



## STAFF REPORT

### City Council

Meeting Date:

6/11/2024

Staff Report Number:

24-112-CC

Public Hearing:

Public hearing on proposed fiscal year 2024-25  
budget and capital improvement plan

### Recommendation

Staff recommends that City Council:

1. Hold a public hearing on the proposed budget for fiscal year 2024-25 and capital improvement program (Attachment A); and,
2. Provide direction on budget strategies and/or service level enhancements to incorporate into the fiscal year 2024-25 budget for adoption June 25.

### Policy Issues

The City Council maintains responsibility for all budgetary appropriations. Under §2.08.080(8) of the Menlo Park Municipal Code (MPMC), the city manager has the responsibility “to prepare and submit to the City Council the annual budget.” A public hearing on the city manager’s proposed budget is consistent with the City’s budgeting process.

### Background

Preparation of the annual budget takes place primarily during the months of March through May 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 goals. The proposed budget was published and a budget workshop was held May 30 to provide an overview of the budget for consideration by the community and City Council. The proposed budget, presentation and recording of the workshop are available on the City’s website as Attachment A.

### Analysis

Staff developed the city manager’s proposed fiscal year 2024-25 budget through a collaborative effort consistent with the City Council budget principles. The proposed budget entails a baseline spending plan for 292.5 full-time equivalent (FTEs) employees (base level from fiscal year 2023-24 with 3.0 FTEs added mid-year for Belle Haven Community Campus), a service level enhancement of 0.5 additional FTEs for non-sworn police personnel, and a 1.0 FTE reduction of a provisional grant-related position that is currently vacant. The budget is available through the City’s OpenGov portal (Attachment A) and is developed with the revenue and expenditure assumptions discussed in this staff report.

### Fiscal year 2024-25 revenue and expenditure considerations

#### *Revenues*

The proposed General Fund budget for fiscal year 2024-25 anticipates several reduced or lost revenue sources, summarized below. Overall, the proposed budget anticipates revenues of \$73.4 million compared

to \$77.6 million in the fiscal year 2023-24 amended budget.

- American Rescue Plan Act (ARPA): the remaining \$3.7 million were fully expended in fiscal year 2023-24.
- Property Tax in Lieu of Vehicle License Fee (VLF): anticipated shortfall of \$2.0 million (explained in greater detail in the five-year forecast below); approximately 2-3% of the General Fund.
- Educational Revenue Augmentation Fund (ERAF) Rebate: \$4.7 million; budgeted 0% growth from prior year.
- Utility Users Tax (UUT): annual revenue loss of \$1.7 million; approximately 2% of the General Fund.
- Sales Tax: \$0.5 million lower than the prior fiscal year due to economic factors and reallocation of prior year taxes.
- Planning fees and building permits: \$1.7 million lower due to less development activity, particularly in large development projects.
- Grant revenues: grants continue to be an important component of the City's overall budget strategy.

### *Expenditures*

The proposed General Fund budget for fiscal year 2024-25 incorporates the revised expenditure strategies summarized below. Overall, the proposed budget anticipates expenditures of \$74.2 million compared to \$75.4 million in the fiscal year 2023-24 amended budget. In evaluating last year's budget development strategies and the fiscal year-end results, these strategies have been reevaluated and revised where beneficial to endeavor to create a more accurate and refined budget. These strategies include the following:

- Department operating budgets: Departments conducted a comprehensive review of their operating budgets, including categories such as overtime, temporary help and contract services, to minimize expense growth while maintaining delivery of services. Mid-year budget amendments may be brought forward to accommodate necessary expenditure and revenue adjustments.
- Vacant position budgeting strategy: Vacant positions are budgeted at Step C, the middle step, to more accurately reflect personnel costs.
- Vacancy and turnover factor of 13%: More accurately accounts for current vacancies, recruitments, and natural turnover of City staff.
- Non-spendable operating factor of 10%: Based on historical spend rates of departments' operating budgets to account for lower staff capacity due to vacancies.
- FTE exchanges: 2.0 full time equivalents (FTEs) will be exchanged with current vacant positions rather than proposed as additional FTEs to meet current service needs.
- Unfunded accrued liability (UAL): To maintain the 15-year amortization schedule based on the CalPERS actuarial report, an additional UAL payment of \$1.1 million is needed.

### Key budget assumptions

The proposed General Fund budget for fiscal year 2024-25 is balanced by using \$0.8 million in unassigned fund balance. Staff has revised the budgeting approach to focus on operational efficiency while minimizing the use of reserves. Strategies, assumptions, and changes incorporated in the proposed budget are summarized below.

### *General Fund contribution to the Capital Improvement Program (CIP)*

The fiscal year 2024-25 budget includes a \$3.2 million General Fund contribution to CIP. The City Council may consider reducing the General Fund contribution and relying more on restricted funding sources and grants. Note: The five-year forecast assumes a General Fund contribution of \$3.2 million for the first four years of the scenario and is increased by 5% in the fifth year of the forecast.

### *Additional Unfunded Accrued Liability (UAL) payment*

The City Council may consider revising its adopted budget principle to implement annual payments to achieve amortization of the CalPERS net pension liability in accordance with the rolling actuarial 15-year amortization schedule. The fiscal year 2024-25 proposed budget includes an additional UAL payment of \$1.1 million, and the General Fund five-year forecast assumes continuation of the additional payment throughout the scenario. Reducing or suspending this payment would extend the amortization schedule. In 2014, the City Council adopted a resolution to create a strategic pension funding reserve. The reserve has been used to pay approximately \$1 million per year against the UAL, and is projected to have an ending balance of approximately \$0.2 million June 30, 2025. The City Council may choose to replenish the strategic pension funding reserve for a multiyear funding source, allocate funding for the additional UAL payment on an annual basis during budget adoption, or direct staff to develop a longer amortization schedule for consideration. CalPERS's standard amortization schedule is a period of 20 years, rather than the City's 15-year schedule. Paying down the UAL faster requires higher annual payments, but results in considerable savings on interest on a long-term basis.

### *Developer Special Revenue, Bayfront Mitigation, Downtown Public Amenity and In-Lieu Payment for Community Amenities Funds*

Under City Council direction, staff separated these funds from the General Fund. Some of these funds may be used to maintain the General Fund's expenditures as well as contributions to capital projects in accordance with regulatory requirements. The following uses of these funds include:

- Developer Special Revenue: In December 2023, the City Council approved using the Developer Special Revenue Fund for staffing at Belle Haven Community Campus (BHCC) in the amount of \$1 million per year for a period of five years, and then to reevaluate ongoing needs.
- Bayfront Mitigation: No capital project funding requested in this fund for the fiscal year 2024-25.
- Downtown Public Amenity: Total of \$0.13 million requested for the Caltrain Quiet Zone Evaluation.
- In-Lieu Payment for Community Amenities: Total of \$1 million for the Belle Haven Park Improvements.

### *Adjust master fee schedule*

Staff expects to bring a master fee schedule adjusting aquatics fees and any applicable minor revisions to City Council by the end of 2024. Staff will launch a fee analysis and a cost of services study in 2024. Following the completion of this study, staff will bring updated comprehensive update to master fee schedule for City Council consideration. Note: This effort will include an equity assessment.

### *Potential voter-approved revenue-generating ballot measures*

The City is grateful that over 84% of residents are satisfied with the high-quality of life experienced within Menlo Park. Over the past several months, the City has engaged hundreds of residents to understand our community's local needs and priorities, in order to further support our quality of life.

Menlo Park residents and community members have identified the following priorities:

- Maintain street and pothole repair.
- Maintain parks, open space, sports fields, and children's play structures at City parks.
- Keep public areas healthy, safe and clean.
- Maintain police 9-1-1 emergency response and preparedness.
- Enhance emergency preparedness for storms, flooding and wildfires.
- Provide safe sidewalks and bike paths.

To deliver and maintain essential services at the levels our community has told us they want and expect, the City Council is exploring all options as the State continues to place expensive regulations and take local funds away from cities like Menlo Park.

Voter-approved local funds must be spent on services and needs within our community and cannot be taken by the state. This benefits Menlo Park residents and can allow us to focus on addressing our community's priorities.

Given these considerations, the City Council is evaluating placing a revenue-generating measure on the November 2024 ballot for voter consideration, such as an increase to the Transient Occupancy Tax (TOT). An increase to the current 12% TOT between 1% and 3.5% could generate an additional \$875,000 to \$3 million annually.

### *Reserve policies*

City Council Procedure #CC-14-003 provides the fund balance policy that includes the Emergency Contingency Reserve, Economic Stabilization Reserve and Strategic Pension Funding Reserve. In April 2023, the City Council directed staff to research reserve policies of neighboring cities to compare reserve policy target levels. Reducing required reserve levels could help address the projected budget deficit in future years. However, reserves are a major component in maintaining the City's AAA bond rating, the highest available credit rating, which enables access to better interest rates and financing options for capital projects and more.

### *Grant funding overview*

Grants continue to be an important component of the City's overall budget strategy. As of November 2023, the City has \$84.2 million in total grant awards, including the Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) grant in the amount of \$50 million for SAFER Bay implementation, and a community electrification grant in the amount of \$4.5 million from the California Energy Commission (CEC). Total grant awards for departments are:

- Public Works: \$77.9 million
- Library and Community Services: \$3.4 million
- General Administration: \$2.3 million
- Police: \$0.2 million
  - This amount does not include the San Mateo County's JAG grant (Justice Assistance Grant) of \$80,000 for the Community Wellness and Crisis Response Team (CWCRT), as the Police Department is the direct beneficiary of the services, but not the direct recipient of the funds.

The figures above represent active grants, which may span multiple fiscal years and come from a variety of sources at the county, state and federal levels. Many of these funds are awarded for specific uses, may require matching funds from the City, and/or carry other requirements such as reporting and administrative tasks. Additionally, not all of the awarded funds listed above have been disbursed to the City at this point in time. An overview of some of the projects and initiatives funded by grant awards is included as Attachment B.

### *The Big Lift*

The City received Big Lift grant funding in fiscal year 2023-24 to provide supplemental literacy-related programming at Belle Haven Child Development Center (BHCDC). The City first received Big Lift grant funding in 2016. The grant funding, approximately \$140,000 in fiscal year 2023-24, primarily supported a provisional child care teacher position (1.0 FTE) allocated specifically to this special revenue fund.

Funding from the BHCDC's much larger California Department of Education (CDE) grant has increased substantially in recent years; meanwhile, BHCDC's enrollment has been persistently lower than maximum, rendering it difficult to spend out all available grant funding on eligible activities. The Big Lift grant requirements have changed and are somewhat duplicative of the literacy components of the BHCDC

program already in place. The requirements have continued to become more stringent and onerous in recent years, and the staff time and effort to meet the Big Lift grant requirements has continued to increase, to the point where the increasing administrative burden is outweighing the benefit of the relatively modest Big Lift grant funding compared to the larger CDE grant.

The City's preschool staffing levels, including at BHDC, are higher than enrollment demand indicates is needed. The Big Lift grant included a provisionally authorized FTE for the purposes of supporting the grant activity. The BHDC had a vacant child care teacher position (1.0 FTE) in fiscal year 2023-24 due to a retirement, which created the opportunity to make staffing adjustments through attrition. For these reasons, staff did not to pursue the Big Lift grant in 2024-26, which provided the opportunity to sunset the vacant provisional 1.0 FTE and achieve a 1.0 FTE reduction without laying off current staff or reducing services. There is no substantive impact to child care programming or to the General Fund related to the above. There are some gains in administrative capacity due to no longer needing to respond to increasing grant reporting requirements. Staff is preparing a City Council study session on child care enrollment strategies in August. This timeline allows strategies to be implemented in advance of the 2025-26 school year with a goal of minimizing impacts on families depending on these services.

### *Community funding grant program*

In 1996, the City Council adopted a formal policy guiding allocation of General Fund dollars to community organizations (Attachment C) to leverage City funds in response to the human service needs of Menlo Park residents. The policy guidelines stipulate that eligible programs must address a verified community need and have a significant Menlo Park client base. Priority service areas include emergency assistance for those who are homeless or low-income; assistance to the disabled; help for seniors to be independent; senior day care support; youth services including recreational and summer academic support; crisis and family counseling; and substance abuse prevention. Applicants must maintain accounting records with an independent audit at least once every two years.

Each fiscal year, according to the policy, no more than 1.7% of projected General Fund property tax revenue (approximately \$662,300 in fiscal year 2024-25) may be allocated to the community funding program. The fiscal year 2024-25 proposed budget includes \$300,000 for community funding allocations. Staff is preparing a study session this summer on the community funding grant program to seek City Council direction on potential revisions to the program, including the overall funding amount.

### *Rate assistance program*

The fiscal year 2024-25 proposed budget includes \$22,000 for the annual renewal of the solid waste and water rate assistance program.

### Service level enhancement requests

In light of the challenges facing the General Fund, staff limited the number of service level enhancements (SLEs) included in the proposed fiscal year 2024-25 budget. These SLEs are summarized for City Council consideration in Attachment D. These enhancements are intended to restore and/or improve services provided to the community with an ongoing annual impact of \$0.15 million. SLEs include 0.5 FTE for a part-time benefited Parking Enforcement Officer and the annual costs for Flock fixed Automated License Plate Readers (ALPRs).

### Fund balances in the General Fund

#### *Forecasted fund balances through fiscal year 2023-24*

Staff prepared projected fund balances for the General Fund and all funds through June 30, 2024 (Attachment E) using mid-May year to date (YTD) actuals. Fund balances in Attachment E reflect expenses and revenues as of mid-May. Notably, this excludes the \$4.9 million payment from Greystar for Menlo



Uptown to Fund 369 – In Lieu Payment for Community Amenities Fund. Staff also prepared year-end projections of General Fund revenues and expenditures (Attachment F). Note: Since the amended budget adopted Feb. 27, the following adjustments have been made to reflect the latest data available; these numbers are subject to change as additional information is received:

- VLF decreased \$1.9 million.
- Sales tax is estimated to decrease \$1.4 million.
- ERAF rebate increased \$0.5 million.
- Salaries, wages, and fringe benefit expenses are projected \$4.2 million lower than the amended budget due to vacancy savings.
- Operating expenses were adjusted downward by approximately \$2.3 million after accounting for services expenses to date and existing encumbrances.
- Additionally, there is an extraordinary item of \$4.8 million recorded as additional UUT liability. Staff is releasing the \$4.6 million fund balance assigned for UUT refunds into the unassigned fund balance.

Currently, the forecasted surplus through June 30, 2024, results from \$74.8 million in revenues offset by \$71.7 million in expenses, arriving at a positive \$3.1 million largely due to expenditure savings. The City Council may consider assigning a portion of this \$3.1 million to one-time funding needs for CIP projects. On the same June 11 agenda, the City Council is recommended to approve a transfer of \$576,000 for the 2024 Pavement Slurry project, and potentially at a June 18 special meeting, the City Council may consider additional CIP project needs, such as High Voltage Streetlights Conversion, Middle Avenue Complete Streets, and Environmental Justice Element capital-related implementation needs. Additionally, the unassigned fund balance is \$10.0 million and both the Emergency Contingency Reserve and Economic Stabilization Reserve are maintained at minimum policy levels.

*Proposed budgeted fund balances through fiscal year 2024-25*

Staff prepared proposed fund balances for the General Fund and all funds for the fiscal year 2024-25 proposed (Attachment E), as well as proposed General Fund revenues and expenditures (Attachment F) with \$73.4 million in revenues offset by \$74.2 million in expenses, arriving at a negative \$0.8 million. Currently, the proposed budget forecasts through June 30, 2025, an unassigned fund balance of \$10.7 million and both the Emergency Contingency Reserve and Economic Stabilization Reserve maintained at minimum policy levels. The proposed budget incorporates a 13% vacancy and turnover rate, a 10% operating factor to align operating expenses with staff capacity, additional UAL payment of \$1.1 million, and anticipated VLF shortfall of \$2.0 million.

Table 1: General Fund balance components for fiscal year 2023-24 and fiscal year 2024-25	
Item	Estimated balance
Audited fund balance June 30, 2023	\$34,583,805
Estimated fund balance June 30, 2024	\$37,716,506
Fund Balance Reserve components	
Strategic pension funding reserve	\$1,326,164
Emergency contingency reserve	\$11,307,250
Economic stabilization reserve	\$15,076,333
Unassigned fund balance	\$10,006,759
<b>Ending fund balance June 30, 2025</b>	<b>\$36,897,733</b>
Fund Balance Reserve components	
Strategic pension funding reserve	\$186,141
Emergency contingency reserve	\$11,134,689
Economic stabilization reserve	\$14,846,252
Unassigned fund balance	\$10,730,651

Non-departmental budgets

Non-departmental budgets consist of the following revenues and expenses:

Revenues:

- Developer special revenue fund (Fund 111): \$1.45 million Meta (formerly Facebook) development agreements.
- Measure T bond assessments: \$1.7 million.
- Internal Service Funds budget (allocated by department).

Expenses:

- Measure T Bonds: \$2.6 million debt service.
- Internal Service Funds budget (allocated by department).
- Staff is not recommending recovery of the Vehicle Replacement Fund’s budget this year as the estimated \$3.0 million fund balance is sufficient.

Anticipated budget amendments during fiscal year 2024-25 mid-year budget review

Negotiations with the Menlo Park Police Officers’ Association (POA) have commenced and are anticipated to be brought forward before their current MOU term ends Aug. 31, 2024. City Council typically conducts a mid-year budget review during the third quarter of each fiscal year, generally in February. Staff will monitor grants and future authorizations from the City Council to include in the mid-year budget amendments, including negotiated labor increases.

### General Fund five-year forecast

The General Fund five-year forecast (Attachment G) reflects adopted budgeting principles and assists the City Council with long-term strategic decisions for the City's largest operating fund. The goal of the five-year forecast is to support the creation of a sustainable General Fund over the long term. Revenue and expenditure assumptions in the forecast are based on current financial projections. The model received input from a variety of sources, including the executive team and expert consultants. For example, tax revenue projections are provided by HdL Companies (HdL), MuniServices, and the County of San Mateo.

#### Revenues:

- Property taxes forecasted by HdL Coren and Cone through 2027-28 at an average annual growth of 4.9%; 4% thereafter.
- Sales taxes forecasted by MuniServices at an average of 3.4% annual growth.
- TOT forecasted at 4% annual growth through 2026-27; 3% thereafter.
- ERAF Rebate is estimated at proposed budget (no growth).
- Licenses and permits gradually increases to historical baseline; estimated at \$0.5 million annual growth beginning 2026-27.
- Other revenues include \$1 million annual disbursement from California Employer's Retiree Benefit Trust (CERBT) for retiree premiums.
- Transfers from the Developer special revenue fund of \$1 million for BHCC operations.

#### *Property Tax in Lieu of Vehicle License Fee shortfall*

The most vulnerable area of the budget and corresponding long-term forecast is the shortfall in funding available for the State to pay the property tax in lieu of vehicle license fee obligation to the cities in San Mateo County. This shortfall is a function of the funding source used to pay the VLF, which is property tax and ERAF entitlements from local non-basic aid school districts. Because of the number of school districts in the County that have become basic aid, the funding source for the VLF payment to the cities and county has been reduced, resulting a shortfall.

Historically, the State has backfilled the shortfall to make the cities and the county whole; however that backfill is not guaranteed. Given the State's own budget issues, there is significant uncertainty as to whether the City will be made whole for the VLF shortfall going forward. To account for this in the long-term forecast, the shortfall is assumed to be backfilled two years in arrears, which has been the historical norm; however, the ERAF rebate that the City has received in the past has been held flat. This assumes that the State will ultimately seek a solution that backfills the VLF shortfall but offsets that backfill, at least in part, with another local revenue source.

This forecast assumption is based on a prior alternative to address the VLF shortfall on a more permanent basis that was not ultimately approved. This proposal does not take a worst-case scenario approach, which would be to assume that the VLF shortfall is no longer backfilled by the State, nor does it take a best-case scenario approach, which would be to assume a full reimbursement annually. Staff will continue to work with the County to advocate for the full return of these local dollars and will continue to keep the City Council updated.

#### Expenses:

- Salaries and wages forecasted using CalPERS actuarial data with a vacancy and turnover rate assumption included.
- Benefits unrelated to retirement increased at an average annual growth of 7% to account for inflationary factors and reduced vacancies.



- Retirement benefits utilize the most recent CalPERS actuarial report.
- Additional UAL payment is \$0.95 million annually.
- Services and operating expenses increase by 7% in 2025-26 and 5% in 2026-27 due to expected higher inflation; 3% growth thereafter.
- Transfer for CIP support of approximately \$3.2 million; increased by 5% in 2028-29.

The five-year forecast projects that total reserve balance trends downward from \$37.7 million to \$6.8 million over the five-year period. The City Council’s Emergency Contingency Reserve is maintained at the minimum policy level of 15% of the adopted budget until fiscal year 2026-27 and is exhausted in fiscal year 2028-29. The Economic Stabilization Reserve falls below the minimum policy level of 20% of the adopted budget in fiscal year 2028-29.

Proposed five-year capital improvement plan

On May 14, the City Council held a study session to provide direction on the proposed five-year capital improvement plan. Table 2 below summarizes the proposed new funding requests by topic area, rounded to the nearest \$10,000. The proposal includes approximately \$43 million in new funding requests for the upcoming year from all funding sources to fund 50 projects. Approximately \$54 million is proposed to be carried over from projects previously funded and in progress, resulting in an overall budget of \$97 million to fund 64 projects.

The general capital improvement fund contributes approximately \$11.1 million of the new funding requested. The general capital improvement fund receives an annual transfer from the general fund of approximately \$3.2 million. Since projects take multiple years to implement, the general capital improvement fund balance is larger than the annual transfer due to carry-over of prior year transfers. In addition, grant funding expected to be received in fiscal year 2024-25 from the FEMA BRIC grant and contributions from partners for SAFER Bay, and future expected tax credits from BHCCs renewable energy infrastructure will reduce the general capital improvement fund contribution to \$5 million.

Category	New funding requested	Percent of total	General capital funding requested	Percent general capital funds
City buildings and systems	\$2,875,000	7%	\$2,875,000	26%
Environment	\$1,239,000	3%	\$989,000	9%
Parks and recreation	\$2,820,000	7%	\$1,820,000	16%
Stormwater	\$2,343,702	5%	\$1,643,702	15%
Streets and sidewalks	\$6,860,000	16%	\$2,250,000	20%
Traffic and transportation	\$22,255,000	52%	\$1,550,000	14%
Water*	\$4,359,000	10%	-	-
<b>Total</b>	<b>\$42,751,702</b>	<b>100%</b>	<b>\$11,127,702</b>	<b>100%</b>

Note: Grant and tax credits will reduce general capital fund contribution to \$5 million for fiscal year 2024-25.

\*Water capital projects continue to ensure the delivery of safe drinking water to customers served by Menlo Park Municipal Water, which supplies water to approximately half of customers in the city and is operated by an enterprise fund separate from the General Fund.

City Council direction

Staff requests direction from the City Council after considering budget strategies, the proposed budget

including SLEs, and five-year forecast assumptions. Staff will incorporate this direction into the fiscal year 2024-25 budget for adoption June 25. Items without a clear majority to include or exclude may be deliberated after the fiscal year and incorporated as amendments to the budget if resources allow. The following draft resolutions will require adoption before July 1.

Draft resolutions

*Adoption of the fiscal year 2024-25 budget and CIP (Attachment H)*

This resolution formally appropriates funds and allows for expenditures during the fiscal year. Final appropriation totals will be prepared for the June 25 meeting based on the outcome of the public hearing.

*Appropriations limit (Attachment I)*

California Government Code sets a limit on appropriations based on a number of factors including the prior limit, population change and COLA changes. This resolution establishes the appropriations limit for fiscal year 2024-25.

*Salary schedule amendments (Attachment J)*

The salary schedule for permanent and temporary employees is being updated to reflect a one and a half percent (1.5%) general salary increase for the Service Employees' International Union, Local 521 (SEIU), a two and thirteen hundredths (2.13%) general salary increase for American Federation of State, County and Municipal Employees, Local 829 (AFSCME), pursuant to their current memoranda of understanding, both ending June 30, 2026, along with other record keeping revisions. These salary increases are scheduled to become effective the beginning of the first full pay period following July 1, which is July 14.

*Rate assistance program (Attachment K)*

The City established a rate assistance pilot program for solid waste and water utilities in June 2020. This resolution extends the rate assistance program through June 30, 2025. This program is funded with non-rate revenues from the General Fund's unassigned fund balance.

*Award authority (Attachment L)*

City Council Procedure #21-024-CC establishes award authority and bid requirements and includes an annual adjustment in purchasing limits according to inflation. Based on the identified index, the inflation from 2023 to 2024 results in no increase in the city manager's signature authority, as indicated in the authority memo for fiscal year 2024-25.

Next steps for the fiscal year 2024-25 budget

June 18: Environmental Justice and Safety Elements study session and potential request for appropriations for one-time CIP needs or Environmental Justice Element implementation

June 25: Adoption of the fiscal year 2024-25 budget

August: Publication of the fiscal year 2024-25 adopted budget document

**Impact on City Resources**

There is no impact on City resources.

**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 and a notice was published in the Examiner May 31 in accordance with Government Code §29080.

## Attachments

- A. Hyperlink – City budget (fiscal year 2023-24 proposed budget and CIP, budget workshop presentation and recording): [menlopark.gov/budget](https://menlopark.gov/budget)
- B. Grant funding overview
- C. Community funding program policy
- D. SLEs
- E. Fiscal year 2023-24 projected fund balances and fiscal year 2024-25 proposed budgeted fund balances
- F. General Fund fiscal year 2023-24 year-end projection and fiscal year 2024-25 proposed budget
- G. General Fund five-year forecast
- H. Draft resolution adopting the fiscal year 2024-25 budget and CIP
- I. Draft resolution establishing the appropriations limit
- J. Draft resolution amending the salary schedule effective July 14
- K. Draft resolution extending the rate assistance program
- L. Draft award authority memo for fiscal year 2024-25

Report prepared by:

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Grant funding summary and results of awards		
Project/initiative name	Lead department	Amount and source
<b>Awarded projects</b>		
SAFER Bay implementation	Public Works	\$50,000,000 FEMA Building Resilient Infrastructure and Communities
Shuttle evaluation study	Public Works	\$156,000 Sustainable Planning Grant
Bedwell Bayfront Park Master Plan implementation (entrance improvements)	Public Works	\$520,000 Priority Conservation Area grant
Chrysler Pump Station	Public Works	\$5,000,000 FEMA Hazard Mitigation Program
Middle complete streets project	Public Works	\$1,200,000 SMCTA – Pedestrian and Bicycle Program
Caltrain grade separation	Public Works	TBD (est. \$1,500,000) SMCTA – Grade separation program
El Camino Real – Ravenswood pedestrian crossing	Public Works	\$200,000 Alternative Congestion Relief and Transportation Demand Management Program
Haven Avenue streetscape improvements	Public Works	\$170,000 SMCTA – Pedestrian and Bicycle Program \$300,000 Caltrans cooperative agreement \$600,000 CA Dept. of Parks and Recreation
Willow Road/US 101 interchange landscaping	Public Works	\$2,800,000 SMCTA – Highway Program
Automated meter reading	Public Works	\$500,000 Department of Water Resources
Willow Road pedestrian and bicycle improvements	Public Works	\$3,500,000 SMCTA – Highway Program
Home electrification program in Belle Haven neighborhood in partnership with Peninsula Clean Energy (PCE)	General Administration	\$4,500,000 California Energy Commission
Belle Haven Child Development Center (BHCDC) programming	Library and Community Services	\$2,316,843 California Department of Education
Implementation of State organics law (SB 1383)	Administrative Services	\$92,197 CalRecycle
Homeless Grant	Police	\$30,175 State of California

Selective Traffic Enforcement Program	Police	\$74,000 State of California Office of Traffic Safety
Citizens' Option for Public Safety (COPS)	Police	\$100,000 Supplemental Law Enforcement Services Funds (SLESF) COPS Grant Funding
<b>Pending applications</b>		
City shuttle program	Public Works	\$791,000 Lifeline Transportation Program Cycle 7
Smart Irrigation System	Public Works	\$310,0000 Bureau of Reclamation
Safe Streets and Roads for All Grant Program	Public Works	\$TBD U.S. Department of Transportation
Urban Forest Management Plan	Public Works	\$500,000 Cal Fire UC

# COMMUNITY FUNDING PROGRAM

City Council Policy #CC-01-1996  
Effective 06/04/1996



## Purpose

To provide guidelines for the award of monetary support to local nonprofit agencies whose programs respond to the human service needs of Menlo Park residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

## Policy

### 1. Goals and Philosophy

The City of Menlo Park recognizes that:

- 1.1 The availability of basic human service programs is a key determining factor in the overall quality of life of Menlo Park residents;
- 1.2 The most cost-effective and efficient manner to insure that these services are available to local residents is through the development of agreements with existing nonprofit agencies;
- 1.3 Contractual agreements with nonprofit agencies allow the City to influence the human service programs offered to Menlo Park residents; and
- 1.4 Financial assistance grants demonstrate the City's support of the activities of specific nonprofits and make it possible for these agencies to leverage additional funds that will benefit local residents.

### 2. Eligibility

- 2.1 All applicants must be formally incorporated nonprofit entities and must be tax exempt (under Section 501(c)(3) of the IRS Code, and Section 2370(d) of the California Revenue and Taxation Code).
- 2.2 All applicants must be agencies based in Menlo Park or agencies that provide services throughout the County of San Mateo who can demonstrate a significant Menlo Park client base.
- 2.3 All applications must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
- 2.4 All applicants shall maintain accounting records that are in accordance with generally accepted accounting practices. The agency must have an independent audit performed at least once every two years.
- 2.5 The agency must have bylaws that define the organization's purposes and functions, its organization and the duties, authority and responsibilities of its governing body and officers.
- 2.6 Governance of the agency should be vested in a responsible and active board that meets at least quarterly and establishes and enforces policies. The board should be large enough and so structured to be representative of the community it serves. It should have a specific written plan for rotation or other arrangements to provide for new members.



- 2.7 The agency must provide for adequate administration of the program to insure delivery of the services. The agency must provide that it has a written job description for each staff position and an organizational chart approved by the board. One individual should be designated as the full time director of the agency.
- 2.8 No less than 85 percent of City funds granted must be used for direct services as opposed to administrative costs.
- 2.9 City grants can represent no more that 20 percent of an applicant's total operating budget.
- 2.10 All recipients agree to actively participate in City efforts to coordinate and to improve human services within the City.
- 2.11 The program described must respond to a verified community need as defined by the City Council:

Disabled. Emphasizes support of programs that will allow the disabled to actively participate in their community and maintain independence from institutional support.

Emergency Assistance and Low Income Support. Emphasizes support of programs that can meet emergency needs for people in crisis such as victims of homelessness, rape, and domestic violence and the basic needs such as food, etc., for low-income residents.

Seniors. Emphasizes support of programs which serve predominantly low income, frail and minority seniors; and those programs which make it possible for seniors to continue to be independent and active community participants.

Youth. Emphasizes support of delinquency prevention services including recreation; crisis and family counseling; substance abuse prevention; child care and acculturation of ethnic minorities.

### 3. Procedure

Any agency requesting financial assistance must complete the required application and submit it to the Administrative Services Department. The City Council Community Funding Subcommittee is responsible for reviewing all proposals and submitting recommendations for funding to the City Council.

### 4. Funding

Grants are funded by the General Fund. Each fiscal year, no more than 1.7 percent of general fund property tax will be allocated to the Community Funding Program.

Department / division	Service level enhancements		Expenses	
	SLE description request	Anticipated fiscal year 2024-25 revenues	Fiscal year 2024-25	Annual recurring cost
Police: Patrol	Parking Enforcement Officer - 0.5 full-time equivalent	\$TBD	\$40,013	\$40,013
Police: Patrol	Flock fixed license plate readers: ongoing costs for cameras, detection, software and secure data storage	\$0	\$112,500	\$112,500
<b>Total</b>		\$0	\$152,513	\$152,513

Fund	Projected Fund Balance						
	Fiscal year 2022-23		Fiscal year 2023-24 projected*			Fiscal year 2024-25 proposed budget	
	Fund balance	Revenues	Expenditures	Fund balance	Revenues	Expenditures	Fund balance
100 - General Fund	\$ 34,583,805	\$ 74,788,965	\$ (71,656,264)	\$ 37,716,506	\$ 73,412,487	\$ (74,231,260)	\$ 36,897,733
111 - Developer Special Revenue Fund	2,800,000	1,506,625	(334,000)	3,972,625	1,450,000	(1,000,000)	4,422,625
201 - EIR Fees	89,684	-	(272,212)	(182,528)	-	-	(182,528)
202 - Miscellaneous Trust Fund	159,959	-	-	159,959	-	-	159,959
203 - Donations - Library and Community Services	112,258	7,652	(90,711)	29,199	205,000	(145,000)	89,199
211 - Heritage Tree	429,626	174,645	-	604,271	160,000	(250,000)	514,271
213 - CalRecycle SB1383 Local Grant	42,151	-	(41,153)	998	92,197	(134,350)	(41,155)
221 - Low and Moderate Income Housing Fund	6,728,621	10,087	(2,000)	6,736,708	-	(14,000)	6,722,708
222 - Below Market Rate Housing	38,296,671	71,949	(607,422)	37,761,198	-	(1,964,699)	35,796,499
223 - Federal Revenue Sharing-Housing	123,046	614	(2,000)	121,660	-	(4,000)	117,660
224 - Community Development Block Grant	1,381,530	18,704	(2,000)	1,398,234	-	(4,000)	1,394,234
251 - Big Lift	-	-	(53,850)	(53,850)	-	-	(53,850)
252 - Childcare Food	-	40,172	(100,000)	(59,828)	100,000	(155,000)	(114,828)
253 - Belle Haven Child Development Center	(49,927)	983,418	(1,511,879)	(578,388)	2,396,000	(2,310,784)	(493,172)
254 - Preschool-QRIS	5,278	-	(5,564)	(286)	12,000	(12,000)	(286)
255 - Senior Transportation	189	-	-	189	-	-	189
256 - Recreation In-Lieu	2,644,315	920,713	(3,502,365)	62,663	725,000	-	787,663
258 - CRRSA	185,332	488,439	(40,204)	633,567	449,193	-	1,082,760
259 - ARPA BHDC	14,323	-	(3,997)	10,326	-	-	10,326
301 - Literacy Grant	53,729	-	-	53,729	-	-	53,729
302 - Public Library Fund	83,414	-	-	83,414	-	-	83,414
303 - Family Literacy Grant	10,142	-	-	10,142	-	-	10,142
304 - Belle Haven Community Campus Fund	-	6,088,173	(6,439,213)	(351,040)	-	-	(351,040)
326 - Narcotic Seizure Fund	44,930	26,447	-	71,377	-	-	71,377
327 - Supplemental Law Enforcement Services	262,516	186,159	-	448,675	100,000	(100,000)	448,675
328 - Downtown Parking Permits	4,384,918	2,344	(194,175)	4,193,087	-	(170,200)	4,022,887
329 - OTS Grant	12,618	17,215	(21,325)	8,509	70,000	-	78,509
331 - ABC Grant	(6,540)	9,630	-	3,090	-	-	3,090
332 - Bayfront Mitigation Fund	9,514,701	-	-	9,514,701	-	-	9,514,701
334 - BCSS Wellness Grant	28,785	-	-	28,785	28,785	-	57,570
351 - Transportation Impact Fees	14,099,279	1,184,951	(2,845,681)	12,438,549	15,685,000	(19,616,000)	8,507,549
352 - Transportation Fund	771,706	-	(749,889)	21,817	-	-	21,817
353 - Downtown Public Amenity Fund	2,389,605	-	(435,602)	1,954,003	-	(130,000)	1,824,003
354 - Storm Drainage Fees	164,178	10,232	(18,895)	155,515	50,000	-	205,515
355 - Shuttle Program	(151,348)	793,051	(971,130)	(329,427)	907,677	(1,156,929)	(578,679)
356 - County Transportation Tax (Measure A)	1,327,485	1,011,673	(1,766,981)	572,176	1,650,000	(1,532,626)	689,550
357 - Highway Users Tax (Gas Tax)	2,786,248	705,100	(1,294,892)	2,196,456	978,866	(20,131)	3,155,191
358 - Landscape/Tree Assessment	784,796	1,033,156	(1,173,459)	644,493	1,168,846	(1,234,283)	579,056
359 - Sidewalk Assessment	83,225	297,558	(25,400)	355,383	342,451	(351,650)	346,184
360 - Measure M	88,217	73,804	(140,000)	22,021	142,000	(142,000)	22,021
361 - Stormwater Management (NPDES)	350,769	352,611	(369,046)	334,333	390,862	(466,695)	258,500
362 - Construction Impact Fee Fund	7,100,876	1,624,465	(1,213,933)	7,511,408	1,700,000	(3,742,996)	5,468,412
363 - Measure W	1,756,322	355,565	(977,719)	1,134,168	550,000	(1,100,000)	584,168
364 - Road Maintenance and Rehabilitation (SB1)	771,828	571,246	(777,017)	566,057	884,651	(1,310,000)	140,708
365 - Landfill Post-Closure	7,436,576	834,505	(1,902,311)	6,368,770	1,000,000	(728,354)	6,640,416
367 - Sharon Hills Park	60	-	-	60	-	-	60
368 - Bayfront Park Maintenance	418,031	-	(250,016)	168,015	-	(191,066)	(23,051)
369 - In-lieu Payment for Community Amenities	9,405,000	16,115,000	-	25,520,000	-	(1,000,000)	24,520,000
394 - Communitywide Electrification Efforts	-	2,250,000	-	2,250,000	2,250,000	(4,500,000)	-
395 - Developer Funded Projects	688,367	303,615	(1,631,989)	(640,007)	-	-	(640,007)
396 - State Water Resource Board Arrearage Program	11,314	188,211	-	199,525	-	-	199,525
397 - American Rescue Plan Act Fund	3,735,670	-	(2,788,373)	947,298	-	-	947,298

Fund	Projected Fund Balance						
	Fiscal year 2022-23	Fiscal year 2023-24 projected*			Fiscal year 2024-25 proposed budget		
	Fund balance	Revenues	Expenditures	Fund balance	Revenues	Expenditures	Fund balance
400 - Library General Obligation Bond 1990	361,410	-	-	361,410	-	-	361,410
401 - Measure T General Obligation Bonds 2022	16,242,820	1,928,191	(12,079,612)	6,091,399	1,720,952	(2,603,905)	5,208,446
501 - General Capital Improvement Fund	25,611,440	7,468,786	(23,898,277)	9,181,949	16,110,679	(12,435,890)	12,856,738
510 - Library Addition	122,049	-	-	122,049	-	-	122,049
521 - SMC Transportation Authority	-	-	-	-	1,470,000	-	1,470,000
600 - Menlo Park Municipal Water Capital Fund	20,609,963	2,833,294	(8,387,710)	15,055,548	9,701,722	(4,875,366)	19,881,904
601 - Menlo Park Municipal Water Operations Fund	32,312,441	11,075,890	(8,399,907)	34,988,424	19,989,772	(18,407,277)	36,570,919
610 - Solid Waste Service	3,572,692	549,236	(382,858)	3,739,070	1,080,000	(521,396)	4,297,674
701 - Workers' Compensation Fund	8,149	832,404	(979,020)	(138,467)	937,947	(937,947)	(138,467)
702 - General Liability Fund	1,475	2,314,454	(2,308,998)	6,931	2,448,402	(2,448,402)	6,931
703 - Other Post Employment Benefits	1,618	837,462	(754,299)	84,781	913,699	(923,699)	74,781
704 - IT Internal Service Fund	(754,577)	4,973,291	(3,471,411)	747,304	5,396,979	(5,023,904)	1,120,379
705 - Vehicle Replacement Fund	5,178,298	-	(1,864,686)	3,313,612	-	(1,125,000)	2,188,612
830 - Successor Agency Private Purpose Trust Fund	(17,427,515)	614,750	(5,004,721)	(21,817,486)	4,896,375	(5,029,500)	(21,950,611)

\*Projected amounts are the year-to-date amount through mid-May 2024 except for the General Fund. Projections for the General Fund are summarized in the General Fund projection table.

General Fund year-end projection and proposed budget			
	2023-24 amended budget	2023-24 year-end projection	2024-25 proposed budget
<b>Revenues</b>			
Secured Property Tax	\$ 21,178,516	\$ 21,178,516	\$ 21,981,950
Unsecured Property Tax	788,620	788,620	890,470
Redevelopment Property Tax	2,510,372	2,510,372	3,119,303
ERAF Rebate	4,168,229	4,673,333	4,673,333
Property Tax in Lieu of VLF	6,550,825	4,652,968	7,268,751
Other Property Tax	1,491,114	1,491,114	1,027,806
Sales Tax	6,886,302	5,451,768	6,327,907
Transient Occupancy Tax	10,500,000	10,500,000	10,920,000
Charges for Services	6,312,550	6,451,209	5,410,050
Franchise Fee	2,430,500	2,430,500	2,503,417
Licenses and Permits	5,214,500	5,214,500	4,310,000
Miscellaneous Revenue	1,504,200	1,507,200	1,155,700
Rental Income	1,203,994	1,688,395	1,245,800
Transfer In	4,634,230	4,634,230	1,078,000
Use of Money and Property	2,200,000	1,616,240	1,500,000
<b>Total Revenue</b>	<b>\$ 77,573,952</b>	<b>\$ 74,788,965</b>	<b>\$ 73,412,487</b>
<b>Expenditures</b>			
Salaries and Wages	\$ (47,044,839)	\$ (37,516,571)	\$ (53,370,836)
Vacancy and Turnover Factor	5,359,760	-	8,456,241
Operating Expense	(21,682,067)	(17,345,654)	(19,775,389)
Operating Factor	-	-	2,111,841
Internal Service Expense	(8,179,810)	(8,179,810)	(8,084,343)
Transfer Out	(3,834,709)	(3,834,709)	(3,568,774)
Extraordinary Expense	-	(4,779,520)	-
<b>Total Expenditures</b>	<b>\$ (75,381,665)</b>	<b>\$ (71,656,264)</b>	<b>\$ (74,231,260)</b>
<b>Operating Surplus/(Deficit)</b>	<b>2,192,287</b>	<b>3,132,701</b>	<b>(818,773)</b>

Unassigned fund balance and reserves	2022-23 ending fund balance	2023-24 year-end projection	2023-24 ending fund balance	2024-25 proposed budget	2024-25 ending fund balance
Non-Spendable Prepaid Expenses	\$ 79,958	\$ (79,958)	\$ -	\$ -	\$ -
Committed, Strategic Pension Funding	2,288,532	(962,368)	1,326,164	(1,140,023)	186,141
Committed, Emergency Contingencies, 15%*	10,710,018	597,232	11,307,250	(172,561)	11,134,689
Committed, Economic Stabilization, 20%*	14,280,024	796,309	15,076,333	(230,081)	14,846,252
Assigned, Utility User Tax	4,564,379	(4,564,379)	-	-	-
Assigned, Project Encumbrances	48,028	(48,028)	-	-	-
Unassigned, Operations	2,612,866	7,393,893	10,006,759	723,892	10,730,651
<b>Total Fund Balance</b>	<b>\$ 34,583,805</b>	<b>\$ 3,132,701</b>	<b>\$ 37,716,506</b>	<b>\$ (818,773)</b>	<b>\$ 36,897,733</b>

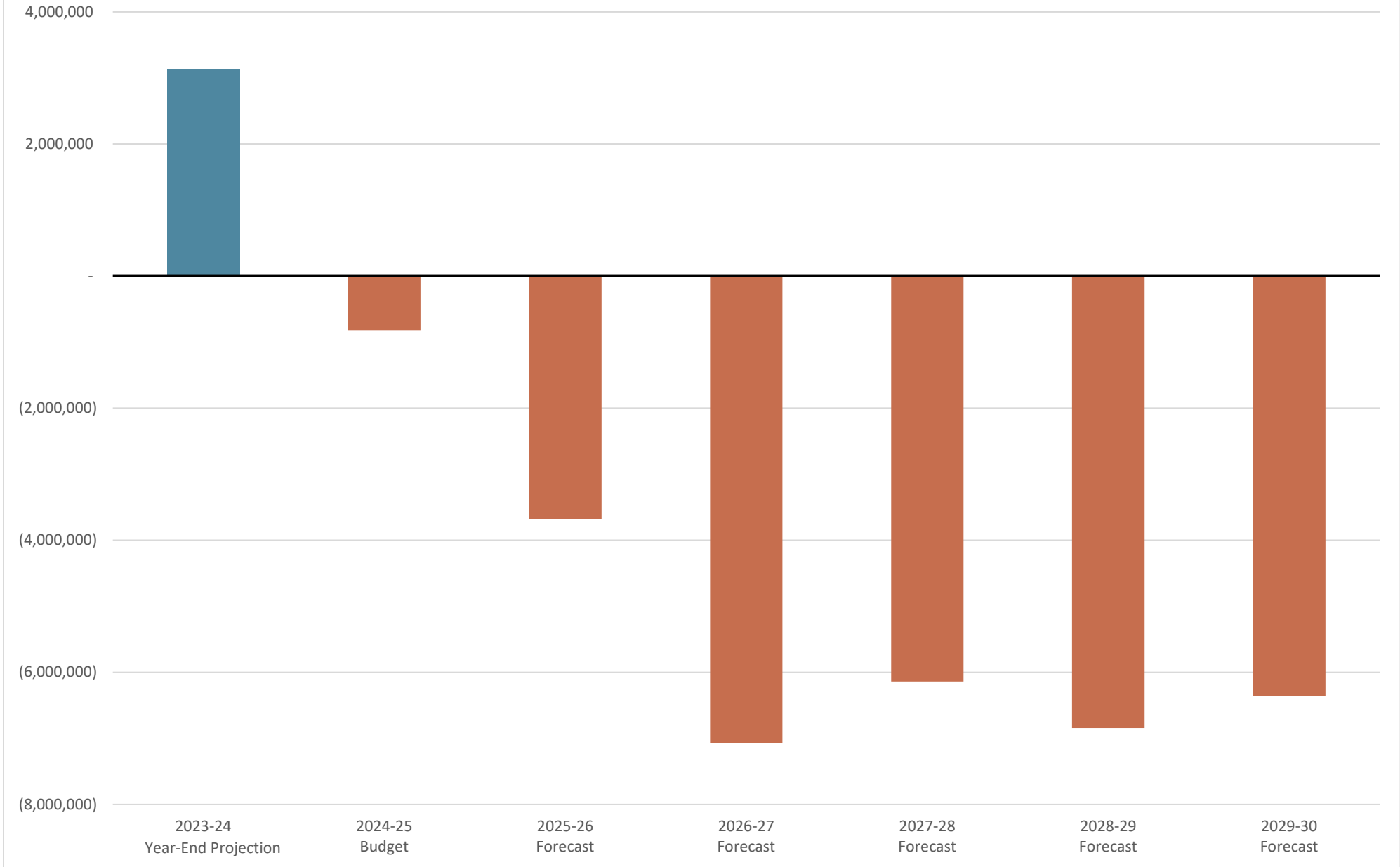
\*Current reserve policy for emergency contingencies is 15-20% and economic stabilization is 20-25% of the annual operating budget



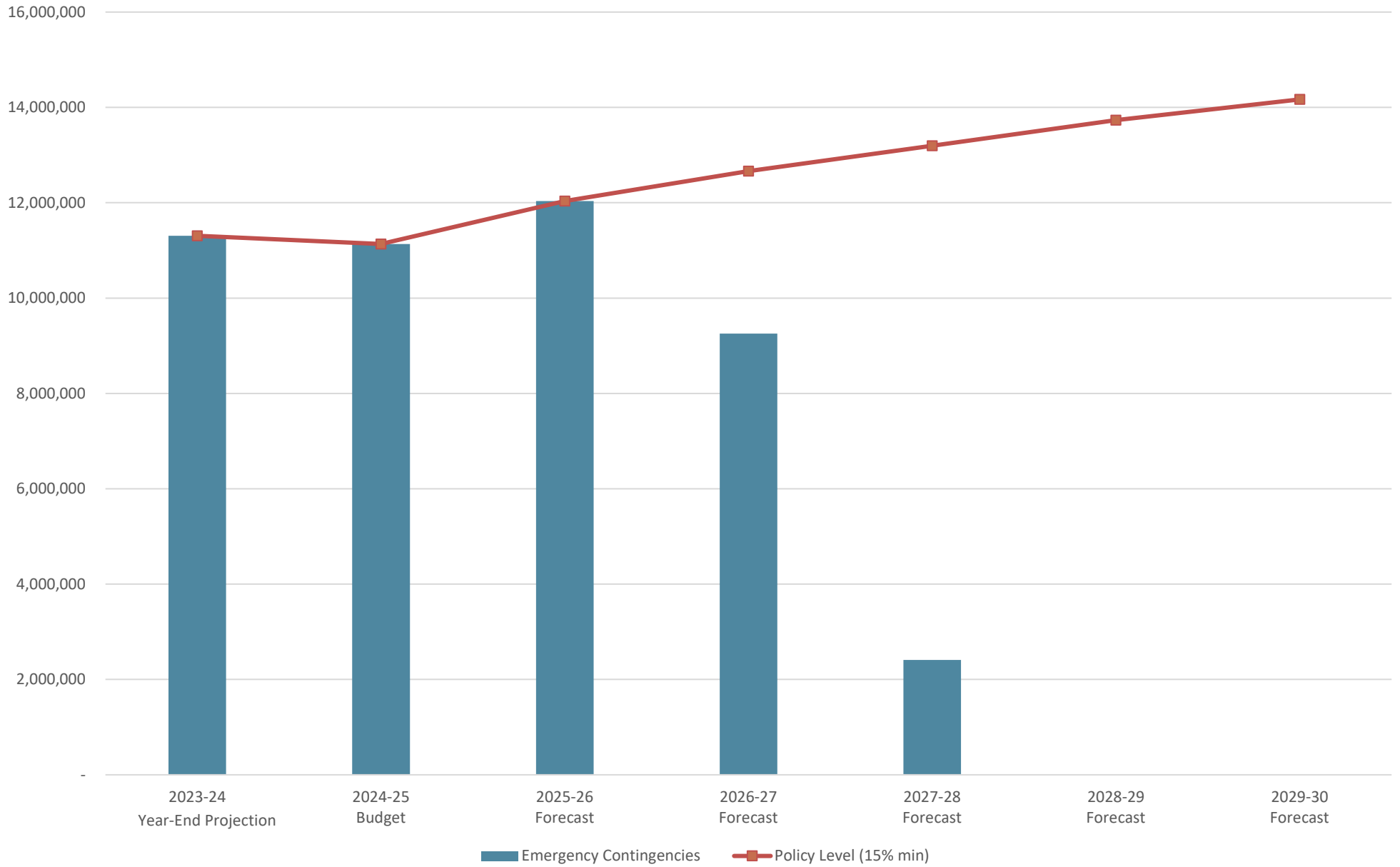
General Fund 5-year forecast							
	2023-24 Year-End Projection	2024-25 Budget	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast
Beginning Balance	\$ 34,583,805	\$ 37,716,506	\$ 36,897,733	\$ 33,213,233	\$ 26,139,137	\$ 20,000,118	\$ 13,156,237
<b>Revenues</b>							
Property Tax	\$ 25,968,622	\$ 27,019,529	\$ 28,092,249	\$ 29,596,599	\$ 31,178,879	\$ 32,419,512	\$ 33,709,914
ERAF Rebate	4,673,333	4,673,333	4,673,333	4,673,333	4,673,333	4,673,333	4,673,333
Property Tax in Lieu of VLF	4,652,968	7,268,751	6,850,164	4,549,251	5,957,504	7,590,172	8,688,206
Sales Tax	5,451,768	6,327,907	6,558,600	6,730,700	6,894,000	7,047,500	7,181,400
Transient Occupancy Tax	10,500,000	10,920,000	11,356,800	11,811,072	12,165,404	12,530,366	12,906,277
Charges for Services	6,451,209	5,410,050	5,572,352	5,739,522	5,911,708	6,089,059	6,271,731
Franchise Fee	2,430,500	2,503,417	2,578,520	2,655,875	2,735,551	2,817,618	2,902,146
Licenses and Permits	5,214,500	4,310,000	4,439,300	5,072,479	5,724,653	5,896,393	6,073,285
Use of Money and Property	1,616,240	1,500,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Rental Income	1,688,395	1,245,800	1,245,800	1,245,800	1,245,800	1,245,800	1,245,800
Other	1,507,200	1,155,700	1,158,814	1,161,990	1,165,230	1,168,535	1,171,905
Transfer In	4,634,230	1,078,000	1,078,000	1,078,000	1,078,000	78,000	78,000
<b>Total Revenue</b>	<b>\$ 74,788,965</b>	<b>\$ 73,412,487</b>	<b>\$ 74,803,932</b>	<b>\$ 75,514,621</b>	<b>\$ 79,930,061</b>	<b>\$ 82,756,288</b>	<b>\$ 86,101,997</b>
<b>Expenditures</b>							
Salaries and Wages	\$ (21,514,404)	\$ (26,679,883)	\$ (28,422,822)	\$ (30,051,947)	\$ (31,606,451)	\$ (33,059,429)	\$ (34,295,212)
Pension Normal Cost	(2,454,993)	(3,071,676)	(3,255,763)	(3,433,914)	(3,585,636)	(3,745,245)	(3,874,595)
Pension Unfunded Liability	(6,041,110)	(6,906,366)	(7,097,000)	(7,571,000)	(7,920,000)	(8,175,000)	(8,335,000)
Other Benefits	(7,506,064)	(8,256,670)	(8,917,204)	(9,541,408)	(10,113,893)	(10,720,727)	(11,363,970)
Operating and Services	(17,345,654)	(17,663,548)	(18,899,996)	(19,844,996)	(20,440,346)	(21,053,556)	(21,474,628)
Internal Services	(8,179,810)	(8,084,343)	(8,326,873)	(8,576,679)	(8,833,980)	(9,098,999)	(9,371,969)
Transfer Out	(3,834,709)	(3,568,774)	(3,568,774)	(3,568,774)	(3,568,774)	(3,747,213)	(3,747,213)
Extraordinary Expense	(4,779,520)	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ (71,656,264)</b>	<b>\$ (74,231,260)</b>	<b>\$ (78,488,432)</b>	<b>\$ (82,588,718)</b>	<b>\$ (86,069,080)</b>	<b>\$ (89,600,169)</b>	<b>\$ (92,462,587)</b>
Operating Surplus/(Deficit)	3,132,701	(818,773)	(3,684,500)	(7,074,097)	(6,139,019)	(6,843,881)	(6,360,590)
<b>Ending Balance</b>	<b>\$ 37,716,506</b>	<b>\$ 36,897,733</b>	<b>\$ 33,213,233</b>	<b>\$ 26,139,137</b>	<b>\$ 20,000,118</b>	<b>\$ 13,156,237</b>	<b>\$ 6,795,647</b>

Unassigned fund balance and reserves							
Strategic Pension Funding	\$ 1,326,164	\$ 186,141	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency Contingencies	11,307,250	11,134,689	12,036,091	9,253,745	2,407,624	-	-
Economic Stabilization	15,076,333	14,846,252	16,048,121	16,885,392	17,592,494	13,156,237	6,795,647
Unassigned	10,006,759	10,730,651	5,129,021	-	-	-	-
<b>Ending Balance</b>	<b>\$ 37,716,506</b>	<b>\$ 36,897,733</b>	<b>\$ 33,213,233</b>	<b>\$ 26,139,137</b>	<b>\$ 20,000,118</b>	<b>\$ 13,156,237</b>	<b>\$ 6,795,647</b>

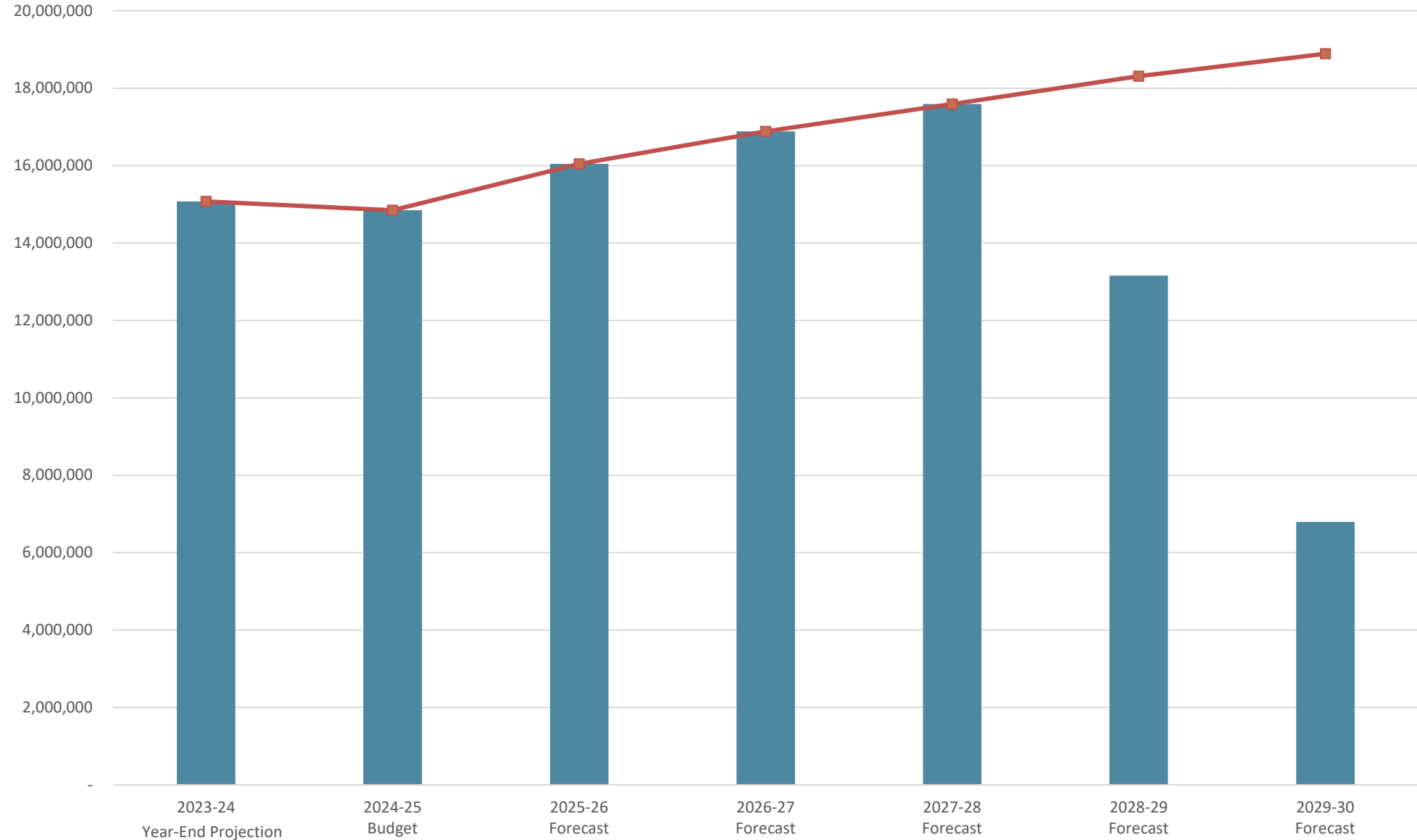
### Operating Surplus/(Deficit)



# Emergency Contingencies



### Economic Stabilization



■ Economic Stabilization    ■ Policy Level (20% min)

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
ADOPTING THE BUDGET AND CAPITAL IMPROVEMENT PLAN FOR FISCAL  
YEAR 2024–25**

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget document and related written and oral information at the meeting held June 11, 2024, and the City Council having been fully advised in the matter and good cause appearing therefore; and,

WHEREAS, City Council Procedure #21-024-CC, having been replaced by City Council Policy #CC-21-024, requires City Council action to enter into agreements or settle claims with aggregate annual payments in excess of \$93,000 for fiscal year 2024-25; however, expenditures in debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund exceed the annual aggregate of \$93,000 through contractual obligations or public health and safety necessity; and

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 2024-25 as summarized in Attachment F 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 and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund, in excess of \$93,000 and up to the budgeted amount in fiscal year 2024-25.

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 \_\_ day of June, 2024, 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 \_\_ day of June, 2024.

\_\_\_\_\_  
Judi A. Herren, City Clerk

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
ADOPTING AN APPROPRIATIONS LIMIT FOR THE CITY OF MENLO PARK  
FOR THE 2024-25 FISCAL YEAR PURSUANT TO ARTICLE XIII B OF THE  
CALIFORNIA CONSTITUTION**

WHEREAS, Article XIII B of the California Constitution (Proposition 4) provides for an annual appropriations limit for state and local governments beginning with the 1980-81 fiscal year, based on the 1978-79 appropriations, as adjusted for the changes in the cost of living or per capita personal income, population and other specified factors; and

WHEREAS, implementing legislation, which became effective Jan. 1, 1981, provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the year pursuant to Article III B at a regularly scheduled meeting or noticed special meeting; and

WHEREAS, Proposition 111 subsequently amended Article XIII B of the California Constitution to provide for certain revisions in the population and inflation factors used in the calculation of the appropriations limit and to provide for a recalculation of the appropriation limit data for the fiscal years 1987-88 through 1990-91; and

WHEREAS, in accordance with applicable law, the appropriation limit for the City of Menlo Park for the 2024-25 fiscal year has been calculated to be \$81,525,202 using such revisions and recalculations; and

WHEREAS, Government Code section 7910 provides that documentation used in the determination of the appropriations limit shall be available to the public at least 15 days before such meeting, and such documentation was made available to the public on the City's website by June 11, 2024;

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

1. Selects to use the change in the California per capita income as the cost of living adjustment factor, and (b) elects to use the annual population change in the City of Menlo Park's population for calculating the population adjustment factor.
2. That the appropriations limit for fiscal year 2024-25 to be \$81,525,202 as detailed in the calculations set forth in Exhibit A.

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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 \_\_ day of June, 2024, 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 \_\_ day of June, 2024.

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Judi A. Herren, City Clerk

Exhibits

A. Appropriations limit for fiscal year 2024-25

**CITY OF MENLO PARK  
APPROPRIATIONS LIMIT  
FISCAL YEAR 2024-25**

	<u>AMOUNT</u>	<u>SOURCE</u>
A. PRIOR YEAR APPROPRIATIONS LIMIT	<b>\$ 78,200,071</b>	Prior Year
B. ADJUSTMENT FACTORS		
1. Population Change	1.0061	State Department of Finance
2. Cost of Living	1.0362	State Department of Finance
3. Combined Adjustment Factor	1.0425	(B1*B2)
<b>Total Adjustment %</b>	0.0425	(B3-1)
C. ANNUAL ADJUSTMENT	\$ 3,325,131	(B*A)
D. APPROPRIATIONS LIMIT - CURRENT YEAR	<b>\$ 81,525,202</b>	(A+C)
E. PROCEEDS OF TAXES SUBJECT TO LIMITATION		
Property Tax	38,961,613	2023-24 Proposed Budget
Sales and Use Tax	6,327,907	2023-24 Proposed Budget
Business License Tax	1,950,000	2023-24 Proposed Budget
Transient Occupancy Tax	10,920,000	2023-24 Proposed Budget
Special Assessments	2,058,814	2023-24 Proposed Budget
Interest Allocation	1,221,115	2023-24 Proposed Budget
	<b>\$ 61,439,449</b>	
F. AMOUNT UNDER/(OVER) LIMIT	<b>\$ 20,085,753</b>	(D-E)

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING THE SALARY SCHEDULE EFFECTIVE JULY 14, 2024**

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

WHEREAS, the salary schedule is being updated in accordance with the Memorandum of Understanding between the Service Employees' International Union, Local 521, and the City of Menlo Park, dated July 11, 2023, through June 30, 2026, which provides a one and one half percent (1.5%) pay rate increase effective the beginning of the first full pay period following July 1, 2024; and

WHEREAS, the salary schedule is being updated in accordance with the Memorandum of Understanding between the American Federation of State, County and Municipal Employees, Local 829, and the City of Menlo Park, dated Nov. 14, 2023, through June 30, 2026, which provides a two and thirteen hundredths percent (2.13%) pay rate increase effective the beginning of the first full pay period following July 1, 2024; and

WHEREAS, May 21, 2024, the City Council approved the first amendment to the employment agreement with Justin Murphy for city manager services, and the salary range is being modified to reflect the terms contained in the agreement, effective the beginning of the first full pay period following approval June 2, 2024; and

WHEREAS, temporary employees are paid an hourly rate within a defined pay range with no steps associated with the range, and these pay rates are being added to the salary schedule in a separate exhibit for record-keeping purposes.

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 except for the specific modification to the city manager classification as provided in Exhibit A, which shall be effective June 2, 2024, all of the other compensation provisions contained in Resolution No. 6903 shall remain unchanged.

BE IT FURTHER RESOLVED that any previous enacted compensation provisions contained in Resolution No. 6903 shall be superseded by this Resolution.

BE IT FURTHER RESOLVED that the changes contained herein on Exhibits A and B and incorporated herein on Exhibits A and B shall be effective July 14, 2024.

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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 \_\_\_ day of June, 2024, 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 \_\_\_ day of June, 2024.

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Judi A. Herren, City Clerk

Exhibits:

- A. Proposed red-lined and clean salary schedule – Permanent employees
- B. Proposed red-lined and clean salary schedule – Temporary employees

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 89,050	\$ 93,504	\$ 98,179	\$ 103,088	\$ 108,243
Accountant I	<del>\$ 87,734</del>	<del>\$ 92,122</del>	<del>\$ 96,728</del>	<del>\$ 101,565</del>	<del>\$ 106,643</del>
Accountant II	\$ 97,536	\$ 102,147	\$ 106,965	\$ 112,109	\$ 117,453
Accountant II	<del>\$ 96,095</del>	<del>\$ 100,637</del>	<del>\$ 105,385</del>	<del>\$ 110,453</del>	<del>\$ 115,717</del>
Accounting Assistant I	\$ 63,149	\$ 66,143	\$ 69,197	\$ 72,430	\$ 75,781
Accounting Assistant I	<del>\$ 62,216</del>	<del>\$ 65,165</del>	<del>\$ 68,174</del>	<del>\$ 71,359</del>	<del>\$ 74,661</del>
Accounting Assistant II	\$ 69,197	\$ 72,430	\$ 75,781	\$ 79,323	\$ 83,045
Accounting Assistant II	<del>\$ 68,174</del>	<del>\$ 71,359</del>	<del>\$ 74,661</del>	<del>\$ 78,150</del>	<del>\$ 81,818</del>
Administrative Assistant	\$ 69,404	\$ 72,647	\$ 76,009	\$ 79,561	\$ 83,294
Administrative Assistant	<del>\$ 68,379</del>	<del>\$ 71,573</del>	<del>\$ 74,885</del>	<del>\$ 78,385</del>	<del>\$ 82,063</del>
Administrative Services Director	\$ 179,788	Open Range			\$ 248,315
Assistant Administrative Services Director	\$ 153,562	Open Range			\$ 198,651
Assistant City Manager	\$ 189,119	Open Range			\$ 273,146
Assistant Community Development Director	\$ 153,562	Open Range			\$ 198,651
Assistant Engineer	\$ 107,404	\$ 112,522	\$ 117,903	\$ 123,531	\$ 129,416
Assistant Engineer	<del>\$ 105,817</del>	<del>\$ 110,859</del>	<del>\$ 116,160</del>	<del>\$ 121,705</del>	<del>\$ 127,503</del>
Assistant Library and Community Services Director	\$ 153,562	Open Range			\$ 198,651
Assistant Planner	\$ 97,313	\$ 101,889	\$ 106,773	\$ 111,861	\$ 117,205
Assistant Planner	<del>\$ 95,875</del>	<del>\$ 100,383</del>	<del>\$ 105,195</del>	<del>\$ 110,208</del>	<del>\$ 115,473</del>
Assistant Public Works Director	\$ 153,562	Open Range			\$ 198,651
Assistant Public Works Director - Engineering	\$ 153,562	Open Range			\$ 198,651
Assistant Public Works Director - Maintenance	\$ 153,562	Open Range			\$ 198,651
Assistant Public Works Director - Transportation	\$ 153,562	Open Range			\$ 198,651
Assistant to the City Manager	\$ 133,019	Open Range			\$ 173,820
Assistant to the City Manager / City Clerk	\$ 133,019	Open Range			\$ 173,820
Assistant Transportation Planner	\$ 97,313	\$ 101,889	\$ 106,773	\$ 111,861	\$ 117,205
Assistant Transportation Planner	<del>\$ 95,875</del>	<del>\$ 100,383</del>	<del>\$ 105,195</del>	<del>\$ 110,208</del>	<del>\$ 115,473</del>
Associate Civil Engineer	\$ 120,516	\$ 126,286	\$ 132,305	\$ 138,697	\$ 145,416
Associate Civil Engineer	<del>\$ 118,735</del>	<del>\$ 124,419</del>	<del>\$ 130,350</del>	<del>\$ 136,648</del>	<del>\$ 143,267</del>
Associate Engineer	\$ 113,888	\$ 119,340	\$ 125,029	\$ 131,070	\$ 137,419
Associate Engineer	<del>\$ 112,205</del>	<del>\$ 117,576</del>	<del>\$ 123,182</del>	<del>\$ 129,133</del>	<del>\$ 135,388</del>
Associate Planner	\$ 106,773	\$ 111,861	\$ 117,205	\$ 122,813	\$ 128,691
Associate Planner	<del>\$ 105,195</del>	<del>\$ 110,208</del>	<del>\$ 115,473</del>	<del>\$ 120,998</del>	<del>\$ 126,789</del>
Associate Transportation Engineer	\$ 126,286	\$ 132,305	\$ 138,697	\$ 145,416	\$ 152,462
Associate Transportation Engineer	<del>\$ 124,419</del>	<del>\$ 130,350</del>	<del>\$ 136,648</del>	<del>\$ 143,267</del>	<del>\$ 150,209</del>
Associate Transportation Planner	\$ 106,773	\$ 111,861	\$ 117,205	\$ 122,813	\$ 128,691
Associate Transportation Planner	<del>\$ 105,195</del>	<del>\$ 110,208</del>	<del>\$ 115,473</del>	<del>\$ 120,998</del>	<del>\$ 126,789</del>
Building Custodian	\$ 63,086	\$ 66,077	\$ 69,127	\$ 72,357	\$ 75,706
Building Custodian	<del>\$ 62,154</del>	<del>\$ 65,100</del>	<del>\$ 68,106</del>	<del>\$ 71,288</del>	<del>\$ 74,587</del>
Building Inspector I	\$ 94,047	\$ 98,570	\$ 103,268	\$ 108,205	\$ 113,371
Building Inspector I	<del>\$ 92,657</del>	<del>\$ 97,113</del>	<del>\$ 101,742</del>	<del>\$ 106,606</del>	<del>\$ 111,696</del>
Building Inspector II	\$ 103,452	\$ 108,427	\$ 113,595	\$ 119,025	\$ 124,709
Building Inspector II	<del>\$ 101,923</del>	<del>\$ 106,824</del>	<del>\$ 111,916</del>	<del>\$ 117,266</del>	<del>\$ 122,866</del>
Building Official	\$ 138,171	Open Range			\$ 186,237
Business Manager	\$ 107,432	\$ 112,804	\$ 118,444	\$ 124,366	\$ 130,585
Business Manager	<del>\$ 105,192</del>	<del>\$ 110,451</del>	<del>\$ 115,974</del>	<del>\$ 121,773</del>	<del>\$ 127,861</del>
Chief Water Operator	\$ 106,774	\$ 112,112	\$ 117,718	\$ 123,604	\$ 129,784
Chief Water Operator	<del>\$ 104,547</del>	<del>\$ 109,774</del>	<del>\$ 115,263</del>	<del>\$ 121,026</del>	<del>\$ 127,077</del>
Child Care Teacher I	\$ 56,448	\$ 59,009	\$ 61,681	\$ 64,491	\$ 67,542
Child Care Teacher I	<del>\$ 55,614</del>	<del>\$ 58,136</del>	<del>\$ 60,769</del>	<del>\$ 63,538</del>	<del>\$ 66,544</del>
Child Care Teacher II	\$ 63,086	\$ 66,077	\$ 69,127	\$ 72,357	\$ 75,706
Child Care Teacher II	<del>\$ 62,154</del>	<del>\$ 65,100</del>	<del>\$ 68,106</del>	<del>\$ 71,288</del>	<del>\$ 74,587</del>
Child Care Teacher's Aide	\$ 42,352	\$ 44,268	\$ 46,271	\$ 48,343	\$ 50,478
Child Care Teacher's Aide	<del>\$ 41,726</del>	<del>\$ 43,614</del>	<del>\$ 45,587</del>	<del>\$ 47,629</del>	<del>\$ 49,732</del>
City Arborist	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374	\$ 135,843
City Arborist	<del>\$ 109,427</del>	<del>\$ 114,899</del>	<del>\$ 120,644</del>	<del>\$ 126,676</del>	<del>\$ 133,010</del>
City Clerk	\$ 133,019	Open Range			\$ 173,820
City Councilmember*	n/a	Annual Rate			\$ 7,680
City Manager**	\$ 215,745	Open Range			\$ 316,500
City Manager**	<del>\$ 215,745</del>	<del>Open Range</del>			<del>\$ 297,978</del>
Code Enforcement Officer	\$ 88,993	\$ 93,199	\$ 97,596	\$ 102,290	\$ 107,165
Code Enforcement Officer	<del>\$ 87,678</del>	<del>\$ 91,822</del>	<del>\$ 96,153</del>	<del>\$ 100,778</del>	<del>\$ 105,581</del>
Communications and Records Manager	\$ 124,735	\$ 130,971	\$ 137,520	\$ 144,396	\$ 151,616
Communications and Records Manager	<del>\$ 122,133</del>	<del>\$ 128,240</del>	<del>\$ 134,652</del>	<del>\$ 141,385</del>	<del>\$ 148,454</del>
Communications Dispatcher	\$ 96,348	\$ 100,903	\$ 105,663	\$ 110,744	\$ 116,022
Communications Dispatcher	<del>\$ 94,924</del>	<del>\$ 99,411</del>	<del>\$ 104,101</del>	<del>\$ 109,107</del>	<del>\$ 114,307</del>
Communications Training Dispatcher	\$ 101,120	\$ 105,890	\$ 110,982	\$ 116,272	\$ 121,831
Communications Training Dispatcher	<del>\$ 99,626</del>	<del>\$ 104,325</del>	<del>\$ 109,342</del>	<del>\$ 114,554</del>	<del>\$ 120,031</del>
Community Development Director	\$ 179,788	Open Range			\$ 248,315
Community Development Technician	\$ 75,685	\$ 79,189	\$ 82,890	\$ 86,779	\$ 90,856
Community Development Technician	<del>\$ 74,567</del>	<del>\$ 78,019</del>	<del>\$ 81,665</del>	<del>\$ 85,496</del>	<del>\$ 89,514</del>
Community Service Officer	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917	\$ 88,993
Community Service Officer	<del>\$ 72,907</del>	<del>\$ 76,336</del>	<del>\$ 79,871</del>	<del>\$ 83,662</del>	<del>\$ 87,678</del>
Construction Inspector I	\$ 88,723	\$ 92,991	\$ 97,422	\$ 102,080	\$ 106,954
Construction Inspector I	<del>\$ 87,412</del>	<del>\$ 91,617</del>	<del>\$ 95,983</del>	<del>\$ 100,572</del>	<del>\$ 105,374</del>
Construction Inspector II	\$ 97,596	\$ 102,290	\$ 107,165	\$ 112,288	\$ 117,650
Construction Inspector II	<del>\$ 96,153</del>	<del>\$ 100,778</del>	<del>\$ 105,581</del>	<del>\$ 110,629</del>	<del>\$ 115,911</del>
Contracts Specialist	\$ 78,145	\$ 81,820	\$ 85,608	\$ 89,672	\$ 93,976
Contracts Specialist	<del>\$ 76,990</del>	<del>\$ 80,610</del>	<del>\$ 84,343</del>	<del>\$ 88,347</del>	<del>\$ 92,587</del>
Custodial Services Supervisor	\$ 74,757	\$ 78,495	\$ 82,420	\$ 86,541	\$ 90,868
Custodial Services Supervisor	<del>\$ 73,198</del>	<del>\$ 76,858</del>	<del>\$ 80,701</del>	<del>\$ 84,736</del>	<del>\$ 88,973</del>

Annual Salaries based on 2080 hours per year except where set by contract or noted  
\*\*City Manager salary effective June 2, 2024 per amendment to employment agreement approved by City Council May 21, 2024

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Deputy City Clerk	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Deputy City Clerk	<del>79,862</del>	<del>83,662</del>	<del>87,678</del>	<del>91,822</del>	<del>96,153</del>
Deputy City Manager	\$ 179,788		Open Range		\$ 248,315
Deputy Community Development Director - Housing	\$ 138,171		Open Range		\$ 186,237
Economic Development Manager	\$ 133,019		Open Range		\$ 173,820
Emergency Preparedness Coordinator	\$ 113,888	\$ 119,340	\$ 125,029	\$ 131,070	\$ 137,419
Emergency Preparedness Coordinator	<del>112,205</del>	<del>117,576</del>	<del>123,182</del>	<del>129,133</del>	<del>135,388</del>
Engineering Services Manager	\$ 138,171		Open Range		\$ 186,237
Engineering Technician I	\$ 81,354	\$ 85,122	\$ 89,162	\$ 93,442	\$ 97,859
Engineering Technician I	<del>80,152</del>	<del>83,864</del>	<del>87,845</del>	<del>92,061</del>	<del>96,413</del>
Engineering Technician II	\$ 91,202	\$ 95,494	\$ 99,984	\$ 104,777	\$ 109,770
Engineering Technician II	<del>89,855</del>	<del>94,082</del>	<del>98,506</del>	<del>103,229</del>	<del>108,148</del>
Enterprise Applications Administrator	\$ 122,032	\$ 128,133	\$ 134,540	\$ 141,267	\$ 148,331
Enterprise Applications Administrator	<del>119,487</del>	<del>125,461</del>	<del>131,734</del>	<del>138,321</del>	<del>145,237</del>
Enterprise Applications Support Specialist I	\$ 96,263	\$ 101,076	\$ 106,130	\$ 111,436	\$ 117,008
Enterprise Applications Support Specialist I	<del>94,840</del>	<del>99,582</del>	<del>104,561</del>	<del>109,789</del>	<del>115,279</del>
Enterprise Applications Support Specialist II	\$ 106,770	\$ 111,904	\$ 117,238	\$ 122,844	\$ 128,709
Enterprise Applications Support Specialist II	<del>105,192</del>	<del>110,250</del>	<del>115,505</del>	<del>121,028</del>	<del>126,807</del>
Equipment Mechanic	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Equipment Mechanic	<del>79,862</del>	<del>83,662</del>	<del>87,678</del>	<del>91,822</del>	<del>96,153</del>
Executive Assistant	\$ 79,244	\$ 82,962	\$ 86,860	\$ 90,946	\$ 95,223
Executive Assistant	<del>78,073</del>	<del>81,736</del>	<del>85,576</del>	<del>89,602</del>	<del>93,816</del>
Executive Assistant to the City Manager	\$ 84,944	\$ 89,191	\$ 93,651	\$ 98,334	\$ 103,250
Executive Assistant to the City Manager	<del>83,173</del>	<del>87,331</del>	<del>91,698</del>	<del>96,283</del>	<del>101,097</del>
Extra Help Retired Annuitant	\$ 31,200		Open Range		\$ 249,600
Facilities Maintenance Technician I	\$ 67,542	\$ 70,652	\$ 74,001	\$ 77,481	\$ 81,069
Facilities Maintenance Technician I	<del>66,544</del>	<del>69,608</del>	<del>72,907</del>	<del>76,336</del>	<del>79,871</del>
Facilities Maintenance Technician II	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917	\$ 88,993
Facilities Maintenance Technician II	<del>72,907</del>	<del>76,336</del>	<del>79,871</del>	<del>83,662</del>	<del>87,678</del>
Finance and Budget Manager	\$ 138,171		Open Range		\$ 186,237
Finance Director	\$ 179,788		Open Range		\$ 248,315
GIS Analyst I	\$ 93,424	\$ 98,095	\$ 103,001	\$ 108,151	\$ 113,559
GIS Analyst I	<del>92,043</del>	<del>96,646</del>	<del>101,479</del>	<del>106,553</del>	<del>111,881</del>
GIS Analyst II	\$ 110,333	\$ 115,850	\$ 121,642	\$ 127,725	\$ 134,111
GIS Analyst II	<del>108,032</del>	<del>113,434</del>	<del>119,105</del>	<del>125,061</del>	<del>131,314</del>
Gymnastics Instructor	\$ 45,193	\$ 47,237	\$ 49,370	\$ 51,574	\$ 53,946
Gymnastics Instructor	<del>44,525</del>	<del>46,539</del>	<del>48,641</del>	<del>50,812</del>	<del>53,148</del>
Housing & Economic Development Manager	\$ 133,019		Open Range		\$ 173,820
Housing Manager	\$ 133,019		Open Range		\$ 173,820
Human Resources Director	\$ 179,788		Open Range		\$ 248,315
Human Resources Manager	\$ 138,171		Open Range		\$ 186,237
Human Resources Technician I	\$ 73,782	\$ 77,471	\$ 81,345	\$ 85,412	\$ 89,682
Human Resources Technician I	<del>72,243</del>	<del>75,855</del>	<del>79,648</del>	<del>83,630</del>	<del>87,812</del>
Human Resources Technician II	\$ 81,160	\$ 85,218	\$ 89,479	\$ 93,953	\$ 98,651
Human Resources Technician II	<del>79,467</del>	<del>83,441</del>	<del>87,613</del>	<del>91,993</del>	<del>96,593</del>
Information Technology Manager	\$ 138,171		Open Range		\$ 186,237
Information Technology Specialist I	\$ 78,982	\$ 82,932	\$ 87,079	\$ 91,434	\$ 96,007
Information Technology Specialist I	<del>77,815</del>	<del>81,707</del>	<del>85,792</del>	<del>90,083</del>	<del>94,588</del>
Information Technology Specialist II	\$ 87,757	\$ 91,881	\$ 96,203	\$ 100,727	\$ 105,557
Information Technology Specialist II	<del>86,460</del>	<del>90,523</del>	<del>94,781</del>	<del>99,238</del>	<del>103,997</del>
Internal Services Manager	\$ 138,171		Open Range		\$ 186,237
Junior Engineer	\$ 86,643	\$ 90,975	\$ 95,523	\$ 100,300	\$ 105,315
Junior Engineer	<del>85,362</del>	<del>89,630</del>	<del>94,112</del>	<del>98,818</del>	<del>103,759</del>
Junior Network & Systems Administrator	\$ 111,648	\$ 117,230	\$ 123,092	\$ 129,246	\$ 135,709
Junior Network & Systems Administrator	<del>109,998</del>	<del>115,498</del>	<del>121,273</del>	<del>127,336</del>	<del>133,703</del>
Librarian I	\$ 75,706	\$ 79,244	\$ 82,962	\$ 86,860	\$ 90,946
Librarian I	<del>74,587</del>	<del>78,073</del>	<del>81,736</del>	<del>85,576</del>	<del>89,602</del>
Librarian II	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596	\$ 102,290
Librarian II	<del>83,662</del>	<del>87,678</del>	<del>91,822</del>	<del>96,153</del>	<del>100,778</del>
Library and Community Services Director	\$ 179,788		Open Range		\$ 248,315
Library and Community Services Manager	\$ 138,171		Open Range		\$ 186,237
Library and Community Services Supervisor	\$ 101,251	\$ 106,313	\$ 111,629	\$ 117,210	\$ 123,071
Library and Community Services Supervisor	<del>99,139</del>	<del>104,096</del>	<del>109,301</del>	<del>114,766</del>	<del>120,504</del>
Library Assistant I	\$ 59,009	\$ 61,681	\$ 64,491	\$ 67,542	\$ 70,652
Library Assistant I	<del>58,136</del>	<del>60,769</del>	<del>63,538</del>	<del>66,544</del>	<del>69,608</del>
Library Assistant II	\$ 64,491	\$ 67,542	\$ 70,558	\$ 74,001	\$ 77,481
Library Assistant II	<del>63,538</del>	<del>66,544</del>	<del>69,515</del>	<del>72,907</del>	<del>76,336</del>
Library Assistant III	\$ 70,558	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,831
Library Assistant III	<del>69,515</del>	<del>72,907</del>	<del>76,336</del>	<del>79,871</del>	<del>83,577</del>
Literacy Program Manager	\$ 89,716	\$ 94,202	\$ 98,912	\$ 103,857	\$ 109,050
Literacy Program Manager	<del>87,845</del>	<del>92,237</del>	<del>96,849</del>	<del>101,691</del>	<del>106,776</del>
Maintenance Worker I	\$ 64,491	\$ 67,542	\$ 70,558	\$ 74,001	\$ 77,481
Maintenance Worker I	<del>63,538</del>	<del>66,544</del>	<del>69,515</del>	<del>72,907</del>	<del>76,336</del>
Maintenance Worker II	\$ 70,558	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917
Maintenance Worker II	<del>69,515</del>	<del>72,907</del>	<del>76,336</del>	<del>79,871</del>	<del>83,662</del>
Management Analyst I	\$ 93,424	\$ 98,095	\$ 103,001	\$ 108,151	\$ 113,559
Management Analyst I	<del>92,043</del>	<del>96,646</del>	<del>101,479</del>	<del>106,553</del>	<del>111,881</del>
Management Analyst I - Confidential	\$ 94,004	\$ 98,704	\$ 103,640	\$ 108,822	\$ 114,264
Management Analyst II	\$ 107,432	\$ 112,804	\$ 118,444	\$ 124,366	\$ 130,585
Management Analyst II	<del>105,192</del>	<del>110,451</del>	<del>115,974</del>	<del>121,773</del>	<del>127,861</del>

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Network Administrator	\$ 128,344	\$ 134,761	\$ 141,499	\$ 148,574	\$ 156,003
Network Administrator	<del>\$ 125,667</del>	<del>\$ 131,954</del>	<del>\$ 138,548</del>	<del>\$ 145,475</del>	<del>\$ 152,749</del>
Nutrition Services Coordinator	\$ 78,257	\$ 82,169	\$ 86,278	\$ 90,592	\$ 95,121
Nutrition Services Coordinator	<del>\$ 76,625</del>	<del>\$ 80,456</del>	<del>\$ 84,479</del>	<del>\$ 88,702</del>	<del>\$ 93,138</del>
Office Assistant	\$ 57,954	\$ 60,596	\$ 63,339	\$ 66,341	\$ 69,404
Office Assistant	<del>\$ 57,097</del>	<del>\$ 59,701</del>	<del>\$ 62,403</del>	<del>\$ 65,360</del>	<del>\$ 68,379</del>
Parking Enforcement Officer	\$ 64,491	\$ 67,542	\$ 70,558	\$ 74,001	\$ 77,481
Parking Enforcement Officer	<del>\$ 63,538</del>	<del>\$ 66,544</del>	<del>\$ 69,515</del>	<del>\$ 72,907</del>	<del>\$ 76,336</del>
Permit Manager	\$ 128,029	\$ 134,431	\$ 141,152	\$ 148,210	\$ 155,620
Permit Manager	<del>\$ 125,359</del>	<del>\$ 131,627</del>	<del>\$ 138,208</del>	<del>\$ 145,119</del>	<del>\$ 152,375</del>
Permit Technician	\$ 75,685	\$ 79,188	\$ 82,890	\$ 86,779	\$ 90,855
Permit Technician	<del>\$ 74,567</del>	<del>\$ 78,018</del>	<del>\$ 81,665</del>	<del>\$ 85,496</del>	<del>\$ 89,513</del>
Plan Check Engineer	\$ 121,664	\$ 127,488	\$ 133,565	\$ 140,018	\$ 146,800
Plan Check Engineer	<del>\$ 119,866</del>	<del>\$ 125,604</del>	<del>\$ 131,591</del>	<del>\$ 137,949</del>	<del>\$ 144,634</del>
Planning Commissioner*	n/a		Annual Rate		\$ 2,400
Planning Manager	\$ 138,171		Open Range		\$ 186,237
Planning Technician	\$ 86,779	\$ 90,855	\$ 95,130	\$ 99,603	\$ 104,379
Planning Technician	<del>\$ 85,496</del>	<del>\$ 89,513</del>	<del>\$ 93,724</del>	<del>\$ 98,134</del>	<del>\$ 102,836</del>
Police Chief	\$ 189,119		Open Range		\$ 273,146
Police Commander	\$ 179,788		Open Range		\$ 248,315
Police Corporal (2080 hours)	\$ 119,178	\$ 125,138	\$ 131,394	\$ 137,964	\$ 144,862
Police Corporal (2184 hours)	\$ 125,137	\$ 131,394	\$ 137,964	\$ 144,862	\$ 152,105
Police Officer (2080 hours)	\$ 110,735	\$ 116,271	\$ 122,084	\$ 128,189	\$ 134,599
Police Officer (2184 hours)	\$ 116,272	\$ 122,085	\$ 128,188	\$ 134,598	\$ 141,329
Police Records Specialist	\$ 70,558	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917
Police Records Specialist	<del>\$ 69,515</del>	<del>\$ 72,907</del>	<del>\$ 76,336</del>	<del>\$ 79,871</del>	<del>\$ 83,662</del>
Police Recruit	n/a		Hourly Rate		\$ 89,695
Police Sergeant (2080 hours)	\$ 137,060	\$ 143,913	\$ 151,108	\$ 158,664	\$ 166,597
Police Sergeant (2184 hours)	\$ 143,912	\$ 151,108	\$ 158,664	\$ 166,597	\$ 174,927
Principal Planner	\$ 133,596	\$ 140,275	\$ 147,289	\$ 154,654	\$ 162,386
Principal Planner	<del>\$ 130,809</del>	<del>\$ 137,350</del>	<del>\$ 144,217</del>	<del>\$ 151,428</del>	<del>\$ 159,000</del>
Program Aide/Driver	\$ 40,518	\$ 42,352	\$ 44,268	\$ 46,271	\$ 48,343
Program Aide/Driver	<del>\$ 39,920</del>	<del>\$ 41,726</del>	<del>\$ 43,614</del>	<del>\$ 45,587</del>	<del>\$ 47,629</del>
Program Assistant	\$ 57,724	\$ 60,355	\$ 63,086	\$ 66,077	\$ 69,127
Program Assistant	<del>\$ 56,871</del>	<del>\$ 59,463</del>	<del>\$ 62,154</del>	<del>\$ 65,100</del>	<del>\$ 68,106</del>
Project Manager	\$ 113,888	\$ 119,340	\$ 125,029	\$ 131,070	\$ 137,419
Project Manager	<del>\$ 112,205</del>	<del>\$ 117,576</del>	<del>\$ 123,182</del>	<del>\$ 129,133</del>	<del>\$ 135,388</del>
Property and Court Specialist	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917	\$ 88,993
Property and Court Specialist	<del>\$ 72,907</del>	<del>\$ 76,336</del>	<del>\$ 79,871</del>	<del>\$ 83,662</del>	<del>\$ 87,678</del>
Public Engagement Manager	\$ 138,171		Open Range		\$ 186,237
Public Works Director	\$ 179,788		Open Range		\$ 248,315
Public Works Superintendent	\$ 138,171		Open Range		\$ 186,237
Public Works Supervisor - Facilities	\$ 117,080	\$ 122,934	\$ 129,081	\$ 135,535	\$ 142,311
Public Works Supervisor - Facilities	<del>\$ 114,638</del>	<del>\$ 120,370</del>	<del>\$ 126,389</del>	<del>\$ 132,708</del>	<del>\$ 139,343</del>
Public Works Supervisor - Fleet	\$ 114,419	\$ 120,140	\$ 126,147	\$ 132,454	\$ 139,077
Public Works Supervisor - Fleet	<del>\$ 112,033</del>	<del>\$ 117,634</del>	<del>\$ 123,516</del>	<del>\$ 129,692</del>	<del>\$ 136,177</del>
Public Works Supervisor - Parks	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Parks	<del>\$ 104,217</del>	<del>\$ 109,427</del>	<del>\$ 114,899</del>	<del>\$ 120,644</del>	<del>\$ 126,676</del>
Public Works Supervisor - Streets	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Streets	<del>\$ 104,217</del>	<del>\$ 109,427</del>	<del>\$ 114,899</del>	<del>\$ 120,644</del>	<del>\$ 126,676</del>
Public Works Supervisor - Trees	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Trees	<del>\$ 104,217</del>	<del>\$ 109,427</del>	<del>\$ 114,899</del>	<del>\$ 120,644</del>	<del>\$ 126,676</del>
Recreation Coordinator	\$ 78,257	\$ 82,169	\$ 86,278	\$ 90,592	\$ 95,121
Recreation Coordinator	<del>\$ 76,625</del>	<del>\$ 80,456</del>	<del>\$ 84,479</del>	<del>\$ 88,702</del>	<del>\$ 93,138</del>
Revenue and Claims Manager	\$ 111,899	\$ 117,494	\$ 123,369	\$ 129,537	\$ 136,014
Revenue and Claims Manager	<del>\$ 109,565</del>	<del>\$ 115,044</del>	<del>\$ 120,796</del>	<del>\$ 126,836</del>	<del>\$ 133,177</del>
Senior Accountant	\$ 116,872	\$ 122,716	\$ 128,852	\$ 135,294	\$ 142,059
Senior Accountant	<del>\$ 114,435</del>	<del>\$ 120,157</del>	<del>\$ 126,165</del>	<del>\$ 132,473</del>	<del>\$ 139,096</del>
Senior Accounting Assistant	\$ 76,116	\$ 79,673	\$ 83,359	\$ 87,255	\$ 91,349
Senior Accounting Assistant	<del>\$ 74,991</del>	<del>\$ 78,495</del>	<del>\$ 82,127</del>	<del>\$ 85,965</del>	<del>\$ 89,999</del>
Senior Building Inspector	\$ 119,833	\$ 125,824	\$ 132,116	\$ 138,721	\$ 145,657
Senior Building Inspector	<del>\$ 117,334</del>	<del>\$ 123,200</del>	<del>\$ 129,360</del>	<del>\$ 135,828</del>	<del>\$ 142,620</del>
Senior Civil Engineer	\$ 138,028	\$ 144,929	\$ 152,175	\$ 159,784	\$ 167,773
Senior Civil Engineer	<del>\$ 135,149</del>	<del>\$ 141,906</del>	<del>\$ 149,002</del>	<del>\$ 156,452</del>	<del>\$ 164,274</del>
Senior Communications Dispatcher	\$ 107,800	\$ 112,984	\$ 118,369	\$ 124,028	\$ 129,949
Senior Communications Dispatcher	<del>\$ 106,207</del>	<del>\$ 111,314</del>	<del>\$ 116,620</del>	<del>\$ 122,196</del>	<del>\$ 128,029</del>
Senior Construction Inspector	\$ 111,142	\$ 116,699	\$ 122,534	\$ 128,660	\$ 135,093
Senior Construction Inspector	<del>\$ 108,824</del>	<del>\$ 114,265</del>	<del>\$ 119,978</del>	<del>\$ 125,977</del>	<del>\$ 132,276</del>
Senior Engineering Technician	\$ 97,859	\$ 102,476	\$ 107,404	\$ 112,522	\$ 117,903
Senior Engineering Technician	<del>\$ 96,413</del>	<del>\$ 100,962</del>	<del>\$ 105,817</del>	<del>\$ 110,859</del>	<del>\$ 116,160</del>
Senior Equipment Mechanic	\$ 89,186	\$ 93,537	\$ 97,937	\$ 102,473	\$ 107,335
Senior Equipment Mechanic	<del>\$ 87,868</del>	<del>\$ 92,155</del>	<del>\$ 96,489</del>	<del>\$ 100,958</del>	<del>\$ 105,749</del>
Senior Facilities Maintenance Technician	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Senior Facilities Maintenance Technician	<del>\$ 79,862</del>	<del>\$ 83,662</del>	<del>\$ 87,678</del>	<del>\$ 91,822</del>	<del>\$ 96,153</del>
Senior GIS Analyst	\$ 123,843	\$ 130,036	\$ 136,537	\$ 143,364	\$ 150,532
Senior GIS Analyst	<del>\$ 121,261</del>	<del>\$ 127,324</del>	<del>\$ 133,690</del>	<del>\$ 140,374</del>	<del>\$ 147,393</del>
Senior Human Resources Technician	\$ 89,276	\$ 93,740	\$ 98,427	\$ 103,348	\$ 108,516
Senior Human Resources Technician	<del>\$ 87,414</del>	<del>\$ 91,785</del>	<del>\$ 96,374</del>	<del>\$ 101,193</del>	<del>\$ 106,252</del>
Senior Library Assistant	\$ 79,890	\$ 83,884	\$ 88,079	\$ 92,482	\$ 97,107
Senior Library Assistant	<del>\$ 78,224</del>	<del>\$ 82,135</del>	<del>\$ 86,242</del>	<del>\$ 90,554</del>	<del>\$ 95,081</del>
Senior Maintenance Worker	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Senior Maintenance Worker	<del>\$ 79,862</del>	<del>\$ 83,662</del>	<del>\$ 87,678</del>	<del>\$ 91,822</del>	<del>\$ 96,153</del>

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Senior Management Analyst	\$ 120,861	\$ 126,904	\$ 133,250	\$ 139,912	\$ 146,908
Senior Management Analyst	<del>\$ 118,341</del>	<del>\$ 124,258</del>	<del>\$ 130,474</del>	<del>\$ 136,994</del>	<del>\$ 143,844</del>
Senior Office Assistant	\$ 63,339	\$ 66,341	\$ 69,404	\$ 72,647	\$ 76,009
Senior Office Assistant	<del>\$ 62,403</del>	<del>\$ 65,360</del>	<del>\$ 68,379</del>	<del>\$ 71,573</del>	<del>\$ 74,885</del>
Senior Planner	\$ 117,205	\$ 122,813	\$ 128,691	\$ 134,825	\$ 141,339
Senior Planner	<del>\$ 115,473</del>	<del>\$ 120,998</del>	<del>\$ 126,789</del>	<del>\$ 132,833</del>	<del>\$ 139,250</del>
Senior Police Records Specialist	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917	\$ 88,993
Senior Police Records Specialist	<del>\$ 72,907</del>	<del>\$ 76,336</del>	<del>\$ 79,874</del>	<del>\$ 83,662</del>	<del>\$ 87,678</del>
Senior Program Assistant	\$ 70,102	\$ 73,378	\$ 76,822	\$ 80,431	\$ 84,215
Senior Program Assistant	<del>\$ 69,066</del>	<del>\$ 72,294</del>	<del>\$ 75,687</del>	<del>\$ 79,242</del>	<del>\$ 82,971</del>
Senior Project Manager	\$ 129,346	\$ 135,813	\$ 142,604	\$ 149,734	\$ 157,221
Senior Project Manager	<del>\$ 126,648</del>	<del>\$ 132,981</del>	<del>\$ 139,630</del>	<del>\$ 146,611</del>	<del>\$ 153,942</del>
Senior Sustainability Specialist	\$ 87,913	\$ 92,119	\$ 96,528	\$ 101,129	\$ 106,014
Senior Sustainability Specialist	<del>\$ 86,614</del>	<del>\$ 90,757</del>	<del>\$ 95,101</del>	<del>\$ 99,635</del>	<del>\$ 104,448</del>
Senior Transportation Engineer	\$ 138,028	\$ 144,929	\$ 152,175	\$ 159,784	\$ 167,773
Senior Transportation Engineer	<del>\$ 135,149</del>	<del>\$ 141,906</del>	<del>\$ 149,002</del>	<del>\$ 156,452</del>	<del>\$ 164,274</del>
Senior Transportation Planner	\$ 117,205	\$ 122,813	\$ 128,691	\$ 134,825	\$ 141,339
Senior Transportation Planner	<del>\$ 115,473</del>	<del>\$ 120,998</del>	<del>\$ 126,789</del>	<del>\$ 132,833</del>	<del>\$ 139,250</del>
Senior Water System Operator	\$ 83,174	\$ 87,024	\$ 91,091	\$ 95,365	\$ 99,845
Senior Water System Operator	<del>\$ 81,945</del>	<del>\$ 85,738</del>	<del>\$ 89,745</del>	<del>\$ 93,956</del>	<del>\$ 98,369</del>
Sustainability Manager	\$ 133,019	Open Range			\$ 173,820
Sustainability Specialist	\$ 75,706	\$ 79,244	\$ 82,962	\$ 86,860	\$ 90,946
Sustainability Specialist	<del>\$ 74,587</del>	<del>\$ 78,073</del>	<del>\$ 81,736</del>	<del>\$ 85,576</del>	<del>\$ 89,602</del>
Systems Administrator	\$ 122,032	\$ 128,133	\$ 134,540	\$ 141,267	\$ 148,331
Systems Administrator	<del>\$ 119,487</del>	<del>\$ 125,461</del>	<del>\$ 131,734</del>	<del>\$ 138,321</del>	<del>\$ 145,237</del>
Transportation Demand Management Coordinator	\$ 99,788	\$ 104,542	\$ 109,537	\$ 114,778	\$ 120,272
Transportation Demand Management Coordinator	<del>\$ 98,314</del>	<del>\$ 102,997</del>	<del>\$ 107,919</del>	<del>\$ 113,082</del>	<del>\$ 118,404</del>
Transportation Director	\$ 179,788	Open Range			\$ 248,315
Transportation Manager	\$ 138,171	Open Range			\$ 186,238
Water Quality Specialist	\$ 86,860	\$ 90,946	\$ 95,223	\$ 99,788	\$ 104,542
Water Quality Specialist	<del>\$ 85,576</del>	<del>\$ 89,602</del>	<del>\$ 93,816</del>	<del>\$ 98,314</del>	<del>\$ 102,997</del>
Water System Operator I	\$ 69,112	\$ 72,208	\$ 75,411	\$ 79,136	\$ 82,820
Water System Operator I	<del>\$ 68,090</del>	<del>\$ 71,141</del>	<del>\$ 74,296</del>	<del>\$ 77,967</del>	<del>\$ 81,596</del>
Water System Operator II	\$ 75,612	\$ 79,113	\$ 82,810	\$ 86,695	\$ 90,768
Water System Operator II	<del>\$ 74,495</del>	<del>\$ 77,944</del>	<del>\$ 81,586</del>	<del>\$ 85,414</del>	<del>\$ 89,427</del>



Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 89,050	\$ 93,504	\$ 98,179	\$ 103,088	\$ 108,243
Accountant II	\$ 97,536	\$ 102,147	\$ 106,965	\$ 112,109	\$ 117,453
Accounting Assistant I	\$ 63,149	\$ 66,143	\$ 69,197	\$ 72,430	\$ 75,781
Accounting Assistant II	\$ 69,197	\$ 72,430	\$ 75,781	\$ 79,323	\$ 83,045
Administrative Assistant	\$ 69,404	\$ 72,647	\$ 76,009	\$ 79,561	\$ 83,294
Administrative Services Director	\$ 179,788		Open Range		\$ 248,315
Assistant Administrative Services Director	\$ 153,562		Open Range		\$ 198,651
Assistant City Manager	\$ 189,119		Open Range		\$ 273,146
Assistant Community Development Director	\$ 153,562		Open Range		\$ 198,651
Assistant Engineer	\$ 107,404	\$ 112,522	\$ 117,903	\$ 123,531	\$ 129,416
Assistant Library and Community Services Director	\$ 153,562		Open Range		\$ 198,651
Assistant Planner	\$ 97,313	\$ 101,889	\$ 106,773	\$ 111,861	\$ 117,205
Assistant Public Works Director	\$ 153,562		Open Range		\$ 198,651
Assistant Public Works Director - Engineering	\$ 153,562		Open Range		\$ 198,651
Assistant Public Works Director - Maintenance	\$ 153,562		Open Range		\$ 198,651
Assistant Public Works Director - Transportation	\$ 153,562		Open Range		\$ 198,651
Assistant to the City Manager	\$ 133,019		Open Range		\$ 173,820
Assistant to the City Manager / City Clerk	\$ 133,019		Open Range		\$ 173,820
Assistant Transportation Planner	\$ 97,313	\$ 101,889	\$ 106,773	\$ 111,861	\$ 117,205
Associate Civil Engineer	\$ 120,516	\$ 126,286	\$ 132,305	\$ 138,697	\$ 145,416
Associate Engineer	\$ 113,888	\$ 119,340	\$ 125,029	\$ 131,070	\$ 137,419
Associate Planner	\$ 106,773	\$ 111,861	\$ 117,205	\$ 122,813	\$ 128,691
Associate Transportation Engineer	\$ 126,286	\$ 132,305	\$ 138,697	\$ 145,416	\$ 152,462
Associate Transportation Planner	\$ 106,773	\$ 111,861	\$ 117,205	\$ 122,813	\$ 128,691
Building Custodian	\$ 63,086	\$ 66,077	\$ 69,127	\$ 72,357	\$ 75,706
Building Inspector I	\$ 94,047	\$ 98,570	\$ 103,268	\$ 108,205	\$ 113,371
Building Inspector II	\$ 103,452	\$ 108,427	\$ 113,595	\$ 119,025	\$ 124,709
Building Official	\$ 138,171		Open Range		\$ 186,237
Business Manager	\$ 107,432	\$ 112,804	\$ 118,444	\$ 124,366	\$ 130,585
Chief Water Operator	\$ 106,774	\$ 112,112	\$ 117,718	\$ 123,604	\$ 129,784
Child Care Teacher I	\$ 56,448	\$ 59,009	\$ 61,681	\$ 64,491	\$ 67,542
Child Care Teacher II	\$ 63,086	\$ 66,077	\$ 69,127	\$ 72,357	\$ 75,706
Child Care Teacher's Aide	\$ 42,352	\$ 44,268	\$ 46,271	\$ 48,343	\$ 50,478
City Arborist	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374	\$ 135,843
City Clerk	\$ 133,019		Open Range		\$ 173,820
City Councilmember*	n/a		Annual Rate		\$ 7,680
City Manager	\$ 215,745		Open Range		\$ 316,500
Code Enforcement Officer	\$ 88,993	\$ 93,199	\$ 97,596	\$ 102,290	\$ 107,165
Communications and Records Manager	\$ 124,735	\$ 130,971	\$ 137,520	\$ 144,396	\$ 151,616
Communications Dispatcher	\$ 96,348	\$ 100,903	\$ 105,663	\$ 110,744	\$ 116,022
Communications Training Dispatcher	\$ 101,120	\$ 105,890	\$ 110,982	\$ 116,272	\$ 121,831
Community Development Director	\$ 179,788		Open Range		\$ 248,315
Community Development Technician	\$ 75,685	\$ 79,189	\$ 82,890	\$ 86,779	\$ 90,856
Community Service Officer	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917	\$ 88,993
Construction Inspector I	\$ 88,723	\$ 92,991	\$ 97,422	\$ 102,080	\$ 106,954
Construction Inspector II	\$ 97,596	\$ 102,290	\$ 107,165	\$ 112,288	\$ 117,650
Contracts Specialist	\$ 78,145	\$ 81,820	\$ 85,608	\$ 89,672	\$ 93,976
Custodial Services Supervisor	\$ 74,757	\$ 78,495	\$ 82,420	\$ 86,541	\$ 90,868
Deputy City Clerk	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Deputy City Manager	\$ 179,788		Open Range		\$ 248,315
Deputy Community Development Director - Housing	\$ 138,171		Open Range		\$ 186,237
Economic Development Manager	\$ 133,019		Open Range		\$ 173,820
Emergency Preparedness Coordinator	\$ 113,888	\$ 119,340	\$ 125,029	\$ 131,070	\$ 137,419
Engineering Services Manager	\$ 138,171		Open Range		\$ 186,237
Engineering Technician I	\$ 81,354	\$ 85,122	\$ 89,162	\$ 93,442	\$ 97,859
Engineering Technician II	\$ 91,202	\$ 95,494	\$ 99,984	\$ 104,777	\$ 109,770
Enterprise Applications Administrator	\$ 122,032	\$ 128,133	\$ 134,540	\$ 141,267	\$ 148,331
Enterprise Applications Support Specialist I	\$ 96,263	\$ 101,076	\$ 106,130	\$ 111,436	\$ 117,008
Enterprise Applications Support Specialist II	\$ 106,770	\$ 111,904	\$ 117,238	\$ 122,844	\$ 128,709
Equipment Mechanic	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Executive Assistant	\$ 79,244	\$ 82,962	\$ 86,860	\$ 90,946	\$ 95,223
Executive Assistant to the City Manager	\$ 84,944	\$ 89,191	\$ 93,651	\$ 98,334	\$ 103,250
Extra Help Retired Annuitant	\$ 31,200		Open Range		\$ 249,600
Facilities Maintenance Technician I	\$ 67,542	\$ 70,652	\$ 74,001	\$ 77,481	\$ 81,069
Facilities Maintenance Technician II	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917	\$ 88,993
Finance and Budget Manager	\$ 138,171		Open Range		\$ 186,237
Finance Director	\$ 179,788		Open Range		\$ 248,315
GIS Analyst I	\$ 93,424	\$ 98,095	\$ 103,001	\$ 108,151	\$ 113,559
GIS Analyst II	\$ 110,333	\$ 115,850	\$ 121,642	\$ 127,725	\$ 134,111
Gymnastics Instructor	\$ 45,193	\$ 47,237	\$ 49,370	\$ 51,574	\$ 53,946
Housing & Economic Development Manager	\$ 133,019		Open Range		\$ 173,820
Housing Manager	\$ 133,019		Open Range		\$ 173,820
Human Resources Director	\$ 179,788		Open Range		\$ 248,315
Human Resources Manager	\$ 138,171		Open Range		\$ 186,237
Human Resources Technician I	\$ 73,782	\$ 77,471	\$ 81,345	\$ 85,412	\$ 89,682
Human Resources Technician II	\$ 81,160	\$ 85,218	\$ 89,479	\$ 93,953	\$ 98,651
Information Technology Manager	\$ 138,171		Open Range		\$ 186,237
Information Technology Specialist I	\$ 78,982	\$ 82,932	\$ 87,079	\$ 91,434	\$ 96,007
Information Technology Specialist II	\$ 87,757	\$ 91,881	\$ 96,203	\$ 100,727	\$ 105,557
Internal Services Manager	\$ 138,171		Open Range		\$ 186,237
Junior Engineer	\$ 86,643	\$ 90,975	\$ 95,523	\$ 100,300	\$ 105,315
Junior Network & Systems Administrator	\$ 111,648	\$ 117,230	\$ 123,092	\$ 129,246	\$ 135,709

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Librarian I	\$ 75,706	\$ 79,244	\$ 82,962	\$ 86,860	\$ 90,946
Librarian II	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596	\$ 102,290
Library and Community Services Director	\$ 179,788		Open Range		\$ 248,315
Library and Community Services Manager	\$ 138,171		Open Range		\$ 186,237
Library and Community Services Supervisor	\$ 101,251	\$ 106,313	\$ 111,629	\$ 117,210	\$ 123,071
Library Assistant I	\$ 59,009	\$ 61,681	\$ 64,491	\$ 67,542	\$ 70,652
Library Assistant II	\$ 64,491	\$ 67,542	\$ 70,558	\$ 74,001	\$ 77,481
Library Assistant III	\$ 70,558	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,831
Literacy Program Manager	\$ 89,716	\$ 94,202	\$ 98,912	\$ 103,857	\$ 109,050
Maintenance Worker I	\$ 64,491	\$ 67,542	\$ 70,558	\$ 74,001	\$ 77,481
Maintenance Worker II	\$ 70,558	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917
Management Analyst I	\$ 93,424	\$ 98,095	\$ 103,001	\$ 108,151	\$ 113,559
Management Analyst I - Confidential	\$ 94,004	\$ 98,704	\$ 103,640	\$ 108,822	\$ 114,264
Management Analyst II	\$ 107,432	\$ 112,804	\$ 118,444	\$ 124,366	\$ 130,585
Network Administrator	\$ 128,344	\$ 134,761	\$ 141,499	\$ 148,574	\$ 156,003
Nutrition Services Coordinator	\$ 78,257	\$ 82,169	\$ 86,278	\$ 90,592	\$ 95,121
Office Assistant	\$ 57,954	\$ 60,596	\$ 63,339	\$ 66,341	\$ 69,404
Parking Enforcement Officer	\$ 64,491	\$ 67,542	\$ 70,558	\$ 74,001	\$ 77,481
Permit Manager	\$ 128,029	\$ 134,431	\$ 141,152	\$ 148,210	\$ 155,620
Permit Technician	\$ 75,685	\$ 79,188	\$ 82,890	\$ 86,779	\$ 90,855
Plan Check Engineer	\$ 121,664	\$ 127,488	\$ 133,565	\$ 140,018	\$ 146,800
Planning Commissioner*	n/a		Annual Rate		\$ 2,400
Planning Manager	\$ 138,171		Open Range		\$ 186,237
Planning Technician	\$ 86,779	\$ 90,855	\$ 95,130	\$ 99,603	\$ 104,379
Police Chief	\$ 189,119		Open Range		\$ 273,146
Police Commander	\$ 179,788		Open Range		\$ 248,315
Police Corporal (2080 hours)	\$ 119,178	\$ 125,138	\$ 131,394	\$ 137,964	\$ 144,862
Police Corporal (2184 hours)	\$ 125,137	\$ 131,394	\$ 137,964	\$ 144,862	\$ 152,105
Police Officer (2080 hours)	\$ 110,735	\$ 116,271	\$ 122,084	\$ 128,189	\$ 134,599
Police Officer (2184 hours)	\$ 116,272	\$ 122,085	\$ 128,188	\$ 134,598	\$ 141,329
Police Records Specialist	\$ 70,558	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917
Police Recruit	n/a		Hourly Rate		\$ 89,695
Police Sergeant (2080 hours)	\$ 137,060	\$ 143,913	\$ 151,108	\$ 158,664	\$ 166,597
Police Sergeant (2184 hours)	\$ 143,912	\$ 151,108	\$ 158,664	\$ 166,597	\$ 174,927
Principal Planner	\$ 133,596	\$ 140,275	\$ 147,289	\$ 154,654	\$ 162,386
Program Aide/Driver	\$ 40,518	\$ 42,352	\$ 44,268	\$ 46,271	\$ 48,343
Program Assistant	\$ 57,724	\$ 60,355	\$ 63,086	\$ 66,077	\$ 69,127
Project Manager	\$ 113,888	\$ 119,340	\$ 125,029	\$ 131,070	\$ 137,419
Property and Court Specialist	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917	\$ 88,993
Public Engagement Manager	\$ 138,171		Open Range		\$ 186,237
Public Works Director	\$ 179,788		Open Range		\$ 248,315
Public Works Superintendent	\$ 138,171		Open Range		\$ 186,237
Public Works Supervisor - Facilities	\$ 117,080	\$ 122,934	\$ 129,081	\$ 135,535	\$ 142,311
Public Works Supervisor - Fleet	\$ 114,419	\$ 120,140	\$ 126,147	\$ 132,454	\$ 139,077
Public Works Supervisor - Parks	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Streets	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Trees	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Recreation Coordinator	\$ 78,257	\$ 82,169	\$ 86,278	\$ 90,592	\$ 95,121
Revenue and Claims Manager	\$ 111,899	\$ 117,494	\$ 123,369	\$ 129,537	\$ 136,014
Senior Accountant	\$ 116,872	\$ 122,716	\$ 128,852	\$ 135,294	\$ 142,059
Senior Accounting Assistant	\$ 76,116	\$ 79,673	\$ 83,359	\$ 87,255	\$ 91,349
Senior Building Inspector	\$ 119,833	\$ 125,824	\$ 132,116	\$ 138,721	\$ 145,657
Senior Civil Engineer	\$ 138,028	\$ 144,929	\$ 152,175	\$ 159,784	\$ 167,773
Senior Communications Dispatcher	\$ 107,800	\$ 112,984	\$ 118,369	\$ 124,028	\$ 129,949
Senior Construction Inspector	\$ 111,142	\$ 116,699	\$ 122,534	\$ 128,660	\$ 135,093
Senior Engineering Technician	\$ 97,859	\$ 102,476	\$ 107,404	\$ 112,522	\$ 117,903
Senior Equipment Mechanic	\$ 89,186	\$ 93,537	\$ 97,937	\$ 102,473	\$ 107,335
Senior Facilities Maintenance Technician	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Senior GIS Analyst	\$ 123,843	\$ 130,036	\$ 136,537	\$ 143,364	\$ 150,532
Senior Human Resources Technician	\$ 89,276	\$ 93,740	\$ 98,427	\$ 103,348	\$ 108,516
Senior Library Assistant	\$ 79,890	\$ 83,884	\$ 88,079	\$ 92,482	\$ 97,107
Senior Maintenance Worker	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Senior Management Analyst	\$ 120,861	\$ 126,904	\$ 133,250	\$ 139,912	\$ 146,908
Senior Office Assistant	\$ 63,339	\$ 66,341	\$ 69,404	\$ 72,647	\$ 76,009
Senior Planner	\$ 117,205	\$ 122,813	\$ 128,691	\$ 134,825	\$ 141,339
Senior Police Records Specialist	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917	\$ 88,993
Senior Program Assistant	\$ 70,102	\$ 73,378	\$ 76,822	\$ 80,431	\$ 84,215
Senior Project Manager	\$ 129,346	\$ 135,813	\$ 142,604	\$ 149,734	\$ 157,221
Senior Sustainability Specialist	\$ 87,913	\$ 92,119	\$ 96,528	\$ 101,129	\$ 106,014
Senior Transportation Engineer	\$ 138,028	\$ 144,929	\$ 152,175	\$ 159,784	\$ 167,773
Senior Transportation Planner	\$ 117,205	\$ 122,813	\$ 128,691	\$ 134,825	\$ 141,339
Senior Water System Operator	\$ 83,174	\$ 87,024	\$ 91,091	\$ 95,365	\$ 99,845
Sustainability Manager	\$ 133,019		Open Range		\$ 173,820
Sustainability Specialist	\$ 75,706	\$ 79,244	\$ 82,962	\$ 86,860	\$ 90,946
Systems Administrator	\$ 122,032	\$ 128,133	\$ 134,540	\$ 141,267	\$ 148,331
Transportation Demand Management Coordinator	\$ 99,788	\$ 104,542	\$ 109,537	\$ 114,778	\$ 120,272
Transportation Director	\$ 179,788		Open Range		\$ 248,315
Transportation Manager	\$ 138,171		Open Range		\$ 186,237
Water Quality Specialist	\$ 86,860	\$ 90,946	\$ 95,223	\$ 99,788	\$ 104,542
Water System Operator I	\$ 69,112	\$ 72,208	\$ 75,411	\$ 79,136	\$ 82,820
Water System Operator II	\$ 75,612	\$ 79,113	\$ 82,810	\$ 86,695	\$ 90,768

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

\*Elected and appointed officials are not City employees. Planning Commissioner stipend effective May 2024 per Resolution No. 6890

Position Title	Minimum	Maximum
Communications Dispatcher - Per Diem	\$57.47	Open Range \$57.47
Communications Dispatcher - Per Diem	<del>\$56.62</del>	<del>Open Range</del> <del>\$56.62</del>
Intern	\$19.56	Open Range \$23.90
Intern	<del>\$19.27</del>	<del>Open Range</del> <del>\$23.55</del>
Library Clerk	\$19.88	Open Range \$23.94
Library Clerk	<del>\$19.59</del>	<del>Open Range</del> <del>\$23.59</del>
Library Page	\$16.95	Open Range \$17.68
Library Page	<del>\$16.70</del>	<del>Open Range</del> <del>\$17.42</del>
Maintenance Aide	\$20.91	Open Range \$23.00
Maintenance Aide	<del>\$20.60</del>	<del>Open Range</del> <del>\$22.66</del>
Maintenance Worker	\$31.01	Open Range \$37.25
Maintenance Worker	<del>\$30.55</del>	<del>Open Range</del> <del>\$36.70</del>
Office Assistant	\$27.86	Open Range \$33.36
Office Assistant	<del>\$27.45</del>	<del>Open Range</del> <del>\$32.87</del>
Police Officer - Reserve	\$53.24	Open Range \$53.24
Recreation Leader	\$16.95	Open Range \$17.68
Recreation Leader	<del>\$16.70</del>	<del>Open Range</del> <del>\$17.42</del>
Recreation Specialist	\$18.64	Open Range \$22.24
Recreation Specialist	<del>\$18.36</del>	<del>Open Range</del> <del>\$21.91</del>
Senior Recreation Leader	\$17.42	Open Range \$20.79
Senior Recreation Leader	<del>\$17.16</del>	<del>Open Range</del> <del>\$20.48</del>

Position Title	Minimum	Maximum
Communications Dispatcher - Per Diem	\$57.47	Open Range
Intern	\$19.56	Open Range
Library Clerk	\$19.88	Open Range
Library Page	\$16.95	Open Range
Maintenance Aide	\$20.91	Open Range
Maintenance Worker	\$31.01	Open Range
Office Assistant	\$27.86	Open Range
Police Officer - Reserve	\$53.24	Open Range
Recreation Leader	\$16.95	Open Range
Recreation Specialist	\$18.64	Open Range
Senior Recreation Leader	\$17.42	Open Range

**RESOLUTION NO. XXXX****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO  
EXTEND THE SOLID WASTE AND WATER RATE ASSISTANCE PROGRAM**

WHEREAS, as of June 16, 2020, the City Council adopted Resolution No. 6563 to support the black lives matter movement, which emphasizes inclusion and equity within the community through City policies and services; and

WHEREAS, to promote equity and support Menlo Park's diverse community, establishing a rate assistance program helps low-income households to cover basic living expenses; and

WHEREAS, some rate assistance programs, such as Pacific Gas & Electricity (PG&E) California Alternative Rate Energy (CARE) program, offer a monthly minimum discount of 20% on gas and electricity; and

WHEREAS, due to the COVID-19 pandemic and solid waste and water rate increases, some residential customers may be financially impacted; and

WHEREAS, Aug. 25, 2020, during a study session, the City Council supported establishment of a rate assistance program for solid waste rates at a 20% discount; and

WHEREAS, Sept. 8, 2020, during a study session, the City Council supported establishment of a rate assistance program for Menlo Park Municipal Water customers; and

WHEREAS, Dec. 8, 2020, the City Council adopted Resolution No. 6605, which established the rate assistance program, appropriated \$164,000 from the general fund, and provided a timeframe for the program of Jan. 1, 2021, through June 30, 2021, and

WHEREAS, Jan. 1, 2021, Recology's new solid waste rates went into effect; and

WHEREAS, April 27, 2021, the City Council received an update about extending the pilot program for fiscal year 2021-22; and

WHEREAS, May 11, 2021, the City Council adopted Resolution No. 6625, which approved Menlo Park Municipal Water rate increases for the next five years between July 1, 2021, and June 30, 2026; and

WHEREAS, June 22, 2021, the City Council adopted Resolution No. 6638, which extended the solid waste and water rate assistance program to June 30, 2022; and

WHEREAS, July 1, 2021, new Menlo Park Municipal Water rates went into effect; and

WHEREAS, Jan. 1, 2022, Recology's new solid waste rates went into effect; and

WHEREAS, June 28, 2022, the City Council adopted Resolution No. 6755, which extended the solid waste and water rate assistance program to June 30, 2023; and

WHEREAS, July 1, 2022, new Menlo Park Municipal Water rates went into effect; and

WHEREAS, Jan. 1, 2023, Recology's new solid waste rates went into effect; and

WHEREAS, June 27, 2023, the City Council adopted Resolution No. 6845, which extended the solid waste and water rate assistance program to June 30, 2024; and

WHEREAS, July 1, 2023, new Menlo Park Municipal Water rates went into effect; and

WHEREAS, Jan. 1, 2024, Recology's new solid waste rates went into effect; and

WHEREAS, July 1, 2024, new Menlo Park Municipal Water rates are scheduled to be in effect.

NOW, THEREFORE BE IT RESOLVED, the program shall be comprised of the following timeframe, discount, and qualifications unless modified by the City Council by resolution:

1. Timeframe: Continue July 1, 2024 and end June 30, 2025;
2. Discount: Monthly 20% discount for solid waste rates and a monthly fixed discount equal to 50% of the 5/8-inch meter service charge for water rates; and
3. Qualifications: Households must meet the following criteria to receive the discount:
  - Must be enrolled in PG&E CARE program;
  - Submit most recent PG&E bill to verify CARE enrollment. Address on PG&E bill must be the same as the address on solid waste and water bills, but names may be different;
  - Submit most recent Recology and/or Menlo Park Municipal Water bills to receive applicable discounts; and
  - Re-certify eligibility according to the PG&E CARE program enrollment expiration date. Re-certification will vary, depending on when the household applies to CARE.

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 \_\_ day of June, 2024, 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 \_\_ day of June, 2024.

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Judi A. Herren, City Clerk

# 2024-25 AWARD AUTHORITY AND BID REQUIREMENTS ATTACHED

City Council Policy No. CC-21-024  
 Adopted December 14, 2021  
 Resolution No. 6695



<b>Purpose</b>			
Pursuant to City Council adopted policy CC-21-024, this memo establishes the award authority and bid requirements for the 2024-25 fiscal year.			
<b>Award Authority and Bid Requirements</b>			
<b>Category</b>	<b>Amount</b>	<b>Approving authority</b>	<b>Bid requirement</b>
<b>Goods, general services, and professional services</b>	Less than \$46,500	City Manager Designee	Written quotations
	\$46,501 to \$93,000/year (up to 3 years)	City Manager	Informal bid
	\$93,001 to \$200,000	City Council	Informal bid
	Greater than \$200,000		Formal bid
<b>Public projects</b>	Less than \$60,000	City Manager Designee	Informal bid/force account
	\$60,001 to \$93,000	City Manager	
	\$93,001 to \$200,000	City Council	Informal bid
	Greater than \$200,000		Formal bid
<b>Claims settlement</b>	Up to \$93,000	City Manager	N/A
	\$93,001 or greater	City Council	