



SPECIAL MEETING AGENDA

Date: 6/28/2021
Time: 5:00 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 957 0559 2015

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the City Council, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the closed session and regular meeting
 - Submit a written comment online up to 1-hour before the meeting start time:
menlopark.org/publiccommentJune28 *
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 957 0559 2015
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 957 0559 2015
Press *9 to raise hand to speak

*Written public comments are accepted up to 1-hour before the meeting start time. Written messages are provided to the City Council at the appropriate time in their meeting.

- Watch meeting:
 - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:
Channel 26
 - Online:
menlopark.org/streaming

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

According to City Council policy, all meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

Special Session ([Zoom.us/join](https://zoom.us/join) – ID# 957 0559 2015)

A. Call To Order

B. Roll Call

C. Regular Business

- C1. Approve resolutions: adopting the fiscal year 2021–22 budget and capital improvement plan and appropriating funds; establishing the appropriations limit for fiscal year 2021–22; establishing a consecutive temporary tax percentage reduction in the utility users' tax rates through September 30, 2022; establishing the salary schedule effective June 20, 2021; and establishing citywide salary schedule effective July 4, 2021 ([Staff Report #21-125-CC](#)) ([Presentation](#)) – **continued from June 22, 2021**
- C2. Adopt Resolution No. 6643 accepting fiscal year 2021-22 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the amount of \$100,000; and approve a spending plan ([Staff Report #21-136-CC](#)) – **continued from June 22, 2021**

D. City Councilmember Reports

- D1. Appoint a representative to the Bay Area Water Supply & Conservation Agency and the Bay Area Regional Water System Financing Authority ([Staff Report #21-128-CC](#)) – **continued from June 22, 2021**

E. Adjournment

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 Council 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. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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 by request by emailing the city clerk at jaherren@menlopark.org. 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.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 6/24/2021)



STAFF REPORT

City Council

Meeting Date:

~~6/22/2021~~ 6/28/2021 – CONTINUED FROM 6/22/2021

Staff Report Number:

21-125-CC

Regular Business:

Adopt resolutions: adopting the fiscal year 2021-22 budget and capital improvement plan and appropriating funds; establishing the appropriations limit for fiscal year 2021-22; establishing a consecutive temporary tax percentage reduction in the utility users' tax rates through September 30, 2022; establishing the salary schedule effective June 20, 2021; and establishing the salary schedule effective July 4, 2021

Recommendation

The recommendation is that City Council provide any final direction to staff regarding modifications to the city manager's proposed budget and adopt the fiscal year 2021-22 budget by adopting the following resolutions:

1. Resolution No. 6633 adopting the fiscal year 2021-22 budget and capital improvement plan and appropriating funds (Attachment F)
2. Resolution No. 6634 establishing the appropriations limit (Attachment G)
3. Resolution No. 6635 establishing a consecutive temporary tax percentage reduction in the utility users' tax rates through September 30, 2022 (Attachment H)
4. Resolution No. 6636 establishing the salary schedule effective June 20, 2021 (Attachment I)
5. Resolution No. 6637 establishing the salary schedule effective July 4, 2021 (Attachment J)

Policy Issues

The City Council maintains responsibility for all budgetary appropriations. Under section 2.08.080(8) of the Menlo Park Municipal Code, the city manager has the responsibility "to prepare and submit to the city council the annual budget." Appropriations for fiscal year 2020-21 lapse June 30, 2021, and adoption of the budget and appropriation of funds is necessary before the start of the fiscal year July 1, 2021.

Background

Preparation of the annual budget takes place primarily during the months of March and April and is informed by City Council direction including amendments to the current fiscal year's budget, adoption of budget principles, and adoption of City Council priorities. The proposed budget was published May 10, 2021, for consideration by the community and City Council. A budget workshop was held June 1, 2021, to provide additional information about the budget and answer questions from the community and a public hearing was held June 8, 2021.

The city manager's proposed budget for fiscal year 2021-22 originally included a number of resource options and proposals for service level enhancements. These were considered by the community and City Council at the June 8 public hearing and those proposals with majority support from the City Council have

been incorporated into the budget as proposed for adoption.

The revised budget proposed for adoption is available online from the cover page, Attachment A. The budget theme and major changes are outlined in the city manager's transmittal letter, Attachment B. The budget in its entirety and dynamic report views are available through the City's OpenGov transparency portal, Attachment C.

Analysis

The proposed budget for fiscal year 2021-22 includes a spending plan which maintains all services offered in fiscal year 2020-21 and expands upon those services in a number of functional areas and in each of the City's departments. The general fund, the largest and most active of the City's funds and responsible for the majority of the City's operations, is operationally balanced, with \$61.49 million in revenues and resources and \$61.49 million in expenditures and requirements. At the all funds level, the budget and capital improvement plan include \$175.95 million in revenues and resources and \$184.79 million in expenditures and requirements.

Changes incorporated after the public hearing

Following City Council direction, a number of changes were incorporated into the budget as proposed for adoption. The changes presented to the community and to City Council for consideration are listed in Attachment D alongside the direction received at the public hearing June 8. Those items whose direction indicates "incorporated" received majority City Council support and were added to the budget and all associated revenues and expenditures are included in the figures presented for adoption. Those items marked "omitted" did not receive majority City Council support and are not included in the budget for adoption, though may be revisited as a budget amendment during fiscal year 2021-22 at the direction of the City Council. Those items marked "pending" were noted as requiring additional consideration during the budget adoption process. These items are not incorporated into the budget as proposed for adoption but may be incorporated, omitted, or saved for later consideration by City Council during the adoption process.

American Rescue Plan Act Fund

Following new direction from the U.S. Treasury for accounting for stimulus funds, the American Rescue Plan Act (ARP) funds have been moved from the one-time revenue fund to a newly-created special revenue fund, the ARP Fund. This fund anticipates receipt of \$8.30 million in stimulus funds over the upcoming two fiscal years, with half in fiscal year 2021-22 and half in fiscal year 2022-23. These funds may be spent on a large range of uses, including those included in the proposed budget. The proposed budget incorporates a transfer from the ARP Fund to the general fund in the amount of \$2.91 million in order to eliminate an operating deficit in the general fund due to baseline and City Council-approved service level enhancements. This use, allowable under the revenue backfill method, leaves the estimated remainder of ARP funds, \$5.39 million, in the fund balance for the ARP fund for use as directed by City Council in fiscal year 2021-22 or beyond. Stimulus funds must be fully expended by December 31, 2024 and any unspent balance is forfeit.

Grant-based special revenue funds

The newly-created special revenue funds for grant-based child care operations – the Belle Haven Child Development Center Fund, the Big Lift Fund, and the Childcare Food Fund – each have expenditures which exceed revenues in fiscal year 2021-22. These funds were created to capture all allowable expenditures associated with those grants; however, these operations have required some subsidy from general fund resources in prior periods and that expectation remains for fiscal year 2021-22. To balance these funds, staff will return with an end-of-year budget amendment including a transfer from the general fund in an amount necessary to remove any anticipated deficit once actual expenditures are realized.

Appropriations limit

The appropriations limit, which was originally established in 1979 by Proposition 4, places a maximum limit on the appropriations of tax proceeds that can be made by the state, school districts and local governments in California. The appropriations limit is set on an annual basis and is revised each year based on population growth and cost of living factors. The purpose of the appropriations limit is to preclude state and local governments from retaining excess revenues, which are required to be redistributed back to taxpayers and schools. California Government Code requires that the City annually adopt an appropriations limit for the coming fiscal year.

Salary schedule adoption

Adoption of the salary schedule effective June 20, 2021

State law requires the City Council to adopt a salary schedule each time the City's salary schedule changes. In an effort to help weather the economic effects of the pandemic, two of the City's collective bargaining units, Service Employees International Union Local 521 (SEIU) and American Federation of State, County, and Municipal Employees Local 829 (AFSCME), as well as the unrepresented confidential group, deferred cost-of-living adjustments (COLAs) in fiscal year 2020-21. The salary schedule amendment as of June 20, 2021, implements these COLAs at the previously agreed-upon time.

Adoption of the salary schedule effective July 4, 2021

The City has a closed contract with another of its collective bargaining units, the Police Sergeants Association (PSA), which specifies an increase in differential for the police sergeant classification as compared to the pay rates of subordinate classifications. In addition, the increase in planning capacity in the budget proposed for adoption includes the addition of a new classification, planning manager, which is a division manager level position and whose range matches that of other division manager classifications. The proposed salary schedule as of July 4, 2021, incorporates this change in differential for the Police Sergeant classification and the addition of the planning manager classification.

Enabling resolutions

To formally adopt the fiscal year 2020–21 budget, the City Council must take action on the following resolutions:

1. Resolution adopting the fiscal year 2020–21 budget and capital improvement plan
The City's total 2021-22 budget for all City operations and carry-over capital projects is balanced with a revenue budget of approximately \$175.95 million and an expenditure budget of \$184.79 million. The attached resolution formally adopts the fiscal year 2021–22 budget and authorizes appropriations. The attached resolution also authorizes staff to adjust the city manager's proposed budget to incorporate changes in assumptions for the proposed budget, to incorporate changes directed by the City Council at budget adoption, true-up of estimated carry-over appropriations, and other minor clerical errors.
2. Resolution establishing the fiscal year 2021–22 appropriations limit
California Government Code requires that the City annually adopt an appropriations limit for the coming fiscal year. The appropriations limit, which was originally established in 1979 by Proposition 4, places a maximum limit on the appropriations of tax proceeds that can be made by the State, school districts and local governments in California. The appropriations limit is set on an annual basis and is revised each year based on population growth and cost of living factors. For fiscal year 2021–22, the appropriations limit is \$71.23 million, while the proceeds of taxes subject to the appropriations limit is \$49.44 million. The City is, therefore, approximately \$21.79 million below the appropriations limit for fiscal year 2021–22. City Council consideration and approval of the attached resolution is required in order for the City to be in compliance with State law.

In addition to the above resolutions, the City Council is asked to approve the following related resolutions:

3. Resolution continuing the temporary tax percentage reduction in the utility users' tax rate
The fiscal year 2021–22 General Fund budget includes \$1.74 million in revenue from the temporarily reduced UUT rate of 1 percent adopted by the City Council as per Menlo Park Municipal Code Section 3.14.130. At the 1 percent rate, the City maintains a balanced budget therefore the reduced rate does not adversely affect the city's ability to meet its financial obligations. On June 23, 2020, the City Council adopted Resolution No. 6570 which extended the reduction through September 30, 2021. In order to continue the reduced UUT through September 30, 2022, the City Council must adopt the attached Resolution. If the City Council takes no action on the resolution, the temporary reduction will expire and the UUT will return to the full rate, either 2.5 or 3.5 percent depending on revenue category, as of October 1, 2021.
4. Resolution establishing the salary schedule effective June 20, 2021
Negotiated agreements between two of the City's collective bargaining units, AFSCME and SEIU, resulted in a deferral of a previously-approved COLA which was to take effect on the earlier of a return to historical transient occupancy tax (TOT or hotel tax) levels or the last pay period beginning in June 2021. As the TOT levels have not yet returned to their pre-pandemic levels, this change implements the COLAs starting June 20, 2021, or the last pay period of fiscal year 2020-21.
5. Resolution establishing the salary schedule effective July 4, 2021
Each year the City Council is required to adopt a salary schedule that lists the salary ranges for all positions employed by the City. Salary ranges are negotiated in good faith with bargaining units representing 91 percent of the City's 271.75 full-time equivalent personnel. The remaining 9 percent of full-time equivalent personnel are the City Council as well as the city manager who serves at the pleasure of the City Council and whose salary is set by contract. Additionally, the City's management staff which serves at the pleasure of the city manager are unrepresented employees

Award authority

City Council Procedure #19-001-CC establishes award authority and bid requirements and includes an annual adjustment in purchasing limits according to inflation. The inflation from 2020 to 2021 results in an increase in the city manager's signature authority limit of \$1,000, and the award authority memo for fiscal year 2021-22, Attachment K, outlines the resultant award authority levels.

Impact on City Resources

As noted in the previous section, the fiscal year 2021-22 operating budget is balanced with the use of \$2.91 million in Federal stimulus funds. If City Council desires additional changes to the budget which increase expenditures, use of one-time money, including additional stimulus funding or accumulated fund balance, must be identified absent an offsetting revenue.

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 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 72

hours prior to the meeting.

Attachments

- A. Hyperlink – City Manager’s proposed budget for fiscal year 2021-22 transmittal letter:
stories.opengov.com/menlopark/published/HhsikXXoZ
- B. Hyperlink – City Manager’s proposed budget for fiscal year 2021-22 cover page:
stories.opengov.com/menlopark/published/Y2DI2BKY8
- C. Hyperlink – Budget transparency portal: menlopark.opengov.com/transparency#/
- D. Budget direction from public hearing
- E. Appropriations limit calculation
- F. Resolution No. 6633 adopting the fiscal year 2021-22 budget and capital improvement plan
- G. Resolution No. 6634 establishing the appropriations limit for fiscal year 2021-22
- H. Resolution No. 6635 establishing a temporary UUT reduction
- I. Resolution No. 6636 establishing the salary schedule effective June 20, 2021
- J. Resolution No. 6637 establishing the salary schedule effective July 4, 2021
- K. Award authority memo for fiscal year 2021-22

Report prepared by:

Dan Jacobson, Assistant Administrative Services Director

| Budget direction options | | | | | |
|-----------------------------|------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------|--------------|
| Ref. # | Tier | Title | (Revenue)/ Expenditure (\$ millions) | FTE | Action |
| R1 | N/A | American Rescue Plan (ARP) Act funds | \$ (2.91) | 0.00 | Incorporated |
| R2 | N/A | Utility Users' Tax | - | 0.00 | Omitted |
| R3 | N/A | Excess ERAF | - | 0.00 | Omitted |
| R4 | N/A | Use of fund balance | - | 0.00 | Omitted |
| 1 | 1 | Augmentation of contract-supported capacity in the building division | 0.45 | 0.00 | Incorporated |
| 2 | 1 | Improved turnaround time for plan check review and building permit issuance | 0.38 | 3.00 | Incorporated |
| 3 | 1 | Restoration of planning staffing levels | 0.30 | 1.50 | Incorporated |
| 4 | 1 | Heritage tree ordinance implementation and downtown maintenance team | 0.63 | 5.00 | Incorporated |
| 5 | 1 | Increase transportation capacity | 0.16 | 1.00 | Incorporated |
| 6 | 1 | Emergency preparedness collaboration with Menlo Park Fire Protection District | 0.10 | 1.00 | Omitted |
| 7 | 1 | Economic development manager | 0.25 | 1.00 | Incorporated |
| 8 | 1 | Sustainability staff capacity for climate action plan implementation | 0.15 | 1.00 | Incorporated |
| 9 | 2 | Community-oriented civilian public safety personnel | 0.20 | 2.00 | Omitted |
| 10 | 2 | Enhanced police record-keeping, data collection, and quality assurance | 0.10 | 1.00 | Incorporated |
| 11 | 2 | Long-term traffic solutions to decrease the frequency and severity of collisions through traffic enforcement | 0.31 | 2.00 | Omitted |
| 12 | 2 | Restoration of library and community services programs and services eliminated due to pandemic | 0.60 | 6.00 | Incorporated |
| 13 | 3 | Enterprise systems optimization | 0.37 | 3.00 | Incorporated |
| 14 | 3 | Financial management organizational resiliency | 0.36 | 2.00 | Incorporated |
| 15 | 4 | Budgeting for lower than anticipated investment returns by CalPERS | 1.46 | 0.00 | Omitted |
| 16 | 4 | Gymnastics program delivery options | 0.03 | 0.00 | Pending |
| 17 | 4 | Restoration of holiday lighting at City parks | 0.09 | 0.00 | Pending |
| 18 | 4 | Restoration of Safe Routes to School services | 0.05 | 0.00 | Omitted |
| CC1 | 1 | Rental and mortgage assistance outreach | 0.13 | 0.00 | Incorporated |
| CC2 | 1 | Small business relief | 0.13 | 0.00 | Incorporated |
| CC3 | 1 | Eviction and incidental assistance | 0.25 | 0.00 | Incorporated |
| CC4 | N/A | Extension of eviction moratorium | - | 0.00 | Omitted |
| CC5 | N/A | Increased code enforcement coordination | - | 0.00 | Omitted |
| Net new resources | | | \$ (2.91) | | |
| Net new requirements | | | 4.25 | 24.50 | |
| Total net impact | | | \$ 1.34 | 24.50 | |

**CITY OF MENLO PARK
APPROPRIATIONS LIMIT
FISCAL YEAR 2021-22**

| | <u>AMOUNT</u> | <u>SOURCE</u> |
|---------------------------------------|-----------------------------|-----------------------------|
| A. LAST YEAR'S LIMIT | \$ 67,931,066 | Prior Year |
| B. ADJUSTMENT FACTORS | | |
| 1. Population - City | 0.9917 | State Department of Finance |
| 2. Inflation | 1.0573 | State Department of Finance |
| | 1.0485 | (B1*B2) |
| Total Adjustment % | 0.0485 | (B1*B2-1) |
| C. ANNUAL ADJUSTMENT | \$ 3,296,315 | (B*A) |
| D. THIS YEAR'S LIMIT | <u>\$ 71,227,381</u> | (A+C) |
| E. PROCEEDS OF TAXES SUBJECT TO LIMIT | | |
| Property Tax | 28,047,920 | 2021-22 Proposed Budget |
| Sales Tax | 6,797,462 | 2021-22 Proposed Budget |
| Other Taxes | 12,549,482 | 2021-22 Proposed Budget |
| Special Assessments | 1,396,857 | 2021-22 Proposed Budget |
| Interest Allocation | 645,107 | 2021-22 Proposed Budget |
| | <u>\$ 49,436,828</u> | |
| F. AMOUNT UNDER/(OVER) LIMIT | \$ 21,790,553 | (D-E) |

RESOLUTION NO. 6633**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADOPTING THE BUDGET AND CAPITAL IMPROVEMENT PLAN FOR FISCAL
YEAR 2021–22**

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget document dated June 8, 2021 and related written and oral information at the meeting held June 22, 2021, and the City Council having been fully advised in the matter and good cause appearing therefore; and

WHEREAS, City Council Procedure #19-001-CC requires City Council action to enter into agreements or settle claims with aggregate annual payments in excess of \$79,000 for fiscal year 2021-22; however, expenditures in debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements, City Attorney fees, and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund exceed the annual aggregate of \$79,000 through contractual obligations or public health and safety necessity.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby:

1. Adopt the budget for the fiscal year 2021–22 as summarized in Exhibit A and as modified according to majority City Council direction; and
2. Authorize staff to adjust the city manager's proposed budget to incorporate changes in assumptions for the proposed budget, to incorporate changes directed by the City Council at budget adoption, true-up of estimated carry-over appropriations, and other minor clerical errors; and
3. Authorize the City Manager or designee to make payments for services provided to the City in the categories of debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements, City Attorney fees, and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund, in excess of \$79,000 and up to the budgeted amount in fiscal year 2021-22.

I, Judi Herren, 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 the twenty-eighth day of June, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of June, 2021.

Judi A. Herren, City Clerk

| Resolution No. 6633 adopting the fiscal year 2021-22 budget and capital improvement plan | | | | |
|------------------------------------------------------------------------------------------|-----------------------|----------------------------------------|--------------------|--------------------|
| Fund type | Fund category | Fund number and name | Revenues | Expenditures |
| Governmental | General Fund | (100) General Fund | 61,493,124 | 61,493,124 |
| Governmental | General Fund | (111) One-time Revenue Fund | 1,686,000 | - |
| Governmental | Special Revenue Fund | (211) Heritage Tree | 10,000 | 135,000 |
| Governmental | Special Revenue Fund | (221) Housing Special Revenue Fund | - | 4,000 |
| Governmental | Special Revenue Fund | (222) Below Mrkt Rt Housing Spec Rev | - | 336,611 |
| Governmental | Special Revenue Fund | (223) Federal Revenue Sharing | - | 4,000 |
| Governmental | Special Revenue Fund | (224) Community Devlpmt Block Grant | - | 4,000 |
| Governmental | Special Revenue Fund | (251) Big Lift | 190,000 | 260,149 |
| Governmental | Special Revenue Fund | (252) Childcare Food | 31,500 | 50,000 |
| Governmental | Special Revenue Fund | (253) Belle Haven Child Devlpmt Ctr | 1,255,000 | 1,557,689 |
| Governmental | Special Revenue Fund | (256) Recreation In-Lieu | 1,074,334 | 1,624,334 |
| Governmental | Special Revenue Fund | (304) Menlo Park Community Campus Fund | 15,614,847 | 13,617,900 |
| Governmental | Special Revenue Fund | (328) Downtown Parking Permits | 500,000 | 2,589,600 |
| Governmental | Special Revenue Fund | (332) Bayfront Impact Fund | 2,434,625 | - |
| Governmental | Special Revenue Fund | (351) Transportation Impact Fees | 9,688,723 | 9,813,723 |
| Governmental | Special Revenue Fund | (352) Transportation Fund | 1,427,466 | 1,427,466 |
| Governmental | Special Revenue Fund | (353) Downtown Public Amenity Fund | 100,000 | 300,000 |
| Governmental | Special Revenue Fund | (354) Storm Drainage Fees | 1,800 | 50,000 |
| Governmental | Special Revenue Fund | (355) Shuttle Program | 841,046 | 1,200,398 |
| Governmental | Special Revenue Fund | (356) County Transp Tax (Measure A) | 1,199,459 | 1,340,484 |
| Governmental | Special Revenue Fund | (357) Highway Users (Gas Tax) Fund | 2,332,964 | 2,610,245 |
| Governmental | Special Revenue Fund | (358) Landscape/Tree Assessment | 1,287,457 | 1,046,071 |
| Governmental | Special Revenue Fund | (359) Sidewalk Assessment | 305,838 | 277,050 |
| Governmental | Special Revenue Fund | (360) Measure M | 146,000 | 146,000 |
| Governmental | Special Revenue Fund | (361) Storm Water Management(NPDES) | 425,862 | 514,969 |
| Governmental | Special Revenue Fund | (362) Construction Impact Fee Fund | 4,032,990 | 5,156,584 |
| Governmental | Special Revenue Fund | (363) Measure W | 300,000 | 500,000 |
| Governmental | Special Revenue Fund | (364) HUT Repair and Maintenance | - | 550,000 |
| Governmental | Special Revenue Fund | (365) Landfill Post-Closure | 4,883,569 | 4,495,404 |
| Governmental | Special Revenue Fund | (368) Bayfront Park Maintenance | - | 248,484 |
| Governmental | Special Revenue Fund | (397) American Rescue Plan Act Fund | 4,150,250 | 2,914,253 |
| Governmental | Debt Service Fund | (400) Library GO Bond 1990 | 7,545 | - |
| Governmental | Debt Service Fund | (401) Recreation GO Bond | - | 1,041,281 |
| Governmental | Capital Project Fund | (501) General Capital Improvement Fund | 26,793,742 | 34,952,356 |
| Governmental | Internal Service Fund | (701) Workers' Compensation Fund | 1,234,411 | 1,050,019 |
| Governmental | Internal Service Fund | (702) General Liability Fund | 863,081 | 1,431,169 |
| Governmental | Internal Service Fund | (703) Other Post Employment Benefits | 318,750 | 648,018 |
| Governmental | Internal Service Fund | (704) IT Internal Service Fund | 2,781,801 | 2,823,083 |
| Governmental | Internal Service Fund | (705) Vehicle Replacement Fund | 1,396,380 | 1,570,000 |
| Business-Type | Enterprise Fund | (600) Water Capital Fund | 13,364,782 | 16,430,567 |
| Business-Type | Enterprise Fund | (601) Water Operations Fund | 13,774,400 | 10,239,617 |
| Business-Type | Enterprise Fund | (610) Solid Waste Service | - | 334,032 |
| Total all funds | | | 175,947,746 | 184,787,680 |

RESOLUTION NO. 6633**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADOPTING THE BUDGET AND CAPITAL IMPROVEMENT PLAN FOR FISCAL
YEAR 2021-22**

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget document dated June 8, 2021 and related written and oral information at the meeting held June 22, 2021, and the City Council having been fully advised in the matter and good cause appearing therefore; and

WHEREAS, City Council Procedure #19-001-CC requires City Council action to enter into agreements or settle claims with aggregate annual payments in excess of \$79,000 for fiscal year 2021-22; however, expenditures in debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements, City Attorney fees, and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund exceed the annual aggregate of \$79,000 through contractual obligations or public health and safety necessity.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby:

1. Adopt the budget for the fiscal year 2021-22 as summarized in Exhibit A and as modified according to majority City Council direction; and
2. Authorize staff to adjust the city manager's proposed budget to incorporate changes in assumptions for the proposed budget, to incorporate changes directed by the City Council at budget adoption, true-up of estimated carry-over appropriations, and other minor clerical errors; and
3. Authorize the City Manager or designee to make payments for services provided to the City in the categories of debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements, City Attorney fees, and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund, in excess of \$79,000 and up to the budgeted amount in fiscal year 2021-22.

I, Judi Herren, 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 the twenty-eighth day of June, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of June, 2021.

Judi A. Herren, City Clerk

| Resolution No. 6633 adopting the fiscal year 2021-22 budget and capital improvement plan | | | | |
|------------------------------------------------------------------------------------------|-----------------------|----------------------------------------|--------------------|--------------------|
| Fund type | Fund category | Fund number and name | Revenues | Expenditures |
| Governmental | General Fund | (100) General Fund | 61,493,124 | 61,493,124 |
| Governmental | General Fund | (111) One-time Revenue Fund | 1,686,000 | - |
| Governmental | Special Revenue Fund | (211) Heritage Tree | 10,000 | 135,000 |
| Governmental | Special Revenue Fund | (221) Housing Special Revenue Fund | - | 4,000 |
| Governmental | Special Revenue Fund | (222) Below Mrkt Rt Housing Spec Rev | - | 336,611 |
| Governmental | Special Revenue Fund | (223) Federal Revenue Sharing | - | 4,000 |
| Governmental | Special Revenue Fund | (224) Community Devlpmt Block Grant | - | 4,000 |
| Governmental | Special Revenue Fund | (251) Big Lift | 190,000 | 260,149 |
| Governmental | Special Revenue Fund | (252) Childcare Food | 31,500 | 50,000 |
| Governmental | Special Revenue Fund | (253) Belle Haven Child Devlpmt Ctr | 1,255,000 | 1,557,689 |
| Governmental | Special Revenue Fund | (256) Recreation In-Lieu | 1,074,334 | 1,624,334 |
| Governmental | Special Revenue Fund | (304) Menlo Park Community Campus Fund | 15,614,847 | 13,617,900 |
| Governmental | Special Revenue Fund | (328) Downtown Parking Permits | 500,000 | 2,589,600 |
| Governmental | Special Revenue Fund | (332) Bayfront Impact Fund | 2,434,625 | - |
| Governmental | Special Revenue Fund | (351) Transportation Impact Fees | 9,688,723 | 9,813,723 |
| Governmental | Special Revenue Fund | (352) Transportation Fund | 1,427,466 | 1,427,466 |
| Governmental | Special Revenue Fund | (353) Downtown Public Amenity Fund | 100,000 | 300,000 |
| Governmental | Special Revenue Fund | (354) Storm Drainage Fees | 1,800 | 50,000 |
| Governmental | Special Revenue Fund | (355) Shuttle Program | 841,046 | 1,200,398 |
| Governmental | Special Revenue Fund | (356) County Transp Tax (Measure A) | 1,199,459 | 1,340,484 |
| Governmental | Special Revenue Fund | (357) Highway Users (Gas Tax) Fund | 2,332,964 | 2,610,245 |
| Governmental | Special Revenue Fund | (358) Landscape/Tree Assessment | 1,287,457 | 1,046,071 |
| Governmental | Special Revenue Fund | (359) Sidewalk Assessment | 305,838 | 277,050 |
| Governmental | Special Revenue Fund | (360) Measure M | 146,000 | 146,000 |
| Governmental | Special Revenue Fund | (361) Storm Water Management(NPDES) | 425,862 | 514,969 |
| Governmental | Special Revenue Fund | (362) Construction Impact Fee Fund | 4,032,990 | 5,156,584 |
| Governmental | Special Revenue Fund | (363) Measure W | 300,000 | 500,000 |
| Governmental | Special Revenue Fund | (364) HUT Repair and Maintenance | - | 550,000 |
| Governmental | Special Revenue Fund | (365) Landfill Post-Closure | 4,883,569 | 4,495,404 |
| Governmental | Special Revenue Fund | (368) Bayfront Park Maintenance | - | 248,484 |
| Governmental | Special Revenue Fund | (397) American Rescue Plan Act Fund | 4,150,250 | 2,914,253 |
| Governmental | Debt Service Fund | (400) Library GO Bond 1990 | 7,545 | - |
| Governmental | Debt Service Fund | (401) Recreation GO Bond | - | 1,041,281 |
| Governmental | Capital Project Fund | (501) General Capital Improvement Fund | 26,793,742 | 34,952,356 |
| Governmental | Internal Service Fund | (701) Workers' Compensation Fund | 1,234,411 | 1,050,019 |
| Governmental | Internal Service Fund | (702) General Liability Fund | 863,081 | 1,431,169 |
| Governmental | Internal Service Fund | (703) Other Post Employment Benefits | 318,750 | 648,018 |
| Governmental | Internal Service Fund | (704) IT Internal Service Fund | 2,781,801 | 2,823,083 |
| Governmental | Internal Service Fund | (705) Vehicle Replacement Fund | 1,396,380 | 1,570,000 |
| Business-Type | Enterprise Fund | (600) Water Capital Fund | 13,364,782 | 16,430,567 |
| Business-Type | Enterprise Fund | (601) Water Operations Fund | 13,774,400 | 10,239,617 |
| Business-Type | Enterprise Fund | (610) Solid Waste Service | - | 334,032 |
| Total all funds | | | 175,947,746 | 184,787,680 |

RESOLUTION NO. 6634

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021–22**

WHEREAS, Article XIII B of the Constitution of the State of California places various limitations on the City's powers of appropriation; and

WHEREAS, Division 9 (commencing with Section 7900) of the Government Code implements said Article XIII B and requires that each local jurisdiction shall, by resolution, establish its appropriations limit for the following year; and

WHEREAS, the City of Menlo Park population percentage change over the prior year is -0.83 percent and the growth in the State of California per capita personal income cost of living change is 5.73 percent, both factors in calculating the appropriations limit.

NOW THEREFORE, BE IT RESOLVED that the City Council of Menlo Park at its regular meeting of June 22, 2021 hereby establishes the appropriations limit as the amount of \$71,227,381 for Fiscal Year 2021–22, calculated in accordance with the provisions of Division 9 (commencing with Section 7900) of the California Government Code.

I, Judi Herren, 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 the twenty-eighth day of June, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of June, 2021.

Judi A. Herren, City Clerk

RESOLUTION NO. 6635**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ESTABLISHING A TEMPORARY TAX PERCENTAGE REDUCTION IN THE
UTILITY USERS' TAX PURSUANT TO SECTION 3.14.130 OF THE CITY OF
MENLO PARK MUNICIPAL CODE**

WHEREAS, Ordinance 950 of the City Council of the City of Menlo Park Adopting a Utility Users' Tax became effective upon approval by a majority of voters at the General Election of November 7, 2006; and WHEREAS,

Ordinance 950 established Chapter 3.14 of the City of Menlo Park Municipal Code, this chapter known as the "Utility Users' Tax Ordinance"; and

WHEREAS, the Utility Users' Tax Ordinance Section 3.14.130 allows the City Council to enact a Temporary Tax Percentage Reduction for a period of no more than twelve (12) months; provided adequate written notice is given to all affected service suppliers; and

WHEREAS, the City Council established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2008–09, effective October 1, 2008; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2009–10, effective October 1, 2009; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2010–11, effective October 1, 2010; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2011–12, effective October 1, 2011; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2012–13, effective October 1, 2012; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2013–14, effective October 1, 2013; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2014–15, effective October 1, 2014; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2015–16, effective October 1, 2015; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2016–17, effective October 1, 2016; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2017–18, effective October 1, 2017; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2018–19, effective October 1, 2018; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2019–20, effective October 1, 2019; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2020–21, effective October 1, 2020; and

WHEREAS, the City Council is not prohibited from adopting consecutive temporary tax percentage reductions as provided by Section 3.14.130 of the Utility Users' Tax Ordinance; and

WHEREAS, the City Council now finds that a consecutive temporary tax reduction shall not adversely affect the City's ability to meet its financial obligations as contemplated in the budget for the fiscal year 2021–22, considered and adopted at its regular meeting of June 22, 2021.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park at its regular meeting of June 22, 2021 hereby establishes a temporary reduction in the Utility Users' Tax rate, maintaining the current reduced rate of one percent (1.0%) for taxes imposed by sections 3.14.040 through 3.14.070 for a period of no more than twelve (12) months, effective October 1, 2021. No other provisions of the Utility Users' Tax Ordinance are affected by this resolution. Nothing herein shall preclude the City Council from modifying the tax rate set herein during said twelve-month period.

I, Judi Herren, 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 the twenty-eighth day of June, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of June, 2021.

Judi A. Herren, City Clerk

RESOLUTION NO. 6636

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING THE SALARY SCHEDULE**

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

NOW, THEREFORE, BE IT RESOLVED that the following compensation provisions shall be established in accordance with the City's Personnel System rules.

BE IT FURTHER RESOLVED that any previous enacted compensation provisions contained in Resolution No. 6620 and subsequent amendments shall be superseded by this Resolution.

BE IT FURTHER RESOLVED that the changes contained herein shall be effective June 20, 2021.

I, Judi Herren, 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 the twenty-eighth day of June, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of June, 2021.

Judi A. Herren, City Clerk

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|----------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Accountant I | \$ 85,179 | \$ 89,439 | \$ 93,911 | \$ 98,606 | \$ 103,537 |
| Accountant I | \$ 82,778 | \$ 86,918 | \$ 91,264 | \$ 96,827 | \$ 100,619 |
| Accountant II | \$ 93,296 | \$ 97,706 | \$ 102,315 | \$ 107,236 | \$ 112,347 |
| Accountant II | \$ 90,666 | \$ 94,952 | \$ 99,432 | \$ 104,213 | \$ 109,180 |
| Accounting Assistant I | \$ 60,404 | \$ 63,267 | \$ 66,188 | \$ 69,281 | \$ 72,486 |
| Accounting Assistant I | \$ 58,702 | \$ 61,484 | \$ 64,323 | \$ 67,328 | \$ 70,443 |
| Accounting Assistant II | \$ 66,188 | \$ 69,281 | \$ 72,486 | \$ 75,874 | \$ 79,434 |
| Accounting Assistant II | \$ 64,323 | \$ 67,328 | \$ 70,443 | \$ 73,736 | \$ 77,196 |
| Administrative Assistant | \$ 66,387 | \$ 69,488 | \$ 72,704 | \$ 76,102 | \$ 79,673 |
| Administrative Assistant | \$ 64,516 | \$ 67,530 | \$ 70,655 | \$ 73,958 | \$ 77,428 |
| Administrative Services Director | \$ 160,531 | | Open Range | | \$ 227,436 |
| Assistant Administrative Services Director | \$ 126,578 | | Open Range | | \$ 181,949 |
| Assistant City Manager | \$ 169,530 | | Open Range | | \$ 250,180 |
| Assistant Community Development Director | \$ 126,578 | | Open Range | | \$ 181,949 |
| Assistant Community Services Director | \$ 129,495 | | Open Range | | \$ 181,949 |
| Assistant Engineer | \$ 102,735 | \$ 107,630 | \$ 112,777 | \$ 118,161 | \$ 123,790 |
| Assistant Engineer | \$ 99,840 | \$ 104,597 | \$ 109,598 | \$ 114,831 | \$ 120,301 |
| Assistant Library Services Director | \$ 129,495 | | Open Range | | \$ 181,949 |
| Assistant Planner | \$ 93,082 | \$ 97,460 | \$ 102,131 | \$ 106,998 | \$ 112,109 |
| Assistant Planner | \$ 90,459 | \$ 94,713 | \$ 99,253 | \$ 103,983 | \$ 108,950 |
| Assistant Public Works Director | \$ 140,650 | | Open Range | | \$ 181,949 |
| Assistant to the City Manager | \$ 121,835 | | Open Range | | \$ 159,205 |
| Assistant Transportation Planner | \$ 93,082 | \$ 97,460 | \$ 102,131 | \$ 106,998 | \$ 112,109 |
| Assistant Transportation Planner | \$ 90,459 | \$ 94,713 | \$ 99,253 | \$ 103,983 | \$ 108,950 |
| Associate Civil Engineer | \$ 115,277 | \$ 120,796 | \$ 126,554 | \$ 132,668 | \$ 139,094 |
| Associate Civil Engineer | \$ 112,028 | \$ 117,391 | \$ 122,987 | \$ 128,929 | \$ 135,174 |
| Associate Engineer | \$ 108,937 | \$ 114,152 | \$ 119,594 | \$ 125,371 | \$ 131,444 |
| Associate Engineer | \$ 105,867 | \$ 110,935 | \$ 116,223 | \$ 121,838 | \$ 127,740 |
| Associate Planner | \$ 102,131 | \$ 106,998 | \$ 112,109 | \$ 117,474 | \$ 123,096 |
| Associate Planner | \$ 99,253 | \$ 103,983 | \$ 108,950 | \$ 114,163 | \$ 119,627 |
| Associate Transportation Engineer | \$ 120,796 | \$ 126,554 | \$ 132,668 | \$ 139,094 | \$ 145,834 |
| Associate Transportation Engineer | \$ 117,391 | \$ 122,987 | \$ 128,929 | \$ 135,174 | \$ 141,724 |
| Associate Transportation Planner | \$ 102,131 | \$ 106,998 | \$ 112,109 | \$ 117,474 | \$ 123,096 |
| Associate Transportation Planner | \$ 99,253 | \$ 103,983 | \$ 108,950 | \$ 114,163 | \$ 119,627 |
| Asst. Public Works Director - Engineering | \$ 140,650 | | Open Range | | \$ 181,949 |
| Asst. Public Works Director - Maintenance | \$ 140,650 | | Open Range | | \$ 181,949 |
| Asst. Public Works Director - Transportation | \$ 140,650 | | Open Range | | \$ 181,949 |
| Building Custodian | \$ 60,344 | \$ 63,204 | \$ 66,122 | \$ 69,211 | \$ 72,414 |
| Building Custodian | \$ 58,643 | \$ 61,423 | \$ 64,259 | \$ 67,261 | \$ 70,373 |
| Building Inspector I | \$ 89,959 | \$ 94,284 | \$ 98,778 | \$ 103,501 | \$ 108,443 |
| Building Inspector I | \$ 87,423 | \$ 91,627 | \$ 95,995 | \$ 100,584 | \$ 105,386 |
| Building Inspector II | \$ 98,954 | \$ 103,713 | \$ 108,656 | \$ 113,851 | \$ 119,287 |
| Building Inspector II | \$ 96,166 | \$ 100,790 | \$ 105,594 | \$ 110,642 | \$ 115,925 |
| Business Manager | \$ 102,128 | \$ 107,039 | \$ 112,141 | \$ 117,503 | \$ 123,113 |
| Business Manager | \$ 99,250 | \$ 104,023 | \$ 108,981 | \$ 114,192 | \$ 119,643 |
| Chief Water Operator | \$ 99,013 | \$ 103,731 | \$ 108,687 | \$ 113,887 | \$ 119,338 |
| Chief Water Operator | \$ 96,222 | \$ 100,808 | \$ 105,624 | \$ 110,678 | \$ 115,975 |
| Child Care Teacher I | \$ 53,994 | \$ 56,443 | \$ 58,999 | \$ 61,688 | \$ 64,606 |
| Child Care Teacher I | \$ 52,473 | \$ 54,852 | \$ 57,337 | \$ 59,949 | \$ 62,785 |
| Child Care Teacher II | \$ 60,344 | \$ 63,204 | \$ 66,122 | \$ 69,211 | \$ 72,414 |
| Child Care Teacher II | \$ 58,643 | \$ 61,423 | \$ 64,259 | \$ 67,261 | \$ 70,373 |
| Child Care Teacher's Aide | \$ 40,511 | \$ 42,344 | \$ 44,259 | \$ 46,242 | \$ 48,283 |
| Child Care Teacher's Aide | \$ 39,369 | \$ 41,150 | \$ 43,012 | \$ 44,938 | \$ 46,922 |
| City Arborist | \$ 102,708 | \$ 107,632 | \$ 112,760 | \$ 118,147 | \$ 123,800 |
| City Arborist | \$ 99,813 | \$ 104,598 | \$ 109,582 | \$ 114,817 | \$ 120,311 |
| City Clerk | \$ 121,835 | | Open Range | | \$ 159,205 |
| City Councilmember | n/a | | Annual Rate | | \$ 7,680 |
| City Manager | \$ 197,605 | | Open Range | | \$ 272,924 |
| Code Enforcement Officer | \$ 85,124 | \$ 89,148 | \$ 93,353 | \$ 97,843 | \$ 102,506 |
| Code Enforcement Officer | \$ 82,725 | \$ 86,635 | \$ 90,722 | \$ 95,086 | \$ 99,617 |
| Communications and Records Manager | \$ 118,275 | \$ 124,015 | \$ 129,971 | \$ 136,238 | \$ 142,791 |
| Communications and Records Manager | \$ 114,941 | \$ 120,520 | \$ 126,308 | \$ 132,399 | \$ 138,766 |
| Communications Dispatcher | \$ 86,315 | \$ 90,396 | \$ 94,660 | \$ 99,212 | \$ 103,941 |
| Communications Dispatcher | \$ 83,883 | \$ 87,848 | \$ 91,993 | \$ 96,416 | \$ 101,012 |
| Communications Training Dispatcher | \$ 90,396 | \$ 94,660 | \$ 99,212 | \$ 103,941 | \$ 108,911 |
| Communications Training Dispatcher | \$ 87,848 | \$ 91,993 | \$ 96,416 | \$ 101,012 | \$ 105,841 |
| Community Development Director | \$ 160,316 | | Open Range | | \$ 227,436 |
| Community Development Technician | \$ 72,395 | \$ 75,746 | \$ 79,286 | \$ 83,006 | \$ 86,907 |
| Community Development Technician | \$ 70,355 | \$ 73,612 | \$ 77,052 | \$ 80,667 | \$ 84,457 |
| Community Service Officer | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 | \$ 85,124 |
| Community Service Officer | \$ 68,789 | \$ 72,024 | \$ 75,359 | \$ 78,936 | \$ 82,725 |
| Construction Inspector I | \$ 84,866 | \$ 88,948 | \$ 93,187 | \$ 97,642 | \$ 102,304 |
| Construction Inspector I | \$ 82,474 | \$ 86,441 | \$ 90,561 | \$ 94,891 | \$ 99,421 |
| Construction Inspector II | \$ 93,353 | \$ 97,843 | \$ 102,506 | \$ 107,407 | \$ 112,535 |
| Construction Inspector II | \$ 90,722 | \$ 95,086 | \$ 99,617 | \$ 104,380 | \$ 109,363 |
| Contracts Specialist | \$ 74,748 | \$ 78,263 | \$ 81,887 | \$ 85,773 | \$ 89,891 |
| Contracts Specialist | \$ 72,641 | \$ 76,057 | \$ 79,579 | \$ 83,356 | \$ 87,357 |

City of Menlo Park
PROPOSED Salary Schedule - Effective 06/20/2021

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|-----------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Custodial Services Supervisor | \$ 69,435 | \$ 72,648 | \$ 76,043 | \$ 79,611 | \$ 83,352 |
| Custodial Services Supervisor | \$ 67,478 | \$ 70,601 | \$ 73,900 | \$ 77,368 | \$ 81,003 |
| Deputy City Clerk | \$ 77,536 | \$ 81,225 | \$ 85,148 | \$ 89,353 | \$ 93,353 |
| Deputy City Clerk | \$ 75,350 | \$ 78,936 | \$ 82,725 | \$ 86,635 | \$ 90,722 |
| Deputy City Manager | \$ 164,671 | | Open Range | | \$ 227,436 |
| Deputy Comm. Dev. Director - Housing | \$ 126,553 | | Open Range | | \$ 170,578 |
| Economic Development Manager | \$ 121,835 | | Open Range | | \$ 159,205 |
| Engineering Services Manager/City Engineer | \$ 140,650 | | Open Range | | \$ 181,949 |
| Engineering Technician I | \$ 77,818 | \$ 81,421 | \$ 85,286 | \$ 89,379 | \$ 93,605 |
| Engineering Technician I | \$ 75,624 | \$ 79,126 | \$ 82,883 | \$ 86,860 | \$ 90,967 |
| Engineering Technician II | \$ 87,237 | \$ 91,342 | \$ 95,637 | \$ 100,222 | \$ 104,998 |
| Engineering Technician II | \$ 84,779 | \$ 88,768 | \$ 92,942 | \$ 97,398 | \$ 102,039 |
| Enterprise Applications Support Specialist I | \$ 92,078 | \$ 96,682 | \$ 101,516 | \$ 106,591 | \$ 111,921 |
| Enterprise Applications Support Specialist I | \$ 89,483 | \$ 93,957 | \$ 98,655 | \$ 103,587 | \$ 108,767 |
| Enterprise Applications Support Specialist II | \$ 102,128 | \$ 107,039 | \$ 112,141 | \$ 117,503 | \$ 123,113 |
| Enterprise Applications Support Specialist II | \$ 99,250 | \$ 104,023 | \$ 108,981 | \$ 114,192 | \$ 119,643 |
| Equipment Mechanic | \$ 77,536 | \$ 81,225 | \$ 85,124 | \$ 89,148 | \$ 93,353 |
| Equipment Mechanic | \$ 75,350 | \$ 78,936 | \$ 82,725 | \$ 86,635 | \$ 90,722 |
| Executive Assistant | \$ 75,799 | \$ 79,356 | \$ 83,084 | \$ 86,992 | \$ 91,083 |
| Executive Assistant | \$ 73,663 | \$ 77,119 | \$ 80,742 | \$ 84,540 | \$ 88,516 |
| Executive Assistant to the City Mgr | \$ 80,750 | \$ 84,788 | \$ 89,027 | \$ 93,478 | \$ 98,151 |
| Executive Assistant to the City Mgr | \$ 78,474 | \$ 82,398 | \$ 86,518 | \$ 90,844 | \$ 95,385 |
| Extra Help Retired Annuitant | \$ 31,200 | | Open Range | | \$ 249,600 |
| Facilities Maintenance Technician I | \$ 64,606 | \$ 67,581 | \$ 70,784 | \$ 74,112 | \$ 77,545 |
| Facilities Maintenance Technician I | \$ 62,785 | \$ 65,676 | \$ 68,789 | \$ 72,024 | \$ 75,359 |
| Facilities Maintenance Technician II | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 | \$ 85,124 |
| Facilities Maintenance Technician II | \$ 68,789 | \$ 72,024 | \$ 75,359 | \$ 78,936 | \$ 82,725 |
| Finance and Budget Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| GIS Analyst I | \$ 89,362 | \$ 93,831 | \$ 98,523 | \$ 103,449 | \$ 108,622 |
| GIS Analyst I | \$ 86,844 | \$ 91,186 | \$ 95,746 | \$ 100,534 | \$ 105,561 |
| GIS Analyst II | \$ 102,128 | \$ 107,039 | \$ 112,141 | \$ 117,503 | \$ 123,113 |
| GIS Analyst II | \$ 99,250 | \$ 104,023 | \$ 108,981 | \$ 114,192 | \$ 119,643 |
| Gymnastics Instructor | \$ 43,228 | \$ 45,184 | \$ 47,224 | \$ 49,332 | \$ 51,600 |
| Gymnastics Instructor | \$ 42,010 | \$ 43,910 | \$ 45,893 | \$ 47,941 | \$ 50,146 |
| Housing & Economic Development Manager | \$ 121,835 | | Open Range | | \$ 159,205 |
| Housing Manager | \$ 121,835 | | Open Range | | \$ 159,205 |
| Human Resources Director | \$ 160,531 | | Open Range | | \$ 227,436 |
| Human Resources Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Human Resources Technician I | \$ 70,139 | \$ 73,457 | \$ 76,737 | \$ 80,481 | \$ 84,266 |
| Human Resources Technician I | \$ 68,162 | \$ 71,387 | \$ 74,574 | \$ 78,213 | \$ 81,891 |
| Human Resources Technician II | \$ 77,153 | \$ 80,803 | \$ 84,411 | \$ 88,529 | \$ 92,693 |
| Human Resources Technician II | \$ 74,978 | \$ 78,526 | \$ 82,032 | \$ 86,034 | \$ 90,080 |
| Information Technology Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Information Technology Specialist I | \$ 75,549 | \$ 79,327 | \$ 83,293 | \$ 87,459 | \$ 91,833 |
| Information Technology Specialist I | \$ 73,419 | \$ 77,091 | \$ 80,946 | \$ 84,994 | \$ 89,245 |
| Information Technology Specialist II | \$ 83,942 | \$ 87,886 | \$ 92,020 | \$ 96,348 | \$ 100,968 |
| Information Technology Specialist II | \$ 81,576 | \$ 85,410 | \$ 89,427 | \$ 93,632 | \$ 98,122 |
| Internal Services Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Junior Engineer | \$ 82,876 | \$ 87,020 | \$ 91,371 | \$ 95,940 | \$ 100,737 |
| Junior Engineer | \$ 80,540 | \$ 84,567 | \$ 88,796 | \$ 93,236 | \$ 97,898 |
| Librarian I | \$ 72,414 | \$ 75,799 | \$ 79,356 | \$ 83,084 | \$ 86,992 |
| Librarian I | \$ 70,373 | \$ 73,663 | \$ 77,119 | \$ 80,742 | \$ 84,540 |
| Librarian II | \$ 81,225 | \$ 85,124 | \$ 89,148 | \$ 93,353 | \$ 97,843 |
| Librarian II | \$ 78,936 | \$ 82,725 | \$ 86,635 | \$ 90,722 | \$ 95,086 |
| Library and Community Services Director | \$ 156,348 | | Open Range | | \$ 227,436 |
| Library and Community Services Supervisor | \$ 93,654 | \$ 98,158 | \$ 102,835 | \$ 107,753 | \$ 112,898 |
| Library and Community Services Supervisor | \$ 91,015 | \$ 95,392 | \$ 99,937 | \$ 104,716 | \$ 109,716 |
| Library Assistant I | \$ 56,443 | \$ 58,999 | \$ 61,688 | \$ 64,606 | \$ 67,581 |
| Library Assistant I | \$ 54,852 | \$ 57,337 | \$ 59,949 | \$ 62,785 | \$ 65,676 |
| Library Assistant II | \$ 61,688 | \$ 64,606 | \$ 67,490 | \$ 70,784 | \$ 74,112 |
| Library Assistant II | \$ 59,949 | \$ 62,785 | \$ 65,588 | \$ 68,789 | \$ 72,024 |
| Library Assistant III | \$ 67,490 | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,143 |
| Library Assistant III | \$ 65,588 | \$ 68,789 | \$ 72,024 | \$ 75,359 | \$ 78,856 |
| Library Services Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Literacy Program Manager | \$ 83,352 | \$ 87,273 | \$ 91,376 | \$ 95,757 | \$ 100,320 |
| Literacy Program Manager | \$ 81,003 | \$ 84,813 | \$ 88,801 | \$ 93,058 | \$ 97,493 |
| Maintenance Worker I | \$ 61,688 | \$ 64,606 | \$ 67,490 | \$ 70,784 | \$ 74,112 |
| Maintenance Worker I | \$ 59,949 | \$ 62,785 | \$ 65,588 | \$ 68,789 | \$ 72,024 |
| Maintenance Worker II | \$ 67,490 | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 |
| Maintenance Worker II | \$ 65,588 | \$ 68,789 | \$ 72,024 | \$ 75,359 | \$ 78,936 |
| Management Analyst I | \$ 89,362 | \$ 93,831 | \$ 98,523 | \$ 103,449 | \$ 108,622 |
| Management Analyst I | \$ 86,844 | \$ 91,186 | \$ 95,746 | \$ 100,534 | \$ 105,561 |
| Management Analyst II | \$ 102,128 | \$ 107,039 | \$ 112,141 | \$ 117,503 | \$ 123,113 |
| Management Analyst II | \$ 99,250 | \$ 104,023 | \$ 108,981 | \$ 114,192 | \$ 119,643 |
| Network Administrator | \$ 119,831 | \$ 125,567 | \$ 131,553 | \$ 137,909 | \$ 144,589 |
| Network Administrator | \$ 116,454 | \$ 122,028 | \$ 127,846 | \$ 134,022 | \$ 140,514 |

City of Menlo Park
PROPOSED Salary Schedule - Effective 06/20/2021

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Office Assistant | \$ 55,434 | \$ 57,962 | \$ 60,585 | \$ 63,457 | \$ 66,387 |
| Office Assistant | \$ 53,872 | \$ 56,329 | \$ 58,878 | \$ 61,668 | \$ 64,516 |
| Parking Enforcement Officer | \$ 61,688 | \$ 64,606 | \$ 67,490 | \$ 70,784 | \$ 74,112 |
| Parking Enforcement Officer | \$ 59,949 | \$ 62,785 | \$ 65,588 | \$ 68,789 | \$ 72,024 |
| Permit Manager | \$ 116,171 | \$ 121,729 | \$ 127,555 | \$ 133,635 | \$ 140,092 |
| Permit Manager | \$ 112,897 | \$ 118,298 | \$ 123,961 | \$ 129,869 | \$ 136,144 |
| Permit Technician | \$ 72,395 | \$ 75,745 | \$ 79,286 | \$ 83,006 | \$ 86,905 |
| Permit Technician | \$ 70,355 | \$ 73,611 | \$ 77,052 | \$ 80,667 | \$ 84,456 |
| Plan Check Engineer | \$ 116,375 | \$ 121,946 | \$ 127,759 | \$ 133,931 | \$ 140,418 |
| Plan Check Engineer | \$ 113,095 | \$ 118,509 | \$ 124,158 | \$ 130,156 | \$ 136,461 |
| Planning Technician | \$ 83,006 | \$ 86,905 | \$ 90,994 | \$ 95,273 | \$ 99,841 |
| Planning Technician | \$ 80,667 | \$ 84,456 | \$ 88,430 | \$ 92,588 | \$ 97,027 |
| Police Chief | \$ 173,217 | | Open Range | | \$ 250,180 |
| Police Commander | \$ 155,896 | | Open Range | | \$ 227,436 |
| Police Corporal (2080 hours) | \$ 112,337 | \$ 117,954 | \$ 123,852 | \$ 130,044 | \$ 136,546 |
| Police Corporal (2184 hours) | \$ 117,954 | \$ 123,852 | \$ 130,044 | \$ 136,546 | \$ 143,373 |
| Police Officer (2080 hours) | \$ 104,378 | \$ 109,597 | \$ 115,076 | \$ 120,830 | \$ 126,872 |
| Police Officer (2184 hours) | \$ 109,597 | \$ 115,076 | \$ 120,830 | \$ 126,872 | \$ 133,216 |
| Police Records Specialist | \$ 67,490 | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 |
| Police Records Specialist | \$ 65,588 | \$ 68,789 | \$ 72,024 | \$ 75,359 | \$ 78,936 |
| Police Recruit | n/a | | Hourly Rate | | \$ 84,546 |
| Police Sergeant (2080 hours) | \$ 128,626 | \$ 135,057 | \$ 141,810 | \$ 148,900 | \$ 156,345 |
| Police Sergeant (2184 hours) | \$ 135,057 | \$ 141,810 | \$ 148,900 | \$ 156,345 | \$ 164,163 |
| Principal Planner | \$ 123,321 | \$ 131,042 | \$ 137,313 | \$ 143,859 | \$ 148,713 |
| Principal Planner | \$ 119,845 | \$ 127,349 | \$ 133,443 | \$ 139,804 | \$ 144,522 |
| Program Aide/Driver | \$ 38,757 | \$ 40,511 | \$ 42,344 | \$ 44,259 | \$ 46,242 |
| Program Aide/Driver | \$ 37,665 | \$ 39,369 | \$ 41,150 | \$ 43,012 | \$ 44,938 |
| Program Assistant | \$ 55,214 | \$ 57,732 | \$ 60,344 | \$ 63,204 | \$ 66,122 |
| Program Assistant | \$ 53,658 | \$ 56,104 | \$ 58,643 | \$ 61,423 | \$ 64,259 |
| Project Manager | \$ 108,937 | \$ 114,152 | \$ 119,594 | \$ 125,371 | \$ 131,444 |
| Project Manager | \$ 106,867 | \$ 110,935 | \$ 116,223 | \$ 121,838 | \$ 127,740 |
| Property and Court Specialist | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 | \$ 85,124 |
| Property and Court Specialist | \$ 68,789 | \$ 72,024 | \$ 75,359 | \$ 78,936 | \$ 82,725 |
| Public Engagement Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Public Works Director | \$ 164,671 | | Open Range | | \$ 227,436 |
| Public Works Superintendent | \$ 124,351 | | Open Range | | \$ 170,578 |
| Public Works Supervisor - Facilities | \$ 103,438 | \$ 108,397 | \$ 113,562 | \$ 118,988 | \$ 124,681 |
| Public Works Supervisor - Facilities | \$ 100,523 | \$ 105,342 | \$ 110,361 | \$ 115,635 | \$ 121,167 |
| Public Works Supervisor - Fleet | \$ 105,083 | \$ 110,121 | \$ 115,368 | \$ 120,880 | \$ 126,663 |
| Public Works Supervisor - Fleet | \$ 102,122 | \$ 107,018 | \$ 112,117 | \$ 117,473 | \$ 123,093 |
| Public Works Supervisor - Park | \$ 97,773 | \$ 102,460 | \$ 107,343 | \$ 112,471 | \$ 117,853 |
| Public Works Supervisor - Park | \$ 95,018 | \$ 99,572 | \$ 104,318 | \$ 109,301 | \$ 114,531 |
| Public Works Supervisor - Streets | \$ 97,773 | \$ 102,460 | \$ 107,343 | \$ 112,471 | \$ 117,853 |
| Public Works Supervisor - Streets | \$ 95,018 | \$ 99,572 | \$ 104,318 | \$ 109,301 | \$ 114,531 |
| Recreation Coordinator | \$ 72,648 | \$ 76,043 | \$ 79,611 | \$ 83,352 | \$ 87,273 |
| Recreation Coordinator | \$ 70,601 | \$ 73,900 | \$ 77,368 | \$ 81,003 | \$ 84,813 |
| Revenue and Claims Manager | \$ 102,128 | \$ 107,039 | \$ 112,141 | \$ 117,503 | \$ 123,113 |
| Revenue and Claims Manager | \$ 99,250 | \$ 104,023 | \$ 108,981 | \$ 114,192 | \$ 119,643 |
| Senior Accountant | \$ 107,290 | \$ 112,363 | \$ 117,663 | \$ 123,222 | \$ 129,199 |
| Senior Accountant | \$ 104,267 | \$ 109,196 | \$ 114,347 | \$ 119,846 | \$ 125,558 |
| Senior Accounting Assistant | \$ 72,807 | \$ 76,735 | \$ 79,735 | \$ 83,462 | \$ 87,378 |
| Senior Accounting Assistant | \$ 70,755 | \$ 74,061 | \$ 77,488 | \$ 81,109 | \$ 84,915 |
| Senior Building Inspector | \$ 111,062 | \$ 116,375 | \$ 121,946 | \$ 127,759 | \$ 133,931 |
| Senior Building Inspector | \$ 107,932 | \$ 113,095 | \$ 118,509 | \$ 124,158 | \$ 130,156 |
| Senior Civil Engineer | \$ 126,961 | \$ 133,094 | \$ 139,543 | \$ 146,304 | \$ 153,433 |
| Senior Civil Engineer | \$ 123,383 | \$ 129,344 | \$ 135,610 | \$ 142,181 | \$ 149,109 |
| Senior Communications Dispatcher | \$ 94,660 | \$ 99,212 | \$ 103,941 | \$ 108,911 | \$ 114,110 |
| Senior Communications Dispatcher | \$ 91,993 | \$ 96,416 | \$ 101,012 | \$ 105,841 | \$ 110,894 |
| Senior Construction Inspector | \$ 102,688 | \$ 107,627 | \$ 112,757 | \$ 118,162 | \$ 124,071 |
| Senior Construction Inspector | \$ 99,794 | \$ 104,594 | \$ 109,579 | \$ 114,832 | \$ 120,574 |
| Senior Engineering Technician | \$ 93,605 | \$ 98,021 | \$ 102,735 | \$ 107,630 | \$ 112,777 |
| Senior Engineering Technician | \$ 90,967 | \$ 95,259 | \$ 99,840 | \$ 104,597 | \$ 109,598 |
| Senior Equipment Mechanic | \$ 85,309 | \$ 89,471 | \$ 93,679 | \$ 98,018 | \$ 102,669 |
| Senior Equipment Mechanic | \$ 82,905 | \$ 86,949 | \$ 91,039 | \$ 96,255 | \$ 99,775 |
| Senior Facilities Maintenance Technician | \$ 77,536 | \$ 81,225 | \$ 85,124 | \$ 89,148 | \$ 93,353 |
| Senior Facilities Maintenance Technician | \$ 75,350 | \$ 78,936 | \$ 82,725 | \$ 86,635 | \$ 90,722 |
| Senior GIS Analyst | \$ 114,894 | \$ 120,351 | \$ 126,068 | \$ 132,119 | \$ 138,502 |
| Senior GIS Analyst | \$ 111,656 | \$ 116,959 | \$ 122,515 | \$ 128,396 | \$ 134,599 |
| Senior Human Resources Technician | \$ 84,868 | \$ 88,883 | \$ 92,852 | \$ 97,382 | \$ 101,962 |
| Senior Human Resources Technician | \$ 82,476 | \$ 86,378 | \$ 90,235 | \$ 94,637 | \$ 99,088 |
| Senior Librarian | \$ 91,373 | \$ 95,942 | \$ 100,739 | \$ 105,776 | \$ 111,064 |
| Senior Librarian | \$ 88,798 | \$ 93,238 | \$ 97,900 | \$ 102,795 | \$ 107,934 |
| Senior Library Assistant | \$ 74,239 | \$ 77,862 | \$ 81,524 | \$ 85,299 | \$ 89,257 |
| Senior Library Assistant | \$ 72,147 | \$ 75,668 | \$ 79,226 | \$ 82,895 | \$ 86,742 |
| Senior Maintenance Worker | \$ 77,536 | \$ 81,225 | \$ 85,124 | \$ 89,148 | \$ 93,353 |
| Senior Maintenance Worker | \$ 75,350 | \$ 78,936 | \$ 82,725 | \$ 86,635 | \$ 90,722 |
| Senior Management Analyst | \$ 114,894 | \$ 120,351 | \$ 126,068 | \$ 132,119 | \$ 138,502 |
| Senior Management Analyst | \$ 111,656 | \$ 116,959 | \$ 122,515 | \$ 128,396 | \$ 134,599 |

City of Menlo Park
PROPOSED Salary Schedule - Effective 06/20/2021

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|-----------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Senior Office Assistant | \$ 60,585 | \$ 63,457 | \$ 66,387 | \$ 69,488 | \$ 72,704 |
| Senior Office Assistant | \$ 58,878 | \$ 61,668 | \$ 64,516 | \$ 67,530 | \$ 70,655 |
| Senior Planner | \$ 112,109 | \$ 117,474 | \$ 123,096 | \$ 128,964 | \$ 135,194 |
| Senior Planner | \$ 108,950 | \$ 114,163 | \$ 119,627 | \$ 125,329 | \$ 131,384 |
| Senior Police Records Specialist | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 | \$ 85,124 |
| Senior Police Records Specialist | \$ 68,789 | \$ 72,024 | \$ 75,359 | \$ 78,936 | \$ 82,725 |
| Senior Program Assistant | \$ 67,054 | \$ 70,188 | \$ 73,482 | \$ 76,934 | \$ 80,554 |
| Senior Program Assistant | \$ 65,165 | \$ 68,210 | \$ 71,411 | \$ 74,766 | \$ 78,284 |
| Senior Project Manager | \$ 119,831 | \$ 125,567 | \$ 131,553 | \$ 137,909 | \$ 144,589 |
| Senior Project Manager | \$ 116,454 | \$ 122,028 | \$ 127,846 | \$ 134,022 | \$ 140,514 |
| Senior Sustainability Specialist | \$ 84,091 | \$ 88,114 | \$ 92,331 | \$ 96,733 | \$ 101,406 |
| Senior Sustainability Specialist | \$ 81,721 | \$ 85,631 | \$ 89,729 | \$ 94,007 | \$ 98,548 |
| Senior Transportation Engineer | \$ 126,961 | \$ 133,094 | \$ 139,543 | \$ 146,304 | \$ 153,433 |
| Senior Transportation Engineer | \$ 123,383 | \$ 129,344 | \$ 135,610 | \$ 142,181 | \$ 149,109 |
| Senior Transportation Planner | \$ 112,109 | \$ 117,474 | \$ 123,096 | \$ 128,964 | \$ 135,194 |
| Senior Transportation Planner | \$ 108,950 | \$ 114,163 | \$ 119,627 | \$ 125,329 | \$ 131,384 |
| Senior Water System Operator | \$ 79,558 | \$ 83,241 | \$ 87,131 | \$ 91,219 | \$ 95,504 |
| Senior Water System Operator | \$ 77,316 | \$ 80,895 | \$ 84,675 | \$ 88,648 | \$ 92,813 |
| Sustainability Manager | \$ 121,835 | Open Range | | | \$ 159,205 |
| Sustainability Specialist | \$ 72,414 | \$ 75,799 | \$ 79,356 | \$ 83,084 | \$ 86,992 |
| Sustainability Specialist | \$ 70,373 | \$ 73,663 | \$ 77,119 | \$ 80,742 | \$ 84,540 |
| Transportation Demand Management Coord. | \$ 95,450 | \$ 99,997 | \$ 104,775 | \$ 109,788 | \$ 115,043 |
| Transportation Demand Management Coord. | \$ 92,760 | \$ 97,179 | \$ 101,822 | \$ 106,694 | \$ 111,801 |
| Transportation Director | \$ 164,671 | Open Range | | | \$ 227,436 |
| Transportation Manager | \$ 126,553 | Open Range | | | \$ 170,578 |
| Water Quality Specialist | \$ 83,084 | \$ 86,992 | \$ 91,083 | \$ 95,450 | \$ 99,997 |
| Water Quality Specialist | \$ 80,742 | \$ 84,540 | \$ 88,516 | \$ 92,760 | \$ 97,179 |
| Water System Operator I | \$ 66,107 | \$ 69,069 | \$ 72,132 | \$ 75,696 | \$ 79,219 |
| Water System Operator I | \$ 64,244 | \$ 67,122 | \$ 70,099 | \$ 73,563 | \$ 76,987 |
| Water System Operator II | \$ 72,325 | \$ 75,673 | \$ 79,210 | \$ 82,926 | \$ 86,822 |
| Water System Operator II | \$ 70,287 | \$ 73,541 | \$ 76,977 | \$ 80,589 | \$ 84,375 |

RESOLUTION NO. 6637

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING THE SALARY SCHEDULE**

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

NOW, THEREFORE, BE IT RESOLVED that the following compensation provisions shall be established in accordance with the City's Personnel System rules.

BE IT FURTHER RESOLVED that any previous enacted compensation provisions contained in Resolution No. 6636 and subsequent amendments shall be superseded by this Resolution.

BE IT FURTHER RESOLVED that the changes contained herein shall be effective July 4, 2021.

I, Judi Herren, 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 the twenty-eighth day of June, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of June, 2021.

Judi A. Herren, City Clerk

City of Menlo Park
PROPOSED Salary Schedule - Effective 07/04/2021

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|-----------------------------------------------|------------------|------------|-------------|------------|------------------|
| Accountant I | \$ 85,179 | \$ 89,439 | \$ 93,911 | \$ 98,606 | \$ 103,537 |
| Accountant II | \$ 93,296 | \$ 97,706 | \$ 102,315 | \$ 107,236 | \$ 112,347 |
| Accounting Assistant I | \$ 60,404 | \$ 63,267 | \$ 66,188 | \$ 69,281 | \$ 72,486 |
| Accounting Assistant II | \$ 66,188 | \$ 69,281 | \$ 72,486 | \$ 75,874 | \$ 79,434 |
| Administrative Assistant | \$ 66,387 | \$ 69,488 | \$ 72,704 | \$ 76,102 | \$ 79,673 |
| Administrative Services Director | \$ 160,531 | | Open Range | | \$ 227,436 |
| Assistant Administrative Services Director | \$ 126,578 | | Open Range | | \$ 181,949 |
| Assistant City Manager | \$ 169,530 | | Open Range | | \$ 250,180 |
| Assistant Community Development Director | \$ 126,578 | | Open Range | | \$ 181,949 |
| Assistant Community Services Director | \$ 129,495 | | Open Range | | \$ 181,949 |
| Assistant Engineer | \$ 102,735 | \$ 107,630 | \$ 112,777 | \$ 118,161 | \$ 123,790 |
| Assistant Library Services Director | \$ 129,495 | | Open Range | | \$ 181,949 |
| Assistant Planner | \$ 93,082 | \$ 97,460 | \$ 102,131 | \$ 106,998 | \$ 112,109 |
| Assistant Public Works Director | \$ 140,650 | | Open Range | | \$ 181,949 |
| Assistant to the City Manager | \$ 121,835 | | Open Range | | \$ 159,205 |
| Assistant Transportation Planner | \$ 93,082 | \$ 97,460 | \$ 102,131 | \$ 106,998 | \$ 112,109 |
| Associate Civil Engineer | \$ 115,277 | \$ 120,796 | \$ 126,554 | \$ 132,668 | \$ 139,094 |
| Associate Engineer | \$ 108,937 | \$ 114,152 | \$ 119,594 | \$ 125,371 | \$ 131,444 |
| Associate Planner | \$ 102,131 | \$ 106,998 | \$ 112,109 | \$ 117,474 | \$ 123,096 |
| Associate Transportation Engineer | \$ 120,796 | \$ 126,554 | \$ 132,668 | \$ 139,094 | \$ 145,834 |
| Associate Transportation Planner | \$ 102,131 | \$ 106,998 | \$ 112,109 | \$ 117,474 | \$ 123,096 |
| Asst. Public Works Director - Engineering | \$ 140,650 | | Open Range | | \$ 181,949 |
| Asst. Public Works Director - Maintenance | \$ 140,650 | | Open Range | | \$ 181,949 |
| Asst. Public Works Director - Transportation | \$ 140,650 | | Open Range | | \$ 181,949 |
| Building Custodian | \$ 60,344 | \$ 63,204 | \$ 66,122 | \$ 69,211 | \$ 72,414 |
| Building Inspector I | \$ 89,959 | \$ 94,284 | \$ 98,778 | \$ 103,501 | \$ 108,443 |
| Building Inspector II | \$ 98,954 | \$ 103,713 | \$ 108,656 | \$ 113,851 | \$ 119,287 |
| Business Manager | \$ 102,128 | \$ 107,039 | \$ 112,141 | \$ 117,503 | \$ 123,113 |
| Chief Water Operator | \$ 99,013 | \$ 103,731 | \$ 108,687 | \$ 113,887 | \$ 119,338 |
| Child Care Teacher I | \$ 53,994 | \$ 56,443 | \$ 58,999 | \$ 61,688 | \$ 64,606 |
| Child Care Teacher II | \$ 60,344 | \$ 63,204 | \$ 66,122 | \$ 69,211 | \$ 72,414 |
| Child Care Teacher's Aide | \$ 40,511 | \$ 42,344 | \$ 44,259 | \$ 46,242 | \$ 48,283 |
| City Arborist | \$ 102,708 | \$ 107,632 | \$ 112,760 | \$ 118,147 | \$ 123,800 |
| City Clerk | \$ 121,835 | | Open Range | | \$ 159,205 |
| City Councilmember | n/a | | Annual Rate | | \$ 7,680 |
| City Manager | \$ 197,605 | | Open Range | | \$ 272,924 |
| Code Enforcement Officer | \$ 85,124 | \$ 89,148 | \$ 93,353 | \$ 97,843 | \$ 102,506 |
| Communications and Records Manager | \$ 118,275 | \$ 124,015 | \$ 129,971 | \$ 136,238 | \$ 142,791 |
| Communications Dispatcher | \$ 86,315 | \$ 90,396 | \$ 94,660 | \$ 99,212 | \$ 103,941 |
| Communications Training Dispatcher | \$ 90,396 | \$ 94,660 | \$ 99,212 | \$ 103,941 | \$ 108,911 |
| Community Development Director | \$ 160,316 | | Open Range | | \$ 227,436 |
| Community Development Technician | \$ 72,395 | \$ 75,746 | \$ 79,286 | \$ 83,006 | \$ 86,907 |
| Community Service Officer | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 | \$ 85,124 |
| Construction Inspector I | \$ 84,866 | \$ 88,948 | \$ 93,187 | \$ 97,642 | \$ 102,304 |
| Construction Inspector II | \$ 93,353 | \$ 97,843 | \$ 102,506 | \$ 107,407 | \$ 112,535 |
| Contracts Specialist | \$ 74,748 | \$ 78,263 | \$ 81,887 | \$ 85,773 | \$ 89,891 |
| Custodial Services Supervisor | \$ 69,435 | \$ 72,648 | \$ 76,043 | \$ 79,611 | \$ 83,352 |
| Deputy City Clerk | \$ 77,536 | \$ 81,225 | \$ 85,124 | \$ 89,148 | \$ 93,353 |
| Deputy City Manager | \$ 164,671 | | Open Range | | \$ 227,436 |
| Deputy Comm. Dev. Director - Housing | \$ 126,553 | | Open Range | | \$ 170,578 |
| Economic Development Manager | \$ 121,835 | | Open Range | | \$ 159,205 |
| Engineering Services Manager/City Engineer | \$ 140,650 | | Open Range | | \$ 181,949 |
| Engineering Technician I | \$ 77,818 | \$ 81,421 | \$ 85,286 | \$ 89,379 | \$ 93,605 |
| Engineering Technician II | \$ 87,237 | \$ 91,342 | \$ 95,637 | \$ 100,222 | \$ 104,998 |
| Enterprise Applications Support Specialist I | \$ 92,078 | \$ 96,682 | \$ 101,516 | \$ 106,591 | \$ 111,921 |
| Enterprise Applications Support Specialist II | \$ 102,128 | \$ 107,039 | \$ 112,141 | \$ 117,503 | \$ 123,113 |
| Equipment Mechanic | \$ 77,536 | \$ 81,225 | \$ 85,124 | \$ 89,148 | \$ 93,353 |
| Executive Assistant | \$ 75,799 | \$ 79,356 | \$ 83,084 | \$ 86,992 | \$ 91,083 |
| Executive Assistant to the City Mgr | \$ 80,750 | \$ 84,788 | \$ 89,027 | \$ 93,478 | \$ 98,151 |
| Extra Help Retired Annuitant | \$ 31,200 | | Open Range | | \$ 249,600 |
| Facilities Maintenance Technician I | \$ 64,606 | \$ 67,581 | \$ 70,784 | \$ 74,112 | \$ 77,545 |
| Facilities Maintenance Technician II | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 | \$ 85,124 |
| Finance and Budget Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| GIS Analyst I | \$ 89,362 | \$ 93,831 | \$ 98,523 | \$ 103,449 | \$ 108,622 |
| GIS Analyst II | \$ 102,128 | \$ 107,039 | \$ 112,141 | \$ 117,503 | \$ 123,113 |
| Gymnastics Instructor | \$ 43,228 | \$ 45,184 | \$ 47,224 | \$ 49,332 | \$ 51,600 |
| Housing & Economic Development Manager | \$ 121,835 | | Open Range | | \$ 159,205 |
| Housing Manager | \$ 121,835 | | Open Range | | \$ 159,205 |
| Human Resources Director | \$ 160,531 | | Open Range | | \$ 227,436 |
| Human Resources Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Human Resources Technician I | \$ 70,139 | \$ 73,457 | \$ 76,737 | \$ 80,481 | \$ 84,266 |
| Human Resources Technician II | \$ 77,153 | \$ 80,803 | \$ 84,411 | \$ 88,529 | \$ 92,693 |
| Information Technology Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Information Technology Specialist I | \$ 75,549 | \$ 79,327 | \$ 83,293 | \$ 87,459 | \$ 91,833 |
| Information Technology Specialist II | \$ 83,942 | \$ 87,886 | \$ 92,020 | \$ 96,348 | \$ 100,968 |
| Internal Services Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Junior Engineer | \$ 82,876 | \$ 87,020 | \$ 91,371 | \$ 95,940 | \$ 100,737 |
| Librarian I | \$ 72,414 | \$ 75,799 | \$ 79,356 | \$ 83,084 | \$ 86,992 |
| Librarian II | \$ 81,225 | \$ 85,124 | \$ 89,148 | \$ 93,353 | \$ 97,843 |
| Library and Community Services Director | \$ 156,348 | | Open Range | | \$ 227,436 |
| Library and Community Services Supervisor | \$ 93,654 | \$ 98,158 | \$ 102,835 | \$ 107,753 | \$ 112,898 |
| Library Assistant I | \$ 56,443 | \$ 58,999 | \$ 61,688 | \$ 64,606 | \$ 67,581 |
| Library Assistant II | \$ 61,688 | \$ 64,606 | \$ 67,490 | \$ 70,784 | \$ 74,112 |

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

City of Menlo Park
PROPOSED Salary Schedule - Effective 07/04/2021

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Library Assistant III | \$ 67,490 | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,143 |
| Library Services Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Literacy Program Manager | \$ 83,352 | \$ 87,273 | \$ 91,376 | \$ 95,757 | \$ 100,320 |
| Maintenance Worker I | \$ 61,688 | \$ 64,606 | \$ 67,490 | \$ 70,784 | \$ 74,112 |
| Maintenance Worker II | \$ 67,490 | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 |
| Management Analyst I | \$ 89,362 | \$ 93,831 | \$ 98,523 | \$ 103,449 | \$ 108,622 |
| Management Analyst II | \$ 102,128 | \$ 107,039 | \$ 112,141 | \$ 117,503 | \$ 123,113 |
| Network Administrator | \$ 119,831 | \$ 125,567 | \$ 131,553 | \$ 137,909 | \$ 144,589 |
| Office Assistant | \$ 55,434 | \$ 57,962 | \$ 60,585 | \$ 63,457 | \$ 66,387 |
| Parking Enforcement Officer | \$ 61,688 | \$ 64,606 | \$ 67,490 | \$ 70,784 | \$ 74,112 |
| Permit Manager | \$ 116,171 | \$ 121,729 | \$ 127,555 | \$ 133,635 | \$ 140,092 |
| Permit Technician | \$ 72,395 | \$ 75,745 | \$ 79,286 | \$ 83,006 | \$ 86,905 |
| Plan Check Engineer | \$ 116,375 | \$ 121,946 | \$ 127,759 | \$ 133,931 | \$ 140,418 |
| Planning Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Planning Technician | \$ 83,006 | \$ 86,905 | \$ 90,994 | \$ 95,273 | \$ 99,841 |
| Police Chief | \$ 173,217 | | Open Range | | \$ 250,180 |
| Police Commander | \$ 155,896 | | Open Range | | \$ 227,436 |
| Police Corporal (2080 hours) | \$ 112,337 | \$ 117,954 | \$ 123,852 | \$ 130,044 | \$ 136,546 |
| Police Corporal (2184 hours) | \$ 117,954 | \$ 123,852 | \$ 130,044 | \$ 136,546 | \$ 143,373 |
| Police Officer (2080 hours) | \$ 104,378 | \$ 109,597 | \$ 115,076 | \$ 120,830 | \$ 126,872 |
| Police Officer (2184 hours) | \$ 109,597 | \$ 115,076 | \$ 120,830 | \$ 126,872 | \$ 133,216 |
| Police Records Specialist | \$ 67,490 | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 |
| Police Recruit | n/a | | Hourly Rate | | \$ 84,546 |
| Police Sergeant (2080 hours) | \$ 129,192 | \$ 135,651 | \$ 142,434 | \$ 149,556 | \$ 157,033 |
| Police Sergeant (2080 hours) | \$ 128,626 | \$ 135,057 | \$ 141,810 | \$ 148,900 | \$ 156,345 |
| Police Sergeant (2184 hours) | \$ 135,651 | \$ 142,434 | \$ 149,556 | \$ 157,033 | \$ 164,885 |
| Police Sergeant (2184 hours) | \$ 135,057 | \$ 141,810 | \$ 148,900 | \$ 156,345 | \$ 164,163 |
| Principal Planner | \$ 123,321 | \$ 131,042 | \$ 137,313 | \$ 143,859 | \$ 148,713 |
| Program Aide/Driver | \$ 38,757 | \$ 40,511 | \$ 42,344 | \$ 44,259 | \$ 46,242 |
| Program Assistant | \$ 55,214 | \$ 57,732 | \$ 60,344 | \$ 63,204 | \$ 66,122 |
| Project Manager | \$ 108,937 | \$ 114,152 | \$ 119,594 | \$ 125,371 | \$ 131,444 |
| Property and Court Specialist | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 | \$ 85,124 |
| Public Engagement Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Public Works Director | \$ 164,671 | | Open Range | | \$ 227,436 |
| Public Works Superintendent | \$ 124,351 | | Open Range | | \$ 170,578 |
| Public Works Supervisor - Facilities | \$ 103,438 | \$ 108,397 | \$ 113,562 | \$ 118,988 | \$ 124,681 |
| Public Works Supervisor - Fleet | \$ 105,083 | \$ 110,121 | \$ 115,368 | \$ 120,880 | \$ 126,663 |
| Public Works Supervisor - Park | \$ 97,773 | \$ 102,460 | \$ 107,343 | \$ 112,471 | \$ 117,853 |
| Public Works Supervisor - Streets | \$ 97,773 | \$ 102,460 | \$ 107,343 | \$ 112,471 | \$ 117,853 |
| Recreation Coordinator | \$ 72,648 | \$ 76,043 | \$ 79,611 | \$ 83,352 | \$ 87,273 |
| Revenue and Claims Manager | \$ 102,128 | \$ 107,039 | \$ 112,141 | \$ 117,503 | \$ 123,113 |
| Senior Accountant | \$ 107,290 | \$ 112,363 | \$ 117,663 | \$ 123,322 | \$ 129,199 |
| Senior Accounting Assistant | \$ 72,807 | \$ 76,209 | \$ 79,735 | \$ 83,462 | \$ 87,378 |
| Senior Building Inspector | \$ 111,062 | \$ 116,375 | \$ 121,946 | \$ 127,759 | \$ 133,931 |
| Senior Civil Engineer | \$ 126,961 | \$ 133,094 | \$ 139,543 | \$ 146,304 | \$ 153,433 |
| Senior Communications Dispatcher | \$ 94,660 | \$ 99,212 | \$ 103,941 | \$ 108,911 | \$ 114,110 |
| Senior Construction Inspector | \$ 102,688 | \$ 107,627 | \$ 112,757 | \$ 118,162 | \$ 124,071 |
| Senior Engineering Technician | \$ 93,605 | \$ 98,021 | \$ 102,735 | \$ 107,630 | \$ 112,777 |
| Senior Equipment Mechanic | \$ 85,309 | \$ 89,471 | \$ 93,679 | \$ 98,018 | \$ 102,669 |
| Senior Facilities Maintenance Technician | \$ 77,536 | \$ 81,225 | \$ 85,124 | \$ 89,148 | \$ 93,353 |
| Senior GIS Analyst | \$ 114,894 | \$ 120,351 | \$ 126,068 | \$ 132,119 | \$ 138,502 |
| Senior Human Resources Technician | \$ 84,868 | \$ 88,883 | \$ 92,852 | \$ 97,382 | \$ 101,962 |
| Senior Librarian | \$ 91,373 | \$ 95,942 | \$ 100,739 | \$ 105,776 | \$ 111,064 |
| Senior Library Assistant | \$ 74,239 | \$ 77,862 | \$ 81,524 | \$ 85,299 | \$ 89,257 |
| Senior Maintenance Worker | \$ 77,536 | \$ 81,225 | \$ 85,124 | \$ 89,148 | \$ 93,353 |
| Senior Management Analyst | \$ 114,894 | \$ 120,351 | \$ 126,068 | \$ 132,119 | \$ 138,502 |
| Senior Office Assistant | \$ 60,585 | \$ 63,457 | \$ 66,387 | \$ 69,488 | \$ 72,704 |
| Senior Planner | \$ 112,109 | \$ 117,474 | \$ 123,096 | \$ 128,964 | \$ 135,194 |
| Senior Police Records Specialist | \$ 70,784 | \$ 74,112 | \$ 77,545 | \$ 81,225 | \$ 85,124 |
| Senior Program Assistant | \$ 67,054 | \$ 70,188 | \$ 73,482 | \$ 76,934 | \$ 80,554 |
| Senior Project Manager | \$ 119,831 | \$ 125,567 | \$ 131,553 | \$ 137,909 | \$ 144,589 |
| Senior Sustainability Specialist | \$ 84,091 | \$ 88,114 | \$ 92,331 | \$ 96,733 | \$ 101,406 |
| Senior Transportation Engineer | \$ 126,961 | \$ 133,094 | \$ 139,543 | \$ 146,304 | \$ 153,433 |
| Senior Transportation Planner | \$ 112,109 | \$ 117,474 | \$ 123,096 | \$ 128,964 | \$ 135,194 |
| Senior Water System Operator | \$ 79,558 | \$ 83,241 | \$ 87,131 | \$ 91,219 | \$ 95,504 |
| Sustainability Manager | \$ 121,835 | | Open Range | | \$ 159,205 |
| Sustainability Specialist | \$ 72,414 | \$ 75,799 | \$ 79,356 | \$ 83,084 | \$ 86,992 |
| Transportation Demand Management Coord. | \$ 95,450 | \$ 99,997 | \$ 104,775 | \$ 109,788 | \$ 115,043 |
| Transportation Director | \$ 164,671 | | Open Range | | \$ 227,436 |
| Transportation Manager | \$ 126,553 | | Open Range | | \$ 170,578 |
| Water Quality Specialist | \$ 83,084 | \$ 86,992 | \$ 91,083 | \$ 95,450 | \$ 99,997 |
| Water System Operator I | \$ 66,107 | \$ 69,069 | \$ 72,132 | \$ 75,696 | \$ 79,219 |
| Water System Operator II | \$ 72,325 | \$ 75,673 | \$ 79,210 | \$ 82,926 | \$ 86,822 |

2021-22 AWARD AUTHORITY AND BID REQUIREMENTS ATTACHMENT K

City Council Policy No. CC-19-001
 Adopted February 12, 2019
 Resolution No. 6479



| Purpose | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------|----------------------------|
| Pursuant to City Council adopted policy CC-19-001, this memo establishes the award authority and bid requirements for the 2021-22 fiscal year. | | | |
| 2018-19 Award Authority and Bid Requirements | | | |
| Category | Amount | Approving authority | Bid requirement |
| Goods, general services, and professional services | Less than \$39,500 | City Manager Designee | Written quotations |
| | \$39,501 to \$79,000/year (up to 3 years) | City Manager | Informal bid |
| | \$79,001 to \$200,000 | City Council | Informal bid |
| | Greater than \$200,000 | | Formal bid |
| Public projects | Less than \$60,000 | City Manager Designee | Informal bid/force account |
| | \$60,001 to \$79,000 | City Manager | |
| | \$79,001 to \$200,000 | City Council | Informal bid |
| | Greater than \$200,000 | | Formal bid |
| Claims settlement | Up to \$79,000 | City Manager | N/A |
| | \$79,001 or greater | City Council | |



FISCAL YEAR 2021-22 BUDGET ADOPTION

June 22, 2021

ANNIEBACA FAVREY
GYMNASIUM

AGENDA

- Summary of budget changes
- Enabling resolutions
- Final City Council direction and adoption



REQUESTED DIRECTION

- Provide any additional direction for changes to proposed budget
- Adopt resolutions:
 - No. 6633 adopting the fiscal year 2021-22 budget and capital improvement plan and appropriating funds
 - No. 6634 establishing the appropriations limit
 - No. 6635 establishing a consecutive temporary tax percentage reduction in UUT rates through September 30, 2022
 - No. 6636 establishing the salary schedule effective June 20, 2021
 - No. 6637 establishing the salary schedule effective July 4, 2021



SUMMARY OF CHANGES



PROPOSED FISCAL YEAR 2021-22 BUDGET

- **Balanced General Fund budget**
 - \$61.49 million revenues and resources
 - \$61.49 million expenditures and requirements
 - \$0 surplus/(deficit)
 - Includes transfer from American Rescue Plan Act Fund of \$2.91 million

TIER 1 ENHANCEMENTS

- Responsive to interests expressed by City Council during goal setting

| Ref. # | Service Level Enhancement | Cost (\$ millions) | FTE |
|--------|----------------------------------------------------------------------------------------|--------------------|------|
| 1 | Augmentation of contract-supported capacity in the building division | 0.45 | 0.00 |
| 2 | Improved turnaround time for plan check review and building permit issuance | 0.38 | 3.00 |
| 3 | Restoration of planning staffing levels | 0.30 | 1.50 |
| 4 | Heritage tree ordinance implementation and downtown maintenance team | 0.63 | 5.00 |
| 5 | Increase capacity for transportation capital projects and improve use of mapping tools | 0.16 | 1.00 |
| 7 | Economic development management | 0.25 | 1.00 |
| 8 | Sustainability staff capacity for climate action plan implementation | 0.15 | 1.00 |

CITY COUNCIL ADDITIONS

- Directed by City Council during public hearing

| Ref. # | Service Level Enhancement | Cost (\$ millions) | FTE |
|--------|-----------------------------------------|--------------------|------|
| CC1 | Rental and mortgage assistance outreach | 0.125 | 0.00 |
| CC2 | Eviction and incidental assistance | 0.125 | 0.00 |
| CC3 | Small business relief | 0.250 | 0.00 |

TIER 2 OPTIONS

- Restoration of services eliminated starting in fiscal year 2020-21

| Ref. # | Service Level Enhancement | Cost (\$ millions) | FTE |
|--------|------------------------------------------------------------------------------------------------|--------------------|------|
| 10 | Enhanced police record-keeping, data collection, and quality assurance | 0.10 | 1.00 |
| 12 | Restoration of library and community services programs and services eliminated due to pandemic | 0.60 | 6.00 |

TIER 3 OPTIONS

- Improvement of customer service and leveraging technology

| Ref. # | Service Level Enhancement | Cost (\$ millions) | FTE |
|--------|------------------------------------------------|--------------------|------|
| 13 | Enterprise systems optimization | 0.37 | 3.00 |
| 14 | Financial management organizational resiliency | 0.36 | 2.00 |

PENDING OPTIONS

- Service level enhancements proposed but requiring additional direction

| Ref. # | Service Level Enhancement | Cost (\$ millions) | FTE |
|--------|-----------------------------------------------|--------------------|---------|
| 16 | Gymnastics program delivery options | Unknown | Unknown |
| 17 | Restoration of holiday lighting at City parks | 0.09 | 0.00 |

REVENUE CONSIDERATIONS

- Resource options
 - ARP funds up to full \$8.30 million allowable
 - Excess ERAF assumption, up to \$1.81 million available with 100 percent assumption
 - Utility users' tax temporary rate lapse, up to \$3.0 million available at maximum rate
- Proposed budget includes transfer from American Rescue Plan Act Fund to General Fund of \$2.91 million
- Additional City Council-directed changes to the budget require accompanying resource



ENABLING RESOLUTIONS

RESOLUTION NO. 6633

- Adopts the fiscal year 2021-22 budget and capital improvement plan and appropriates funds
- Authorizes changes directed during adoption and clerical clean-up
- Authorizes payments up to budgeted amounts for:
 - Debt service on currently-issued debt
 - Utilities
 - Employee benefits
 - Inter-governmental agreements
 - City Attorney fees
 - IT ISF hardware and software subscription services

RESOLUTION NO. 6634

- Establishes the appropriations limit at \$71.23 million
- Meets California Government Code requirements
- Appropriations limit calculations
 - Prior year limit, \$67.93 million, plus population and inflation adjustment
 - Proceeds of taxes subject to limit total \$49.44 million
 - Results in appropriations \$21.79 million below limit
- Amounts may be adjusted depending on direction received during adoption



RESOLUTION NO. 6635

- Establishes a consecutive utility users' tax temporary reduction
- 12-month maximum reduction length
- Rate set to 1 percent for all categories, lowered from 2.5-3.5 percent in Menlo Park Municipal Code
- Previous temporary reduction expires on September 31, 2021 if not adopted

RESOLUTION NOS. 6636 AND 6637

- Sets the schedule for pay for all regular classifications
- Resolution No. 6636 – effective date June 20, 2021
 - Implements previously agreed-upon COLA deferred due to effects of pandemic
 - Effective date based on agreements between City and SEIU, AFSCME, and unrepresented confidential employees
- Resolution No. 6637 – effective date July 4, 2021
 - Implements previously agreed-upon differential increase for police sergeants
 - Adds Planning Manager classification, unrepresented division manager position

REQUESTED DIRECTION

- Provide any additional direction for changes to proposed budget
- Adopt resolutions:
 - No. 6633 adopting the fiscal year 2021-22 budget and capital improvement plan and appropriating funds
 - No. 6634 establishing the appropriations limit
 - No. 6635 establishing a consecutive temporary tax percentage reduction in UUT rates through September 30, 2022
 - No. 6636 establishing the salary schedule effective June 20, 2021
 - No. 6637 establishing the salary schedule effective July 4, 2021



THANK YOU

AMERICAN RESCUE PLAN ACT FUNDS

- Stimulus money budgeted in newly-created special revenue fund, American Rescue Plan Act Fund
- Estimated \$8.30 million total Federal stimulus, disbursed in fiscal years 2021-22 and 2022-23
- \$2.91 million budgeted as transfer to General Fund
 - Revenue backfill model allows agencies to use stimulus funds to replace lost revenues
 - Maximum amount, \$11.07 million, exceeds ARP allocation

FUNDED CITY COUNCIL PRIORITIES

- 2020 census redistricting
- 2022 housing element and related zoning code updates and documents
- Caltrain rail corridor quiet zone analysis
- Climate Action Plan
 - No. 1 – explore policy/program options to convert 95% of existing building to all-electric by 2030
 - No. 4b – Middle Avenue rail crossing and complete street
- ConnectMenlo community amenities list update
- Menlo Park Community Campus

UNFUNDED CITY COUNCIL PRIORITIES

- Reimagining downtown
- Reimagining public safety

PROPOSED FISCAL YEAR 2021-22 BUDGET

- Changes to budgeting/accounting
 - One-time Revenue Fund
 - American Rescue Plan Act Fund (\$4.15 million revenue, \$2.91 million expenditures)
 - Bayfront Mitigation Fund (no expenditures)
 - New special revenue funds for grant activities
 - Transparency on pension components
 - Reintroduction of vacancy factor

FUNDING THE CIP

- General fund: annual transfer of approximately \$3m
- Other sources:
 - Grants
 - Dedicated sources: water, transportation impact, stormwater, solid waste, etc.
 - Development agreement community benefits (e.g., Downtown amenities fund)
- Prior fiscal years, surplus revenues at the end of the year used to pre-fund CIP projects for the following year:
 - Santa Cruz Avenue Sidewalks (Phase 1)
 - Chrysler Pump Station
 - Nealon Park Playground
 - Sharon Road Sidewalks

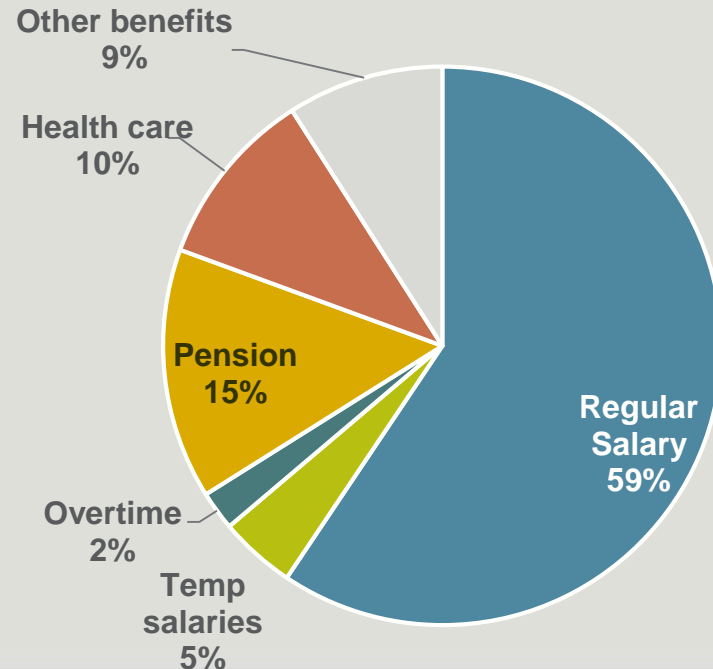
RESOURCES

2019-20 ADOPTED BUDGET



- Staffing
 - 286.75 FTEs
 - 28.50 vacant as of January 7
 - \$52.33 million salaries & benefits
 - 63.3% of General Fund revenue
 - Temporary staff = estimated 55-65 FTEs
 - 9 Retired annuitants
- Contract services
 - \$13.84 million = estimated 20-30 FTEs

Personnel costs, all funds



HOW HAS OUR STAFFING CHANGED?

2017-18

278 FTEs

+6.0 police personnel, Community Response Team
+1.0 management analyst, housing
+1.0 asst. to the city manager, special projects
+8.0 FTEs, approved June 20, 2017

2018-19

287.25 FTEs

+3.0 library personnel
+2.0 water division personnel
+1.0 code enforcement
+1.0 construction inspector
+1.0 human resources technician
+0.75 gymnastics instructor
+0.50 police dispatcher
+9.25 FTEs, approved June 19, 2018

2019-20

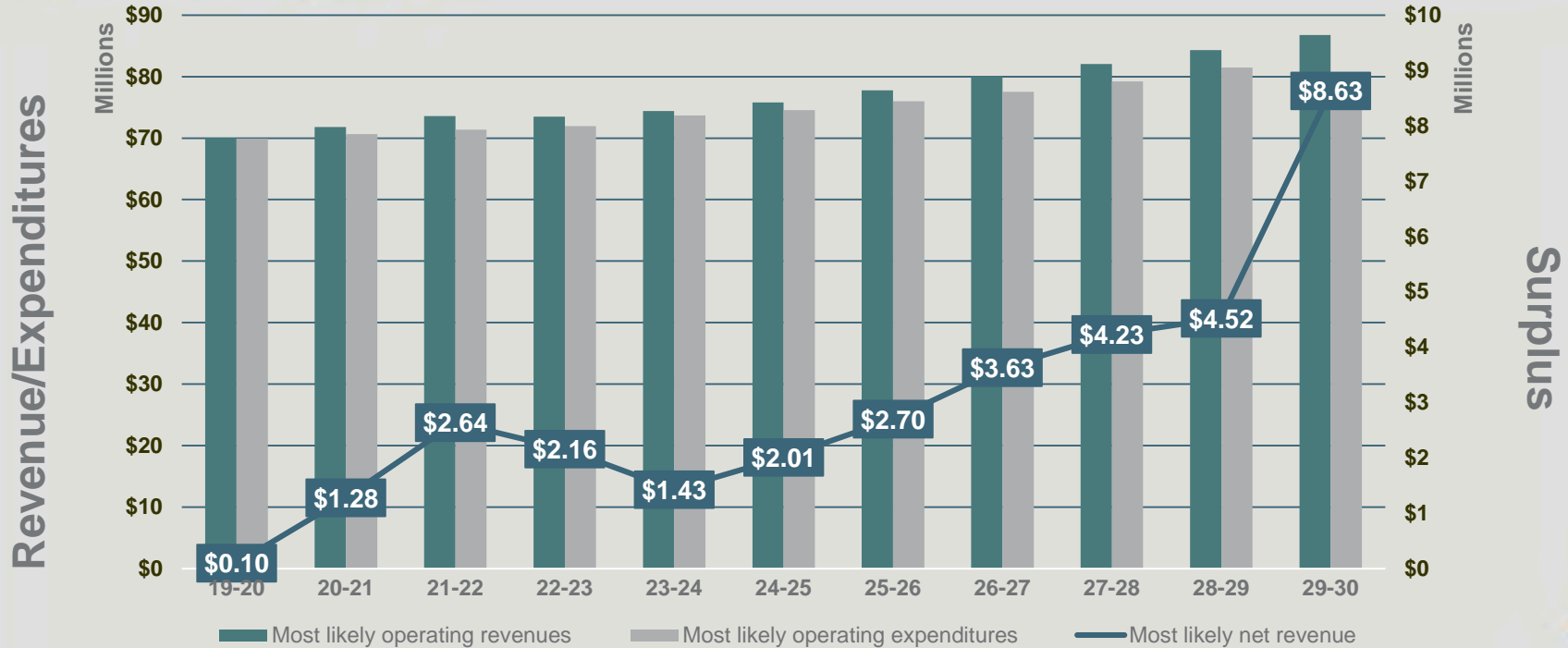
286.75 FTEs

-1.0 red light enforcement officer
+0.5 CIP engineer, provisional
-0.5 FTEs, approved June 18, 2019

2019-20 AUTHORIZED FULL-TIME EQUIVALENT (FTE) PERSONNEL

| Department | Regular FTEs | Provisional FTEs | Total FTEs |
|-------------------------|---------------|------------------|---------------|
| City Council & Attorney | 6.00 | -- | 6.00 |
| City Manager's Office | 10.00 | -- | 10.00 |
| Administrative Services | 20.75 | 2.00 | 22.75 |
| Community Development | 31.00 | -- | 31.00 |
| Community Services | 52.75 | -- | 52.75 |
| Library | 18.25 | -- | 18.25 |
| Police | 76.50 | -- | 76.50 |
| Public Works | 69.00 | 0.50 | 69.50 |
| Total | 284.25 | 2.50 | 286.75 |

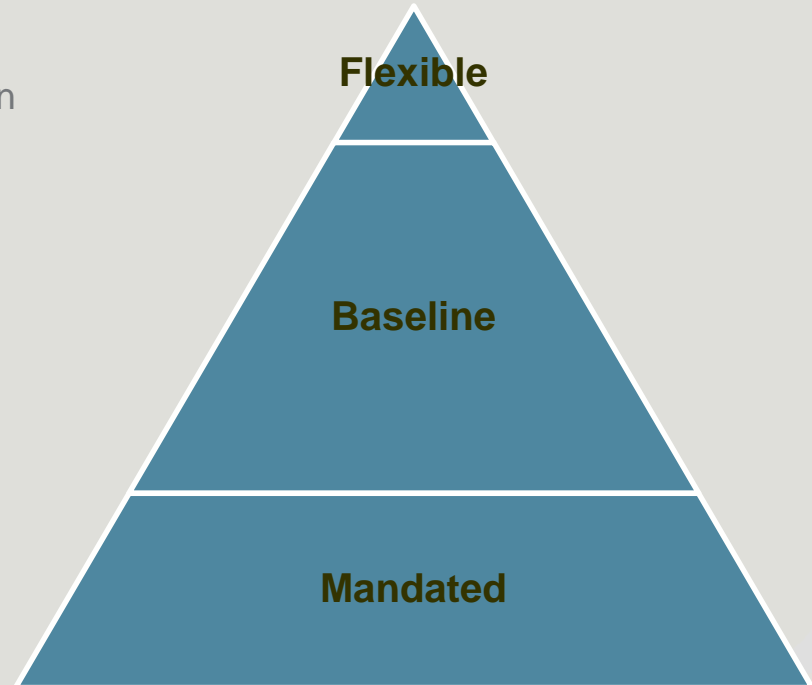
GENERAL FUND 10-YEAR FORECAST



HOW ARE STAFF RESOURCES ALLOCATED?



- **Mandated**
 - Federal, State law; potential risk for violation
 - Municipal Code; City Council discretion
- **Baseline**
 - Mission critical services
 - Day-to-day programs
- **Flexible**
 - Projects oriented
 - Not mission critical





COMMUNITY DEVELOPMENT FUNCTIONAL AREAS



| Ref # | Community Development | % of available hours | | | | | | | | | | 31.00 |
|-------|------------------------|------------------------------------------------------------------------------------|----|----|-----|--|--|--|--|--|--|-------|
| | | 0 | 25 | 75 | 100 | | | | | | | |
| 10 | Planning | [Bar chart showing 13.90 hours: 12.5 hours red, 1.4 hours yellow, 0.0 hours green] | | | | | | | | | | 13.90 |
| 11 | Building - inspections | [Bar chart showing 6.30 hours: 6.3 hours red, 0.0 hours yellow, 0.0 hours green] | | | | | | | | | | 6.30 |
| 12 | Building - plan checks | [Bar chart showing 1.30 hours: 1.3 hours red, 0.0 hours yellow, 0.0 hours green] | | | | | | | | | | 1.30 |
| 13 | Building - permitting | [Bar chart showing 6.30 hours: 5.0 hours red, 1.3 hours yellow, 0.0 hours green] | | | | | | | | | | 6.30 |
| 14 | Housing | [Bar chart showing 2.15 hours: 2.15 hours red, 0.0 hours yellow, 0.0 hours green] | | | | | | | | | | 2.15 |
| 15 | Economic development | [Bar chart showing 1.05 hours: 0.0 hours red, 0.0 hours yellow, 1.05 hours green] | | | | | | | | | | 1.05 |

January 7 vacancy rate = 17.7%

COMMUNITY DEVELOPMENT FUNCTIONAL AREAS



| Functional area | FTEs | Mandated | Baseline | Flexible |
|------------------------|-------|----------|----------|----------|
| Planning | 13.00 | 75% | 20% | 5% |
| Building – inspections | 6.30 | 80% | 20% | -- |
| Building – plan checks | 1.30 | 75% | 25% | -- |
| Building – permitting | 6.30 | 90% | 10% | -- |
| Housing | 2.15 | 25% | 50% | 25% |
| Economic development | 1.05 | -- | 35% | 65% |
| Total | 31.00 | | | |

January 7 vacancy rate = 17.7%



PLANNING DIVISION



Mandated activities

- Development review
- Building permit review
- Planning Commission meetings
- Housing Element/Update
- Code updates for compliance with State law
- Sign Permit review
- Special Events permit review
- PRAs

Baseline activities

- Public information counter
- Handouts
- Website maintenance
- Zoning Compliance Letters
- Business license review
- Code enforcement assistance
- Development Review Team (DRT)/pre-application

Flexible

- GIS/Data/Graphics
- Community events (e.g. Facebook festivals)
- Menlo Perk initiatives
- City teams (Communications Team, Branding Team, Employee Recognition)
- Specific Plan revisions
- General Plan revisions
- Professional development

2020 COMMUNITY DEVELOPMENT PROJECTS

- Carryover projects
 - El Camino Real/ Downtown Specific Plan update
 - Single-family residential design review
 - Implementation of the new land management system
 - Zero waste ordinance implementation
 - Energy reach codes implementation
 - Heritage tree ordinance implementation
- New projects
 - Belle Haven Community Center and Library project support
 - ConnectMenlo community amenities list update
 - Secondary dwelling units ordinance update
 - 2022 Housing Element, zoning code update and related work

CHALLENGES IN 2020

- Too many or unclear City Council priorities
- Lack of transparency in ad hoc requests submitted to staff
- Inconsistent expectations of advisory bodies
- Employee retention

NEXT STEPS

- January 28
 - City Council acceptance of the BHCCL proposal
 - Staff report, published 1/23
- January 30
 - Goal-setting session
 - Staff report, published 1/23
- February 25
 - Adopt 2020 City Council priorities and work plan
 - Adopt 2020-21 budget principles



THANK YOU



STAFF REPORT

City Council

Meeting Date:

~~6/22/2021~~ 6/28/2021 – CONTINUED FROM 6/22/2021

Staff Report Number:

21-136-CC

Regular Business:

Adopt Resolution No. 6643 accepting fiscal year 2021-22 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the amount of \$100,000; and approve a spending plan

Recommendation

Adopt a resolution accepting fiscal year 2021-22 State Supplemental Local Law Enforcement Grant (SLESF COPS Frontline) in the amount of \$100,000 and approve a spending plan.

Authorize the allocation of State Supplemental Local Law Enforcement Grant (SLESF COPS Frontline) in the amount of \$100,000 to upgrade law enforcement technology including conducted energy devices and automated license plate readers (ALPR) and adopt a resolution accepting the fiscal year 2021-2022 State Supplemental Local Law Enforcement Grant (SLESF COPS Frontline) in the amount of \$100,000 and approve a spending plan.

Policy Issues

The proposed action is within city policy and the continued use of law enforcement technology is within city and police department policy.

Background

In 1997, the California State Legislature created the Citizen’s Option for Public Safety (COPS) Program. This is a noncompetitive grant whereby cities and counties receive state funds to augment public safety expenditures. Effective in the year 2000, cities were guaranteed a minimum grant award of \$100,000.

The COPS funds must be used for front-line municipal police services and must supplement and not supplant existing funding. The funds cannot be used for administrative overhead costs in excess of ½ percent of the total allocation. The allocation may not be used to fund the costs of any capital project or construction project that does not directly support front-line law enforcement.

Analysis

The 2021-22 COPS Frontline Grant award is in the amount of \$100,000. This grant is included in the City’s fiscal year \$18,223,693 budget and a spending plan must now be approved by City Council. Staff recommends that the funds be expended in the following areas as shown below:

Law Enforcement Technology Deployment

- Automated license plate readers (technology upgrade) \$ 59,848
- Conducted energy devices / Taser 7 (service contract) \$ 47,541

The police department has strategically used grant funds to support the department's technology initiatives, previously unbudgeted items and new field equipment. This year's spending request continues to strengthen the department's ability to provide department staff with essential technology to effectively perform their job functions. The philosophy of securing alternative funding sources to finance new technologies has allowed the Police Department to maintain a progressive approach to policing, while simultaneously supporting the need for a cost-conscious approach to the use of General Fund monies.

Automated license plate readers

In July 2013, the police department made a public safety technology presentation to the City Council, where several recommendations were made for the purchase of certain technologies which had been suggested by community members during several Belle Haven community meetings. The recommended technologies included fixed surveillance cameras and automated license plate readers (ALPR.)

The utilization and deployment of the ALPR technology, as originally approved by the City Council is codified by City Ordinance pursuant to Chapter 2.56. This Chapter of the Municipal Code addresses use of ALPR technology and prohibited uses of ALPR technology as well as auditing and reporting.

Mobile automated license plate readers, which are affixed to police vehicles, can assist in preventing crime, locating, identifying and apprehending criminals, recovering stolen and wanted vehicles, and locating wanted subjects. During the July 16, 2013, City Council meeting, a funding request was made for the procurement of the original ALPR system, which included three (3) "Mobile" systems affixed to police vehicles.

Now almost eight years later, the equipment has served its useful life and requires replacement.

The ALPR, when activated, records license plates visible by system cameras, compares those license plates with a daily updated "hot sheet" list downloaded from the Department of Justice, and alerting the officer operating the ALPR equipped vehicle of any matches to the "hot sheet." The only immediate investigative information drawn from ALPRs is a real-time comparison to a "hot sheet" identifying stolen or wanted vehicles already listed in the state system. License plate information and location information collected by ALPR equipment is uploaded by secure server to the Northern California Regional Intelligence Center (NCRIC) in San Francisco. This information is then available for access by investigators only upon a legitimate investigative request which must include the police case number and reason for the inquiry. These requests are subject to regular audits to insure that the privacy of our public is a priority. The explanation of our processes and a connection to the privacy impact assessment published by NCRIC is part of MPPD's website as required by state law.

The information uploaded to NCRIC is retained for one year, per current NCRIC and department policy and is not accessible to anyone except law enforcement personnel for legitimate investigative purposes.

Pursuant to NCRIC policies, the information transmitted to their database is "owned" by the Menlo Park Police Department and cannot be given or transferred to any other entity without express permission. Staff recommends PIPS Technology as a sole source for the purchase of automated license plate readers systems for the following reasons: The PIPS Technology system has been vetted by both the State of California and by the Department of Homeland Security, The PIPS Technology system is also the same system used by the other San Mateo County, San Francisco County and Alameda County police agencies.

PIPS Technology's server software is unique to their system and provides the analytical ability needed to make this tool effective. Also, due to the existing partnership with PIPS Technology and NCRIC, the total cost of the systems is lower, as there is no charge for the software package to map, store and retrieve the information. The secure access software used by NCRIC known as BOSS (Back Office Server Software) is already available and accessible by the Menlo Park police department and would also be a cost savings for this purchase.

The total cost to update the three mobile automated license plate reader systems with updated equipment is \$59,848 and includes all of the hardware, installation, software licensing secured data transmission portal and one-year maintenance and warranty agreement. Ongoing maintenance and support costs of these ALPR systems are \$1,400 annually which is currently in the police department's budget.

Conducted energy devices (Taser):

The Menlo Park police department adopted use of conducted energy devices in 2014 with the purchase of Axon X26P Tasers. The adopted use of these conducted energy devices, occurred after the department's comprehensive field testing. The field testing and evaluation of Taser utilization took place in the wake of a 2011 Grand Jury Report on Tasers (Tasers: Standardizing to Save Lives and Reduce Injuries), which included the recommendation to implement the use of Taser devices.

Taser is a brand of conducted energy device manufactured and sold by Axon Industries, Inc. A conducted energy device (CED) uses high voltage but low amperage electricity to temporarily incapacitate a resisting suspect and provide an opportunity to place the suspect in handcuffs. The purpose of a CED is to provide an additional tool so officers may avoid resorting to higher levels of force.

Since adopting the conducted energy devices in 2014, the police department has regularly provided an informational report to the City Council on the deployment, use and effectiveness of these less-lethal devices. All of the department's remaining in the department inventory are reaching the end of their recommended usable life, and must be replaced by new equipment before they are no longer supported by the manufacturer. The "Taser 7" is the newest model of conducted energy device which offers features that improve effectiveness, accountability of use and better integration with the body worn cameras currently utilized by the Menlo Park police department. The Axon Body Worn Camera Systems (BWCS), the Taser 7 and Axon's software solutions interact seamlessly and are now provided as a service package which also incorporates ongoing software licensing, training and maintenance.

In 2019, the police department entered into a contract with Axon to provide updated technology solution for the body worn cameras and digital evidence storage through Axon's Evidence.com service. Axon provides its Tasers, interface with the body worn camera system, evidence retention software, training and supporting software in a package which includes support, replacement and maintenance for five years.

Replacement of current conducted energy device (X26) with Taser 7

The police department currently uses the Axon X26P as its conducted energy device. The conducted energy device is an intermediate force option considered highly effective in the field to prevent escalation to lethal force and bring individuals safely into custody. The next generation of these devices, the Taser 7, is a significant upgrade in technology to provide additional safety and accountability, with a nominal price difference. The replacement of our current inventory with upgraded technology is necessary to keep our officers fully equipped with force options. The current model is outdated, and the newest model integrates with our body worn cameras, collects more digital information on use and deployment than ever before, and contains significant physical technology improvements. The Taser 7 makes and holds better electrical connections at various distances, significantly improving the immediate effectiveness, and reducing the

potential for ineffective deployments. This specifically addresses previous issues that required multiple deployments and activations. The new device also provides more visual and audible cues to the officer, to maximize effective and safe use for this tool.

Tasers can often be used to gain a resisting suspect’s cooperation without delivering an electrical shock. This can be achieved by an officer who points a Taser at a suspect and provides a verbal warning of its impending use. The warning can be escalated to include a “spark” of the Taser which activates an electrical arc to provide a visual and audible demonstration that the Taser is active but without launching the probes. While the use of a conducted energy device is an alternative to using other force options, it is not always entirely effective. Reasons for an ineffective CED deployment can include:

- The suspect is wearing thick or baggy clothing which did not allow for a completed connection by the CED’s probes.
- One or both of the probes missed the suspect because the suspect was moving.
- The suspect was able to remove one or both probes of the CED.
- The suspect was able to fight through the application because of drugs, intoxication or other reasons.

Taser use statistics

The police department tracks the activation and deployment of CEDs as well as whether the CED was effective when it was deployed. The following shows activations, deployments and effective deployments since the department has been reporting to City Council in 2014:

| Table 1 | | | | |
|--------------|----------------|----------------------|--------------------|-------------------------|
| Year | Taser deployed | Deployment effective | Taser display only | Taser display effective |
| 2014 | 4 | 2 | 4 | 4 |
| 2015 | 1 | 1 | 16 | 13 |
| 2016 | 1 | 1 | 15 | 6 |
| 2017 | 7 | 5 | 9 | 6 |
| 2018 | 3 | 2 | 9 | 7 |
| 2019 | 4 | 3 | 9 | 8 |
| 2020 | 5 | 4 | 7 | 4 |
| Total | 25 | 18 | 69 | 48 |

Impact on City Resources

The fiscal year 2020-21 grant funds have been awarded to the city (must be spent or encumbered by June 30, 2021) and there are no matching requirements for this grant. Purchases will be made in accordance with the City’s adopted purchasing policies.

The procurement of the Taser 7 conducted energy devices is based on a 5-year service contract, totaling \$267,789 which will require an annual expenditure allocation of approximately \$46,000 which will be requested from the State Supplemental Local Law Enforcement Grant commensurate with the regular annual reporting of the Taser deployment. The renewed Axon contract includes updated training resources and equipment. Certified trainers from within the department will facilitate the training of department personnel on the new features of the Taser 7.

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 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 72 hours prior to the meeting.

Attachments

A. Resolution No. 6643

Report prepared by:
Dave Norris, Chief of Police

RESOLUTION NO. 6643

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ACCEPTING THE STATE SUPPLEMENTAL LOCAL LAW ENFORCEMENT
GRANT OF \$100,000, APPROVING THE USE OF THE FUNDS IN
ACCORDANCE WITH STATE REQUIREMENTS**

WHEREAS, the California State Legislature created the Citizen's Option for Public Safety (COPS) Program in fiscal year 1996-97; and

WHEREAS, effective September 8, 2000, cities were guaranteed a minimum grant award of \$100,000; and

WHEREAS, the City must create a Supplemental Law Enforcement Special Fund (SLESF) for the grant funds; and

WHEREAS, the funds cannot be used for administrative overhead exceeding 0.5 percent or allocated to fund the costs of any capital project or construction project that does not directly support frontline law enforcement; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park does hereby accept the state Supplemental Local Law Enforcement Grant of \$100,000; and

BE IT FURTHER RESOLVED, that the City Council approved the use of State Supplemental Local Law Enforcement Grant funds in accordance with state requirements, as outlined below:

- Automated License Plate Readers
- Conducted Energy Devices

I, Judi A. Herren, 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-eighth day of June, 2021, 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-eighth day of June, 2021.

Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date:

~~6/22/2021~~ 6/28/2021 – CONTINUED FROM 6/22/2021

Staff Report Number:

21-128-CC

City Councilmember Report: Appoint a representative to the Bay Area Water Supply & Conservation Agency and the Bay Area Regional Water System Financing Authority

Recommendation

Staff recommends that the City Council appoint a representative to the Bay Area Water Supply & Conservation Agency (BAWSCA) and the Bay Area Regional Water System Financing Authority (RFA) for a term ending June 30, 2025.

Policy Issues

The four-year term of Kirsten Keith, assumed by City Councilmember Ray Mueller December 2020, on the board of directors of BAWSCA will end June 30, 2021, as will the term on the RFA. Action by the City Council must be taken before June 30, 2021.

Analysis

The enabling acts for both agencies allow the City to reappoint its director for an unlimited number of terms or to appoint a new director at the end of each term. The appointment will be for a four-year term. Hence, whoever is appointed will have a term that ends June 30, 2025.

The enabling acts for both agencies require that a vacancy on their boards be filled no later than 90 days from the date the vacancy occurs.

Statutory qualifications:

- The appointee must be a resident of, and a registered voter in, the City.
- They may, but need not, be a member of the City Council.

Mechanics of the appointment process:

- The appointments must be made at a public meeting of the City Council and be properly agendized.
- The appointments must be made by action of the full City Council.
- The appointments do not need to be memorialized in a resolution; a motion duly passed and recorded in the minutes of the meeting is sufficient.
- A copy of the record of the City Council actions making the appointment should be sent to BAWSCA. The oaths of office must be administered before the appointee's first meeting as a director on the BAWSCA and RFA Boards.

Impact on City Resources

There is no impact on City resources associated with this action outside of any associated membership dues, meeting related expenses, and/or staff assistance required and budgeted.

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 a minor 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 72 hours prior to the meeting.

Attachments

A. 2021 City Council assignments to regional boards

Report prepared by:
Judi A. Herren, City Clerk

2021 CITY COUNCIL ASSIGNMENTS TO ADVISORY BODIES AND REGIONAL BOARDS



City Council
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6610
menlopark.org/citycouncil

| Regional assignments (Mayor and/or Vice Mayor) | | | |
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| Assignment | Details | Meeting time / location | Representative / alternate |
| <p>Association of Bay Area Governments (ABAG)</p> <p>The Association of Bay Area Governments (ABAG) is the comprehensive regional planning agency and Council of Governments for the nine counties and 101 cities and towns of the San Francisco Bay Region. The region encompasses Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties. Its work covers areas such as land use, housing, environmental quality and economic development.</p> | <p>Type: Joint Powers Authority</p> <p>Started: 1961</p> <p>Website: https://abag.ca.gov/</p> | <p>General Assembly meets 1-2 times annually (April and October)</p> | <p>Primary (Mayor): Combs</p> <p>Alternate (Vice Mayor): Nash</p> |
| <p>Bay Area Water Supply & Conservation Agency</p> <p>The Bay Area Water Supply & Conservation Agency (BAWSCA) was enabled by Assembly Bill No. 2058 and has the authority to coordinate water conservation, supply and recycling activities for its members; acquire water and make it available to other agencies on a wholesale basis; finance projects, including improvements to the regional water system; and build facilities jointly with other local public agencies or on its own to carry out BAWSCA's purposes.</p> | <p>Website: http://bawasca.org</p> | <p>Meets as needed</p> | <p>Primary (Mayor): Mueller</p> <p>Alternate (Vice Mayor):</p> |

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| <p>League of California Cities – Peninsula Division</p> <p>Representing Peninsula cities from San Francisco to Gilroy, division members work together through the League to identify priorities on issues that impact on the quality of life in our communities, our region and our state.</p> | <p>Website: https://www.cacities.org/Member-Engagement/Regional-Divisions/Peninsula-Division</p> | <p>The Peninsula Division holds four meetings a year, with an occasional special meeting as warranted. Division dinners are open to all division members.</p> | <p>Primary (Mayor): Combs</p> <p>Alternate (Vice Mayor): Nash</p> |
| <p>Menlo Park Chamber of Commerce</p> <p>The Mayor and Mayor Pro Tem generally serve as the liaisons to the Chamber of Commerce and attend Chamber board meetings to provide updates and hear from board members.</p> | <p>Type: Community organization</p> <p>Website: http://menloparkchamber.com</p> | <p>Meets monthly on the 3rd Thursday with City representatives joining at 8 a.m., in the Chamber of Commerce Board Room</p> | <p>Primary (Mayor): Combs</p> <p>Alternate (Vice Mayor): Nash</p> |
| <p>San Mateo County Council of Cities – City Selection Committee</p> <p>The San Mateo County elected officials meet once a month to discuss issues of interest and usually a speaker is part of the program. (Bylaws require the Mayor to be the voting member.)</p> | | | <p>Primary (Mayor): Combs</p> <p>Alternate (Vice Mayor): Nash</p> |

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| Regional assignments | | | |
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| <p>Airport Community Roundtable</p> <p>Eighteen cities, the operator of San Francisco International Airport (SFO) the City and County of San Francisco and the County of San Mateo comprise the Roundtable, a voluntary public forum established in 1981 for the discussion and implementation of noise mitigation strategies at SFO.</p> | <p>Type: Voluntary public forum</p> <p>Started: 1981</p> <p>Website: http://sforoundtable.org</p> | <p>Generally, 1st Wednesdays at 7 p.m. at Millbrae City Hall</p> <p>Confirmed dates: February 6, 2019</p> | <p>Primary: Taylor</p> <p>Alternate: Mueller</p> |
| <p>Caltrain Modernization Local Policy Group</p> <p>The Caltrain Modernization Program will electrify and upgrade the performance, operating efficiency, capacity, safety and reliability of Caltrain's commuter rail service.</p> | <p>Type: Advisory body</p> <p>Started: 2012</p> <p>Website: http://www.caltrain.com/projectsplans/CaltrainModernization/Local_Policy_Maker_Group.html</p> | <p>Meets monthly on the 4th Thursday, 5:30 p.m., in the Edward J. Bacciocco Auditorium, SamTrans Administrative Offices, 2nd Floor, 1250 San Carlos Ave., San Carlos, CA</p> | <p>*Same as City Council Rail Subcommittee</p> <p>Primary: Wolosin</p> <p>Alternate: Mueller</p> |
| <p>City/County Association of Governments (C/CAG)</p> <p>The City/County Association of Governments of San Mateo County (C/CAG) deals with issues that affect the quality of life in general; transportation, air quality, stormwater runoff, hazardous waste, solid waste and recycling, land use near airports and abandoned vehicle abatement. C/CAG provides a unique forum for the cities and the County to work together on common issues to develop cost-effective solutions. The Board consists of 21 members with one from each city (20) and the County of San Mateo.</p> | <p>Type: Joint Powers Authority</p> <p>Website: http://ccag.ca.gov</p> | | <p>Primary: Taylor</p> <p>Alternate: Mueller</p> |
| <p>County of Santa Clara Community Resources Group for Stanford University</p> <p>The Stanford University Community Resource Group (CRG) is composed of 8-12 members. The group serves as a mechanism for information exchange and perspectives on Stanford development issues. Members are appointed by the County Planning Director in consultation with the District 5 Supervisor.</p> | <p>Website: https://www.sccgov.org/sites/dpd/Programs/Stanford/Pages/StanfordCRG.aspx</p> | <p>Meets monthly on the 2nd Thursday, 7–8:30 p.m., at the Palo Alto Art Center, 1313 Newell Road, Palo Alto, CA</p> | <p>Primary: Nash</p> <p>Alternate: Taylor</p> |

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| <p>Emergency Services Council (San Mateo County Joint Powers Authority)</p> <p>The Emergency Services Council oversees the emergency planning, training and exercises in the various cities and reviews and recommends policies, programs and plans for adoption.</p> | <p>Type: Joint Powers Authority</p> <p>Website: https://hsd.smcsheriff.com/emergency-services-council</p> | <p>Meets quarterly on Thursdays, 5-7 p.m.</p> | <p>Primary: Taylor</p> <p>Alternate: Combs</p> |
| <p>Facebook Local Community Fund</p> <p>The Facebook Local Community Fund, a partner fund of Philanthropic Ventures Foundation, designed to support 501(c)(3) non-profits serving the East Palo Alto and Belle Haven communities through grant funds awarded following review by the community fund board of directors.</p> | <p>Type: 501(c)(3) public charity</p> <p>Website: http://www.venturesfoundation.org/programs/community-initiatives/facebook-local-community-fund/</p> | <p>Meets as needed</p> | <p>Primary: Taylor</p> <p>Alternate: Nash</p> |
| <p>Grand Boulevard Initiative Taskforce</p> <p>The Grand Boulevard is a collaboration of 29 cities, counties, local and regional agencies united to improve the performance, safety and aesthetics of El Camino Real. Starting at the northern Daly City city limit (where it is named Mission Street) and ending near the Diridon Caltrain Station in central San Jose (where it is named The Alameda), the initiative brings together for the first time all of the agencies having responsibility for the condition, use and performance of the street.</p> | <p>Website: http://grandboulevard.net</p> | <p>Meets quarterly on Wednesdays</p> | <p>Primary: Wolosin</p> <p>Alternate: Combs</p> |
| <p>HEART Board Member Agency Committee (MAC)</p> <p>The MAC is composed of nine public HEART Board Members and a City Council member from each member city that does not have a representative on the HEART Board. The purpose of the MAC is to engage with cities that are not on the HEART Board and to provide you with the opportunity to comment on HEART's financial and program activities.</p> | <p>Website: https://www.heartofsmc.org/events/member-agency-committee-mac-meeting/</p> | <p>Meets as needed.</p> | <p>Primary: Mueller</p> <p>Alternate: Wolosin</p> |
| <p>Peninsula Clean Energy Authority (PCE)</p> <p>Peninsula Clean Energy is San Mateo County's official electricity provider. Peninsula Clean Energy offers lower rates and the added benefit of two electricity options, each with a different percentage of sustainable energy. ECOplus rates are 5% below PG&E's standard rates. ECO100 offers 100% renewable, ghg-free energy at a cost of just \$0.01 per kWh extra.</p> | <p>Type: Joint Powers Authority</p> <p>Started: 2016</p> <p>Website: http://www.peninsulacleanenergy.com</p> | <p>Meets monthly on the 4th Thursday, 6:30 p.m., at the Peninsula Clean Energy Office, 2075 Woodside Road, Redwood City, CA</p> | <p>Primary: Nash</p> <p>Alternate: Wolosin</p> |

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| <p>San Francisquito Creek Joint Powers Authority</p> <p>The San Francisquito Creek JPA is an agency empowered to protect and maintain the 14-mile San Francisquito Creek and its 45 square-mile watershed and address concerns regarding flooding and environmental preservation. Members include the cities of Menlo Park, East Palo Alto, and Palo Alto; the counties of San Mateo and Santa Clara; as well as Stanford and the Santa Clara Valley Water District.</p> | <p>Type: Joint Powers Authority</p> <p>Website: http://sfcjpa.org</p> | <p>Meets monthly on the 4th Thursday of the month at 6 p.m. in the Menlo Park City Council Chambers</p> | <p>Primary: Combs</p> <p>Alternate: Taylor</p> |
| <p>San Mateo County Mosquito and Vector Control District</p> <p>San Mateo County Mosquito and Vector Control District uses an integrated pest management strategy to safeguard the health and comfort of the residents of San Mateo County. Their service area includes the entirety of San Mateo County</p> | <p>Website: https://www.smcmvcd.org/</p> | <p>Meets monthly on the 2nd Wednesday of the month at 6 p.m.</p> | <p>Primary: Carlton</p> <p>Alternate:</p> |
| <p>South Bayside Waste Management Authority</p> <p>RethinkWaste is a joint powers authority of twelve public agencies in San Mateo County, and organized to jointly manage the franchise agreement with Recology San Mateo County for the collection of garbage, recycling and green waste.</p> | <p>Type: Joint Powers Authority</p> <p>Website: http://rethinkwaste.org</p> | <p>Meets monthly on the 4th Thursday of the month at 2 p.m. in the San Carlos Library conference room</p> | <p>Primary: Taylor</p> <p>Alternate: Combs</p> |

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| City Council advisory body members assignments | | | |
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| Assignment | Details | Meeting time / location | Representative / alternate |
| <p>Finance and Audit Committee (2 members, not liaisons)</p> <p>The role of this committee is to facilitate public understanding of the city's financial reporting processes and to assist staff in the delivery of timely, clear and reliable financial information to the public. Committee priorities: The committee reviews the external financial audit and the city's investment portfolio on an annual basis.</p> | City Council-appointed advisory body | Meets 3 rd Wednesday of every quarter at 5:30 p.m. in the Sharon Heights Conference Room, 2nd Floor, City Hall. Additional special meetings as needed. | <p>Member: Combs</p> <p>Member: Mueller</p> |

Advisory body liaison assignments

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| <p>Complete Streets Commission</p> <p>The Complete Streets Commission is charged primarily with advising the City Council on multi-modal transportation issues according to the goals and policies of the City's general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City. Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities; Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the general plan; Coordination on providing a citywide safe routes to school plan; Coordination with regional transportation systems and; Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.02.</p> | <p>City Council-appointed advisory body</p> | <p>Meets monthly on the 2nd Wednesday, 7 p.m., in the City Council Chambers</p> | <p>Liaison: Taylor</p> |
| <p>Environmental Quality Commission</p> <p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Commission priorities: Assist in developing sustainable building policies and programs for private and public development projects; Develop a community-wide environmental sustainability policy with metrics to measure and evaluate progress; Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation; Implement climate action plan and; Maximize the urban canopy through programs and policies.</p> | <p>City Council-appointed advisory body</p> | <p>Meets monthly on the 3rd Wednesday, 6:30 p.m., in the Downtown Conference Room, 1st Floor, City Hall</p> | <p>Liaison: Nash</p> |

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| <p>Housing Commission</p> <p>The role of the Housing Commission is to make recommendations to the City Council on issues related to housing policy, to implement City Council policy decisions and represent the city where needed on housing matters. Commission priorities: Inclusion of housing program information in city publications; Community outreach for awareness and input; El Camino Real/downtown specific plan implementation as it relates to housing locations and; General plan and housing element updates.</p> | <p>City Council-appointed advisory body</p> | <p>Meets monthly on the 2nd Wednesday, 6:30 p.m., in the Cypress Room, Arrillaga Family Recreation Center,</p> | <p>Liaison: Wolosin</p> |
| <p>Library Commission</p> <p>The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include: The scope and degree of library activities; Maintenance and protection of City libraries; Evaluation and improvement of library service; Acquisition of library materials; Coordination with other library systems and long range planning and; Literacy and English as a second language (ESL) programs.</p> | <p>City Council-appointed advisory body</p> | <p>Meets monthly on the 3rd Monday, 6:30 p.m., in the Downstairs Meeting Room, Main Library, 800 Alma St.</p> | <p>Liaison: Nash</p> |

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| <p>Parks and Recreation Commission</p> <p>The Parks and Recreation Commission will strive for excellence in teamwork to: Affirm the diversity in the community; Be financially responsible; Be responsive to community needs for leisure, cultural and social programs; Maintain a liaison between the community and City Council; Maintain its availability, visibility and accessibility to the community and the media; Preserve and protect open space and park lands and; Promote safety in all facilities and programs.</p> <p>Commission priorities: Provide high quality and inclusive programs and services that meet the diverse and changing needs of all Menlo Park residents and neighboring communities; Ensure City Parks and Community Facilities are well-maintained, upgraded and/or expanded to improve accessibility and usage by a diverse population, while promoting sustainable environmental design and practices; Improve class and program offerings, venues, partnerships and sponsorships to increase the quality and accessibility of educational, recreational, sporting, artistic, and cultural programs in the City of Menlo Park and; Support initiatives, partnerships and projects that intersect with the City’s Park and Community Services resulting in well-coordinated efforts to meet the needs of residents.</p> | <p>City Council-appointed advisory body</p> | <p>Meets monthly on the 4th Wednesday, 6:30 p.m., in the Cypress Room, Arrillaga Family Recreation Center,</p> | <p>Liaison: Combs</p> |
| <p>Planning Commission</p> <p>Established according to state law, the Planning Commission makes decisions in many areas of the land use process and also makes recommendations to the City. Council in other areas: Considers and grants or denies use permits and architectural control; Considers and recommends action on environmental impact reports and subdivisions; Initiates special area planning and rezoning studies; monitors the changing needs of the city in relationship to the general plan as well as the recommendations of the general plan amendments; Recommends action on rezoning proposals and conditional development permits and; Takes action on variances.</p> | <p>City Council-appointed advisory and quasi-judicial body</p> | <p>Meets twice monthly on a schedule adopted once a year, 7:00 p.m., in the City Council Chambers</p> | <p>Liaison: Wolosin</p> |

| City Council outside agency liaison assignments | | | |
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| Assignment | Details | Meeting time / location | Representative / alternate |
| San Mateo County Flood and Sea Level Rise Resiliency District (FSLRRD) | Website: https://resilientsanmateo.org/ | Meets monthly on the 2nd and 4th Monday, 4 p.m. | Primary: Taylor Alternate: Nash |
| Menlo Park City School District | | Meets as needed. | Primary: Wolosin Alternate: Combs |
| Menlo Park Fire Protection District | | Meets as needed. | Primary: Taylor Alternate: Mueller |