
Deputy City Clerk	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Engineering Services Manager	\$ 128,099	Open Range			\$ 160,124
Engineering Technician I	\$ 68,194	\$ 71,352	\$ 74,739	\$ 78,326	\$ 82,029
Engineering Technician II	\$ 76,449	\$ 80,046	\$ 83,810	\$ 87,828	\$ 92,013
Equipment Mechanic	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Executive Assistant	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819
Executive Assistant to the City Mgr	\$ 70,764	Open Range			\$ 86,013
Facilities Maintenance Technician I	\$ 56,616	\$ 59,223	\$ 62,030	\$ 64,947	\$ 67,955
Facilities Maintenance Technician II	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Finance and Budget Manager	\$ 115,260	Open Range			\$ 145,860
Gymnastics Instructor	\$ 37,882	\$ 39,596	\$ 41,384	\$ 43,231	\$ 45,219
Housing & Economic Development Manager	\$ 110,963	Open Range			\$ 138,704
Human Resources Manager	\$ 115,260	Open Range			\$ 145,860
Human Resources Technician	\$ 61,465	\$ 64,373	\$ 67,247	\$ 70,528	\$ 73,845
Information Technology Manager	\$ 115,260	Open Range			\$ 145,860
Information Technology Specialist I	\$ 64,528	\$ 67,755	\$ 71,143	\$ 74,701	\$ 78,437
Information Technology Specialist II	\$ 71,697	\$ 75,066	\$ 78,597	\$ 82,293	\$ 86,239
Information Technology Supervisor	\$ 85,680	\$ 95,236	\$ 100,248	\$ 105,525	\$ 111,078
Junior Engineer	\$ 72,627	\$ 76,258	\$ 80,071	\$ 84,075	\$ 88,279
Librarian I	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Librarian II	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743

City of Menlo Park  
Salary Schedule - Effective 9/4/2016

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Library Assistant I	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616	\$ 59,223
Library Assistant II	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Library Assistant III	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,108
Library Clerk	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Library Page	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Library Services Director	\$ 142,396	Open Range			\$ 177,995
Literacy Program Manager	\$ 73,044	\$ 76,480	\$ 80,076	\$ 83,915	\$ 87,914
Maintenance Worker I	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Maintenance Worker II	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Management Analyst I	\$ 78,311	\$ 82,227	\$ 86,339	\$ 90,656	\$ 95,189
Management Analyst II	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Office Assistant	\$ 48,579	\$ 50,794	\$ 53,093	\$ 55,609	\$ 58,177
Parking Enforcement Officer	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Permit Manager	\$ 101,804	\$ 106,675	\$ 111,781	\$ 117,109	\$ 122,767
Permit Technician	\$ 63,442	\$ 66,378	\$ 69,481	\$ 72,741	\$ 76,158
Plan Check Engineer	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368	\$ 123,053
Planning Technician	\$ 72,741	\$ 76,158	\$ 79,741	\$ 83,491	\$ 87,494
Police Chief	\$ 157,760	Open Range			\$ 197,199
Police Commander	\$ 141,984	Open Range			\$ 177,480
Police Corporal	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
<b>Police Corporal (2184 hours)</b>	<b>\$ 104,383</b>	<b>\$ 109,602</b>	<b>\$ 115,082</b>	<b>\$ 120,836</b>	<b>\$ 126,878</b>
Police Officer	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
<b>Police Officer (2184 hours)</b>	<b>\$ 96,987</b>	<b>\$ 101,836</b>	<b>\$ 106,928</b>	<b>\$ 112,274</b>	<b>\$ 117,889</b>
Police Records Specialist	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Police Recruit	n/a	Hourly Rate			\$ 36
Police Sergeant	\$ 111,391	\$ 116,960	\$ 122,808	\$ 128,949	\$ 135,396
<b>Police Sergeant (2184 hours)</b>	<b>\$ 116,960</b>	<b>\$ 122,808</b>	<b>\$ 128,949</b>	<b>\$ 135,396</b>	<b>\$ 142,166</b>
Principal Planner	\$ 108,070	\$ 114,836	\$ 120,332	\$ 126,068	\$ 130,322
Program Aide/Driver	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523
Program Assistant	\$ 48,386	\$ 50,592	\$ 52,881	\$ 55,388	\$ 57,945
Property and Court Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Public Works Director	\$ 149,976	Open Range			\$ 187,468
Public Works Superintendent	\$ 92,908	Open Range			\$ 116,134
Public Works Supervisor - City Arborist	\$ 90,006	\$ 94,321	\$ 98,815	\$ 103,536	\$ 108,490
Public Works Supervisor - Facilities	\$ 90,646	\$ 94,992	\$ 99,518	\$ 104,273	\$ 109,262
Public Works Supervisor - Fleet	\$ 92,088	\$ 96,503	\$ 101,101	\$ 105,931	\$ 110,999
Public Works Supervisor - Park	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Public Works Supervisor - Streets	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Recreation Aide	\$ 32,494	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786
Recreation Coordinator	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044	\$ 76,480
Recreation Leader	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Recreation Supervisor	\$ 78,375	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427
Red Light Photo Enforcement Specialist	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646
Revenue and Claims Manager	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Senior Building Inspector	\$ 97,327	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368
Senior Civil Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Communications Dispatcher	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442	\$ 99,998
Senior Engineering Technician	\$ 82,029	\$ 85,899	\$ 90,030	\$ 94,320	\$ 98,830
Senior Equipment Mechanic	\$ 74,759	\$ 78,406	\$ 82,094	\$ 85,896	\$ 89,972
Senior Facilities Maintenance Technician	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Librarian	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936
Senior Library Page	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Senior Maintenance Worker	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Management Analyst	\$ 100,685	Open Range			\$ 121,374
Senior Office Assistant	\$ 53,093	\$ 55,609	\$ 58,177	\$ 60,895	\$ 63,713
Senior Planner	\$ 98,245	\$ 102,946	\$ 107,873	\$ 113,015	\$ 118,475
Senior Police Records Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Senior Program Assistant	\$ 58,762	\$ 61,508	\$ 64,395	\$ 67,420	\$ 70,592
Senior Recreation Leader	\$ 30,363	\$ 31,736	\$ 33,173	\$ 34,674	\$ 36,242
Senior Sustainability Specialist	\$ 73,692	\$ 77,217	\$ 80,913	\$ 84,770	\$ 88,865

City of Menlo Park  
Salary Schedule - Effective 9/4/2016

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Senior Transportation Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Water System Operator	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Sustainability Manager	\$ 92,114	\$ 96,521	\$ 101,141	\$ 105,962	\$ 111,081
Sustainability Specialist	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Transportation Demand Management Coordinator	\$ 83,646	\$ 87,631	\$ 91,818	\$ 96,211	\$ 100,816
Transportation Manager	\$ 128,099	Open Range			\$ 160,124
Water Quality Specialist	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646	\$ 87,631
Water System Operator II	\$ 63,381	\$ 66,315	\$ 69,414	\$ 72,671	\$ 76,085
Water System Supervisor	\$ 86,768	\$ 90,903	\$ 95,246	\$ 99,803	\$ 104,580

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Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 74,645	\$ 78,378	\$ 82,297	\$ 86,412	\$ 90,733
Accountant II	\$ 81,758	\$ 85,623	\$ 89,662	\$ 93,974	\$ 98,453
Accounting Assistant I	\$ 52,934	\$ 55,443	\$ 58,003	\$ 60,713	\$ 63,522
Accounting Assistant II	\$ 58,003	\$ 60,713	\$ 63,522	\$ 66,491	\$ 69,611
Administrative Assistant	\$ 58,177	\$ 60,895	\$ 63,713	\$ 66,691	\$ 69,820
Administrative Services Director	\$ 146,206	Open Range			\$ 182,756
Assistant City Manager	\$ 154,402	Open Range			\$ 203,616
Assistant Community Development Director	\$ 115,283	Open Range			\$ 150,619
Assistant Community Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Engineer	\$ 90,030	\$ 94,320	\$ 98,830	\$ 103,548	\$ 108,481
Assistant Library Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Planner	\$ 81,571	\$ 85,407	\$ 89,501	\$ 93,766	\$ 98,245
Assistant Public Works Director	\$ 128,099	Open Range			\$ 160,124
Assistant to the City Manager	\$ 100,848	Open Range			\$ 126,060
Associate Civil Engineer	\$ 101,021	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893
Associate Engineer	\$ 95,465	\$ 100,035	\$ 104,804	\$ 109,867	\$ 115,189
Associate Planner	\$ 89,501	\$ 93,766	\$ 98,245	\$ 102,946	\$ 107,873
Associate Transportation Engineer	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893	\$ 127,799
Branch Library Manager	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936	\$ 103,648
Building Custodian	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Building Inspector	\$ 86,717	\$ 90,887	\$ 95,219	\$ 99,771	\$ 104,535
Business Manager	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Child Care Teacher I	\$ 47,317	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616
Child Care Teacher II	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Child Care Teacher's Aide	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523	\$ 42,312
City Attorney	n/a	Set by contract			\$ 108,000
City Clerk	\$ 97,715	Open Range			\$ 122,143
City Manager	n/a	Set by contract			\$ 217,500
Code Enforcement Officer	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743	\$ 89,829
Communications and Records Manager	\$ 103,648	\$ 108,678	\$ 113,898	\$ 119,390	\$ 125,132
Communications Dispatcher	\$ 75,641	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087
Communications Training Dispatcher	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442
Community Development Director	\$ 146,010	Open Range			\$ 182,511
Community Development Technician	\$ 63,442	\$ 66,379	\$ 69,481	\$ 72,741	\$ 76,159
Community Service Officer	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Community Services Director	\$ 148,007	Open Range			\$ 185,008
Construction Inspector	\$ 81,808	\$ 85,743	\$ 89,829	\$ 94,124	\$ 98,618
Contracts Specialist	\$ 65,504	\$ 68,584	\$ 71,760	\$ 75,166	\$ 78,774
Custodial Services Supervisor	\$ 60,848	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044
Deputy City Clerk	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Engineering Services Manager/City Engineer	\$ 128,099	Open Range			\$ 160,124
Engineering Technician I	\$ 68,194	\$ 71,352	\$ 74,739	\$ 78,326	\$ 82,029
Engineering Technician II	\$ 76,449	\$ 80,046	\$ 83,810	\$ 87,828	\$ 92,013
Equipment Mechanic	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Executive Assistant	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819
Executive Assistant to the City Mgr	\$ 70,764	Open Range			\$ 86,013
Facilities Maintenance Technician I	\$ 56,616	\$ 59,223	\$ 62,030	\$ 64,947	\$ 67,955
Facilities Maintenance Technician II	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Finance and Budget Manager	\$ 115,260	Open Range			\$ 145,860
Gymnastics Instructor	\$ 37,882	\$ 39,596	\$ 41,384	\$ 43,231	\$ 45,219
Housing & Economic Development Manager	\$ 110,963	Open Range			\$ 138,704
Human Resources Manager	\$ 115,260	Open Range			\$ 145,860
Human Resources Technician	\$ 61,465	\$ 64,373	\$ 67,247	\$ 70,528	\$ 73,845
Information Technology Manager	\$ 115,260	Open Range			\$ 145,860
Information Technology Specialist I	\$ 64,528	\$ 67,755	\$ 71,143	\$ 74,701	\$ 78,437
Information Technology Specialist II	\$ 71,697	\$ 75,066	\$ 78,597	\$ 82,293	\$ 86,239
Information Technology Supervisor	\$ 85,680	\$ 95,236	\$ 100,248	\$ 105,525	\$ 111,078
Junior Engineer	\$ 72,627	\$ 76,258	\$ 80,071	\$ 84,075	\$ 88,279
Librarian I	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Librarian II	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743

City of Menlo Park  
Salary Schedule - Effective 12/11/2016

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Library Assistant I	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616	\$ 59,223
Library Assistant II	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Library Assistant III	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,108
Library Clerk	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Library Page	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Library Services Director	\$ 142,396	Open Range			\$ 177,995
Literacy Program Manager	\$ 73,044	\$ 76,480	\$ 80,076	\$ 83,915	\$ 87,914
Maintenance Worker I	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Maintenance Worker II	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Management Analyst I	\$ 78,311	\$ 82,227	\$ 86,339	\$ 90,656	\$ 95,189
Management Analyst II	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Office Assistant	\$ 48,579	\$ 50,794	\$ 53,093	\$ 55,609	\$ 58,177
Parking Enforcement Officer	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Permit Manager	\$ 101,804	\$ 106,675	\$ 111,781	\$ 117,109	\$ 122,767
Permit Technician	\$ 63,442	\$ 66,378	\$ 69,481	\$ 72,741	\$ 76,158
Plan Check Engineer	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368	\$ 123,053
Planning Technician	\$ 72,741	\$ 76,158	\$ 79,741	\$ 83,491	\$ 87,494
Police Chief	\$ 157,760	Open Range			\$ 197,199
Police Commander	\$ 141,984	Open Range			\$ 177,480
Police Corporal	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
<b>Police Corporal (2184 hours)</b>	<b>\$ 104,373</b>	<b>\$ 109,602</b>	<b>\$ 115,082</b>	<b>\$ 120,836</b>	<b>\$ 126,878</b>
Police Officer	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
<b>Police Officer (2184 hours)</b>	<b>\$ 96,987</b>	<b>\$ 101,836</b>	<b>\$ 106,928</b>	<b>\$ 112,274</b>	<b>\$ 117,889</b>
Police Records Specialist	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Police Recruit	n/a	Hourly Rate			\$ 36
Police Sergeant	\$ 111,391	\$ 116,960	\$ 122,808	\$ 128,949	\$ 135,396
<b>Police Sergeant (2184 hours)</b>	<b>\$ 116,960</b>	<b>\$ 122,808</b>	<b>\$ 128,949</b>	<b>\$ 135,396</b>	<b>\$ 142,166</b>
Principal Planner	\$ 108,070	\$ 114,836	\$ 120,332	\$ 126,068	\$ 130,322
Program Aide/Driver	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523
Program Assistant	\$ 48,386	\$ 50,592	\$ 52,881	\$ 55,388	\$ 57,945
Property and Court Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Public Works Director	\$ 149,976	Open Range			\$ 187,468
Public Works Superintendent	\$ 113,254	Open Range			\$ 141,528
Public Works Supervisor - City Arborist	\$ 90,006	\$ 94,321	\$ 98,815	\$ 103,536	\$ 108,490
Public Works Supervisor - Facilities	\$ 90,646	\$ 94,992	\$ 99,518	\$ 104,273	\$ 109,262
Public Works Supervisor - Fleet	\$ 92,088	\$ 96,503	\$ 101,101	\$ 105,931	\$ 110,999
Public Works Supervisor - Park	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Public Works Supervisor - Streets	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Recreation Aide	\$ 32,494	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786
Recreation Coordinator	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044	\$ 76,480
Recreation Leader	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Recreation Supervisor	\$ 78,375	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427
Red Light Photo Enforcement Specialist	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646
Revenue and Claims Manager	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Senior Building Inspector	\$ 97,327	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368
Senior Civil Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Communications Dispatcher	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442	\$ 99,998
Senior Engineering Technician	\$ 82,029	\$ 85,899	\$ 90,030	\$ 94,320	\$ 98,830
Senior Equipment Mechanic	\$ 74,759	\$ 78,406	\$ 82,094	\$ 85,896	\$ 89,972
Senior Facilities Maintenance Technician	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Librarian	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936
Senior Library Page	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Senior Maintenance Worker	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Management Analyst	\$ 100,685	Open Range			\$ 121,374
Senior Office Assistant	\$ 53,093	\$ 55,609	\$ 58,177	\$ 60,895	\$ 63,713
Senior Planner	\$ 98,245	\$ 102,946	\$ 107,873	\$ 113,015	\$ 118,475
Senior Police Records Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Senior Program Assistant	\$ 58,762	\$ 61,508	\$ 64,395	\$ 67,420	\$ 70,592
Senior Recreation Leader	\$ 30,363	\$ 31,736	\$ 33,173	\$ 34,674	\$ 36,242
Senior Sustainability Specialist	\$ 73,692	\$ 77,217	\$ 80,913	\$ 84,770	\$ 88,865

City of Menlo Park  
Salary Schedule - Effective 12/11/2016

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Senior Transportation Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Water System Operator	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Sustainability Manager	\$ 92,114	\$ 96,521	\$ 101,141	\$ 105,962	\$ 111,081
Sustainability Specialist	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Transportation Demand Management Coordinator	\$ 83,646	\$ 87,631	\$ 91,818	\$ 96,211	\$ 100,816
Transportation Manager	\$ 128,099	Open Range			\$ 160,124
Water Quality Specialist	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646	\$ 87,631
Water System Operator II	\$ 63,381	\$ 66,315	\$ 69,414	\$ 72,671	\$ 76,085
Water System Supervisor	\$ 86,768	\$ 90,903	\$ 95,246	\$ 99,803	\$ 104,580

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Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 74,645	\$ 78,378	\$ 82,297	\$ 86,412	\$ 90,733
Accountant II	\$ 81,758	\$ 85,623	\$ 89,662	\$ 93,974	\$ 98,453
Accounting Assistant I	\$ 52,934	\$ 55,443	\$ 58,003	\$ 60,713	\$ 63,522
Accounting Assistant II	\$ 58,003	\$ 60,713	\$ 63,522	\$ 66,491	\$ 69,611
Administrative Assistant	\$ 58,177	\$ 60,895	\$ 63,713	\$ 66,691	\$ 69,820
Administrative Services Director	\$ 146,206	Open Range			\$ 182,756
Assistant City Manager	\$ 154,402	Open Range			\$ 203,616
Assistant Community Development Director	\$ 115,283	Open Range			\$ 150,619
Assistant Community Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Engineer	\$ 90,030	\$ 94,320	\$ 98,830	\$ 103,548	\$ 108,481
Assistant Library Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Planner	\$ 81,571	\$ 85,407	\$ 89,501	\$ 93,766	\$ 98,245
Assistant Public Works Director	\$ 128,099	Open Range			\$ 160,124
Assistant to the City Manager	\$ 100,848	Open Range			\$ 126,060
Associate Civil Engineer	\$ 101,021	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893
Associate Engineer	\$ 95,465	\$ 100,035	\$ 104,804	\$ 109,867	\$ 115,189
Associate Planner	\$ 89,501	\$ 93,766	\$ 98,245	\$ 102,946	\$ 107,873
Associate Transportation Engineer	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893	\$ 127,799
Branch Library Manager	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936	\$ 103,648
Building Custodian	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Building Inspector	\$ 86,717	\$ 90,887	\$ 95,219	\$ 99,771	\$ 104,535
Business Manager	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Child Care Teacher I	\$ 47,317	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616
Child Care Teacher II	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Child Care Teacher's Aide	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523	\$ 42,312
City Attorney	n/a	Set by contract			\$ 120,000
City Clerk	\$ 97,715	Open Range			\$ 122,143
City Manager	n/a	Set by contract			\$ 217,500
Code Enforcement Officer	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743	\$ 89,829
Communications and Records Manager	\$ 103,648	\$ 108,678	\$ 113,898	\$ 119,390	\$ 125,132
Communications Dispatcher	\$ 75,641	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087
Communications Training Dispatcher	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442
Community Development Director	\$ 146,010	Open Range			\$ 182,511
Community Development Technician	\$ 63,442	\$ 66,379	\$ 69,481	\$ 72,741	\$ 76,159
Community Service Officer	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Community Services Director	\$ 148,007	Open Range			\$ 185,008
Construction Inspector	\$ 81,808	\$ 85,743	\$ 89,829	\$ 94,124	\$ 98,618
Contracts Specialist	\$ 65,504	\$ 68,584	\$ 71,760	\$ 75,166	\$ 78,774
Custodial Services Supervisor	\$ 60,848	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044
Deputy City Clerk	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Engineering Services Manager/City Engineer	\$ 128,099	Open Range			\$ 160,124
Engineering Technician I	\$ 68,194	\$ 71,352	\$ 74,739	\$ 78,326	\$ 82,029
Engineering Technician II	\$ 76,449	\$ 80,046	\$ 83,810	\$ 87,828	\$ 92,013
Enterprise Applications Support Specialist	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Equipment Mechanic	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Executive Assistant	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819
Executive Assistant to the City Mgr	\$ 70,764	Open Range			\$ 86,013
Facilities Maintenance Technician I	\$ 56,616	\$ 59,223	\$ 62,030	\$ 64,947	\$ 67,955
Facilities Maintenance Technician II	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Finance and Budget Manager	\$ 115,260	Open Range			\$ 145,860
Gymnastics Instructor	\$ 37,882	\$ 39,596	\$ 41,384	\$ 43,231	\$ 45,219
Housing & Economic Development Manager	\$ 110,963	Open Range			\$ 138,704
Human Resources Manager	\$ 115,260	Open Range			\$ 145,860
Human Resources Technician	\$ 61,465	\$ 64,373	\$ 67,247	\$ 70,528	\$ 73,845
Information Technology Manager	\$ 115,260	Open Range			\$ 145,860
Information Technology Specialist I	\$ 64,528	\$ 67,755	\$ 71,143	\$ 74,701	\$ 78,437
Information Technology Specialist II	\$ 71,697	\$ 75,066	\$ 78,597	\$ 82,293	\$ 86,239
Information Technology Supervisor	\$ 85,680	\$ 95,236	\$ 100,248	\$ 105,525	\$ 111,078
Junior Engineer	\$ 72,627	\$ 76,258	\$ 80,071	\$ 84,075	\$ 88,279
Librarian I	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234

City of Menlo Park  
Salary Schedule - Effective 4/16/2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Librarian II	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743
Library Assistant I	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616	\$ 59,223
Library Assistant II	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Library Assistant III	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,108
Library Clerk	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Library Page	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Library Services Director	\$ 142,396	Open Range			\$ 177,995
Literacy Program Manager	\$ 73,044	\$ 76,480	\$ 80,076	\$ 83,915	\$ 87,914
Maintenance Worker I	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Maintenance Worker II	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Management Analyst I	\$ 78,311	\$ 82,227	\$ 86,339	\$ 90,656	\$ 95,189
Management Analyst II	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Office Assistant	\$ 48,579	\$ 50,794	\$ 53,093	\$ 55,609	\$ 58,177
Parking Enforcement Officer	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Permit Manager	\$ 101,804	\$ 106,675	\$ 111,781	\$ 117,109	\$ 122,767
Permit Technician	\$ 63,442	\$ 66,378	\$ 69,481	\$ 72,741	\$ 76,158
Plan Check Engineer	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368	\$ 123,053
Planning Technician	\$ 72,741	\$ 76,158	\$ 79,741	\$ 83,491	\$ 87,494
Police Chief	\$ 157,760	Open Range			\$ 197,199
Police Commander	\$ 141,984	Open Range			\$ 177,480
Police Corporal	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
<b>Police Corporal (2184 hours)</b>	<b>\$ 104,383</b>	<b>\$ 109,602</b>	<b>\$ 115,082</b>	<b>\$ 120,836</b>	<b>\$ 126,878</b>
Police Officer	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
<b>Police Officer (2184 hours)</b>	<b>\$ 96,987</b>	<b>\$ 101,836</b>	<b>\$ 106,928</b>	<b>\$ 112,274</b>	<b>\$ 117,889</b>
Police Records Specialist	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Police Recruit	n/a	Hourly Rate			\$ 36
Police Sergeant	\$ 111,391	\$ 116,960	\$ 122,808	\$ 128,949	\$ 135,396
<b>Police Sergeant (2184 hours)</b>	<b>\$ 116,960</b>	<b>\$ 122,808</b>	<b>\$ 128,949</b>	<b>\$ 135,396</b>	<b>\$ 142,166</b>
Principal Planner	\$ 108,070	\$ 114,836	\$ 120,332	\$ 126,068	\$ 130,322
Program Aide/Driver	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523
Program Assistant	\$ 48,386	\$ 50,592	\$ 52,881	\$ 55,388	\$ 57,945
Property and Court Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Public Works Director	\$ 149,976	Open Range			\$ 187,468
Public Works Superintendent	\$ 113,254	Open Range			\$ 141,528
Public Works Supervisor - City Arborist	\$ 90,006	\$ 94,321	\$ 98,815	\$ 103,536	\$ 108,490
Public Works Supervisor - Facilities	\$ 90,646	\$ 94,992	\$ 99,518	\$ 104,273	\$ 109,262
Public Works Supervisor - Fleet	\$ 92,088	\$ 96,503	\$ 101,101	\$ 105,931	\$ 110,999
Public Works Supervisor - Park	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Public Works Supervisor - Streets	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Recreation Aide	\$ 32,494	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786
Recreation Coordinator	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044	\$ 76,480
Recreation Leader	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Recreation Supervisor	\$ 78,375	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427
Red Light Photo Enforcement Specialist	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646
Revenue and Claims Manager	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Senior Accountant	\$ 94,022	\$ 98,467	\$ 103,112	\$ 108,071	\$ 113,221
Senior Building Inspector	\$ 97,327	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368
Senior Civil Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Communications Dispatcher	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442	\$ 99,998
Senior Engineering Technician	\$ 82,029	\$ 85,899	\$ 90,030	\$ 94,320	\$ 98,830
Senior Equipment Mechanic	\$ 74,759	\$ 78,406	\$ 82,094	\$ 85,896	\$ 89,972
Senior Facilities Maintenance Technician	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Librarian	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936
Senior Library Page	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Senior Maintenance Worker	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Management Analyst	\$ 100,685	Open Range			\$ 121,374
Senior Office Assistant	\$ 53,093	\$ 55,609	\$ 58,177	\$ 60,895	\$ 63,713
Senior Planner	\$ 98,245	\$ 102,946	\$ 107,873	\$ 113,015	\$ 118,475
Senior Police Records Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Senior Program Assistant	\$ 58,762	\$ 61,508	\$ 64,395	\$ 67,420	\$ 70,592

City of Menlo Park  
Salary Schedule - Effective 4/16/2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Senior Recreation Leader	\$ 30,363	\$ 31,736	\$ 33,173	\$ 34,674	\$ 36,242
Senior Sustainability Specialist	\$ 73,692	\$ 77,217	\$ 80,913	\$ 84,770	\$ 88,865
Senior Transportation Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Water System Operator	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Sustainability Manager	\$ 92,114	\$ 96,521	\$ 101,141	\$ 105,962	\$ 111,081
Sustainability Specialist	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Transportation Demand Management Coordinator	\$ 83,646	\$ 87,631	\$ 91,818	\$ 96,211	\$ 100,816
Transportation Manager	\$ 128,099	Open Range			\$ 160,124
Water Quality Specialist	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646	\$ 87,631
Water System Operator II	\$ 63,381	\$ 66,315	\$ 69,414	\$ 72,671	\$ 76,085
Water System Supervisor	\$ 86,768	\$ 90,903	\$ 95,246	\$ 99,803	\$ 104,580

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Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 74,645	\$ 78,378	\$ 82,297	\$ 86,412	\$ 90,733
Accountant II	\$ 81,758	\$ 85,623	\$ 89,662	\$ 93,974	\$ 98,453
Accounting Assistant I	\$ 52,934	\$ 55,443	\$ 58,003	\$ 60,713	\$ 63,522
Accounting Assistant II	\$ 58,003	\$ 60,713	\$ 63,522	\$ 66,491	\$ 69,611
Administrative Assistant	\$ 58,177	\$ 60,895	\$ 63,713	\$ 66,691	\$ 69,820
Administrative Services Director	\$ 146,206	Open Range			\$ 182,756
Assistant City Manager	\$ 154,402	Open Range			\$ 203,616
Assistant Community Development Director	\$ 115,283	Open Range			\$ 150,619
Assistant Community Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Engineer	\$ 90,030	\$ 94,320	\$ 98,830	\$ 103,548	\$ 108,481
Assistant Library Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Planner	\$ 81,571	\$ 85,407	\$ 89,501	\$ 93,766	\$ 98,245
Assistant Public Works Director	\$ 128,099	Open Range			\$ 160,124
Assistant to the City Manager	\$ 100,848	Open Range			\$ 126,060
Associate Civil Engineer	\$ 101,021	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893
Associate Engineer	\$ 95,465	\$ 100,035	\$ 104,804	\$ 109,867	\$ 115,189
Associate Planner	\$ 89,501	\$ 93,766	\$ 98,245	\$ 102,946	\$ 107,873
Associate Transportation Engineer	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893	\$ 127,799
Branch Library Manager	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936	\$ 103,648
Building Custodian	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Building Inspector	\$ 86,717	\$ 90,887	\$ 95,219	\$ 99,771	\$ 104,535
Business Manager	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Child Care Teacher I	\$ 47,317	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616
Child Care Teacher II	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Child Care Teacher's Aide	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523	\$ 42,312
City Attorney	n/a	Set by contract			\$ 120,000
City Clerk	\$ 97,715	Open Range			\$ 122,143
City Manager	n/a	Set by contract			\$ 217,500
Code Enforcement Officer	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743	\$ 89,829
Communications and Records Manager	\$ 103,648	\$ 108,678	\$ 113,898	\$ 119,390	\$ 125,132
Communications Dispatcher	\$ 75,641	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087
Communications Training Dispatcher	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442
Community Development Director	\$ 146,010	Open Range			\$ 182,511
Community Development Technician	\$ 63,442	\$ 66,379	\$ 69,481	\$ 72,741	\$ 76,159
Community Service Officer	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Community Services Director	\$ 148,007	Open Range			\$ 185,008
Construction Inspector	\$ 81,808	\$ 85,743	\$ 89,829	\$ 94,124	\$ 98,618
Contracts Specialist	\$ 65,504	\$ 68,584	\$ 71,760	\$ 75,166	\$ 78,774
Custodial Services Supervisor	\$ 60,848	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044
Deputy City Clerk	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Engineering Services Manager/City Engineer	\$ 128,099	Open Range			\$ 160,124
Engineering Technician I	\$ 68,194	\$ 71,352	\$ 74,739	\$ 78,326	\$ 82,029
Engineering Technician II	\$ 76,449	\$ 80,046	\$ 83,810	\$ 87,828	\$ 92,013
Enterprise Applications Support Specialist	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Equipment Mechanic	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Executive Assistant	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819
Executive Assistant to the City Mgr	\$ 70,764	Open Range			\$ 86,013
Facilities Maintenance Technician I	\$ 56,616	\$ 59,223	\$ 62,030	\$ 64,947	\$ 67,955
Facilities Maintenance Technician II	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Finance and Budget Manager	\$ 115,260	Open Range			\$ 145,860
Gymnastics Instructor	\$ 37,882	\$ 39,596	\$ 41,384	\$ 43,231	\$ 45,219
Housing & Economic Development Manager	\$ 110,963	Open Range			\$ 138,704
Human Resources Manager	\$ 115,260	Open Range			\$ 145,860
Human Resources Technician	\$ 61,465	\$ 64,373	\$ 67,247	\$ 70,528	\$ 73,845
Information Technology Manager	\$ 115,260	Open Range			\$ 145,860
Information Technology Specialist I	\$ 64,528	\$ 67,755	\$ 71,143	\$ 74,701	\$ 78,437
Information Technology Specialist II	\$ 71,697	\$ 75,066	\$ 78,597	\$ 82,293	\$ 86,239
Information Technology Supervisor	\$ 85,680	\$ 95,236	\$ 100,248	\$ 105,525	\$ 111,078
Junior Engineer	\$ 72,627	\$ 76,258	\$ 80,071	\$ 84,075	\$ 88,279
Librarian I	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234

City of Menlo Park  
Salary Schedule - Effective 7/9/2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Librarian II	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743
Library Assistant I	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616	\$ 59,223
Library Assistant II	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Library Assistant III	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,108
Library Clerk	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Library Page	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Library Services Director	\$ 142,396	Open Range			\$ 177,995
Literacy Program Manager	\$ 73,044	\$ 76,480	\$ 80,076	\$ 83,915	\$ 87,914
Maintenance Worker I	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Maintenance Worker II	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Management Analyst I	\$ 78,311	\$ 82,227	\$ 86,339	\$ 90,656	\$ 95,189
Management Analyst II	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Office Assistant	\$ 48,579	\$ 50,794	\$ 53,093	\$ 55,609	\$ 58,177
Parking Enforcement Officer	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Permit Manager	\$ 101,804	\$ 106,675	\$ 111,781	\$ 117,109	\$ 122,767
Permit Technician	\$ 63,442	\$ 66,378	\$ 69,481	\$ 72,741	\$ 76,158
Plan Check Engineer	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368	\$ 123,053
Planning Technician	\$ 72,741	\$ 76,158	\$ 79,741	\$ 83,491	\$ 87,494
Police Chief	\$ 157,760	Open Range			\$ 197,199
Police Commander	\$ 141,984	Open Range			\$ 177,480
Police Corporal	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
<b>Police Corporal (2184 hours)</b>	<b>\$ 104,383</b>	<b>\$ 109,602</b>	<b>\$ 115,082</b>	<b>\$ 120,836</b>	<b>\$ 126,878</b>
Police Officer	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
<b>Police Officer (2184 hours)</b>	<b>\$ 96,987</b>	<b>\$ 101,836</b>	<b>\$ 106,928</b>	<b>\$ 112,274</b>	<b>\$ 117,889</b>
Police Records Specialist	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Police Recruit	n/a	Hourly Rate			\$ 36
Police Sergeant	\$ 111,391	\$ 116,960	\$ 122,808	\$ 128,949	\$ 135,396
<b>Police Sergeant (2184 hours)</b>	<b>\$ 116,960</b>	<b>\$ 122,808</b>	<b>\$ 128,949</b>	<b>\$ 135,396</b>	<b>\$ 142,166</b>
Principal Planner	\$ 108,070	\$ 114,836	\$ 120,332	\$ 126,068	\$ 130,322
Program Aide/Driver	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523
Program Assistant	\$ 48,386	\$ 50,592	\$ 52,881	\$ 55,388	\$ 57,945
Property and Court Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Public Works Director	\$ 149,976	Open Range			\$ 187,468
Public Works Superintendent	\$ 113,254	Open Range			\$ 141,528
Public Works Supervisor - City Arborist	\$ 90,006	\$ 94,321	\$ 98,815	\$ 103,536	\$ 108,490
Public Works Supervisor - Facilities	\$ 90,646	\$ 94,992	\$ 99,518	\$ 104,273	\$ 109,262
Public Works Supervisor - Fleet	\$ 92,088	\$ 96,503	\$ 101,101	\$ 105,931	\$ 110,999
Public Works Supervisor - Park	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Public Works Supervisor - Streets	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Recreation Aide	\$ 32,494	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786
Recreation Coordinator	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044	\$ 76,480
Recreation Leader	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Recreation Supervisor	\$ 78,375	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427
Red Light Photo Enforcement Specialist	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646
Revenue and Claims Manager	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Senior Accountant	\$ 94,022	\$ 98,467	\$ 103,112	\$ 108,071	\$ 113,221
Senior Building Inspector	\$ 97,327	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368
Senior Civil Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Communications Dispatcher	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442	\$ 99,998
Senior Engineering Technician	\$ 82,029	\$ 85,899	\$ 90,030	\$ 94,320	\$ 98,830
Senior Equipment Mechanic	\$ 74,759	\$ 78,406	\$ 82,094	\$ 85,896	\$ 89,972
Senior Facilities Maintenance Technician	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Librarian	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936
Senior Library Page	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Senior Maintenance Worker	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Management Analyst	\$ 100,685	Open Range			\$ 121,374
Senior Office Assistant	\$ 53,093	\$ 55,609	\$ 58,177	\$ 60,895	\$ 63,713
Senior Planner	\$ 98,245	\$ 102,946	\$ 107,873	\$ 113,015	\$ 118,475
Senior Police Records Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Senior Program Assistant	\$ 58,762	\$ 61,508	\$ 64,395	\$ 67,420	\$ 70,592

City of Menlo Park  
Salary Schedule - Effective 7/9/2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Senior Recreation Leader	\$ 30,363	\$ 31,736	\$ 33,173	\$ 34,674	\$ 36,242
Senior Sustainability Specialist	\$ 73,692	\$ 77,217	\$ 80,913	\$ 84,770	\$ 88,865
Senior Transportation Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Water System Operator	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Sustainability Manager	\$ 110,963	Open Range			\$ 138,704
Sustainability Specialist	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Transportation Demand Management Coordinator	\$ 83,646	\$ 87,631	\$ 91,818	\$ 96,211	\$ 100,816
Transportation Manager	\$ 128,099	Open Range			\$ 160,124
Water Quality Specialist	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646	\$ 87,631
Water System Operator I	\$ 57,932	\$ 60,527	\$ 63,212	\$ 66,335	\$ 69,422
Water System Operator II	\$ 63,381	\$ 66,315	\$ 69,414	\$ 72,671	\$ 76,085
Water System Supervisor	\$ 86,768	\$ 90,903	\$ 95,246	\$ 99,803	\$ 104,580

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Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 77,631	\$ 81,513	\$ 85,589	\$ 89,868	\$ 94,362
Accountant II	\$ 85,028	\$ 89,048	\$ 93,248	\$ 97,733	\$ 102,391
Accounting Assistant I	\$ 55,051	\$ 57,661	\$ 60,323	\$ 63,142	\$ 66,063
Accounting Assistant II	\$ 60,323	\$ 63,142	\$ 66,063	\$ 69,151	\$ 72,395
Administrative Assistant	\$ 60,504	\$ 63,331	\$ 66,262	\$ 69,359	\$ 72,613
Administrative Services Director	\$ 152,054	Open Range			\$ 190,066
Assistant City Manager	\$ 160,578	Open Range			\$ 211,761
Assistant Community Development Director	\$ 119,894	Open Range			\$ 156,644
Assistant Community Services Director	\$ 122,657	Open Range			\$ 153,321
Assistant Engineer	\$ 93,631	\$ 98,093	\$ 102,783	\$ 107,690	\$ 112,820
Assistant Library Services Director	\$ 122,657	Open Range			\$ 153,321
Assistant Planner	\$ 84,834	\$ 88,823	\$ 93,081	\$ 97,517	\$ 102,175
Assistant Public Works Director	\$ 133,223	Open Range			\$ 166,529
Assistant to the City Manager	\$ 104,882	Open Range			\$ 131,102
Associate Civil Engineer	\$ 105,062	\$ 110,091	\$ 115,339	\$ 120,911	\$ 126,769
Associate Engineer	\$ 99,284	\$ 104,036	\$ 108,996	\$ 114,262	\$ 119,797
Associate Planner	\$ 93,081	\$ 97,517	\$ 102,175	\$ 107,064	\$ 112,188
Associate Transportation Engineer	\$ 110,091	\$ 115,339	\$ 120,911	\$ 126,769	\$ 132,911
Building Custodian	\$ 54,996	\$ 57,604	\$ 60,263	\$ 63,078	\$ 65,997
Building Inspector	\$ 90,186	\$ 94,522	\$ 99,028	\$ 103,762	\$ 108,716
Business Manager	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Child Care Teacher I	\$ 49,210	\$ 51,442	\$ 53,771	\$ 56,221	\$ 58,881
Child Care Teacher II	\$ 54,996	\$ 57,604	\$ 60,263	\$ 63,078	\$ 65,997
Child Care Teacher's Aide	\$ 36,921	\$ 38,591	\$ 40,337	\$ 42,144	\$ 44,004
City Attorney	n/a	Set by contract			\$ 120,000
City Clerk	\$ 101,624	Open Range			\$ 127,029
City Manager	n/a	Set by contract			\$ 217,500
Code Enforcement Officer	\$ 77,581	\$ 81,248	\$ 85,080	\$ 89,173	\$ 93,422
Communications and Records Manager	\$ 107,794	\$ 113,025	\$ 118,454	\$ 124,166	\$ 130,137
Communications Dispatcher	\$ 78,667	\$ 82,386	\$ 86,272	\$ 90,421	\$ 94,730
Communications Training Dispatcher	\$ 82,386	\$ 86,272	\$ 90,421	\$ 94,730	\$ 99,260
Community Development Director	\$ 151,850	Open Range			\$ 189,811
Community Development Technician	\$ 65,980	\$ 69,034	\$ 72,260	\$ 75,651	\$ 79,205
Community Service Officer	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Community Services Director	\$ 153,927	Open Range			\$ 192,408
Construction Inspector	\$ 85,080	\$ 89,173	\$ 93,422	\$ 97,889	\$ 102,563
Contracts Specialist	\$ 68,124	\$ 71,327	\$ 74,630	\$ 78,173	\$ 81,925
Custodial Services Supervisor	\$ 63,282	\$ 66,211	\$ 69,305	\$ 72,557	\$ 75,966
Deputy City Clerk	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Engineering Services Manager/City Engineer	\$ 133,223	Open Range			\$ 166,529
Engineering Technician I	\$ 70,922	\$ 74,206	\$ 77,729	\$ 81,459	\$ 85,310
Engineering Technician II	\$ 79,507	\$ 83,248	\$ 87,162	\$ 91,341	\$ 95,694
Enterprise Applications Support Specialist	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Equipment Mechanic	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Executive Assistant	\$ 69,082	\$ 72,324	\$ 75,721	\$ 79,283	\$ 83,012
Executive Assistant to the City Mgr	\$ 73,595	Open Range			\$ 89,454
Facilities Maintenance Technician I	\$ 58,881	\$ 61,592	\$ 64,511	\$ 67,545	\$ 70,673
Facilities Maintenance Technician II	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Finance and Budget Manager	\$ 119,870	Open Range			\$ 151,694
Gymnastics Instructor	\$ 39,397	\$ 41,180	\$ 43,039	\$ 44,960	\$ 47,028
Housing & Economic Development Manager	\$ 115,402	Open Range			\$ 144,252
Human Resources Manager	\$ 119,870	Open Range			\$ 151,694
Human Resources Technician	\$ 63,924	\$ 66,948	\$ 69,937	\$ 73,349	\$ 76,799
Information Technology Manager	\$ 119,870	Open Range			\$ 151,694
Information Technology Specialist I	\$ 68,854	\$ 72,297	\$ 75,912	\$ 79,709	\$ 83,695
Information Technology Specialist II	\$ 76,504	\$ 80,098	\$ 83,866	\$ 87,810	\$ 92,020
Information Technology Supervisor	\$ 89,107	\$ 93,045	\$ 97,258	\$ 101,746	\$ 106,521
Junior Engineer	\$ 75,532	\$ 79,308	\$ 83,274	\$ 87,438	\$ 91,810
Librarian I	\$ 65,997	\$ 69,082	\$ 72,324	\$ 75,721	\$ 79,283

City of Menlo Park  
Salary Schedule - Effective 10/1/2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Librarian II	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080	\$ 89,173
Library Assistant I	\$ 51,442	\$ 53,771	\$ 56,221	\$ 58,881	\$ 61,592
Library Assistant II	\$ 56,221	\$ 58,881	\$ 61,510	\$ 64,511	\$ 67,545
Library Assistant III	\$ 61,510	\$ 64,511	\$ 67,545	\$ 70,673	\$ 73,952
Library Clerk	\$ 36,061	\$ 37,692	\$ 39,397	\$ 41,180	\$ 43,039
Library Page	\$ 26,454	\$ 27,649	\$ 28,902	\$ 30,210	\$ 31,578
Library Services Director	\$ 148,092	Open Range			\$ 185,115
Literacy Program Manager	\$ 75,966	\$ 79,539	\$ 83,279	\$ 87,272	\$ 91,431
Maintenance Worker I	\$ 56,221	\$ 58,881	\$ 61,510	\$ 64,511	\$ 67,545
Maintenance Worker II	\$ 61,510	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027
Management Analyst I	\$ 81,443	\$ 85,516	\$ 89,793	\$ 94,282	\$ 98,997
Management Analyst II	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Office Assistant	\$ 50,522	\$ 52,826	\$ 55,217	\$ 57,833	\$ 60,504
Parking Enforcement Officer	\$ 56,221	\$ 58,881	\$ 61,510	\$ 64,511	\$ 67,545
Permit Manager	\$ 105,876	\$ 110,942	\$ 116,252	\$ 121,793	\$ 127,678
Permit Technician	\$ 65,980	\$ 69,033	\$ 72,260	\$ 75,651	\$ 79,204
Plan Check Engineer	\$ 106,062	\$ 111,140	\$ 116,437	\$ 122,063	\$ 127,975
Planning Technician	\$ 75,651	\$ 79,204	\$ 82,931	\$ 86,831	\$ 90,994
Police Chief	\$ 164,070	Open Range			\$ 205,087
Police Commander	\$ 147,663	Open Range			\$ 184,579
Police Corporal	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
<b>Police Corporal (2184 hours)</b>	<b>\$ 104,383</b>	<b>\$ 109,602</b>	<b>\$ 115,082</b>	<b>\$ 120,836</b>	<b>\$ 126,878</b>
Police Officer	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
<b>Police Officer (2184 hours)</b>	<b>\$ 96,987</b>	<b>\$ 101,836</b>	<b>\$ 106,928</b>	<b>\$ 112,274</b>	<b>\$ 117,889</b>
Police Records Specialist	\$ 61,510	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027
Police Recruit	n/a	Hourly Rate			\$ 74,819
Police Sergeant	\$ 111,391	\$ 116,960	\$ 122,808	\$ 128,949	\$ 135,396
<b>Police Sergeant (2184 hours)</b>	<b>\$ 116,960</b>	<b>\$ 122,808</b>	<b>\$ 128,949</b>	<b>\$ 135,396</b>	<b>\$ 142,166</b>
Principal Planner	\$ 112,393	\$ 119,429	\$ 125,145	\$ 131,111	\$ 135,535
Program Aide/Driver	\$ 35,323	\$ 36,921	\$ 38,591	\$ 40,337	\$ 42,144
Program Assistant	\$ 50,321	\$ 52,616	\$ 54,996	\$ 57,604	\$ 60,263
Property and Court Specialist	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Public Works Director	\$ 155,975	Open Range			\$ 194,967
Public Works Superintendent	\$ 117,784	Open Range			\$ 147,189
Public Works Supervisor - City Arborist	\$ 93,606	\$ 98,094	\$ 102,768	\$ 107,677	\$ 112,830
Public Works Supervisor - Facilities	\$ 94,272	\$ 98,792	\$ 103,499	\$ 108,444	\$ 113,632
Public Works Supervisor - Fleet	\$ 95,772	\$ 100,363	\$ 105,145	\$ 110,168	\$ 115,439
Public Works Supervisor - Park	\$ 89,109	\$ 93,381	\$ 97,831	\$ 102,504	\$ 107,409
Public Works Supervisor - Streets	\$ 89,109	\$ 93,381	\$ 97,831	\$ 102,504	\$ 107,409
Recreation Aide	\$ 33,794	\$ 35,323	\$ 36,921	\$ 38,591	\$ 40,337
Recreation Coordinator	\$ 66,211	\$ 69,305	\$ 72,557	\$ 75,966	\$ 79,539
Recreation Leader	\$ 26,454	\$ 27,649	\$ 28,902	\$ 30,210	\$ 31,578
Recreation Supervisor	\$ 81,510	\$ 85,355	\$ 89,460	\$ 93,723	\$ 98,204
Red Light Photo Enforcement Specialist	\$ 72,324	\$ 75,721	\$ 79,283	\$ 83,012	\$ 86,992
Revenue and Claims Manager	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Senior Accountant	\$ 97,783	\$ 102,406	\$ 107,236	\$ 112,394	\$ 117,750
Senior Building Inspector	\$ 101,220	\$ 106,062	\$ 111,140	\$ 116,437	\$ 122,063
Senior Civil Engineer	\$ 115,710	\$ 121,300	\$ 127,177	\$ 133,339	\$ 139,836
Senior Communications Dispatcher	\$ 86,272	\$ 90,421	\$ 94,730	\$ 99,260	\$ 103,998
Senior Engineering Technician	\$ 85,310	\$ 89,335	\$ 93,631	\$ 98,093	\$ 102,783
Senior Equipment Mechanic	\$ 77,749	\$ 81,542	\$ 85,378	\$ 89,332	\$ 93,571
Senior Facilities Maintenance Technician	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Senior Librarian	\$ 85,355	\$ 89,460	\$ 93,723	\$ 98,204	\$ 102,893
Senior Maintenance Worker	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Senior Management Analyst	\$ 104,712	Open Range			\$ 126,229
Senior Office Assistant	\$ 55,217	\$ 57,833	\$ 60,504	\$ 63,331	\$ 66,262
Senior Planner	\$ 102,175	\$ 107,064	\$ 112,188	\$ 117,536	\$ 123,214
Senior Police Records Specialist	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Senior Program Assistant	\$ 61,112	\$ 63,968	\$ 66,971	\$ 70,117	\$ 73,416

City of Menlo Park  
Salary Schedule - Effective 10/1/2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Senior Recreation Leader	\$ 31,578	\$ 33,005	\$ 34,500	\$ 36,061	\$ 37,692
Senior Sustainability Specialist	\$ 76,640	\$ 80,306	\$ 84,150	\$ 88,161	\$ 92,420
Senior Transportation Engineer	\$ 115,710	\$ 121,300	\$ 127,177	\$ 133,339	\$ 139,836
Senior Water System Operator	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Sustainability Manager	\$ 115,402	Open Range			\$ 144,252
Sustainability Specialist	\$ 65,997	\$ 69,082	\$ 72,324	\$ 75,721	\$ 79,283
Transportation Demand Management Coordinator	\$ 86,992	\$ 91,136	\$ 95,491	\$ 100,059	\$ 104,849
Water Quality Specialist	\$ 75,721	\$ 79,283	\$ 83,012	\$ 86,992	\$ 91,136
Water System Operator I	\$ 60,249	\$ 62,948	\$ 65,740	\$ 68,988	\$ 72,199
Water System Operator II	\$ 65,916	\$ 68,968	\$ 72,191	\$ 75,578	\$ 79,128
Water System Supervisor	\$ 90,239	\$ 94,539	\$ 99,056	\$ 103,795	\$ 108,763

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Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 77,631	\$ 81,513	\$ 85,589	\$ 89,868	\$ 94,362
Accountant II	\$ 85,028	\$ 89,048	\$ 93,248	\$ 97,733	\$ 102,391
Accounting Assistant I	\$ 55,051	\$ 57,661	\$ 60,323	\$ 63,142	\$ 66,063
Accounting Assistant II	\$ 60,323	\$ 63,142	\$ 66,063	\$ 69,151	\$ 72,395
Administrative Assistant	\$ 60,504	\$ 63,331	\$ 66,262	\$ 69,359	\$ 72,613
Administrative Services Director	\$ 152,054	Open Range			\$ 190,066
Assistant City Manager	\$ 160,578	Open Range			\$ 211,761
Assistant Community Development Director	\$ 119,894	Open Range			\$ 156,644
Assistant Community Services Director	\$ 122,657	Open Range			\$ 153,321
Assistant Engineer	\$ 93,631	\$ 98,093	\$ 102,783	\$ 107,690	\$ 112,820
Assistant Library Services Director	\$ 122,657	Open Range			\$ 153,321
Assistant Planner	\$ 84,834	\$ 88,823	\$ 93,081	\$ 97,517	\$ 102,175
Assistant Public Works Director	\$ 133,223	Open Range			\$ 166,529
Assistant to the City Manager	\$ 115,402	Open Range			\$ 144,252
Associate Civil Engineer	\$ 105,062	\$ 110,091	\$ 115,339	\$ 120,911	\$ 126,769
Associate Engineer	\$ 99,284	\$ 104,036	\$ 108,996	\$ 114,262	\$ 119,797
Associate Planner	\$ 93,081	\$ 97,517	\$ 102,175	\$ 107,064	\$ 112,188
Associate Transportation Engineer	\$ 110,091	\$ 115,339	\$ 120,911	\$ 126,769	\$ 132,911
Building Custodian	\$ 54,996	\$ 57,604	\$ 60,263	\$ 63,078	\$ 65,997
Building Inspector	\$ 90,186	\$ 94,522	\$ 99,028	\$ 103,762	\$ 108,716
Business Manager	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Child Care Teacher I	\$ 49,210	\$ 51,442	\$ 53,771	\$ 56,221	\$ 58,881
Child Care Teacher II	\$ 54,996	\$ 57,604	\$ 60,263	\$ 63,078	\$ 65,997
Child Care Teacher's Aide	\$ 36,921	\$ 38,591	\$ 40,337	\$ 42,144	\$ 44,004
City Attorney	n/a	Set by contract			\$ 120,000
City Clerk	\$ 115,402	Open Range			\$ 144,252
City Manager	n/a	Set by contract			\$ 232,890
Code Enforcement Officer	\$ 77,581	\$ 81,248	\$ 85,080	\$ 89,173	\$ 93,422
Communications and Records Manager	\$ 107,794	\$ 113,025	\$ 118,454	\$ 124,166	\$ 130,137
Communications Dispatcher	\$ 78,667	\$ 82,386	\$ 86,272	\$ 90,421	\$ 94,730
Communications Training Dispatcher	\$ 82,386	\$ 86,272	\$ 90,421	\$ 94,730	\$ 99,260
Community Development Director	\$ 151,850	Open Range			\$ 189,811
Community Development Technician	\$ 65,980	\$ 69,034	\$ 72,260	\$ 75,651	\$ 79,205
Community Service Officer	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Community Services Director	\$ 153,927	Open Range			\$ 192,408
Construction Inspector	\$ 85,080	\$ 89,173	\$ 93,422	\$ 97,889	\$ 102,563
Contracts Specialist	\$ 68,124	\$ 71,327	\$ 74,630	\$ 78,173	\$ 81,925
Custodial Services Supervisor	\$ 63,282	\$ 66,211	\$ 69,305	\$ 72,557	\$ 75,966
Deputy City Clerk	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Engineering Services Manager/City Engineer	\$ 133,223	Open Range			\$ 166,529
Engineering Technician I	\$ 70,922	\$ 74,206	\$ 77,729	\$ 81,459	\$ 85,310
Engineering Technician II	\$ 79,507	\$ 83,248	\$ 87,162	\$ 91,341	\$ 95,694
Enterprise Applications Support Specialist	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Equipment Mechanic	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Executive Assistant	\$ 69,082	\$ 72,324	\$ 75,721	\$ 79,283	\$ 83,012
Executive Assistant to the City Mgr	\$ 73,595	Open Range			\$ 89,454
Facilities Maintenance Technician I	\$ 58,881	\$ 61,592	\$ 64,511	\$ 67,545	\$ 70,673
Facilities Maintenance Technician II	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Finance and Budget Manager	\$ 119,870	Open Range			\$ 151,694

City of Menlo Park  
Salary Schedule - Effective 10/29/2016

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Gymnastics Instructor	\$ 39,397	\$ 41,180	\$ 43,039	\$ 44,960	\$ 47,028
Housing & Economic Development Manager	\$ 115,402	Open Range			\$ 144,252
Human Resources Manager	\$ 119,870	Open Range			\$ 151,694
Human Resources Technician	\$ 63,924	\$ 66,948	\$ 69,937	\$ 73,349	\$ 76,799
Information Technology Manager	\$ 119,870	Open Range			\$ 151,694
Information Technology Specialist I	\$ 68,854	\$ 72,297	\$ 75,912	\$ 79,709	\$ 83,695
Information Technology Specialist II	\$ 76,504	\$ 80,098	\$ 83,866	\$ 87,810	\$ 92,020
Information Technology Supervisor	\$ 89,107	\$ 99,045	\$ 104,258	\$ 109,746	\$ 115,521
Junior Engineer	\$ 75,532	\$ 79,308	\$ 83,274	\$ 87,438	\$ 91,810
Librarian I	\$ 65,997	\$ 69,082	\$ 72,324	\$ 75,721	\$ 79,283
Librarian II	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080	\$ 89,173
Library Assistant I	\$ 51,442	\$ 53,771	\$ 56,221	\$ 58,881	\$ 61,592
Library Assistant II	\$ 56,221	\$ 58,881	\$ 61,510	\$ 64,511	\$ 67,545
Library Assistant III	\$ 61,510	\$ 64,511	\$ 67,545	\$ 70,673	\$ 73,952
Library Clerk	\$ 36,061	\$ 37,692	\$ 39,397	\$ 41,180	\$ 43,039
Library Page	\$ 26,454	\$ 27,649	\$ 28,902	\$ 30,210	\$ 31,578
Library Services Director	\$ 148,092	Open Range			\$ 185,115
Literacy Program Manager	\$ 75,966	\$ 79,539	\$ 83,279	\$ 87,272	\$ 91,431
Maintenance Worker I	\$ 56,221	\$ 58,881	\$ 61,510	\$ 64,511	\$ 67,545
Maintenance Worker II	\$ 61,510	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027
Management Analyst I	\$ 81,443	\$ 85,516	\$ 89,793	\$ 94,282	\$ 98,997
Management Analyst II	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Office Assistant	\$ 50,522	\$ 52,826	\$ 55,217	\$ 57,833	\$ 60,504
Parking Enforcement Officer	\$ 56,221	\$ 58,881	\$ 61,510	\$ 64,511	\$ 67,545
Permit Manager	\$ 105,876	\$ 110,942	\$ 116,252	\$ 121,793	\$ 127,678
Permit Technician	\$ 65,980	\$ 69,033	\$ 72,260	\$ 75,651	\$ 79,204
Plan Check Engineer	\$ 106,062	\$ 111,140	\$ 116,437	\$ 122,063	\$ 127,975
Planning Technician	\$ 75,651	\$ 79,204	\$ 82,931	\$ 86,831	\$ 90,994
Police Chief	\$ 164,070	Open Range			\$ 205,087
Police Commander	\$ 147,663	Open Range			\$ 184,579
Police Corporal	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
Police Corporal (2184 hours)	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836	\$ 126,878
Police Officer	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
Police Officer (2184 hours)	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,274	\$ 117,889
Police Records Specialist	\$ 61,510	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027
Police Recruit	n/a	Hourly Rate			\$ 74,819
Police Sergeant	\$ 114,733	\$ 120,469	\$ 126,493	\$ 132,817	\$ 139,458
Police Sergeant (2184 hours)	\$ 120,469	\$ 126,493	\$ 132,817	\$ 139,458	\$ 146,431
Principal Planner	\$ 112,393	\$ 119,429	\$ 125,145	\$ 131,111	\$ 135,535
Program Aide/Driver	\$ 35,323	\$ 36,921	\$ 38,591	\$ 40,337	\$ 42,144
Program Assistant	\$ 50,321	\$ 52,616	\$ 54,996	\$ 57,604	\$ 60,263
Project Manager I	\$ 99,284	\$ 104,036	\$ 108,996	\$ 114,262	\$ 119,797
Project Manager II	\$ 109,212	\$ 114,440	\$ 119,896	\$ 125,688	\$ 131,776
Property and Court Specialist	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Public Works Director	\$ 155,975	Open Range			\$ 194,967
Public Works Superintendent	\$ 117,784	Open Range			\$ 147,189
Public Works Supervisor - City Arborist	\$ 93,606	\$ 98,094	\$ 102,768	\$ 107,677	\$ 112,830
Public Works Supervisor - Facilities	\$ 94,272	\$ 98,792	\$ 103,499	\$ 108,444	\$ 113,632
Public Works Supervisor - Fleet	\$ 95,772	\$ 100,363	\$ 105,145	\$ 110,168	\$ 115,439

City of Menlo Park  
Salary Schedule - Effective 10/29/2016

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Public Works Supervisor - Park	\$ 89,109	\$ 93,381	\$ 97,831	\$ 102,504	\$ 107,409
Public Works Supervisor - Streets	\$ 89,109	\$ 93,381	\$ 97,831	\$ 102,504	\$ 107,409
Recreation Aide	\$ 33,794	\$ 35,323	\$ 36,921	\$ 38,591	\$ 40,337
Recreation Coordinator	\$ 66,211	\$ 69,305	\$ 72,557	\$ 75,966	\$ 79,539
Recreation Leader	\$ 26,454	\$ 27,649	\$ 28,902	\$ 30,210	\$ 31,578
Recreation Supervisor	\$ 81,510	\$ 85,355	\$ 89,460	\$ 93,723	\$ 98,204
Red Light Photo Enforcement Specialist	\$ 72,324	\$ 75,721	\$ 79,283	\$ 83,012	\$ 86,992
Revenue and Claims Manager	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Senior Accountant	\$ 97,783	\$ 102,406	\$ 107,236	\$ 112,394	\$ 117,750
Senior Accounting Assistant	\$ 66,355	\$ 69,456	\$ 72,669	\$ 76,066	\$ 79,635
Senior Building Inspector	\$ 101,220	\$ 106,062	\$ 111,140	\$ 116,437	\$ 122,063
Senior Civil Engineer	\$ 115,710	\$ 121,300	\$ 127,177	\$ 133,339	\$ 139,836
Senior Communications Dispatcher	\$ 86,272	\$ 90,421	\$ 94,730	\$ 99,260	\$ 103,998
Senior Engineering Technician	\$ 85,310	\$ 89,335	\$ 93,631	\$ 98,093	\$ 102,783
Senior Equipment Mechanic	\$ 77,749	\$ 81,542	\$ 85,378	\$ 89,332	\$ 93,571
Senior Facilities Maintenance Technician	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Senior Librarian	\$ 85,355	\$ 89,460	\$ 93,723	\$ 98,204	\$ 102,893
Senior Library Assistant	\$ 67,661	\$ 70,962	\$ 74,299	\$ 77,741	\$ 81,348
Senior Maintenance Worker	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Senior Management Analyst	\$ 104,712	Open Range			\$ 126,229
Senior Office Assistant	\$ 55,217	\$ 57,833	\$ 60,504	\$ 63,331	\$ 66,262
Senior Planner	\$ 102,175	\$ 107,064	\$ 112,188	\$ 117,536	\$ 123,214
Senior Police Records Specialist	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Senior Program Assistant	\$ 61,112	\$ 63,968	\$ 66,971	\$ 70,117	\$ 73,416
Senior Recreation Leader	\$ 31,578	\$ 33,005	\$ 34,500	\$ 36,061	\$ 37,692
Senior Sustainability Specialist	\$ 76,640	\$ 80,306	\$ 84,150	\$ 88,161	\$ 92,420
Senior Transportation Engineer	\$ 115,710	\$ 121,300	\$ 127,177	\$ 133,339	\$ 139,836
Senior Water System Operator	\$ 72,508	\$ 75,864	\$ 79,410	\$ 83,136	\$ 87,041
Sustainability Manager	\$ 115,402	Open Range			\$ 144,252
Sustainability Specialist	\$ 65,997	\$ 69,082	\$ 72,324	\$ 75,721	\$ 79,283
Transportation Demand Management Coordinator	\$ 86,992	\$ 91,136	\$ 95,491	\$ 100,059	\$ 104,849
Water Quality Specialist	\$ 75,721	\$ 79,283	\$ 83,012	\$ 86,992	\$ 91,136
Water System Operator I	\$ 60,249	\$ 62,948	\$ 65,740	\$ 68,988	\$ 72,199
Water System Operator II	\$ 65,916	\$ 68,968	\$ 72,191	\$ 75,578	\$ 79,128
Water System Supervisor	\$ 90,239	\$ 94,539	\$ 99,056	\$ 103,795	\$ 108,763

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**STAFF REPORT**

**City Council**  
**Meeting Date:** 1/23/2018  
**Staff Report Number:** 18-015-CC

**Consent Calendar:** Approve a revised comment letter on the Draft Environmental Impact Report for the Stanford University 2018 General Use Permit Project

**Recommendation**

Staff recommends that the City Council approve a revised comment letter (Attachment A) requesting revisions and recirculation of the Draft Environmental Impact Report for the Stanford University 2018 General Use permit project.

**Policy Issues**

This action is consistent with prior actions taken by the City Council on proposed projects located in neighboring jurisdictions that could induce environmental impact to the City of Menlo Park. Specifically, the City Council's 2017 Work Plan identifies this project (Item #4).

This action is also consistent with policies and programs (i.e., LU-1.5, CIRC-1.B, CIRC-2.15) stated in the 2016 City General Plan Land Use & Circulation Elements. These policies and programs seek to ensure Menlo Park goals and objectives are met for development within its sphere of influence and to collaborate with neighboring jurisdictions to develop, fund, and implement local and regional transportation planning/engineering efforts.

**Background**

Stanford University is a private university located on the San Francisco Peninsula. Stanford owns approximately 8,180 acres of land spanning across six (6) governmental jurisdictions. These jurisdictions include: unincorporated areas of Santa Clara County and San Mateo County, the cities of Palo Alto, Menlo Park, and the towns of Portola Valley and Woodside.

In 2000, the Santa Clara County Board of Supervisors adopted the Stanford University Community Plan and the 2000 General Use permit. Both documents helped guided Stanford's current growth and development within the unincorporated area of Santa Clara County. The unincorporated area is generally bounded by Sand Hill Road and Quarry Road to the north, El Camino Real to the east, Stanford Avenue and Page Mill Road to the south, and Arastradero Road and Alpine Road to the west.

The unincorporated Santa Clara County area is divided into two concentrated areas. Stanford's core campus area, which includes academic and housing facilities, is located north of Junipero Serra Boulevard, representing Stanford's Academic Growth Boundary. The other area covers

vast undeveloped lands south of Junipero Serra Boulevard.

According to the Draft Environmental Impact Report project description, Stanford has developed approximately 9.6 million square feet of net new academic and academic support land uses, 11,293 student housing beds, and 937 faculty/staff housing units on the campus as of fall 2015. Under the 2000 General Use permit, as amended currently, Stanford was allowed construction of 2.035 million sf; 4,468 housing units/beds and ancillary uses.

In November 2016, Stanford submitted an application (Attachment B) to the County of Santa Clara to update its current 2000 General Use permit. The proposed 2018 General Use permit includes 2.275 million square feet of net new academic support land uses, 2,600 student beds, and 550 faculty/staff housing units beyond the current 2000 General Use permit allowances. The County of Santa Clara is the Lead Agency. Ultimately, Stanford seeks the following approvals from the County:

- Certification of the 2018 General Use permit EIR
- Adoption of a new 2018 General Use permit
- Approval of amendments to the Stanford Community Plan
- Approval of amendments to the County Zoning Map

On January 3, 2017, the County of Santa Clara issued a Notice of Preparation of the Project's EIR. The Notice describes the project background, proposed project scope, and a range of environmental topic areas to be evaluated, including project alternatives. On February 28, 2017, Stanford presented an update to the City Council. The City submitted a comment letter on the Notice, as approved March 6, 2017, by the City Council.

On October 6, 2017, the County of Santa Clara released the Draft Environmental Impact Report (Attachment C) for the project with a 60-day public review period ending December 4, 2017. On November 29, 2017, the City Council approved submitting a comment letter. However, on November 30, 2017, the County authorized a 60-day extension of the public review period to February 2, 2018. Staff is returning to City Council with a request to approve a revised comment letter, as described below.

## **Analysis**

The Draft Environmental Impact Report represents a program-level evaluation of the proposed project. A program-level EIR provides the initial framework for review of discrete, future projects. It establishes a maximum development allowance for Stanford University and provides a framework for where anticipated development would occur (by districts). A map of the different districts and development potential within each is shown in Attachment D.

Santa Clara County and Stanford representatives presented information to the City Council on October 17, 2017, regarding the project and the Draft Environmental Impact Report. The Stanford General Use Permit Subcommittee met October 31, 2017, to provide staff direction on key areas to incorporate into the draft comment letter. Santa Clara County hosted several community meetings during the public review period, and City staff attended meetings October 19, 2017, in Palo Alto and November 15, 2017, in Menlo Park to hear community feedback and concerns, which has also been considered as part of staff's review.

Following the Draft Environmental Impact Report extension, the Stanford General Use Permit Subcommittee met again January 10, 2018, to provide staff direction on revisions to the draft comment letter. Staff has prepared a revised letter (Attachment A), incorporating two additional issues beyond what was previously identified:

- Request to include all relevant nearby projects, including the Stanford Redwood City campus in the near term project list for consideration
- Request to modify the proposed “no net new commute trips” policy from a campus-wide approach to a sub-area approach to ensure that Sand Hill Road and El Camino Real impacts are also addressed

Following City Council approval, staff will submit the final comment letter to Santa Clara County by the February 2, 2018, deadline.

### **Impact on City Resources**

The City has available resources and funds to review and respond to documents related to this project. No additional funds or resources are required at this time.

### **Environmental Review**

The County of Santa Clara is the lead agency for the project. The City’s action to submit a comment letter on the Draft Environmental Impact Report does not require environmental clearance.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Revised comment letter
- B. 2018 General Use Permit Application – Hyperlink:  
<https://www.sccgov.org/sites/dpd/Programs/Stanford/Pages/CurrentProjects.aspx>
- C. Draft Environmental Impact Report – Hyperlink:  
[https://www.sccgov.org/sites/dpd/Programs/Stanford/Pages/GUP2018\\_CEQA.aspx](https://www.sccgov.org/sites/dpd/Programs/Stanford/Pages/GUP2018_CEQA.aspx)
- D. Map of the proposed development potential under the 2018 General Use permit

Report prepared by:

Nicole H. Nagaya, Assistant Public Works Director

Report reviewed by:

Justin Murphy, Public Works Director

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January 23, 2018

Mr. David Rader  
County of Santa Clara  
Department of Planning and Development  
County Government Center  
70 West Hedding St.  
San Jose, CA 95110

**RE: Stanford University "2018 General Use Permit," Draft EIR Comments**

Dear Mr. Rader,

Please find attached the City of Menlo Park's comments on the Draft Environmental Impact Report (DEIR) for the Stanford University "2018 General Use Permit" (GUP) Project (File #: 7165-16P-16GP-16Z-16EIR).

The attached comments highlight several significant deficiencies in the Draft EIR that must be addressed in a recirculated Draft EIR, with sufficient mitigation measures to mitigate any impacts identified, before the County considers the 2018 GUP for approvals. The City appreciates the opportunity to comment on the proposed project. Please contact Assistant Public Works Director Nikki Nagaya at 650-330-6770 or [nhnagaya@menlopark.org](mailto:nhnagaya@menlopark.org) with any questions.

Sincerely,

Peter Ohtaki  
Mayor

Enclosure

### **Project Description Concerns and Questions**

1. Stanford is seeking “flexibility with accountability.” The application and DEIR indicate that the total amount of academic square footage may take many forms, from classroom buildings to art galleries to energy facilities. Similarly, the anticipated housing units/beds will include a range of products from undergraduate dormitories to single-family homes for faculty. These different uses will have disparate impacts. Without specificity as to the amount, location and intensity of the various uses, there are no assurances that the impacts have been adequately assessed in the DEIR. Further, there is no mention in the DEIR that further study will be conducted to determine whether what does eventually get built is within the parameters of the DEIR or creates additional impacts that require additional mitigation. This seems critically important for a document that is anticipated to govern development for the next approximately 17 years in an area that is seeing rapid transition in local and regional conditions and circumstances. The City requests that clear accounting of the proposed uses and location of such uses be documented, and no changes to the provided allotments of developable area be allowed without a full assessment of any further environmental impacts. Further, as evidenced by the Center for Academic Medicine project application, any transfer of development request needs to include explicit consultation with and notice to the City of Menlo Park, particularly in the area of traffic concerns.
2. The 2018 GUP should preserve the Academic Growth Boundary and the extra increment of foothill protections (i.e., the 4/5ths vote for development west of Junipero Serra Boulevard) in order to ensure ongoing open space and conservation efforts are recognized as a serious concern.
3. The maximum build out of the Stanford campus should be identified, defined and evaluated in the 2018 GUP and DEIR. Such definition was required during the 2000 GUP development, as a condition of approval, but has not yet be identified or imposed here. This is important to provide the community and neighboring jurisdictions a clear picture of when growth limits would be reached; further, the current process provides no assurances to the maximum extent of growth and development on the campus.
4. Stanford will be increasing the population of students, faculty, staff and other workers from 41,217 in 2018 to 50,827 by 2035. However, it is not clear that these numbers reflect the full picture and include families of students and faculty, deliveries, consultants, contractors and various visitors who travel to and from Stanford. The assumptions should be clearly outlined in the DEIR.
5. The 2018 GUP and DEIR should evaluate changes in the Project Description, or as mitigation measures to:
  - a. Prohibit an increase in net new parking spaces
  - b. Provide a direct roadway connection from Campus Drive West to I-280 between Page Mill Road and Alpine Road without a connection at Junipero Serra Boulevard, or at encourage traffic to use Page Mill Road over Alpine Road since there are limited residences along Page

Mill frontage

- c. Add locations for traffic monitoring at gateways to Stanford Land beyond the cordon locations that are specific to unincorporated Santa Clara County (see comment 6.h.ii. below)
- d. Require trip credits to have some spatial or geographic relevance based on Gateways and cordon limits around the Stanford campus

## Transportation

6. The transportation analysis shows several deficiencies with respect to<sup>1</sup>:

- a. Existing congested conditions are not reflected in the intersection analysis.

The existing conditions analysis does not reflect congested conditions on the Bayfront Expressway, Willow Road, University Avenue, El Camino Real, and Sand Hill Road corridors as of the time the existing counts were taken in 2016. The reported results at the following locations do not reflect field observed conditions:

- i. Bayfront Expressway/University Avenue
- ii. Bayfront Expressway/Willow Road
- iii. Willow Road intersections
- iv. Sand Hill Road/Santa Cruz Avenue-Alpine Road

The existing congested conditions on the corridors and intersections listed above are not taken into account by isolated intersection analysis. As summarized in the City of Menlo Park’s General Plan (ConnectMenlo) Draft Environmental Impact Report published in 2016, isolated intersection analysis does not account for the queue spillback between intersections on the approaches to the Dumbarton Bridge, including those on Bayfront Expressway, Willow Road and University Avenue. The TRAFFIX 8.0 software that was used for the analysis is not sufficient to reflect the existing or future (2018 or 2035) congestion levels. The TIA (Section 4.8, page 94-95) describes the observed queues and congested conditions on El Camino Real and Sand Hill Road, but does not use this information to validate the calculated existing levels of service (Figure 4-2 on page 54 and Table 4-1 on pages 55-60) on the corridors. Field observed conditions are not described on Willow Road and the Dumbarton Bridge approaches. These level of service calculations need to be updated in order to present an accurate existing scenario to assess impacts of the 2018 GUP. Otherwise, potential impacts are underestimated. The Draft EIR should be updated and recirculated with corrected information that mitigates all additional impacts.

- b. Existing congested conditions are not reflected in the freeway and ramp analysis.

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<sup>1</sup> All page number references within this comment point to the Transportation Impact Analysis, Part 2 in Appendix TIA of the Draft EIR. Similar comments apply to the same content shown in the Draft EIR.

Similarly, the freeway ramp analysis at the U.S. 101/Willow Road interchange and the I-280/Sand Hill Road interchange do not reflect existing congested conditions, and therefore the volume-to-capacity analysis conducted does not take into account the unserved peak period demand and queue spillback. Analysis based on these existing results therefore underestimates potential impacts of the 2018 GUP. The analysis must be updated and the Draft EIR recirculated with the corrected information, including appropriate mitigation for all additional impacts.

- c. The No Net New Commute Trips mitigation program does not fully mitigate transportation impacts and must be modified.

The 2018 GUP application materials and Draft EIR describe Stanford’s continued participation in the No Net New Commute Trips mitigation program. The program limits peak hour, peak direction vehicular trips associated with Stanford University. However, this program is fundamentally flawed and does not fully mitigate transportation impacts for several reasons:

- i. Congested conditions in the region are no longer limited to a single morning and evening peak hour. The monitoring program should be expanded to capture the hours of congestion across the peak periods, at a minimum from 7–9 a.m. and 4–7 p.m., since the program encourages peak spreading to shoulder and off-peak hours. Daily trip limits should also be considered to reduce potential air quality and greenhouse gas impacts.
- ii. While traffic flows still see some directionality, reverse peak direction patterns are increasing and even reverse direction trips in the peak hours can contribute to congestion.

The proposed 2018 GUP is estimated to add 428 A.M. and 600 P.M. peak hour trips in the reverse direction. This represents a significant proportion of the proposed growth in traffic, representing 36 percent of morning and 44 percent of evening peak hour traffic. The proposed analysis does not isolate the potential impacts of these trips, and they are not mitigated by the No Net New Commute Trips mitigation program, which only limits the peak direction trips. Therefore all reverse peak trips are added to the roadway network, with undetermined impacts and are not currently mitigated.

The City requests that an analysis of the reverse direction trips be conducted and appropriate mitigation measures be identified. Alternatively, the mitigation program could be expanded to limit any new impacts from reverse commute trips by including them in the No Net New Trips program, and no growth in such strips should be allowed over existing conditions. This analysis should be prepared and the DEIR recirculated with this significant new information.

- iii. Monitoring of the program is infrequent and does not assure neighboring jurisdictions that the program achieves its goals on a typical basis. Monitoring occurs twice per year, and while conducted in typical traffic conditions, this limited frequency allows the potential for ongoing violations. The City requests the County modify the monitoring program to provide consistent, daily monitoring. Such monitoring and enforcement is conducted by the City for the Facebook Campus site in Menlo Park, and provides assurances that the trip limits are met on a daily basis throughout the year. This increased frequency is enabled more readily, since under the current proposal, Stanford and the County propose to use automated technology to conduct the counts in the future. The City requests that no new development be allowed beyond the 2000 GUP until such automated equipment and increased monitoring is in place.
- iv. The used of “cordon credits” and a campus-wide monitoring methodology allow Stanford to offset peak hour, peak direction vehicle trips occurring anywhere in the cordon area at the expense of other potentially affected roadways. In particular, the Sand Hill Road and El Camino Real (north of Stanford) corridors have not seen investment in infrastructure or program support to reduce vehicle traffic levels approaching the University from these directions, and traffic congestion has increased since the 2001 GUP analysis. The City requests that the cordon trip limits be established by sub-area or district to ensure that the levels of traffic in any one corridor are not adversely affected at the expense of others.
- v. Chapter 8 of the TIA details the tiered mitigation program steps if Stanford does not achieve the No Net New Commute Trips goal. However, as described in Section 8.1.1.3 through 8.1.1.5, Stanford would fund infrastructure changes and programs to reduce vehicle trips near the campus if the No Net New Commute Trip goal is not successful. This shifts the burden of mitigation to neighboring cities, when the mitigation is necessitated by Stanford’s non-compliance with the mitigation measure. Stanford should instead assume responsibility, in collaboration with neighboring agencies to design and construct physical infrastructure and provide resources to help implement necessary programs to reduce trips as identified in these sections. If Stanford does not achieve the No Net New Trips goals, with revisions as requested above, the City requests that a contribution toward the Middle Avenue Pedestrian/Bicycle Crossing, Dumbarton Rail Corridor and Sand Hill Road-Santa Cruz Avenue-Alameda de las Pulgas-Alpine Road corridor improvements be prioritized for mitigation.
- vi. Section 8.1.1.5 of Chapter 8 of the TIA further outlines the payment methodology to determine Stanford’s fair share of the intersection improvements on a per trip basis. This section outlines that the proposed payments would be on an annual basis, and since the 2018 GUP is projected to carry development through 2035 (17 years), the total contribution toward all intersection improvements would be divided by 17. This proposed methodology does not mitigate Stanford’s contribution toward impacts in the City, and other neighboring agencies, as these funds would not accrue to cover the construction

cost of the necessary mitigation – which since a Project level impact (see comment 6.d. below) – is necessary to reduce the Project’s impact to a less-than-significant level. The proposed methods also do not account for escalation in construction costs over the life of the proposed 2018 GUP.

d. All relevant near term projects should be included in the analysis. According to Table 2 in Appendix CON, the Stanford Redwood City campus is not currently included as a near-term project, and should be included in the DEIR’s evaluation. Notably, the traffic analysis should be revised to include this project, as traffic from the Stanford Redwood City campus will occur on Marsh Road, Bay Road, Bayfront Expressway, Middlefield Road and El Camino Real, among other streets in the area, which are also studied in the 2018 GUP DEIR. Not including the Stanford Redwood City campus underestimates the near-term and cumulative traffic impacts.

e. Project level impacts identified under Background Conditions should be fully mitigated.

The DEIR and TIA identify mitigation measures for Background plus Project conditions as fair-share payment toward potential physical improvements. CEQA, in sections PRC 20112(a) & 14 CCR 15126.4, requires that project-level impacts be mitigated. The Project should be responsible for construction of mitigation measures that result from Project-level impacts.

f. Comments on specific mitigation measures

- i. I-280 Northbound Ramp/Sand Hill Road. A fair share contribution is not adequate. Bike lane is not protected, as stated on page 172.
- ii. El Camino Real intersections. A fair share contribution is not adequate and proposed improvements conflict with recent City direction and Middle Plaza at 500 ECR DEIR recommendations.

g. Bicycle and pedestrian impact evaluation and proposed mitigation

While the effort to assess mitigation measures impacts on multimodal travel, in addition to identifying vehicular improvements to mitigate traffic impacts, is appreciated, this assessment does not address bicycle and pedestrian demand and facility needs as a result of this Project. Key access routes to the Campus were recently evaluated as part of the Bicycle Access Plan, and gaps in the existing networks should be evaluated and mitigated appropriately. Similar efforts for the pedestrian network should also be completed. The City requested such an analysis in its NOP letter, an analysis of a 5-mile commute shed around the proposed General Use Permit development area. As noted in the permit application, Stanford owns land throughout the mid-Peninsula, including proposed development sites in Menlo Park and an approved project site in Redwood City. The City requested that the DEIR assess walking, bicycling, and traffic conditions across Stanford properties located across

these multiple jurisdictions. This comment on the NOP was not addressed and the DEIR should be revised to include such an analysis and recirculated.

Further, Section 8.4.2 on page 218 discloses that the Project does not conflict with a planned facility or local agency policy. The City’s El Camino Real/Downtown Specific Plan, and follow up work through the El Camino Real Corridor Study, identify potential bicycle lanes on El Camino Real. The proposed mitigation conflicts with these plans. This is not addressed in the DEIR and the analysis should be revised and DEIR recirculated with identification of appropriate mitigation.

h. Neighborhood street impacts are not fully addressed

Neighborhood street impacts (Section 8.3 on page 199) in the Willows and Belle Haven neighborhoods in Menlo Park are not addressed. The Crescent Park neighborhood in Palo Alto was evaluated and cut-through traffic from that area also directly impacts the Willows neighborhood, across the Pope-Chaucer bridge over San Francisquito Creek. Additional traffic added to Bayfront Expressway, Willow Road and University Avenue will also lead to additional cut-through in the Belle Haven neighborhood as commuters seek out alternative routes. Both of these should be addressed. The City of Menlo Park has adopted standards and thresholds of significance that should be used to evaluate increases in daily roadway traffic volumes on local streets in lieu of the TIRE Indices Analyses prepared following the City of Palo Alto standards. Based on Table 8-5 on page 217, cut-through volumes on Lytton Avenue and Hamilton Avenue near Pope-Chaucer are between 76 and 145 daily trips. These increases in traffic through the Willows would be considered significant following City of Menlo Park impact standards, and need to be evaluated and mitigated accordingly in a recirculated DEIR.

i. The DEIR does not address the NOP comments the City provided as listed below.

- i. Stanford is requesting continuation of a program to provide trip credit for off-campus transportation infrastructure improvements within the Cordon Credit Area, which includes Stanford-owned properties outside of Santa Clara County, including 500 El Camino Real and 2131 Sand Hill Road. The City requests that any required measures to reduce or mitigate impacts from the Middle Plaza at 500 El Camino Real project recently approved or 2131 Sand Hill Road project currently under review are not eligible for credits under the General Use Permit program, since this would result in double-counting the benefits of such measures.
- ii. The Draft EIR did not address how vehicle trips from the proposed development areas outside the traffic cordon area, including Quarry, Lathrop and San Juan in particular, will be addressed by the No Net New Commute Trips condition. The City requested the County modify the cordon area to incorporate these zones with additional proposed development.

## **Housing**

7. The proposed \$20 per square foot (plus consumer price index adjustment inflator) affordable housing impact fee is not adequate to mitigate the increased demand for affordable housing by the proposed 2018 GUP. The rate of housing construction costs has generally outpaced the consumer price index, so the fee as proposed does not keep pace with rising costs and will not allow construction of the identified housing unit demand within Menlo Park.
8. In addition, when Stanford University purchases or develops property for the provision of faculty and staff housing in adjacent jurisdictions, including both the City of Menlo Park and local school districts, the City and school districts lose property tax revenues from the property in perpetuity, since Stanford does not pay property taxes on lands used to support the University. This creates a twofold negative impact to the City and other affected agencies, since the City loses revenues and has to continue to provide the municipal services necessitated by the residential properties. It also further increases the cost of housing in the region, as the market-rate housing supply is decreased by such actions. Requiring Stanford to provide all housing on campus will avoid this impact.
9. As availability of affordable housing continues to be a regional concern, the City requests that the County maximize additional benefits for housing supply for faculty, staff and students, as well as for workers that may not be employed directly by Stanford, but work within the General Use Permit area. Specifically, the City requests that the full housing burden generated by the 2018 GUP be absorbed on the Stanford Campus, within the 2018 GUP development area. Further, the City requests the County retain the 6-mile radius for use of affordable housing fees, since the impacts are most concentrated locally near the Stanford University campus. The provision of such fees is one of the few strategies that can be used to help offset the housing impacts identified as a result of the 2018 GUP and should be maintained.
10. The DEIR acknowledges that Stanford’s growth pursuant to the 2018 GUP will require housing in adjacent jurisdictions such as Menlo Park. The DEIR anticipates 153 new housing units in Menlo Park. Since the growth with the 2018 General Use Permit is anticipated to be at the same rate as the 2000 General Use Permit, the anticipated units in Menlo Park may be under estimated because 215 units associated with the 2000 General Use Permit have been approved for construction in Menlo Park at the Middle Plaza at 500 El Camino Real site.

## **Air Quality and Noise**

11. Given the comments regarding peak spreading, the air quality and greenhouse gas analysis should be reevaluated to determine the continued accuracy of the conclusions relative to reductions in pollutants, especially since a full one-third of emissions are anticipated from transportation sources.
12. Stanford is proposing to construct up to 40,000 net new square feet of childcare centers and other services on campus. However, in the chapter regarding air quality (see Figure 5.2-1), the



DEIR does not consider on-site sensitive receptors like the new proposed day care centers and should be revised to reflect this change.

13. Noise impacts on the Sand Hill Road corridor should be mitigated near residential uses.

### **Hydrology/Water Quality**

14. The DEIR did not adequately respond to the City request that Stanford continue to work with the City of Menlo Park and other jurisdictions to develop a specific proposal for the detention of floodwaters on Stanford land that will result in a significant and measurable reduction in floodwaters reaching the floodplain areas within Menlo Park and neighboring jurisdictions. The City requests that existing and proposed runoff calculations from the project area for both the 10-year and 100-year storm event be provided for the City to review and that the impact be evaluated in a revised and recirculated DEIR. In addition, the City requests that any plans that show existing and proposed impervious improvements and potential alteration of drainage patterns be provided. Combined with the improvements downstream within San Francisquito Creek, the detention on Stanford land shall result in containment of flows from the 10-year and 100-year storm events within the detention site(s) and within the Creek to the extent feasible. The detention plan shall be designed and implemented by Stanford within a specific timeline that is relative to the proposed development.
15. In addition, the City requests that the proposed General Use Permit include measures that either mitigate for increase flows and/or create no net increase in stormwater runoff to the neighboring downstream communities that are located within the San Francisquito Creek Watershed Area.

### **Other Issues**

16. The DEIR dismisses the impact of new students, faculty and staff on neighboring library facilities positing that Stanford is an academic university with libraries and visiting a local library is not necessary. However, there are many reasons to visit a library--a college student's reason may be different from a faculty member who has a toddler and wishes to participate in story time at the library. If Stanford does not provide such services at its libraries, it is likely that there will be more visits to libraries in surrounding jurisdictions and potential impacts. The same is true of the impacts on parks and other community based recreation programs.

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SOURCE: Stanford LBRE LUEP; ESA Stanford 2018 General Use Permit . 160531

**Figure 3-8**  
Development Districts under 2018 General Use Permit, and Proposed Distribution of Academic, Academic Support and Housing

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## STAFF REPORT

### City Council

Meeting Date:

1/23/2018

Staff Report Number:

18-024-CC

Regular Business:

**Discussion to prepare for the City Council goal setting meeting and 2018 Work Plan**

### Recommendation

Staff recommends the City Council discuss the following items in preparation for the January 29, 2018, City Council goal setting meeting:

- Fiscal year 2018-19 Budget Principles
- City Council Procedures Manual
- Priorities and staff recommendations for the upcoming work plan
- New work plan items under consideration for prioritization

### Policy Issues

It has been the City Council's policies to annually create and adopt City Council goals and work plan.

### Background

The City Council adopts its goals and work plan at the beginning of the calendar year. Many of these items are typically not funded until the adoption of the budget later in June. The January 16, 2018, City Council meeting, included an update on the work plan items for 2017. Many of the items on the work plan for 2017 are ongoing or multiyear projects.

The City Council will hold a special public meeting January 29 to discuss, identify and refine the goals for 2018. The adoption of the goals will be used to help craft the fiscal year 2018-19 budget.

### Analysis

The 2017 City Council Work Plan included 57 items, some of which include multiple sub-components. The resources to work toward and complete many of these items were not funded until the budget adoption in June 2017. This work plan process is building toward preparation of the fiscal year 2018-19 budget. The budget is developed based on principles and guidelines approved by the City Council.

### Budget Principles

In preparation for the City's budget, staff is seeking City Council affirmation of budget principles to guide the development of the proposed budget. Budget principles were first introduced and approved by the City Council in the fiscal year 2013-14 budget with amendments in the budgets for both fiscal year 2015-16 and 2016-17. For the fiscal year 2018-19 budget, staff recommends reorganizing the previously adopted budget principles (Attachment A) into four new primary categories (Attachment B). The intent is to have the budget principles finalized at the goal setting meeting and approved in February 2018 along with the work plan.

### City Council Procedures Manual

The procedures manual is approved annually and assists the City Council by documenting currently accepted practices. Through agreement of the City Council to be bound by these practices, the effective administration of City Council affairs is greatly enhanced. With the intent to better serve the community and facilitate sound decisions, two minor changes are being proposed to the City Council Procedures Manual (Attachment C).

- Chapter 3, City Council Meetings, Meeting Schedule:  
*Remotely participating in City Council meetings by telephone conference call shall be by exception only.*
- Chapter 3, City Council Meetings, Discussion Rules, item 8:  
*The City Council believes that late night meetings deter public participation, can affect the City Council's decision-making ability and can negatively affect staff performance for the remainder of the business week.*

### Upcoming City Council Work Plan

The fact that many current work plan items have an ongoing nature to them is important to consider as the City Council looks at staff capacity and prioritization. In an effort to spur efficiency and raise output, staff is presenting a list of priority items for the upcoming work plan that encompasses all departments. The goal of the priority items list (Attachment D) is to facilitate discussion with City Council, ultimately settling on a list of top five priority items. This approach is different from last year and allows the City Manager flexibility for staff augmentation and resource allocation. The top five work plan items would be the highest priority and resources would be shifted from other work plan items to ensure completion of the top five priority items as needed.

### Remaining and ongoing Work Plan items

While staff intends on focusing all efforts on the top five priority work plan items, remaining and ongoing work plan items will continue to expend staff time. Work plan items under this list (Attachment E) would move forward unless resources are needed for the top five priority items. Nevertheless, staff will stay continue to manage and periodically update Council as needed.

### New initiatives

Throughout the past year a number of potential work plan items, not included in the work plan, have been recommended by residents, the City Council or staff. One of the desired results of the goal setting meeting is for Council to address new work plan items that may be added to this list (Attachment F). However, there are certain variables, including staff capacity that may hinder progress or project completion. If new items are added to the work plan, there will be a need for trade-offs with remaining or ongoing work plan items.

In addition to work plan priorities and recommendations, the following projects are some examples of larger development projects that will be moving through the process and will have an impact on staffing resources throughout the City:

- Facebook Willow Campus (Draft and Final EIR review - Final EIR scheduled for release 1/19), scoping sessions with City Council and Planning Commission, biweekly meetings with Facebook to review/negotiate changes to application and review of those changes such as circulation, traffic, phasing, design etc.)
- 151 Commonwealth/164 Jefferson (EIR review, connected to finalizing of General Plan community amenity requirement, Planning Commission scoping session or sessions)
- 1704 El Camino Real (Planning Commission study and action session or sessions)
- 115 Independence (EIR review, General Plan review related to circulation and right of way and community amenities, Planning Commission study session, first residential project in 'Gateway' area so

need to set design tone for other adjacent larger residential proposals like Sobrato and Greystar)

For tonight's meeting, staff is asking the City Council to provide feedback on the updated budget principles, review the proposed changes for the City Council Procedures Manual, provide feedback on project categories (e.g., staff priority items, remaining, and ongoing work plan items and new initiatives), and review and recommend new work plan items.

Staff will return at the January 29, 2018, City Council goal setting meeting based on discussion from City Council and milestones for each work plan item. The agenda for the City Council goal setting meeting will be to:

- Discuss and approve the fiscal year 2018-19 Budget Principles
- Discuss and approve the City Council Procedures Manual
- Discuss the overall City Council Work Plan and Capital Improvement Plan
- Prioritize top priority work plan items

Depending on the outcome of the work plan discussion by City Council, the Budget Principles, City Council Work Plan and Procedures Manual would be brought back to City Council for adoption in February.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. City of Menlo Park Budget Principles approved February 7, 2017
- B. City of Menlo Park Budget Principles proposed for fiscal year 2018-19
- C. City Council Procedures Manual
- D. List of Staff Priority Work Plan Items
- E. Remaining and Ongoing Work Plan Items
- F. New Work Plan Items

Report prepared by:  
Peter Ibrahim, Management Analyst II

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**City of Menlo Park Budget Principles – Approved February 7, 2017**

- Promote the City's long-term fiscal sustainability through strategic investments in programs, services and infrastructure
- Enhance and maintain baseline city services and infrastructure to positively affect the quality of life in Menlo Park
- Align and adjust staff capacity to implement the City Council adopted initiatives and strategies and to meet current demands for service
- Invest in staff development and new technologies that drive efficiency and productivity
- Actively pursue revenue enhancement opportunities and strive to achieve full cost recovery for all fee-based services, except where the City Council sees a clear public interest in providing a subsidy
- Continue to refine the budget document to enhance the public's access to the City's financial information while also providing for proper internal controls over the city's resources
- Monitor and report on changes in CalPERS retirement plan liabilities and include those changes in the City's 10-year financial plan
- Develop an employee vacancy factor assumption and discuss that assumption in the context of the long-term financial forecast
- Evaluate one-time revenues for highest and best investment and recognize the benefit of leveraging near term investments for long-term gains in financial sustainability and/or quality of life

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**City of Menlo Park Budget Principles – Proposed for fiscal year 2018-19**

- **Promote the City’s long-term fiscal sustainability**
  - Monitor and report on changes in CalPERS liabilities and include those changes in the City’s 10-year financial forecast
  - Incorporate a budgetary assumption for salary savings resulting from employee vacancies in the current year budget and the 10-year financial forecast
  - Actively pursue revenue enhancements and strive to achieve full cost recovery for all fee-based services, except where the City Council sees a clear public interest in providing a subsidy
- **Enhance and maintain core City services and infrastructure**
  - Prioritize City Council adopted initiatives and strategies that contribute to the quality of life in Menlo Park
  - Evaluate one-time revenues for highest and best investment
  - Recognize the benefit of leveraging near term investments for long-term gains in financial sustainability and/or quality of life
- **Manage staff capacity to efficiently deliver services to the community**
  - Invest in new technologies that drive efficiency and productivity
  - Incorporate programs and initiatives that strengthen Menlo Park’s standing as an employer of choice to reduce, retain and attract highly qualified personnel
  - Proactively manage the loss of institutional knowledge through succession planning efforts including the ability to “over hire” critical positions within the overall authorized headcount
- **Communicate the City’s financial position**
  - Continue to refine the budget document to enhance the public’s access to the City’s financial information while also providing for proper internal controls over the City’s resources

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# Procedures Manual Menlo Park City Council

**CITY OF MENLO PARK**  
Mission Statement

It is the mission of the City government to ensure that Menlo Park is a desirable and vibrant community in which to live and do business, and to respond to the values and priorities of the residents so as to provide for the community's current and future needs.

Explicitly, the City fulfills its function by:

- Addressing the needs of the residents through the City Council, the appointed commissions and the City staff.
- Providing easy and open access to information and encouraging dialogue, enabling residents to actively engage in civic life.
- Providing for the safety of its residents, businesses and visitors.
- Providing timely and responsive service.
- Providing special assistance to those in need.
- Functioning effectively, efficiently and with accountability.
- Creating a positive and desirable workplace environment for City employees.
- Managing change for the betterment of the City.
- Creating and maintaining a viable revenue stream and providing for the unpredictable nature of our economy.
- Implementing and maintaining City infrastructure, facilities and programs.
- Formulating sound environmental policies.
- Recognizing and supporting the City's diverse neighborhoods and population.
- Acting as a responsible member of the greater region.

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## Introduction

The Menlo Park City Council establishes policies and priorities for the community and is responsible for the fiscal health of the public corporation.

## Purpose of the Procedures Manual

City of Menlo Park staff prepared a procedures manual to assist the City Council by documenting currently accepted practices. Through agreement of the City Council and staff to be bound by these practices, the effective administration of City Council affairs is greatly enhanced. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide councilmembers in their actions. It is anticipated that this Procedures Manual will be reviewed and revised from time to time.

## Overview of city documents

This procedures manual provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of the City Council. Many other laws, policies, plans and documents exist which bind the City Council to certain courses of action and practices. A summary of some of the most notable documents that establish City Council direction is provided below.

Municipal Code: The Municipal Code contains local laws and regulations adopted by ordinances. The administrative chapter of the Municipal Code addresses the role of the City Council, Mayor and Mayor Pro Tempore. It also describes the organization of City Council meetings and responsibilities as well as the appointment of certain city staff positions and advisory commissions. In addition to these administrative matters, the Municipal Code contains a variety of laws. The Municipal Code is available on the City's website.

California Government Code: The California Government Code contains many requirements for the operation of city government. Many of these requirements are also replicated within the Municipal Code to ensure there is broad awareness of such requirements. Menlo Park is a "General Law" city, which means it is organized in accordance with provisions of the Government Code. Also described within the Government Code is the Council-City Manager form of government. This form of government prescribes that the City Council's role is to establish policies and priorities, while the role of the City Manager is to oversee the operations of the city government.

Annual Budget: The City's annual budget provides a description of city services and the resources used to provide services. The document contains both a broad overview of the budget as well as descriptions of programs and services organized for convenience by lead department. The City operates on a July 1 through June 30 fiscal year.

### General Plan:

The General Plan is a legal document, required by the California Government Code, which serves as the City of Menlo Park's "constitution" for the development and the use of its land. It is a comprehensive, long-term document, detailing proposals for the physical development of the city, and of any land outside its boundaries but within its designated "sphere of influence."

### **Orientation of new councilmembers**

It is important that councilmembers have an understanding of the full range of services and programs provided by the organization. As new members join the City Council, the City Clerk coordinates with department heads to provide tours of City facilities and meetings with key staff.

# City Council: Powers and Responsibilities

## City Council generally

The powers of the City Council to establish policy are quite broad. Essentially, the City Council may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, the City Council has the power, in the name of the city, to do and perform all acts and things appropriate to a municipal corporation and for the general welfare of its inhabitants which are not specifically forbidden by the Constitution and laws of the State of California.

It is important to note that the City Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Mayor Pro Tem have some additional ceremonial and administrative responsibilities as described below, in the establishment of policies, voting and in other significant areas, all councilmembers are equal. It is also important to note that policy is established by at least a majority vote of the City Council. While individual councilmembers may disagree with decisions of the majority, a decision of the majority does bind the City Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the City Council is upheld. Actions of staff to pursue the policy direction established by a majority of the City Council do not reflect any bias against councilmembers who held a minority opinion on an issue.

The City Council has occasionally debated whether it should take positions of a broader nature or limit itself to purely municipal functions. Historically, Menlo Park's city councils have chosen to not take positions on issues outside of their immediate authority to effect, such as issues of international concern. The propensity of the City Council to involve itself in such issues reflects the personalities and outlooks of the councilmembers who make up the two-year City Council sessions.

A councilmember may not simultaneously hold two public offices that are incompatible. Offices are incompatible, if any significant clash of duties exists between the two offices, if the dual office holdings would be improper for reasons of public policy, or if either officer exercises a supervisory, auditory or removal power over the other. Councilmembers are encouraged to and often participate and provide leadership in regional and state programs and meetings. Councilmembers are strongly encouraged to report to the City Council on matters discussed at subcommittees and other regional or state board/agency/group activities in which they have been involved.

## Role of Mayor and Mayor Pro Tempore

Mayor: As reflected in the Municipal Code, the Mayor is to preside at all meetings of the City Council and perform such other duties consistent with the office as may be imposed by the City Council or by vote of the people. The Mayor does not possess any power of veto. As presiding officer of the City Council, the Mayor is to faithfully communicate the will of the City Council majority in matters of policy. The Mayor is also recognized as the official head of the city for all ceremonial purposes.

The Mayor, unless unavailable, shall sign all ordinances, and other documents that have been adopted by the City Council and require an official signature; except when the City Manager has been authorized by City Council action to sign documents. In the event the Mayor is unavailable, the Mayor Pro Tempore's signature may be used.

Traditionally, the Mayor has also been assigned by the City Council to consult and coordinate with the City Manager in the development of agendas for meetings of the City Council. The scope of such review focuses on the timing of business items and the volume of business that can be considered at any one meeting. Such review does not allow for a unilateral unlimited delay of items to be considered by the City Council or the introduction of new items not otherwise part of the City Council's identified priorities or staff's work plan. Should any significant disagreement arise regarding the scheduling of items, these matters are to be resolved by the full City Council. The staff maintains a "tentative" City Council agenda item calendar that programs when matters will likely be considered at future meetings.

Mayor Pro Tempore: The City Council has specified that the Mayor Pro Tempore shall perform the duties of the Mayor during the Mayor's absence. The Mayor Pro Tempore shall serve in this capacity at the pleasure of the City Council.

## **Appointment of City Manager, City Attorney**

The City Council appoints two positions within the city organization: the City Manager and City Attorney. Both positions serve at the will of the City Council. The City Manager is an employee of the City and has an employment agreement that specifies certain terms of employment including an annual evaluation by the City Council. The City Manager is responsible for all other personnel appointments within the City. The current City Attorney is a part-time employee, and a partner in a local law firm that has served the City for many years.

## **Role during a disaster**

The City Council has some special, extraordinary powers in the case of a disaster. Some meeting restrictions and expenditure controls are eased in such extreme situations. In critical situations the City Council may be directed by the City Manager/ Emergency Services Director to assemble in the City's Emergency Operations Center (EOC), located within the Police Department, to provide policy guidance and to receive information in an emergency. Should the City Council not be available during an emergency, state law specifies a hierarchy of others who may serve in place of the City Council. The most likely scenario is that the County board of supervisors would serve in the place of the City Council. When necessary, the Incident Commander of the City EOC or Disaster Coordinator may request the activation of a MAC (Multi-Agency Coordination Center). One possible location of a MAC could be the Menlo Park Fire District's USAR Building located in Menlo Park.

The City Council also has the responsibility to declare a local emergency. Emergency proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property caused by natural or man-made situations. The local proclamation is the first step toward a State and Federal declaration which would then activate eligible State and Federal disaster relief programs to provide financial relief to both local government and the public.

## **Appointment of advisory bodies**

The city has a number of standing advisory bodies. City Council Policy #CC-01-004, Commissions/Committees Policies and Procedures and Role, contains guidelines on the appointment, roles and responsibilities of the various commissions. These procedures apply to all appointments and reappointments to standing advisory bodies.

In addition, resident committees and task forces are occasionally appointed by the City Council to address issues of interest. A task force or other ad hoc body is a body created by the City Council for a specific task. City Council subcommittees, when used, are to help the City Council do its job. Committees ordinarily will assist the City Council by preparing policy alternatives and implications for City Council deliberation. City Council subcommittees will normally not have direct dealings with staff operations. City Council subcommittees may not speak or act for the City Council. Subcommittees will be used sparingly and ordinarily in an ad hoc capacity. This policy applies to any group that is formed by City Council action, whether or not it is called a subcommittee. Unless otherwise stated, a subcommittee ceases to exist as soon as its task is complete. The City Council may assign, and specify the role of, one or two councilmembers to the task force (if more, it becomes a defacto City Council meeting). Unless otherwise specified, councilmembers have all the rights, and only the rights, of ordinary citizens with respect to task forces and other ad hoc bodies.

Note that both appointed advisory bodies and ad hoc committees are usually subject to the open meetings laws commonly known as the Brown Act.

## **City Council relationship with advisory bodies**

The City Council has determined that councilmembers should not lobby commissioners for particular votes. However, councilmembers may attend meetings as residents and request that commissioners consider certain issues during their deliberations or in unusual instances as councilmembers to reflect the views of the City Council as a body.

Councilmembers choosing to attend commission or committee meetings should be sensitive to the fact that they are not participating members of the body. Councilmembers have the rights, and only the rights, of ordinary citizens with respect to commissions – including the right to write to and speak to the commission during public comment periods.

## **Role of commission liaisons**

Councilmembers are assigned to serve in a liaison capacity with one or more city commissions. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, councilmembers may elect to attend commission meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission chair on a regular basis.

Councilmembers should be sensitive to the fact that they are not participating members of the commission, but are there rather to create a linkage between the City Council and commission. In interacting with commissions, councilmembers are to reflect the views of

the City Council as a body. Being a Commission liaison bestows no special right with respect to Commission business.

Typically, assignments to commission liaison positions are made at the beginning of a City Council term in December. The Mayor will ask councilmembers which liaison assignments they desire and will submit recommendations to the full Council regarding the various committees, boards, and commissions which councilmembers will represent as a liaison. In the rare instance where more than one councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

# City Council Meetings

## General procedures

By resolution, the City Council has adopted a modified version of Roberts Rules of Order.

Presiding officer: The Mayor is the presiding officer and acts as chair at City Council meetings. In the absence or incapacity of the Mayor, the Mayor Pro Tempore serves as presiding officer.

Seating arrangement of the City Council: The Mayor Pro Tempore is seated immediately next to the Mayor. The Mayor, with the approval of individual councilmembers, shall establish the seating arrangement for regular City Council meetings.

Quorum: Three-fifths of the councilmembers constitute a quorum for the transaction of business.

## Meeting schedule

The City Council approves and follows an annual calendar that reflects its priorities and coincides with the budgeting process, beginning at the start of the calendar year. A Capital Improvement Plan is reviewed in February for the following fiscal year, in order to reflect the commitment of resources required. Other City Council priorities are overlaid on the calendar as time permits.

Regular meetings are usually held in the City Council Chambers, 701 Laurel St., on Tuesdays at 7 p.m., with study sessions and closed sessions generally being convened earlier, as needed, or at the end of the meeting at the conclusion of public business.

On occasion, the City Council meeting will be held in alternative locations such as the Senior Center. No City Council meeting will typically be held in the event that a regular meeting of the City Council falls on a legal holiday or the day after a holiday. Other meetings throughout the year may be canceled as well. Councilmembers should inform the City Manager's secretary as soon as possible if they intend to be out of town on a set meeting date. ~~On occasion, arrangements may be made in order for councilmembers to remotely participate in City Council meetings by telephone conference call when out of town.~~ Remotely participating in City Council meetings by telephone conference call shall be by exception only.

## Special meetings

Special meetings may be called by the Mayor or by three members of the City Council. Written notice must be given to the City Council and to the media 24 hours before a special meeting. No business other than that officially noticed may be discussed.

Public Comment: At all regular and special meetings, public comments must be permitted before or during consideration of any agenda item. Public comment is appropriate on any matter within the jurisdiction of the City Council.

Meeting notices and minutes: Notice requirements of the Brown Act are complied with for all meetings; action minutes of the meeting are taken by the City Clerk or designee and made available for public inspection.

## **Agenda development**

The City Council adopts a yearly meeting calendar identifying meeting dates and cancellations to aid councilmembers and staff with planning and scheduling. A medium-range “tentative” City Council calendar that reflects an estimate of when various items will be scheduled over the next few weeks is available on the City’s website. A copy of the draft agenda is transmitted to the Mayor for review on the Monday one-week before the meeting. Staff is required to submit reports for a Tuesday City Council meeting to the City Clerk by noon on the Thursday of the week preceding the meeting. All agenda materials are available Thursday evening before the Tuesday City Council meeting. Website posting includes a tentative City Council calendar that shows City Council meeting dates and planned agenda items 3-5 weeks in advance.

Given this agenda development schedule, it is usually extremely difficult when councilmembers request at a Tuesday meeting that a report be prepared for consideration the following meeting. For this reason, it will usually require at least one week for the preparation of a report requested by the City Council. Complex reports will require more time to prepare, and an estimated time of completion can be provided to the City Council. The ability to schedule new agenda items depends on the nature of the item itself, other agenda subjects that are already scheduled and the amount of time available.

## **Placing items on the agenda**

City Council: A councilmember may request an item be considered on a future agenda and, upon agreement of a majority of Council, staff will prepare a staff report if formal Council action is required. Councilmembers may make this request verbally during a meeting or may submit written requests. Normally, the process involves two steps: initial consideration of the request by the full City Council at the soonest possible regularly scheduled meeting; and, if a majority agrees, the matter is then scheduled for further consideration on an upcoming meeting agenda.

Members of the public: A member of the public may request that an item be placed on a future agenda during public comment or through other communication with councilmembers. Upon approval of a majority of the City Council, the item will be agenda item and a staff report may be prepared. The City Manager will inform the City Council of the potential impact the request will have on established priorities or staff workload and seek approval by the City Council before authorizing the work or scheduling the item as appropriate.

Emergency and Non-Agenda items: Emergency and non-agenda items may be added to an agenda only in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages, disasters and other



severe emergencies. Adding an emergency item requires a majority vote. Emergency items are very rare. More likely, after the agenda is posted an item arises that the City Council would like to act on. Non-agendized items may be added to the agenda only if the City Council makes findings that (1) the need to consider the item arose after the posting of the agenda, and; (2) there is a need to take immediate action at this meeting of the City Council. These findings must be approved by a four-fifths vote; if less than five members of the City Council are present, the findings require a unanimous vote of those present.

## **Notification and advertising**

The City attempts to well publicize matters of significant neighborhood or community public interest that appear on a City Council agenda, as well as all matters where advertising is required by law. Advertisements and notifications are intended to inform all interested individuals.

## **Order of Business**

The City Council established the order of business for meetings through the adoption of a policy on meeting procedures. Technically, the order of the agenda is as follows: roll call; special business; proclamations; council, committee and staff reports; public comment #1; appointments to boards/commissions/committees; consent calendar; public hearings; regular business; written communications; information items; adjournment. The following section describes the various types of meeting components.

- 1. Closed Sessions** (closed to the public): The ability of the City Council to conduct sessions not open to the public is restricted by state law to ensure open proceedings. Certain defined circumstances exist wherein a city council may meet without the public in attendance. Such circumstances include:

Real Property: The purchase, sale, exchange or lease of real property with the City's negotiator; the real property and the person(s) with whom the City may negotiate must be announced in open session before the closed session (Cal Govt Code 54956.8).

Litigation: Pending or a significant exposure to litigation or the decision to initiate litigation; the litigation title must be identified in open session before the closed session unless the City Council states that to do so would jeopardize its ability to conclude existing settlement negotiations or effectuate service of process.

Compensation: Salaries and benefits of employees; City Council meets in closed session to review its position and instruct designated representatives (Cal Govt Code §54957.6).

Personnel: A closed session is held to discuss the appointment, employment, evaluation of performance, or dismissal of a public employee, or to hear a complaint against the employee unless the employee requests a public hearing (Cal Govt Code §54957.6).

It is critical to stress that there shall be no disclosure of closed session confidential information. Councilmembers, employees of the City, or anyone else present shall not disclose to any person, including affected/opposing parties, the press or anyone

else, the content or substance of any discussion which takes place in a closed session without City Council direction and concurrence. Whenever possible, written reports received for closed session items will be turned in at the end of the meeting.

Typically, closed sessions will be scheduled before the public portions of the meeting or at the end of the meeting after public business has been concluded. This is done so public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants. In an attempt to manage the costs of these professionals, it is beneficial to conduct closed sessions at a time certain. On occasion, during the course of a regular meeting, an issue arises that requires the City Council to adjourn to a closed session on the advice of the City Attorney.

- 2. Councilmember Reports:** Provides councilmembers an opportunity to introduce matters not currently before the City Council, including brief announcements, to pose questions of staff and make requests for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from the public, requests to agendaize future items, or announcements of interest to the public.

State law provides that the City Council can take action only on such matters that have been noticed at least three days (72 hours) in advance of the regular meeting, or 24 hours in the case of a special meeting, unless special circumstances are found to exist (as mentioned above). Formal action or approval on non-agendized items is not allowed, and such items should be placed on the agenda of the next available regular meeting.

- 3. Consent Calendar:** Those items on the City Council agenda that are considered to be of a routine and noncontroversial nature by the City Manager are placed on the "Consent Calendar." These items shall be approved, adopted, accepted, etc., by one motion of the City Council. Typical consent calendar items include the final reading and adoption of ordinances, various resolutions approving agreements, awards of contracts, minor budgetary adjustments, meeting minutes, status reports, and reports of routine city operations.

Councilmembers may request that any item listed under "Consent Calendar" be removed from the Consent Calendar, and the City Council will then take action separately on this item. A member of the public may request that an item listed under "Consent Calendar" be removed and City Council action taken separately on the item; the City Council must concur with such a request. Items that are removed ("pulled") by councilmembers for discussion will typically be heard after other Consent Calendar items are approved unless the majority of the City Council chooses an earlier or later time.

Councilmembers are encouraged to contact the City Manager's office before Noon on the day of a City Council meeting day to provide notification of items to be removed from the Consent Calendar. This practice allows the City Manager to notify staff that may need to be present to respond to removed items. Equally important, it also allows the Manager to inform staff who do not need to be present at the

meeting. Unless contacted in advance of the meeting with sufficient time, the presumption is that staff will not be present.

- 4. Public Comment:** The City Council receives general public comment about issues not on the agenda. Comments on agenda items should not be heard until the appropriate item is called. Individuals desiring to speak are to address the City Council from the speaker podium after giving their name and place of residence. Speaker cards may be required and should be filled out, including the speaker's actual jurisdiction of residence, and given to the City Clerk before Public Comment.

Comments should focus on a specific matter within the City Council's jurisdiction. Members of the public are encouraged to present written comments, preferably in advance of the meeting, as a way to fully communicate their thoughts on agenda or non-agenda items. When written materials are presented, they should be submitted to the City Clerk for distribution and record keeping ahead of time. Comments are typically limited to three minutes per speaker so that all have an opportunity to address the City Council.

Videos, PowerPoint presentations or similar display requests may accompany in-person testimony but are subject to the same speaking time limits. Prior notice and coordination with the City Clerk is strongly encouraged and the Mayor reserves the privilege to limit such requests as necessary for the effective conduct of the meeting. Speakers are to address their comments to the City Council from the podium.

Public comment on regular business items normally follows staff's presentation of the staff report, clarifying questions from councilmembers and applicant comments as necessary and appropriate. Typically, applicants or appellants are limited to a maximum of 10 minutes. The City Council will then hear public comment.

- 5. Public Hearing:** In the case of public hearings, once the City Council has voted to close the hearing, no member of the public shall be permitted to address the City Council or the staff from the audience, except at the discretion of the presiding officer (Mayor).
- 6. Regular Business Items:** Regular items are shown on the agenda and are normally taken in the order listed.
- 7. Informational Items:** Informational items may contain a status update, background report or a preview of a larger item coming before the City Council at a future meeting.
- 8. Written Communications:** The City Council has established a practice of placing written communication between councilmembers requesting items to be agenda and select letters sent by agencies to councilmembers on the meeting agenda so that this correspondence receives wide distribution. If letters or emails from the public are received on the day of or just before a meeting, copies will be placed at the councilmembers' positions on the dais.
- 9. Commission Reports:** Commission reports provide an opportunity for designated members of appointed boards to address the City Council on matters of importance or to update the City Council and community on studies that are underway.

**10. Study Session:** From time to time, the City Council will hold study sessions. These meetings are normally scheduled before the regular City Council meeting. . The purpose of study sessions is to give the City Council a less formal and more interactive forum to discuss issues in advance of any official action to be taken. Staff often presents policy alternatives and is more directly engaged in the dialogue. Meetings are open to the public and are broadcast and videotaped when held in the City Council Chambers and at the direction of the City Council. While general direction may be given to staff or the proponent behind the topic of discussion, no formal action by the City Council is taken in a study session.

## **Discussion Rules**

To assist the City Council in the orderly discussion of items, rules are followed which represent accepted practices for the management of City Council meetings.

- 1. Obtaining the floor:** A councilmember or staff shall first address the Mayor and gain recognition. Comments and questions should be directed through the chair and limited to the issue before the City Council. Cross-exchange between councilmembers and public should be avoided.
- 2. Questions to staff:** A councilmember shall, after recognition by the Mayor, address questions to the City Manager, City Attorney, department head or designated staff member. Councilmembers with questions on an agenda item should preferably contact staff before the meeting in order to allow staff time to research a response for the meeting.
- 3. Interruptions:**
  - a. Once recognized, a councilmember is considered to have the floor, and another councilmember may not interrupt the speaker except to make a point of order or point of personal privilege. In such a circumstance, the councilmember holding the floor shall cease speaking until the point of order or privilege is resolved.
  - b. Upon being recognized by the Mayor, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.
- 4. Discussion:** A councilmember should not speak more than once on a particular subject until every other councilmember has had the opportunity to speak. Councilmembers are encouraged to discuss items during the decision-making process and may ask staff to respond when appropriate. The Mayor normally allows other members to speak first, then will give his/her views and summarize.
- 5. Tabling procedure:** Tabling an item immediately stops discussion and causes a vote to postpone a matter indefinitely or to a time and date certain. A motion to "continue" an agenda item has the same effect, but is generally used when a scheduling problem arises or when insufficient time is available to address the matter thoroughly.
- 6. Right of protest:** A councilmember is not required to state reasons for a dissenting vote.

7. **Calling for the question:** The purpose of calling for the question is to disallow further debate and put an issue to an immediate vote. A councilmember may move to “call for the question” on an item which is being considered. The motion requires a second, is not debatable and must pass by a four-fifths vote. If the motion carries, the item is no longer debatable and the City Council must vote on it.
8. **Conducting business at a late hour.** ~~According to City Council policy, all regular meetings of the City Council are to end by midnight unless there is a three-fourths vote taken by 11 p.m. to extend the meeting. The motion to extend is to include the title of the items to be considered after 11:00 and a new ending time for the meeting. The City Council believes that late night meetings deter public participation, can affect the City Council’s decision-making ability and can negatively affect staff performance for the remainder of the business week.~~

## Voting procedures

When present, all councilmembers are to vote (affirmative, dissenting, abstention). Failure of a seated councilmember to express a vote constitutes an affirmative vote.

No ordinance, resolution or motion shall be passed or become effective without an affirmative vote by the majority with a quorum present.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected councilmember will step down from the dais and leave the City Council Chambers.

Councilmembers may declare general consensus at the discretion of the presiding officer, if there are no negative votes or objections.

Tie vote: A tie vote is equivalent to a motion that has failed. The presiding officer may publicly explain the effect of the tie vote for the audience or may direct a member of the staff to do so.

Motions: There are a number of types of motions, each of which must meet certain requirements before a vote can be taken. A reference guide to motions is provided in chart form in Appendix A of this manual.

Reconsideration: Reconsideration of an item shall be allowed in accordance with the following City Council guideline: A councilmember of the prevailing majority when the previous vote was taken must make a motion for reconsideration. The City Council has determined that any motion for reconsideration should be made at the meeting immediately following that at which the action was taken. No motion for reconsideration will be entertained after this time unless the City Council determines significant new information has arisen which warrants such action.

## Other guidelines

Other guidelines have been developed to ensure that meetings of the City Council are conducted in a civil and professional manner. Councilmembers and staff shall:

1. Work to preserve appropriate order and decorum during all meetings.
2. Discourage side conversations, disruptions, interruptions or delaying efforts.
3. Inform the Mayor before departing from a meeting.

4. Limit disruptive behavior. The Mayor will call persons demonstrating rude, boisterous, or profane behavior to order. If such conduct continues, the Mayor may call a recess, request the removal of such person(s) from the City Council Chambers, adjourn the meeting, or take such other appropriate action. The City Council has a policy to discourage applause, booing or other similar behaviors from the public during meetings.
5. Recognize that only the City Council, staff, advisory body chairs or designated representatives, and those authorized by the presiding officer shall be permitted to sit at the City Council or staff tables.
6. Limit breaks of the City Council to 5-10 minutes. The City Council has authorized the Mayor to resume the meeting if a quorum exists and other members have not returned from the break within the announced time period.
7. Impose time limits on speakers. While the City Council encourages and embraces the need for and right of public participation, it acknowledges that public comments must, at times, be limited. Therefore, the City Council authorizes the Mayor, as presiding officer, to poll the audience for an indication of the number of people wishing to speak, and to impose time limits per speaker. Typically, speakers are limited to three minutes but a shorter time limit may be established as deemed necessary. When a member of the public is to speak on behalf of others in attendance, a maximum time limit of nine minutes is usually imposed or as otherwise allowed in the discretion of the presiding officer. After the time limit, the City Council may ask questions of the speaker for clarification, if needed. Each speaker will be thanked for his or her participation.

**Values of respect:** The City Council has also recognized the importance of approaching the public's business in an environment of personal respect and courtesy, which places emphasis on the consideration of policy and avoids personalization of comments. Some guidelines utilized by the City Council include:

1. Discussion should focus on policy matters
2. Personal criticism of members is inappropriate
3. Proper decorum should be displayed as other members express their views
4. Treat members of the public equally, applying rules in a fair and consistent manner
5. Members of the public are advised to treat all public speakers with due respect and to refrain from verbal expressions in support of or opposition to (such as clapping or booing) any public speakers' comments.

**Enforcement of order:** The Police Chief or his designee acts as the Sergeant-At-Arms. Any councilmember may request the presiding officer to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.

### **Open meeting laws ("The Brown Act")**

Operations and procedures of the City and City Council incorporate requirements of the state's open meeting law (commonly referred to as the Brown Act). Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below.

Applicability and penalties: The entire city organization conducts its business in compliance with the Ralph M. Brown Act, State Government Code §54950 et seq. The

intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in open and at public meetings.

*A. Applicability:* The Act applies to the City Council and all commissions, boards and City Council-appointed subcommittees (except if comprised entirely of two councilmembers) and task forces that advise the City Council. Staff cannot promote actions that would violate the Act.

*B. Meetings:* All meetings shall be open and public. A City Council meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Social functions (e.g., receptions, dinners) do not fall under the Act unless city business is discussed.

Serial meetings take place when any member of City Council contacts more than one other member of the City Council or any city staff member contacts more than two councilmembers for the purpose of deliberating or acting upon an item pending before the City Council. This restriction does not apply to the public or media who may contact all councilmembers. Correspondence that merely takes a position on an issue is acceptable. Note that the Brown Act applies to City councilmembers immediately after their election and before their swearing-in ceremony.

*C. Agendas:* Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.

*D. Actions:* No action can be taken on any item not appearing on the posted agenda.

Exceptions:

1. An emergency exists (determined by a majority of the City Council).
2. The need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by a two-thirds vote of the City Council; or if less than two-thirds are present, by unanimous vote).
3. The item was continued to another meeting that was scheduled and posted within five days of the original agenda.

*E. Public input:* The public, by law, has an opportunity to address the Council on any item of interest to the public that is within the jurisdiction of the Council, at the time the matter is heard. The Mayor has the right to establish a time limit on speakers and the total time allocated for a particular issue. Three minutes per speaker has been standard, but in unusual cases either shorter or longer periods may be established by the Mayor or the City Council.

*F. Public disruptions:* A portion or all of the public may be removed if willful disruption makes conducting the meeting "unfeasible"; the press may remain unless they participate in the disruption.

*G. Correspondence:* All writings distributed for discussion or consideration at a public meeting are public records.

*H. Special meetings:* Special meetings may be called by the Mayor or a majority of the City Council with strict notification requirements for delivery to the media and the City Council 24 hours before the time of the meeting.

*I. Emergency meetings:* Emergency meetings may be called without notification due to the disruption or threatened disruption of public facilities. Only work stoppages or

crippling disasters that impair the public health and/or safety qualify for emergency meetings.

*J. Other provisions:* The Brown Act provides many other restrictions and requirements; this chapter is intended merely as a City Council summary and overview, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for more information.



# City Council Communications

## Overview

Perhaps the most fundamental role of a councilmember is communication—communication with the public to assess community opinions and needs—communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking as a councilmember. Equally important, when members are expressing personal views and not those of the City Council, the public should be so advised.

## Councilmember correspondence

Members of the City Council may occasionally be called upon to write letters to citizens, businesses or other public agencies. Typically, the Mayor will be charged with transmitting the City’s position on policy matters to outside agencies on behalf of the City Council. Correspondence sent on behalf of the City Council is placed on official City letterhead and is signed by the Mayor or City Manager. Individual members of the City Council may prepare letters to constituents in response to inquiries or to provide requested information. Individualized councilmember letterhead can be made available for this purpose, and staff can assist in the preparation of such correspondence. Councilmembers are required to provide copies of any correspondence on City letterhead to every councilmember and the City Manager.

On occasion, members may wish to transmit correspondence on an issue upon which the City Council has yet to take a position or about an issue for which the City Council has no position. In these circumstances, members should use their personalized letterhead and clearly indicate within letters that they are not speaking for the City Council as a whole, but for themselves as one member of the City Council.

After the City Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, City letterhead, official City Council title, and staff support should not be utilized in order to avoid confusion. In addition, City letterhead and staff support cannot be utilized for personal or political purposes.

councilmembers may be asked to prepare letters of recommendation for students and others seeking appointment. It is appropriate for individual councilmembers to utilize City letterhead and their City Council titles for such letters. No review by the full City Council is required, however, copies will be kept on file.

## Speaking for “the City”

Similar to written correspondence, when members are requested to speak to groups or are asked the City Council’s position on an issue, the response should reflect the

position of the City Council as a whole. Of course, a councilmember may clarify their vote on a matter by stating, for example, “While I voted against “X,” the City Council voted in support of it.” When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council’s position rather than that of an individual councilmember.

When dealing with members of the media, it is usually the Mayor who represents the position and interest of the City Council. When the City Manager or Department Heads are contacted, they too will refer the media first to the Mayor for comment. Similarly, when the City issues a Press Release, the Mayor is consulted in terms of any councilmember quotes or references. The City Manager decides whether staff are available to respond to media requests directly or not.

## **Local ballot measures**

At times, measures that affect City Council policy may be placed on the ballot. There are restrictions regarding what actions a City Council or individual councilmembers may take on ballot measures. Guidelines as to what is permissible are available from the City Clerk or City Attorney upon request.

## **State legislation, propositions**

The City has been a member of the League of California Cities for many years. In addition, the City has a representative on the City/County Association of Governments (C/CAG). Both of these groups actively track legislation at the state level. Either through the advisories received from these two organizations or as a result of City staff following key legislative bills of importance to the City, the Council is at times requested to take a position or an action on pending state legislation. Unless Council has previously acted on a similar bill in the recent past, in which the City’s position is clear, the Council has a practice of requiring analysis and discussion of bills before taking an official position. The analysis includes a summary of the legislation’s purpose and a listing of those entities both in support of and against the proposed legislation. As a framework for screening bills that are pending to determine if the City should weigh in, Appendix B serves as a Legislative Policy Guide, with the explicit understanding that the City will express itself on legislation dealing with issues that will directly effect its financial stability or effective operation, and that the City may enter into alliances with other entities to promote common goals.

## **Proclamations**

Ceremonial proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the city can make special recognition of an event (e.g., Recycling Week) or individual. As part of his/her ceremonial responsibilities, the Mayor is charged with administration of proclamations. Individual councilmembers do not issue proclamations. Proclamations can be sent to the requester or presented at a City Council meeting as arranged with the requesting body and at the Mayor’s discretion.

# Interactions with City Staff

## Overview

City Council policy is implemented on a daily basis through staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so that policies and programs may be implemented successfully. The City of Menlo Park has a long tradition of positive relationships between councilmembers and city staff. To maintain these effective relationships it is important that roles are clearly recognized.

## Council-Manager form of government

Like most California cities, Menlo Park has adopted a City Council-City Manager form of government. The Council appoints a City Manager to implement policy, enforce laws, direct the daily operations of city government, and prepare and monitor the municipal budget. The Municipal Code specifies roles and responsibilities and requires that councilmembers work through the City Manager in dealing with City staff unless simply requesting information from department heads or other staff members. The City Manager is responsible to the City Council as a body rather than to individual councilmembers.

## Council-Manager relationship

The employment relationship between the City Council and the City Manager reflects the fact that the City Manager is the chief executive officer of the City. The City Manager has an employment agreement with the City Council. Regular communication between the City Council and City Manager is important in maintaining effective interpersonal relations. All dealings with the City Manager, whether in public or private, should be consistent with the authority of the City Manager in administrative and personnel matters. Councilmembers should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more councilmembers. Further, councilmembers should avoid involving themselves in matters regarding individual City employees or related affairs.

The City Council evaluates the City Manager's performance on a regular basis to ensure that both the City Council and City Manager are in agreement about organizational performance and priority goals that are based on mutual trust and common objectives.

As in any professional relationship, it is important that the City Manager keep the City Council informed. The City Manager respects that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Manager communicates with City Council in various ways. In addition to the formal City Council meetings, there are periodic briefing meetings with individual councilmembers and written memoranda and email. Communication must be undertaken in such a way that all councilmembers are treated similarly and kept equally informed. It is also important that the City Council provide ongoing feedback, information and perceptions to the City Manager including responses to written communications and surveys requesting feedback in a timely manner.

## **City Manager code of ethics**

The City Manager is subject to a professional code of ethics that binds the City Manager to certain practices that are designed to ensure his or her actions are in support of the City's best interests. Violations of such standards can result in censure. Appendix D is a copy of the City Manager's Code of Ethics.

## **City Council-City Attorney relationship**

The City Attorney is the legal adviser for the City Council, City Manager and departments. The general legal responsibilities of the City Attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings; 3) prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) keep the City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. It is important to note that the City Attorney does not represent individual councilmembers, but the City Council as a whole.

## **Roles and information flow**

Objectives: It is the intent of staff to ensure councilmembers have free and easy access to information from the City and to ensure that such information is communicated completely, with candor and without bias. Individual councilmembers may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, or executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual councilmembers, and to allow staff to execute the priorities given by management and the City Council as a whole without fear of reprisal.

City Council roles: The full City Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, service levels, workloads and schedules, departmental priorities, and the performance of City business. Councilmembers who wish to influence the actions, decisions, recommendations, workloads, work schedule and priorities of staff, must receive support from a majority of the City Council to do so as a matter of City Council policy.

Should a councilmember become dissatisfied about a department, he/she should always talk it over with the City Manager. Concerns about a department head must be taken to the City Manager only.

Access to information: Individual councilmembers as well as the City Council as a whole shall receive the full cooperation and candor of staff in being provided with any requested information. The City Manager or appropriate staff will inform council when a critical or unusual event occurs about which the public would be concerned.

To assist the City Manager in his ability to monitor the flow of information, requests for information are best tracked if submitted in writing, either in memorandum form or through email. And to ensure proper responsiveness, councilmembers are asked to "cc" both the department head and the City Manager on all correspondence with staff.

There are limited restrictions when information cannot be provided. Draft documents (e.g., staff reports in progress, administrative draft EIRs) under review are not available for release until complete and after review by city management. In addition, there are legal restrictions on the City's ability to release certain personnel information even to councilmembers. Certain aspects of Police Department affairs (access to restricted or confidential information related to crimes) may not be available to councilmembers.

Councilmembers have a responsibility in this information flow as well. It is critical that they make use of staff reports and commission minutes. Councilmembers should come to meetings well prepared – having read staff reports and attachments, and requesting in advance any necessary and available information from staff. Councilmembers with questions on an agenda item should preferably contact staff before the meeting in order to allow staff members time to research a response for the meeting.

Staff roles: The City Council recognizes the primary functions of staff as serving the community, executing City Council policy and actions and in keeping the City Council informed. Staff is obligated to take guidance and direction only from the City Council as a whole or from the appropriate management supervisors through the City Manager. Staff is directed to report to the City Manager any attempts by individual councilmembers to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests made by individual councilmembers for information or assistance; provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council. Requests from an individual councilmember determined by the City Manager to take one hour or more of staff time to complete, may be included on the formal City Council agenda for full City Council discussion.

## **Information distribution**

In cases where a staff response to an individual councilmember request involves written materials that may be of interest to other councilmembers, the City Manager will provide copies of the material to all other councilmembers. In making this judgment, the City Manager will consider whether the information is significant, new, otherwise not available to the City Council or of interest to the City Council.

## **Magnitude of information requests**

Any information, service-related request, or revised policy position perceived as necessary by individual councilmembers, and that cannot be fulfilled based on the above guidelines, should be submitted by the individual councilmember in writing to the City Council as a whole. When raised at a City Council meeting, the full City Council can decide whether and when to agendaize the request for further consideration. The City Manager will seek necessary clarification as to whether the City Council desires staff research or a report prepared; and, if so, the relative priority that should be given to such a request in light of other priorities and potential workload impacts.

## **Staff relationship with advisory bodies**

Staff support and assistance is typically provided to commissions and task forces. However, advisory bodies do not have authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Manager and the City Council. The members of the commission/ board/committee are responsible for the functions of the advisory body, and the chairperson is responsible for committee compliance with City policies and practices as outlined in the Commission Handbook.

Staff support often includes preparation of an agenda and its posting in compliance with the Brown Act. Staff may also prepare reports providing background on the issue, alternatives, a recommendation and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. The assigned staff person may take minutes as needed. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

It is important that advisory bodies wishing to communicate recommendations to the City Council do so through approved City Council agenda procedures. In addition, if a commission wishes to correspond with an outside agency, that correspondence will be prepared by staff for review by the City Manager and approval by the City Council. Individuals who would like staff to perform research or for the commission to review a particular issue must gain the approval for such a request from the full City Council before any work is planned or done. Each Commission establishes a 2-year work plan that is in line with the City Council's goals, which guides the commissions' activities and projects.

## **Restrictions on political involvement by staff**

Local governments are non-partisan entities. Professional staff, as reflected within the principles of the Council-Manager form of government, formulates recommendations in compliance with City Council policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fundraisers or other means.

By working for the City, staff members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and to general employees.

General employees have no restrictions while off the job. No participation in campaigns or other activities may take place while on the job. No City resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaign or other activities in a City uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the City Council in these matters is requested. A councilmember asking staff to sign petitions or similar items can similarly create an awkward situation.

For management staff, the City Manager strongly discourages any involvement in a local campaign even while on personal time. Such involvement could erode the tenet that staff is to provide an equal level of service to all councilmembers. The City Manager specifically prohibits any political involvement in local campaigns by department heads.

# Support provided to City Council

## Staff support

General administrative support to councilmembers is provided through the City Manager's Office. Administrative services including scheduling of appointments and receipt of telephone messages are available as needed. Sensitivity to the workload of support staff members in the City Manager's Office is appreciated. Should requested tasks require significant time commitments, prior consultation with the City Manager is requested.

## Office equipment/technology

To enhance councilmembers' ability to communicate with staff and the public, the City Council office is equipped with a computer and telephones with voicemail. The City Council can also receive and send email and faxes.

Councilmembers may be connected from their home to the City's computer network. Information Technology staff will provide initial assistance in setting up necessary software and hardware. While staff will maintain those computer applications related to City affairs, staff cannot provide assistance for personal computer applications. Each councilmember is provided the use of a tablet device. When individual councilmembers have completed their term of office, any technology must be returned to the City.

These technologies facilitate efficient communication by councilmembers. However, their use also raises important legal issues to which councilmembers must pay special attention. First, the Brown Act prohibits elected officials from using "technological devices" to develop a concurrence by a majority regarding an action to be taken by the legislative body. "Technological devices" under the Brown Act include phones, faxes, computer email, public access cable TV and video. Councilmembers should not use email, faxes or phones for communicating with other councilmembers in order to develop a majority position on any particular issue that may come before the full City Council. Particular caution is advised when using or responding to email received via the "CCIN" feature on the City's website and email directory. Correspondence sent using CCIN automatically goes to all five councilmembers, certain staff and to the local newspapers.

Second, be aware that most emails sent by councilmembers probably are public records under the Public Records Act. Even though it does not create paper, sending email is more similar to mailing a letter than placing a telephone call. The information in the email is stored on the computer network until deleted, and may continue to exist on the network's backup systems even after being deleted. As a result, emails can become records of the City maintained in the course of business, and thus available for public disclosure under the Public Records Act.

Finally, the City's email system is intended for the conduct of official business, and not for political reasons. See CHAPTER 8 for a detailed discussion on the prohibition against using City property and funds for personal or political purposes.



## **Meeting rooms**

An office is available adjacent to the City Manager's Office for shared use by councilmembers. Councilmembers can also reserve larger meeting space for use by contacting the City Manager's Office staff.

## **Mail and deliveries**

Councilmembers receive a large volume of mail and other materials from the public, private interests and staff. The City Manager's Office staff maintains a mailbox for each councilmember. Meeting agenda materials are available for pick up Thursday evenings and are posted on the City's website. Councilmembers are encouraged to return unwanted binders, reports and documents to staff.

# Financial Matters

## **City Council compensation**

State law and the Municipal Code provide for modest compensation to councilmembers. State law limits an increase in City Council salaries to 5 percent per year, effective only following the next election after adoption. Currently, councilmembers receive a stipend of \$640 per month. Councilmembers are also eligible for participation in group insurance benefits including retirement, medical, dental, vision, and life insurance plans available at the level provided to management employees.

## **Expenditure allowance**

The annual city budget includes limited funding for members to undertake official City business. Eligible expenses include travel for attendance at conferences or educational seminars, and the purchase of publications and annual subscriptions. Travel expense reimbursement for meals does not allow reimbursement for alcohol. Donations to organizations are not eligible nor are meals for individuals other than councilmembers. Available funds are disbursed on a first come first served basis, with the Mayor and City Manager monitoring expenses during the year. City Council Policy #CC-91-0002 pertains to travel and meeting expenses.

## **Expenditure guidelines**

It is important to note that any expense must be related to City affairs. Public property and funds may not be used for any private or personal purpose. Courts have ruled that this prohibition includes personal political purposes. For example, reimbursement could not be allowed to pay for meals at a meeting designed to discuss political or campaign strategies. It is also inappropriate for City funds to pay for a meal or other expenses of a private citizen.

City budgetary practices and accounting controls apply to expenditures within the City Council budget. Reimbursement requests should be made through the City Manager's Office monthly with receipts. Expenditure records are public information. Questions arising as to the proper application or interpretation of the adopted policy will result in the City Manager conferring with the Mayor.

# Conflicts and Liability

## Conflict of interest

State laws are in place to prevent an action by a councilmember that would or may constitute a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. At any time a councilmember believes a potential for conflict of interest exists, he/she is encouraged to consult with the City Attorney or private legal counsel for advice. Staff may also request an opinion from the City Attorney regarding a councilmember's potential conflict. Laws that regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

There are two primary laws that govern conflicts of interest for public officials in California - the Political Reform Act and Government Code §1090. In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; §1090 prohibits a public official from having an interest in government contracts.

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know that they have a financial interest. Therefore, if a public official has a conflict of interest, the official must disqualify himself or herself from acting on or participating in the decision before the City. Once a year councilmembers and certain staff are required to file statements of economic interests.

Government Code §1090 is similar to the Political Reform Act, but applies only to City contracts in which a public official has a financial interest. The financial interests covered by §1090 are different from those in the Political Reform Act. A councilmember having an interest in a contract may preclude the City from entering into the contract at all. In addition, the penalties for violating §1090 are severe. If a councilmember believes that he or she may have any financial interest in a contract that will be before the City Council, the councilmember should immediately seek advice from the City Attorney or the councilmember's personal attorney.

There are a number of other restrictions placed on City Council actions that are highlighted in the League of California Cities' Guide. Such restrictions include prohibitions on secrecy and discrimination as well as assurance that all city funds are spent for public purposes. Violations of these restrictions may result in personal liability for individual councilmembers.

## City Attorney advice

The City Attorney has an affirmative duty to protect the City and City Council from conflicts of interest wherever possible. It is critical to note that while the City Attorney can render advice on the interpretation of State laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only authority that can provide

binding interpretations on such matters is the State Fair Political Practices Commission (FPPC). Individual councilmembers or the full City Council may also solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters. It is important to note that the City Attorney does not represent individual councilmembers, but the City Council as a whole.

### **Conflict of interest forms**

Annual disclosure statements are required of all councilmembers, designated commissioners and senior staff which indicate potential conflicts of interest including sources of income, ownership of property and receipt of loans and gifts. Councilmembers and the City Manager often serve on the governing board of other agencies as a result of their positions. These agencies also require submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property among other items.

### **Liability**

The City is a large institution offering a variety of services and may occasionally find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a City since the accident occurred on a City roadway. The City must always approach its responsibilities in a manner that reduces risk to all involved; however, with such a wide variety of high-profile services all risk cannot be eliminated. The City belongs to an agency with other governments to manage insurance and risk activities.

It is important to note that violations of certain laws and regulations by individual councilmembers may result in that councilmember being personally liable for damages that would not be covered by the City's insurance. Examples may include discrimination, harassment or fraud.

# Additional Training and Resource Materials

## **League of California Cities**

The League is an association of virtually all cities in California. It provides many services including the production of educational conferences for local officials, publication of various newsletters and the monthly magazine *Western City*. The League has lobbyists on staff to represent the interest of cities before the state Legislature and federal government and supports committees having local officials as members that are organized to address issues as they arise. The City of Menlo Park participates in League activities through the Peninsula Division.

The League of California Cities produces a number of publications on substantive issues in city and local government. These publications are available for purchase from the League.

## **Local Government Commission**

The Commission is a California-based organization that focuses largely on planning and resource conservation issues. It conducts workshops, offers periodic seminars and publishes newsletters.

## **International City/County Management Association (ICMA)**

ICMA is a professional association of local government chief executives/city managers. The association has an extensive list of publications to assist local officials.

## **Institute for Local Government (ILG)**

The Institute for Local Government also produces publications. For ILG publications please go to [www.ca-ilg.org/publications](http://www.ca-ilg.org/publications).

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Staff Priority Work Plan Items	
Project	Summary
Water System Master Plan	The Water System Master Plan provides a guide for operations and maintenance standards and prioritizing significant future investments in the water distribution system. The Plan is in draft form and will be finalized for acceptance by the City Council in spring 2018. Since the recommended investments in the water system are significant, staff will initiate a study to evaluate funding options that would enable the implementation of the improvements. In addition, a request for additional staff will be made based on the staffing level assessment conducted as part of this study.
Downtown Parking Garage	In responding to the requests of business leaders and residents that the City enhance opportunities for parking downtown to support downtown businesses, staff has evaluated a number of options for developing a parking structure and/or mixed use development. If the City Council prioritizes the development of structured parking for 2018, then staff will schedule a study session in the first quarter of the year to receive direction on pursuing either a simple parking structure or mixed-use development. Following that study session, staff will develop a plan for delivering either a parking structure or mixed-use development project.
Chrysler Pump Station Improvements	The Chrysler Pump Station in Bohannon Park is over 50 years old and at the end of its useful life. This project involves the complete replacement of this critical stormwater pump and is being coordinated with the Menlo Gateway project.
Willow Road/U.S. 101 Interchange	Reconstruction of the Willow Road/U.S. 101 Interchange began in May 2017 and is anticipated to last approximately two years. Caltrans is leading construction efforts. City role is to support the project through construction by assisting with communication efforts on construction impacts, traffic controls and detours; provide local coordination, required permit review for local street impacts; and provide inspection of construction within City right of way.
Transportation Master Plan	Transportation challenges, including multimodal safety, traffic congestion, neighborhood quality of life and regional coordination are significant concerns to the City of Menlo Park. The Transportation Master Plan provides a bridge between the policy framework adopted within the Circulation Element and project-level efforts to modify the transportation network within Menlo Park. The Plan, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions toward regional improvements. Following development of the Plan, a fee program update would provide a mechanism to modernize the collection of funds toward construction of the improvements identified and prioritized in the Master Plan.
Chilco Streetscape and Sidewalk Installation	The project includes landscaping, lighting, signing/stripping modifications, and pedestrian and bicycle facility improvements. Facebook, as required within the Development Agreement for the Facebook Campus Expansion Project, would complete construction of the improvements.

Staff Priority Work Plan Items	
Project	Summary
Implement Downtown/El Camino Real Specific Plan Biennial Review	Staff will be presenting the Specific Plan Biennial Review at the 2/13/18 City Council meeting. Staff will provide initial responses to feedback given at the 12/5/17 City Council meeting related to potentially increasing residential density levels, further investigation of potential entertainment uses, as well as reviewing FAR and height limits in the Specific Plan area. Should direction be given to potentially amend the plan, including revisions to the net new maximum allowable residential and commercial square footage amounts and reviewing the work plan goals from the 2015 biennial review, staff could then develop a work plan, budget and execute consultant contracts related to a plan amendment in 2018.
San Francisquito Creek Upstream of 101 Flood Protection Project	The San Francisquito Creek Joint Powers Authority is pursuing a potential project to provide flood protection, ecosystem restoration and recreation upstream of Highway 101. The project is being designed to protect communities from a flood event similar to the one that occurred in 1998. The project includes widening of the creek at a number of locations and the replacement of the Pope Street/Chaucer Street bridge.
Information Technology Master Plan Implementation	Staff has identified a preferred vendor and will work in Q1 2018 to develop a recommendation to City Council for vendor selection and project budget.
Ravenswood Avenue/Caltrain Grade Separation Study	The existing Ravenswood Avenue at-grade crossing of Caltrain is a critical rail crossing within the Menlo Park corridor. The Ravenswood Avenue Grade Separation Study expands on the 2003-2004 Grade Separation Studies on behalf of the City, and completes an in-depth study of alternatives for the Ravenswood Avenue crossing. The prior study identified six alternatives for Ravenswood Avenue; however, no alternative has been recommended as a preferred alternative. This Study refines the preliminary concepts identified in the prior study in order to develop design concepts and gain community consensus around a preferred alternative.
Middle Avenue Caltrain Crossing Study	This project will provide a grade separated crossing through the Caltrain railway to create a pedestrian and bicycle connection and bridge the gap between east and west Menlo Park. The crossing will be located near Middle Avenue, connecting Alma Street near Burgess Park to El Camino Real at the proposed open space plaza as identified in the El Camino Real/Downtown Specific Plan. This crossing would improve connectivity for neighborhoods on both sides of the Caltrain tracks with city amenities, schools and access to public transit and downtown Menlo Park. The project would expand on the undercrossing study completed in fiscal year 2007-08 where the preferred Middle Avenue crossing location was selected. This project would develop preliminary design alternatives, seek community feedback around a preferred alternative and complete environmental clearance.



Staff Priority Work Plan Items	
Project	Summary
Stanford University 2018 General Use Permit Review	Stanford University has initiated an update to its General Use Permit, originally adopted in 2000 to guide campus development, through Santa Clara County. Key elements proposed for the 2018 General Use Permit include completion of the development (academic and academic support space, housing and parking) authorized by the 2000 General Use Permit; construction of new academic and academic support uses; construction of new housing units for students, faculty and staff; creation of parking supply reserve; and construction of new child care centers and facilities. City staff would continue to track the project's progress through the County review process, and review the final environmental review documents, with emphasis on the transportation analysis and proposed mitigation measures. The City has prepared comments on the draft environmental document, which were released in October 2017. Final documents could be released as early as mid-2018.
Organizational Study for Public Works Maintenance Services	The organization study will review the current maintenance processes, document their current form and propose improvements. The review will include all the maintenance functions performed by the City.
Organizational Study for Development Services	The organization study will review the current development review process, document its current form and propose improvements. The review will include the functions in planning, building, transportation and engineering.
Employee Engagement/Organizational Development	Continue to engage employees in the organization. Organizational Development Plan will include development of mission and value statements, goals and strategies.
District Elections	Menlo Park is transitioning to a by-district election system effective for the November 2018 City Council election. The City Council established the Advisory Districting Committee to recommend district boundary maps and related election sequencing. Following City Council approval in April, the City Clerk will submit the final maps to the San Mateo County Registrar of Voters in May 2018. Candidates will begin pulling papers in July 2018 to run for elected office from their respective districts. Demand for election-related staff support is expected to be higher than normal.
Emergency Water Supply	This project will involve the first phase of construction of up to three emergency wells to provide a secondary water supply to the Menlo Park Municipal Water District eastern service area.
Library Improvements	<p>The Belle Haven Neighborhood Library Needs Assessment is underway. Consultants have begun interviewing stakeholders, and outreach to the community at large will begin in February. City Council appointed three citizen members to the Needs Assessment Advisory Commission at their January 16 meeting. The Advisory Committee will hold its first meeting in early February.</p> <p>The Main Library siting and uses outreach wraps up its third public meeting February 15. Staff is expecting to present the community's input from the process along with a recommended site for a new library facility on the Burgess Campus to the City Council in early March. A revenue measure to provide funds for the City's portion of construction costs for library system improvements is tentatively scheduled for November.</p>

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### Remaining and Ongoing Work Plan Items

Responding to the development needs of private residential and commercial property owners
Enhanced Housing Program
Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers
Single Family Residential Requirements and Guidelines
Attracting thoughtful and innovative private investment to Menlo Park
Downtown Streetscape Improvement Project (Specific Plan)
Furthering efficiency in city service delivery models
Cost allocation plan and user fee study
Development of a Citywide Communications Program
Federal and State Lobbying Initiative
Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently
Haven Avenue Streetscape Improvement
Transit Improvements
High Speed Rail Coordination & Environmental Review
Oak Grove, University, Crane Bicycle Improvement Project
Willows Neighborhood Complete Streets
Initiate Citywide Safe Routes to School Program
El Camino Real Corridor Study
Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification
Maintaining and enhancing Menlo Park's municipal infrastructure and facilities
Arrillaga Family Recreation Center HVAC System Upgrade
Burgess Pool Capital Improvements
Gatehouse Fence Replacement
Facilities Maintenance Master Plan
Reservoir Reroof and Mixers
Library Landscaping
Providing high-quality resident enrichment, recreation, and discovery
Library Space Needs Study
Parks and Recreation Facilities Master Plan Update
Park Playground Equipment
Jack Lyle Park Restroom
Willow Oaks Park Improvements
Burgess Park Snack Shack
Realizing Menlo Park's vision of environmental leadership and sustainability
Green Infrastructure Plan
Update the Heritage Tree Ordinance
Community Zero Waste Plan Implementation
Planned 2018-19 Capital Improvement Projects
Bayfront Canal and Atherton Channel Flood Protection
Downtown Parking Utility Undergrounding
Welcome to Menlo Park Monument Signs
Climate Change Resiliency Plan
Santa Cruz and Middle Avenues Resurfacing
Oak Grove Safe Routes to School and Green Infrastructure
Bayfront Expressway, Willow Road and Marsh Road Adaptive Signal Timing

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New Work Plan Items
Dumbarton Corridor Coordination
Middlefield Road and Linfield Drive Crosswalk Improvements
West Menlo Park Annexation
Charter City
Quiet Zone
Public Art
Schools Initiative
Revenue Initiatives (voter-approved ballot measures)
Sharon Road Sidewalk Installation

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**STAFF REPORT**

**City Council**  
**Meeting Date:** 1/23/2018  
**Staff Report Number:** 18-021-CC

**Informational Item:** Update on the Water System Master Plan

**Recommendation**

This is an informational item only and does not require City Council action. A study session on the recommended capital improvement plan is tentatively scheduled for March 2018.

**Policy Issues**

There are no policy issues associated with this update.

**Background**

Menlo Park Municipal Water provides water to approximately 16,000 customers through 4,000 service connections. The remainder of the city receives water from California Water Service (Cal Water), the O'Connor Tract Cooperative Water Company and the Palo Alto Park Mutual Water Company (Attachment A). All potable water provided in the Menlo Park Municipal Water service area is purchased from the San Francisco Public Utilities Commission.

In 2000, Menlo Park Municipal Water completed a water system evaluation that recommended capital improvements and a long-term maintenance plan for the water distribution system. However, this study is dated and was limited to a hydraulic analysis of the system. In May 2015, the City Council identified the development of a Water System Master Plan as a priority project and approved a budget of \$887,220 for the development of the comprehensive study. The scope of work of the Water System Master Plan involved a number of tasks summarized below.

System inventory and mapping

The consultant completed an inventory of Menlo Park Municipal Water's water distribution system, acquired global positioning data on all the valves and water meters, and updated the existing geographic information system maps.

System evaluation

Based on the updated system conditions, the consultant developed a hydraulic model, completed a system wide condition analysis, and provided a vulnerability and risk assessment of the water distribution system.

Advanced metering infrastructure

Currently, water meter readings are manual. The consultant evaluated technological advances in the water distribution industry and provided recommendations for the implementation of smart water meters and an advanced communications network.

### Operations and maintenance

In order to optimize the operational efficiency and reliability of the water distribution system, the consultant evaluated water quality requirements, monitoring and control deficiencies, as well as emergency preparedness planning.

### Staffing levels

As part of this task, the consultant conducted a comprehensive analysis of Menlo Park Municipal Water's current operations, service offerings and organizational structure and assessed the staffing levels required to provide safe and efficient services. Based on the needs assessment and current staffing levels, findings indicate Menlo Park Municipal Water is understaffed in operations, compared to American Water Works Association guidelines and comparable cities. As a result, Menlo Park is unable to implement comprehensive preventive maintenance programs and best management practices set by American Water Works Association. To meet these requirements, the consultant recommended adding four additional staff members. This would put staffing at seven employees total. Staff presented these findings and recommendations at the May 2, 2017, City Council meeting. As part of the fiscal year 2017-18 budget, the City Council approved two additional positions that are in the process of being filled. Staff will evaluate the new staffing level and return to the City Council with an update in the near future.

### Water reuse alternatives

Current State public health regulations allow for the use of recycled water for irrigation and internal plumbing needs, such as toilet and urinal flushing, and as a source for cooling tower water, depending on the level of treatment. As part of this task, the consultant identified water reuse alternatives Menlo Park Municipal Water could implement to reduce potable water demand. In particular, the consultant identified the feasibility of implementing graywater systems and recycled water use options.

Redwood City and Palo Alto each produce recycled water and have expressed interest in expanding their recycled water programs into Menlo Park. By purchasing recycled water from either city, Menlo Park Municipal Water would be able to develop a recycled water program and address potential future shortfalls in potable water supply identified by the Urban Water Management Plan. As noted in March 15, 2016, presentation to the City Council, Menlo Park Municipal Water could experience potential potable water shortfalls of up to 31 percent in 2040 during multiple dry years. With an additional source of water, potable water demand could be offset with recycled water for uses allowed by the State (i.e., irrigation, cooling and toilet/urinal flushing). The recycled water program would require capital investments for the development of a separate distribution system consisting of a recycled water piping and pumping network to reach potential customers.

The West Bay Sanitary District is currently in the process of developing a recycled water treatment plant within Menlo Park Municipal Water's service area that would serve the Sharon Heights Golf and Country Club and possibly other nearby sites. Construction should begin in summer 2018. Once built, the recycled water would offset potable water demand. West Bay and Menlo Park Municipal Water developed a memorandum of understanding for the proposed project. In addition, West Bay is in the process of developing a recycled water feasibility study that will focus on serving the Bayfront area with recycled water. This would require that West Bay invest on the development of a separate distribution system consisting of a recycled water piping and pumping network to reach potential customers.

### Capital and maintenance improvement recommendations

The Water System Master Plan evaluated the water system based on existing and future water demand conditions, fire flow capacity, pipe age and material, emergency supply, seismic vulnerability and water quality. From this assessment, the consultant developed recommends several improvement projects to be implemented by 2040, associated costs and categorized them based on priority. The projects were



categorized by improvement type, which focused on capacity, reliability, rehabilitation, and replacement and other, such as recommended studies and programs. The proposed Capital Improvement Plan is significant, with a total capital cost for \$89 million (Attachment B). A summary of the preliminary costs is presented in the table below:

Improvement type	Very High	High	Medium	Priority total
Capacity	-	\$4.49M	\$18.49M	\$22.98M
Reliability	\$10.65M	\$7.83M	\$0.25M	\$18.73M
Rehabilitation and replacement	\$42.15M	\$0M	\$0M	\$42.15M
Other	\$0.26M	\$4.01M	\$1.33M	\$5.59M
<b>Total</b>	<b>\$53.06M</b>	<b>\$16.33M</b>	<b>\$20.07M</b>	<b>\$89.45M</b>

Due to the magnitude of the improvements, the projects were prioritized based on very high, high and medium priority. Very high priority projects are intended to improve the resiliency of the system by addressing the aging infrastructure and seismic vulnerability. The projects in this category total \$53.1 million and include doubling the funding for the water main pipe replacement program to \$1.2 million annually and conducting a seismic assessment of the Sand Hill Road reservoirs. It is important to note, the CIP does not include the costs of implementing any seismic upgrades at the reservoirs since the magnitude of the improvements is not known at this time. Once the assessment is done, the CIP needs at the reservoirs will be determined. The cost also includes the installation of two additional emergency wells. The first emergency water supply well at the Corporation Yard was drilled in 2017 and will be completed later this year. With three wells, the water system would have the capacity to deliver the average day demand and provide fire flow. The next phase of the well project involves assessing sites that are feasible and that can provide adequate flow and meet water quality criteria.

The high priority projects total \$16.3 million and include a number of pipeline improvements to improve fire flow. The Water System Master Plan revealed that certain geographic zones within Menlo Park Municipal Water’s service area have greater infrastructure improvement needs than others. For example, a number of fire flow capacity improvements have been identified in the Facebook Willow Campus and Life Sciences District. Due to the increased development in this area, Menlo Park Municipal Water is currently in the process of conducting a more detailed study to assess the total costs associated with the recommended infrastructure improvements. Staff has been in discussions with Facebook and Tarlton Properties for the funding of this assessment.

Medium priority projects total \$20.1 million and focus on improvements that target operational efficiency. Included under this category is building 2.5 million gallons of water storage in the Lower Zone of the service area. Storage of this size would require an acre of land for a tank 20 feet in height and 210 feet in diameter. These requirements approximate the size of one of the Sand Hill Reservoirs. Depending on the location, the conceptual plan is for a storage tank to be partially buried. The development of water storage, particularly in areas with the greatest water demand (such as those east of Highway 101 where the installation of wells is not feasible due to low yields and water quality), would enable the system to have greater flexibility in meeting water demand during emergency scenarios. However, land acquisition would be difficult and expensive. While still recommended for further evaluation, potable water storage was determined to be a lower priority as the Menlo Park Municipal Water is continuing to focus on the development of additional wells for emergency use.



## Analysis

The Water System Master Plan is recommending an \$89 million capital investment that would be implemented over the next couple of decades through 2040. As an enterprise fund, Menlo Park Municipal Water relies solely on revenues generated from water rates to fund the total cost of providing water services to its customers. Menlo Park Municipal Water has no debt obligations as water infrastructure projects have been funded on a pay-as-you-go basis.

In May 2015, a five-year water rate study was completed, which recommended a change to the water rate structure. The City Council adopted new rates on July 21, 2015, which are in effect, and include automatic annual increases through June 30, 2020. The adopted rates include a \$6.87 million capital investment during fiscal years 2015-20. However, the Water System Master Plan findings indicate that significantly more funding is needed operate and maintain the aging infrastructure and to provide safe and reliable services. Due to the large water infrastructure needs, funding options will need to be considered. Menlo Park Municipal Water will be conducting a Water Infrastructure Funding Study to review and make recommendations for adjustments to Menlo Park Municipal Water's water rates over time to pay for operating costs and infrastructure needs per the CIP recommended in the Water System Master Plan. While infrastructure needs have been typically funded through a pay-as-you-go financing model, the magnitude of the capital investment requires that other funding options be evaluated and considered. The study will therefore include an assessment of both pay-as-you-go and debt financing (bonds and loans) models to implement these projects. As part of the debt financing model, the study will also evaluate options to fund and implement improvements in areas that require more investment than others. The study will also assess grants for water infrastructure and consider cost-sharing opportunities with private developers.

## Next steps

Staff will work with the consultant to finalize the document, which will be presented at a March 2018 City Council study session. Staff will also select a consultant to assess the funding mechanisms for implanting the recommended capital improvement plan.

## Public Notice

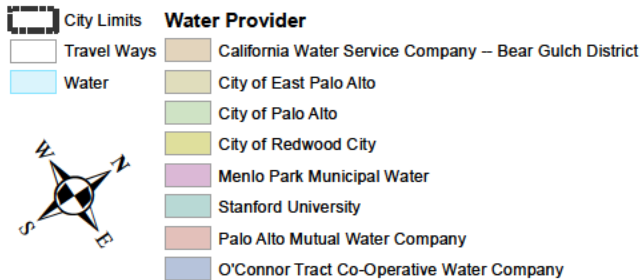
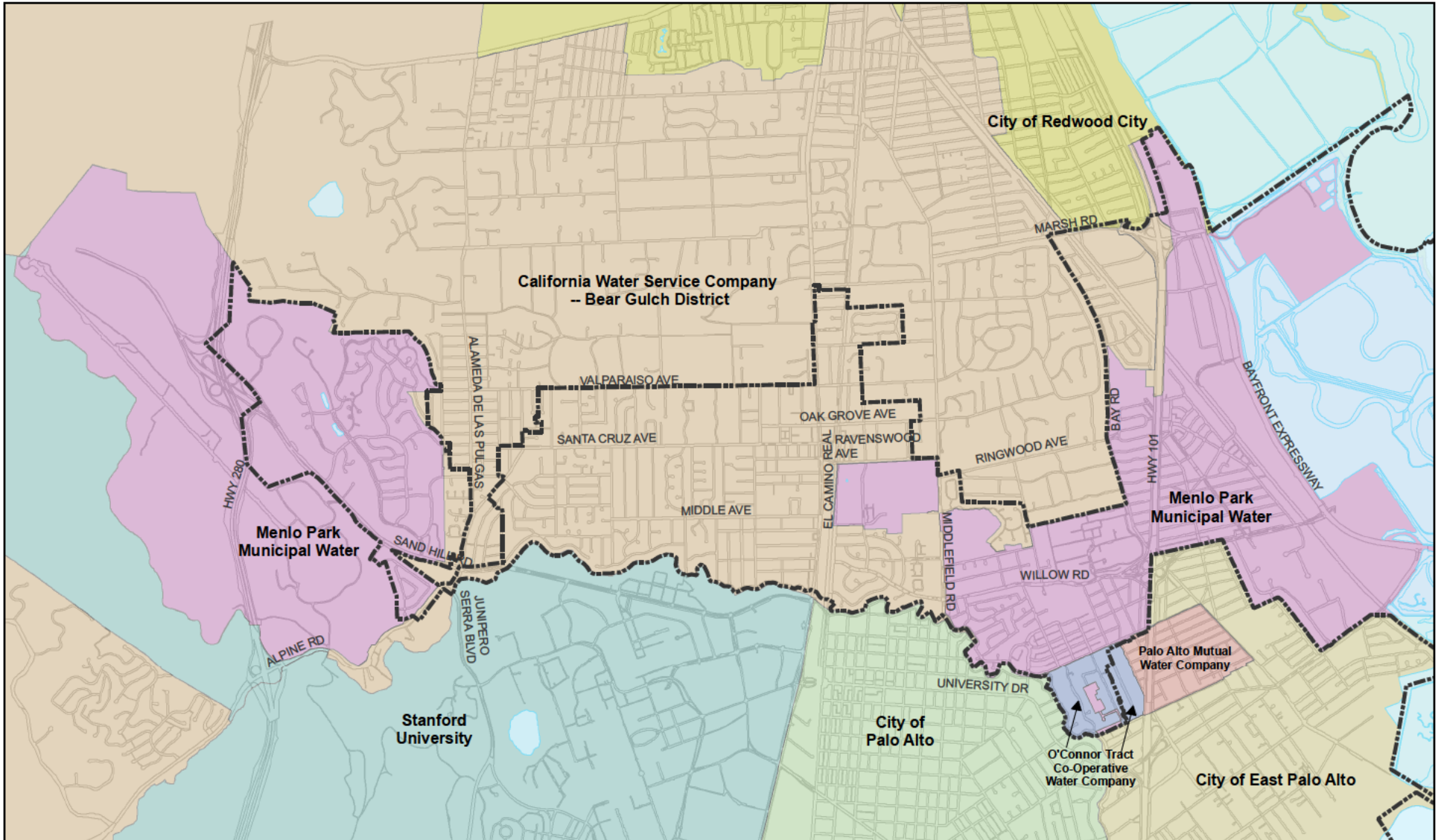
Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

## Attachments

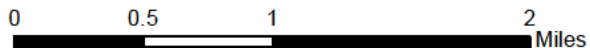
- A. Menlo Park Municipal Water service area
- B. DRAFT - Capital Improvement Plan Table 9-1

Report prepared by:  
Azalea Mitch, City Engineer

Reviewed by:  
Justin Murphy, Public Works Director



# Water Providers Within and Surrounding Menlo Park



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Table ES-4. Recommended Water Distribution System Capital Improvement Program<sup>(a)</sup>

CIP ID	Zone	Reason for Improvement	Improvement Description	Location	Priority	Estimated Construction Cost <sup>(b)</sup>	Capital Cost (includes mark-ups) <sup>(c)</sup>
<b>Capacity Improvements</b>							
<b>Fire Flow Improvements</b>							
CAP-01	High Pressure	Fire Flow	2,030 feet of new 12-inch pipe	Along Haven Avenue west of 3585 Haven Avenue	High	\$975,000	\$1,268,000
CAP-02	High Pressure	Fire Flow	740 feet of replace 12-inch pipe	Along Chilco Street between Constitution Drive and Chilco Street	High	\$354,000	\$460,000
CAP-03	Lower	Fire Flow	600 feet of new 12-inch pipe	Along private easements between O'Brien Drive and alley south of O'Brien Drive west of 1330 O'Brien Drive; Along private easements between O'Brien Drive and alley south of O'Brien Drive west of 1460 O'Brien Drive	High	\$285,000	\$371,000
CAP-04	Lower	Fire Flow	2,110 feet of replace 12-inch pipe	Along O'Brien Drive between Willow Road and Kelly Court; Along private easement east of Willow Road and north of Ivy Drive	High	\$1,014,000	\$1,318,000
CAP-05	Lower	Fire Flow	360 feet of replace 8-inch pipe, 440 feet of replace 10-inch pipe, 440 feet of replace 12-inch pipe	Along Laurel Street West of Burgess PRV Station; along private easement west of Burgess PRV Station	High	\$508,000	\$660,000
CAP-06	Lower	Fire Flow	770 feet of replace 10-inch pipe	Within Corporate Yard	High	\$318,000	\$413,000
Subtotal						\$3,454,000	\$4,490,000
<b>Storage Improvements</b>							
CAP-07	Lower	Storage	2.5 MG Storage Tank (partially buried) <sup>(d)</sup>	TBD <sup>(f)</sup>	Medium	\$10,948,000	\$14,233,000
CAP-08	Lower	Storage	7.5 mgd (firm capacity) booster pump station and associated on-site back up generator for storage tank <sup>(e)</sup>		Medium	\$3,272,000	\$4,253,000
Subtotal						\$14,220,000	\$18,486,000
<b>Total Capacity Improvements</b>						<b>\$17,674,000</b>	<b>\$22,976,000</b>
<b>Reliability Improvements</b>							
REL-01	Upper	Reliability Improvement	Upgrade wood roofs on Sand Hill Reservoirs and mitigate geotechnical concerns <sup>(g)</sup>	Sand Hill Reservoirs	High	\$3,900,000	\$5,070,000
REL-02	Lower, High Pressure, Upper	Reliability Improvement	Implement a non-structural anchorage program as part of the regular maintenance budget	System-Wide	Very High	\$20,000	\$26,000
REL-03	Lower	Reliability Improvement	New metered interconnection with Cal Water at the Alma Street Crossing. Project assumes an estimated 2,000 LF of 12-inch pipeline, with a portion within a new pedestrian bridge, and meter within a vault.	At the intersection of El Camino Real and Middle Avenue	Very High	\$1,112,000	\$1,500,000
REL-04	Lower	Reliability Improvement	New metered interconnection with City of Palo Alto at the Pope Chaucer Bridge (San Francisquito Creek). Project assumes an estimated 250 LF of new 12-inch pipeline, all assumed to be within a new bridge, and a meter within a vault	Along Chaucer Street, between Woodland and Palo Alto Avenues.	Very High	\$228,000	\$297,000
REL-05	Lower	Reliability Improvement	Implement a residential/commercial pressure regulator program in the lower zone to help keep customer service pressures from exceeding 80 psi, allowing Chilco and Madera pressure regulating station settings to be set equal to the Burgess PRV station <sup>(h)</sup>	Various	High	\$1,872,000	\$2,434,000
REL-06	Lower Zone	Reliability Improvement	Conversion of Dumbarton pipeline (12-inch) into a non-potable pipeline	Dumbarton Bridge	High	\$100,000	\$130,000
REL-07	Lower, High Pressure, Upper	Reliability Improvement	Installation of automated blowoffs at dead-end locations	System-Wide	High	\$150,000	\$195,000
REL-08	Upper	Reliability Improvement	Reservoir Mixers at Sand Hill Reservoirs to avoid reservoir stratification and improve water quality	Sand Hill Reservoirs	Underway	<i>Project out to bid</i>	
REL-09	Lower	Reliability Improvement	New well with a design flow of 1,500 gpm and dynamic head of 265 feet, 100 feet of 12-inch pipe	TBD <sup>(i)</sup>	Very High	\$3,295,000	\$4,284,000
REL-10	Lower	Reliability Improvement	New Well required if REL-01 is unable to meet a design production of 1,500 gpm.	TBD <sup>(i)</sup>	Very High	\$3,295,000	\$4,284,000
REL-11	Lower	Reliability Improvement	One 12-inch check valve, required to be able to provide supply from the Lower Zone to SRI in the event that the Burgess SFPUC turnout is out of service. Check valve assumed to be installed near the existing normally closed valve between the 10-inch bypass and the Burgess PRV station.	At Burgess PRV Station	Very High	\$65,000	\$85,000
REL-12	High Pressure	Reliability Improvement	Two 12-inch check valve, required to be able to provide supply from the Lower Zone if the Hill SFPUC turnout is out of service. Both check valves are assumed to be installed at existing normally closed valve locations.	One at intersection of Del Norte Avenue and Terminal Avenue; One at intersection of Del Norte Avenue and Market Place	Very High	\$130,000	\$169,000
REL-13	Upper	Reliability Improvement	Equip Sharon Heights Pump Station with VFD's to improve pressure management in Upper Zone	Sharon Heights Pump Station	Medium	\$195,000	\$254,000
<b>Total Reliability Improvements</b>						<b>\$14,362,000</b>	<b>\$18,728,000</b>
<b>Rehabilitation and Replacement Improvements</b>							
RR-01	Lower, High Pressure, Upper	Program	Pipeline replacement program, budgeted at \$1.2M/year (current dollars) from 2018 through 2040. Capacity projects to improve fire flow shown above (\$3.45M) are budgeted separately, but assumed to be part of this program.	System-Wide, with focus on pipelines identified in Seismic Vulnerability Assessment and Capacity Evaluation as Highest Priority	Very High	\$32,426,000	\$42,150,000
<b>Total Rehabilitation and Replacement Improvements</b>						<b>\$32,426,000</b>	<b>\$42,150,000</b>
<b>Other System Improvements and Studies</b>							
MISC-01	Lower, High Pressure, Upper	Other	Conduct pipeline hazard assessment (including field survey of geologic conditions along critical pipeline segments, review of boreholes, update liquefaction and landslide models) <sup>(j)</sup>	System-Wide	Medium	\$50,000	\$65,000
MISC-02	Lower, High Pressure, Upper	Other	Update Pipeline analysis based on updated hazard assessment <sup>(j)</sup>	System-Wide	Medium	\$20,000	\$26,000
MISC-03	Upper	Other	Conduct seismic evaluation of Sand Hill Reservoirs <sup>(j)</sup>	Sand Hill Reservoirs	Very High	\$60,000	\$78,000
MISC-04	--	Other	Conduct evaluation of Maintenance Building <sup>(j)</sup>	Burgess Drive	Medium	\$20,000	\$26,000
MISC-05	Lower, High Pressure, Upper	Other	Develop post earthquake operational and recovery plan <sup>(j)</sup>	System-Wide	Very High	\$40,000	\$52,000
MISC-06	Lower, High Pressure, Upper	Other	Develop a plan and acquire equipment for re-fueling generators following an earthquake	System-Wide	Very High	\$50,000	\$65,000
MISC-07	--	Other	Develop Standard Details and Design Guidelines	System-Wide	Very High	\$50,000	\$65,000
MISC-08	Lower, High Pressure, Upper	Other	Meter Replacement/Enhancement Program (assumes full system upgrade to AMI) <sup>(k)</sup>	System-Wide	High	\$3,081,933	\$4,007,000
MISC-09	Lower and High Pressure	Other	Install pressure monitors and connect all turnouts to SCADA System	At Burgess, Chilco, Madera and Hill turnouts	Medium	\$780,000	\$1,014,000
MISC-10	Lower, High Pressure, Upper	Other	Continued Implementation of the Backflow Prevention Program	System-Wide	Underway	--	--
MISC-11	--	Other	Conduct further recycled water studies for continued development of this program	System-Wide	Medium	\$150,000	\$195,000
<b>Total Other System Improvements</b>						<b>\$4,301,933</b>	<b>\$5,593,000</b>
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>						<b>\$68,763,933</b>	<b>\$89,447,000</b>
Very High Priority						\$40,771,000	\$53,055,000
High Priority						\$12,557,933	\$16,326,000
Medium Priority						\$15,435,000	\$20,066,000
Total						\$68,763,933	\$89,447,000

(a) Costs shown are based on the August 2017 San Francisco ENR CCI of 12,037 and are rounded to nearest \$1,000.  
 (b) Costs include mark-ups equal to 30 percent (Base Construction Costs plus Construction Contingency).  
 (c) Costs include mark-ups equal to 69 percent (Base Construction Costs plus Construction Contingency: 30 percent and; Professional Services: 30 percent of Base Construction Cost plus Contingency).  
 (d) Costs for the proposed tank include a land purchase/lease cost (to be purchased from the City) totaling \$4.6M, which is based on the land lease price of the existing emergency well (\$105/sq. ft.) site and assumes a one-acre site is required.  
 (e) Booster pump station capacity was assumed to be 7.5 mgd, capable of draining a 2.5 mgd tank in 8 hours.  
 (f) Storage Tank and Booster Pump station location unknown. Additional siting evaluations are recommended to confirm size and locations of proposed future storage.  
 (g) Costs directly from Vulnerability Assessment and do not include additional contingency. However, Capital Costs mark-ups are equal to 30 percent to budget staff time to implement improvement.  
 (h) Assumes 1,800 meter connection retrofits at \$800 each.  
 (i) From Vulnerability Assessment.  
 (j) For the purposes of the hydraulic evaluation, the new well location was assumed to be near the intersection of Willow Road and Coleman Avenue. However, actual location is unknown, and groundwater well siting analyses and testing are required to determine the location and production capacity (which may result in two wells being needed).  
 (k) Costs directly from Advanced Meter Infrastructure Evaluation TM (West Yost, October 2017) and includes the software cost of \$25,000 per year through buildout (i.e., through 2040 or 23 years), shown in current dollars (i.e. 23 years x \$25,000/yr).

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