



CITY OF MENLO PARK ADOPTED BUDGET FISCAL YEAR 2023–24



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BUDGET MESSAGE

City Manager's fiscal year 2023-24 adopted budget

Maintaining top-tier services and planning for the future

Dear Honorable Mayor Wolosin and Members of the City Council,

I am pleased to present the fiscal year 2023-24 adopted budget, which provides a framework to deliver a broad range of city programs and services. The budget is balanced with the use of American Rescue Plan Act (ARPA) funds and a modest amount of reserves. Over the long term, however, a projected structural imbalance will require a mix of budget strategies. This imbalance results from the loss of an important revenue source, the Utility Users Tax (UUT), as well as rising costs and changing economic conditions. The City will need to work closely with the Menlo Park community to gather input on balancing service level demands with growing costs to help ensure long-term financial sustainability.

The City Council identified major priorities in its annual workshop that will define the work of our dedicated City staff over the next year: Housing, Emergency Preparedness, Climate Action, Activating Downtown, and Safe Streets. Through these priorities, the City takes a lead in addressing major statewide and global challenges, and focuses on improving the quality of life in Menlo Park. The City Council also valued advancing equity and community engagement—themes that will be embedded in work across all City departments.

The adopted budget maintains top-tier services and adds a variety of service level enhancements, including the creation of a Diversity, Equity, Inclusion, and Belonging (DEIB) initiative, participation in the regional Community Wellness and Crisis Response Team that will provide a mental health clinician for emergency response services, contract support for anti-displacement strategies, and more. These enhancements are responsive to evolving community need and help build a more equitable future for Menlo Park.

The budget is a living document and revisions during the fiscal year are expected. We will work together to plan for sustainable funding for both operating and capital improvement expenses, and to maintain the high level of services that Menlo Park residents, businesses, and visitors have come to expect.

Justin Murphy,
City Manager

Transmittal Letter

ADOPTED BUDGET ADDITIONS - SERVICE LEVEL ENHANCEMENTS

Diversity, Equity, Inclusion, and Belonging (DEIB) initiatives

In accordance with City Council priorities, the city manager's office will create the initial phase of the DEIB initiative and become a member of the Government Alliance on Race and Equity (GARE).

Community Wellness and Crisis Response Team (CWCRT)

The City will join a regional CWCRT program that will provide a mental health clinician to respond to emergency calls for service involving mental health crises. This innovative program provides critical mental health services at the time of emergency response. Menlo Park joins other cities, the County of San Mateo, and the nonprofit StarVista to enhance the emergency response services of the Police Department.

Anti-displacement program

The Community Development Department, with the help of consultant support, will launch and implement housing anti-displacement strategies through outreach, marketing, and education efforts. The City will be sharing contracted staff with neighboring agencies to help support/prioritize these efforts.

Zero Emission Landscape Equipment (ZELE) for Public Works

The Public Works Department will transition gas-powered gardening and landscaping equipment to updated electric models. The funding covers the purchase of new equipment and the installation of charging capacity at the City's corporation yard.

ZELE rebate program

The ZELE rebate program will offset the costs to transition to zero emission landscape equipment for both landscaping businesses and residents, and will be managed by the city manager's office.

Planning commissioner stipend

The city clerk will administer a planning commissioner stipend pilot program of \$200 per month beginning April 2024. Stipends will be provided in recognition of their significant volunteer service on the quasi-legislative and quasi-judicial body of the Planning Commission.

Menlo Park Community Campus

The Menlo Park Community Campus (MPCC) is on track to open in 2024. The City Council will be considering a staffing model for the new facility after budget adoption, pending further evaluation. The adopted budget includes non-labor operating expenses and anticipated revenues associated with the gymnasium, fitness center, recreation services, aquatics center, expanded public library space, and new services like the makerspace and teen zone.

Axon Fleet In-Car Cameras

Dash-mounted video will supplement officers' body worn cameras, adding significant accountability for stops by officers, as well as providing evidentiary value and a training tool. In-car cameras will also include license plate reader (LPR) technology to each vehicle equipped with Fleet at a significant cost savings, providing officers with a valuable tool to aid public safety.

Voice logging equipment

All radio transmissions and phone calls received in the police dispatch center are recorded and must be retained for one year. Additionally, recording calls for quality assurance and training purposes can improve the response of police department personnel. Failing, outdated voice logging equipment will be upgraded through this service level enhancement.

AUTHORIZED STAFFING LEVELS

The fiscal year 2023-24 adopted budget includes 290.5 full-time equivalent (FTE) employees, equal to the fiscal year 2022-23 adopted budget. The majority (81%) of FTEs are funded from the General Fund.

General Administration: No change

Administrative Services: Information Technology is receiving one FTE from both Public Works and Community Development to support citywide operations. The department increases from 26.48 to 28.48 FTE.

Police Department: No change

Public Works: Sending 1 FTE to Administrative Services. The department decreases from 73.27 to 72.27 FTE.

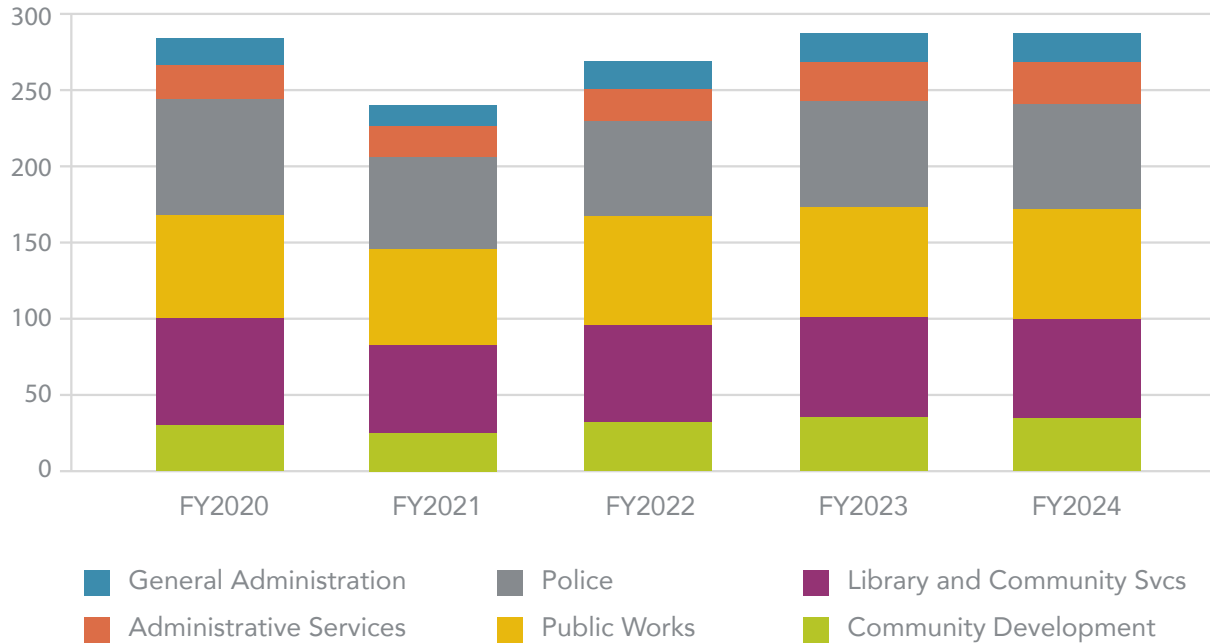
Library & Community Services: Excluding MPCC staffing until further City Council direction; no change in current budget.

Community Development: Sending 1 FTE to Administrative Services. The department decreases from 36 to 35 FTE.

Transmittal Letter

Temporary help, such as seasonal employees who work during certain times of year, are not included in the FTE count. To calculate an FTE, an employee receiving full benefits takes their annual hours and divides by the number of hours worked by a regular full-time employee (2,080 hours per year). A benefited part-time employee who works 20 hours per week would divide 1,040 (52 weeks x 20 hours per week) by 2,080 to result in 0.50 FTE.

CITYWIDE AUTHORIZED STAFFING LEVELS



Transmittal Letter

REVENUE AND EXPENDITURE SUMMARIES

The City utilizes fund accounting, separating available resources and expenditures according to their intended use. Charts below present the City Manager's adopted budget for fiscal year 2023-24 in two levels: All funds and General Fund. The below chart contains all transactions including bond proceeds, debt service, transfers and unrealized gain/(loss). When presenting this citywide information at various meetings, staff may choose to exclude certain transaction types.

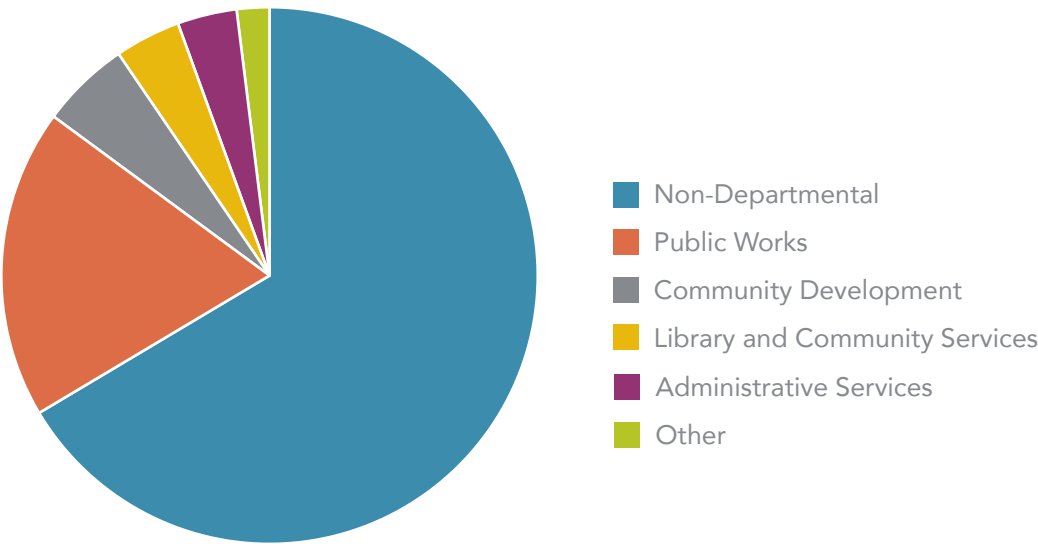
All funds

This presentation discusses revenues available and proposed expenditures across all funds, including operating, capital, and special revenue funds with prior year actuals, current year forecast, and budgeted expenditures displayed. Users are able to view a report online to see a variety of report presentations and drill down to lower levels of planned revenues or expenditures.

General Fund

The largest and most active of the City's funds, the General Fund represents the most discretionary of the available revenues and expenditures. Available for a wide variety of uses from recreation classes to public safety and funded by sources ranging from property taxes to franchise fees, the General Fund spending plan represents many of the priorities outside capital investment.

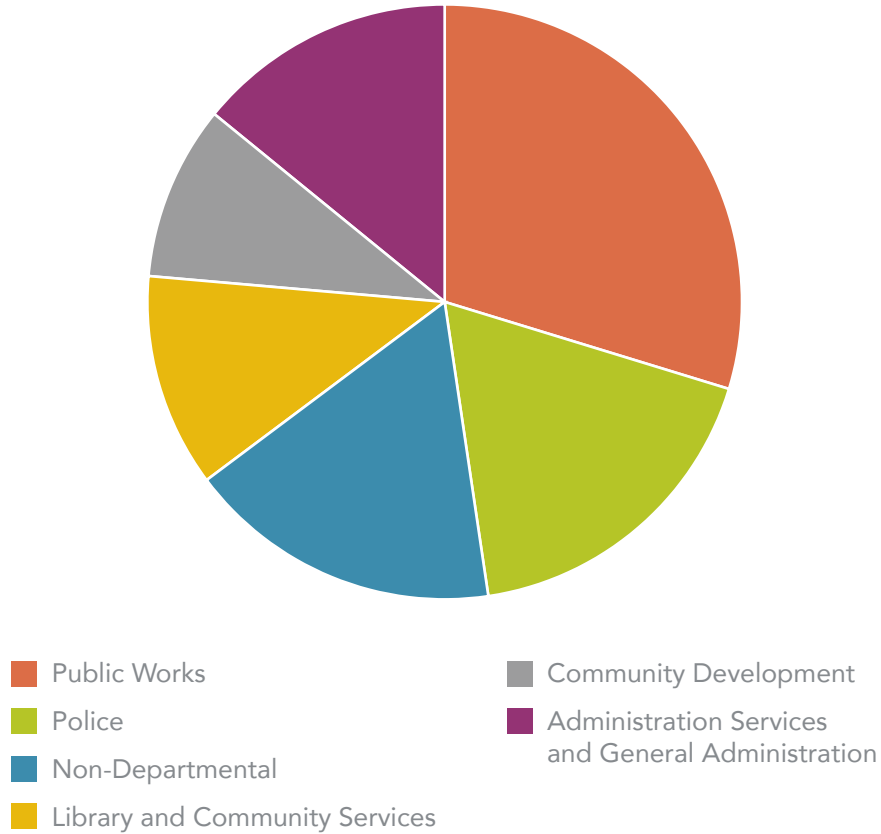
DEPARTMENTAL REVENUES FY2023-2024



DEPARTMENT REVENUES SUMMARY FY2020 TO FY2024

DEPARTMENT CATEGORY	FY2020	FY2021	FY2022	FY2023	FY2024
Non-Departmental	67,603,094.00	52,037,406.00	101,167,420.00	83,068,518.40	98,598,862.00
Public Works	41,457,430.00	29,726,254.00	40,039,908.00	51,726,034.20	27,672,820.50
Community Development	11,048,644.00	6,150,830.00	9,579,580.00	16,558,359.20	7,982,483.00
Library and Community Services	5,527,309.00	3,176,914.00	3,945,491.00	6,113,877.20	5,894,500.00
Administrative Services	8,706,524.00	8,351,728.00	9,348,157.00	4,934,453.80	5,316,578.00
General Administration	612,723.00	481,152.00	693,834.00	62,031.50	2,270,000.00
Police	3,593,752.00	1,356,335.00	884,990.00	875,484.10	647,785.00
TOTAL	138,549,476.00	101,280,619.00	165,659,380.00	163,338,758.40	148,383,028.50

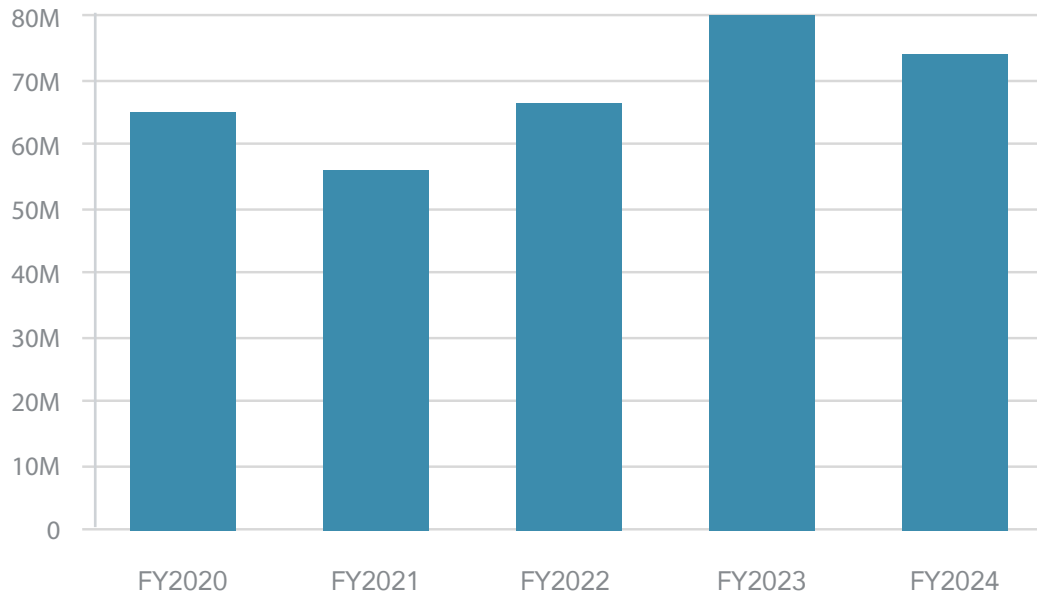
DEPARTMENTAL EXPENSES FY2023-2024



DEPARTMENT EXPENSES SUMMARY FY2020 TO FY2024

DEPARTMENT CATEGORY	FY2020	FY2021	FY2022	FY2023	FY2024
Public Works	43,606,262.00	38,972,296.00	41,324,105.00	47,670,991.10	39,089,025.51
Police	19,934,371.00	18,443,497.00	19,086,798.00	22,423,695.60	23,572,699.09
Non-Departmental	27,116,634.00	12,315,052.00	26,133,436.00	24,137,241.70	22,519,345.00
Library and Community Services	12,793,120.00	10,226,934.00	11,599,090.00	13,222,549.50	15,266,061.61
Community Development	10,544,061.00	7,569,371.00	10,377,616.00	11,692,876.10	12,488,344.99
Administrative Services	6,600,042.00	6,121,987.00	7,685,526.00	8,392,908.70	9,399,684.70
General Administration	4,219,865.00	3,850,364.00	4,654,595.00	6,085,180.10	9,161,557.45
TOTAL	124,814,355.00	97,499,501.00	120,861,166.00	133,625,442.80	131,496,718.36

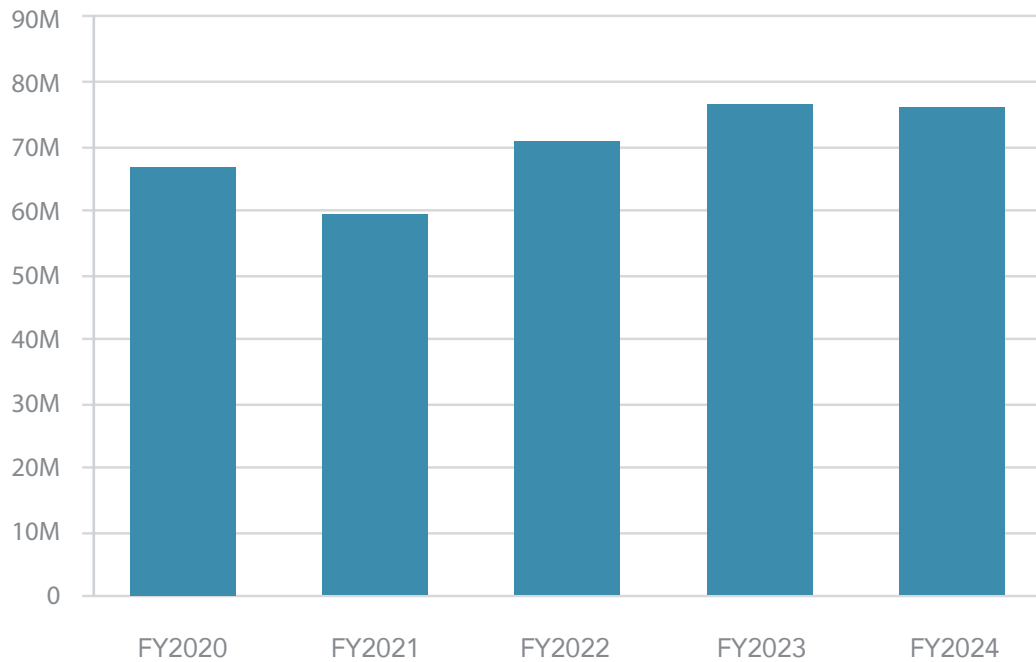
GENERAL FUND REVENUES FY2020-2024



GENERAL FUND REVENUES SUMMARY

OBJECT TYPE (REVENUES)	FY2020	FY2021	FY2022	FY2023	FY2024
Taxes	43,497,627.00	40,036,407.00	50,272,165.00	55,128,484.90	54,073,978.00
Charges for Services	10,317,681.00	5,858,752.00	4,909,604.00	6,017,167.20	5,210,750.00
Licenses & Permits	4,116,682.00	4,653,742.00	5,986,988.00	5,690,231.20	5,128,500.00
Other Financing Sources	842,238.00	595,008.00	1,735,607.00	7,727,531.00	4,241,230.00
Use of Money & Property	2,485,983.00	1,479,221.00	1,468,591.00	2,873,626.00	2,874,993.50
Franchise Fees	2,203,964.00	2,137,125.00	2,250,038.00	2,430,500.00	2,430,500.00
Other Revenue	77,622.00	127,455.00	270,887.00	1,004,780.90	1,000,000.00
Fines	709,140.00	408,572.00	315,306.00	193,796.70	185,000.00
Inter Governmental Revenue	1,571,831.00	1,441,241.00	24,953.00	6,624.20	0.00
TOTAL	65,822,768.00	56,737,523.00	67,234,139.00	81,072,742.10	75,144,951.50

GENERAL FUND EXPENSES FY2020-2024



GENERAL FUND EXPENSES SUMMARY

OBJECT TYPE (EXPENSES)	FY2020	FY2021	FY2022	FY2023	FY2024
Salaries and Wages	27,550,857.00	25,082,769.00	24,993,466.00	29,985,399.10	32,969,476.46
Fringe Benefits	15,125,636.00	13,990,573.00	15,408,622.00	14,149,961.80	15,118,507.82
Services	6,695,679.00	6,374,960.00	8,242,374.00	9,981,178.00	11,324,679.00
Operating Expenses	6,459,462.00	4,977,817.00	6,295,329.00	8,977,356.00	8,479,086.00
Transfers	7,437,863.00	5,877,757.00	12,265,074.00	8,831,190.00	3,681,963.00
Utilities	1,725,328.00	1,681,880.00	1,687,908.00	1,735,373.00	1,829,158.00
Repairs & Maintenance	894,657.00	942,764.00	1,060,993.00	1,042,796.00	1,117,395.00
Fixed Assets & Capital Outlay	351,153.00	123,555.00	224,324.00	485,031.60	911,088.00
Special Projects Expenditures	353,145.00	278,997.00	372,105.00	1,091,950.00	413,650.00
Travel	62,366.00	15,836.00	28,299.00	180,870.00	165,590.00
Rental of land and buildings	100,808.00	50,675.00	70,627.00	142,000.00	137,400.00
TOTAL	66,756,954.00	59,397,583.00	70,649,121.00	76,603,105.50	76,147,993.28

CITY OVERVIEW



City Profile

THE COMMUNITY

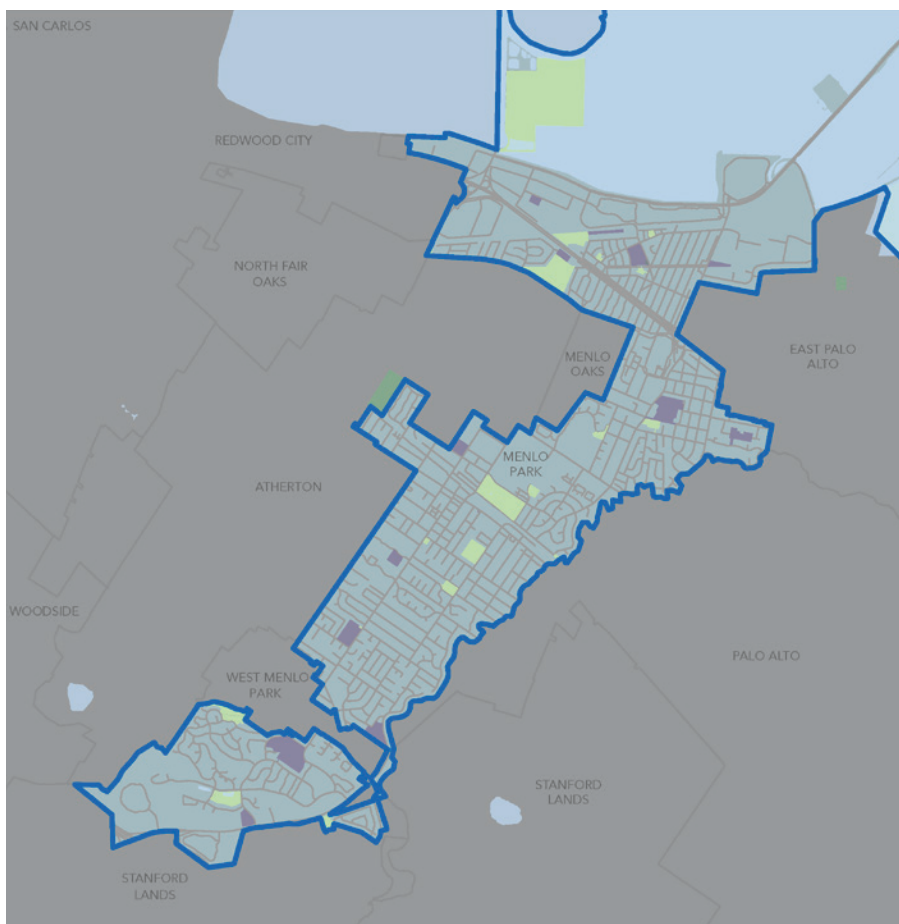
Menlo Park is a city of beautiful, tree-lined neighborhoods and active commercial districts. Located conveniently between the major metropolitan areas of San Francisco and San Jose, Menlo Park is home to just under 34,000 residents in its 19 square miles. The stunning natural surroundings of the city afford views of the San Francisco Bay to the east and the Pacific Coastal Range to the west. Menlo Park's climate is moderate to warm, with an average of 265 sunny days a year.

Menlo Park's residents reflect a range of backgrounds and interests who tend to be well educated and actively engaged in community life. Excellent public and private schools serve its many young families, while residents of all ages enjoy the City's numerous parks and recreational facilities. The city's close proximity to Stanford University and Menlo College provide a multitude of academic, cultural and athletic event opportunities. The arts and leisure activities of the major urban areas of San Francisco and San Jose are close by. These and many other amenities contribute to Menlo Park's outstanding quality of life.



LOCATION

Located in the heart of Menlo Park is a downtown featuring unique and upscale shops and restaurants. Set in a pleasant, pedestrian-oriented atmosphere, Menlo Park's downtown area attracts locals and visitors alike. Known worldwide as the "Capital of Venture Capital," Menlo Park is well situated to benefit from and help shape new technologies and markets originating from the Silicon Valley. The city hosts such major employers as SRI International, Meta, Pacific Biosciences, E*TRADE Financial Corporation and CS Bio Co.





CITY COUNCIL

The City Council is the City's five-member governing body whose members are elected for overlapping four-year terms. Menlo Park's City Councilmembers serve part-time. In November 2020, the City completed a transition from at-large elections to by-district elections. Two City Councilmembers were elected by-district in November 2020 to four-year terms expiring in 2024. Three of the five City Councilmembers were elected by-district in November 2022 to four-year terms expiring in 2026. One City Councilmember was appointed in January 2023 to fill a District 5 vacancy on the City Council to a term expiring in 2024. The City Council selects from among its members, the Mayor and Vice Mayor to one-year terms at a meeting in December of each year. The Mayor, who represents the City of Menlo Park, serves as the presiding officer of the City Council and signs enacting ordinances and contracts. City Council meetings are generally the second and fourth Tuesdays at 6 p.m. held in the City Council Chambers located at 701 Laurel St. Since emerging from the COVID-19 pandemic, City Council meetings are offered in a hybrid format (both virtual and in-person). Meeting agendas, minutes and participation information are available on the city website.

CITY GOVERNMENT

Menlo Park is a General Law city under the State of California, and operates under the council-manager form of government. The City Council appoints the city manager and city attorney, as well as members of a variety of advisory commissions and committees. The municipal government is organized into operating departments, including General Administration, Administrative Services, Community Development, Library and Community Services, Police and Public Works. In addition to its many attributes, Menlo Park has one of the most beautiful civic center campuses in the Bay Area. Heritage trees, a running fountain and a duck pond surround City Hall. The campus also includes a nine-acre park, recreation facilities and the Menlo Park Library. These civic amenities make the campus a noted destination for residents, local employees and visitors. Conveniently located, the campus is a short walk to the Menlo Park Caltrain Station and the downtown retail district. The city website is the primary source for information about services, programs, projects, events, meetings, policies, employment and volunteer opportunities.

Budget Process

BUDGET CALENDAR

Like any complex organization with an annual budget of over \$120 million, the process to develop and produce the budget is continuous throughout the fiscal year, which runs from July 1 to June 30. Since the COVID-19 pandemic, which started in 2020, staff turnover and other issues required modified approaches to processes. However, our budget development generally follows the calendar below:

July through September

- Departments report on performance from previous fiscal year
- Encumbrances and project carryovers incorporated into budget

January through February

- Preliminary budget discussion and review of prior budget development
- Operating budget file developed in budgeting application
- Collaboration with Human Resources on labor file, labor agreements, consumer price index, etc.

March through April

- Budget schedule, directions, and budget guidance provided to departments
- Complete workforce labor budget and forecast and review with City Manager
- Bring budget principles to City Council along with any service level enhancements

May through June

- Update budget forecast with April actuals and lock department budget requests
- Update or develop any long-term General Fund forecast
- Annual budget workshop/study session, publish the online budget transparency portal
- Budget and five-year Capital Improvement Plan public hearing
- Budget adoption

FISCAL YEAR 2023-24 BUDGET PREPARATION

The fiscal year 2023–24 budget marks the tenth year of the department-based budget structure and document and the fourth year of an online-first presentation. Before fiscal year 2014–15, the City budgeted by program and service as opposed to department and division. The program/service budget structure allocates resources to specific services provided, which ideally allows users of the budget to understand what services are offered and how much those services cost. While this can be a great way to present budget information, from a practical perspective, it made the city budget difficult to understand. With 30 distinct programs and over 110 services, the fiscal year 2013–14 budget was so finely parsed that the answers to typical budget-related questions such as “How much does it cost to run the Police Department?” or “How many employees are there in Public Works?” were very difficult to provide. Further, the number of programs and services made budget management difficult and time-consuming, taking time away from other tasks.

With the introduction of new budget development software, both the department-based and program-based budgets are available for inquiry and review by members of the community. The dynamic online reports created as part of the budget preparation process allow users to filter by a number of categories including departments, programs (divisions), projects, and type of revenue and/or expenditure. Additionally, users may drill down in these reports to the object-level of budgeting and accounting, so users may view any level of detail or aggregated budget.

Development of the fiscal year 2023–24 operating budget began in February with departments updating revenue and expenditure estimates for the current year, as well as developing the next fiscal year budget proposals. Departments developed budgets largely in line with the previous fiscal year expenditures due to impacts to General Fund revenues. Staff is cognizant of the City Council's priorities and desire to deliver services in the most equitable manner to all. The City's financial strength is realized through the annual budgeting approach, understanding of the long-term forecast, input from the executive leadership team and an interactive, hands on approach from City Council.



BUDGET POLICIES AND PRACTICES

Budget management and appropriations control

The city manager has responsibility for management of the overall City budget and maintenance of appropriations control. The city manager is authorized to transfer budgetary amounts within a single fund; however, any revisions altering the total expenditures of any fund must be approved by the City Council. Appropriations, which become effective each July 1, lapse at the end of the fiscal year, with the exception of appropriations for capital improvement projects and multi-year studies. Due to the nature of these projects, which often span multiple fiscal years, unexpended capital improvement project funds are automatically carried forward to the following fiscal year as part of the project budget and do not require re-appropriation by the City Council.

Fund accounting

The City's financial information is organized by fund, with each fund being a separate and distinct entity. There are three types of funds: governmental, proprietary and fiduciary. The General Fund, which is a governmental fund, is the City's main fund that accounts for the vast majority of the City's operations, including but not limited to: police services, recreation, planning, building inspection, library, engineering, parks maintenance, street maintenance and general administration. Other types of governmental funds include special revenue funds and capital projects funds, which, unlike the General Fund, account for specific revenues and are used for specific purposes. Proprietary funds are used to account for the City's activities that are financed and operated in a manner similar to private business enterprises and include enterprise funds (water capital and operations) and

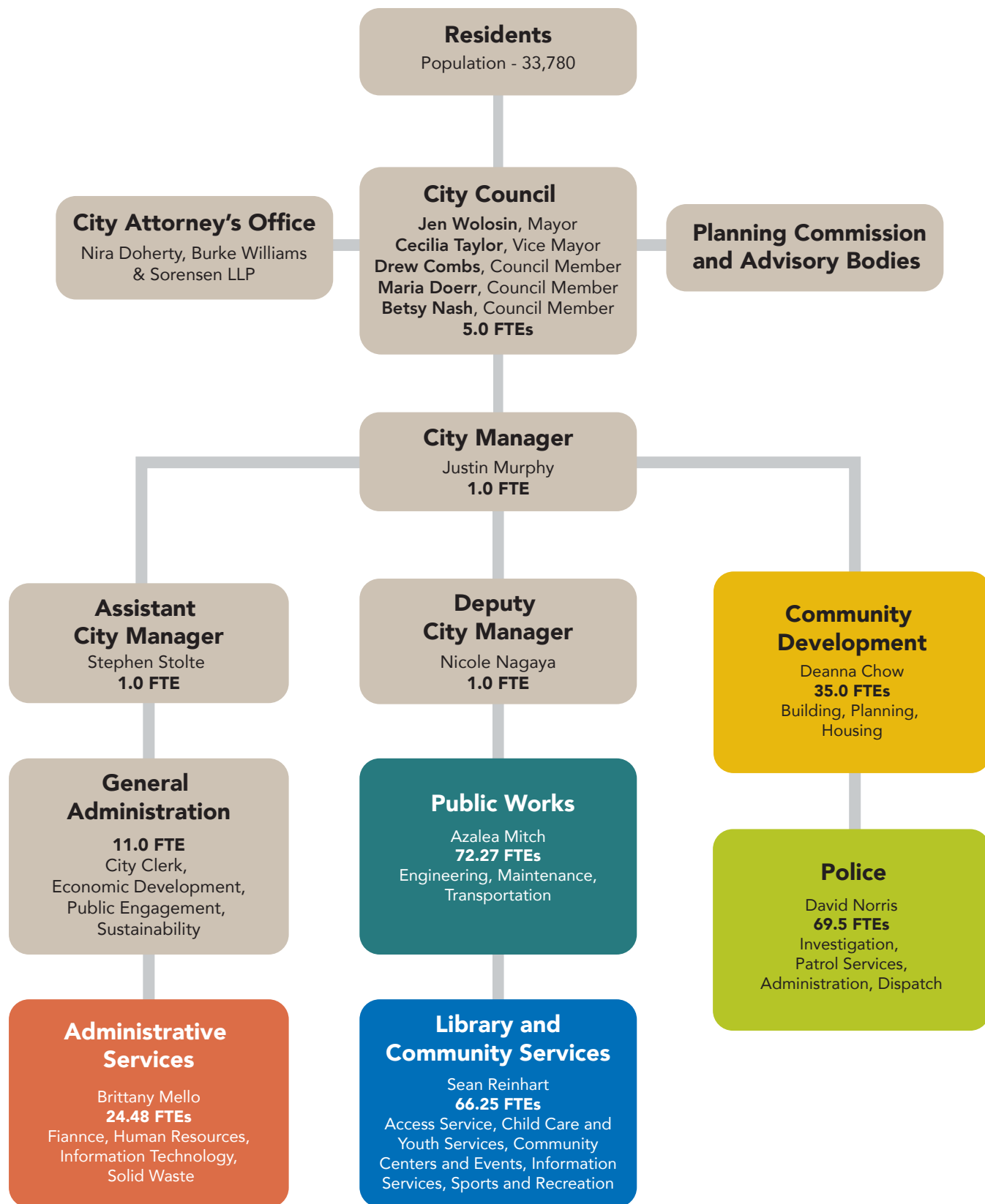
internal services. The City's fiduciary funds are agency funds that are used to account for certain assets held on behalf of others, and the City's role in these funds is strictly custodial in nature. The City does not budget its fiduciary funds.

Basis of budgeting

Basis of budgeting refers to the method used to recognize revenues and expenditures in the budget, and in Menlo Park, the basis of budgeting is the same as the basis for accounting, with the exception of depreciation, amortization, unrealized gains/(losses) and transactions of this nature. For governmental and fiduciary funds, the modified accrual basis is followed. Under the modified accrual basis, revenues are recognized only when they become susceptible to accrual, which means when they become both measurable and available. Revenue is measurable when the amount of the transaction can be determined, and it is available when it is collectible in a manner that allows it to be used to pay for liabilities in the current period. Governments normally define an availability period for revenue recognition, and the City considers revenues related to a particular fiscal year available if they are collected within 60 days after that fiscal year's end. Sixty days is a common revenue recognition period. Expenditures are typically recorded when the liability is incurred, with the exception of debt service expenditures. Debt service expenditures are recorded when payment is due.

The accrual basis is used for the proprietary funds, which includes the enterprise funds and the internal service funds. Under the accrual basis, revenues are recognized when they are earned, and expenses are recognized when the related liability is incurred.

Organizational Chart



Demographics

2020 U.S. CENSUS OF POPULATION AND HOUSING DATA

Population	
Male	49.70%
Female	50.30%
2010 to 2019 change in population	8.40%
2000 to 2010 change in population	4.00%
1990 to 2000 change in population	14.40%
Total Population	33,780

Median household income (2015–2019)	\$160,784
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Households and Housing Units	
Owner occupied units	57.9%
Renter occupied units	42.1%
Total Households	11,906
Average Household Size	2.78

Age	
0–4 years	7.60%
5–18 years	17.3%
18–65	61.10%
65+ years	14.00%

Total Housing Units	
Owner Occupied Units	6,927
Renter Occupied Units	5,420
Total Occupied Housing Units	12,347

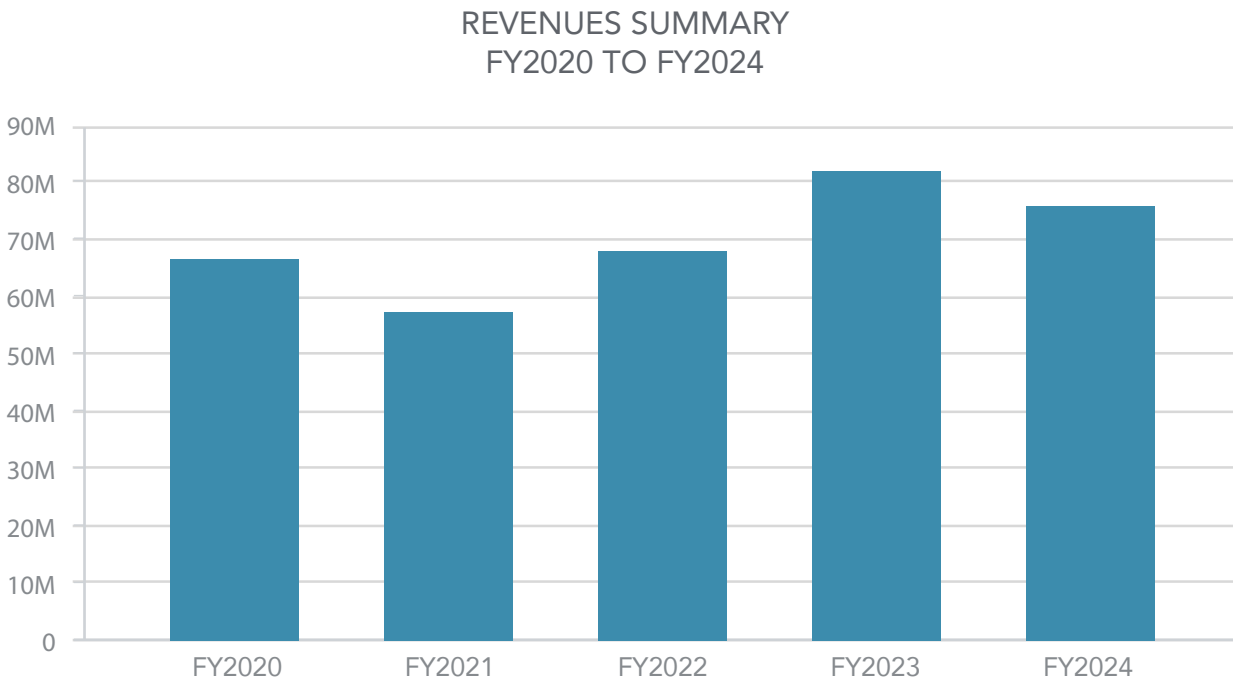
Ethnicity	
White Alone	67.20%
Asian	15.00%
White alone, not Hispanic or Latino	58.20%
Black or African American alone	4.50%
Two or more races	5.00%
Native Hawaiian and Other Pacific Islander alone	2.00%
American Indian and Alaska Native alone	0.70%
Hispanic or Latino	15.50%



FINANCIAL TRENDS

General Fund Revenue Discussion

REVENUE DISCUSSION FOR SOME OF THE LARGEST CATEGORIES IN THE GENERAL FUND



GENERAL FUND REVENUES SUMMARY

FUND NAME	FY2020	FY2021	FY2022	FY2023	FY2024
General Fund	65,822,768.00	56,737,523.00	67,234,139.00	81,072,742.10	75,144,951.50

PROPERTY TAXES

As the City’s largest revenue source, property taxes are essential to understanding the fiscal health of the City in current and future years. For Menlo Park and the surrounding area, property taxes have proven quite resilient even through the depths of the Great Recession, a trend which may or may not continue to impact the local as well as broader economies. This resilience is attributed to location, land use decisions, significant investment in real estate improvements, and turnover in the housing stock. As property changes hands, new base year assessed valuations occur in

accordance with State law which caps property tax rates at 1% adjusted annually for cost of living not to exceed 2% (Proposition 13).

Property tax is comprised of several components with secured property tax, the tax on real property and the structures on that real property, making up the single largest component. Secured property tax revenue is driven primarily by increases in assessed valuation. Unsecured property tax represents the tax on appurtenances such as furniture. Supplemental property tax is the result of reassessing the value of

General Fund Revenue Discussion

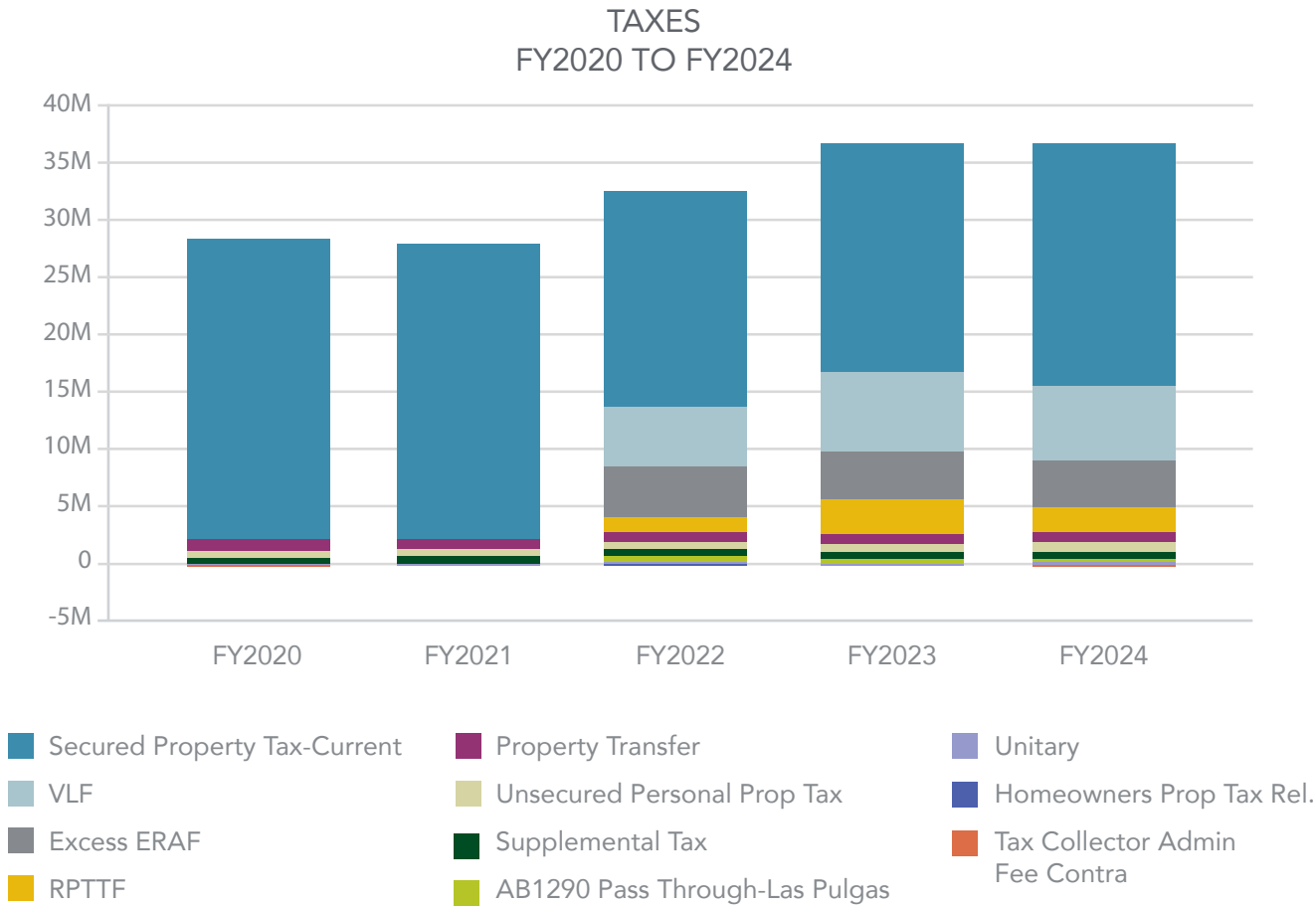
real property when there is a change of ownership or new construction is completed after the official lien date. Documentary transfer tax is a tax imposed on documents exchanged in the transfer of interest in real estate and is based on the value of the real estate. The tax collector administrative fee is budgeted as a contra-revenue, displayed as a negative number, which offsets the net receipts to the City for property taxes.

With economies rebounding from the COVID-19 pandemic, property taxes as a whole is budgeted slightly under the fiscal year 2022-23 forecast. The City's forecast is developed based on April YTD actuals or 83% of receipts. The Vehicle License Fee (VLF), Excess Educational Revenue Augmentation (ERAF) and Redevelopment Property Tax Trust Fund (RPTTF)

are subject to availability after meeting statutory requirements. The City is budgeting based on the most recent information from the County of San Mateo. The General Fund's 5-Year forecast includes assumptions regarding the long-term viability of these revenues.

Property taxes, shown below in Exhibit 1.09, total \$36.6 million for fiscal year 2023-24, down \$.17 million from 2022-23 forecast of \$36.8 million.

EXHIBIT 1.09



General Fund Revenue Discussion

TAXES

OBJECT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Secured Property Tax-Current	26,328,428.00	25,958,900.00	18,875,417.00	20,020,457.00	21,178,516.00
VLF	0.00	0.00	5,265,733.00	6,948,161.00	6,550,825.00
Excess ERAF	0.00	0.00	4,410,741.00	4,178,537.70	4,168,229.00
RPTTF	0.00	0.00	1,303,465.00	3,015,383.00	2,229,005.00
Property Transfer	952,670.00	828,531.00	919,507.00	840,000.00	840,000.00
Unsecured Personal Prop Tax	635,643.00	610,272.00	532,570.00	756,270.00	788,620.00
Supplemental Tax	492,940.00	668,445.00	697,373.00	661,539.00	701,231.00
AB1290 Pass Through-Las Pulgas	0.00	0.00	512,704.00	281,366.80	281,367.00
Unitary	0.00	0.00	140,567.00	121,778.00	139,060.00
Homeowners Prop Tax Rel.	69,254.00	70,673.00	72,146.00	35,690.40	35,000.00
Tax Collector Admin Fee Contra	-165,487.00	0.00	0.00	0.00	-224,177.00
AMOUNT	28,313,448.00	28,136,821.00	32,730,223.00	36,859,182.90	36,687,676.00

PROPERTY TAX FORECAST

Overall, the outlook for property tax is conservative. While property tax receipts are not expected to be impaired to the level that other revenues may be in the face of an economic crisis, the consistently high growth rates experienced over the prior several years may not continue.

Excess ERAF

When the State of California imposed the Education Revenue Augmentation Fund (ERAF) on cities and special districts across the State in the early 1990s to alleviate the State's funding obligations to local schools, property taxes were diverted from cities to schools. As assessed values in San Mateo County grow, the funds deposited to the County's ERAF exceeds the mandated distribution to schools and are returned to the taxing entities. Excess ERAF revenue had been considered at high risk out of concern that the State might update the school funding formulas to fully utilize the ERAF collections. Additionally, the State Department of Finance conducted a review of the allocation methods used by taxing entities to return excess ERAF and may determine that San Mateo County's method excluded some entities to which ERAF was due, resulting in retroactive changes and penalties. Finally, as the State looks to balance its own budget, legislative changes may remove excess ERAF and re-purpose it elsewhere. The City continues to closely monitor this revenue source and update budget expectations accordingly.

Assessed valuation appeals

Another consideration when estimating property receipts are assessed valuation appeals. When owners of a large and complex property appeal their base-year assessed value, the appeal can often take many years to resolve. If the appeal results in a lower Proposition 13 assessed value, the property owner receives a credit for property taxes in excess of the lowered assessment and the loss is apportioned to all cities in the County. In recent years, there have been notable appeals on unsecured property related to aircraft at San Francisco International Airport which have resulted in reductions to Menlo Park's property tax revenue. The County Assessor's staff advised the City in May 2017 that the volume of appeals, the time required to resolve appeals, and insufficient staffing in the Assessor's office to manage the appeals has resulted in a significant backlog in appeal resolutions. One prominent appeal originally filed for the period of 2000 to 2004 was only recently resolved. In addition, the effect of the economic crisis on assessed valuations is unclear at this time and unlikely to be fully known for several years. As a result, property tax collections in future years may be reduced by the timing effect of valuations conducted after tax rolls are finalized.

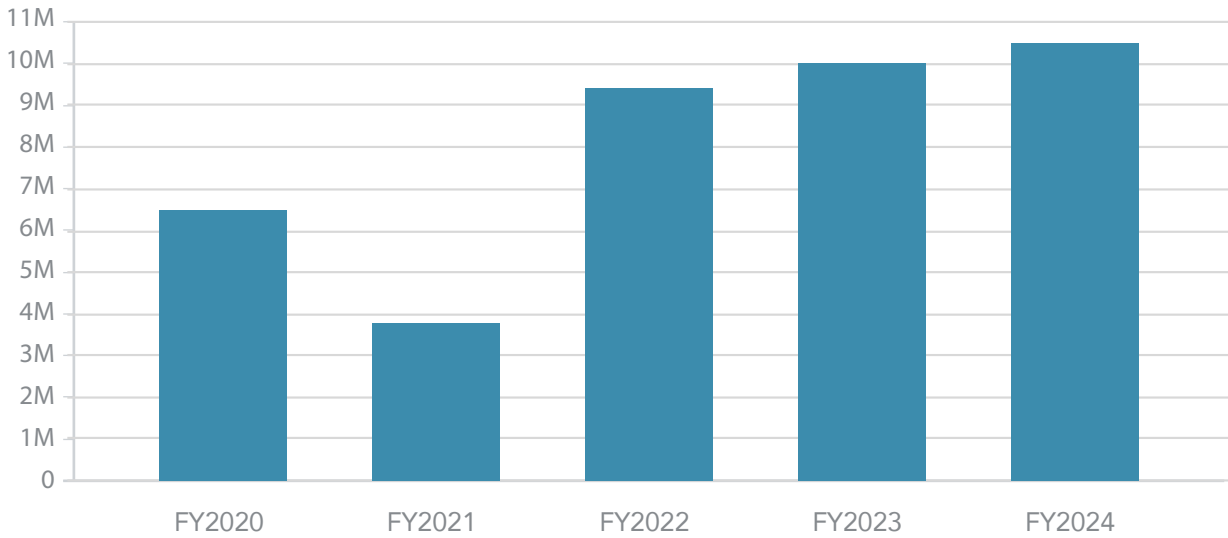
General Fund Revenue Discussion

TRANSIENT OCCUPANCY TAX

Transient occupancy tax (TOT or hotel tax) is the tax added to hotel guest bills for stays of fewer than 30 days. For fiscal year 2023–24, transient occupancy tax revenue is budgeted at \$10.5 million, up \$.50 million from the fiscal year 2022-23 forecast. Included in this budget is the \$1.2 million guarantee payment from Citizen M. Forecasted receipt levels are at levels prior to the pandemic for the fiscal year 2018-19 which was slightly over \$10 million. The City contracts with HDL for auditing of these receipts and staff continues to closely monitor them.

EXHIBIT 1.10

TRANSIENT OCCUPANCY TAX REVENUES
FY2020 TO FY2024



TAXES

OBJECT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Transient Occupancy Tax	6,500,978.00	3,762,410.00	9,404,440.00	10,000,000.00	10,500,000.00

General Fund Revenue Discussion

SALES TAX

Sales tax revenue over the prior five years have been in slight decline due to the pandemic. However, the migration of businesses such as restaurants and retail stores in and out of local economies, apart from the pandemic, causes volatility in this revenue source. The historical loss of major sales tax generating sources has caused this revenue to move from the second largest tax revenue source to third, falling behind transient occupancy taxes. The previously discussed changes to the transient occupancy taxes may result in sales taxes again becoming the second-largest tax source for the City, though a more accurate estimate is difficult to quantify at the time of budget preparation due to the turnaround time in remittances to the City. Sales taxes are budgeted at \$6.8 million for fiscal year 2023-24, up \$0.26 million from the fiscal year 2022-23 forecast.

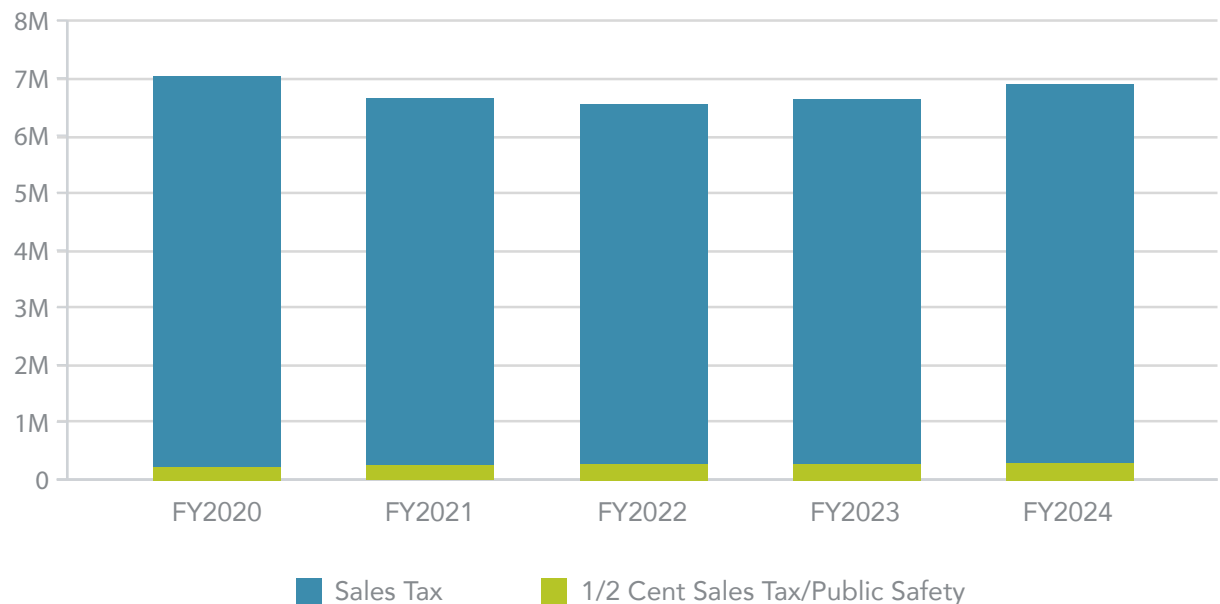
As in prior years, the forecasting process for sales tax is complicated and difficult, due in part to the increasing amount of sales tax received from the County pool. Pooled revenues are expected to continue to be a significant portion of the City's overall sales tax revenue as e-commerce continues to become a larger part of the economy.

When transactions occur online for sales tax-eligible purchases, the 1% share received by cities goes into a County pool for distribution rather than the city where

the goods are delivered. For example, if someone shops at the Staples in Menlo Park and purchases a computer, the City receives 1% of the sale price in sales tax revenue. If that same person buys that computer via the Staples website, the 1% of the sale price instead goes to the County pool for distribution to all agencies, as the revenue from online purchases is tracked to the County where the customer is located, rather than to a more precise location due to the lack of detail in the seller's tax return. The County pool is distributed to each jurisdiction based on its share of total taxable sales. This is an important consideration because a jurisdiction's share of pooled revenue is directly tied to its proportion of the local 1% amount it receives in relation to the other jurisdictions in the County. This effect is likely to be slightly but not fully offset by the increased number of online retailers collecting sales tax following a Supreme Court ruling which went into effect during fiscal year 2019–20, but whose full implications are not yet known.

The impact of the economic crisis and of e-commerce on Menlo Park's sales tax revenue will continue to be monitored closely, with the 5-year forecast updated accordingly should conditions change.

SALES TAX REVENUES
FY2020 TO FY2024



General Fund Revenue Discussion

SALES TAX

OBJECT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Sales Tax	6,796,375.00	6,413,703.00	6,262,994.00	6,331,250.00	6,584,500.00
1/2 Cent Sales Tax/Public Safety	231,931.00	246,014.00	271,868.00	290,194.00	301,802.00
AMOUNT	7,028,306.00	6,659,717.00	6,534,862.00	6,621,444.00	6,886,302.00

UTILITY USERS' TAX

On May 23, 2023, the Menlo Park City Council voted to reduce the City of Menlo Park's Utility Users Tax ("UUT"), codified in Menlo Park Municipal Code Chapter 3.14, to zero percent (0%) effective immediately. This reduction applies to all UUT charges for electric, gas, water services, telecommunications and video/CATV services.

CHARGES FOR SERVICE

This category includes revenue collections from fees charged for services provided by City operations. Due to the effects of the COVID-19 pandemic, many of the services traditionally provided by the City have undergone rapid and fundamental change. Social distancing, sanitation requirements, and budgetary constraints have all contributed to the changes which are particularly concentrated in this revenue category.

Due to the development and distribution of the vaccine, the City is striving to increase some Library and Community Services fees, and the Planning Division estimates an increase in developer permit activity.

Library and Community Services and Community Development are the main drivers of charges for service. While development-related charges are expected to increase, the fiscal year 2023-24 budgeted amount of \$5.4 million is \$.60 million lower than fiscal year 2022-23 forecast. Following City Council direction, staff removed certain developer receipts placing them in a one-time fund. These fees are guided by the City's cost recovery policy through the master fee schedule, which specifies a subsidy level for various categories of activities. Typically, these fees are revisited every five years as the structural cost of the City changes.



General Fund Revenue Discussion

AMERICAN RESCUE PLAN ACT (ARPA)

The City was allocated a total of \$8.3 million from the American Rescue Plan Act (ARPA Fund) intended to maintain essential services in the face of the COVID-19 pandemic. The City Council previously authorized use of \$4.6 million over fiscal year 2021-22 and fiscal year 2022-23 for public safety salaries and wages in accordance with Federal spending guidelines. The adopted budget includes use of (as a transfer in) \$3.7 million. These funds must be used by December 2024.

OTHER REVENUE

Franchise fees

The City receives franchise payments from companies providing garbage, electric, gas, water and cable television services. Total franchise fee revenue budget is \$2.4 million which is in line with the fiscal year 2022-23 forecast.

Licenses and permits

This category mainly consists of development-related permitting, including revenue from development agreements, and the business license tax. The fiscal year 2023-24 budget is \$5.1 million, which is \$.56 million below the fiscal year 2022-23 forecast.



Intergovernmental revenues

To improve grant administration, staff moved these revenues and expenditures from the General Fund. Historical charges consist of grants from other governmental entities, including the Federal and State government. To facilitate grant reporting and improve General Fund estimates, staff relocated these grants to the funds below:

- Big Lift
- Childcare food
- Belle Haven Child Development

Fines and forfeitures

This category of revenue consists of traffic-related fines, the fiscal year 2023-24 budget for \$0.18 million reflects expected revenues based on night time parking and as-needed traffic enforcement. The adopted budget does not include daytime parking or a traffic unit, as this is under consideration by the City Council. This category sees a reduction of approximately 4.5% compared to the fiscal year 2022-23 forecast.

Interest and rent income

This revenue category consists of the proceeds the City receives from leased properties as well as earnings from the City's investment portfolio. With respect to rental income, the fiscal year 2023-24 budget of \$0.67 million reflects the contractual terms of the various leases, including an annual rent increase in line with inflation.

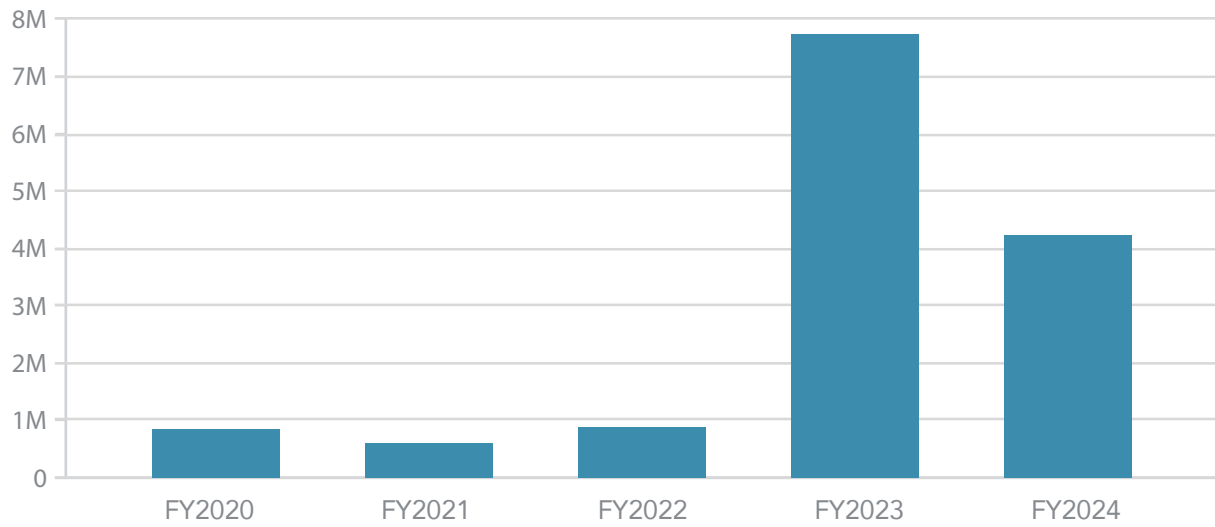
For interest earnings, the fiscal year 2023-24 budget of \$2.2 million is consistent with the fiscal year 2022-23 forecast.

Transfers

This category consist of a transfer in of \$3.7 million from the American Rescue Plan Act (ARPA Fund) for public safety. These funds must be used by December 2024. Other items in this section include transfers of \$0.52 million for General Fund support of Downtown, Landscape/Tree, Sidewalks, Bayfront Park, Water and Solid Waste operations.

General Fund Revenue Discussion

TRANSFER FROM OTHER FUNDS
FY2020 TO FY2024

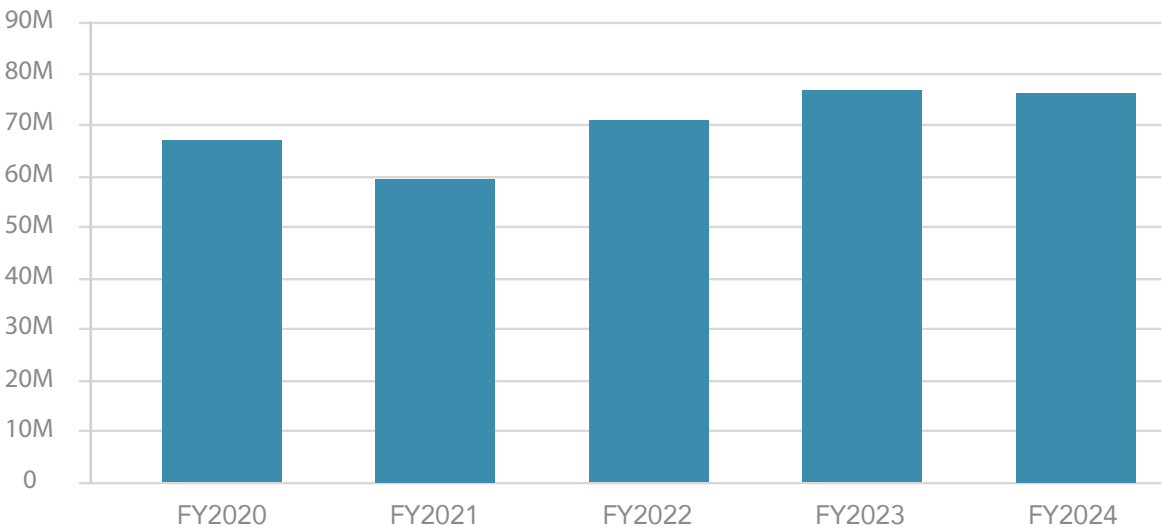


TRANSFER FROM OTHER FUNDS SUMMARY

OBJECT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Transfer from Other Funds	838,544.00	595,008.00	875,508.00	7,727,531.00	4,241,230.00

General Fund Expenditure Discussion

EXPENSES SUMMARY
FY2020 TO FY2024



GENERAL FUND EXPENSES SUMMARY

FUND NAME	FY2020	FY2021	FY2022	FY2023	FY2024
General Fund	66,756,954.00	59,397,583.00	70,649,121.00	76,603,105.50	76,147,993.28

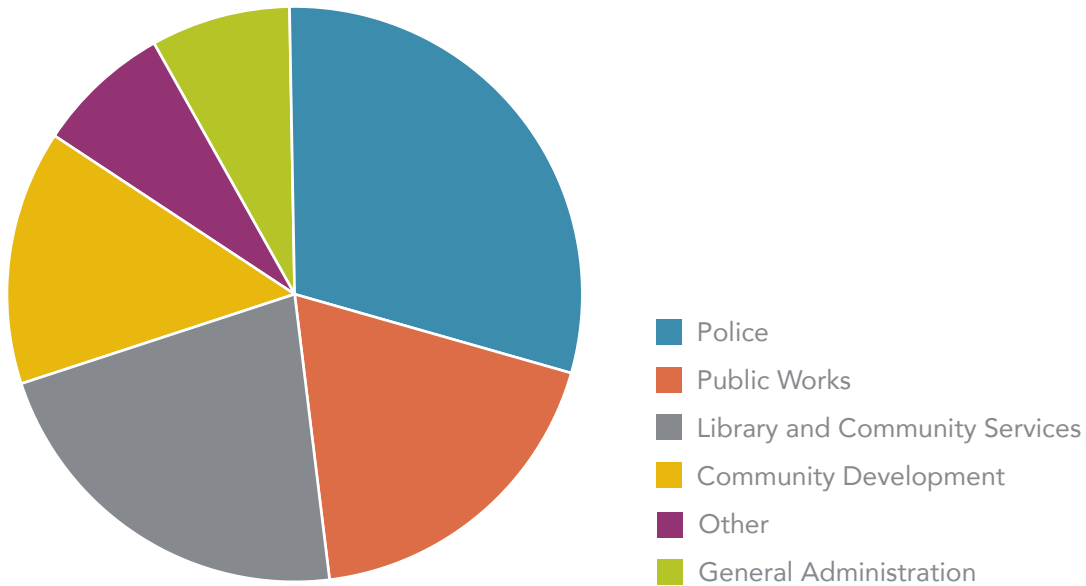
PERSONNEL

Personnel costs, inclusive of wages and fringe benefits, represent approximately 63% of General Fund expenditures and total \$48 million for fiscal year 2023-24, up \$.35 million or 0.7% from the fiscal year 2022-23 adopted budget. General Fund FTEs are budgeted at 233.97 for fiscal year 2023-24. In addition, staff is assuming a 10% vacancy rate rather than a 5% vacancy rate from the prior year to more accurately reflect current recruitment and retention patterns in the current market environment. Considering the City's

ability to fill vacancies, an analysis using estimated start dates was assigned to each vacancy to support this rate. Although less FTEs are requested for the General Fund and the vacancy rate has doubled, normal cost escalations are driving this small increase. The labor costs include a 3% cost of living adjustment (COLA) and 1% for normal merit increases. Additionally, there is a 4% inflation factor for health and other related benefits. Compensation increases are a result of negotiated labor unit agreements.

General Fund Expenditure Discussion

CITYWIDE FTE BY DEPARTMENT
FY2023-24



FULL-TIME EQUIVALENT EMPLOYEES

The adopted fiscal year 2023-24 budget contemplates 290.5 full-time equivalent employees (FTEs), the same number as fiscal year 2022-23. Of these, 233.97 FTEs are funded through the General Fund.

The adopted budget considers the following changes to General Fund FTEs:

- General Administration: No change
- Administrative Services: Finance Division is sending 1 FTE to IT (Fund 704) and Solid Waste contains .73 FTE being funded from Fund 610.
- Police Department: No change
- Public Works: FTEs have been moved to various special revenue funds where appropriate. This results in a change from 56 to 43.61 FTE.

- Library & Community Services: FTEs requested for Menlo Park Community Campus are pending additional analysis, so currently there is no change.
- Community Development: Community Development is sending 1 FTE to IT (Fund 704), resulting in 1 less FTE to the General Fund.

Temporary help, such as seasonal employees that work during certain times of year, are not included in the FTE count because they receive limited benefits. To calculate an FTE, an employee receiving full benefits takes their annual hours and divides by the number of hours worked by a regular full-time employee (2,080 hours per year). For example, a benefited employee who works 20 hours per week would divide 1,040 (52 weeks x 20 hours per week) by 2,080 to result in 0.50 FTE.

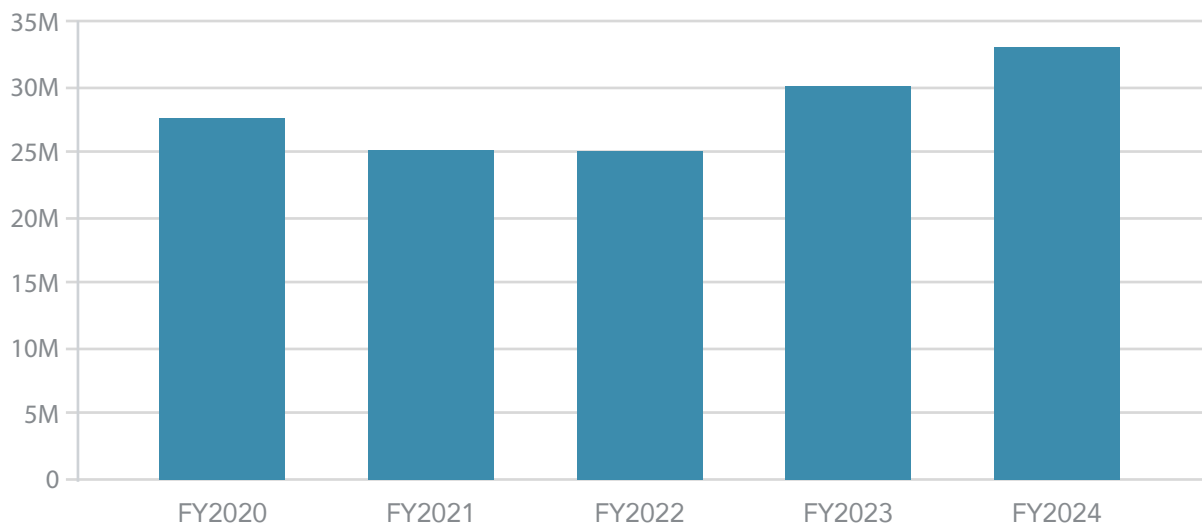
General Fund Expenditure Discussion

SALARIES AND WAGES

In total, salaries and wages in fiscal year 2023–24 are budgeted at \$32.9 million, a \$.48 million or 1.5% increase over the prior fiscal year's adopted budget. As previously mentioned, this is due to the reduction in General Fund FTEs. This category includes base salary and all salary related compensation such as overtime and incentive pays. The adopted budget assumes a cost of living adjustment of 3%. Excluding

management, merit increases are factored in for applicable staff as they progress across their salary range. There is an annual bonus program for the management team depending on performance and subject to City Manager approval. Other appropriate pays are included for Police and on-call staff. The City has four labor agreements.

SALARIES AND WAGES
FY2020 TO FY2024



SALARIES AND WAGES SUMMARY

ACCOUNT TYPE	FY2020	FY2021	FY2022	FY2023	FY2024
Salaries and Wages	27,550,857.00	25,082,769.00	24,993,466.00	29,985,399.10	32,969,476.46

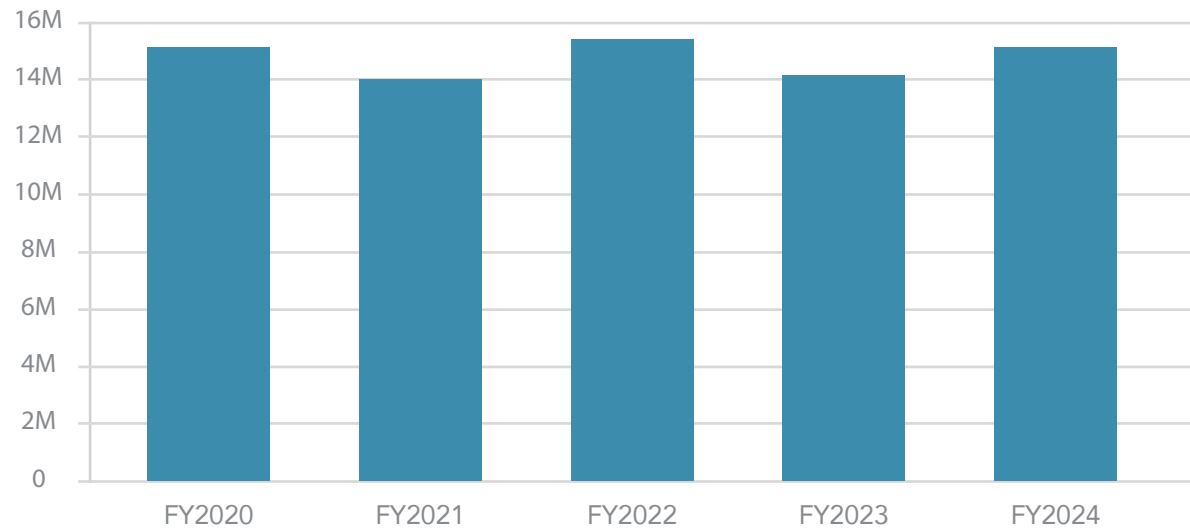
General Fund Expenditure Discussion

FRINGE BENEFITS

Total fringe benefits in fiscal year 2023–24 are budgeted at \$15.1 million, a \$.13 million reduction or 0.9% decrease from the prior fiscal year's adopted budget. As previously mentioned, the reduction is driven by allocations among other City Funds, a higher vacancy rate and turnover resulting in higher

tier staff being budgeted as PEPRAs. There is a 4% inflation adjustment for healthcare, dental, vision, life and disability benefits. This year's budget continues the additional \$1 million payment to reduce the City's Unfunded Accrued Liability (UAL).

FRINGE BENEFITS COSTS
FY2020 TO FY2024



FRINGE BENEFITS SUMMARY

ACCOUNT TYPE	FY2020	FY2021	FY2022	FY2023	FY2024
Fringe Benefits	15,125,636.00	13,990,573.00	15,408,622.00	14,149,961.80	15,118,507.82

General Fund Expenditure Discussion

NON-PERSONNEL OPERATING COSTS

The remaining 37%, or \$28 million, of the General Fund's expenditures consists of non-personnel costs. These expenditures are broken down into a number of distinct categories: operating, utilities, services, fixed assets and capital outlay, travel, repairs and maintenance, special projects, and transfers out. A brief description of the types of expenditures in each category is provided below.

Operating expenditures

The budget for operating expenditures totals \$8.4 million in fiscal year 2023–24, down 2.2% from the prior adopted budget, include spending on a wide variety of supplies, materials, and other items related to the operation of the City. The largest expenditure in this category, \$4.0 million, is the General Fund's share of the information technology internal service fund charge. This charge is allocated to Funds based on the number of FTEs. As part of this structure, all operating and capital costs associated with information technology are centralized in a distinct fund resulting in allocation charges to operating departments. This mechanism provides for centralized purchasing and

coordination of technologies to ensure that the City's buying power across all departments is used to the fullest benefit.

This category's small percentage decrease is because the General Fund is not transferring into the vehicle replacement fund this year as the Fund has a sufficient fund balance.

Utilities

The budget for utilities, including gas, electricity, water, and telecommunications, totals \$1.9 million in fiscal year 2023–24, up 5.6% from the prior adopted budget. Of the total, 53% goes toward gas and electricity, 42% to water and the remaining 5% for telecommunications.

Important to note is that the electricity and gas charge includes lease payments for the solar panels installed in 2015–16. Given the duration of this lease agreement, while consumption has decreased as a result of the panels, costs are expected to remain steady in the long term.



General Fund Expenditure Discussion



Travel and meetings

The travel and meetings category is budgeted at \$0.16 million in fiscal year 2023–24, down 8.4% from the prior adopted budget. These expenses consist of travel and meeting costs related to training and seminars to invest in the professional development of staff, including the cost for mileage reimbursements.

Special projects

The special projects budget for fiscal year 2023-24 is \$0.41 million, up 36.1% from the prior adopted budget. These expenses are for the Community Funding Grant Program, which provides funds to nonprofit organizations which benefit the community with social services and programs not offered by the City.

Services

Budgeted expenditures in this category total \$11.3 million for fiscal year 2023-24, up 3.7% from the prior adopted budget. This encompasses a wide variety of service areas, including plan checking services, legal services, the annual financial audit, consultants for special studies, the median landscaping contract and street sweeping. The large increase reflects a return in providing many services that were on hold due to the pandemic or not able to continue due to staffing and priorities.

Fixed assets and capital outlay

Budgeted expenditures for fiscal year 2023-24 are \$.91 million, up 3.3% from the prior adopted budget. The City purchases this equipment for office and other specialized uses required by the operating departments.

Repairs and maintenance

Budgeted expenditures in this category total \$1.1 million in fiscal year 2023–24, up 7.2% from the prior adopted budget. This budget covers an array of repair and maintenance activity. Other significant expenditures include maintenance on city communications equipment, vehicle maintenance and building repairs.

Transfers to other funds

The General Fund's transfers to other funds is an important component of the City's long-term fiscal health. In fiscal year 2023–24, the total transfers to other funds is \$3.6 million, down \$5.1 million or 58.3% from the prior adopted budget. Of this amount, \$3.2 million is a transfer to the General CIP Fund to provide funding for a number of projects discussed more fully in the Capital Improvement Plan section. The remainder of the transfer supports the Tree/Assessment Fund and Shuttle program in the amount of \$0.44 million. As with many cities on the peninsula, city infrastructure ages and requires ongoing maintenance. The City must prioritize which projects are addressed each year to balance available funding with available staff resources necessary to manage the Capital Improvement Plan.



DEPARTMENT INFORMATION

Administrative Services

Finance, Human Resources, Information Technology, Solid Waste

OVERVIEW

Administrative Services is responsible for the administration of the financial affairs and internal support activities of the City. It consists of four divisions: Finance, Human Resources, Information Technology, and Solid Waste. It focuses on providing excellent service to internal and external customers. In addition, this department provides oversight on the franchise solid waste agreement.

FY 2023-24 ADMINISTRATIVE SERVICES FTE BY DIVISION

DIVISION NAME	FY2024
Human Resources	5.00
Finance	12.75
Information Technology	10.00
Solid Waste	0.73
TOTAL FTE	28.48

FY 2023-24 ADMINISTRATIVE SERVICES FTE BY DEPARTMENT

DEPARTMENT NAME	FY2024
Administrative Services	28.48
FTE	28.48

FINANCE DIVISION

The Finance Division manages the financial planning, accounting and reporting. This includes revenue forecasting and expenditure control, administration of all fees and taxes, maintaining proper cash controls, investing to achieve return on investments while safeguarding funds, preparation and monitoring of the annual budget, coordination of the annual audit, processing and procurement materials and services, payments to employees and vendors, and oversight of the City's general liability risk management program. The division sets and administers fiscal policies and procedures for all departments ensuring internal control over public assets and promoting the organization's long-term fiscal health.

Accounting, financial reporting and budget

This function employs best practices to perform accounting for all of the city's financial transactions, prepare the citywide annual financial statements (Annual Comprehensive Financial Report or ACFR), compile the City Manager's proposed budget, monitor the City Council's adopted budget, provide all other financial reporting necessary or required by either agreement or statute and enforce internal controls to protect the city assets against loss.

Revenue and risk management

This function oversees cash flow to meet cash requirements for operations, collects business license taxes, administers the cost recovery program to minimize the use of general tax dollars to support special services, and performs the comprehensive risk management and mitigation function through a joint powers insurance authority.

HUMAN RESOURCES DIVISION

The Human Resources Division recruits and retains the well-qualified and diverse workforce that reflects the high standards of the community, maintains positive labor relations, manages workforce safety and succession planning, and administers compensation and benefits. Human Resources complies with and implements all employment-related federal, state and local mandates and requirements.

Recruitment and retention

This function includes recruitment, selection, onboarding, and retention of individuals who will join a team of dedicated and talented professionals in providing excellent service to the community. Developing an understanding of organizational needs facilitates this team's planning efforts to enhance employee work/life balance and support career development.

Classification, compensation and benefits

This function ensures application of appropriate classification and compensation principles and regulations, and administers leave and benefit programs for employees, appointed and elected officials and retirees.



Employee and labor relations

This function encourages productive employer-employee relations by supporting a positive and respectful work environment enhancing employee consultation through open communication, feedback, recognition and talent management. Staff provides guidance for managers and employees to improve performance, ensure compliance with legal requirements and provide effective problem-solving of complaints and grievances. This function facilitates labor contract negotiations, administration and interpretation.

Organizational and employee development

This function involves identification and implementation of training and employee development opportunities to support skill enhancement, acquire new knowledge and promote innovation and leadership.

Safety and workers' compensation

This function manages the organization's workplace safety programs through active risk management aimed at protecting employee health and safety. Staff ensure injured workers receive benefits and care to safely return to work.

INFORMATION TECHNOLOGY DIVISION

The Information Technology Division manages the installation and maintenance of all network, systems, and telecommunications infrastructure; business systems; and end user support through development and implementation of an Information Technology Master Plan. To ensure continuous improvement and security of the dynamic information technology environment, staff maintain continual awareness of systems, hardware, software and security measures that facilitate organizational and public services.

Network, systems and telecommunications infrastructure

At the heart of the organization's operating technology environment is the core enterprise network and systems infrastructure. The core infrastructure components that enable the organization's successful electronic operations include the networking hardware, server systems, data storage and telecommunications systems. Combined, these components create a foundation that effectively supports the city communications and business software applications.

Business systems

Enabling staff to provide a high level of service to the community, the IT Division assists employees in the evaluation, implementation and support of business applications and technologies used in daily operations and the effective delivery of public services.

End-user support

The IT Division continually strives to provide a high level of technical support for all staff. Support desk functions include software/hardware installation and configuration, technical problem resolution and end user training.

Solid Waste

The city contracts with Recology San Mateo County to provide garbage and recycling services. Recology's vision, "A World Without Waste", and mission, "... builds exceptional resource ecosystems", serves the Menlo Park Community. Overall, Recology has 26 collection companies that provide integrated services to more than 2.5 million individuals and more than 100,000 commercial customers in California, Oregon and Washington.

Administrative Services

FISCAL YEAR 2022-23 HIGHLIGHTS

Finance

- Produced the FY 2023-24 budget outlining new principles with improved collaboration among staff.
- Continued transition to new accounting system (OpenGov). This was the first year the Annual Comprehensive Financial Report (ACFR) was produced on platform.
- Published the FY 2021-22 ACFR and submitted for industrywide award from the Government Finance Officers Association.
- Developed standardized accounting procedures for budget adjustments, payment processing and encumbrance controls.
- Produced monthly budget vs. actual reports and improved internal controls.
- Issued RFP for investment advisory services
- Issued RFP for financial audit services

Human Resources

- Implemented and revised policies and procedures to address the COVID-19 pandemic, including exposure and contact tracing, vaccination and testing, and expanded leaves under Federal and State guidelines.
- Digitized workforce management tools for temporary employee new hire onboarding, and continued replacement of legacy paper forms.
- Finalized negotiations with the Police Officers' Association, and began and completed negotiations with the Police Sergeants Association in order to achieve successor contracts to memoranda of agreement expiring at the end of fiscal year 2024 and 2025 respectively.

Information Technology

- Enhancements made for technology infrastructure and enterprise business applications.
- Implemented digital features of the land management software system.
- Enhancements made to GIS for integration with applications and new city website.

FISCAL YEAR 2023-24 BUDGET AND INITIATIVES

Finance

- Complete the implementation of the financial accounting system, including workflows for purchase requisitions and payment requests, capital asset inventory and depreciation schedule, and automated reporting.
- Produce the FY 2022-23 ACFR and bring to Council by January 2024
- Produce the FY 2024-25 budget and bring to Council by June 2024.
- Stabilize financial processes with new budget and accounting systems, including training of finance and key staff.
- Continue to improve on financial reporting, increasing transparency of information and ease of access for members of the community.

Human Resources

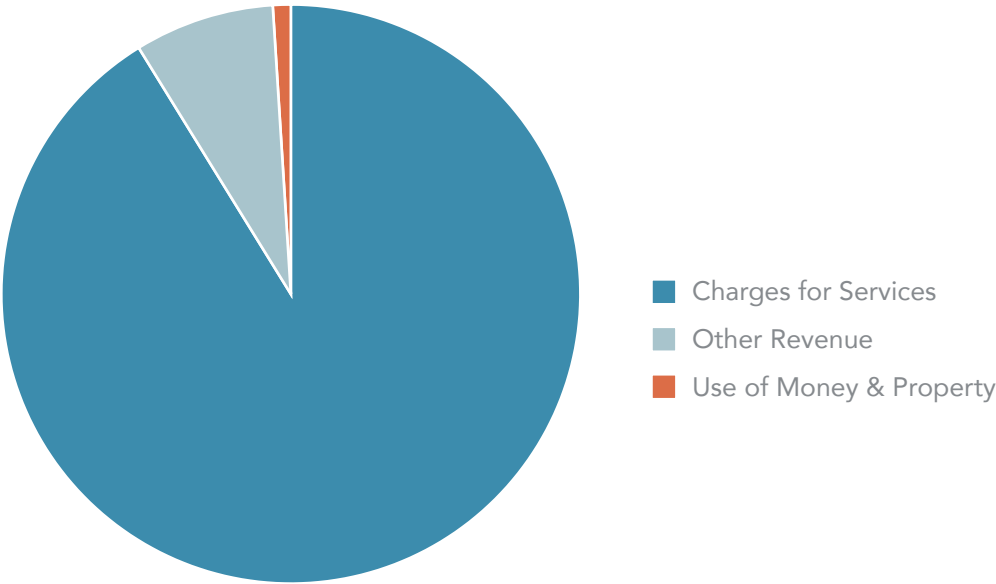
- Fill current vacancies and support employee retention.
- Continue transition to a new Human Resources Information System for leaves, classifications and personnel management.
- Develop and improve employee performance management system for employee engagement, consistency, efficiency and clarity in the process.
- Continue to update and create policies to further reduce City risk of liability and ensure consistent application of rules.

Information Technology

- Continue work on IT Master Plan initiatives including technology infrastructure enhancements and enterprise business applications.
- Continue cybersecurity enhancements for risk reduction.
- Continue streamlining business practice workflows and moving to paperless processes.
- Continue to review and revise IT policies and procedures to ensure conformity with current industry best practice.

Administrative Services

ADMINISTRATIVE SERVICES REVENUES
FY2023-24

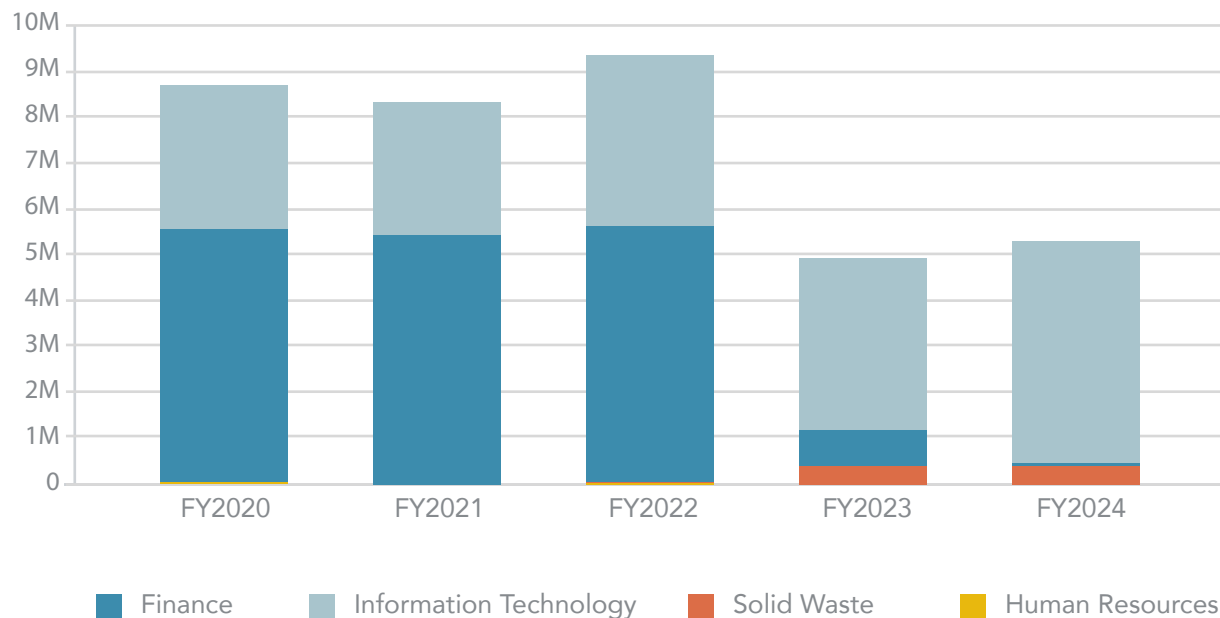


ADMINISTRATIVE SERVICES - REVENUES

OBJECT TYPE (RE)	FY2024
Charges for Services	4,848,420.00
Other Revenue	415,000.00
Use of Money & Property	53,158.00
AMOUNT	5,316,578.00

Administrative Services

ADMINISTRATIVE SERVICES REVENUES
FY2020 - FY2024

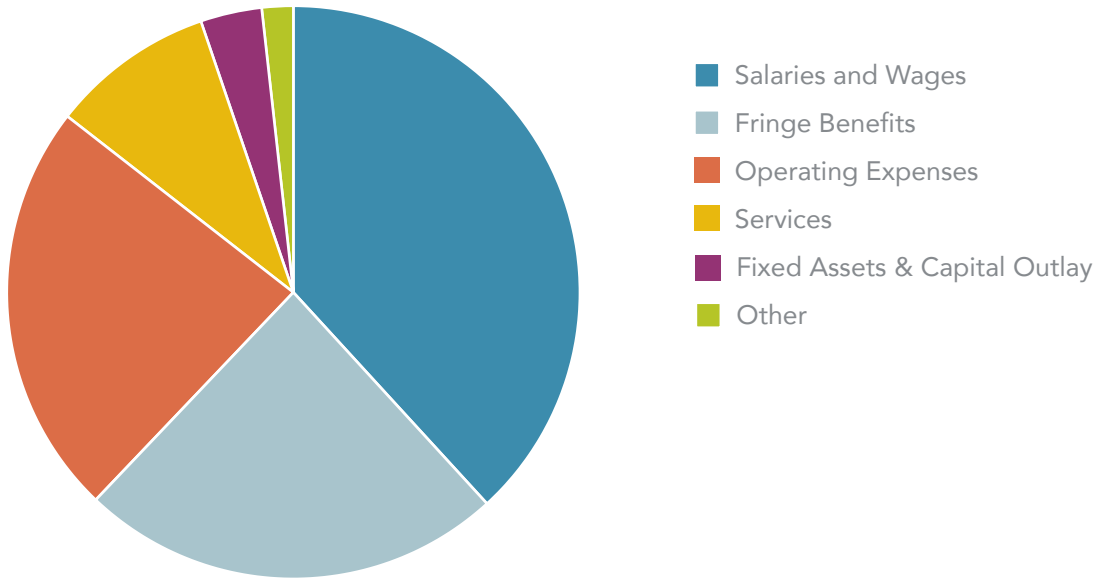


ADMINISTRATIVE SERVICES DEPARTMENTAL REVENUES SUMMARY

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Information Technology	3,136,956.00	2,905,428.00	3,721,034.00	3,752,347.90	4,848,420.00
Solid Waste	0.00	0.00	43,869.00	415,000.00	415,000.00
Finance	5,554,990.00	5,434,889.00	5,565,248.00	767,105.90	53,158.00
Human Resources	14,578.00	11,411.00	18,006.00	0.00	0.00
AMOUNT	8,706,524.00	8,351,728.00	9,348,157.00	4,934,453.80	5,316,578.00

Administrative Services

ADMINISTRATIVE SERVICES EXPENSES BY CATEGORY
FY2023-24

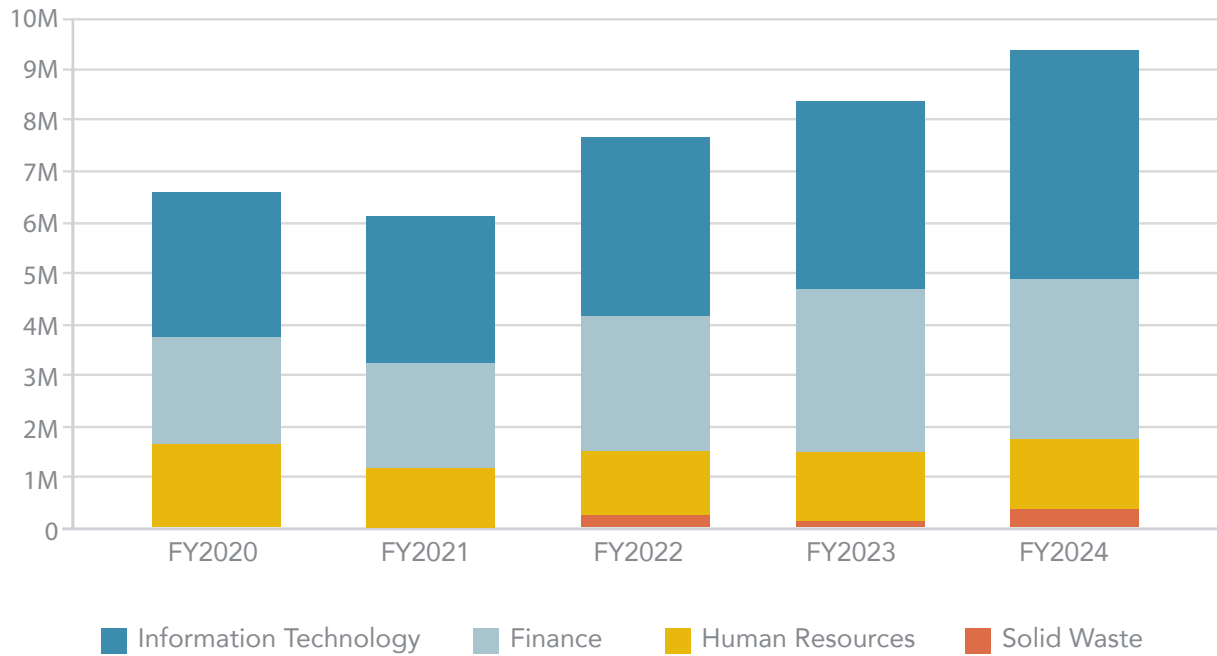


ADMINISTRATIVE SERVICES DEPARTMENTAL EXPENSES SUMMARY

OBJECT TYPE (EX)	FY2024
Salaries and Wages	3,590,067.84
Fringe Benefits	2,248,253.86
Operating Expenses	2,201,345.00
Services	868,000.00
Fixed Assets & Capital Outlay	325,700.00
Utilities	85,668.00
Transfers	55,900.00
Travel	17,250.00
Repairs & Maintenance	7,500.00
AMOUNT	9,399,684.70

Administrative Services

ADMINISTRATIVE SERVICES EXPENSES BY DIVISION FY2020 - FY2024



ADMINISTRATIVE SERVICES DEPARTMENT EXPENSES SUMMARY

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Information Technology	2,849,652.00	2,898,153.00	3,540,127.00	3,725,057.80	4,521,587.47
Finance	2,114,800.00	2,067,814.00	2,647,091.00	3,188,364.90	3,145,734.87
Human Resources	1,635,590.00	1,156,020.00	1,270,407.00	1,370,539.50	1,397,771.78
Solid Waste	0.00	0.00	227,901.00	108,946.50	334,590.58
AMOUNT	6,600,042.00	6,121,987.00	7,685,526.00	8,392,908.70	9,399,684.70

Community Development

Planning - Building - Housing

OVERVIEW

Community Development is responsible for ensuring a sustainable and vibrant community that supports a high quality of life for residents, businesses and visitors. It contains the Planning, Building and Housing Divisions. Core services performed include:

- Long range planning
- Current planning
- Building permitting and inspection services
- Affordable housing and housing initiatives

FY 2023-24 COMMUNITY DEVELOPMENT FTE BY DIVISION

DIVISION NAME	FY2024
Planning	1.00
Building	15.80
Housing	2.25
FTE	35.00



FY 2023-24 COMMUNITY DEVELOPMENT FTE BY DEPARTMENT

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Community Development	30.05	24.85	32.10	36.00	35.00
FTE	30.05	24.85	32.10	36.00	35.00



CURRENT PLANNING

Current planning provides comprehensive services for people needing information and assistance with required review for land use development projects. This includes providing project applicants and interested parties with timely and accurate information regarding city policies, ordinances, regulations and guidelines related to land use development.

Additionally, the Planning Division provides a thorough and structured review of proposed development projects, including environmental review, fiscal impact analysis, historic review and other technical analyses that evaluate the merits of a project leading to a decision. The division also serves as the staff liaison to the Planning Commission.

Community Development

LONG RANGE PLANNING

The key focus of long range planning is developing, monitoring, updating and integrating land use, economic, transportation and environmental policies to achieve citywide goals and improve the physical and economic environment of the community. This is accomplished primarily through the General Plan, the El Camino/Real Downtown Specific Plan, zoning ordinance and other related documents that establish goals, policies and implementation strategies guiding future decisions that enhance the quality of life.



BUILDING PERMITTING AND INSPECTION SERVICES

Building permitting and inspection protects the health, safety and welfare of the community by providing information on the building permit process, interpreting the California Building Standards Code and municipal codes, maintaining historic property records, and onsite inspections of current construction projects.

Additionally, this division coordinates interdepartmental and interagency review of project plans and reviews construction plans for compliance with all State and municipal codes relating to structural, mechanical, plumbing, electrical, and grading.

AFFORDABLE HOUSING

The Housing Division manages the City's affordable housing programs, including preservation and production of below market rate rental and ownership housing. The division administers the Below Market Rate (BMR) program, develops housing policy and supports the implementation of the Housing Element and Housing Commission work plan to provide and promote new affordable housing opportunities and programs to support a diverse, equitable and inclusive community. Staff supports the Housing Commission.



Community Development

FISCAL YEAR 2022-23 HIGHLIGHTS

- Adopted the Housing Element Update and submitted it to the State for certification. The plan identified a land use strategy to study up to 4,000 new housing units for the 8-year Housing Element period from 2023 to 2031.
- Released draft versions of the City's first-ever Environmental Justice Element and updated Safety Element. Held bilingual community meetings at the Belle Haven Library to receive public input on these documents.
- Approved the Willow Village master plan project, a mixed-use development that includes residential and office space, a grocery store, and a hotel. Also approved 1350 Adams Court, a life science project, and Hotel Moxy. Both projects are located in the Bayfront.
- Released eight below market rate (BMR) rental units at Stanford's Middle Plaza (500 El Camino Real) for tenant occupancy and two BMR ownership opportunities near downtown.
- Continued processing large development projects in the Bayfront Area, including the release of a draft environmental impact report (DEIR) for several projects including 123 Independence Drive, Commonwealth Building 3, and 1125 O'Brien Drive. Released a notice of preparation (NOP) for a DEIR for the Parkline/SRI mixed-use masterplan project.
- Issued an estimated 1,300 building permits, including 54 permits for accessory dwelling units (ADUs), and completed approximately 8,700 inspections.
- Issued occupancy or temporary certificate of occupancy for several large projects in the Bayfront and El Camino Real/Downtown Specific Plan areas, including Stanford's Middle Plaza (500 El Camino Real), Springline at 1300 El Camino Real. Anticipate temporary certificate of occupancy for the MidPen affordable housing project at 1345 Willow Road by the end of the fiscal year.
- Continued to enhance processes for managing workflows with the integration of our new plan check software, DigEplan. DigEplan integrates with Accela, creating a more streamlined approach and providing a comprehensive set of comments from all divisions to the applicant. Online inspection services through the new City Gov app integrates with Accela making the process more convenient and user-friendly.
- Transitioned to hybrid Planning and Housing Commission meetings, allowing for more in-person interaction while maintaining flexibility for public participation.

- Applied for and secured a \$40,000 grant from the California State Energy Commission for the implementation of SolarAPP+, a web-based residential solar permitting tool.
- Executed an agreement for \$1.2M from the BMR housing fund to support Habitat for Humanity Greater San Francisco's creation of a Homeownership Preservation Program. The program will assist low-income homeowners in Belle Haven with major repairs and rehabs that address acute safety issues while enabling homeowners to age in place and remain in the community.
- Continued to work with Samaritan House to support their Housing Assistance Program. This program provides rental and mortgage assistance to qualified households related to the COVID-19 pandemic or other emergency circumstances. The program has assisted 8 households throughout Menlo Park.
- Adopted the 2022 California Building Standards Code and associated Menlo Park City ordinances, which became effective January 1, 2023. The adoption cycle occurs every three years in conjunction with updates to the code provided by the State.
- Released a Notice of Funding Availability for \$2M from the BMR housing fund to support the production and/or preservation of affordable housing in the City.
- Adopted an ordinance regarding California State Senate Bill 9 (SB 9). The ordinance creates development standards for two-unit developments and urban lot splits in single-family zoning districts.

FISCAL YEAR 2023-24 BUDGET AND INITIATIVES

Community Development expects the demand for land development services to continue as projects move through the development review process and as approved projects advance through the building permit and construction phases. The department intends to maintain service delivery levels and meet projected demand for development and building permit reviews with no major staffing changes. The majority of planning review, building permitting, and inspection services are self-supported through fees set to recover service costs. To assist with the implementation of Housing Element programs, the Housing budget will increase to augment contract support services.

Community Development

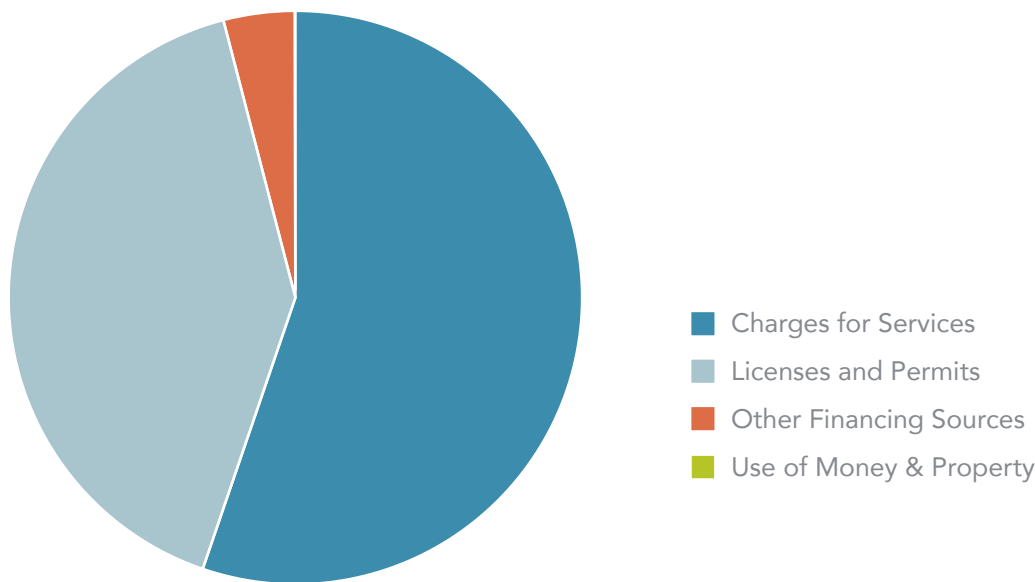


INITIATIVES

- Certify the Housing Element Update, successfully adopt related Zoning Ordinance amendments and updates to the Safety Elements as well as the City's first-ever Environmental Justice Element. As part of the Housing Element program implementation, initiate the second phase of updates to the existing BMR guidelines to evaluate changes to the commercial linkage fees, inclusionary requirement standards, and in-lieu fees specific to inclusionary residential requirements and initiate a feasibility analysis of the downtown parking lots for affordable housing.
- Continue the entitlement and environmental review of approximately eight complex development projects, including the proposed Parkline/SRI master plan and two housing development projects of approximately 99 dwelling units at 3705 Haven Avenue and 432 dwelling units at 123 Independence Drive.
- Coordinate and complete building permit review for several large development projects, including the Menlo Flats housing development project totaling 158 multi-family dwelling units, the 1350 Adams Court life sciences development project, the Hotel Moxy project, and the 201 El Camino and 612 Cambridge Avenue mixed-use development project.
- Continue reviewing the detailed architectural plans for the Willow Village masterplan project and bring each individual building, the town square, and park spaces to the Planning Commission for architectural review.
- Continue collaborating with Sustainability Division to implement climate action plan (CAP) goals to encourage the electrification of existing buildings (Goal #1) and expand access to EV charging for multifamily and commercial properties (Goal #3).
- Award and release 2022/23 Notice of Funding Availability (NOFA) housing funds.
- Fully deploy Accela-DocuSign integration, allowing applicants and other responsible parties to electronically sign application forms and related permit documents.
- Conduct tenant/landlord education and outreach activities including reviewing anti-displacement strategies.

Community Development

COMMUNITY DEVELOPMENT REVENUES
FY2023-24

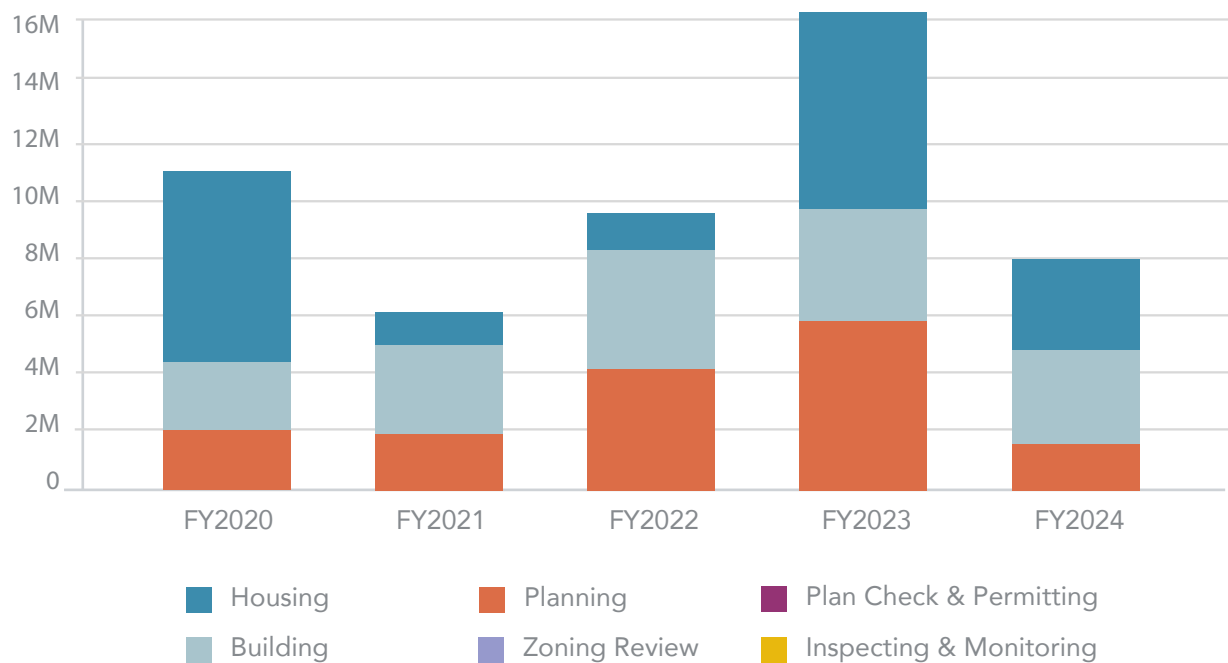


COMMUNITY DEVELOPMENT REVENUES SUMMARY

OBJECT TYPE (RE)	FY2024
Charges for Services	4,409,483.00
Licenses & Permits	3,250,000.00
Other Revenue	320,000.00
Use of Money & Property	3,000.00
AMOUNT	7,982,483.00

Community Development

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY - REVENUES
FY2020 TO FY2024

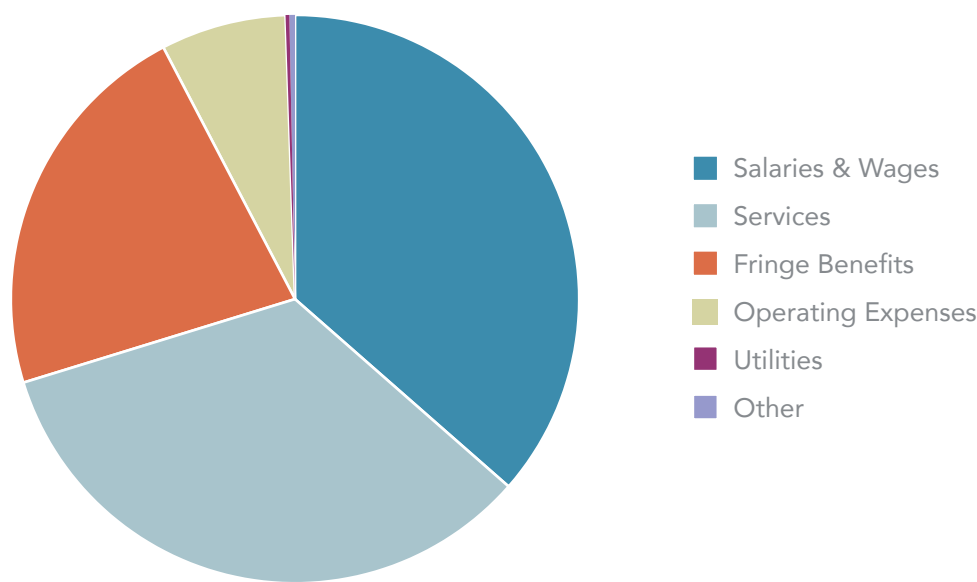


COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY - REVENUES

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Building	2,342,084.00	3,068,208.00	4,114,386.00	3,841,449.60	3,283,050.00
Housing	6,624,186.00	1,139,169.00	1,263,915.00	6,850,843.70	3,099,433.00
Planning	2,047,628.00	1,943,360.00	4,201,279.00	5,866,065.90	1,600,000.00
Plan Check and Permitting	5,584.00	0.00	0.00	0.00	0.00
Inspecting and Monitoring	27.00	0.00	0.00	0.00	0.00
Zoning Review	29,135.00	93.00	0.00	0.00	0.00
AMOUNT	11,048,644.00	6,150,830.00	9,579,580.00	16,558,359.20	7,982,483.00

Community Development

COMMUNITY DEVELOPMENT EXPENSES BY CATEGORY
FY2023-24

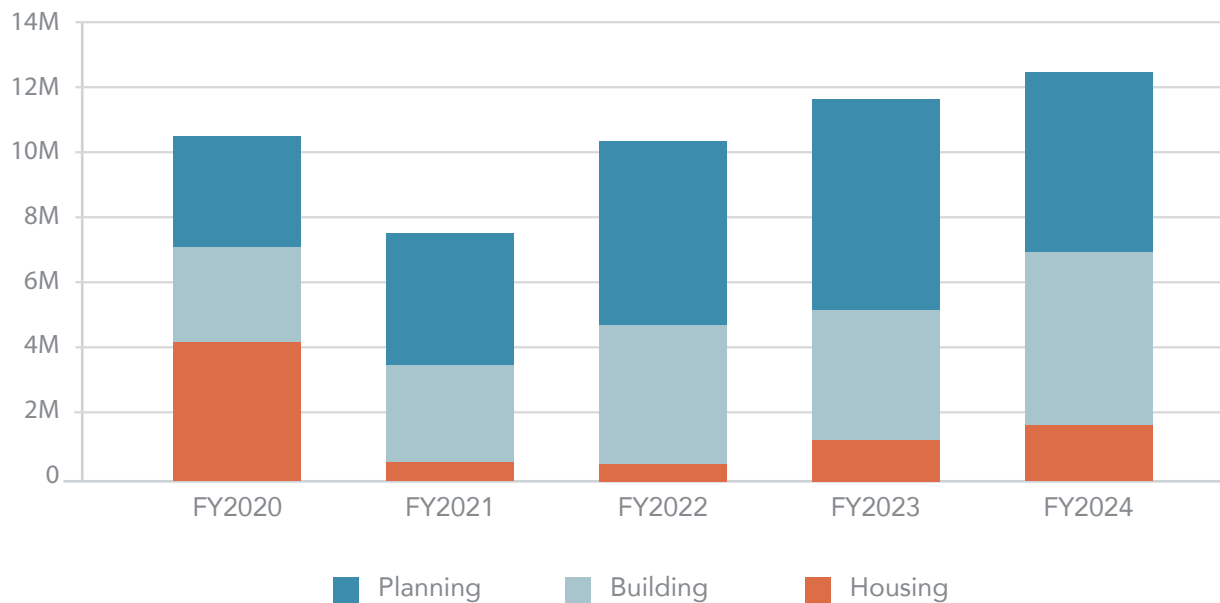


COMMUNITY DEVELOPMENT EXPENSES SUMMARY

OBJECT TYPE (EX)	FY2024
Salaries and Wages	4,553,471.09
Services	4,219,774.40
Fringe Benefits	2,756,878.50
Operating Expenses	891,871.00
Utilities	26,500.00
Travel	23,100.00
Repairs & Maintenance	10,250.00
Special Projects Expenditures	6,500.00
AMOUNT	12,488,344.99

Community Development

COMMUNITY DEVELOPMENT EXPENSES BY DIVISION
FY2020 TO FY2024



COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY - EXPENSES

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Planning	3,367,976.00	4,040,211.00	5,628,512.00	6,467,217.80	5,485,975.77
Building	2,944,902.00	2,945,533.00	4,214,030.00	3,979,958.80	5,305,241.56
Housing	4,231,183.00	583,627.00	535,074.00	1,245,699.50	1,697,127.67
AMOUNT	10,544,061.00	7,569,371.00	10,377,616.00	11,692,876.10	12,488,344.99

General Administration

City Council, City Attorney, and City Manager's Office

OVERVIEW

General Administration provides policy, legal, leadership and management services to the entire city, regardless of funding source. The fiscal year 2023-24 General Administration budget reflects the following changes:

- \$2.25 million in revenue for a grant from the state to support communitywide electrification efforts



FY 2023-24 GENERAL ADMINISTRATION FTE BY DIVISION

DIVISION NAME	FY2024
110 Council	5.00
131 City Administration	5.00
132 City Clerk	3.00
133 Public Engagement	3.00
170 Sustainability	3.00
FTE	19.00

FY 2023-24 GENERAL ADMINISTRATION FTE BY DEPARTMENT

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
General Administration	17.70	14.65	18.20	19.00	19.00
FTE	17.70	14.65	18.20	19.00	19.00

General Administration

CITY COUNCIL

The City Council consists of five City Councilmembers elected by district and serving staggered four-year terms. Annually the mayor and vice mayor are selected by a vote of the City Council.

The City Council defines goals and sets objectives for the city by establishing policies, priorities and appropriating resources.

This budget includes the basic operating expenses of the Mayor and City Council in the conduct of their duties as elected officials.

CITY ATTORNEY'S OFFICE

The city attorney is the chief legal officer of the city and performs duties outlined in the municipal code as well as other responsibilities required by the City Council. Pursuant to this authority, the City Attorney's Office is responsible for all legal matters and also oversees the efforts of outside counsel for insured tort defense cases and matters requiring specialized legal expertise.

The City Attorney's Office provides legal advice and representation to the City Council, the city manager, staff and the various commissions in all areas, including municipal law, litigation, conflicts of interest, land use and housing, public contracting and public works, public records, public meetings, code enforcement, tort liability, and municipal finance. The city attorney provides advice at public meetings, including legislative and quasi-judicial hearings of the City Council.

The City Attorney's Office prepares legal opinions, contracts, intergovernmental agreements, ordinances and resolutions, handles real property transactions, and represents the City in affirmative and defensive litigation.

CITY MANAGER'S OFFICE

The city manager is the chief administrative officer of the city and is appointed by the City Council to enact its decisions and policies.

The City Manager's Office includes Administration, City Clerk, Communications and Public Engagement, Economic Development, and Sustainability.

Administration

The city manager implements the City Council's plans and priorities by enforcing city laws and applying City Council policies. The city manager

coordinates the work of all departments and employees, with the exception of the city attorney. The City Manager's Office is charged with providing comprehensive, unbiased expertise and assistance to the City Council in terms of thorough staff reports, thoughtful and strategic recommendations, and effective presentations. This includes responsibility for identifying community needs and expectations, clearly linking them to the city's funding priorities and service levels, and supplying helpful information and referrals to residents with questions, comments and concerns. The City Manager's Office also supports citywide efforts to improve program and operational effectiveness and efficiency, conducts studies for organizational improvements, designs and develops performance measures, analyzes proposed and adopted policy, assists in budget development, responds to community concerns and coordinates special projects.

City Clerk's Office

The City Clerk's Office is responsible for the coordination, production, and posting of the City Council's agendas and packets. This includes the information and materials reviewed by City Council in preparation for public meetings. The city clerk ensures the public has access to agenda materials and are informed of the process for making public comments and participating in public meetings. In addition, the city clerk is the custodian of a wide range of official documents and permanent city records, including contracts, agreements, recorded documents, minutes, resolutions and ordinances. The city clerk is responsible for responding to requests for public information under the California Public Records Act. The city clerk is also the primary liaison to the City Council-appointed advisory commissions/committees. Additionally, the city clerk is the local elections official, responsible for posting legal notices and processing candidate filings, campaign reports, and financial disclosures.

Communications and Public Engagement

The Communications and Public Engagement Division provides strategic communications counsel and support to city departments, manages citywide communications and oversees the city brand strategy. Roles include developing policy and procedures related to communications and public outreach, advising on communications and consultation planning, news release distribution, overseeing the city's online presence including social media and website content and standards, and providing multimedia communications support. This division provides

information related to city services and programs to residents, the media, and internal departments. It also supports the organizational needs related to crisis communications, graphic design, advertising, public research, public engagement and translation services.

Economic Development

The Economic Development Division ensures that Menlo Park addresses the needs of our local businesses and provides opportunities for their success. This includes identifying new businesses that will enhance the community and the city's overall economic health. Economic Development assists with expeditious, thorough and effective development approvals. This also includes regular outreach to local businesses to offer assistance through referrals to State and Federal programs, strategic planning for expansion approval, and marketing/networking opportunities. Economic Development creates and maintains partnerships with a number of economic development associations, community-based organizations, and state and federal resources to market Menlo Park as an attractive business location for businesses.

Sustainability

The City Council declared a climate emergency committing to accelerating actions to address climate change at a local level and adopted a 2030 Climate Action Plan with the bold goal to be carbon neutral (zero emissions) by 2030. The Sustainability Division leads and/or supports implementation of the Climate Action Plan within the organization and the community at large. In addition, the sustainability division staff support the Environmental Quality Commission meetings and activities.

FISCAL YEAR 2022-23 HIGHLIGHTS

- Filled key leadership positions: successfully recruited new assistant city manager, deputy city manager, and administrative services director.
- Administered election for three City Councilmember seats and filled District 5 City Councilmember vacancy.
- Implemented the City Council priority and goal setting workshop in which the Council identified five top priorities for the next fiscal year.
- Led emergency preparedness and response services during series of severe winter storms that produced flooding and multiple, extended power outages; delivered timely and effective public communications on storm preparedness and impacts; launched

a hotel stay program for residents affected by extended power outages that included an equity assessment.

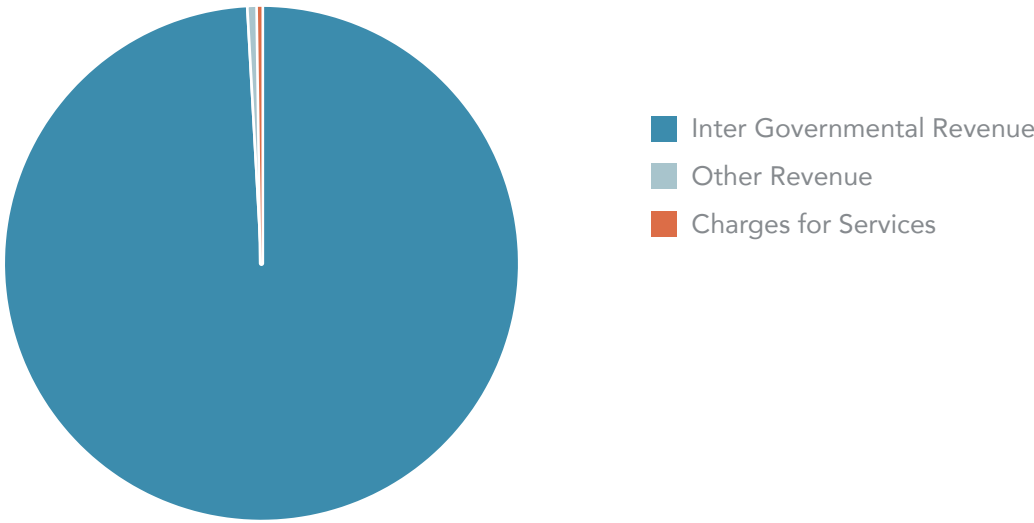
- Transitioned all legislative and advisory bodies from virtual to hybrid public meetings.
- Renewed Reach Codes requiring new buildings to be fully electric and increased electric vehicle charging requirements for new developments, and implemented a permit fee waiver and credit program for existing building electrification projects.
- Completed plan for electric vehicle charging needs for the City vehicle fleet.

FISCAL YEAR 2023-24 BUDGET AND INITIATIVES

- Create a Diversity, Equity, and Inclusion (DEI) Initiative.
- Plan and implement programs and projects that support economic development with a focus on creating a vibrant and activated downtown.
- Promote community preparedness for emergencies and disasters in partnership with community based organizations.
- Continue to build organization-wide capacity, encourage professional development, and develop succession plans to maintain strong leadership.
- Launch public education on building electrification measures and promote electrification incentive programs.
- Allocate \$4.5 million in State funding to support communitywide electrification efforts.
- Continue to electrify City facilities, including the Burgess Pool heating equipment, and expand electric vehicle charging for City vehicle fleet.

General Administration

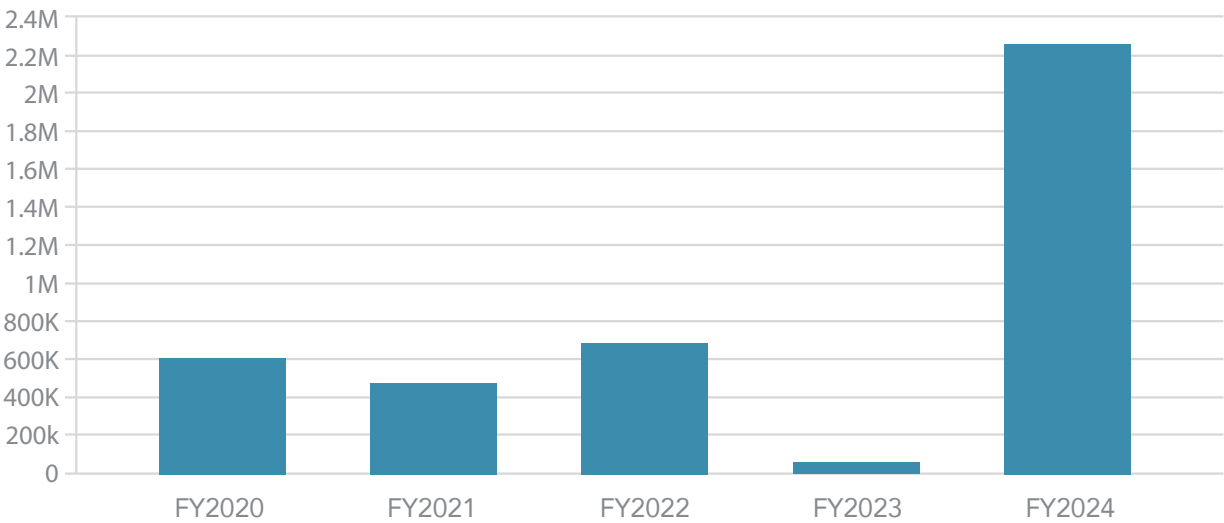
GENERAL ADMINISTRATION REVENUES BY TYPE
FY2023-24



GENERAL ADMINISTRATION REVENUES

OBJECT TYPE (EX)	FY2024
Inter Governmental Revenue	2,250,000.00
Other Revenue	15,000.00
Charges for Services	5,000.00
AMOUNT	2,270,000.00

GENERAL ADMINISTRATION DEPARTMENT REVENUE SUMMARY
FY2020 TO FY2024

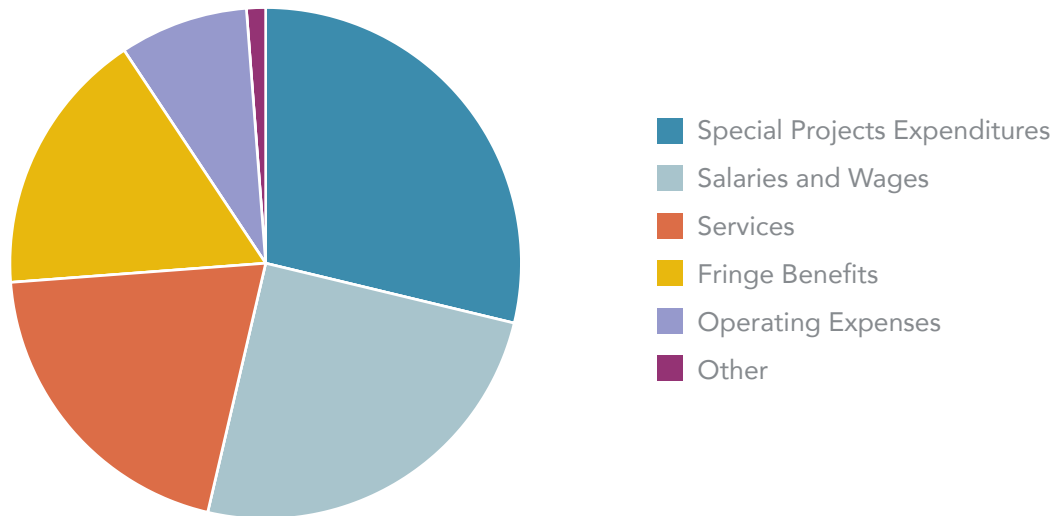


GENERAL ADMINISTRATION DEPARTMENT REVENUE SUMMARY

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Sustainability	612,696.00	480,352.00	693,604.00	61,246.50	2,270,000.00
City Clerk	27.00	800.00	230.00	785.00	0.00
AMOUNT	612,723.00	481,152.00	693,834.00	62,031.50	2,270,000.00

General Administration

GENERAL ADMINISTRATION EXPENDITURES BY TYPE
FY2023-24

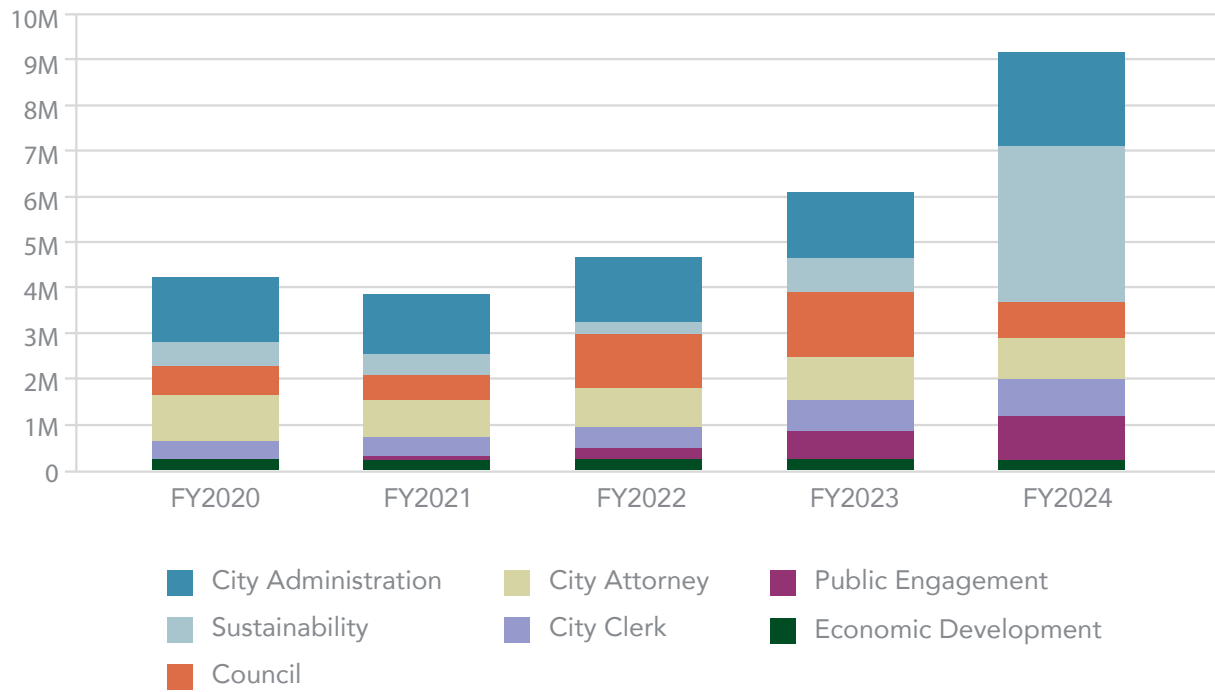


GENERAL ADMINISTRATION REVENUES

OBJECT TYPE (EX)	FY2024
Special Projects Expenditures	2,635,000.00
Salaries and Wages	2,279,437.57
Services	1,847,500.00
Fringe Benefits	1,543,910.88
Operating Expenses	745,239.00
Travel	97,870.00
Fixed Assets & Capital Outlay	5,200.00
Utilities	4,000.00
Repairs & Maintenance	2,000.00
Rental of land and buildings	1,400.00
AMOUNT	9,161,557.45

General Administration

GENERAL ADMINISTRATION DEPARTMENT EXPENSES BY DIVISION FY2019-20 TO FY2023-24



GENERAL ADMINISTRATION DEPARTMENT SUMMARY - EXPENSES

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Sustainability	531,356.00	455,963.00	260,569.00	722,814.80	3,443,613.38
City Administration	1,435,097.00	1,326,153.00	1,428,359.00	1,454,401.80	2,067,041.23
Public Engagement	0.00	93,419.00	221,534.00	613,749.60	957,395.56
City Attorney	1,002,486.00	826,401.00	854,705.00	950,000.00	900,000.00
City Clerk	390,287.00	399,257.00	469,431.00	680,176.90	822,716.23
Council	626,154.00	551,522.00	1,187,518.00	1,441,762.00	771,241.05
Economic Development	234,485.00	197,649.00	232,479.00	222,275.00	199,550.00
AMOUNT	4,219,865.00	3,850,364.00	4,654,595.00	6,085,180.10	9,161,557.45

Library and Community Services

Lifelong learning, recreation and opportunity for all residents

OVERVIEW

Library and Community Services provides a diverse array of lifelong learning and recreational opportunities for Menlo Park residents of all ages, abilities, and lived experiences. We employ skilled and qualified personnel, supported by contracted help and an extraordinary corps of community volunteers to deliver high-quality public services to the Menlo Park community including libraries, recreation, sports, early childhood education, after school programs, youth camps, senior programs, athletic fields and courts, community events, and aquatics.

FY 2023-24 LIBRARY AND COMMUNITY SERVICES FTE BY DIVISION

DIVISION NAME	FY2024
Seniors	4.25
Recreation	4.75
Pre-School Child Care	24.25
School-Age Child Care	1.75
Sports	5.00
Gymnastics	5.75
Library	13.50
LCS Operations	7.00
FTE	66.25

FY 2023-24 LIBRARY AND COMMUNITY SERVICES FTE BY DEPARTMENT

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Library and Community Services	71.00	59.00	64.35	66.25	66.25
FTE	71.00	59.00	64.35	66.25	66.25

FACILITIES

Library and Community Services currently operates nine public facilities that serve the residents of Menlo Park:

- Arrillaga Family Gymnasium
- Arrillaga Family Gymnastics Center
- Arrillaga Family Recreation Center
- Belle Haven Branch Library
- Belle Haven Child Development Center
- Belle Haven Youth Center
- Burgess Pool
- Menlo Children's Center
- Menlo Park Library

MENLO PARK COMMUNITY CAMPUS

In 2021, construction began on a new multiservice facility in the Belle Haven neighborhood that will combine a public library, senior center, gymnasium, afterschool program, and aquatics center in one dynamic community space. Opening in 2024, the project is being built to LEED Platinum environmental standards with leading-edge sustainability techniques.

Library and Community Services



GUIDING PRINCIPLES

The City of Menlo Park prioritizes social justice in decisions that affect residents' lives:

1. The fair, just and equitable management of all institutions serving the public directly or by contract
2. The fair, just and equitable distribution of public services and implementation of public policy
3. The commitment to promote fairness, justice, and equity in the formation of public policy
4. Creating a healthy environment and nutritional options in City programs.

The Parks and Recreation Facilities Master Plan (2019) establishes a blueprint for developing Menlo Park's parklands and recreational amenities for the next 20 years, and includes this statement:

As the city grows and evolves it must ensure that parks and facilities meet the needs of all members of the Menlo Park community. The system should provide equitably distributed active and passive recreation opportunities which engage users, and which are accessible to residents of all ages and abilities, throughout the city.

STRATEGIC DIRECTION

The Library and Community Services Strategic Plan (2021) identifies eight strategic directions for department services and programs:

1. Deliver excellent customer service
2. Advance the Menlo Park Community Campus project
3. Provide services and programs that respond to community needs
4. Maintain efficient operations, systems, and facilities
5. Create meaningful staff development, engagement, and team communication opportunities
6. Engage in robust, transparent, two-way communication and outreach with the community
7. Prioritize diversity, equity, and inclusion in department services and programs
8. Design and implement safe, effective, sustainable post-COVID operations.

(Numbering is for ease of reference only, and does not represent priority or order of importance.)

Library and Community Services



PUBLIC LIBRARIES

The City of Menlo Park operates two public library facilities, the Menlo Park Library and the Belle Haven Branch Library, that provide free and equitable access to information, resources, programs, opportunity, study and learning spaces for all members of the community. Services include physical and digital book lending, literacy support and tutoring, technology access, and cultural and educational programs that support lifelong learning, intellectual curiosity, and discovery.

The Menlo Park Community Campus now under construction will include a children's library on the ground floor and an all-ages public library on the second floor. The second floor library space also will include a new makerspace, dedicated teen lounge, tutoring room, classroom, and conference room. The Belle Haven Branch Library will relocate to the new facility when it opens in 2024.

INDOOR RECREATION

The City of Menlo Park provides a wide variety of recreational classes for all ages, including: health and fitness, movement and dance, martial arts, music, performing arts, language learning, and arts and crafts.

Indoor youth sports leagues include volleyball and basketball. Indoor adult basketball includes leagues and drop-in play. The adopted fiscal year 2022-23 budget includes a service level enhancement to reactivate the youth gymnastics program.

Indoor recreation facilities include Arrillaga Family Gymnasium, Arrillaga Family Gymnastics Center and Arrillaga Family Recreation Center.

The Menlo Park Community Campus will include a new gymnasium, senior center, movement studio and fitness center.

OUTDOOR RECREATION

The City of Menlo Park is home to many beautiful parklands and open spaces. Athletic fields host softball leagues, little league baseball, pee wee football, lacrosse, soccer, and sports classes and camps for all ages.

City-operated outdoor recreation facilities include basketball courts, tennis and pickleball courts, a skate park, picnic areas, natural and artificial turf fields, playgrounds, two dog parks, and walking and hiking trails. Outdoor aquatics programs are provided at Burgess Pool, including lap and competitive swim, swim lessons, and aqua therapy.

The Menlo Park Community Campus will include a new, neighborhood-oriented outdoor aquatics center with accessible instructional and performance pools and a family-friendly splash pad.

EARLY CHILDHOOD EDUCATION

The Belle Haven Child Development Center provides licensed, subsidized early childhood education and development services for income-qualified children ages three to five years. The program's daily curriculum is designed to support the socio-emotional, physical, and cognitive age-appropriate development of the children and their families. Daily nutritional breakfast, lunch and afternoon snack are integral to the program. Services are funded in part by grant funding from the State of California.

The Menlo Children's Center provides licensed early childhood education for children ages 18 months through five years. The program's daily curriculum include activities to support the socio-emotional, physical, and cognitive age-appropriate development of the children, as well as a nutritional component.

SCHOOL AGE CHILD CARE

Belle Haven Youth Center provides licensed afterschool care for children in kindergarten through fifth grade during the school year, and a full-day summer camp program. Program includes nutrition, homework support, and activities that support the development of the whole child. The program is currently housed in a portable building at Kelly Park during construction of the Menlo Park Community Campus, where it will be permanently housed.

Menlo Children's Center Afterschool Program provides licensed afterschool care for children in kindergarten through fifth grade. A full-day eight-week summer camp program is also provided for school-aged children. All programs include a nutritional component and daily activities to support the socio-emotional, physical, and cognitive age-appropriate development of the children.

Library and Community Services



OLDER ADULTS (SENIORS)

The Menlo Park Senior Program provides classes, social services, special events, health and wellness and social activities for older adults and residents over the age of 55.

Regular programs include a daily nutrition program and meal service, exercise programs, arts and crafts, peer counseling, insurance counseling, ESL courses, dance and fitness classes, telephone wellness checks, table games, arts and crafts, lifelong learning classes, and food pantry distribution. Transportation services are provided to senior center users daily.

The Menlo Park Senior Program is currently housed at the Arrillaga Family Recreation Center with additional space in Menlo Park Library during construction of the Menlo Park Community Campus, where it will be permanently housed.

STRATEGIC AND MASTER PLANS

Strategic Plan

The Library and Community Services Strategic Plan (2021) is a roadmap for the efficient and effective use of Library and Community Services department facilities, services, programs, resources, and personnel to serve the Menlo Park community.

Parks and Recreation Facilities Master Plan

The Parks and Recreation Facilities Master Plan (2019) studies the City's park and recreation facilities and establishes a blueprint to expand, improve and protect these assets and provide recreational opportunities for the next 20 years.

Bedwell Bayfront Park Master Plan

The Bedwell Bayfront Park Master Plan provides a vision to guide development of this unique urban-wildland interface parkland for the next 25 years.

CIVIC INVOLVEMENT

Library Commission

The Library Commission advises the City Council on matters related to the services, programs, and facilities of the City's libraries and library systems.

Parks and Recreation Commission

The Parks and Recreation Commission advises the City Council on services, programs, and facilities related to the city's parks and recreation programs.

Youth Advisory Committee

The Youth Advisory Committee engages teens in civic activity by advising the Parks and Recreation Commission on recreational and service programs.

Teen Advisory Group

The informal Teen Advisory Group (TAG) shares ideas for library programs and events for teens.

Volunteer support

Community volunteers generously give their time, talent, and resources to enhance services and resources to the community. Volunteers provide hands-on support to senior center programs, library programs, homework help, community events, recreation programs, adult literacy and ESL tutoring.

Little Free Libraries

Dozens of volunteer households across Menlo Park support free access to books and reading through a grassroots network of Little Free Libraries.

Organized charitable fundraising

Friends of Menlo Park Library and Menlo Park Library Foundation are all-volunteer, 501(c)(3) charitable nonprofit organizations whose sole mission is to fundraise and support Menlo Park Library programs, services and capital projects.

Library and Community Services

FISCAL YEAR 2022-23 HIGHLIGHTS

Library and Community Services' fiscal year 2022-23 was one of restoration, innovation, and continued dedication to public service.

Highlights included:

- Advanced the Menlo Park Community Campus programming and operations planning process with robust community engagement to prepare for the anticipated opening and start of operations in the new facility in 2024.
- Safely reactivated the youth gymnastics program at Arrillaga Family Gymnastics after a extended closures that was necessary to protect public health and safety during the COVID-19 pandemic.
- Restored large-scale community events and observances, including: Juneteenth observance at Karl E. Clark Park; Halloween Hoopla parade on Santa Cruz Ave. and Fremont Park; Light Up the Season at Fremont Park; Breakfast with Santa at Arrillaga Family Recreation Center; Black Liberation Month Celebration and Youth Poster Exhibition at Belle Haven Branch Library; Egg Hunt at Flood Park (in partnership with San Mateo County Parks); Youth Poetry Voices at City Council Chambers; 4th of July parade on Santa Cruz Ave. and Fremont Park; and Summer Concerts at Fremont Park and Karl E. Clark Park.
- Implemented a new registration management software platform (Xplor Recreation, formerly known as PerfectMind) per the recommendations in the Information Technology Master Plan. The new platform improves the user experience, with a mobile-friendly interface that makes it easy for residents to find and register for Menlo Park classes and events, track payments, and track family activity schedules, and more. (City staff continue to be available in person and by phone at libraries and recreation facilities to assist residents with registration needs.)
- Secured a combined total \$2,465,000 in grant awards to support early childhood education, literacy, capital improvements and other initiatives, including:
 - \$1,923,000 from California Department of Education to offset operational costs at the Belle Haven Child Development Center
 - \$509,000 from State of California to offset the costs of replacing the Main Library roof and fire alarm panel
 - \$20,000 from California State Library to develop and circulate Read Together Diversity Kits through the Belle Haven branch library to help improve English language literacy of incoming kindergarten children
 - \$13,000 from San Mateo County to support summer enrichment programs for Menlo Park children.
- Received a combined total \$600,000 in donations from local charitable nonprofit organizations Menlo Park Library Foundation and Friends of Menlo Park Library toward new library books, furniture, and equipment in the new Menlo Park Community Campus; in addition to \$266,000 in donations previously received from the Maria S. Hoffman Trust to the Senior Center that will be applied toward Senior Center furnishings, equipment, and supplies in the new facility.



Library and Community Services

FISCAL YEAR 2023-24 BUDGET AND INITIATIVES

Our guiding principle for public service delivery is to provide fair, just, and equitable access to public resources and services for Menlo Park residents of all ages, abilities, and lived experiences, in all neighborhoods of the city, in alignment with City Council goals and priorities.

Priority initiatives in Fiscal Year 2023-24

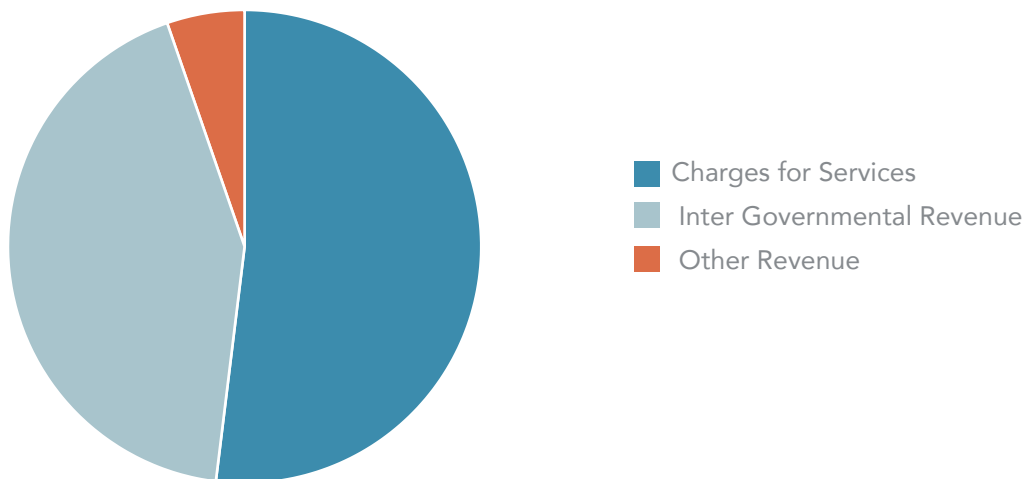
The department's highest priority initiative is to prepare for the successful opening and start of operations at the Menlo Park Community Campus in 2024.

Other significant initiatives in fiscal year 2023-24 include, in no particular order:

- Complete the operator agreement for an aquatics operator at Burgess Pool and MPCC pool; work with the aquatics operator to ensure a successful start of operations at the future MPCC pool in alignment with City Council direction and goals for the new pool. Develop a focused addendum to the Parks and Recreation Facilities Master Plan to include significant new community needs and projects that emerged after the plan's completion, for example pickleball and the MPCC project
- Review and revise policies related to public use of facilities (library behavior policy, recreation facility use policy, athletic field use policy, etc.), cost recovery and fee schedules, and other related policies to ensure inclusion, belonging, equity, diversity, and inclusion for all residents regardless of background.
- Support Public Works, the community and stakeholders during completion of the renovation project and recreational programming at Willow Oaks Park.
- Increase enrollment at Belle Haven Child Development Center and Menlo Children's Center Preschool to full capacity.
- Secure external resources from grants, volunteers, charitable donations and partnerships to enhance services to the community in greater value than the costs to acquire and maintain the external resources.
- Update the LCS department emergency procedures manual (2021) and continuity of services plan (2020) for resilient department services, facilities, operations, budget, and personnel; maintain emergency preparedness and disaster response capabilities in coordination with City and regional efforts.
- Use community feedback and quantitative data to identify new communications channels for engaging the community in department services and projects, for example door-to-door outreach, "trusted messenger" volunteer outreach, translation/interpretation services, enhanced text messaging.
- Complete individual work plans annually for all department team members. Work plans will align with City Council and City goals and priorities, and will include specific goals, tasks, and performance goals as well as individual training and professional development goals.

Library and Community Services

LIBRARY AND COMMUNITY SERVICES DEPARTMENT REVENUES BY TYPE
FY2023-24

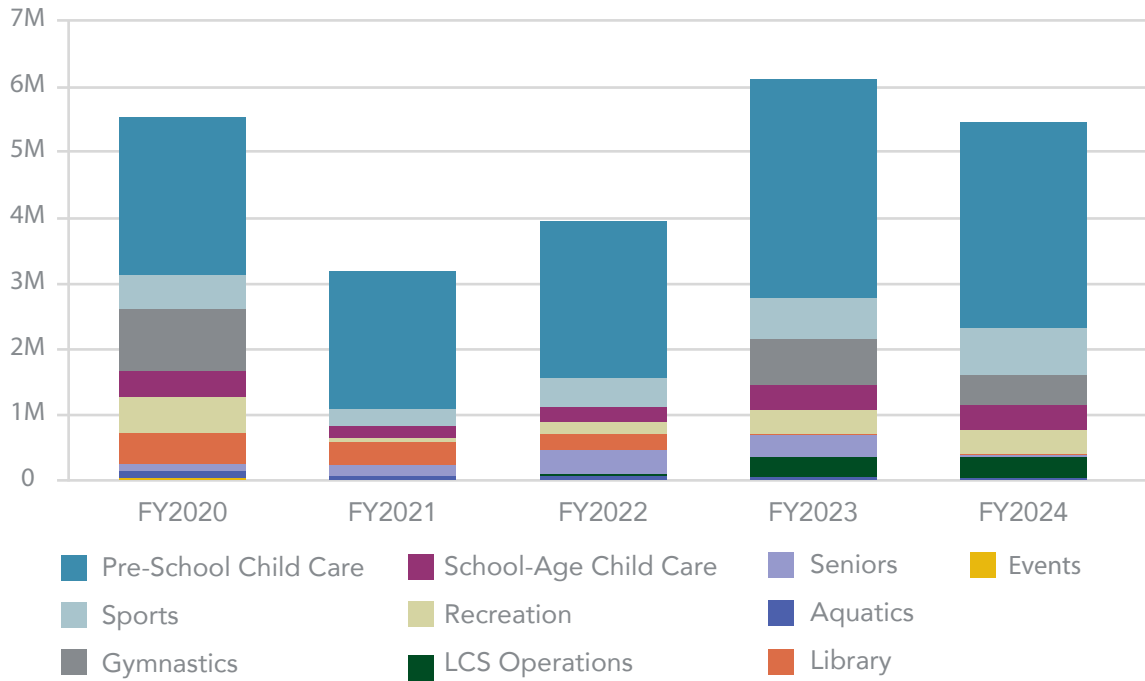


LIBRARY AND COMMUNITY SERVICES DEPARTMENT REVENUES SUMMARY

OBJECT TYPE (RE)	FY2024
Charges for Services	2,837,000.00
Inter Governmental Revenue	2,335,000.00
Other Revenue	290,000.00
AMOUNT	5,462,000.00

Library and Community Services

LIBRARY AND COMMUNITY SERVICES REVENUES BY DIVISION
FY2020 - FY2024

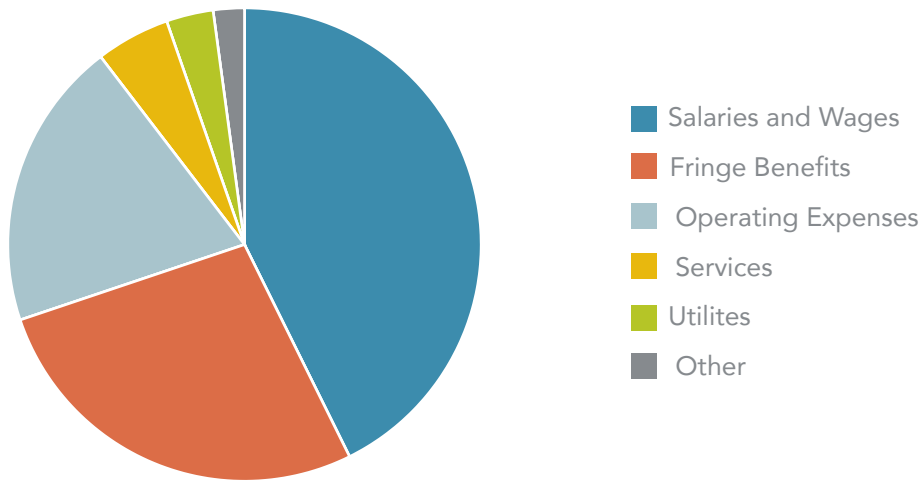


LIBRARY AND COMMUNITY SERVICES DEPARTMENTAL REVENUES SUMMARY

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Pre-School Child Care	2,422,467.00	2,094,017.00	2,395,111.00	3,352,583.00	3,145,000.00
Sports	496,562.00	260,514.00	447,189.00	621,055.00	720,000.00
Gymnastics	960,720.00	4,764.00	0.00	703,943.00	460,000.00
Recreation	559,221.00	60,170.00	183,007.00	355,000.00	385,000.00
School-Age Child Care	377,062.00	185,870.00	237,526.00	379,311.00	374,000.00
LCS Operations	0.00	0.00	23,873.00	316,680.90	315,000.00
Aquatics	84,841.00	60,000.00	60,000.00	30,000.00	30,000.00
Library	471,961.00	349,973.00	236,032.00	23,209.90	20,000.00
Seniors	126,069.00	161,104.00	357,132.00	329,513.40	13,000.00
Events	28,406.00	502.00	5,621.00	2,581.00	0.00
AMOUNT	5,527,309.00	3,176,914.00	3,945,491.00	6,113,877.20	5,462,000.00

Library and Community Services

LIBRARY AND COMMUNITY SERVICES EXPENSES BY TYPE
FY2023-24

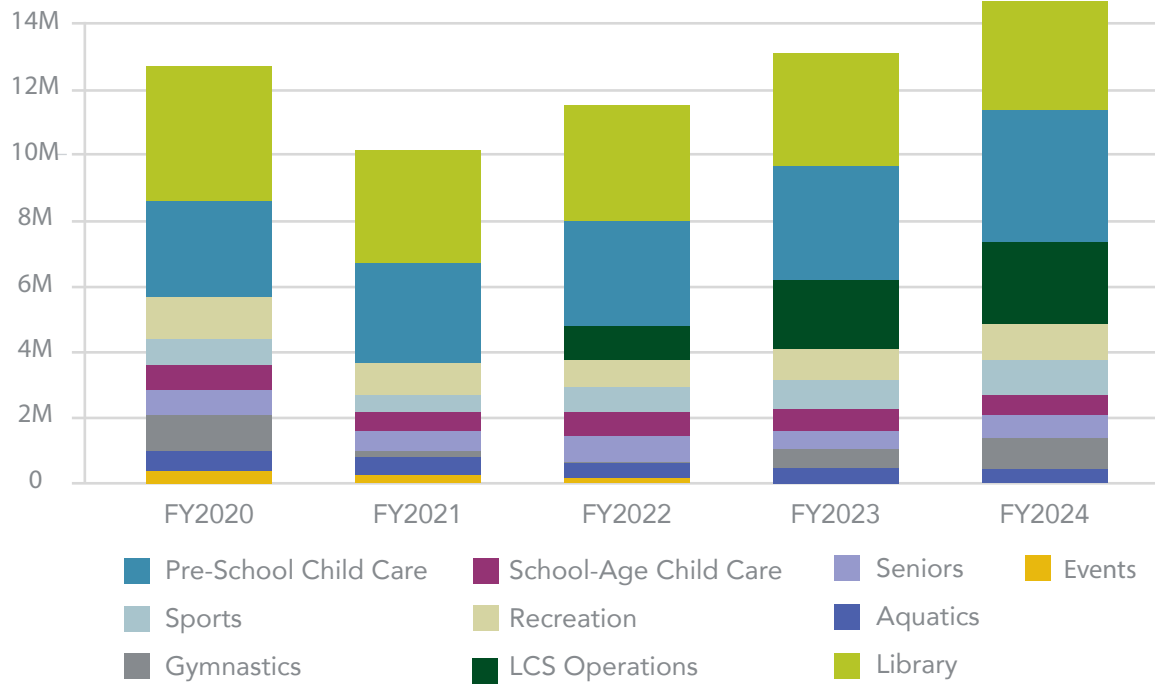


LIBRARY AND COMMUNITY SERVICES DEPARTMENTAL EXPENSES SUMMARY

OBJECT TYPE (EX)	FY2024
Salaries and Wages	6,317,510.20
Fringe Benefits	4,020,975.41
Operating Expenses	2,924,226.00
Services	749,850.00
Utilities	475,500.00
Repairs & Maintenance	192,000.00
Fixed Assets & Capital Outlay	118,400.00
Travel	4,600.00
Travel	4,600
AMOUNT	14,803,061.61

Library and Community Services

LIBRARY AND COMMUNITY SERVICES DEPARTMENT EXPENSES BY DIVISION
FY2020 TO FY2024



LIBRARY AND COMMUNITY SERVICES DEPARTMENTAL EXPENSES SUMMARY

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Pre-School Child Care	2,904,787.00	3,052,839.00	3,197,568.00	3,507,374.40	4,052,959.33
Library	4,148,963.00	3,493,340.00	3,572,260.00	3,489,977.40	3,374,677.57
LCS Operations	0.00	0.00	1,067,970.00	2,122,310.00	2,498,752.73
Recreation	1,343,466.00	974,404.00	841,924.00	961,969.20	1,117,092.33
Sports	769,896.00	502,204.00	730,852.00	848,144.30	1,072,096.89
Gymnastics	1,137,707.00	178,785.00	33,990.00	562,500.70	979,620.43
Seniors	735,108.00	605,152.00	802,649.00	585,125.90	671,775.30
School-Age Child Care	789,530.00	634,952.00	732,532.00	700,258.60	604,587.02
Aquatics	574,903.00	566,186.00	497,467.00	444,889.00	431,500.00
Events	388,760.00	219,072.00	121,878.00	0.00	0.00
AMOUNT	12,793,120.00	10,226,934.00	11,599,090.00	13,222,549.50	14,803,061.61

Library and Community Services

MENLO PARK COMMUNITY CAMPUS (MPCC)

In 2021, construction began on a new multiservice facility in the Belle Haven neighborhood that will combine a public library, senior center, gymnasium, afterschool program, and aquatics center in one dynamic community space. Opening in 2024, the project is being built to LEED Platinum environmental standards with leading-edge sustainability techniques.

The City Council was provided a memorandum at its June 13 meeting outlining the necessary cost to operate the campus and support additional services as envisioned. At the City Council's direction, staff is working to provide additional information and analysis related to service impacts of utilizing existing department staff to operate the MPCC. This analysis will be brought for City Council consideration at a future meeting.



Architect's rendering of the Menlo Park Community Campus. Now under construction in the Belle Haven neighborhood - Opening in 2024.

Administration, Patrol, 911 Dispatch and Communications, Special Operations

OVERVIEW

The Police Department operates a full-service police agency administering public safety - committed to protecting lives and property, preventing crime, maintaining public order, thoroughly investigating crimes, enforcing municipal codes, facilitating traffic safety and partnering with our community.

Police personnel are dedicated to providing high quality service to the public through swift response, fairness, and equity towards every person we contact. We are here to help, and we are here to advocate and champion for those who are too weak, injured, or vulnerable to take effective action themselves.

The department is committed to an engaged and transparent relationship with the public. We understand that one of the foundational principles of policing is that "the police are the public, and the public are the police." In policing through the consent of the public, we understand that the way we do our job must meet the standards of the community that we serve.

Operationally, this department provides the following services:

DISPATCH

The public safety dispatch center is operational 24/7 including holidays and weekends in order to receive service calls from the public (and other agencies) as well as support officers via radio communications, and is considered an area Public Safety Answering Point (PSAP). Dispatchers run suspect and premise checks, verify identification and enter various other information into statewide databases, i.e., stolen vehicles, stolen property or missing persons. Our state-of-the-art dispatch center receives 911 calls from landline, VOIP and cellphone callers, and "text to 911" calls. In 2022, over 39,000 total calls were answered by the dispatch center.



ADMINISTRATIVE DIVISION

The Administrative Division consists of department command staff, records, property and evidence, police training and emergency preparedness personnel. This includes department operations where records staff processes citations subpoenas, parking permits, crime statistics reporting, property and evidence management, coordination with the district attorney's office and preparing case information. Additionally, this division is responsible for the professional development of police employees by planning and implementing training that meets or exceeds legal mandates. The division coordinates with the Menlo Park Fire Protection District on emergency preparedness plans and training.

PATROL SERVICES DIVISION

The Patrol Services Division is the most visible part of the Police Department, consisting of uniformed officers and professional staff who are making contact with residents, business owners and visitors on a daily basis. Patrol Services provides the first level of police response to a broad variety of emergency and non-emergency calls. During 2022, the Patrol Services Division handled over 32,000 calls for service and over 12,000 officer initiated incidents. Patrol Services include: traffic and parking enforcement, canine officer, a school police officer program, code enforcement, special events coordination, SWAT and crisis negotiations, field training, problem-oriented policing team and traffic enforcement / collision investigation team and bicycle team. The expanded use of the police bicycle team has resulted in a great strategy enhancing community connection.

INVESTIGATIONS DIVISION

The Investigations Division is comprised of the General Investigations Unit. The General Investigation Unit handles all assigned general criminal investigations while assisting patrol services at major crime scenes or with other complicated cases. Cases range from burglaries and robberies to large-scale frauds including identity theft, crimes against children, sexual assaults and homicides. Additionally, it conducts periodic probation and parole checks undercover operations, coordinating and working collaboratively with other law enforcement organizations and task forces on a variety of quality of life concerns.

Police

FY 2023-24 POLICE FTE BY DIVISION

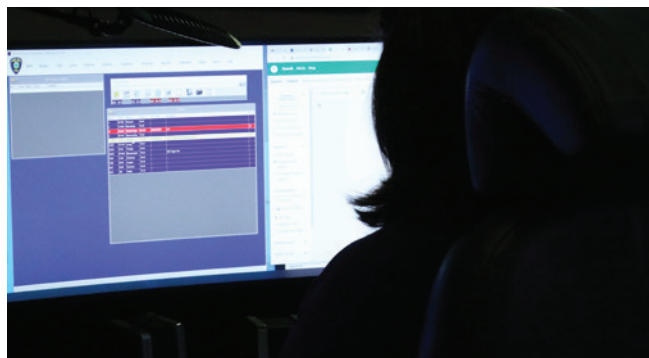
DIVISION NAME	FY2024
Patrol	46.08
Special Operations	4.00
Communications	8.50
Administration	10.92
FTE	69.50

FY 2023-24 POLICE FTE BY DEPARTMENT

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Police	76.50	61.50	62.50	69.50	69.50
FTE	76.50	61.50	62.50	69.50	69.50

FISCAL YEAR 2022-23 HIGHLIGHTS

- Over the course of fiscal year 2022-23, the Police Department continued its ongoing commitment to the community through the City Council's Reimagining Public Safety Ad Hoc Subcommittee.
- Following several months of public feedback and information gathering, the Subcommittee, consisting of two City Councilmembers, the City Manager, and the Police Chief, convened in a public meeting at the end of FY 21-22. The information learned from the public feedback was presented and additional discussion was invited.
- In the months that followed, the Police Chief and City Manager worked closely with the Council Members on the Subcommittee to identify a roadmap for the future action by the Police Department and Community. This included ongoing feedback and information from the community through interactive strategies, identifying further information sources and available resources and partners to facilitate further evolution, deploying these strategies with smart measures to constantly evaluate progress and make adjustments as needed for success.
- The Reimagining Public Safety Ad Hoc Subcommittee was demobilized by City Council in late FY 22-23, with a commitment from the Police Department to continue the important work to evolve the policing profession. The ongoing work of this department is available on the City's Reimagining Public Safety webpage.
- In response to a national recognition that police officer stress and the physical wear and tear of the policing profession have been largely unrecognized up to recent years, the Department has re-established a robust Wellness Program. Members have access to a range of resources, from peer support and counseling to health and nutrition advice in addition to physical training and mental health expertise.
- In fiscal year 2022-23, the department procured four electric vehicles in our effort to help the City Organization meet its goal of electrification of the fleet by 2030. One vehicle was outfitted as an unmarked vehicle for administrative use, and three fully electric Teslas were obtained and retrofitted for an electric patrol vehicle pilot program. The iterative process of retrofitting and creating charging infrastructure has taken extensive amount of time, and this process and pilot are ongoing. In the meantime, during this Fiscal Year, PD has added one additional marked and one more unmarked EV to our fleet, and has ordered ultra-low emissions motorcycles.



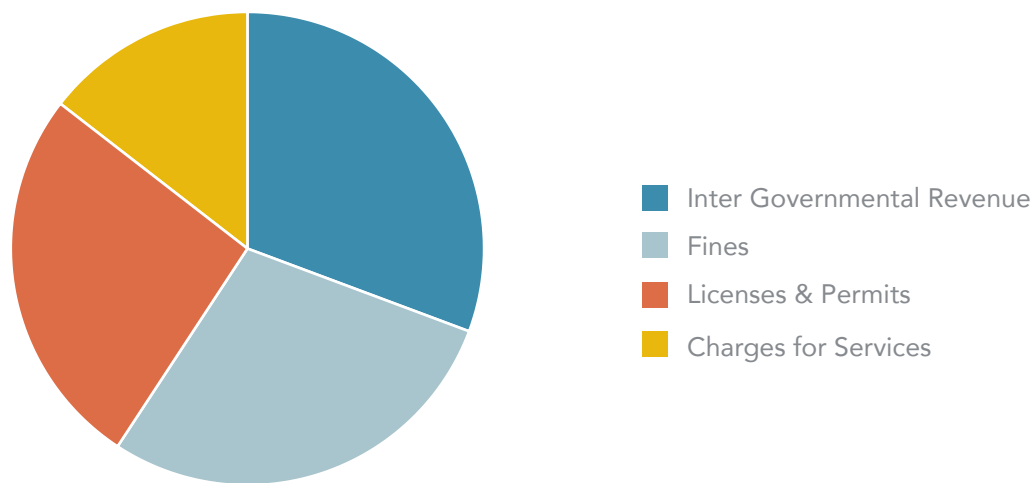
- The Police Department has now completed an entire year of collecting data for the Racial Identity Profiling Act (RIPA). In review of over 7100 submit contacts that required RIPA data, much of the stop data was consistent with stop data statewide. The Department continues to evolve and improve, picking up data collection training points in addition to completing state mandated training on bias awareness. After transition from Uniform Crime Reporting (UCR) to submitting eleven months of California Incident Based Reporting (CIBRS), the records staff did follow up training with officers to make reporting more efficient for transfer to the State's repository. Quarterly changes in reporting requirements by the Department of Justice make efficient transmittal of crime report statistics a moving target. The Records Team does a tremendous job of staying on top of these State database requirements and relaying the constant changes to operational personnel on the street.
- Develop a mid-range plan and longer-range strategy for "Non-Criminal Enforcement Programs," to include Code Enforcement, Parking Enforcement, and the establishment of an Administrative Citation Ordinance.
- Create and begin deployment of a Comprehensive Transparency Program, to include public transparency presentations, the establishment of a Community-Police Advisory Roundtable, continuation of Community Police Academy with versions tuned to youth and non-native English speakers, a refresh of the Department's Annual Report, and a more useful Transparency Dashboard.
- Develop and memorialize a compliance plan and strategy related to critical legislation designed to increase Policy, Training, Accountability, and Transparency, in compliance with numerous new state laws. The new laws impact Recruitment and Hiring, Complaints and Internal Investigations, Records Transparency and Retention, and Professional Training.

FISCAL YEAR 2023-24 BUDGET AND INITIATIVES

- Focus on recruitment and retention of professional and sworn staff, while continuing the search for technology resources that make service delivery safer and more efficient.
- Continue to support wellness of staff through a variety of resources for mental, physical, and long-term wellbeing.
- Draft a 5-Year Strategic Plan, to include Emergency Preparedness, expansion of the PEDESTAL Program (Policing Ethics, Development, Engagement, Standards, Training, And Leadership), Personnel Needs for Public Safety in a Growing Population, and Accountability and Transparency in a Changing Police Culture.



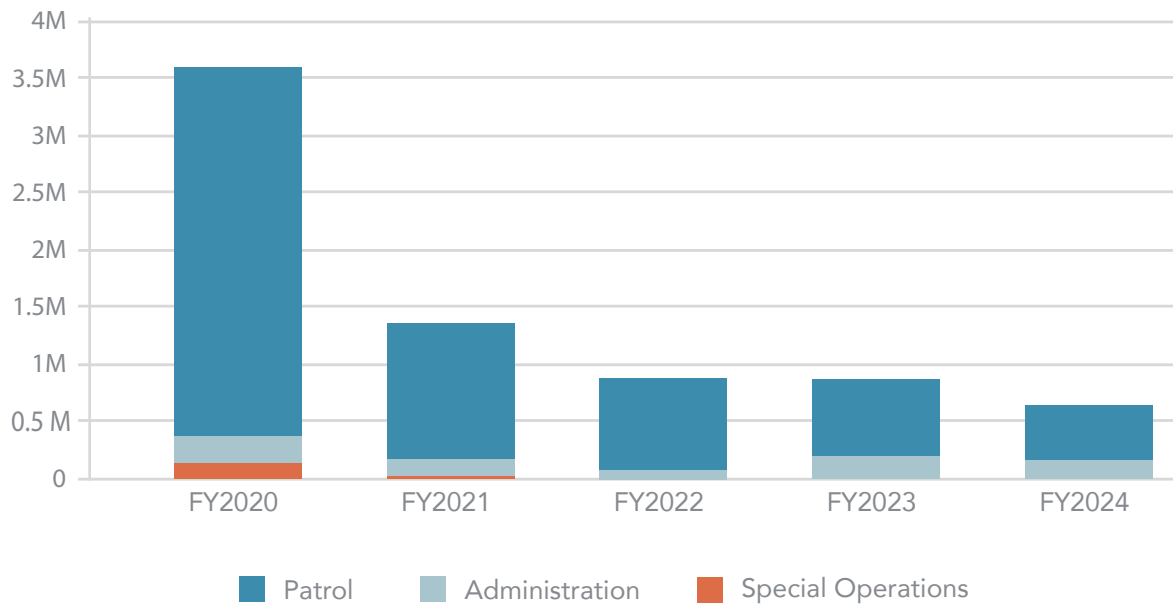
POLICE REVENUES BY TYPE
FY2023-24



POLICE DEPARTMENT REVENUES SUMMARY

OBJECT TYPE	FY2024
Inter Governmental Revenue	198,785.00
Fines	185,000.00
Licenses & Permits	170,000.00
Charges for Services	94,000.00
AMOUNT	647,785.00

POLICE REVENUES BY DIVISION FY2020 - FY2024

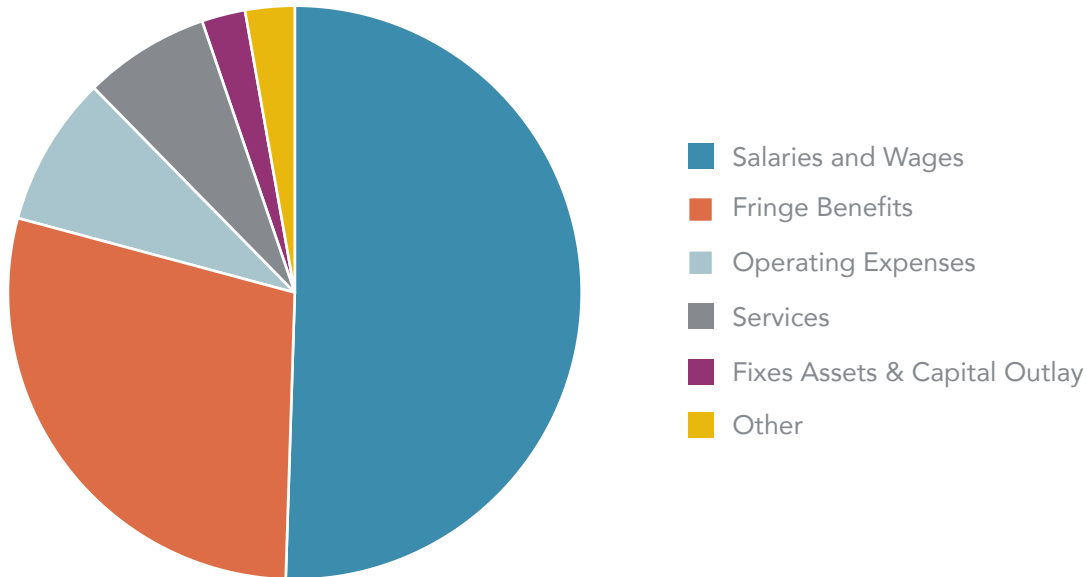


POLICE DEPARTMENT REVENUES SUMMARY

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Patrol	3,226,730.00	1,180,008.00	808,005.00	676,527.20	483,785.00
Administration	231,301.00	153,876.00	75,528.00	196,471.40	164,000.00
Special Operations	135,721.00	22,451.00	1,457.00	2,485.50	0.00
AMOUNT	3,593,752.00	1,356,335.00	884,990.00	875,484.10	647,785.00

Police

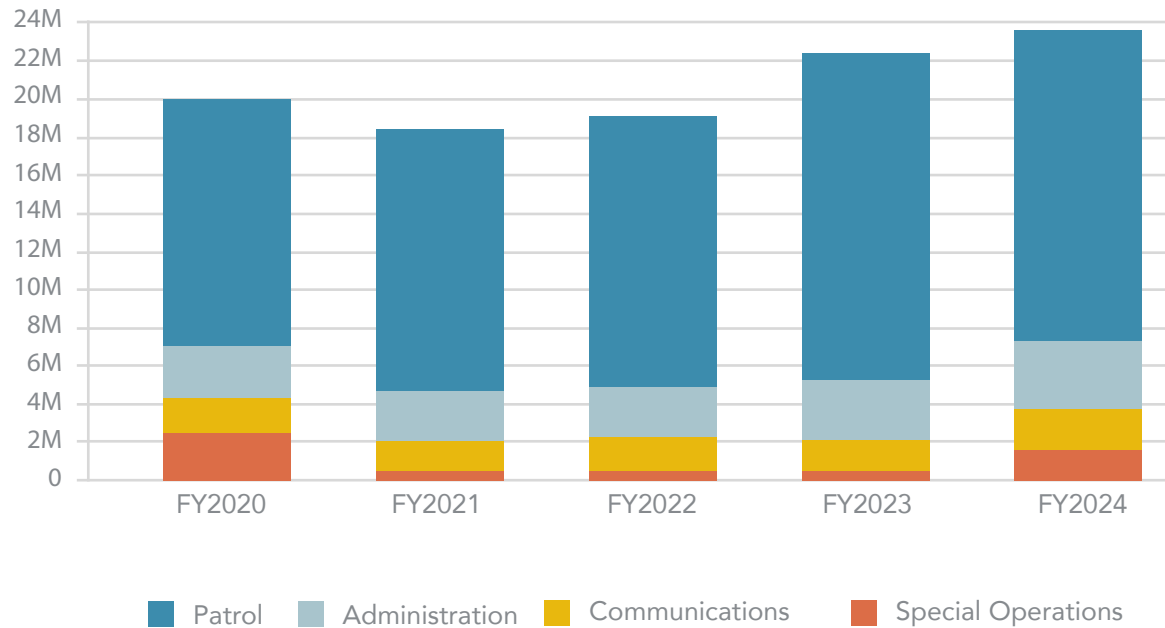
POLICE EXPENSES BY TYPE FY2023-24



POLICE DEPARTMENT EXPENSES SUMMARY

OBJECT TYPE (EX)	FY2024
Salaries and Wages	11,905,525.71
Fringe Benefits	6,759,476.38
Operating Expenses	1,997,369.00
Services	1,674,562.00
Fixed Assets & Capital Outlay	579,588.00
Repairs & Maintenance	368,720.00
Utilities	144,958.00
Rental of land and buildings	136,000.00
Travel	6,500.00
AMOUNT	23,572,699.09

POLICE EXPENSES BY DIVISION FY2020 - FY2024



POLICE DEPARTMENT EXPENSES SUMMARY

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Patrol	12,856,678.00	13,742,874.00	14,216,394.00	17,104,730.80	16,274,304.42
Administration	2,744,790.00	2,574,303.00	2,545,834.00	3,172,411.00	3,546,819.61
Communications	1,791,737.00	1,654,236.00	1,819,172.00	1,686,936.80	2,116,782.98
Special Operations	2,541,166.00	472,084.00	505,398.00	459,617.00	1,634,792.07
AMOUNT	19,934,371.00	18,443,497.00	19,086,798.00	22,423,695.60	23,572,699.09

Public Works

Engineering, Maintenance, Transportation

OVERVIEW

Public Works is responsible for building and maintaining the City's infrastructure and facilities, and for providing street, sidewalk, water, stormwater, parks, trees and transportation services.

Public Works protects investments in infrastructure and public facilities to ensure the health and safety of the community in an efficient, sustainable and cost effective manner. It consists of three divisions: Engineering, Maintenance and Transportation.



FY 2023-24 PUBLIC WORKS FTE BY DIVISION

DIVISION NAME	FY2024
PW Administration	7.13
Facility/Field Capital Project	10.00
Transportation Management	8.10
Facilities	5.00
Fields/Grounds	8.40
Vehicle	2.00
City Tree	5.32
Streets	5.78
Stormwater	0.93
Right-of-Way	4.90
Development Services	4.70
Water	10.01
FTE	72.27

FY 2023-24 PUBLIC WORKS FTE BY DEPARTMENT

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Public Works	68.75	63.25	72.60	73.27	72.27
FTE	68.75	63.25	72.60	73.27	72.27

ENGINEERING DIVISION

Engineering has three sections: Capital improvements, Development Services and Utilities.

Capital Improvements Section

The Capital Improvements Section manages the City's capital improvements, including construction and maintenance of City infrastructure and facilities. The

design of capital improvement projects is done in-house or in conjunction with professional consultants. Capital improvement projects are publicly and competitively bid and built by general contractors. Each year, this section assesses the infrastructure needs and develops a five-year improvement plan and budget. These projects include street and

parks improvements, sustainability projects, and rehabilitation of city facilities, as detailed in the annual capital improvement plan. The program is managed by staff and supported by engineering, landscape architecture and design consulting firms and contract staff and inspectors.

Development Services Section

The Development Services Section ensures that private development and activities within the public right-of-way meet the required standards and conditions set by the City. The section manages encroachment permits for private developers, utility companies, property owners and contractors working within the City's public right of way ensuring that the infrastructure constructed both on private property and in the public right of way meets the appropriate engineering standards and regulatory requirements for grading, drainage, Federal Emergency Management Agency compliance and stormwater management. Development services provides timely comprehensive plan review and inspection. Given the number of large projects currently in construction and the overall private development activity levels, the section also depends on consultants for plan checking and contract inspectors.

Utilities Section

The Utilities Section manages Menlo Park Municipal Water, the city's storm drain system and the leachate and gas collection systems at Bedwell Bayfront Park. Menlo Park Municipal Water provides safe and reliable potable water to 16,000 customers

through 55 miles of water mains and approximately 4,300 service connections (residential, commercial, industrial, institutional, irrigation, and fire) ensuring that water quality meets Federal Safe Drinking Water Act standards. The water distribution system includes a pump station and two reservoirs holding 5.5 million gallons of potable water. The section manages new water connections, oversees the cross-connection control program, handles water billing, enforces water conservation regulations, evaluates potable water reliability and alternate sources of water, and develops and manages water infrastructure, such as emergency well and water main replacements.

As part of the stormwater management effort, the Utilities section assesses flood risk and storm preparedness; plans for flood protection and infrastructure needs; participates in OneShoreline, the San Mateo County Flood and Sea Level Rise Resiliency District; implements pollution prevention policies ensuring compliance with the National Pollution Discharge Elimination System permits; meets regulatory requirements protecting creek and bayland habitats; and coordinates with regional entities on stormwater management. Stormwater capital projects are also developed and managed by the Utilities section.

Bedwell Bayfront Park, a former landfill that closed in 1984, is managed by staff who oversee leachate and gas collection, handle systems in accordance with the State Water Resources Control Board and Bay Area Air Quality Management District regulations, and plan for capital improvements. The staff are supported by consulting firms.



Public Works

MAINTENANCE DIVISION

The Maintenance Division provides many of the basic services affecting the daily lives of everyone living, working, visiting and commuting within the city. This division supports all other departments through facilities, fleet, parks, streets and trees and often provides 24/7 response during storms and natural disaster events.

Facilities Section

The Facilities Section provides operations, maintenance and repair services for the 26 City-owned facilities, totaling over 250,000 square feet of building space. This section is managed by staff and supported by contractors to manage custodial services, commercial kitchens, elevators, burglar alarms, fire alarms, interior and exterior surfaces, heating, ventilation, air conditioning, pest control, electrical power, lighting and more. Facilities staff also manage minor remodel and repair projects, which have been critical to ready facilities to provide a return to in-person services and events, and for preparations for the construction of the Menlo Park Community Campus project.

Fleet Section

The Fleet Section acquires and disposes of vehicles and equipment, provides preventive maintenance and repairs on vehicles and equipment, and purchases parts and accessories. Currently, the section maintains 200 vehicles and large pieces of equipment, 50 small pieces of equipment and four emergency generators. The section also maintains the underground fuel storage tank system and sells fuel to four outside agencies via shared service agreements. This section has been critical in helping pivot the City's fleet and equipment to all-electric to meet the City's climate action goals.



Parks Section

The Parks Section maintains and renovates 14 parks and 2 open spaces, 14 playgrounds, 2 dog parks, 9 sports fields, 14 tennis courts, facility grounds, 8 parking plazas and irrigation equipment and medians. This section is responsible for management of the city's herbicide free parks program and maintains landscaping and turf at city parks and facilities. Parks staff is supported by contract services to maintain over 250 acres of parks and open space, including approximately 85 acres of developed parks and grounds. In response to drought conditions over the last several years, the section has also completed significant sustainability improvements to city parks and grounds to reduce potable water use, by removing turf areas and increased plantings with native California species. Now that California is emerging from this drought, the landscaping, planted areas, and turn in the parks are experiencing significant growth and need frequent maintenance.

Streets Section

The Streets Section ensures city streets are clean and safe by properly maintaining roads, sidewalks, pathways, bicycle bridges and parking lots. Staff and private contractors perform street sweeping, street light and traffic signal maintenance, street striping, storm drain cleaning and emergency pavement repairs. The section is responsible for approximately 97 miles of streets, 4,000 traffic/street signs, graffiti abatement and public sidewalk hazard reduction through the sidewalk repair and replacement programs. This section has also provided significant support to the temporary street closures along Santa Cruz Avenue to support temporary outdoor uses, by procuring, placing and maintaining the barricades and signs. In addition, this section manages the preventative stormwater maintenance program, whereby all the storm lines are cleaned on a five-year cycle and storm drain inlets with trash capture devices are cleaned a minimum of twice per year, once before winter and again during rain events.

Trees Section

The Trees Section manages the urban canopy, which promotes a pleasing natural environment with related social, economic and environmental benefits. The section oversees the heritage tree ordinance, requiring permits for pruning and removing heritage trees on public and private property. In addition, the program maintains 20,000 public trees located in or near streets, parks and city facilities. Tree maintenance uses funds from the landscape assessment district assessment paid by all property owners in the city. Trees are maintained on a five-year cycle.

TRANSPORTATION DIVISION

The Transportation Division strives to efficiently move people and goods throughout Menlo Park by providing a transportation network through planning, engineering and education. The division works to reduce traffic congestion by promoting ride-sharing, bicycling, walking and commute options such as bicycle education and safety programs and securing bicycle and pedestrian infrastructure improvement grants. The city shuttle program offers residents and local employers free connections between the Caltrain station and key destinations around the city. The division, with assistance from contractors and consultants, maintains 42 traffic signals, over 2,200 streetlights and all signs and roadway markings throughout the city. The Complete Streets Commission provides recommendations to the City Council on multi-modal transportation topics, and is staffed by the Transportation Division.

FISCAL YEAR 2022-23 HIGHLIGHTS

- Responded to over 400 calls for service related to the recurring storms between December and March 2023, including providing 24-hour service during the most intense of the events
- Staffed sandbag stations, distributing more than 15,000 sandbags to residents in January 2023
- Continued construction on the Menlo Park Community Campus and clean energy infrastructure (microgrid) in collaboration with Meta Platforms
- Completed the Caltrain quiet zone implementation study; next steps for design are budgeted in fiscal year 2023-24
- Continued design and right-of-way acquisition for the Middle Avenue pedestrian and bicycle rail crossing in partnership with Caltrain; secured over \$10 million in funding for construction of the project
- Completed the Middle Avenue Complete Street study and progressed into design.
- Initiated a comprehensive shuttle program evaluation funded by Caltrans Sustainable Planning grant (\$150,000)
- Completed construction of the:
 - Bayfront Canal and Atherton Channel flood protection and habitat restoration project, in partnership with OneShoreline, reducing the impact of severe storms
 - Chilco Streetscape project, which installed new Class IV separated bicycle lanes, pedestrian

pathways, landscaping and lighting and resurfaced the street;

- Ravenswood Avenue/Laurel Street intersection modifications
- Resurfacing of Ravenswood Avenue from Laurel Street to El Camino Real; Middlefield Road between Ravenswood Avenue and Willow Road in partnership with Calwater; and on-call asphalt and concrete repairs on Bay Road, at Garwood Way and Oak Grove Avenue, Creek Drive at El Camino Real, and on Marsh Road. Leveraged these resurfacing projects to implement multimodal safety changes at minimal extra cost.
- Sharon Road sidewalks project
- Suburban Park/Flood Triangle neighborhood street light replacement and series circuit project
- Completed the property transfers and began construction on the Chrysler Pump Station replacement project
- Continued work, in partnership with San Mateo County, for the Coleman Ringwood Avenues Transportation Study
- Began implementation of a new customer service portal for water use in anticipation of beginning installation of new water meters that allow for automated meter reading in 2023-24
- Received the Tree City USA Growth Award from the Arbor Day Foundation, planted 185 trees, and processed tree removal permit requests while balancing emergency response needs
- Purchased and outfitted the first three pilot electric vehicles in the City's police patrol fleet
- Completed the design of the Willow Oaks Park improvement and Burgess Park playground replacement projects and solicited bids for construction
- Supported ongoing construction of major redevelopment projects in partnership with Community Development, including projects at Jefferson Drive and Constitution Drive (Menlo Uptown and Menlo Portal). Completed construction at Springline at 1300 El Camino Real and Middle Plaza at 500 El Camino Real. Coordinated closely on the approval of the entitlements for Willow Village and ongoing evaluation of the Parkline master plan.
- Continued implementing strategies identified in the department's organizational review for improvement, including updating standard engineering details, documenting maintenance service levels, and continuing work towards American Public Works Association accreditation

Public Works

FISCAL YEAR 2023-24 BUDGET AND INITIATIVES

Demand for public works services is anticipated to remain high, as infrastructure ages, climate change impacts infrastructure and its resiliency, regulatory requirements from the state are expanding for stormwater and water, and utility construction activity continues at higher than normal levels due in part to new funding opportunities from the federal and state governments providing an infusion of resources for transportation and utility projects.

This budget proposal substantially retains funding for current services, where the department will continue to focus on climate resiliency, as evidenced by the major storms impacting the city in early 2023. The capital program also strategically identifies projects for which new or additional funding is needed.

Goals and initiatives for fiscal year 2023-24 include:

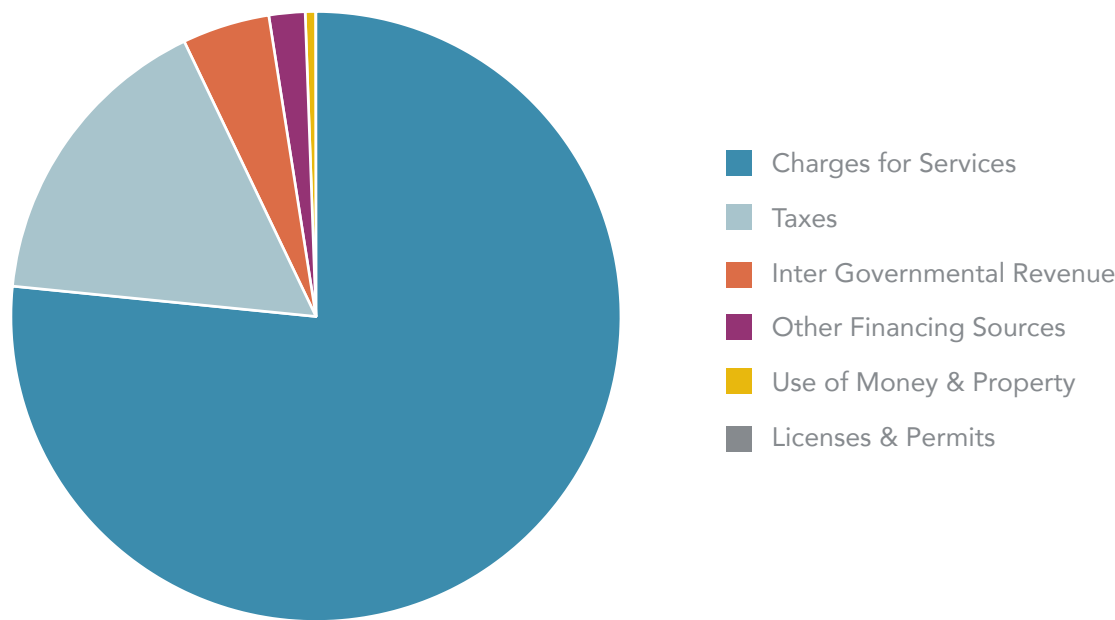
- Complete construction of the Menlo Park Community Campus and clean energy infrastructure (micro-grid) in collaboration with Meta Platforms
- Prepare for intensifying winter storm conditions in anticipation of possible El Nino weather pattern developing
- Continue multi-agency collaboration efforts with the San Francisquito Creek Joint Powers Authority, PG&E and Meta to implement the SAFER Bay (sea level rise) feasibility study through the FEMA Building

Resilient Infrastructure and Communities grant (\$67 million), and advance opportunities to secure funding for additional future efforts near Bedwell Bayfront Park in collaboration with OneShoreline

- Deliver key transportation safety projects, including the Belle Haven Traffic Calming Plan (including Willow Road/Newbridge Street signal enhancements), the Middle Avenue complete streets bike lane pilot, and the El Camino Real and Ravenswood Avenue crosswalk project
- Advance designs for safe streets priorities according to the goals of the Transportation Master Plan, including the Middle Avenue pedestrian and bicycle rail crossing, Middlefield Road safe streets pilot, additional El Camino Real pedestrian crossings, and the Caltrain quiet zone improvements
- Continue timely processing of encroachment permit and development applications
- Continue to reduce the capital project backlog, beginning construction on Willow Oaks Park improvements, Ravenswood Avenue and citywide street resurfacing, installation of automated water meter reading equipment, and Haven Avenue streetscape improvements
- Complete American Public Works Association accreditation



PUBLIC WORKS REVENUES BY TYPE
FY2023-24

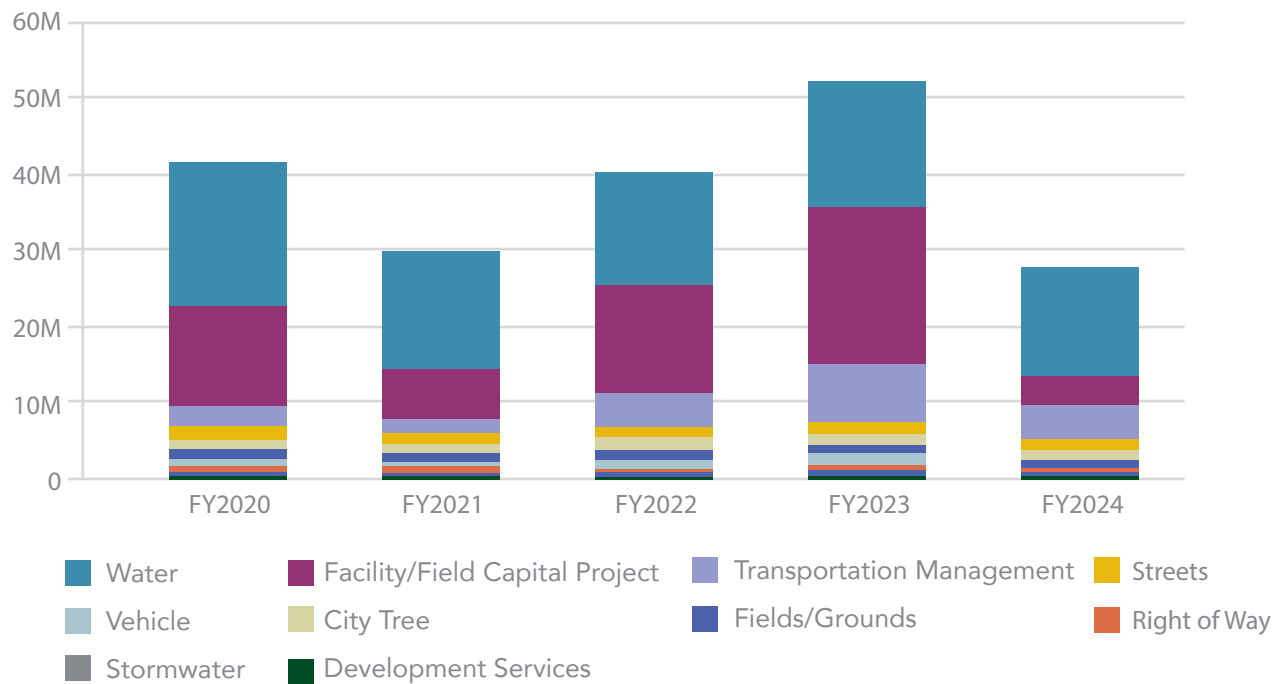


PUBLIC WORKS - REVENUES

OBJECT TYPE (RE)	FY2024
Charges for Services	21,195,023.00
Taxes	4,511,272.00
Inter Governmental Revenue	1,282,500.00
Other Financing Sources	529,399.00
Use of Money & Property	150,126.50
Licenses & Permits	6,000.00
AMOUNT	27,674,320.50

Public Works

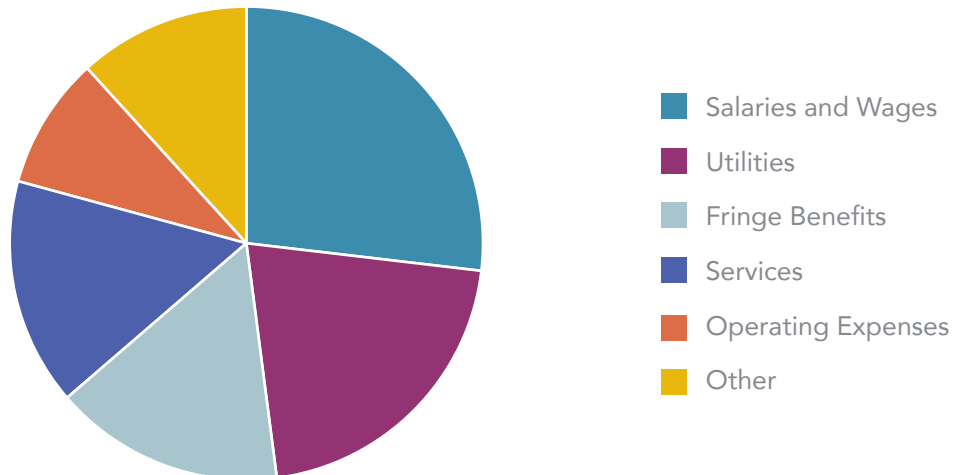
PUBLIC WORKS REVENUES BY DIVISION
FY2020 TO FY2024



PUBLIC WORKS DEPARTMENTAL REVENUES SUMMARY

DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Water	18,957,270.00	15,295,464.00	14,750,461.00	16,229,076.60	14,197,006.00
Transportation Management	2,420,780.00	1,764,518.00	4,304,383.00	7,492,862.20	4,460,937.00
Facility/Field Capital Project	12,974,182.00	6,601,985.00	14,078,182.00	20,521,070.20	3,749,819.00
Streets	1,996,618.00	1,382,718.00	1,388,651.00	1,589,399.00	1,453,938.00
City Tree	1,064,989.00	1,183,326.00	1,754,019.00	1,434,227.00	1,185,542.00
Fields/Grounds	1,308,375.00	1,024,101.00	1,229,790.00	1,010,316.30	1,048,283.00
Right-of-Way	764,599.00	976,972.00	528,584.00	761,566.00	561,493.50
Development Services	607,275.00	449,544.00	511,261.00	693,598.20	506,200.00
Stormwater	402,511.00	403,187.00	393,569.00	532,547.10	491,102.00
Vehicle	960,831.00	644,439.00	1,101,008.00	1,461,371.60	20,000.00
AMOUNT	41,457,430.00	29,726,254.00	40,039,908.00	51,726,034.20	27,674,320.50

PUBLIC WORKS EXPENSES BY TYPE
FY2023-24

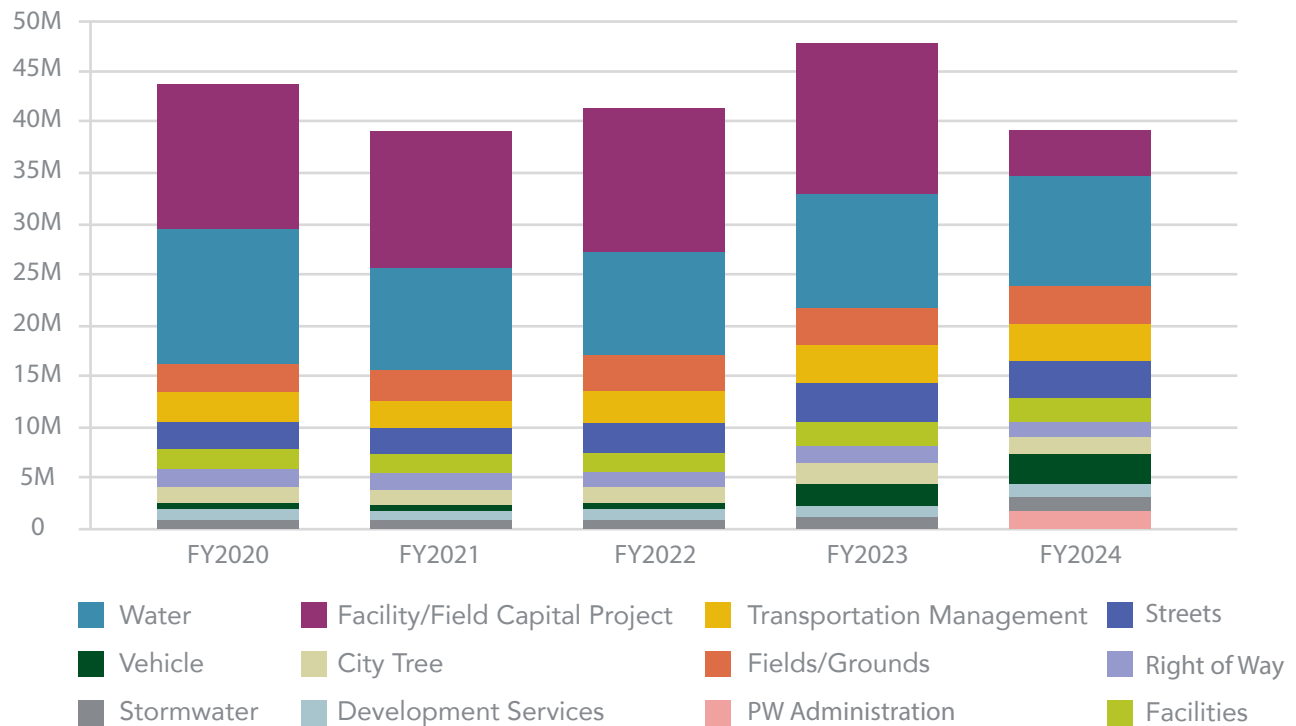


PUBLIC WORKS DEPARTMENTAL EXPENSES SUMMARY

OBJECT TYPE (EX)	FY2024
Salaries and Wages	10,500,718.08
Utilities	8,239,994.00
Fringe Benefits	6,149,360.38
Services	6,078,368.00
Operating Expenses	3,527,173.00
Fixed Assets & Capital Outlay	1,976,228.00
Repairs & Maintenance	1,061,725.00
Project Control	746,374.05
Transfers	732,900.00
Travel	35,670.00
Special Projects Expenditures	30,690.00
Rental of land and buildings	9,825.00
AMOUNT	39,089,025.51

Public Works

PUBLIC WORKS EXPENSES BY DIVISION
FY2020 TO FY2024



PUBLIC WORKS DEPARTMENTAL EXPENSES SUMMARY

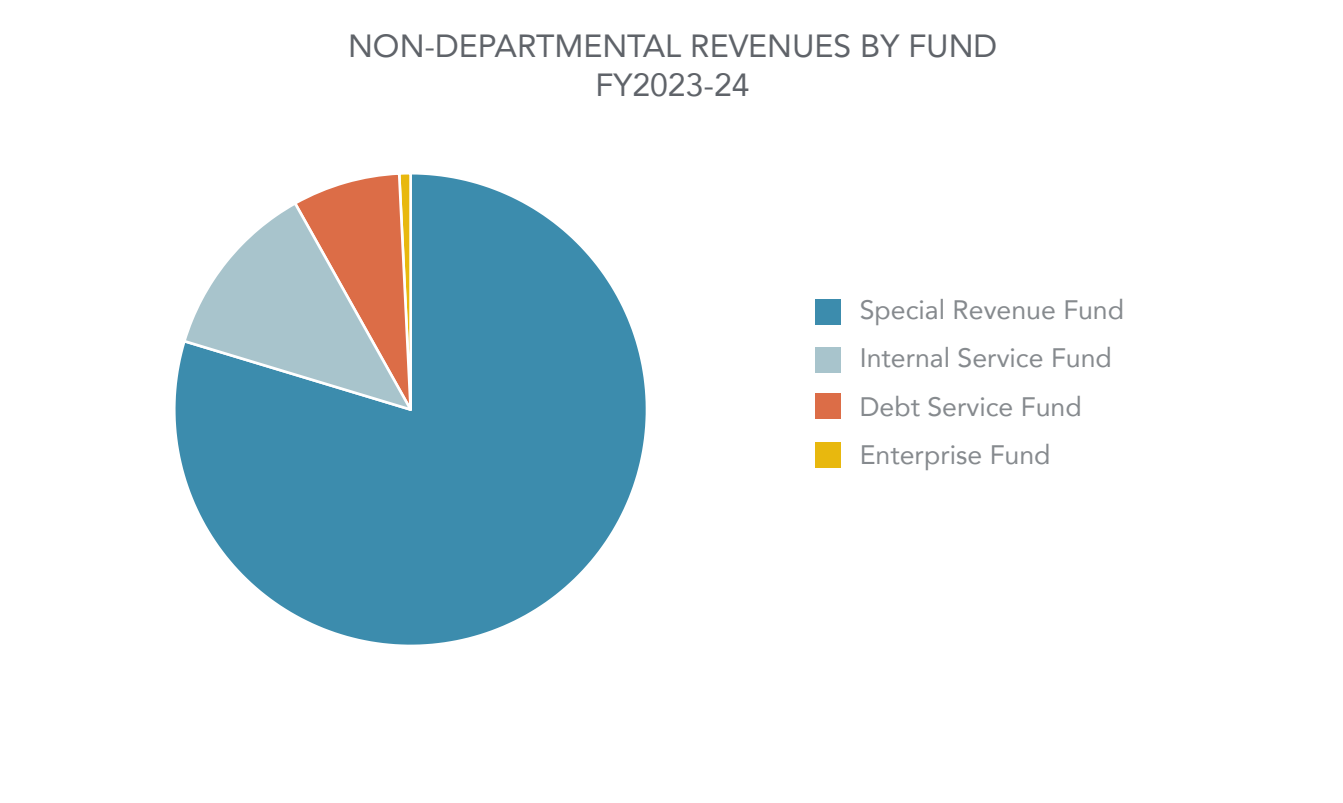
DEPARTMENT NAME	FY2020	FY2021	FY2022	FY2023	FY2024
Water	13,185,347.00	10,019,080.00	10,200,788.00	11,130,454.60	10,749,655.47
Facility/Field Capital Project	14,240,869.00	13,426,981.00	14,179,807.00	14,846,984.70	4,493,052.73
Fields/Grounds	2,834,184.00	2,964,475.00	3,391,030.00	3,726,493.00	3,757,665.83
Transportation Management	2,861,197.00	2,661,930.00	3,276,930.00	3,771,716.60	3,727,393.35
Streets	2,667,950.00	2,608,159.00	2,875,304.00	3,673,950.80	3,520,321.21
Vehicle	615,256.00	555,132.00	675,273.00	2,158,265.70	2,855,900.87
Facilities	1,994,872.00	1,865,228.00	1,817,217.00	2,341,197.60	2,336,435.75
City Tree	1,488,415.00	1,490,457.00	1,476,517.00	1,995,857.90	1,817,603.80
PW Administration	0.00	0.00	0.00	0.00	1,717,642.86
Right-of-Way	1,820,994.00	1,646,632.00	1,571,903.00	1,839,473.00	1,424,895.52
Development Services	1,050,571.00	892,638.00	990,137.00	1,043,713.20	1,415,178.71
Stormwater	846,607.00	841,584.00	869,199.00	1,142,884.00	1,273,279.43
AMOUNT	43,606,262.00	38,972,296.00	41,324,105.00	47,670,991.10	39,089,025.51

Non-Departmental

Non-Departmental and Information Technology Internal Service Charges

NON-DEPARTMENTAL

Non-Departmental is defined as non-General Fund revenues and expenditures not attributed to specific departments. Some items under Non-Departmental include debt services, internal service funds, and special revenues such as developer payments.

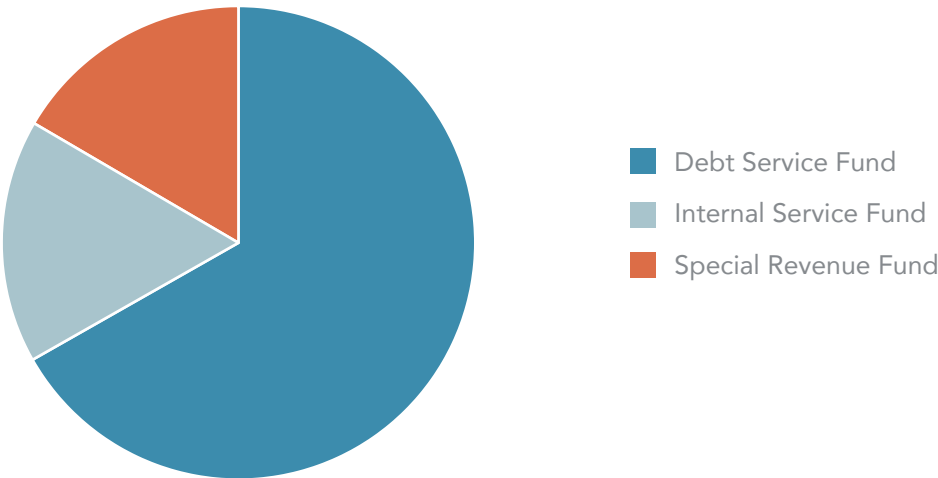


NON-DEPARTMENTAL REVENUES SUMMARY

FUND TYPE	FY2024
Special Revenue Fund	25,860,000.00
Internal Service Fund	3,959,853.00
Debt Service Fund	2,388,001.00
Enterprise Fund	250,000.00
AMOUNT	32,457,854.00

Non-Departmental

NON-DEPARTMENTAL EXPENSES FUND
FY2023-24



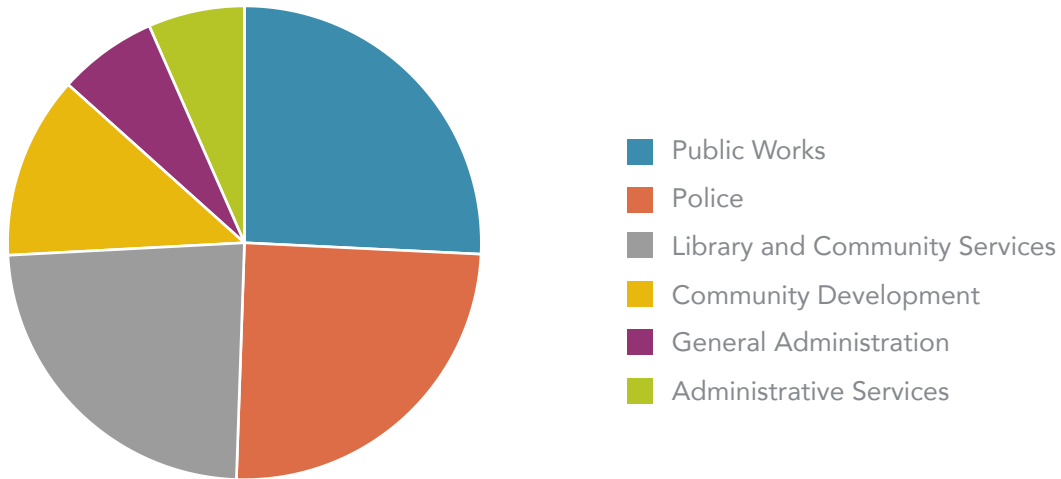
NON-DEPARTMENTAL EXPENSES SUMMARY

FUND TYPE	FY2024
Debt Service Fund	14,975,870.00
Internal Service Fund	3,732,234.00
Special Revenue Fund	3,717,830.00
AMOUNT	22,425,934.00

DEPARTMENT IT INTERNAL SERVICE CHARGE

The City allocates its Information Technology (IT) Internal Service Charge based upon the number of full time equivalents (FTEs) per department. These are categorized as an operating expense in each department's budget.

IT INTERNAL SERVICE CHARGE BY DEPARTMENT
FY2023-24



FY 2023-24 IT INTERNAL SERVICE CHARGE

FUND TYPE	FY2024
Public Works	1,249,181.00
Police	1,201,302.00
Library and Community Services	1,145,126.00
Community Development	604,971.00
General Administration	328,414.00
Administrative Services	319,426.00
AMOUNT	4,848,420.00



CAPITAL IMPROVEMENT PLAN

Five-Year Capital Improvement Plan

INTRODUCTION

This five-year Capital Improvement Plan (CIP) outlines the vision for short- and long-range development, maintenance, improvement and building of new infrastructure assets to benefit our residents, businesses, property owners and visitors. It provides a linkage between the General Plan, various master planning documents and budget, and provides a means for planning, scheduling and implementing capital projects over the next five years. The CIP provides a long-term approach for prioritizing and selecting new projects in the City. Although the plan document is updated annually, it allows the reader to review projects planned over the five-year timeframe and provides an overview of works in progress. The CIP is intended to incorporate the City's investments in infrastructure development and maintenance (i.e., capital improvements) with other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$75,000 are not typically included in the CIP.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN DEVELOPMENT

Typically, procedures for developing the five-year CIP utilize the City's forecasting, project evaluation and community engagement processes. However, given reductions in the capital program over the last two fiscal years, this year's five-year CIP focuses on continuing to reduce the backlog of ongoing capital projects, address critical deferred maintenance, strategically invest in projects that meet the City's adopted budget principles and City Council's stated goals, including climate action, adaptation and resiliency, economic development, emergency preparedness, housing, and safe streets, by applying the strategy described below.

Identifying projects

In the past five years, the City has invested in the development of long-term infrastructure planning efforts, including the Parks and Recreation Master Plan, Green Stormwater Infrastructure Plan, Zero Waste (trash and recycling) Plan, Information Technology Master Plan, Bedwell Bayfront Park Master Plan, Water System Master Plan, Stormwater Master Plan, Transportation Master Plan, and an updated Climate Action Plan. These planning efforts have laid the groundwork to identify and prioritize key infrastructure needs in each topic area. The CIP then takes the recommendations from each plan and programs them



for further planning, community engagement, design and construction. This has allowed for a more strategic approach to identifying capital needs, while still allowing the flexibility to respond to other projects or issues as they arise.

Starting this year, the CIP also includes a new program to invest the community amenity funds contributed by development in the Bayfront area back into District 1. It is expected that this program will continue to evolve over the coming years, with opportunities for community engagement to identify and make decisions about specific projects to be implemented.

Prioritization

Even with these master planning efforts substantially completed, projects must be further scoped and prioritized annually according to available funds and resources to successfully deliver the projects. The following evaluation criteria to prioritize projects were reaffirmed by the City Council on May 9:

- Public health and safety/risk exposure
- Infrastructure protection
- Impacts on operating budgets and ongoing maintenance needs

Five-Year Capital Improvement Plan

- Capacity to deliver/impacts to other projects
- Economic development
- External requirements
- Population served
- Ability to reduce greenhouse gas emissions and support the City's 2030 climate action plan
- Community/commission support
- Relationship to adopted plans
- Cost/benefit
- Financing availability

PROJECT FUNDING SOURCES

The five-year CIP coordinates physical improvements with financial planning, allowing maximum benefits from available funding sources. It relies on funding from various sources, largely retained in the capital and special revenue funds, with uses that are usually restricted for specific purposes. Although an annual transfer from the General Fund to the City's general capital fund (approximately \$3.0 million with annual inflationary adjustment) is part of the City's operating budget, this funding is intended solely for maintaining existing infrastructure in its current condition. Funding sources are each further described in the City's adopted budget.

PROPOSED PROJECTS

On May 9, the City Council reviewed and provided feedback on the projects proposed to receive funds in fiscal year 2023-24. Based on that feedback, the proposed CIP includes 89 projects. Of these, eight are new and 81 are continuing from prior years. New funding requests are included for both ongoing projects with scope changes or anticipated cost escalation, as well as newly identified projects. In total, 26 projects are proposed to receive new funding.

Eleven projects address ongoing infrastructure or facility maintenance needs and are included on an annual, bi-annual or periodic basis. Examples of these programmatic projects include street resurfacing, the sidewalk repair program, and annual city buildings, parks, and transportation improvement projects. Of these 11 projects, eight are proposed to include new funding this year; the other three have sufficient funds from prior years for planned expenditures in 2023-24.

Ongoing master plans, such as the Stormwater Master Plan, will also identify future projects expected to be needed in future year budget cycles.

CARRYOVER APPROPRIATIONS

Projects which had prior City Council appropriations but have not yet been completed, have a balance that is included in the budget as a carryover amount. These amounts are strictly an estimate as of March 2023, and will be trued-up at the end of the fiscal year during development of the City's Annual Comprehensive Financial Report. In many cases the carryover estimate includes funds that have been encumbered/committed as a result of an executed contract for services or goods.

PROJECT IMPLEMENTATION PLANNING

Beginning in 2019, staff began further categorizing the projects in relative priority based on the following factors:

- Regulatory compliance
- Public safety
- Preservation of city assets
- Improved efficiencies
- Grant funding timelines
- First in, first out
- Available staffing

Tier 1 indicates that a project will receive the highest relative priority for staff and consultant resources.

Tiers 2 and 3, respectively, indicates that a project will receive significant resources only after the higher tier projects have received the necessary resources. Tier N/A indicates that a project is not currently competing for resources, typically funded in a future year. Staff is committed to completing the projects outlined in the CIP budget, regardless of tiers.

GENERAL PLAN CONSISTENCY

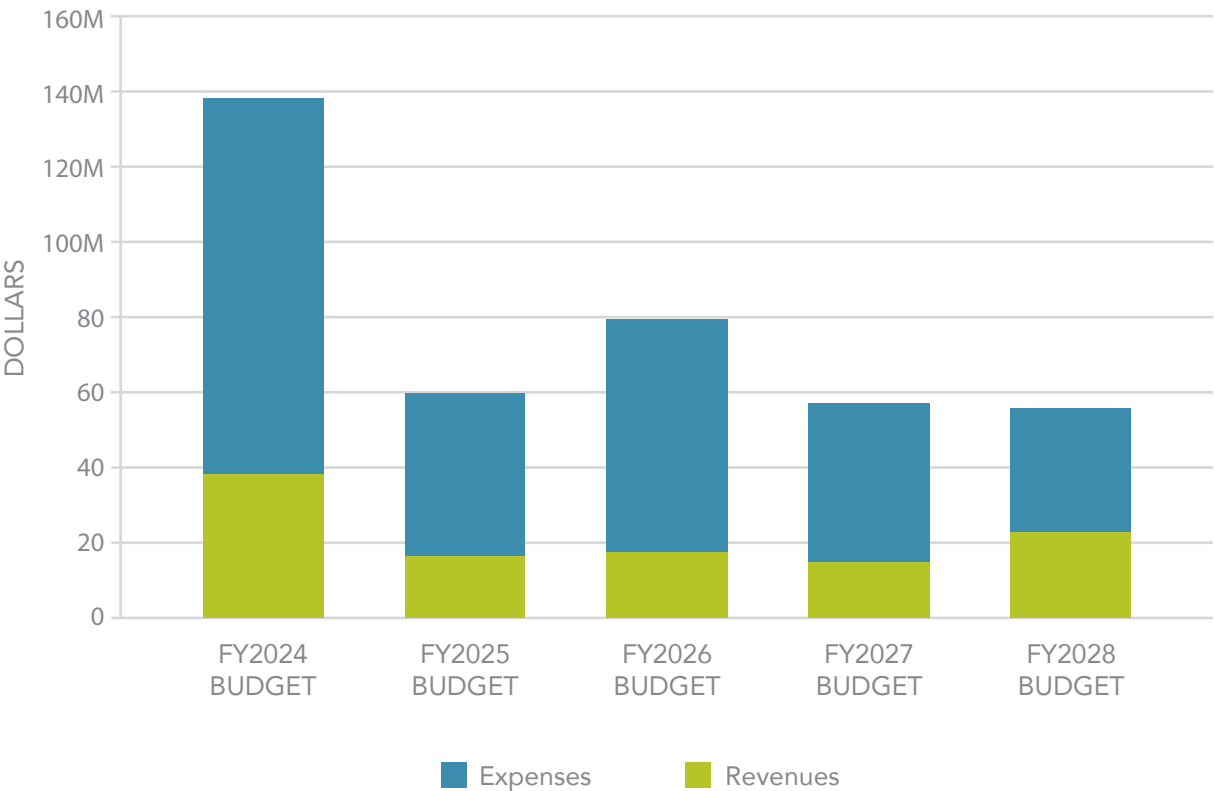
The projects listed in the five-year CIP are presented to the Planning Commission during a Public Hearing before City Council adoption of the plan. The Planning Commission must review the CIP in order to adopt a finding that it is consistent with the City's General Plan. The Planning Commission reviewed the proposed 2023-24 CIP at its June 5 meeting and found the CIP to be consistent with the City's General Plan.

ENVIRONMENTAL REVIEW

The development of the five-year plan is not a project, as defined in the California Environmental Quality Act, and an environmental review is not required. Individual projects listed herein may be subject to CEQA and environmental reviews will be conducted at the appropriate time during implementation of those projects.

Five-Year Capital Improvement Plan

CIP EXPENSES AND REVENUES
FY2023-24 TO FY2027-28



Fiscal Years 2025 through 2028 are included for illustrative purposes and do not represent a finalized Capital Improvement Plan budget proposal.

CIP EXPENSES AND REVENUES

TYPE	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET
Revenues	\$38,353,351	\$16,332,500	\$17,450,000	\$14,500,000	\$22,700,000
Expenses	\$100,076,326	\$43,672,025	\$61,855,200	\$42,445,000	\$32,925,000
REVENUES LESS EXPENSES	-\$61,722,975	-\$27,339,525	-\$44,405,200	-\$27,945,000	-\$10,225,000

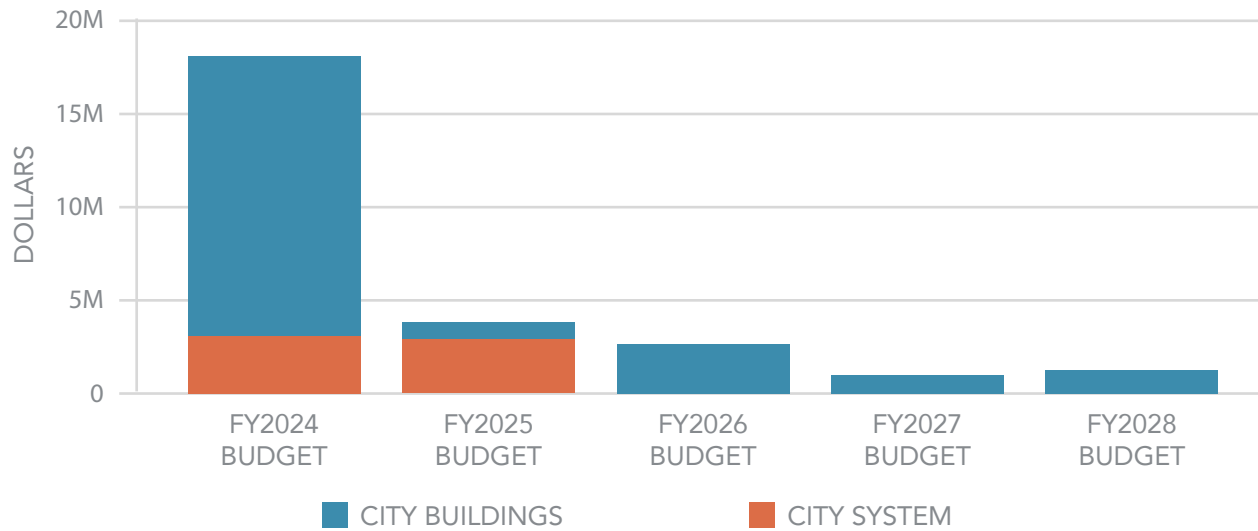
City Buildings and Systems

CITY BUILDINGS AND SYSTEMS

The City's aging facilities require both regular maintenance and more substantive system replacements. Projects included under the city buildings and systems category focus on improvements to existing City-owned facilities and the construction of new buildings. A major emphasis for the upcoming several years including making buildings ready to convert to all-electric appliances and equipment and complete exterior roof repairs to be solar-ready.

These improvements allow the City to continue to maintain and enhance services to the community. This category also includes funding for upgrades to the City's systems such as information technology. This category of the CIP is least likely to be eligible for outside funding, with the exception of donations and some climate and resiliency building modifications, and therefore is otherwise fully funded by transfers from the General Fund.

CITY BUILDINGS AND SYSTEMS EXPENSES FY2023-24 TO FY2027-28



Fiscal Years 2025 through 2028 are included for illustrative purposes and do not represent a finalized Capital Improvement Plan budget proposal.

CITY BUILDINGS AND SYSTEMS EXPENSES BY PROJECT

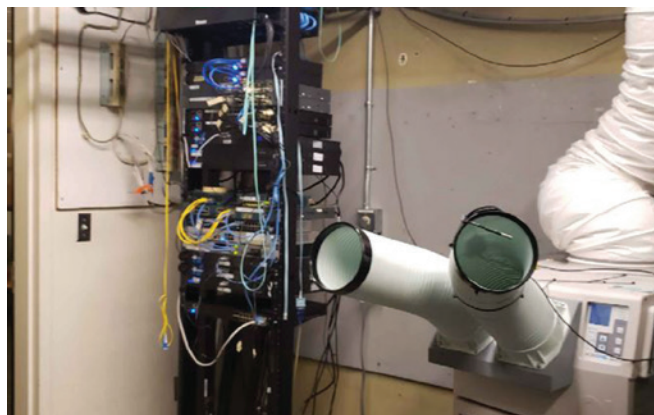
EXPENSE TYPE	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET
City Buildings	\$14,501,700	\$600,000	\$600,000	\$600,000	\$600,000
City System	\$3,057,546	\$2,850,000	\$0	\$0	\$0
Burgess Microgrid & Electrification	\$236,000	\$300,000	\$2,000,000	\$400,000	\$680,000
Corporation Yard Needs Assessment	\$100,000	\$0	\$0	\$0	\$0
TOTAL	\$17,895,246	\$3,750,000	\$2,600,000	\$1,000,000	\$1,280,000

City Buildings and Systems



BURGESS POOL LOBBY RENOVATION

This project is designed to address multiple concerns with the lobby of the Burgess Pool building, such as accessibility, the inadequate space of the transaction area and the high noise levels. The project would involve the relocation of the entrance to the lobby and installation of automatic doors, redesign of the counter space, additional seating and the installation of acoustical treatments.



CITY BUILDINGS HVAC MODIFICATIONS

This project modifies the heating, ventilation and air conditioning (HVAC) systems in the Arrillaga Family Recreation Center and City Hall to address system deficiencies. At the Recreation Center, the project will evaluate and implement options for addressing temperature fluctuations and equipment failure. In City Hall, the project focuses on improving the design of the HVAC system that serves the police dispatch area and server equipment on the lower floor of City Hall.



BELLE HAVEN CHILD DEVELOPMENT CENTER ZERO NET ENERGY RETROFIT

Upgrade the existing switchgear to support replacing natural gas equipment (five furnaces and one stove) with electric alternatives. This is a priority electrification facility as it provides childcare services and the additional load is needed to qualify the facility for the Peninsula Clean Energy that would install solar and batteries at this site providing operational savings and resiliency during power outages.



BUILDING EXTERIOR IMPROVEMENTS

This is a new program for building exterior work identified in the Facilities Inventory and Maintenance Plan. It would fund roof replacements for city hall, Arrillaga Family Gymnasium, Burgess Aquatics Center, Menlo Children's Center, Belle Haven Child Development Center to qualify for Peninsula Clean Energy program to install solar and batteries with no upfront costs. The cost of the solar and batteries will be paid back on electricity bills for 20 years. In future years, this project also plans for funds to address scheduled painting and window, door and/or siding replacement.

City Buildings and Systems



CITY BUILDINGS (MINOR)

This ongoing project consists of the implementation of improvements that extend the useful life of systems, equipment, and accessibility in all City buildings. This project does not provide for the replacement or significant renovation of City facilities. In 2023-24, funds are anticipated to be needed for building repairs and painting at several city buildings, making minor internal renovations at City Hall, and minor interior renovations at Belle Haven Child Development Center.



CORPORATION YARD NEEDS ASSESSMENT

Building on the Facilities Inventory and Maintenance Plan, the project will evaluate the functions and services provided at the Corporation Yard, which was built in the 1970s, and recommend the implementation of best management practices to improve office workflow, use of space, water and energy efficiency, parking, material storage and the fuel facility.



GATE HOUSE FENCE REPLACEMENT

The project consists of the repair of portions of the existing Gate House fence along Ravenswood Avenue that have deteriorated or been damaged. The fence, designed to match the intricate details of the existing fence, was repaired in 2022-23. Painting is anticipated to be completed in 2023.



MENLO PARK COMMUNITY CAMPUS

In December 2019, the City Council received a proposal from Facebook (now Meta) proposing to explore funding and development of a new multi-generational community center and library located in Menlo Park's Belle Haven neighborhood, replacing the existing community center, senior center, youth center, pool house, and library facilities. Identified as a City Council priority on January 28, 2020, this project delivers the City's funding contribution to the project. The project is under construction, with expected completion in spring 2024.

City Buildings and Systems

FIRE PLANS AND EQUIPMENT REPLACEMENT FOR CITY BUILDINGS

The project consists of the replacement of fire panels, alarms, strobe lights and associated equipment in the City Council Chambers and Menlo Park Library. The existing systems are outdated and starting to trigger false alarms.

INFORMATION TECHNOLOGY MASTER PLAN IMPLEMENTATION

This project includes updated technology for various critical and enhanced services including the financial system, web services, graphical information services and other systems within the City. The first phase included an assessment of the existing technology tools in use within the organization, evaluated the need for replacement, and developed recommendations on the best replacements in priority order. Phase 1 was completed in 2017 with adoption of the Master Plan. Working with a consultant and a representative City committee to enable a knowledgeable evaluation and avoid disruption caused by failures to the aging systems, the second phase includes implementation of the approved master plan. Additional funding is typically programmed annually for implementation of the master plan, though in 2023-24, sufficient fund balance exists from prior years.



POLICE RADIO REPLACEMENTS

Current radio infrastructure for emergency dispatch uses copper wire which is at the end of useful life and failing daily - which impacts safety service delivery. The recommended system uses AT&T fiber optic Ethernet circuits to the remote radio sites so all of the copper-wire T-1 circuits can be eliminated. This work is proposed to be phased over three fiscal years.



MENLO PARK COMMUNITY CAMPUS CLEAN INFRASTRUCTURE

This project includes installing microgrid (solar) canopies, battery backup system, and 27 EV Charging stations at the MPCC Main Campus and Kelly Field Lot. The project is design build and the City is working with Optony (EV consultant), Engie (contractor), and Meta.

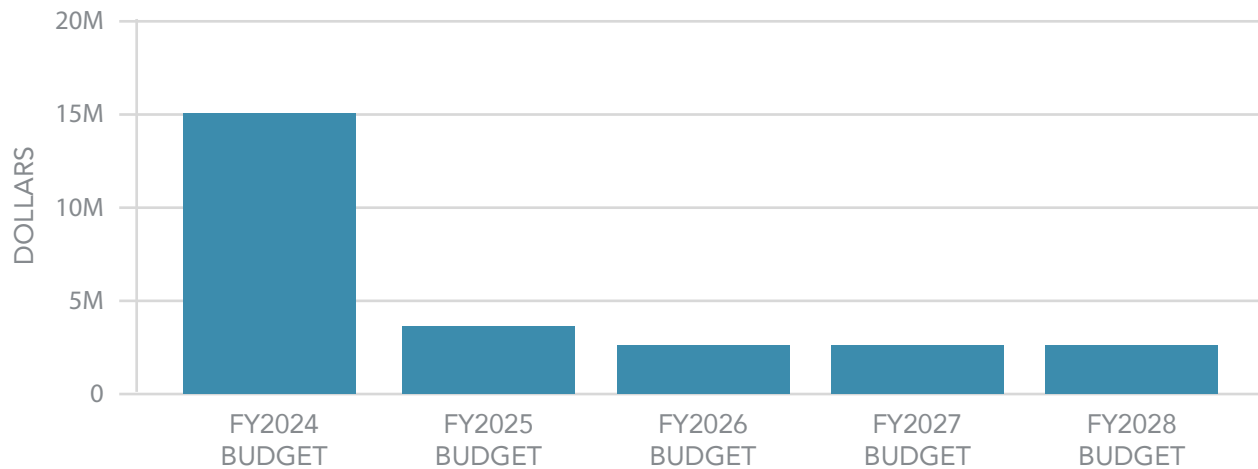
Parks and Recreation

PARKS AND RECREATION

The Parks and Recreation CIP provides for a variety of projects and programs to meet the recreational needs of the community. In October 2019, the City Council adopted a comprehensive Parks and Recreation Master Plan. Based on public input, the Plan recommended improvements and initiatives to the City's parks and recreation facilities to continue to meet the needs of the community and program users. This category of the CIP is primarily supported by the General

Fund, the third tranche of voter approved Measure T General Obligation and Recreation In-Lieu impact fees imposed on new development. In addition, community amenities funds paid by Bayfront area development can support park improvements in District 1. Finally, due to the relationship of the Bedwell Bayfront Park and the former landfill, certain projects may have access to funds collected through refuse rates to maintain the landfill.

PARKS AND RECREATION CIP EXPENSES
FY2023-24 TO FY2027-28



Fiscal Years 2025 through 2028 are included for illustrative purposes and do not represent a finalized Capital Improvement Plan budget proposal.

Parks and Recreation

PARKS AND RECREATION CIP EXPENSES BY PROJECT

PROJECT NAME	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET
Belle Haven Park Improvements	\$300,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Willow Oaks Park Improvements	\$3,817,375	\$0	\$0	\$0	\$0
Bedwell Bayfront Pk Leachate	\$3,707,212	\$0	\$0	\$0	\$0
Aquatic Center Maint (Annual)	\$1,216,871	\$400,000	\$400,000	\$400,000	\$400,000
Park Pathways Repairs	\$486,573	\$500,000	\$500,000	\$500,000	\$500,000
Kelly Park Turf Track Replacem	\$2,067,594	\$0	\$0	\$0	\$0
Park Improvements (Minor)	\$626,946	\$300,000	\$300,000	\$300,000	\$300,000
Sport Field Renovations	\$464,939	\$300,000	\$300,000	\$300,000	\$300,000
Park Playground Equipment	\$1,353,745	\$0	\$0	\$0	\$0
Bedwell Bayfront Park Entrance Improvements	\$582,470	\$700,000	\$0	\$0	\$0
Tennis Court Maintenance	\$392,541	\$120,000	\$120,000	\$120,000	\$120,000
Civic Center Campus Improv	\$0	\$300,000	\$0	\$0	\$0
TOTAL	\$15,016,266	\$3,620,000	\$2,620,000	\$2,620,000	\$2,620,000



AQUATIC CENTER MAINTENANCE (ANNUAL)

This ongoing project consists of the implementation of minor improvements under \$100,000 intended to extend the useful life of systems, infrastructure and equipment at the Burgess and Belle Haven pools. This program does not provide for the replacement or significant renovation of the City's pools.

AQUATIC CENTER MAINTENANCE (ANNUAL)

This project would begin the process to identify and implement park improvements in the Belle Haven neighborhood, including Karl E Clark and Hamilton Parks and develop designs for a new pocket park on city-owned land on Willow Road near Pierce Road. This project is funded using community amenities funding contributed by new development in the Bayfront Area.



BEDWELL BAYFRONT PARK COLLECTION AND LEACHATE SYSTEMS REPAIR

This project improves existing gas collection and leachate systems serving the former landfill at Bedwell Bayfront Park and includes several phases. Replacing gas extraction wells and installing a new leachate pumping system to comply with best management practices are included to increase methane capture and reduce greenhouse gas emissions.

Parks and Recreation



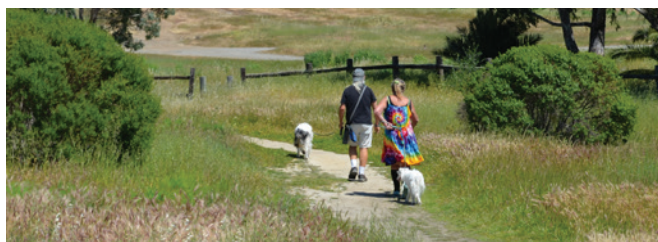
BEDWELL BAYFRONT PARK ENTRANCE IMPROVEMENTS

This project consists of the implementation of capital improvements recommended in the 2017 Bedwell Bayfront Park Master Plan. The improvements are necessary to improve services to the high number of park users and to address aging infrastructure and incorporate sea level rise protection. The project is on hold due to staff vacancies and coordination on sea level rise protection options.



CIVIC CENTER IMPROVEMENTS

This project involves the design and construction of improvements to the Civic Center Campus such as additional outdoor seating, parking lot modifications, sidewalk modification, gatehouse landscaping, minor landscaping and irrigation in the Library parking lot.



PARKS IMPROVEMENTS (MINOR)

This ongoing project consists of the implementation of minor improvements under \$100,000 intended to extend the useful life of systems, infrastructure and equipment in the City's parks. This program does not provide for the replacement or significant renovation of the City's park facilities.



PARK PATHWAY REPAIRS

The project replaces damaged pathways at Sharon (completed 2021), Nealon (completed 2022), and Stanford Hills Parks for safety and accessibility requirements. Future year repairs will be prioritized following completion of these first three high-priority repairs.



PLAYGROUND AT BURGESS PARK

This project addresses playground improvements prioritized in a 2015 comprehensive Playground Safety Inspection Report, beginning with Nealon Park (completed in 2019-20), Burgess Park and Willow Oaks Park. Willow Oaks park and Burgess park playground are scheduled for construction in summer 2023. In addition to meeting updated California Safety Standards, the new playgrounds may incorporate theme-based educational and interactive components as the budget allows. In 2023-24, the funds would allow for the design of a new play structure at the Belle Haven Child Development Center.

Parks and Recreation



KELLY PARK TURF AND TRACK REPLACEMENT

This project replaces the turf field and track at Kelly Park, which is at the end of its useful life. Work is planned to coincide with Menlo Park Community Campus construction and facility opening in 2024.



SPORT FIELD RENOVATIONS

The project includes turf replacement, drain cleaning and field leveling of the sport fields managed by the City. Payments to the Menlo Park City School District for renovations of the Hillview School field in accordance with the City and Districts joint use agreement and maintenance obligations are in progress for work completed in FY 2022-23. Kelly Field turf replacement is budgeted separately. In summer 2024, the field at La Entrada will be renovated according to the cost sharing agreement between the City and the Las Lomitas School District. In future years, this project also allows for the accumulation of funds in order to replace fields more often under the herbicide-free parks program.



TENNIS COURT MAINTENANCE

This program is ongoing and focuses on the implementation of adequate maintenance practices to extend the useful life of the City's fifteen tennis courts. The program follows a maintenance schedule that includes the full reconstruction of every court every twelve years. Interim maintenance work includes crack repair and court resurfacing.



WILLOW OAKS PARK IMPROVEMENTS

This project involves the renovation of Willow Oaks Park as approved by the City Council in May 2022, including design and construction of a restroom facility and improvements to the dog park to address community needs. Construction would be coordinated with other improvements planned at Willow Oaks Park, including playground replacement to meet safety requirements and the addition of a bicycle pathway connection to Elm Street.

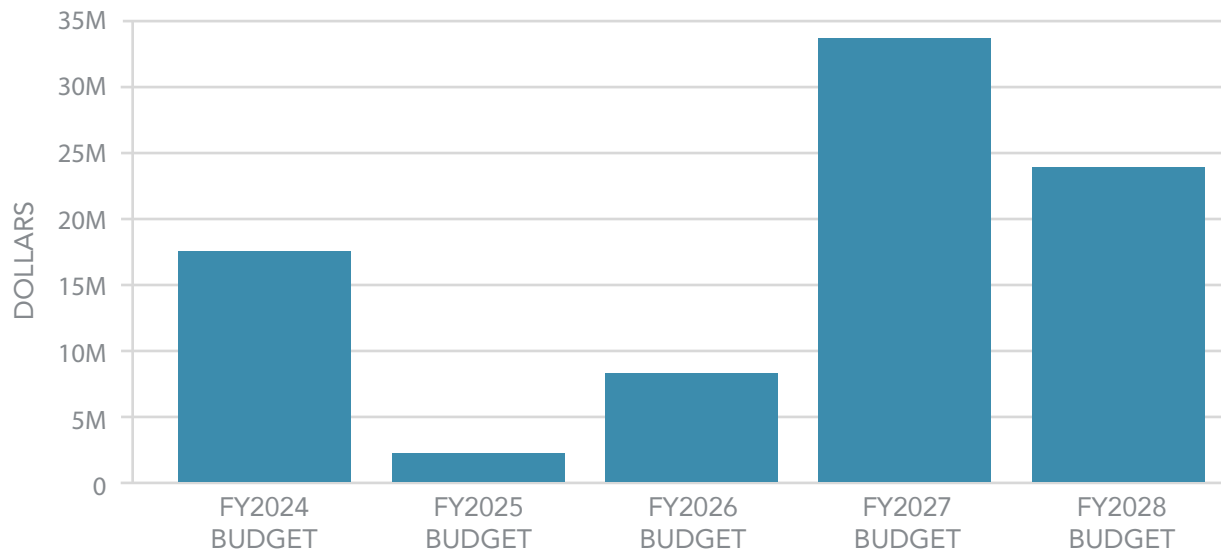
Stormwater

STORMWATER

The Stormwater CIP consists of projects and programs required to address the impacts of flooding in the watershed and stormwater water quality. These projects involve improvements that address localized drainage issues and larger inter-agency efforts to address flooding concerns associated with San Francisquito Creek, the Bayfront Canal and the Atherton Channel. In addition, projects in this category may be required to meet National Pollution Elimination Discharge System (NPDES), an unfunded mandate to minimize debris and pollutants discharged to San Francisco Bay. This category of the CIP is solely supported by the General Fund and future demand

for funds is expected to grow. Other possible funding strategies for these projects include grants, as well as the development of benefit assessment districts that can pay for improvements in specific sections of the City where more investment needs have been identified. Anticipated funding levels to continue implementation of SAFER Bay, a comprehensive plan to protect Menlo Park and adjacent cities from sea level rise due to climate change, are shown beginning in 2023-24, supported by a \$50 million grant from the Federal Emergency Management Agency's Building Resilient Infrastructure and Communities program.

STORMWATER CIP EXPENSES FY2023-24 TO FY2027-28



Fiscal Years 2025 through 2028 are included for illustrative purposes and do not represent a finalized Capital Improvement Plan budget proposal.

STORMWATER CIP EXPENSES BY PROJECT

PROJECT NAME	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET
Safer Bay	\$4,000,000	\$1,300,000	\$4,800,000	\$33,700,000	\$23,900,000
Chrysler Pump Station Improv	\$13,259,817	\$595,702	\$0	\$0	\$0
San Francisquito Cr-101 Flood	\$92,275	\$0	\$3,400,000	\$0	\$0
Willow Bridge Abut Stable Prjt	\$0	\$250,000	\$0	\$0	\$0
Storm System Funding Study	\$110,000	\$0	\$0	\$0	\$0
Stormwater Master Plan	\$55,547	\$0	\$0	\$0	\$0
TOTAL	\$17,517,639	\$2,145,702	\$8,200,000	\$33,700,000	\$23,900,000

Stormwater



WILLOW PLACE BRIDGE ABUTMENT REPAIRS

This project repairs damage to the bridge abutment from the December 2012 storm event. Preliminary study of repairs was completed with design and construction as next steps. An evaluation of the San Francisquito Creek banks is underway to investigate the impacts of the 2023 storms, and this work will be refined as needed based on the results of that evaluation.



CHRYSLER PUMP STATION IMPROVEMENTS

This project involves the design and construction of a new Chrysler Stormwater Pump Station. The existing facility was originally built in 1958 and has reached the end of its useful life. The improved facility will provide flood protection to sections of the Bayfront area, which include the Menlo Gateway buildings and a part of the Meta (formerly Facebook) Campus site. The City has been awarded a grant from the Federal Emergency Management Agency (FEMA) which would reimburse the City for \$5M towards the general capital fund. Construction began in Spring 2023 and will continue through 2025. The new funds requested in 2023-24 cover a portion of the anticipated construction contingency identified when the City Council awarded a contract in February 2023. The balance of the contingency is planned for 2024-25.



SAFER BAY IMPLEMENTATION

This project would provide funds to support the staff time needed to continue to implement a portion of the SAFER Bay project within Menlo Park. The City, SFCJPA, PG&E and Meta collaborated on an application to the Building Resilient Infrastructure and Communities (BRIC) program, which was submitted to the California Office of Emergency Services (Cal OES) and FEMA in 2020-21. On July 2, 2021, the City received confirmation that FEMA had selected the Menlo Park SAFER Bay project for further review. In May 2023, the City was notified that Phase 1 (environmental clearance and design) funds have been awarded.



SAN FRANCISQUITO CREEK UPSTREAM OF 101 FLOOD PROTECTION

The second of two projects, the effort being led by the San Francisquito Creek Joint Powers Authority focuses on improvements to creek sections located upstream of U.S. Highway 101 to protect communities in the City and the cities of Palo Alto and East Palo Alto from an event similar to the flood of 1998. The project proposes to widen the creek in a number of sections and the replacement of the Pope Chaucer Bridge.

Stormwater



STORMWATER MASTER PLAN

The Stormwater Master Plan evaluates the condition of the City's Stormwater system and identifies the capital improvements necessary to address surface water collection, operations, maintenance, treatment and storage requirements. The plan includes a hydraulic evaluation of the City's storm drain network, infrastructure assessment, identifies water quality requirements, recommends planning level costs for the improvements and integrates the City's Green Infrastructure policies. The planning period for the master plan will be 25 years.



STORM SYSTEM FUNDING STUDY

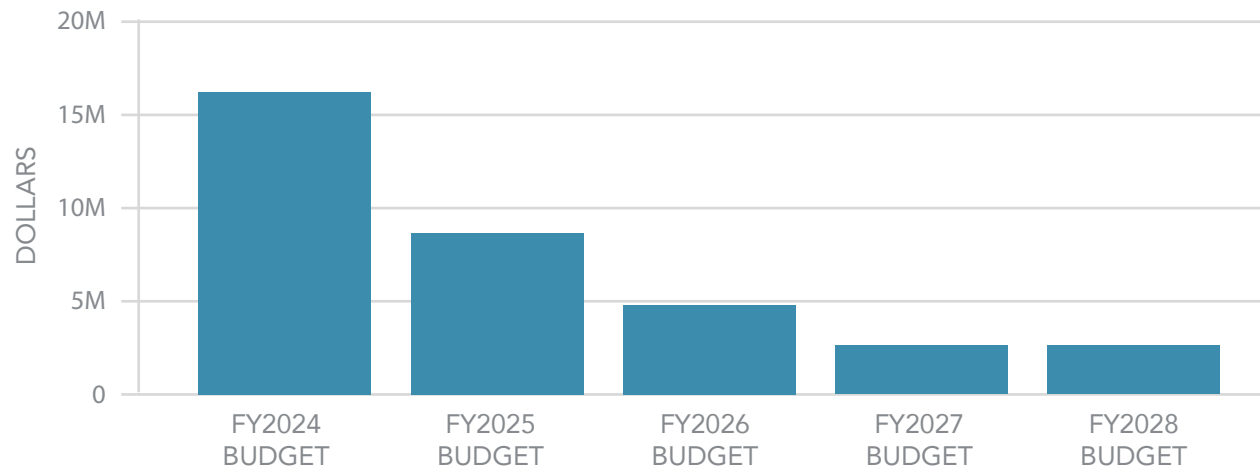
The Storm System Funding Study will make recommendations to pay for capital improvements identified in the Stormwater Master Plan to address surface water collection, operations, maintenance, treatment and storage requirements. It will evaluate future revenues and expenditures and identify an approach to fund improvements. It will also consider new regulations introduced in the updated regional stormwater permit order, which expand stormwater regulatory requirements and will have additional costs on city operations.

Streets and Sidewalks

STREETS AND SIDEWALKS

The Streets and Sidewalks CIP projects maintain and improve the city roadways, city-owned parking plazas and sidewalks. This category of the CIP is supported by a variety of sources including funds from the State of California, impact fees, parking permit sales, special gas tax levies and countywide sales tax levies.

STREETS AND SIDEWALKS CIP EXPENSES FY2023-24 TO FY2027-28



Fiscal Years 2025 through 2028 are included for illustrative purposes and do not represent a finalized Capital Improvement Plan budget proposal.

STREETS AND SIDEWALKS CIP EXPENSES BY PROJECT

STREETS AND SIDEWALKS	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET
Street Resurfacing Project	\$7,816,172	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Middlefield Rd (Woodland to Ravenswood)	\$150,000	\$4,050,000	\$0	\$0	\$0
Sidewalk Repair Program	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Streetlight Conversion	\$325,442	\$0	\$2,000,000	\$0	\$0
Parking Plaza 8 Renovations	\$200,000	\$2,000,000	\$0	\$0	\$0
Parking Plaza 7 Renovations	\$2,200,000	\$0	\$0	\$0	\$0
Ravenswood Avenue (El Camino Real to Laurel Street)	\$1,096,376	\$0	\$0	\$0	\$0
Utility Undergrounding	\$661,556	\$0	\$0	\$0	\$0
Pierce Rd SW & SM Bic Rte Inst	\$504,676	\$0	\$0	\$0	\$0
Sand Hill Tunnel Rehabilitation	\$490,000	\$0	\$0	\$0	\$0
Downtown Streetscape Improve	\$456,082	\$0	\$0	\$0	\$0
Welcome to MP Sign	\$0	\$0	\$180,000	\$0	\$0
Downtown Parking Lot Study	\$100,000	\$0	\$0	\$0	\$0
TOTAL	\$14,600,304	\$8,650,000	\$4,780,000	\$2,600,000	\$2,600,000

Streets and Sidewalks



DOWNTOWN PARKING LOT STUDY

The project begins to implement project H.4.G (Prioritize Affordable Housing on City-owned Parking Lots Downtown), which promotes housing development on underutilized City-owned parking lots in downtown. As part of the first phase, the project would conduct a feasibility study to assess which parking lots are most suitable for residential development.



DOWNTOWN STREETScape IMPROVEMENT

This project plans and implements street furniture, landscaping, and streetscape improvements in the downtown area per the El Camino Real/Downtown Specific Plan. Since 2020-21, these funds are supporting the temporary street cafes and closure of parts of Santa Cruz Avenue between El Camino Real and University Drive to vehicle traffic.



UTILITY UNDERGROUNDING

An undergrounding district provides framework to place overhead electrical and communication lines underground, which is consistent with the policy direction provided in the El Camino Real/Downtown Specific Plan and would be necessary for a potential future parking lot development downtown. Three utility undergrounding districts were adopted by the City in February 2020: downtown, Middlefield Avenue and Alma Street near Burgess Drive. This project would provide additional funds for the prioritization of these districts and to allow design work to progress. The construction phase of this project would be funded by Rule 20A funds.



MIDDLEFIELD ROAD (WOODLAND AVENUE TO RAVENSWOOD AVENUE) RESURFACING

This project would resurface the portions of Middlefield Road (Woodland to Ravenswood) that were not recently resurfaced by Cal Water as part of a water main replacement project. The project will include permanent striping for the portions of Middlefield Road that will received striping in paint for the ongoing pilot lane reconfiguration. It will also include evaluation of upgrades to the Middlefield/Willow and Middlefield/Woodland intersections. The project will include robust outreach on the pilot and the remaining sections of Middlefield Road including workshops, pop up events, and a public survey.

Streets and Sidewalks



PARKING PLAZA 7 RENOVATIONS

This project provides needed improvements at Parking Plaza 7 including asphalt pavement rehabilitation, storm drainage, lighting and landscaping.



PARKING PLAZA 8 RENOVATIONS

This project provides needed improvements at Parking Plaza 8 including asphalt pavement rehabilitation, storm drainage, lighting and landscaping.



SAND HILL TUNNEL REHABILITATION

This project would rehabilitate the tunnel under Sand Hill Road near Sand Hill Circle to conduct repairs and ensure its structural integrity.



PIERCE ROAD SIDEWALK AND SAN MATEO DRIVE BIKE ROUTE INSTALLATION

This project constructed a number of bicycle and pedestrian enhancements in the City, including sidewalk gap construction on Pierce Road between Ringwood Avenue and Carlton Avenue and Del Norte Avenue to Alpine Avenue; bicycle route improvements on San Mateo Drive including crossing enhancements at Middle Avenue, crossing enhancements at Middle Avenue/Blake Street; and sidewalk construction at Coleman Avenue and Santa Monica Avenue. This project is partially funded by a grant from the San Mateo County Transportation Authority Measure A Pedestrian and Bicycle program and is substantively complete.



RAVENSWOOD AVENUE (EL CAMINO REAL TO LAUREL STREET)

This project proposes to resurface Ravenswood Avenue (El Camino Real to Laurel Street). This project enhances the City's roadway network and improves safety including a pilot bicycle lane installation between the railroad tracks and Noel Drive. The project will use rubberized asphalt concrete in lieu of traditional hot mix asphalt.

Streets and Sidewalks



SIDEWALK REPAIR PROGRAM

This ongoing project consists of the removal of hazardous sidewalk offsets and the replacement of sidewalk sections that have been damaged by city tree roots in order to eliminate trip hazards. This project utilizes funds from the Landscaping Assessment District to partially fund the work completed each year.



STREET RESURFACING

This ongoing project includes the selection and detailed design of streets to be resurfaced throughout the City during the fiscal year and utilizes a Pavement Management System to assess the condition of existing streets and assist in the selection process. This project enhances the City's roadway network and improves safety, and incorporates multi-modal transportation infrastructure in accordance with the City's transportation plans as streets are identified for resurfacing. In fall 2023, staff will be developing a 5-year street resurfacing plan, to share the long-term roadway resurfacing approach. The plan will serve as a blueprint to maintain the City's roadway pavement condition index; the plan can be adjusted as needs arise each year. This cost estimate does not account for application of any specialized paving treatments to reduce roadway noise.



STREETLIGHT CONVERSION

Three neighborhoods in Menlo Park have streetlights on high voltage series circuits, which are unreliable, prone to damage and cause frequent, widespread outages. This project would replace these circuits with updated electrical equipment to improve reliability of streetlights. The construction of first phase, in Suburban Park and Flood Triangle neighborhoods, is substantially complete. In FY 2023-24, this project would include a trial of solar powered streetlights that would inform decisions about the design of the future phases of the project (West Menlo and Linfield Oaks).



WELCOME TO MENLO PARK MONUMENT SIGNS

The project involves the design of "Welcome to Menlo Park" signs at approximately five key locations entering Menlo Park to further the City's brand as a desirable place to live, work and play. The proposed locations would include Sand Hill Road, Marsh Road, Willow Road, and both north and south ends of El Camino Real. The monument signs will meet the City's branding standards and comply with applicable Caltrans permitting requirements.

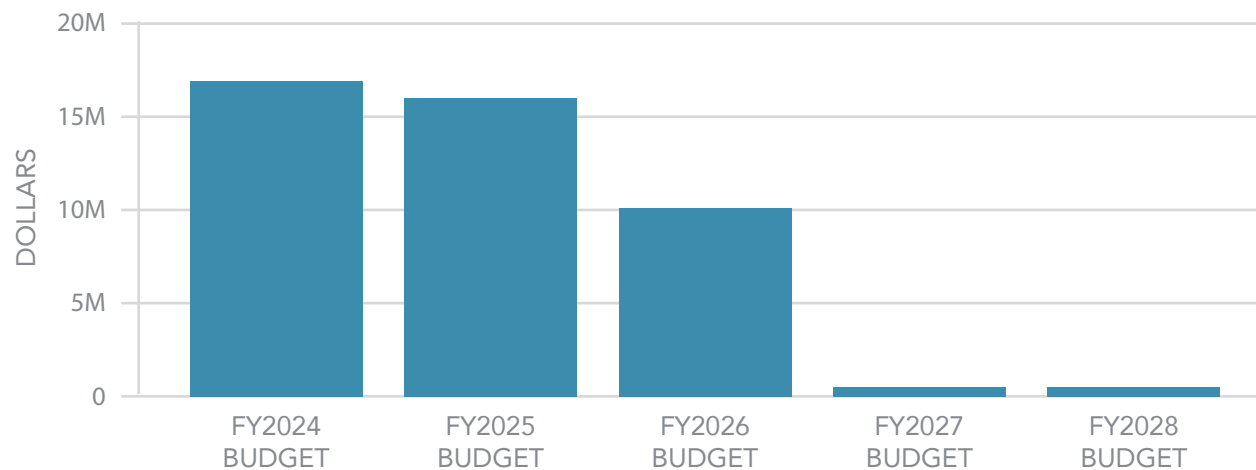
Traffic and Transportation

TRAFFIC AND TRANSPORTATION

The Traffic and Transportation CIP provides for projects that improve multi-modal access and safety and manage the flow of traffic on City streets. Regional projects for which the City is an active partner, such as the Willow Road and U.S. Highway 101 interchange landscaping, are also included. This category of the Capital Improvement Plan is supported by a variety of sources including funds from the State of California, impact fees, special gas tax levies, and countywide sales tax levies. Many of these projects are also

supported by funds in the annual operating budget for routine maintenance of traffic signals, signs, and street markings, and for transportation planning efforts, such as the Safe Routes to Schools program. This category is also heavily supported by local, regional and state grant funding opportunities, such as competitive programs for bicycle and pedestrian improvements, railroad safety improvements and traffic management strategies.

TRAFFIC AND TRANSPORTATION CIP EXPENSES FY2023-24 TO FY2027-28



Fiscal Years 2025 through 2028 are included for illustrative purposes and do not represent a finalized Capital Improvement Plan budget proposal.

TRAFFIC AND TRANSPORTATION CIP EXPENSES BY PROJECT

PROJECT NAME	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET
Middle Ave Caltrain Cross Stud	\$5,696,290	\$9,900,000	\$0	\$0	\$0
Caltrain Grade Separation	\$2,264,999	\$5,000,000	\$5,000,000	\$0	\$0
Caltrain Quiet Zone Evaluation	\$448,718	\$0	\$4,000,000	\$0	\$0
Traffic Signals Modifications	\$1,142,804	\$350,000	\$350,000	\$350,000	\$350,000
Haven Ave Streetscape Improv	\$2,340,885	\$0	\$0	\$0	\$0
Transportation Projects(Minor)	\$939,014	\$175,000	\$175,000	\$175,000	\$175,000
Middle Avenue Complete Streets Study	\$1,400,000	\$0	\$0	\$0	\$0
ECR Crossings Improvements	\$390,956	\$500,000	\$500,000	\$0	\$0

Traffic and Transportation

PROJECT NAME	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET
Willow - 101 Interchange	\$572,247	\$0	\$0	\$0	\$0
Willow Oaks Bike Connector	\$500,000	\$0	\$0	\$0	\$0
Willow Rd & Newbridge St Bicycle and Pedestrian Improvement	\$400,000	\$0	\$0	\$0	\$0
Transit Improvements	\$186,735	\$0	\$0	\$0	\$0
Coleman Ringwood Traffic Study	\$183,490	\$0	\$0	\$0	\$0
Local Road Safety Plan	\$180,513	\$0	\$0	\$0	\$0
Willow Rd Transportation Study	\$85,255	\$0	\$0	\$0	\$0
Middlefield/Linfield-Santa Monica Crosswalk	\$80,000	\$0	\$0	\$0	\$0
Belle Haven Traffic Calming Plan Implementation	\$50,000	\$0	\$0	\$0	\$0
TOTAL	\$16,861,906	\$15,925,000	\$10,025,000	\$525,000	\$525,000



BELLE HAVEN TRAFFIC CALMING PLAN IMPLEMENTATION

This project would fund ongoing staff time to support completion of the Belle Haven Traffic Calming Plan implementation efforts. This project is required as an environmental mitigation measure for the Facebook Campus Expansion project. The project is in final design, with construction anticipated in summer 2023.



CALTRAIN GRADE SEPARATION

In 2023, City Council reaffirmed the selection of a hybrid grade separation of Caltrain (combined lowered road and raised rail) for Ravenswood, Oak Grove, and Glenwood Avenues. The project would start the environmental review and preliminary (30%) design work to advance the preferred concept.

Traffic and Transportation



CALTRAIN QUIET ZONE EVALUATION

This project would advance final design to implement grade crossing improvements at Ravenswood and Oak Grove Avenues needed to establish a quiet zone throughout Menlo Park. The carryover funds represent the balance remaining from the contribution from Springline through the project's development agreement. Future year funds (\$4 million) are shown for construction of the improvements at Ravenswood and Oak Grove Avenues, though the funding source is still uncertain. Staff will continue to look for funding opportunities. Improvements at Glenwood and Encinal Avenues would be completed as time and funding levels allow, and are not yet shown in this five-year plan horizon.



COLEMAN-RINGWOOD AVENUES TRANSPORTATION STUDY

This study is being led by San Mateo County with partnership by the City of Menlo Park. The study area is Coleman Avenue from Willow Road to Ringwood Avenue and Ringwood Avenue from Bay Road to Middlefield Road. The study will develop preferred conceptual designs for Ringwood and Coleman Avenues through a robust community engagement process, including gathering and analyzing data, developing and applying evaluation criteria, and identifying improvements to active transportation, safety and mobility.



EL CAMINO REAL CROSSINGS IMPROVEMENTS

This project is designing and implementing improvements for east-west pedestrian and bicycle connections as identified in the El Camino Real Corridor Study. The project will implement improvements at Ravenswood Avenue. Improvements are under study or design at Roble Avenue, Santa Cruz Avenue, Oak Grove Avenue, and Encinal Avenue. The project is supported by a grant from SMCTA.



HAVEN AVENUE STREETScape IMPROVEMENT

This project provides new bicycle and pedestrian facilities on Haven Avenue, connecting Menlo Park, San Mateo County and Redwood City residents and employees. It provides a direct connection to the San Francisco Bay Trail, functioning as an interim gap closure of the Bay Trail between Bedwell-Bayfront Park and Seaport Avenue, better serving commute and recreational needs. This project is partially funded by grants from SMCTA, Caltrans and the state of California.

Traffic and Transportation



LOCAL ROAD SAFETY PLAN

This project is developing an action plan to implement the City's Vision Zero policy by identifying and prioritizing strategies to improve transportation safety across the City, considering collision data and systemic safety challenges. The project also makes the City eligible for several regional, state, and federal grants.



MIDDLE AVENUE CALTRAIN CROSSING AND STUDY DESIGN AND CONSTRUCTION

This project would provide a grade-separated crossing under the Caltrain railway to create a pedestrian/ bicycle connection near Middle Avenue, between Alma Street near Burgess Park and El Camino Real at the plaza being developed as part of the Middle Plaza at 500 El Camino Real development. The project has completed preliminary design and environmental clearance and is working on securing the needed right of way. Coordination with Caltrain on the project is ongoing as it moves forward into final design. This project is supported by grants from SMCTA, the County of Santa Clara, the One Bay Area Grant program, and a contribution from the federal government as member-designated project by Representative Eshoo.



MIDDLE AVENUE COMPLETE STREET STUDY

This project is implementing the City Council adopted plan to implement traffic calming and bicycle lanes along Middle Avenue, building on recommendations from the Transportation Master Plan. The bicycle lanes will be implemented initially as a pilot in Summer 2023, with final design of raised crosswalks, speed feedback signs, and other elements to follow. The pilot will include community engagement during the pilot. Between El Camino Real and University Drive, Stanford University will implement the bicycle lanes as an environmental mitigation measure (TRA-2.1) for the Middle Plaza (500 El Camino Real) project. This project is partially funded by a grant from SMCTA.



MIDDLEFIELD ROAD/LINFIELD DRIVE AND SANTA MONICA AVENUE CROSSWALK

This project would evaluate and complete engineering design for crossing improvements at the Middlefield Road/Linfield Drive and Santa Monica Avenue intersections to improve bicycle and pedestrian safety at this location. This project effort would include coordination with Menlo Park Fire Protection District for emergency access considerations to Station 1 adjacent to the intersection. This project will be coordinated with Middlefield Road Resurfacing.

Traffic and Transportation



TRAFFIC SIGNAL MODIFICATIONS

This annual project provides funds to upgrade City traffic signals. Funds would be used to replace equipment nearing the end of its useful life, enhance signal phasing and timing, and upgrade existing signals to current standards. The funds provided will generally allow a complete upgrade of a single intersection or upgrades to components of approximately three signals per year. Projects will be prioritized for implementation through the Transportation Master Plan.



TRANSPORTATION PROJECTS (MINOR)

This annual project supports small transportation projects such as minor crosswalk enhancements, bicycle lane gap closures, traffic signal modifications and sign/ striping installations and restores routine maintenance levels for more timely response to resident complaints. Projects will be prioritized for implementation through the Transportation Master Plan. Funding will help address issues identified through initiation of the safe routes to school program.



TRANSIT IMPROVEMENTS

The purpose of this project is to support development of transit options and improvements in Menlo Park. Improvements to bus stop amenities (benches, new signs, schedules and markings to guide shuttle users) will be installed through this project. This project also includes the City's match for the Shuttle Evaluation Study, for which the City was awarded a Caltrans Sustainable Planning Grant. The study will provide a comprehensive evaluation of the City's shuttle system.



WILLOW OAKS BIKE CONNECTOR

This project upgrades the existing pedestrian pathway in Willow Oaks Park to accommodate both bicycles and pedestrians. It will also extend the pathway from Willow Road to Gilbert Avenue and widen the path to ten feet where feasible. Other improvements include adjustments to back flow preventers and storm drainage improvements near Pope Street to reduce water ponding.

Traffic and Transportation



WILLOW ROAD AND NEWBRIDGE STREET BICYCLE AND PEDESTRIAN IMPROVEMENTS

This project would design and implement pedestrian and bicycle improvements on Willow Road between Bayfront Expressway and US 101, including a new pedestrian crossing at O'Brien Drive and Class IV separated bikeways on both sides of the street. This project would follow Caltrans recent work to repave Willow Road and make near-term improvements, including installation of buffered bike lanes and high visibility crosswalks.



WILLOW ROAD TRANSPORTATION STUDY

This project supports ongoing coordination with Caltrans to evaluate and design safety improvements to Willow Road. This includes developing plans for enhanced crosswalks and bicycle lanes as part of a recent maintenance resurfacing of Willow Road and pursuing opportunities to fund additional pedestrian and bicycle safety enhancements of Willow Road.



WILLOW ROAD/U.S. HIGHWAY 101 INTERCHANGE

Construction of the Willow Road/U.S. 101 interchange was completed in mid-2019. As a follow up to the interchange reconstruction, this funding would support the planning and design of landscaping to be installed in the project area. The landscaping design would be closely coordinated with Caltrans, who owns and has responsibility to maintain the majority of the project area; San Mateo County Transportation Authority (funding partner for the interchange construction); and East Palo Alto, since a portion of the interchange located within the boundaries of East Palo Alto.

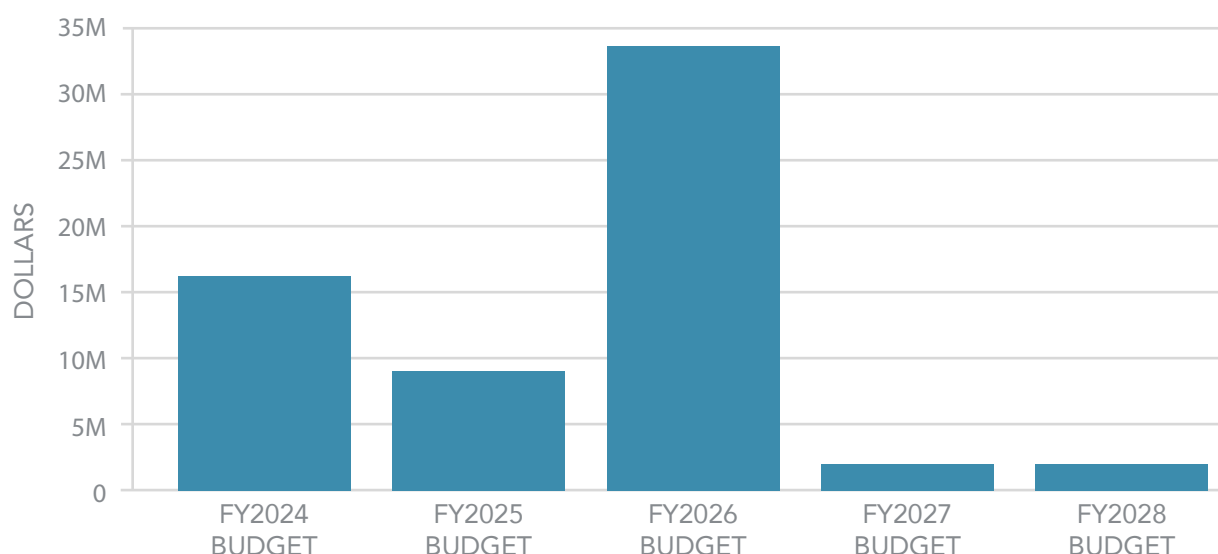
Water

WATER

Water capital projects improve the delivery of safe drinking water to those 4,300 connections served by the City's municipal water service, covering approximately half of the City's residents and businesses. This category of the CIP is supported fully by water ratepayers and capacity charges paid by new connections to the water system. Other possible

funding strategies for these projects include grants, the issuance of water revenue bonds, State low interest loans, as well as the development of benefit assessment districts that can pay for improvements in specific sections of the City where more investment needs have been identified.

WATER CIP EXPENSES
FY2023-24 TO FY2027-28



Fiscal Years 2025 through 2028 are included for illustrative purposes and do not represent a finalized Capital Improvement Plan budget proposal.

WATER CIP EXPENSES BY PROJECT

PROJECT NAME	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET
Water Storage Reservoir Pumps	\$0	\$2,266,000	\$27,000,000	\$0	\$0
Water Main Replacement Project	\$2,594,863	\$2,565,000	\$4,420,000	\$2,000,000	\$2,000,000
Emergency Water Storage/Supply	\$3,299,806	\$3,060,000	\$0	\$0	\$0
Reservoir #2 Roof Replacement	\$3,485,148	\$1,054,823	\$0	\$0	\$0
Automated Water Meter Reading	\$4,160,373	\$0	\$0	\$0	\$0
Fire Flow Capacity Improvement	\$1,692,727	\$0	\$1,779,100	\$0	\$0
Palo Alto Pope Chaucer Interconnection	\$0	\$0	\$344,300	\$0	\$0
Sharon Heights Pump Station VFDs	\$320,000	\$0	\$0	\$0	\$0
Automated Blowoffs Deadends	\$153,000	\$0	\$86,800	\$0	\$0
L Zone 12" Check Valve Hill SFPUC	\$211,000	\$0	\$0	\$0	\$0
Booster Pump	\$0	\$153,000	\$0	\$0	\$0

PROJECT NAME	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET
Calwater Alma Interconnection	\$140,000	\$0	\$0	\$0	\$0
L Zone 10" Check Valve Burgess SFPUC	\$106,000	\$0	\$0	\$0	\$0
Reservoirs #1 & #2 Mixers	\$79,548	\$0	\$0	\$0	\$0
TOTAL	\$16,242,465	\$9,098,823	\$33,630,200	\$2,000,000	\$2,000,000



AUTOMATED BLOW OFFS AT DEAD END LOCATIONS

In the Upper Zone, there are some dead-end locations that have water ages exceeding five days. These locations are also likely to have lower chlorine residuals due to the relatively small demands. This project will install automated blow offs in order to flush these areas and help maintain adequate chlorine residuals.



BOOSTER PUMP STATION

This project will design one or two booster pump stations, in conjunction with a water storage reservoir, to provide sufficient operational, emergency, and fire flow storage needs for the lower and high pressure zones as identified in the Water System Master Plan.



AUTOMATED WATER METER READING

This project will install smart meters that will automatically provide hourly water usage data. It will help detect water leaks, reduce water loss, and improve customer service.



CAL WATER ALMA STREET INTERCONNECTION

This project identified in the Water System Master Plan Capital Improvements will install a metered interconnect between the Menlo Park Water System and Calwater system at Alma St. The project will also replace the water main back to the SFPUC connection near 500 El Camino Real as part of the Middle Avenue Caltrain crossing improvements.

Water



EMERGENCY WATER STORAGE/SUPPLY

The Corporation Yard Well will help meet Menlo Park Municipal Water's goal to provide a total of 3,000 gpm as an alternative water supply for the lower pressure zone. This well will be able to provide up to 1,500 gpm of alternative water supply. Construction is complete, and final permitting by the State Water Resources Control Board is pending. The next step is to continue exploration for siting a second well. Sites are currently under evaluation, which will help meet Menlo Park Municipal Water's goal to provide a total of 3,000 gpm as an alternative water supply for the lower zone.



LOWER ZONE 10" CHECK VALVE AT BURGESS SFPUC TURNOUT

SRI is served directly from the SFPUC Burgess turnout without pressure regulation. Replacing the existing normally closed valve with a check valve would interconnects Lower Zone to SRI if the SFPUC Burgess turnout is out of service. Under normal conditions, the check valve would prevent unregulated high pressure water from flowing into the Lower Zone. The check valve would be installed near the existing normally closed valve between the 10-inch bypass and the Burgess PRV station.



FIRE FLOW CAPACITY IMPROVEMENTS

This project involves the planning, design and implementation of water infrastructure improvements recommended in the Water System Master Plan to address fire flow capacity deficiencies identified throughout the Menlo Park Municipal Water service area.



LOWER ZONE 12" CHECK VALVES FOR HILL AVENUE SFPUC TURNOUT

The High Pressure Zone is served directly from the SFPUC Hill Turnout. Replacing the existing normally closed valves with check valves would Interconnect the Lower Zone and High Pressure Zone if the Hill turnout is out of service. Under normal conditions, the check valve would prevent unregulated high pressure water from flowing into the Lower Zone. Check valves will be installed at the intersections of Del Norte and Terminal Avenue and Del Norte and Market Place.



NEW WATER STORAGE RESERVOIR

This project will design and construct a water storage reservoir, in conjunction with design and construction of booster pump station(s) to provide sufficient operational, emergency, and fire flow storage needs for the lower and high pressure zones as identified in the Water System Master Plan.



RESERVOIR NO. 2 ROOF REPLACEMENT

The project involves the replacement of the roof on Reservoir 2, which is deteriorating and at the end of its life expectancy. The replacement would ensure continued public health protection and system reliability.



PALO ALTO POPE-CHAUCER CONNECTION

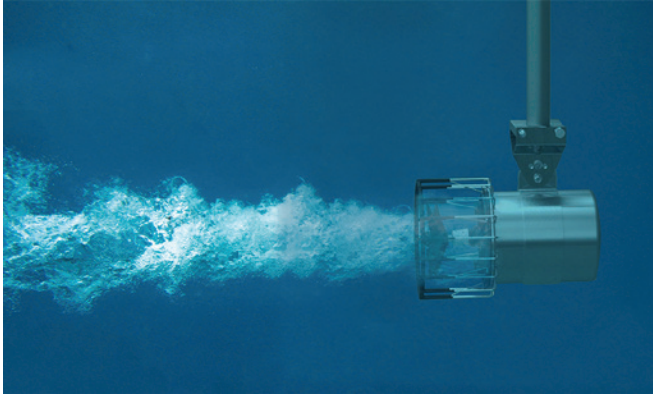
This project identified in the Water System Master Plan Capital Improvements will install a metered interconnect between the Menlo Park Water System and City of Palo Alto Water system at the Pope-Chaucer bridge, set to be reconstructed as part of the San Francisco Creek flood improvements project.



SHARON HEIGHTS PUMP STATION VFDs

This project will equip Sharon Heights Pump Station with variable frequency drives (VFD) to improve pressure management in the Upper Zone during outage of the Sand Hill Reservoirs. Currently, MPMW has constant speed pumps, and in the event of an outage, these pumps would need to turn on and off as many times as needed in order to maintain pressure in the distribution system. Equipping pumps with VFDs would allow for the continuous operation of pumps at lower speeds, helping to keep the operating point closer to the best efficiency point, and also avoid over-pressurizing the distribution system.

Water



RESERVOIRS NO. 1 AND NO. 2 MIXERS

This project funds the purchase and installation of solar-powered mixers for Reservoir #1 and Reservoir #2 to improve water quality.



WATER MAIN REPLACEMENT PROJECT

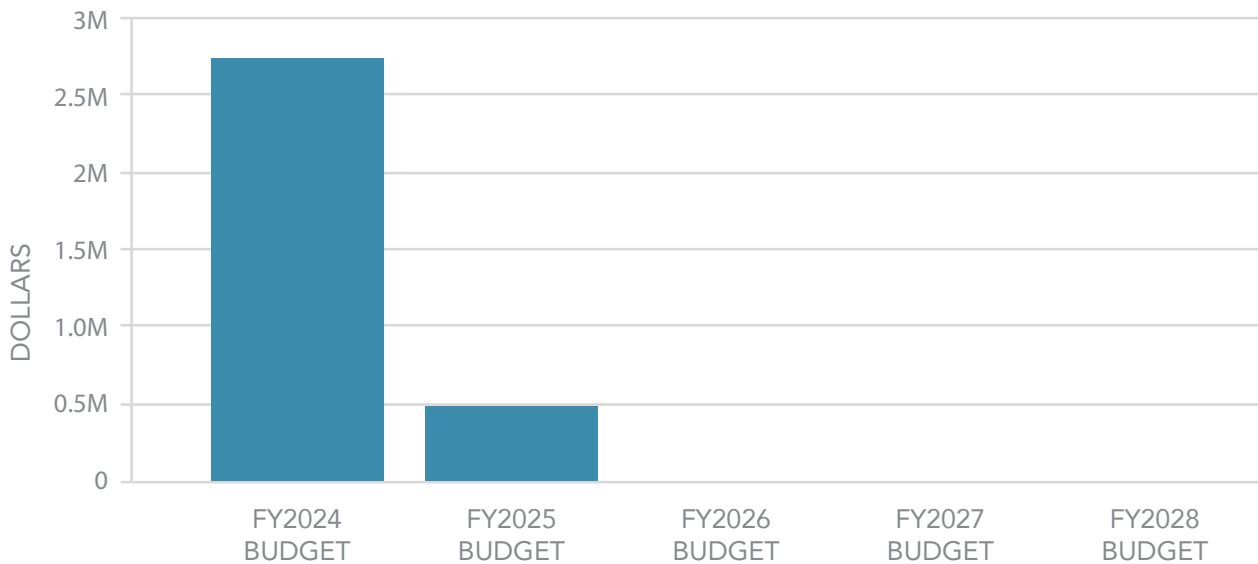
Water main replacement project is an annual ongoing project that focuses on the design and replacement of the City's aging water supply system to ensure continued public health protection and system reliability. Using a condition assessment based on pipe age, material, size and hazards, sections of the water system that are most vulnerable to failure are selected for replacement. The project scheduled for FY22-23 will involve the replacement of approximately 2,100 linear feet of water main situated along Continental Drive, specifically between Monte Rosa Drive and Tioga Drive using High Density Polyethylene (HDPE) pipe. The targeting start date for the construction is the end of 2023.

Environment

ENVIRONMENT

The Environment CIP provides for a variety of projects and programs to further the City's environmental and sustainability initiatives, including those in the City Council adopted Climate Action Plan (CAP) and Zero Waste Plans. This category of the CIP is primarily supported by the General Fund. However, initiatives pertaining to solid waste are funded through refuse rates and tree initiatives are supported by the heritage tree fund.

ENVIRONMENT CIP EXPENSES FY2023-24 TO FY2027-28



Fiscal Years 2025 through 2028 are included for illustrative purposes and do not represent a finalized Capital Improvement Plan budget proposal.

ENVIRONMENT CIP EXPENSES BY PROJECT

PROJECT NAME	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET	2026-27 BUDGET	2027-28 BUDGET
Electric Vehicle Chargers	\$1,350,000	\$0	\$0	\$0	\$0
Urban Forest Master Plan	\$250,000	\$250,000	\$0	\$0	\$0
Smart Irrigation Infrastructure	\$232,500	\$232,500	\$0	\$0	\$0
TOTAL	\$1,832,500	\$482,500	\$0	\$0	\$0

Environment



BURGESS CAMPUS MICROGRID & ELECTRIFICATION

Study financing/incentive options and develop and implement plans to replace gas equipment with electric alternatives for the buildings and facilities at the Burgess Campus (city hall, Arrillaga Family Gymnasium and Recreation Center, Burgess Aquatics Center, Arrillaga Family Gymnastics, Main Library). The Burgess Aquatics Center is the facility with the largest usage of natural gas of any city facility.



ELECTRIC VEHICLE CHARGERS AT CITY FACILITIES

This project installs the necessary infrastructure to electrify the fleet by 2030 to meet CAP goals. Addresses the immediate need for EV chargers for city vehicles in the City Council chambers lot (two Level 2 ports), Police parking area (six low-power Level 3 ports and two battery-integrated fast charging ports) and corporation yard (two Level 2 ports and two battery-integrated fast charging ports). The FY 2023-24 request accounts for approximately \$90,000 in incentives likely available to support this work.



SMART IRRIGATION INFRASTRUCTURE PROJECT

The project will convert 42 manual irrigation sprinklers to advanced wireless smart irrigation system in the city-maintained parks and medians. The new system would include an interactive web portal and leak detection technologies to assist city staff to make efficient decision making and operation management. The new irrigation system is estimated to conserve 30 percent of the current water usage.



URBAN FOREST MASTER PLAN

The Urban Forest Master Plan is a document that will guide urban forestry in Menlo Park to maximize long-term climate, biodiversity and health benefits for the community and to ensure that urban forest management aligns with the City's strategic goals. This plan will highlight existing needs and resources and present recommendations to work toward a shared vision for a robust and equitable urban forest.

Environment



SEA LEVEL RISE RESILIENCY PLAN

The sea level rise resiliency project would fund approximately 3 years (2020 - 2022) of membership dues in OneShoreline, the countywide flood protection and sea level rise resiliency agency, formed as a collaborative effort of San Mateo County and 20 cities in the County. The San Mateo County Sea Level Rise Vulnerability Assessment, completed in March 2018, formed the basis for this agency after finding that sea level rise in 2100 could impact \$34 billion in property on the San Francisco Bay shoreline and coastsides, north of Half Moon Bay in San Mateo County.





APPENDIX

Budget and Capital Improvement Plan Resolution

RESOLUTION NO. 6842

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ADOPTING THE BUDGET AND CAPITAL IMPROVEMENT PLAN FOR FISCAL YEAR 2023–24

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 13, 2023, and the City Council having been fully advised in the matter and good cause appearing therefore.

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 2023-24; however, expenditures in debt service on currently-issued debt, utilities, employee benefits, intergovernmental 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 2023–24 as summarized in Exhibit A and as modified according to majority City Council direction; and
2. Authorize staff to adjust the city manager's proposed budget to incorporate changes in assumptions for the proposed budget, to incorporate changes directed by the City Council at budget adoption, true-up of estimated carry-over appropriations, and other minor clerical errors; and
3. Authorize the City Manager or designee to make payments for services provided to the City in the categories of debt service on currently-issued debt, utilities, employee benefits, intergovernmental 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 2023-24.

I, Judi 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-seventh day of June, 2023, by the following votes:

AYES: Doerr, Nash, Wolosin

NOES: None

ABSENT: Combs, Taylor

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-ninth day of June, 2023.

Judi A. Herren, City Clerk

Resolution No. 6842, Exhibit A

FY 2023-24 BUDGETED FUND BALANCES

	Fiscal Year 2022-23 Forecast	Fiscal Year 2023-24 Budget					
Fund Name and Category	6/30/2023	Rev & TI	Exp & TO	CIP Rev	CIP Exp	Sur/(Def)	6/30/2024
100 General	\$37,351,997	\$75,144,952	\$76,147,993	\$ -	\$ -	(1,003,042)	\$36,348,955
Non-spendable prepaids	446,047						446,047
Project related, encumb	540,643						540,643
Strategic pension funding	2,288,492					Actual %	1,326,164
Emergency (Policy: 15-20%)	1 1,490,466					15%	11,422,199
Economic (Policy: 20-25%)	1 5,320,621					20%	15,229,599
Unassigned	7,265,728						7,384,304
Total Reserve Breakdown	3 7,351,997						36,348,955
One-time, Developer, In-lieu							
111 One-time	2,800,000	1,350,000	-	-	-	1,350,000	4,150,000
258 CRRSA	19,668	-	-	-	-	-	19,668
332 Bayfront Impact	9,354,005	-	-	-	-	-	9,354,005
353 Downtown Public Amenity	2,452,080	10,000	-	-	748,718	(738,718)	1,713,362
369 Community Amenities	9,405,000	24,400,000	-	-	300,000	24,100,000	33,505,000
395 Developer Funded Projects	304,245	750,000	70,000	-	-	-	304,245
397 American Rescue Plan Act	3,735,670	-	3,717,830	-	-	(3,717,830)	17,840
201 EIR Fees	89,684	-	-	-	-	-	89,684
Housing Activity							
221 Housing Special Revenue	6,579,985	1,000	24,000	-	-	(23,000)	6,556,985
222 Below Mrkt Rt Housing Spec Rev	38,946,382	3,096,433	662,542	-	-	2,433,891	41,380,273
223 Federal Revenue Sharing	118,287	500	4,000	-	-	(3,500)	114,787
224 Community Devlpmt Block Grant	1,379,309	1,500	4,000	-	-	(2,500)	1,376,809
364 HUT Repair and Maintenance	793,824	844,369	-	-	1,550,000	(705,631)	88,193
Library & Community Service		2,250,000	2,250,000	-	-	-	-
202 Miscellaneous Trust	155,521	145,000	145,000	-	-	-	155,521
203 Donations - LCS	499,095	295,000	-	-	-	295,000	794,095
204 Maria S Hoffman Donation Senio	266,189	-	-	-	-	-	266,189
251 Big Lift	107,800	295,000	260,109	-	-	34,891	142,691
252 Childcare Food	-	85,000	85,000	-	-	-	-
253 Belle Haven Child Devlpmt Ctr	450,058	2,003,000	2,241,453	-	-	(238,453)	211,605
254 Preschool-QRIS	16,562	12,000	-	-	-	12,000	28,562
256 Recreation In-Lieu	(42,665)	1,488,200	-	725,414	1,650,779	562,835	520,170
304 Menlo Park Community Campus	2,437,448	-	-	7,297,000	9,077,164	(1,780,164)	657,284
305 Diverse Literature LSTA	7,963	20,000	20,000	-	-	-	7,963
334 BCSS Wellness Grant	-	28,785	-	-	-	28,785	28,785

Resolution No. 6842, Exhibit A

	Fiscal Year 2022-23 Forecast	Fiscal Year 2023-24 Budget					
Fund Name and Category	6/30/2023	Rev & TI	Exp & TO	CIP Rev	CIP Exp	Sur/(Def)	6/30/2024
Police Enforcement							
327 Supp Law Enforcement Services	444,980	100,000	100,000	-	-	-	444,980
328 Downtown Parking Permits	4,366,489	-	202,450	-	2,400,000	(2,602,450)	1,764,039
Transportation. Streets, Maint							
211 Heritage Tree	429,936	160,000	-	-	250,000	(90,000)	339,936
213 CalRecycle SB1383 Local Grant	50,108	-	-	-	-	-	50,108
255 Senior Transportation	43,700	-	-	-	-	-	43,700
329 OTS Grant	24,582	70,000	-	-	-	70,000	94,582
351 Transportation Impact Fees	19,209,845	2,250,000	-	7,900,000	14,205,954	(4,055,954)	15,153,891
352 Transportation	852,387	-	-	-	814,335	(814,335)	38,052
354 Storm Drainage Fees	134,479	100,000	100,000	-	-	-	134,479
355 Shuttle Program	123,123	1,004,937	1,126,912	-	-	(121,975)	1,148
356 County Transp Tax (Measure A)	922,187	1,200,000	1,473,532	400,000	804,940	(678,472)	243,715
357 Highway Users (Gas Tax)	3,770,573	980,962	19,692	-	3,394,548	(2,433,278)	1,337,295
358 Landscape/Tree Assessment	788,530	922,542	1,331,006	-	-	(408,464)	380,066
359 Sidewalk Assessment	369,619	332,476	27,050	-	350,000	(44,574)	325,045
360 Measure M	87,724	140,000	140,000	-	-	-	87,724
361 Storm Water Management(NPDES)	291,986	381,102	525,936	-	-	(144,834)	147,152
362 Construction Impact Fee	7,263,752	865,000	88,676	-	3,500,000	(2,723,676)	4,540,076
363 Measure W	1,614,101	550,000	-	-	900,000	(350,000)	1,264,101
365 Landfill Post Closure	8,343,590	970,083	587,161	-	3,707,212	(3,324,290)	5,019,300
375 CA Coastal Consrv Priority Grt	500,000	-	-	500,000	-	500,000	1,000,000
376 Caltrans	426,000	-	-	426,000	-	426,000	852,000
377 California State Parks Dept	798,950	-	-	798,950	-	798,950	1,597,900
368 Bayfront Park Maintenance	395,043	3,000	264,530	-	-	(261,530)	133,513
501 General Capital Improvement	28,554,539	20,000	2,095,695	18,335,987	39,908,474	(23,648,182)	4,906,357
370 Haven Avenue Streetscape Grant	-	-	-	-	-	-	-
396 CA Arrearage Program Water Res	11,314	-	-	-	-	-	11,314
Debt Service							
400 Library GO Bond 1990	(7,097)	12,545	-	-	-	12,545	5,448
401 Measure T GO Bonds	19,815,019	2,375,456	14,975,870	-	-	(12,600,414)	7,214,605
510 Library Addition	(338)	750	-	-	-	750	412
521 SMC Transportation Authority	170,000	-	-	1,470,000	-	1,470,000	1,640,000
Water Activity							
600 Water Capital	21,735,376	2,144,926	329,254	500,000	16,514,202	(14,198,530)	7,536,846
601 Water Operations	32,886,670	12,096,200	1 0,908,430	-	-	1,187,770	34,074,440
610 Solid Waste Service	3,465,093	674,038	444,974	-	-	229,064	3,694,157

Resolution No. 6842, Exhibit A

Fund Name and Category	Fiscal Year 2022-23 Forecast	Fiscal Year 2023-24 Budget					
	6/30/2023	Rev & TI	Exp & TO	CIP Rev	CIP Exp	Sur/(Def)	6/30/2024
Internal Services							
701 Workers' Compensation	56,016	821,538	832,401	-	-	(10,863)	45,153
702 General Liability	272,729	2,259,829	2,259,738	-	-	91	272,820
703 Other Post Employment Benefits	(238,045)	878,486	640,095	-	-	238,391	346
704 IT Internal Service	(308,125)	4,848,420	4,521,587	-	-	326,833	18,708
705 Vehicle Replacement	4,048,858	-	2,189,802	-	-	(2,189,802)	1,859,056

Gann Appropriations Limit Resolution

RESOLUTION NO. 6843

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ADOPTING AN APPROPRIATIONS LIMIT FOR THE CITY OF MENLO PARK FOR THE 2023-24 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 January 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 2023-24 fiscal year has been calculated to be \$78,200,071, 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 13, 2023;

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 2023-24 to be \$78,200,071, as detailed in the calculations set forth in Exhibit A.

I, Judi 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-seventh day of June, 2023, by the following votes:

AYES: Doerr, Nash, Wolosin

NOES: None

ABSENT: Combs, Taylor

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-ninth day of June, 2023.

Judi A. Herren, City Clerk

Resolution No. 6843, Exhibit A

CITY OF MENLO PARK APPROPRIATIONS LIMIT FISCAL YEAR 2023-24

	AMOUNT	SOURCE
A LAST YEAR'S LIMIT	\$ 75,563,220	Prior Year
B ADJUSTMENT FACTORS		
1. Population - City	0.9909	State Department of Finance
2. Inflation	1.0444	State Department of Finance
	1.0349	(B1*B2)
Total Adjustment %	0.0349	(B1*B2-1)
C ANNUAL ADJUSTMENT	\$2,636,851	(B*A)
D THIS YEAR'S LIMIT	\$ 78,200,071	(A+C)
E PROCEEDS OF TAXES SUBJECT TO LIMIT		
Property Tax	36,687,676	2023-24 Proposed Budget
Sales Tax	6,886,302	2023-24 Proposed Budget
Other Taxes	10,500,000	2022-24 Proposed Budget
Special Assessments	1,255,018	2023-24 Proposed Budget
INTEREST ALLOCATION	2,200,000	2023-24 Proposed Budget
TOTAL	\$ 57,528,996	
F AMOUNT UNDER/(OVER) LIMIT	\$ 20,671,075	(D-E)

5-Year General Fund Forecast

GENERAL FUND 5 YEAR FORECAST (FY 2023-24 THRU 2027-28): ASSUMPTIONS

The objectives of the forecast are to demonstrate reserve levels after covering operating and capital project transfers. The forecast is developed as closely as possible to a cash flow projection rather than a full accrual estimate, thus excluding receivables, payables, depreciation, amortization, and certain unrealized gains & losses. The details in this tool are used by management in forecasting receipts (revenues), disbursements (expenses) and cash reserves. The City maintains the accounting system in accordance with Generally Accepted Accounting Principles (GAAP) adopted by the Governmental Accounting Standards Board (GASB). The forecast period (2023-24 thru 2028) uses the proposed budget year 2023-24 as the base.

Revenues:

Property Taxes	4.6%	HdL projection for 5 year secured, unsecured, VLF in lieu property tax, Other taxes are reduced by \$224K admin fee
Sales Taxes	4.0%	MuniServices 5 Year projection
TOT	5.0%	HdL provides TOT audit and reviews forecast, includes citizenM
Utility User Tax	0.0%	Removed from forecast
Excess ERAF	0.0%	Same level as proposed budget, no growth
RPPTF	0.0%	Using recent update from County of San Mateo, same level from proposed budget, no growth
Licenses & Permits	4.0%	Estimated 4% annual growth over proposed budget
Other revenues	3.0%	Includes \$1 million from CERBT for retiree health premiums, projected 3% annual growth
Charges for Services	2.0%	Projected increase in demand for services
Interest Income	-	Reduces based on fund balance
Transfers (over forecast)	\$6,334,830	2024 - ARPA: \$3.7 million Other: landscape, tree, park, solid waste support

Expenditures:

Salaries and Wages	4.0%	Subject to labor negotiations				
Benefits - Non PERS	3.0%	CPI inflation adjustment				
Benefits - PERS (over forecast)	-	Based on most recent CalPERS actuarial report; Misc at -7.2%, Safety at -4% (Suspend UAL for 2025, then reduce)				
		2024	2025	2026	2027	2028
Vacancy factor		10.0%	9.0%	8.0%	7.0%	7.0%
Services, Repairs, etc	3.0%	CPI inflation adjustment				
Operating	3.0%	CPI inflation adjustment				
Transfers (over forecast)	\$10,409,815	CIP \$1 million annual support, \$.44 million for landscape assessment and shuttle program				

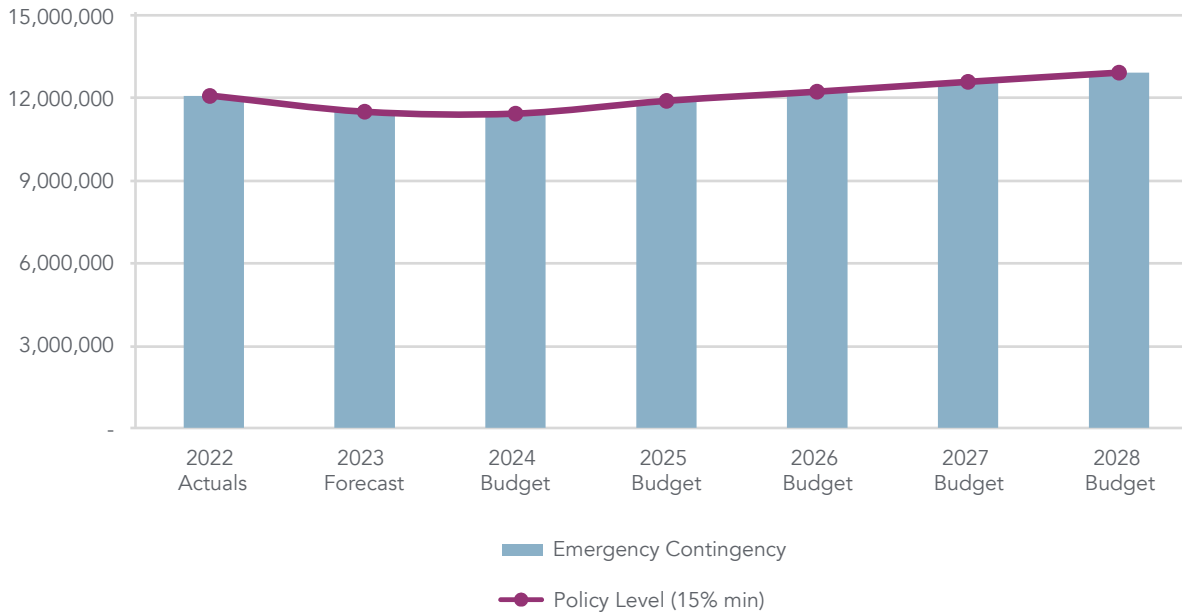
Staffing: FTEs

		2024	2025	2026	2027	2028
General Administration		18.36	18.36	18.36	18.36	18.36
Administrative Services		17.75	17.75	17.75	17.75	17.75
Police		69.50	69.50	69.50	69.50	69.50
Public Works		43.61	43.61	43.61	43.61	43.61
Library & Community Svcs		51.25	51.25	51.25	51.25	51.25
Community Development		33.50	33.50	33.50	33.50	33.50
Total		233.97	233.97	233.97	233.97	233.97

5-Year General Fund Forecast

GENERAL FUND 5 YEAR FORECAST (FY 2022-23 THRU 2027): EMERGENCY & ECONOMIC RESERVES

General Fund: Emergency Contingency Reserve



General Fund: Economic Stabilization Reserve

