



STAFF REPORT

City Council
Meeting Date: 6/25/2024
Staff Report Number: 24-121-CC

Regular Business: Adopt resolutions for fiscal year 2024-25: adopting budget and capital improvement plan; establishing appropriations limit; amending salary schedule effective July 14, 2024; extending rate assistance program through June 2025; and accept award authority and bid requirements through June 2025

Recommendation

Staff recommends that City Council provide final direction on the city manager's fiscal year 2024-25 proposed budget, adopt the following resolutions, establish award levels and bid requirements:

1. Resolution adopting fiscal year 2024-25 budget and capital improvement plan (CIP) (Attachment A)
2. Resolution establishing the appropriations limit (Attachment B)
3. Resolution amending the salary schedule effective July 14, 2024 (Attachment C)
4. Resolution extending the solid waste and water rate assistance program through June 2025 (Attachment D)
5. Accept award memo for authority and bid requirements through June 2025 (Attachment E)

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." Appropriations for fiscal year 2023-24 lapse June 30, and adoption of the budget and appropriation of funds is necessary before the start of the fiscal year July 1.

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 May 30 for consideration by the community and City Council. A budget workshop was held May 30 to provide additional information about the budget and answer questions from the community and a public hearing was held at the June 11 City Council meeting. Materials from the public budget workshop and public hearing are available on the City's website as Attachment F.

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 city manager's budget is publicly presented through the City's OpenGov platform, which facilitates transparency, analysis and discussion (Attachment F).

Changes incorporated after the June 11 public hearing

The fiscal year 2023-24 fund balance projections and fiscal year 2024-25 proposed budget incorporate several changes as directed by City Council following introduction of the budget at the June 11 public hearing. These changes are summarized below.

One-time General Fund transfers

At the City Council meeting held June 11, the City Council approved a one-time transfer of \$576,000 from the projected fiscal year 2023-24 General Fund surplus to the General Capital Improvement Fund to support the pavement slurry project. In addition, at the meeting held June 18, the City Council approved a one-time transfer of \$1.75 million from the General Fund to the General Capital Improvement Fund to support planned CIP project expenditures in fiscal year 2024-25 and future CIP funding needs. Projects that are closely being evaluated include renewable energy and efficiency efforts at City facilities, on-going facility and park projects, stormwater system improvement needs, and the implementation of the Vision Zero Action Plan and the Environment Justice Element. Planning is also underway to evaluate funding options for projects included in the five-year CIP, which will require significant investments in transportation, water and stormwater.

Environmental Justice Program implementation funding

At the June 11 City Council meeting, the City Council generally expressed support for the use of the Bayfront Mitigation Fund (Fund 332) to implement Environmental Justice programs, including operational and capital project enhancements. At a subsequent study session on the Environmental Justice Element June 18, the City Council continued to express support to demonstrate the City's financial commitment to advancing equity and addressing potential environmental health risks in Menlo Park, with a focus on the Belle Haven and Bayfront neighborhoods. As such, the proposed fiscal year 2024-25 budget has been updated to include a newly created Environmental Justice Program Implementation Fund (Fund 350) with a transfer of \$1 million from the Bayfront Mitigation Fund (Fund 332). This new fund will provide greater transparency and better tracking of funding for environmental justice programs. Over time, staff will bring environmental justice programs and projects (e.g., shade structures) to the City Council for approval that include budget appropriations from Fund 350, or additional appropriations of funding from other sources. The creation of Fund 350 with an initial transfer from Fund 332 does not authorize new expenditures or change the overall operating budget.

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

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.

Menlo Park Police Officers' Association (POA) negotiations

Negotiations with the Menlo Park POA have commenced and are anticipated to be brought forward before their current memorandum of understanding (MOU) term ends Aug. 31, 2024. Negotiated labor increases from successor MOUs will be included in mid-year budget amendments.

Revised fund balances through fiscal year 2024-25

For fiscal year 2023-24 year-end, projected fund balances for all funds (Attachment G) have been revised from the June 11 public hearing to incorporate the transfers approved June 11 and 18. In addition, the projected General Fund year-end fund balance, proposed budget and five-year forecast (Attachment H)

have been revised to include these changes. The projected year-end fund balance for the General Fund is \$35.4 million compared to the \$37.7 million presented at the public hearing.

For the fiscal year 2024-25 proposed budget, the General Fund has \$73.4 million in revenues and \$74.2 million in expenses, arriving at a deficit of \$818,773. Currently, the proposed budget forecasts through June 30, 2025, an unassigned fund balance of \$8.4 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, an additional unfunded accrued liability payment of \$1.1 million, and a shortfall of \$2.0 million for property taxes in lieu of vehicle license fee.

General Fund five-year forecast

The General Fund five-year forecast (Attachment H) has been revised to reflect the updated fiscal year 2023-24 and 2024-25 fund balances resulting from budget amendments approved by City Council. The forecast projects that total reserve balance trends downward from \$35.4 million to \$4.5 million over the five-year period. The Emergency Contingency Reserve is maintained at the minimum policy level of 15% of the adopted expenditure 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 expenditure budget in fiscal year 2028-29.

Proposed five-year capital improvement plan

Table 1 below summarizes the proposed new funding requests by topic area, rounded to the nearest \$10,000. There are no changes to the CIP since the June 11 public hearing. 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.

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%	-	-
Total	\$42,751,702	100%	\$11,127,702	100%

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 resolutions

Staff request adoption of the following resolutions before July 1, 2024.

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

The resolution formally appropriates funds and allows for expenditures during the fiscal year.

Appropriations limit (Attachment B)

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

Salary schedule amendments (Attachment C)

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. Typographical errors were corrected in the temporary employee salary schedule since the June 11 public hearing.

Rate assistance program (Attachment D)

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 E)

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.

Impact on City Resources

The total operating expense budget across all funds is \$129.3 million and the capital improvement budget is \$42.7 million. As noted in the previous section, the fiscal year 2024-25 General Fund budget is balanced with the use of \$768,773 in unassigned fund balance.

Environmental Review

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

Public Notice

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

Attachments

- A. Resolution adopting the fiscal year 2024-25 budget and CIP
- B. Resolution adopting establishing the appropriations limit

- C. Resolution amending the salary schedule effective July 14, 2024
- D. Resolution extending the solid waste and water rate assistance program
- E. Award authority memo for fiscal year 2024-25
- F. Hyperlink – City budget (fiscal year 2024-25 proposed budget and CIP, budget workshop presentation and recording): menlopark.gov/budget
- G. Fiscal year 2023-24 projected fund balances and fiscal year 2024-25 proposed budgeted fund balances
- H. General Fund fiscal year 2023-24 year-end projection, fiscal year 2024-25 proposed budget, and five-year forecast

Report prepared by:

Adrian Patino, Management Analyst II
Rani Singh, Interim Finance and Budget Manager

Report reviewed by:

Jared Hansen, Assistant Administrative Services Director
Brittany Mello, Administrative Services Director

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 meetings held June 11 and 25, 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

WHEREAS, at the June 11 and June 18 City Council meetings, the City Council generally expressed support to implement the environmental justice programs, including operational and capital project enhancements; and

WHEREAS, appropriations become effective July 1, 2024, and lapse June 30, 2025, with the exception of appropriations for capital improvement projects, multi-year studies, and notice of funding availability for housing. Due to the nature of these projects, which often span multiple fiscal years, unexpended funds are automatically carried forward to the following fiscal year as part of the budget and do not require re-appropriations by the City Council.

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

1. Establish an Environmental Justice Program Implementation Fund; and
2. Adopt the budget for the fiscal year 2024-25 as summarized in Exhibit A and as modified according to majority City Council direction; and
3. 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
4. Authorize the city manager or designee to transfer budget appropriations within funds and between departments, projects, and/or accounts including between personnel and operating expenditures within a single fund to accomplish the purposes as set forth in the budget document to ensure the efficient and effective administration of city services; and
5. 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.

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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 twenty-fifth 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

Exhibits:

A. Fiscal year 2024-25 proposed budgeted fund balances

Fund	Fiscal year 2024-25 proposed budget		
	Revenues	Expenditures	Fund balance
100 - General Fund	\$ 73,412,487	\$ (74,231,260)	\$ 34,571,733
111 - Developer Special Revenue Fund	1,450,000	(1,000,000)	4,422,625
201 - EIR Fees	-	-	(182,528)
202 - Miscellaneous Trust Fund	-	-	159,959
203 - Donations - Library and Community Services	205,000	(145,000)	89,199
211 - Heritage Tree	160,000	(250,000)	514,271
213 - CalRecycle SB1383 Local Grant	92,197	(134,350)	(41,155)
221 - Low and Moderate Income Housing	-	(14,000)	6,722,708
222 - Below Market Rate Housing	-	(1,964,699)	35,796,499
223 - Housing Federal Revenue Sharing	-	(4,000)	117,660
224 - Community Development Block Grant	-	(4,000)	1,394,234
251 - Big Lift	-	-	(53,850)
252 - Childcare Food	100,000	(155,000)	(114,828)
253 - Belle Haven Child Development Center	2,396,000	(2,310,784)	(493,172)
254 - Preschool-QRIS	12,000	(12,000)	(286)
255 - Senior Transportation	-	-	189
256 - Recreation In-Lieu	725,000	-	787,663
258 - CRRSA	449,193	-	1,082,760
259 - Community Summer Enrichment Grant	-	-	10,326
301 - Literacy Grant	-	-	53,729
302 - Public Library Fund	-	-	83,414
303 - Family Literacy Grant	-	-	10,142
304 - Belle Haven Community Campus	-	-	(351,040)
326 - Narcotic Seizure Fund	-	-	71,377
327 - Supplemental Law Enforcement Services	100,000	(100,000)	448,675
328 - Downtown Parking Permits	-	(170,200)	4,022,887
329 - OTS Grant	70,000	-	78,509
331 - ABC Grant	-	-	3,090
332 - Bayfront Mitigation Fund	-	(1,000,000)	8,514,701
334 - BCSS Wellness Grant	28,785	-	57,570
350 - Environmental Justice Program Implementation Fund	1,000,000	-	1,000,000
351 - Transportation Impact Fees	12,785,000	(19,616,000)	5,607,549
352 - Transportation Fund	-	-	21,817
353 - Downtown Public Amenity Fund	-	(130,000)	1,824,003
354 - Storm Drainage Fees	50,000	-	205,515

Fund	Fiscal year 2024-25 proposed budget		
	Revenues	Expenditures	Fund balance
355 - Shuttle Program	907,677	(1,156,929)	(578,679)
356 - County Transportation Tax (Measure A)	1,250,000	(1,532,626)	289,550
357 - Highway Users Tax (Gas Tax)	978,866	(20,131)	3,155,191
358 - Landscape/Tree Assessment	1,168,846	(1,234,283)	579,056
359 - Sidewalk Assessment	342,451	(351,650)	346,184
360 - Measure M	142,000	(142,000)	22,021
361 - Storm Water Management (NPDES)	390,862	(466,695)	258,500
362 - Construction Impact Fee Fund	850,000	(3,742,996)	4,618,412
363 - Measure W	550,000	(1,100,000)	584,168
364 - Road Maintenance and Rehabilitation (SB1)	884,651	(1,310,000)	140,708
365 - Landfill Post-Closure	1,000,000	(728,354)	6,640,416
367 - Sharon Hills Park	-	-	60
368 - Bayfront Park Maintenance	-	(191,066)	(23,051)
369 - In-lieu Payment for Community Amenities	-	(1,000,000)	24,520,000
394 - Communitywide Electrification Efforts	2,250,000	(4,500,000)	-
395 - Developer Funded Projects	-	-	(640,007)
396 - State Water Resource Board Arrearage Program	-	-	199,525
397 - American Rescue Plan Act Fund (ARPA)	-	-	947,298
400 - Library GO Bond	-	-	361,410
401 - Measure T GO Bonds	1,720,952	(2,603,905)	5,208,446
501 - General Capital Improvement Fund	14,970,282	(12,435,890)	14,042,341
510 - Library Addition	-	-	122,049
600 - Menlo Park Municipal Water Capital Fund	9,201,722	(4,875,366)	19,381,904
601 - Menlo Park Municipal Water Operations Fund	19,989,772	(18,407,277)	36,570,919
610 - Solid Waste Service	1,080,000	(521,396)	4,297,674
701 - Workers' Compensation Fund	937,947	(937,947)	(138,467)
702 - General Liability Fund	2,448,402	(2,448,402)	6,931
703 - Other Post Employment Benefits	913,699	(923,699)	74,781
704 - IT Internal Service Fund	5,396,979	(5,023,904)	1,120,379
705 - Vehicle Replacement Fund	-	(1,125,000)	2,188,612
830 - Successor Agency to the Community Development Agency	4,896,375	(5,029,500)	(21,950,611)

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 §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 twenty-fifth 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

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	\$ 78,200,071	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)
Total Adjustment %	0.0425	(B3-1)
C. ANNUAL ADJUSTMENT	\$ 3,325,131	(B*A)
D. APPROPRIATIONS LIMIT - CURRENT YEAR	\$ 81,525,202	(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
	\$ 61,439,449	
F. AMOUNT UNDER/(OVER) LIMIT	\$ 20,085,753	(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 twenty-fifth 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

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

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	79,862	83,662	87,678	91,822	96,153
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	112,205	117,576	123,182	129,133	135,388
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	80,152	83,864	87,845	92,061	96,413
Engineering Technician II	\$ 91,202	\$ 95,494	\$ 99,984	\$ 104,777	\$ 109,770
Engineering Technician II	89,855	94,082	98,506	103,229	108,148
Enterprise Applications Administrator	\$ 122,032	\$ 128,133	\$ 134,540	\$ 141,267	\$ 148,331
Enterprise Applications Administrator	119,487	125,461	131,734	138,321	145,237
Enterprise Applications Support Specialist I	\$ 96,263	\$ 101,076	\$ 106,130	\$ 111,436	\$ 117,008
Enterprise Applications Support Specialist I	94,840	99,582	104,561	109,789	115,279
Enterprise Applications Support Specialist II	\$ 106,770	\$ 111,904	\$ 117,238	\$ 122,844	\$ 128,709
Enterprise Applications Support Specialist II	105,192	110,250	115,505	121,028	126,807
Equipment Mechanic	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Equipment Mechanic	79,862	83,662	87,678	91,822	96,153
Executive Assistant	\$ 79,244	\$ 82,962	\$ 86,860	\$ 90,946	\$ 95,223
Executive Assistant	78,073	81,736	85,576	89,602	93,816
Executive Assistant to the City Manager	\$ 84,944	\$ 89,191	\$ 93,651	\$ 98,334	\$ 103,250
Executive Assistant to the City Manager	83,173	87,331	91,698	96,283	101,097
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	66,544	69,608	72,907	76,336	79,871
Facilities Maintenance Technician II	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917	\$ 88,993
Facilities Maintenance Technician II	72,907	76,336	79,871	83,662	87,678
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	92,043	96,646	101,479	106,553	111,881
GIS Analyst II	\$ 110,333	\$ 115,850	\$ 121,642	\$ 127,725	\$ 134,111
GIS Analyst II	108,032	113,434	119,105	125,061	131,314
Gymnastics Instructor	\$ 45,193	\$ 47,237	\$ 49,370	\$ 51,574	\$ 53,946
Gymnastics Instructor	44,525	46,539	48,641	50,812	53,148
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	72,243	75,855	79,648	83,630	87,812
Human Resources Technician II	\$ 81,160	\$ 85,218	\$ 89,479	\$ 93,953	\$ 98,651
Human Resources Technician II	79,467	83,441	87,613	91,993	96,593
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	77,815	81,707	85,792	90,083	94,588
Information Technology Specialist II	\$ 87,757	\$ 91,881	\$ 96,203	\$ 100,727	\$ 105,557
Information Technology Specialist II	86,460	90,523	94,781	99,238	103,997
Internal Services Manager	\$ 138,171		Open Range		\$ 186,237
Junior Engineer	\$ 86,643	\$ 90,975	\$ 95,523	\$ 100,300	\$ 105,315
Junior Engineer	85,362	89,630	94,112	98,818	103,759
Junior Network & Systems Administrator	\$ 111,648	\$ 117,230	\$ 123,092	\$ 129,246	\$ 135,709
Junior Network & Systems Administrator	109,998	115,498	121,273	127,336	133,703
Librarian I	\$ 75,706	\$ 79,244	\$ 82,962	\$ 86,860	\$ 90,946
Librarian I	74,587	78,073	81,736	85,576	89,602
Librarian II	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596	\$ 102,290
Librarian II	83,662	87,678	91,822	96,153	100,778
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	99,139	104,096	109,301	114,766	120,504
Library Assistant I	\$ 59,009	\$ 61,681	\$ 64,491	\$ 67,542	\$ 70,652
Library Assistant I	58,136	60,769	63,538	66,544	69,608
Library Assistant II	\$ 64,491	\$ 67,542	\$ 70,558	\$ 74,001	\$ 77,481
Library Assistant II	63,538	66,544	69,515	72,907	76,336
Library Assistant III	\$ 70,558	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,831
Library Assistant III	69,515	72,907	76,336	79,871	83,577
Literacy Program Manager	\$ 89,716	\$ 94,202	\$ 98,912	\$ 103,857	\$ 109,050
Literacy Program Manager	87,845	92,237	96,849	101,691	106,776
Maintenance Worker I	\$ 64,491	\$ 67,542	\$ 70,558	\$ 74,001	\$ 77,481
Maintenance Worker I	63,538	66,544	69,515	72,907	76,336
Maintenance Worker II	\$ 70,558	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917
Maintenance Worker II	69,515	72,907	76,336	79,871	83,662
Management Analyst I	\$ 93,424	\$ 98,095	\$ 103,001	\$ 108,151	\$ 113,559
Management Analyst I	92,043	96,646	101,479	106,553	111,881
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	105,192	110,451	115,974	121,773	127,861

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	125,667	131,951	138,548	145,475	152,749
Nutrition Services Coordinator	\$ 78,257	\$ 82,169	\$ 86,278	\$ 90,592	\$ 95,121
Nutrition Services Coordinator	76,625	80,456	84,479	88,702	93,138
Office Assistant	\$ 57,954	\$ 60,596	\$ 63,339	\$ 66,341	\$ 69,404
Office Assistant	57,097	59,701	62,403	65,360	68,379
Parking Enforcement Officer	\$ 64,491	\$ 67,542	\$ 70,558	\$ 74,001	\$ 77,481
Parking Enforcement Officer	63,538	66,544	69,515	72,907	76,336
Permit Manager	\$ 128,029	\$ 134,431	\$ 141,152	\$ 148,210	\$ 155,620
Permit Manager	125,359	131,627	138,208	145,119	152,375
Permit Technician	\$ 75,685	\$ 79,188	\$ 82,890	\$ 86,779	\$ 90,855
Permit Technician	74,567	78,018	81,665	85,496	89,513
Plan Check Engineer	\$ 121,664	\$ 127,488	\$ 133,565	\$ 140,018	\$ 146,800
Plan Check Engineer	119,866	125,604	131,591	137,949	144,631
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	85,496	89,513	93,724	98,131	102,836
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	69,515	72,907	76,336	79,871	83,662
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	130,809	137,350	144,217	151,428	159,000
Program Aide/Driver	\$ 40,518	\$ 42,352	\$ 44,268	\$ 46,271	\$ 48,343
Program Aide/Driver	39,920	41,726	43,614	45,587	47,629
Program Assistant	\$ 57,724	\$ 60,355	\$ 63,086	\$ 66,077	\$ 69,127
Program Assistant	56,871	59,463	62,154	65,100	68,106
Project Manager	\$ 113,888	\$ 119,340	\$ 125,029	\$ 131,070	\$ 137,419
Project Manager	112,205	117,576	123,182	129,133	135,388
Property and Court Specialist	\$ 74,001	\$ 77,481	\$ 81,069	\$ 84,917	\$ 88,993
Property and Court Specialist	72,907	76,336	79,871	83,662	87,678
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	114,638	120,370	126,389	132,708	139,343
Public Works Supervisor - Fleet	\$ 114,419	\$ 120,140	\$ 126,147	\$ 132,454	\$ 139,077
Public Works Supervisor - Fleet	112,033	117,634	123,516	129,692	136,177
Public Works Supervisor - Parks	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Parks	104,217	109,427	114,899	120,644	126,676
Public Works Supervisor - Streets	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Streets	104,217	109,427	114,899	120,644	126,676
Public Works Supervisor - Trees	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Trees	104,217	109,427	114,899	120,644	126,676
Recreation Coordinator	\$ 78,257	\$ 82,169	\$ 86,278	\$ 90,592	\$ 95,121
Recreation Coordinator	76,625	80,456	84,479	88,702	93,138
Revenue and Claims Manager	\$ 111,899	\$ 117,494	\$ 123,369	\$ 129,537	\$ 136,014
Revenue and Claims Manager	109,565	115,044	120,796	126,836	133,177
Senior Accountant	\$ 116,872	\$ 122,716	\$ 128,852	\$ 135,294	\$ 142,059
Senior Accountant	114,435	120,157	126,165	132,473	139,096
Senior Accounting Assistant	\$ 76,116	\$ 79,673	\$ 83,359	\$ 87,255	\$ 91,349
Senior Accounting Assistant	74,991	78,495	82,127	85,965	89,999
Senior Building Inspector	\$ 119,833	\$ 125,824	\$ 132,116	\$ 138,721	\$ 145,657
Senior Building Inspector	117,334	123,200	129,360	135,828	142,620
Senior Civil Engineer	\$ 138,028	\$ 144,929	\$ 152,175	\$ 159,784	\$ 167,773
Senior Civil Engineer	135,149	141,906	149,002	156,452	164,274
Senior Communications Dispatcher	\$ 107,800	\$ 112,984	\$ 118,369	\$ 124,028	\$ 129,949
Senior Communications Dispatcher	106,207	111,314	116,620	122,196	128,029
Senior Construction Inspector	\$ 111,142	\$ 116,699	\$ 122,534	\$ 128,660	\$ 135,093
Senior Construction Inspector	108,824	114,265	119,978	125,977	132,276
Senior Engineering Technician	\$ 97,859	\$ 102,476	\$ 107,404	\$ 112,522	\$ 117,903
Senior Engineering Technician	96,413	100,962	105,817	110,859	116,160
Senior Equipment Mechanic	\$ 89,186	\$ 93,537	\$ 97,937	\$ 102,473	\$ 107,335
Senior Equipment Mechanic	87,868	92,155	96,489	100,958	105,749
Senior Facilities Maintenance Technician	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Senior Facilities Maintenance Technician	79,862	83,662	87,678	91,822	96,153
Senior GIS Analyst	\$ 123,843	\$ 130,036	\$ 136,537	\$ 143,364	\$ 150,532
Senior GIS Analyst	121,261	127,324	133,690	140,374	147,393
Senior Human Resources Technician	\$ 89,276	\$ 93,740	\$ 98,427	\$ 103,348	\$ 108,516
Senior Human Resources Technician	87,414	91,785	96,374	101,193	106,252
Senior Library Assistant	\$ 79,890	\$ 83,884	\$ 88,079	\$ 92,482	\$ 97,107
Senior Library Assistant	78,224	82,135	86,242	90,554	95,081
Senior Maintenance Worker	\$ 81,060	\$ 84,917	\$ 88,993	\$ 93,199	\$ 97,596
Senior Maintenance Worker	79,862	83,662	87,678	91,822	96,153

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

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	\$61.36	Open Range	\$61.36
Communications Dispatcher - Per Diem	\$60.45	Open Range	\$60.45
Intern	\$19.56	Open Range	\$23.90
Intern	\$19.27	Open Range	\$23.55
Library Clerk	\$19.88	Open Range	\$23.94
Library Clerk	\$19.59	Open Range	\$23.59
Library Page	\$16.95	Open Range	\$17.68
Library Page	\$16.70	Open Range	\$17.42
Maintenance Aide	\$20.91	Open Range	\$23.00
Maintenance Aide	\$20.60	Open Range	\$22.66
Maintenance Worker	\$31.01	Open Range	\$37.25
Maintenance Worker	\$30.55	Open Range	\$36.70
Office Assistant	\$27.86	Open Range	\$33.36
Office Assistant	\$27.45	Open Range	\$32.87
Police Officer - Reserve	\$53.24	Open Range	\$53.24
Recreation Leader	\$16.95	Open Range	\$17.68
Recreation Leader	\$16.70	Open Range	\$17.42
Recreation Specialist	\$18.64	Open Range	\$22.24
Recreation Specialist	\$18.36	Open Range	\$21.91
Senior Recreation Leader	\$17.42	Open Range	\$20.79
Senior Recreation Leader	\$17.16	Open Range	\$20.48

Position Title	Minimum		Maximum
Communications Dispatcher - Per Diem	\$61.36	Open Range	\$61.36
Intern	\$19.56	Open Range	\$23.90
Library Clerk	\$19.88	Open Range	\$23.94
Library Page	\$16.95	Open Range	\$17.68
Maintenance Aide	\$20.91	Open Range	\$23.00
Maintenance Worker	\$31.01	Open Range	\$37.25
Office Assistant	\$27.86	Open Range	\$33.36
Police Officer - Reserve	\$53.24	Open Range	\$53.24
Recreation Leader	\$16.95	Open Range	\$17.68
Recreation Specialist	\$18.64	Open Range	\$22.24
Senior Recreation Leader	\$17.42	Open Range	\$20.79

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 twenty-fifth 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

2024-25 AWARD AUTHORITY AND BID REQUIREMENTS

City Council Policy No. CC-21-024

Adopted December 14, 2021

Resolution No. 6695



Purpose			
Pursuant to City Council adopted policy CC-21-024, this memo establishes the award authority and bid requirements for the 2024-25 fiscal year.			
Award Authority and Bid Requirements			
Category	Amount	Approving authority	Bid requirement
Goods, general services, and professional services	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
Public projects	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
Claims settlement	Up to \$93,000	City Manager	N/A
	\$93,001 or greater	City Council	

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	\$ (73,982,264)	\$ 35,390,506	\$ 73,412,487	\$ (74,231,260)	\$ 34,571,733	
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	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 - Housing Federal Revenue Sharing	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 - Community Summer Enrichment Grant	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	-	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	-	(1,000,000)	8,514,701	
334 - BCSS Wellness Grant	28,785	-	-	28,785	28,785	-	57,570	
350 - Environmental Justice Program Implementation Fund	-	-	-	-	1,000,000	-	1,000,000	
351 - Transportation Impact Fees	14,099,279	1,184,951	(2,845,681)	12,438,549	12,785,000	(19,616,000)	5,607,549	
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	1,250,000	(1,532,626)	289,550	
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 - Storm Water 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	850,000	(3,742,996)	4,618,412	
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 (ARPA)	3,735,670	-	(2,788,373)	947,298	-	-	947,298	
400 - Library GO Bond	361,410	-	-	361,410	-	-	361,410	
401 - Measure T GO Bonds	16,242,820	1,928,191	(12,079,612)	6,091,399	1,720,952	(2,603,905)	5,208,446	

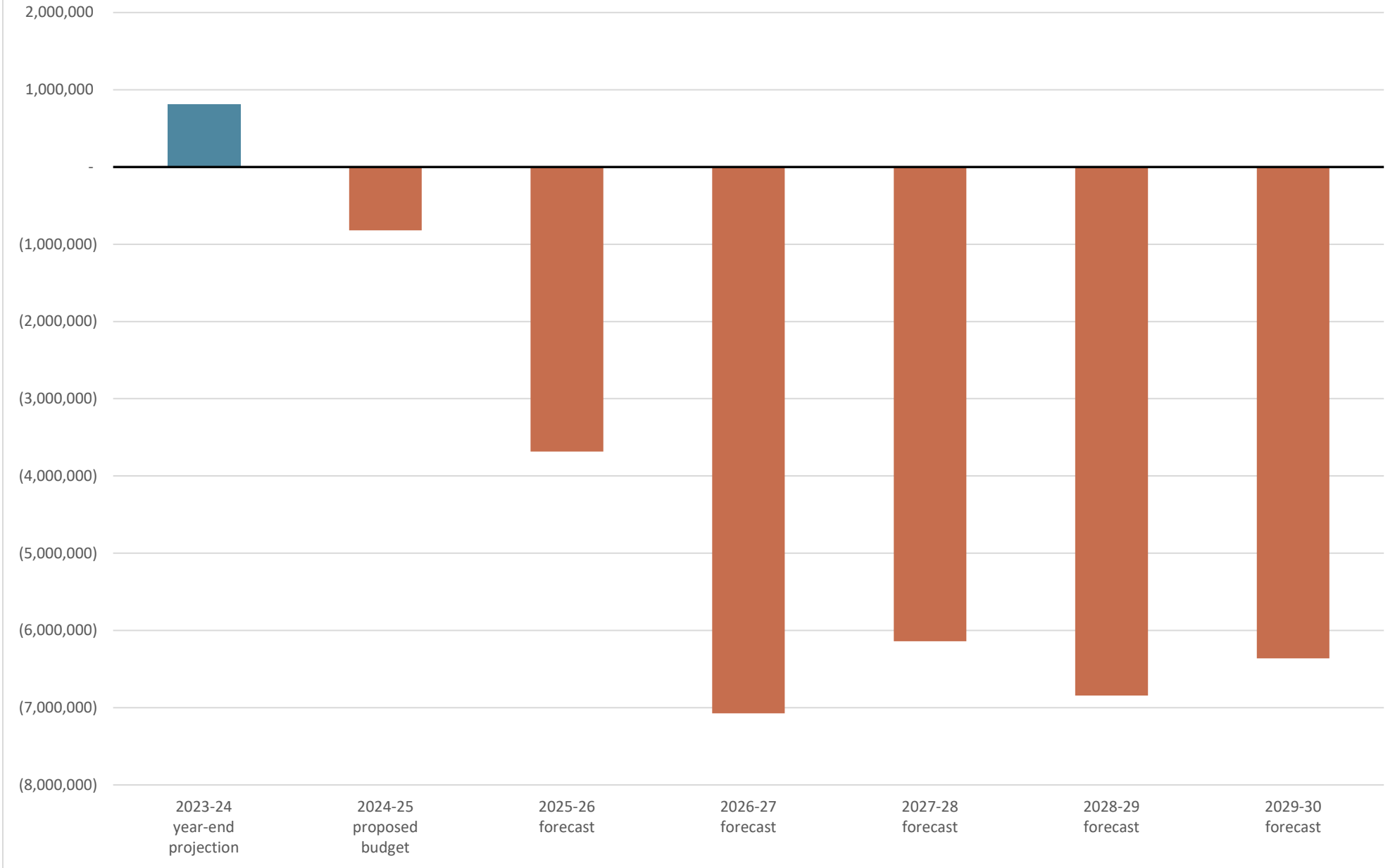
Projected Fund Balance								
Fund	Fiscal year 2022-23		Fiscal year 2023-24 projected*			Fiscal year 2024-25 proposed budget		
	Fund balance	Revenues	Expenditures	Fund balance	Revenues	Expenditures	Fund balance	
501 - General Capital Improvement Fund	25,611,440	9,794,786	(23,898,277)	11,507,949	14,970,282	(12,435,890)	14,042,341	
510 - Library Addition	122,049	-	-	122,049	-	-	122,049	
600 - Menlo Park Municipal Water Capital Fund	20,609,963	2,833,294	(8,387,710)	15,055,548	9,201,722	(4,875,366)	19,381,904	
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 to the Community Development Agency	(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 amounts recorded through mid-May 2024 except for the General Fund. Projections for the General Fund are summarized in the General Fund projection table.

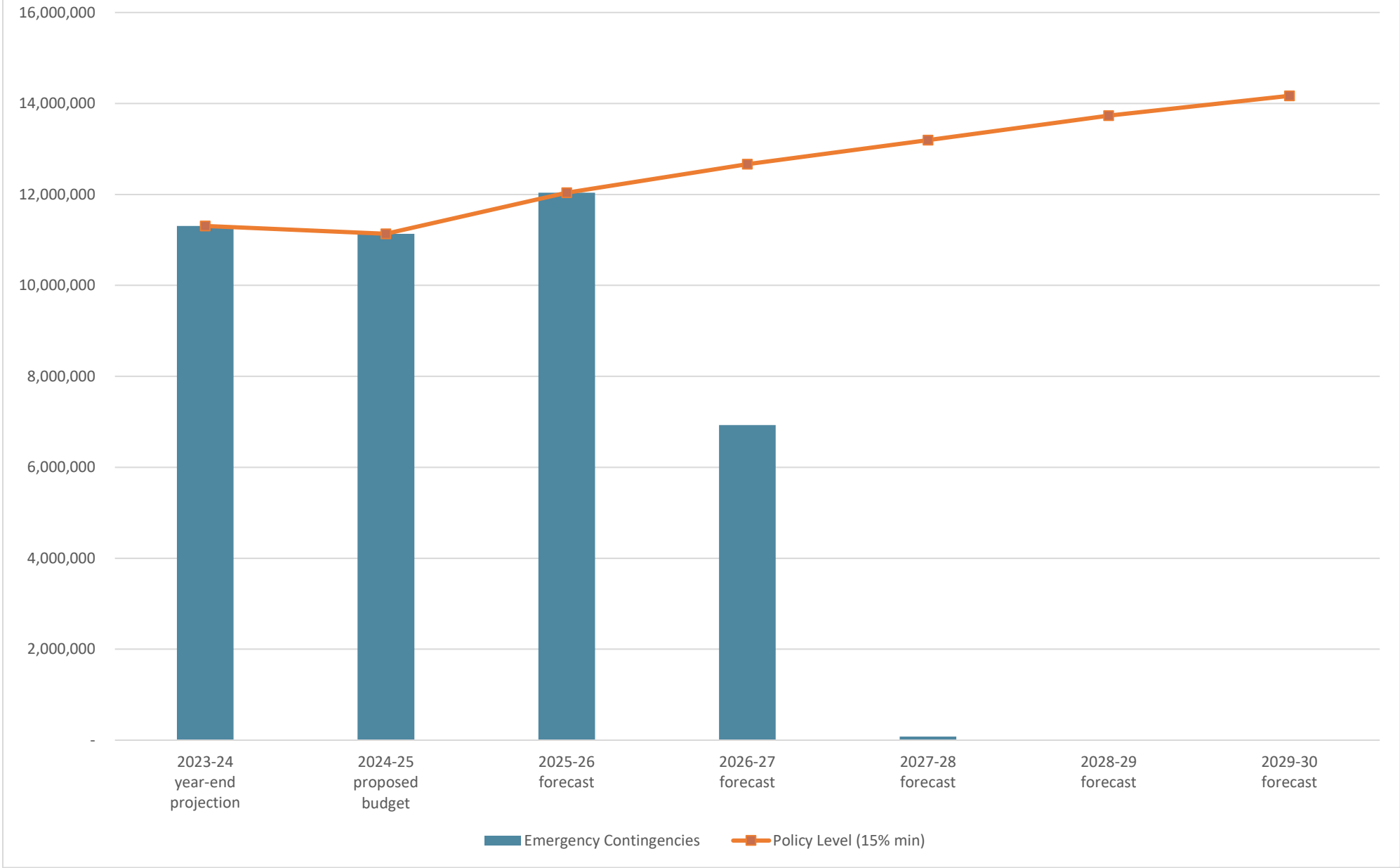
General Fund amended budget, year-end projection, proposed budget, and 5-year forecast								
	2023-24 amended budget	2023-24 year-end projection	2024-25 proposed budget	2025-26 forecast	2026-27 forecast	2027-28 forecast	2028-29 forecast	2029-30 forecast
Beginning Fund Balance	\$ 34,583,805	\$ 34,583,805	\$ 35,390,506	\$ 34,571,733	\$ 30,887,235	\$ 23,813,138	\$ 17,674,120	\$ 10,830,240
Revenues								
Secured Property Tax	\$ 21,178,516	\$ 21,178,516	\$ 21,981,950	\$ 22,801,877	\$ 24,012,656	\$ 25,292,531	\$ 26,304,232	\$ 27,356,401
Unsecured Property Tax	788,620	788,620	890,470	923,685	972,732	1,024,579	1,065,562	1,108,184
Redevelopment Property Tax	2,510,372	2,510,372	3,119,303	3,228,479	3,357,618	3,491,922	3,635,091	3,784,130
ERAF Rebate	4,168,229	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	6,550,825	4,652,968	7,268,751	6,850,164	4,549,251	5,957,504	7,590,172	8,688,206
Other Property Tax	1,491,114	1,491,114	1,027,806	1,138,210	1,253,593	1,369,846	1,414,627	1,461,198
Sales Tax	6,886,302	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	10,500,000	10,920,000	11,356,800	11,811,072	12,165,404	12,530,366	12,906,277
Charges for Services	6,312,550	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	2,430,500	2,503,417	2,578,520	2,655,875	2,735,551	2,817,618	2,902,146
Licenses and Permits	5,214,500	5,214,500	4,310,000	4,439,300	5,072,479	5,724,653	5,896,393	6,073,285
Investment Income	2,200,000	1,616,240	1,500,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Rental Income	1,203,994	1,688,395	1,245,800	1,245,800	1,245,800	1,245,800	1,245,800	1,245,800
Miscellaneous Revenue	1,504,200	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	4,634,230	1,078,000	1,078,000	1,078,000	1,078,000	78,000	78,000
Total Revenue	\$ 77,573,952	\$ 74,788,965	\$ 73,412,487	\$ 74,803,934	\$ 75,514,621	\$ 79,930,061	\$ 82,756,288	\$ 86,101,997
Expenditures								
Regular Salaries	\$ (29,838,969)	\$ (18,014,404)	\$ (28,833,362)	\$ (24,342,822)	\$ (25,890,347)	\$ (27,361,619)	\$ (28,729,700)	\$ (29,878,888)
Overtime	(1,826,000)	(1,800,000)	(2,150,000)	(2,193,000)	(2,236,860)	(2,281,597)	(2,327,229)	(2,373,774)
Temporary	(1,846,350)	(1,700,000)	(1,762,350)	(1,887,000)	(1,924,740)	(1,963,235)	(2,002,499)	(2,042,549)
Vacancy and Turnover Factor	5,359,760	-	8,456,241	-	-	-	-	-
Pension Normal Cost	(2,754,793)	(2,454,993)	(3,711,371)	(3,255,763)	(3,433,914)	(3,585,636)	(3,745,245)	(3,874,595)
Pension Unfunded Liability	(6,479,506)	(5,078,742)	(5,434,837)	(6,147,000)	(6,621,000)	(6,970,000)	(7,225,000)	(7,385,000)
Additional Unfunded Liability	(962,368)	(962,368)	(1,140,023)	(950,000)	(950,000)	(950,000)	(950,000)	(950,000)
Other Benefits	(7,331,872)	(7,506,064)	(10,338,893)	(8,917,204)	(9,541,408)	(10,113,893)	(10,720,726)	(11,363,970)
Operating Expenditures	(21,632,066)	(17,345,654)	(19,775,389)	(18,899,996)	(19,844,996)	(20,440,346)	(21,053,556)	(21,474,628)
Operating Factor	-	-	2,111,841	-	-	-	-	-
Internal Services	(7,391,113)	(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)	(6,160,709)	(3,568,774)	(3,568,774)	(3,568,774)	(3,568,774)	(3,747,213)	(3,747,213)
Extraordinary Expense	-	(4,779,520)	-	-	-	-	-	-
Total Expenditures	\$ (78,537,986)	\$ (73,982,264)	\$ (74,231,260)	\$ (78,488,432)	\$ (82,588,718)	\$ (86,069,080)	\$ (89,600,167)	\$ (92,462,586)
Operating Surplus/(Deficit)	(964,034)	806,701	(818,773)	(3,684,498)	(7,074,097)	(6,139,019)	(6,843,879)	(6,360,589)
Ending Balance	\$ 33,619,771	\$ 35,390,506	\$ 34,571,733	\$ 30,887,235	\$ 23,813,138	\$ 17,674,120	\$ 10,830,240	\$ 4,469,651

Ending unassigned fund balance and reserves								
Strategic Pension Funding	\$ 1,326,164	\$ 1,326,164	\$ 186,141	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency Contingencies	11,307,250	11,307,250	11,134,689	12,036,091	6,927,746	81,626	-	-
Economic Stabilization	15,076,333	15,076,333	14,846,252	16,048,121	16,885,392	17,592,494	10,830,240	4,469,651
Unassigned	5,910,024	7,680,759	8,404,651	2,803,023	-	-	-	-
Ending Balance	\$ 33,619,771	\$ 35,390,506	\$ 34,571,733	\$ 30,887,235	\$ 23,813,138	\$ 17,674,120	\$ 10,830,240	\$ 4,469,651

Operating Surplus/(Deficit)



Emergency Contingencies



Economic Stabilization

