



STAFF REPORT

City Council

Meeting Date:

6/24/2025

Staff Report Number:

25-101-CC

Regular Business:

Consider and adopt resolutions for fiscal year 2025-26: adopting budget and capital improvement plan; establishing appropriations limit; amending salary schedule effective July 13, 2025; extending rate assistance program through June 2026; and accept award authority and bid requirements through June 2026

Recommendation

Staff recommends that City Council provide final direction on the city manager's fiscal year 2025-26 proposed budget, adopt the following resolutions, establish award levels and bid requirements:

1. Resolution adopting fiscal year 2025-26 budget and capital improvement plan (CIP) (Attachment A)
2. Resolution establishing the appropriations limit (Attachment B)
3. Resolution amending the salary schedule effective July 13, 2025 (Attachment C)
4. Resolution extending the solid waste and water rate assistance program through June 2026 (Attachment D)
5. Accept award memo for authority and bid requirements through June 2026 (Attachment E)

Policy Issues

The City Council maintains responsibility for all budgetary appropriations. Under §2.08.080(8) of the Menlo Park Municipal Code (MPMC), the city manager has the responsibility "to prepare and submit to the City Council the annual budget." Appropriations for fiscal year 2024-25 lapse June 30, and adoption of the budget and appropriation of funds is necessary before the start of the fiscal year July 1.

Background

Preparation of the annual budget takes place primarily during the months of March through May and is informed by City Council direction, including amendments to the current fiscal year's budget, adoption of budget principles, and adoption of City Council priorities. The proposed budget was published May 28 for consideration by the community and City Council. A budget workshop was held May 29 to provide additional information about the budget and answer questions from the community and a public hearing was held at the June 10 City Council meeting. Materials from the public budget workshop and public hearing are available on the City's website as Attachment F.

Analysis

Staff developed the city manager's proposed fiscal year 2025-26 budget through a collaborative effort consistent with the City Council budget principles. The proposed budget entails a baseline spending plan for 296 full-time equivalent (FTEs) employees, which includes a service level enhancement of three additional

FTEs for non-sworn police personnel. The city manager's budget is publicly presented through the City's OpenGov platform, which facilitates transparency, analysis and discussion (Attachment F).

Feedback received at the June 10 public hearing

The City Council provided feedback on the following topics on June 10:

- Quiet Zone – Confirmed that staff are proceeding with the final stage of design of the Caltrain Quiet Zone project per their direction from the May 13 Capital Improvement Plan (CIP) study session and that the City Council will consider the appropriate funding sources once the design is finalized and the construction contract is ready to go out to bid with a known cost estimate by the end of 2025.
- Vacancies, recruitment and retention – Discussed the timing and process related to implementing improvements; internal comparison of positions, growth opportunities, and exploring a livable wage related to area median income (AMI) and compensation philosophy in the upcoming classification and compensation study; possible ways to improve the hiring process at the manager/department level; and frequency and timing of the employee engagement survey process.
- Capital Improvements – Directed staff to contribute the \$3 million projected surplus to the General CIP Fund in fiscal year 2024-25 and clarifying that funding for specific projects will be brought forward when ready for appropriation.
- Aquatics program – Directed staff to not provide additional funds to the aquatics program and that a broader conversation was needed in the future; requested a comprehensive plan from the operator to address the financial deficit, including a summer marketing plan.
- Strategic Pension Funding Reserve – Clarified that the additional \$1 million payment in the proposed budget is to meet the 15-year amortization schedule to pay off the CalPERS unfunded accrued liability (UAL), rather than CalPERS's standard 20-year amortization schedule, to save on interest payments, and the pros and cons of adding funds to the Strategic Pension Funding Reserve. Additional background information on the Strategic Pension Funding Reserve and the General Fund Reserve Policy is provided in the fiscal year 2024-25 budget amendment item on the June 24 agenda.
- Other topics touched upon include advanced planning for the main library to be considered for a future agenda item.

Additionally, a presentation by the Service Employees' International Union Local 521 (SEIU) was received related to vacancies, recruitment and retention.

Changes incorporated after the June 10 public hearing

The fiscal year 2025-26 proposed budget has been updated to incorporate staff recommendations to adjust the vacancy and turnover factor based on the current vacancy rate and to increase the medical premium budget to account for corrected projections; and the fiscal year 2024-25 fund balance projections have been updated to incorporate City Council direction for a one-time General Fund transfer to the General Capital Improvement Fund. These changes are summarized below.

Vacancy and turnover factor

The vacancy and turnover factor is a budgeting tool that reduces overall personnel costs to reflect current vacancies, upcoming recruitments, and the natural turnover of City staff, while ensuring authorized positions remain properly funded. Staff originally included a 13% vacancy and turnover rate in the proposed budget, but has increased this rate to 14% to more accurately reflect the citywide vacancy rate of 14.59%.

Medical premium budget

Following the June 10 public hearing, staff identified an OpenGov system inputting error that caused the

medical premium budget to not accurately capture the premiums for the second half of the fiscal year (January – June 2026). While staff had entered the data for these months, which are separated because they include a consumer price index adjustment of 2.7% for the new calendar year, the backend of the system did not point to the data correctly. The proposed fiscal year 2025-26 budget includes an additional \$1.77 million of medical premiums into the General Fund and \$0.44 million into other funds. Note that these cost increases are also reflected in adjustments to department budgets and the five-year forecast.

One-time General Fund transfers

At the City Council meeting held June 10, the City Council directed staff to include a one-time transfer of \$3.0 million from the projected fiscal year 2024-25 General Fund surplus to the General Capital Improvement Fund to support capital projects. The five-year CIP includes high priority projects that will need funding, such as the High Voltage Streetlight Conversion project (West Menlo phase recommended for award June 24), Caltrain Quiet Zone, Parking Plaza 8 Resurfacing project, facility, streets, and park improvements, and stormwater system upgrade needs, such as the San Francisquito Creek Joint Powers Authority (SFCJPA) Reach 2 improvements. Planning is also underway to evaluate funding options for projects that will require significant investments in transportation and stormwater infrastructure.

Anticipated budget amendments during fiscal year 2025-26 mid-year budget review

City Council typically conducts a mid-year budget review during the third quarter of each fiscal year, generally in February. Anticipated mid-year budget amendments include funding for capital costs, as described above, and funding for a potential rental assistance program after completing the anti-displacement strategy as part of the Environmental Justice Element work plan. Staff will continue monitoring grant funding and future appropriations authorized by the City Council to include in the mid-year budget amendment.

Revised fund balances through fiscal year 2025-26

For fiscal year 2024-25 year-end, projected fund balances for all funds (Attachment G) have been revised from the June 10 public hearing to incorporate the transfers proposed June 24. In addition, the projected General Fund year-end fund balance, proposed budget and five-year forecast (Attachment H) have been revised to include these changes. The projected year-end fund balance for the General Fund is \$37.3 million compared to the \$40.3 million presented at the public hearing.

For the fiscal year 2025-26 proposed budget, the General Fund has \$78.6 million in revenues and \$79.4 million in expenditures, arriving at a deficit of \$0.8 million. This is a change of \$1.0 million from the proposed budget presented on June 10, which showed a surplus of \$0.2 million. Currently, the proposed budget forecasts through June 30, 2026, an unassigned fund balance of \$8.6 million and both the Emergency Contingency Reserve and Economic Stabilization Reserve maintained at minimum policy levels. The proposed budget incorporates a 14% vacancy and turnover rate, a 10% operating factor to align operating expenses with staff capacity, an additional unfunded accrued liability payment of \$1.0 million, and a shortfall of \$4.3 million for property taxes in lieu of vehicle license fee.

General Fund five-year forecast

The General Fund five-year forecast (Attachment H) has been revised to reflect the updated fiscal year 2024-25 and 2025-26 fund balances resulting from budget amendments approved by City Council and revisions to the proposed budget. The five-year forecast projects that the total fund balance for the General Fund trends downward from \$36.5 million to \$15.1 million and has no surplus over the five-year period. As there is no forecasted budget surplus, the Strategic Pension Funding Reserve is depleted in fiscal year 2026-27 instead of fiscal year 2027-28 as was presented on June 10. The Economic Stabilization Reserve is no longer fully funded beginning fiscal year 2029-30, while the Emergency Contingency Reserve would no longer be fully funded beginning in fiscal year 2027-28. This is a change from June 10, which showed

the Economic Stabilization Reserve fully funded throughout the forecast and the Emergency Contingency Reserve funded for one additional year through 2028-29. There is no unassigned fund balance beginning in fiscal year 2027-28, which is one year earlier than the forecast presented on June 10.

Proposed five-year capital improvement plan

Table 1 below summarizes the proposed new funding requests by topic area, rounded to the nearest \$10,000. There are no changes to the CIP since the June 10 public hearing. The General CIP Fund proposed budget includes approximately \$3.4 million of the new funding requested and receives an annual transfer from the General Fund of approximately \$4.862 million. Since projects take multiple years to implement, the General CIP Fund balance is larger than the annual transfer due to carry-over of prior year transfers. Table 1 below lists the project requests by category and the percentage that is paid from the General CIP Fund.

| Table 1: Summary of capital project requests for fiscal year 2025-26 by category | | | | |
|--|---------------------|---------------------------|--------------------------------|------------------------------|
| Category | Funding requested | Percent of total requests | Amount of General CIP requests | Percent of General CIP funds |
| City buildings and systems | \$2,700,000 | 14% | \$1,820,000 | 53% |
| Environment | \$1,000,000 | 5% | \$1,000,000 | 29% |
| Parks and recreation | \$1,500,000 | 8% | \$0 | 0% |
| Stormwater | \$1,850,000 | 6% | \$250,000 | 7% |
| Streets and sidewalks | \$4,045,000 | 22% | \$375,000 | 11% |
| Traffic and transportation | \$3,281,000 | 18% | \$0 | 0% |
| Water | \$5,100,000 | 27% | \$0 | 0% |
| Total | \$19,476,000 | 100% | \$3,445,000 | 100% |

City Council resolutions

Staff request adoption of the following resolutions before July 1, 2025.

Adoption of the fiscal year 2025-26 budget and CIP (Attachment A)

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

Appropriations limit (Attachment B)

California Government Code sets a limit on appropriations based on a number of factors including the prior limit, population change and cost-of-living adjustment (COLA) changes. This resolution establishes the appropriations limit for fiscal year 2025-26.

Salary schedule amendments (Attachment C)

The salary schedule for permanent and temporary employees is being updated to reflect a three and a half percent (3.5%) general salary increase for the Service Employees’ International Union, Local 521 (SEIU), the SEIU Temporary Employees Unit and the American Federation of State, County and Municipal Employees, Local 829 (AFSCME), pursuant to their current memoranda of understanding. These salary increases are scheduled to become effective at the beginning of the first full pay period following July 1, which is July 13. The salary range for city manager is also being modified to reflect the terms contained in the city manager’s employment agreement. No changes have been made since the June 10 public hearing.

Rate assistance program (Attachment D)

The City established a rate assistance pilot program for solid waste and water utilities in June 2020. This resolution extends the rate assistance program through June 30, 2026. This program is funded with non-rate revenues from the General Fund's unassigned fund balance.

Award authority (Attachment E)

City Council Procedure #21-024-CC establishes award authority and bid requirements and includes an annual adjustment in purchasing limits according to inflation. Based on the identified index, the inflation from 2024 to 2025 results in no increase in the city manager's signature authority, as indicated in the authority memo for fiscal year 2025-26. While the overall limit has not changed, pursuant to the provisions and benefits found in the California Uniform Public Construction Cost Accounting Act (CUPCCAA), which provides public agencies with economic benefits and greater freedom to expedite public works projects, two increases to the bid limit threshold prescribed in Public Contract Code (PCC) 222032 were effective beginning January 1, 2025; specifically:

- Allow projects costing \$0.075 million or less to be performed by employees of a public agency by force account, by negotiated contract, or by purchase order.
- Allow projects costing up to \$0.220 million to be contracted by informal bidding procedures; projects costing over this amount are still subject to the formal bidding process.

These increased limits will expedite delivery of public works projects and reduce bid processing costs. A new resolution adopting the change is not required, but they have been incorporated into the award authority memo and are provided for information purposes.

Impact on City Resources

The total operating expense budget across all funds is \$129.5 million and the new funding for the capital improvement budget is \$19.5 million. The CIP budget has a projected carryover amount of approximately \$60 million for a total CIP budget of \$79.5 million. While the CIP is a five-year plan, only one year budget is adopted at a time. The fiscal year 2025-26 General Fund budget is balanced with the use of \$0.8 million in unassigned fund balance.

Environmental Review

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

Public Notice

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

Attachments

- A. Resolution adopting the fiscal year 2025-26 budget and CIP
- B. Resolution adopting establishing the appropriations limit
- C. Resolution amending the salary schedule effective July 13, 2025
- D. Resolution extending the solid waste and water rate assistance program
- E. Award authority memo for fiscal year 2025-26
- F. Hyperlink – City budget (fiscal year 2025-26 proposed budget and CIP, budget workshop presentation)

and recording): menlopark.gov/budget

G. Fiscal year 2024-25 projected fund balances and fiscal year 2025-26 proposed budgeted fund balances

H. General Fund fiscal year 2024-25 year-end projection, fiscal year 2025-26 proposed budget, and five-year forecast

Report prepared by:

Jared Hansen, Finance and Budget Manager

Report reviewed by:

Brittany Mello, Administrative Services Director

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADOPTING THE BUDGET AND CAPITAL IMPROVEMENT PLAN FOR FISCAL
YEAR 2025–26**

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget document and related written and oral information at the meetings held June 10 and 24, 2025, and the City Council having been fully advised in the matter and good cause appearing therefore; and

WHEREAS, City Council Procedure #21-024-CC, having been replaced by City Council Policy #CC-21-024, requires City Council action to enter into agreements or settle claims with aggregate annual payments in excess of \$93,000 for fiscal year 2025-26; however, expenditures in debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund exceed the annual aggregate of \$93,000 through contractual obligations or public health and safety necessity; and

WHEREAS, appropriations become effective July 1, 2025, and lapse June 30, 2026, with the exception of appropriations for capital improvement projects, multi-year studies, and notice of funding availability for housing. Due to the nature of these projects, which often span multiple fiscal years, unexpended funds are automatically carried forward to the following fiscal year as part of the budget and do not require re-appropriations by the City Council.

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

1. Adopt the budget for the fiscal year 2025-26 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 transfer budget appropriations within funds and between departments, projects, and/or accounts including between personnel and operating expenditures within a single fund to accomplish the purposes as set forth in the budget document to ensure the efficient and effective administration of city services; and
4. Authorize the city manager or designee to make payments for services provided to the City in the categories of debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund, in excess of \$93,000 and up to the budgeted amount in fiscal year 2025-26; and
5. Authorize the city manager or designee, without increasing overall appropriations, to allow spending to exceed an individual line item up to the amount of the overall budget; make adjustments between categories or program budgets within a department or fund; move appropriations between General Fund departments up to one percent (1%) of the General Fund Adopted Budget; and add capital or non-capital projects for emergency repairs that do not increase overall appropriations and are within the City Manager's spending limits.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-fourth day of June, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of June, 2025.

Judi A. Herren, City Clerk

Exhibits:

A. Fiscal year 2025-26 proposed budgeted fund balances

| Fund | Fiscal year 2025-26 proposed budget | | |
|---|-------------------------------------|-----------------|---------------|
| | Revenues | Expenditures | Fund balance |
| 100 - General Fund | \$ 78,563,730 | \$ (79,355,985) | \$ 36,523,476 |
| 111 - Developer Special Revenue Fund | 1,450,000 | (1,000,000) | 4,929,250 |
| 203 - Donations - Library and Community Services | 206,000 | (145,000) | 306,306 |
| 211 - Heritage Tree | 100,000 | 250,000 | 1,124,243 |
| 213 - CalRecycle SB1383 Local Grant | - | (98,232) | (31,228) |
| 221 - Low and Moderate Income Housing | - | (14,000) | 6,774,656 |
| 222 - Below Market Rate Housing | 698,613 | (764,890) | 38,215,683 |
| 223 - Housing Federal Revenue Sharing | - | (4,000) | 115,647 |
| 224 - Community Development Block Grant | - | (4,000) | 1,397,368 |
| 252 - Childcare Food | 60,000 | (155,000) | (115,200) |
| 253 - Belle Haven Child Development Center | 1,568,000 | (2,333,390) | (925,519) |
| 254 - Preschool Quality Rating and Improvement System (QRIS) | 14,000 | (12,000) | 1,353 |
| 256 - Recreation In-Lieu | 440,000 | - | 542,070 |
| 258 - Coronavirus Response and Relief Supplemental Appropriations (CRRSA) | - | - | 178,149 |
| 259 - Community Summer Enrichment Grant | - | - | 10,826 |
| 304 - Belle Haven Community Campus | - | - | (272,094) |
| 326 - Narcotic Seizure Fund | - | - | 68,727 |
| 327 - Supplemental Law Enforcement Services Fund | 100,000 | (100,000) | 399,075 |
| 328 - Downtown Parking Permits | - | (1,674,520) | 2,347,749 |
| 329 - Office of Traffic Safety Grant (OTS) | 70,000 | - | 60,581 |
| 331 - Alcoholic Beverage Control Grant (ABC) | - | - | 3,090 |
| 332 - Bayfront Mitigation Fund | - | (1,837,500) | 6,615,005 |
| 334 - Board of State and Community Corrections Wellness Grant (BCSS) | 28,785 | - | 29,143 |
| 350 - Environmental Justice Program Implementation Fund | - | (250,000) | 750,000 |
| 351 - Transportation Impact Fees | 3,535,000 | (1,973,000) | 11,271,019 |
| 352 - Transportation Fund | - | - | 470,450 |
| 353 - Downtown Public Amenity Fund | - | - | 2,003,919 |
| 354 - Storm Drainage Fees | 30,000 | (65,000) | 146,317 |
| 355 - Shuttle Program | 1,109,126 | (1,267,896) | (35,763) |
| 356 - Measure A - San Mateo County Transportation Authority | 1,480,000 | (1,724,840) | 731,436 |
| 357 - Highway Users Tax (Gas Tax) | 990,861 | (441,138) | 3,764,006 |
| 358 - Landscape/Tree Assessment | 1,181,150 | (1,175,761) | 820,298 |
| 359 - Sidewalk Assessment | 342,451 | (351,650) | 687,974 |
| 360 - Measure M - City/County Association of Governments of San Mateo County | 142,000 | (142,000) | 23,789 |
| 361 - Stormwater Management - National Pollutant Discharge Elimination System (NPDES) | 375,100 | (471,525) | 329,519 |
| 362 - Construction Impact Fee Fund | 850,000 | (693,132) | 7,954,966 |
| 363 - Measure W - San Mateo County Transportation Authority | 550,000 | (1,040,000) | 1,337,447 |
| 364 - Road Maintenance and Rehabilitation (SB1) | 924,763 | (700,000) | 943,052 |
| 365 - Landfill Post-Closure | 1,000,000 | (2,313,967) | 5,869,508 |
| 368 - Bayfront Park Maintenance | - | - | 8,080 |
| 369 - In-lieu Payment for Community Amenities | - | (100,000) | 35,210,000 |
| 394 - Communitywide Electrification Efforts | 2,250,000 | (4,340,000) | 54,056 |
| 396 - California State Water Resource Board Arrearage Program | - | - | 174,290 |
| 401 - Measure T - Menlo Park GO Bonds | 2,185,248 | (2,618,564) | 6,088,989 |

| Fiscal year 2025-26 proposed budget | | | |
|---|--------------------|----------------------|--------------------|
| Fund | Revenues | Expenditures | Fund balance |
| 501 - General Capital Improvement Fund | 7,887,864 | (5,315,412) | 24,080,383 |
| 600 - Menlo Park Municipal Water Capital Fund | 2,811,861 | (5,643,012) | 27,718,347 |
| 601 - Menlo Park Municipal Water Operations Fund | 13,649,935 | (12,060,768) | 32,945,102 |
| 602 - Menlo Park Municipal Water Capacity Fund | 150,000 | - | 378,337 |
| 610 - Solid Waste Service | 665,000 | (617,373) | 4,179,306 |
| 701 - Workers' Compensation Internal Service Fund | 1,054,800 | (1,054,800) | (332,850) |
| 702 - General Liability Insurance Internal Service Fund | 2,392,569 | (2,392,569) | (163,940) |
| 703 - Other Post Employment Benefits Internal Service Fund | 895,000 | (895,000) | 125,720 |
| 704 - Information Technology Internal Service Fund | 5,997,187 | (5,527,066) | 2,214,261 |
| 705 - Vehicle Replacement Internal Service Fund | 1,260,041 | (3,610,041) | 1,397,470 |
| 830 - Successor Agency to the Menlo Park Community Development Agency | 4,903,250 | (4,964,500) | (18,454,259) |
| Total for All Funds | 141,912,334 | (148,997,531) | 250,989,583 |

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADOPTING AN APPROPRIATIONS LIMIT FOR THE CITY OF MENLO PARK
FOR THE 2025-26 FISCAL YEAR PURSUANT TO ARTICLE XIII B OF THE
CALIFORNIA CONSTITUTION**

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

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

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

WHEREAS, in accordance with applicable law, the appropriation limit for the City of Menlo Park for the 2025-26 fiscal year has been calculated to be \$86,471,711 using such revisions and recalculations; and

WHEREAS, Government Code §7910 provides that documentation used in the determination of the appropriations limit shall be available to the public at least 15 days before such meeting, and such documentation was made available to the public on the City's website by June 9, 2025;

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 2025-26 to be \$86,471,711 as detailed in the calculations set forth in Exhibit A.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-fourth day of June, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of June, 2025.

Judi A. Herren, City Clerk

Exhibits

A. Appropriations limit for fiscal year 2025-26

**CITY OF MENLO PARK
APPROPRIATIONS LIMIT
FISCAL YEAR 2025-26**

| | <u>AMOUNT</u> | <u>SOURCE</u> |
|--|----------------------|-----------------------------|
| A. PRIOR YEAR APPROPRIATIONS LIMIT | \$ 81,525,202 | Prior Year |
| B. ADJUSTMENT FACTORS | | |
| 1. Population Change | 0.9965 | State Department of Finance |
| 2. Cost of Living | 1.0644 | State Department of Finance |
| 3. Combined Adjustment Factor | 1.0607 | (B1*B2) |
| Total Adjustment % | 0.0607 | (B3-1) |
| C. ANNUAL ADJUSTMENT | \$ 4,946,509 | (B*A) |
| D. APPROPRIATIONS LIMIT - CURRENT YEAR | \$ 86,471,711 | (A+C) |
| E. PROCEEDS OF TAXES SUBJECT TO LIMITATION | | |
| Property Tax | 38,430,379 | 2025-26 Proposed Budget |
| Sales and Use Tax | 6,474,000 | 2025-26 Proposed Budget |
| Business License Tax | 2,013,650 | 2025-26 Proposed Budget |
| Transient Occupancy Tax | 15,469,749 | 2025-26 Proposed Budget |
| Special Assessments | 2,528,548 | 2025-26 Proposed Budget |
| Interest Allocation | 1,223,416 | 2025-26 Proposed Budget |
| | \$ 66,139,742 | |
| F. AMOUNT UNDER/(OVER) LIMIT | \$ 20,331,969 | (D-E) |

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING THE SALARY SCHEDULE EFFECTIVE JULY 13, 2025**

WHEREAS, pursuant to the Personnel System Rules, the city manager prepared a compensation plan; and

WHEREAS, the salary schedule is being updated in accordance with the Memorandum of Understanding between the Service Employees' International Union, Local 521, and the City of Menlo Park, dated July 11, 2023, through June 30, 2026, which provides a three and one-half percent (3.5%) pay rate increase effective the beginning of the first full pay period following July 1, 2025; and,

WHEREAS, the salary schedule is being updated in accordance with the Memorandum of Understanding between the Service Employees' International Union, Local 521, Temporary Employees Unit, and the City of Menlo Park, dated Oct. 26, 2008, through Oct. 22, 2011, which provides for a corresponding wage adjustment as outlined in the MOU for employees in the permanent SEIU unit; and,

WHEREAS, the salary schedule is being updated in accordance with the Memorandum of Understanding between the American Federation of State, County and Municipal Employees, Local 829, and the City of Menlo Park, dated Nov. 14, 2023, through June 30, 2026, which provides a three and one-half percent (3.5%) pay rate increase effective the beginning of the first full pay period following July 1, 2025; and,

WHEREAS, May 21, 2024, the City Council approved the first amendment to the employment agreement with Justin Murphy for city manager services, and the salary range is being modified to reflect the terms contained in the agreement, effective the beginning of the first full pay period following July 1, 2025.

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

BE IT FURTHER RESOLVED that any previous enacted compensation provisions contained in Resolution No. 6953 shall be superseded by this resolution.

BE IT FURTHER RESOLVED that the changes contained herein on Exhibit A and incorporated herein on Exhibit B shall be effective July 13, 2025.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-fourth day of June, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of June, 2025.

Judi A. Herren, City Clerk

Exhibits:

- A. Proposed salary schedule amendments
- B. Salary schedule effective July 13, 2025

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| Accountant I | 92,352 | 96,070 | 101,819 | 106,910 | 112,255 |
| Accountant I | \$ 95,584 | \$ 100,364 | \$ 105,383 | \$ 110,652 | \$ 116,184 |
| Accountant II | 99,840 | 104,832 | 110,074 | 115,578 | 121,357 |
| Accountant II | \$ 103,334 | \$ 108,501 | \$ 113,927 | \$ 119,623 | \$ 125,604 |
| Accounting Assistant I | 64,897 | 68,142 | 71,549 | 75,126 | 78,882 |
| Accounting Assistant I | \$ 67,168 | \$ 70,527 | \$ 74,053 | \$ 77,755 | \$ 81,643 |
| Accounting Assistant II | 69,889 | 73,383 | 77,052 | 80,905 | 84,950 |
| Accounting Assistant II | \$ 72,335 | \$ 75,951 | \$ 79,749 | \$ 83,737 | \$ 87,923 |
| Administrative Assistant | 70,376 | 73,895 | 77,590 | 81,470 | 85,543 |
| Administrative Assistant | \$ 72,839 | \$ 76,481 | \$ 80,306 | \$ 84,321 | \$ 88,537 |
| Assistant Engineer | 112,235 | 117,847 | 123,739 | 129,926 | 136,422 |
| Assistant Engineer | \$ 116,163 | \$ 121,972 | \$ 128,070 | \$ 134,473 | \$ 141,197 |
| Assistant Planner | 99,579 | 104,558 | 109,786 | 115,275 | 121,039 |
| Assistant Planner | \$ 103,064 | \$ 108,218 | \$ 113,629 | \$ 119,310 | \$ 125,275 |
| Assistant Transportation Planner | 99,579 | 104,558 | 109,786 | 115,275 | 121,039 |
| Assistant Transportation Planner | \$ 103,064 | \$ 108,218 | \$ 113,629 | \$ 119,310 | \$ 125,275 |
| Associate Civil Engineer | 124,706 | 130,941 | 137,488 | 144,362 | 151,580 |
| Associate Civil Engineer | \$ 129,071 | \$ 135,524 | \$ 142,300 | \$ 149,415 | \$ 156,885 |
| Associate Engineer | 118,470 | 124,393 | 130,613 | 137,144 | 144,001 |
| Associate Engineer | \$ 122,616 | \$ 128,747 | \$ 135,184 | \$ 141,944 | \$ 149,041 |
| Associate Planner | 110,643 | 116,175 | 121,984 | 128,083 | 134,487 |
| Associate Planner | \$ 114,516 | \$ 120,241 | \$ 126,253 | \$ 132,566 | \$ 139,194 |
| Associate Transportation Engineer | 130,942 | 137,489 | 144,363 | 151,581 | 159,160 |
| Associate Transportation Engineer | \$ 135,525 | \$ 142,301 | \$ 149,416 | \$ 156,886 | \$ 164,731 |
| Associate Transportation Planner | 110,643 | 116,175 | 121,984 | 128,083 | 134,487 |
| Associate Transportation Planner | \$ 114,516 | \$ 120,241 | \$ 126,253 | \$ 132,566 | \$ 139,194 |
| Building Custodian | 65,010 | 68,261 | 71,674 | 75,258 | 79,021 |
| Building Custodian | \$ 67,285 | \$ 70,650 | \$ 74,183 | \$ 77,892 | \$ 81,787 |
| Building Inspector I | 95,170 | 99,929 | 104,925 | 110,171 | 115,680 |
| Building Inspector I | \$ 98,501 | \$ 103,427 | \$ 108,597 | \$ 114,027 | \$ 119,729 |
| Building Inspector II | 105,744 | 111,031 | 116,583 | 122,412 | 128,533 |
| Building Inspector II | \$ 109,445 | \$ 114,917 | \$ 120,663 | \$ 126,696 | \$ 133,032 |
| Business Manager | 114,974 | 120,723 | 126,759 | 133,097 | 139,752 |
| Business Manager | \$ 118,998 | \$ 124,948 | \$ 131,196 | \$ 137,755 | \$ 144,643 |
| Chief Water Operator | 106,774 | 112,112 | 117,718 | 123,604 | 129,784 |
| Chief Water Operator | \$ 110,511 | \$ 116,036 | \$ 121,838 | \$ 127,930 | \$ 134,327 |
| Child Care Teacher I | 58,331 | 61,248 | 64,310 | 67,525 | 70,901 |
| Child Care Teacher I | \$ 60,373 | \$ 63,392 | \$ 66,561 | \$ 69,888 | \$ 73,383 |
| Child Care Teacher II | 64,163 | 67,371 | 70,740 | 74,277 | 77,991 |
| Child Care Teacher II | \$ 66,409 | \$ 69,729 | \$ 73,216 | \$ 76,877 | \$ 80,721 |
| Child Care Teacher's Aide | 42,775 | 44,914 | 47,160 | 49,518 | 51,994 |
| Child Care Teacher's Aide | \$ 44,272 | \$ 46,486 | \$ 48,811 | \$ 51,251 | \$ 53,814 |
| City Arborist | 111,758 | 117,346 | 123,213 | 129,374 | 136,843 |
| City Arborist | \$ 115,670 | \$ 121,453 | \$ 127,526 | \$ 133,902 | \$ 140,597 |
| City Manager | 215,745 | | Open Range | | 316,500 |
| City Manager | \$ 215,745 | | Open Range | | \$ 324,000 |
| Code Enforcement Officer | 89,882 | 94,376 | 99,095 | 104,050 | 109,253 |
| Code Enforcement Officer | \$ 93,028 | \$ 97,679 | \$ 102,563 | \$ 107,692 | \$ 113,077 |
| Communications and Records Manager | 135,724 | 142,510 | 149,636 | 157,117 | 164,973 |
| Communications and Records Manager | \$ 140,474 | \$ 147,498 | \$ 154,873 | \$ 162,616 | \$ 170,747 |
| Communications Dispatcher | 96,348 | 101,165 | 106,223 | 111,534 | 117,111 |
| Communications Dispatcher | \$ 99,720 | \$ 104,706 | \$ 109,941 | \$ 115,438 | \$ 121,210 |
| Communications Training Dispatcher | 101,165 | 106,223 | 111,534 | 117,111 | 122,967 |
| Communications Training Dispatcher | \$ 104,706 | \$ 109,941 | \$ 115,438 | \$ 121,210 | \$ 127,271 |
| Community Development Technician | 77,450 | 81,323 | 85,389 | 89,658 | 94,141 |
| Community Development Technician | \$ 80,161 | \$ 84,169 | \$ 88,378 | \$ 92,796 | \$ 97,436 |
| Community Service Officer | 74,001 | 77,701 | 81,586 | 85,665 | 89,948 |
| Community Service Officer | \$ 76,591 | \$ 80,421 | \$ 84,442 | \$ 88,663 | \$ 93,096 |
| Construction Inspector I | 89,882 | 94,376 | 99,095 | 104,050 | 109,253 |
| Construction Inspector I | \$ 93,028 | \$ 97,679 | \$ 102,563 | \$ 107,692 | \$ 113,077 |
| Construction Inspector II | 100,457 | 105,480 | 110,754 | 116,292 | 122,107 |
| Construction Inspector II | \$ 103,973 | \$ 109,172 | \$ 114,630 | \$ 120,362 | \$ 126,381 |
| Contracts Specialist | 78,145 | 82,052 | 86,155 | 90,463 | 94,986 |
| Contracts Specialist | \$ 80,880 | \$ 84,924 | \$ 89,170 | \$ 93,629 | \$ 98,311 |
| Custodial Services Supervisor | 74,757 | 78,495 | 82,420 | 86,541 | 90,868 |
| Custodial Services Supervisor | \$ 77,374 | \$ 81,242 | \$ 85,305 | \$ 89,570 | \$ 94,048 |
| Deputy City Clerk | 82,693 | 86,828 | 91,169 | 95,727 | 100,513 |
| Deputy City Clerk | \$ 85,587 | \$ 89,867 | \$ 94,360 | \$ 99,077 | \$ 104,031 |
| Emergency Preparedness Coordinator | 113,889 | 119,583 | 125,562 | 131,840 | 138,432 |
| Emergency Preparedness Coordinator | \$ 117,875 | \$ 123,768 | \$ 129,957 | \$ 136,454 | \$ 143,277 |
| Engineering Technician I | 82,742 | 86,879 | 91,223 | 95,784 | 100,573 |
| Engineering Technician I | \$ 85,638 | \$ 89,920 | \$ 94,416 | \$ 99,136 | \$ 104,093 |
| Engineering Technician II | 91,935 | 96,532 | 101,359 | 106,427 | 111,748 |
| Engineering Technician II | \$ 95,153 | \$ 99,911 | \$ 104,907 | \$ 110,152 | \$ 115,659 |
| Enterprise Applications Administrator | 130,599 | 137,128 | 143,985 | 151,184 | 158,743 |
| Enterprise Applications Administrator | \$ 135,169 | \$ 141,928 | \$ 149,024 | \$ 156,476 | \$ 164,299 |
| Enterprise Applications Support Specialist I | 98,464 | 103,387 | 108,556 | 113,984 | 119,683 |
| Enterprise Applications Support Specialist I | \$ 101,910 | \$ 107,006 | \$ 112,355 | \$ 117,973 | \$ 123,872 |
| Enterprise Applications Support Specialist II | 109,651 | 115,134 | 120,891 | 126,936 | 133,283 |
| Enterprise Applications Support Specialist II | \$ 113,489 | \$ 119,164 | \$ 125,122 | \$ 131,379 | \$ 137,948 |
| Equipment Mechanic | 83,070 | 87,223 | 91,584 | 96,163 | 100,971 |
| Equipment Mechanic | \$ 85,977 | \$ 90,276 | \$ 94,789 | \$ 99,529 | \$ 104,505 |
| Executive Assistant | 80,933 | 84,980 | 89,229 | 93,690 | 98,375 |
| Executive Assistant | \$ 83,766 | \$ 87,954 | \$ 92,352 | \$ 96,969 | \$ 101,818 |
| Executive Assistant to the City Manager | 89,684 | 94,168 | 98,877 | 103,821 | 109,012 |
| Executive Assistant to the City Manager | \$ 92,823 | \$ 97,464 | \$ 102,337 | \$ 107,454 | \$ 112,827 |

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| Facilities Maintenance Technician I | 68,622 | 72,053 | 75,656 | 79,439 | 83,411 |
| Facilities Maintenance Technician I | \$ 71,024 | \$ 74,575 | \$ 78,304 | \$ 82,219 | \$ 86,330 |
| Facilities Maintenance Technician II | 75,846 | 79,638 | 83,620 | 87,801 | 92,191 |
| Facilities Maintenance Technician II | \$ 78,501 | \$ 82,425 | \$ 86,547 | \$ 90,874 | \$ 95,418 |
| GIS Analyst I | 96,226 | 101,037 | 106,089 | 111,393 | 116,963 |
| GIS Analyst I | \$ 99,594 | \$ 104,573 | \$ 109,802 | \$ 115,292 | \$ 121,057 |
| GIS Analyst II | 110,333 | 115,850 | 121,642 | 127,725 | 134,111 |
| GIS Analyst II | \$ 114,195 | \$ 119,905 | \$ 125,900 | \$ 132,195 | \$ 138,805 |
| Gymnastics Instructor | 46,665 | 48,998 | 51,448 | 54,020 | 56,721 |
| Gymnastics Instructor | \$ 48,298 | \$ 50,713 | \$ 53,249 | \$ 55,911 | \$ 58,706 |
| Human Resources Technician I | 73,782 | 77,471 | 81,345 | 85,412 | 89,682 |
| Human Resources Technician I | \$ 76,364 | \$ 80,182 | \$ 84,192 | \$ 88,401 | \$ 92,821 |
| Human Resources Technician II | 81,160 | 85,218 | 89,479 | 93,953 | 98,651 |
| Human Resources Technician II | \$ 84,001 | \$ 88,201 | \$ 92,611 | \$ 97,241 | \$ 102,103 |
| Information Technology Specialist I | 80,562 | 84,590 | 88,819 | 93,260 | 97,923 |
| Information Technology Specialist I | \$ 83,382 | \$ 87,551 | \$ 91,928 | \$ 96,524 | \$ 101,350 |
| Information Technology Specialist II | 89,513 | 93,980 | 98,668 | 103,622 | 108,893 |
| Information Technology Specialist II | \$ 92,646 | \$ 97,279 | \$ 102,142 | \$ 107,249 | \$ 112,611 |
| Junior Engineer | 90,411 | 94,932 | 99,679 | 104,663 | 109,896 |
| Junior Engineer | \$ 93,575 | \$ 98,255 | \$ 103,168 | \$ 108,326 | \$ 113,742 |
| Junior Network & Systems Administrator | 111,648 | 117,230 | 123,092 | 129,247 | 135,709 |
| Junior Network & Systems Administrator | \$ 115,556 | \$ 121,333 | \$ 127,400 | \$ 133,771 | \$ 140,459 |
| Librarian I | 79,553 | 83,531 | 87,708 | 92,093 | 96,698 |
| Librarian I | \$ 82,337 | \$ 86,455 | \$ 90,778 | \$ 95,316 | \$ 100,082 |
| Librarian II | 88,393 | 92,813 | 97,454 | 102,327 | 107,443 |
| Librarian II | \$ 91,487 | \$ 96,061 | \$ 100,865 | \$ 105,908 | \$ 111,204 |
| Library and Community Services Supervisor | 101,251 | 106,313 | 111,629 | 117,210 | 123,071 |
| Library and Community Services Supervisor | \$ 104,794 | \$ 110,034 | \$ 115,536 | \$ 121,313 | \$ 127,378 |
| Library Assistant I | 61,876 | 64,970 | 68,218 | 71,629 | 75,210 |
| Library Assistant I | \$ 64,042 | \$ 67,244 | \$ 70,606 | \$ 74,136 | \$ 77,842 |
| Library Assistant II | 66,295 | 69,610 | 73,090 | 76,745 | 80,582 |
| Library Assistant II | \$ 68,615 | \$ 72,046 | \$ 75,648 | \$ 79,431 | \$ 83,402 |
| Library Assistant III | 72,924 | 76,570 | 80,399 | 84,419 | 88,640 |
| Library Assistant III | \$ 75,476 | \$ 79,250 | \$ 83,213 | \$ 87,374 | \$ 91,742 |
| Literacy Program Manager | 89,716 | 94,202 | 98,912 | 103,857 | 109,050 |
| Literacy Program Manager | \$ 92,856 | \$ 97,499 | \$ 102,374 | \$ 107,492 | \$ 112,867 |
| Maintenance Worker I | 66,817 | 70,158 | 73,666 | 77,349 | 81,216 |
| Maintenance Worker I | \$ 69,156 | \$ 72,614 | \$ 76,244 | \$ 80,056 | \$ 84,059 |
| Maintenance Worker II | 72,234 | 75,846 | 79,638 | 83,620 | 87,801 |
| Maintenance Worker II | \$ 74,762 | \$ 78,501 | \$ 82,425 | \$ 86,547 | \$ 90,874 |
| Management Analyst I | 99,982 | 104,981 | 110,232 | 115,743 | 121,531 |
| Management Analyst I | \$ 103,482 | \$ 108,656 | \$ 114,090 | \$ 119,794 | \$ 125,784 |
| Management Analyst I - Confidential | 100,603 | 105,633 | 110,916 | 116,462 | 122,285 |
| Management Analyst I - Confidential | \$ 104,124 | \$ 109,331 | \$ 114,798 | \$ 120,538 | \$ 126,565 |
| Management Analyst II | 114,974 | 120,723 | 126,759 | 133,097 | 139,752 |
| Management Analyst II | \$ 118,998 | \$ 124,948 | \$ 131,196 | \$ 137,755 | \$ 144,643 |
| Network Administrator | 137,354 | 144,221 | 151,432 | 159,004 | 166,954 |
| Network Administrator | \$ 142,161 | \$ 149,269 | \$ 156,732 | \$ 164,569 | \$ 172,798 |
| Nutrition Services Coordinator | 78,257 | 82,169 | 86,278 | 90,592 | 95,121 |
| Nutrition Services Coordinator | \$ 80,996 | \$ 85,045 | \$ 89,298 | \$ 93,763 | \$ 98,451 |
| Office Assistant | 59,820 | 62,811 | 65,952 | 69,250 | 72,712 |
| Office Assistant | \$ 61,914 | \$ 65,009 | \$ 68,260 | \$ 71,674 | \$ 75,257 |
| Parking Enforcement Officer | 64,751 | 67,989 | 71,388 | 74,957 | 78,705 |
| Parking Enforcement Officer | \$ 67,017 | \$ 70,369 | \$ 73,887 | \$ 77,580 | \$ 81,460 |
| Permit Manager | 128,029 | 134,431 | 141,152 | 148,210 | 155,620 |
| Permit Manager | \$ 132,510 | \$ 139,136 | \$ 146,093 | \$ 153,397 | \$ 161,067 |
| Permit Technician | 77,450 | 81,323 | 85,389 | 89,658 | 94,141 |
| Permit Technician | \$ 80,161 | \$ 84,169 | \$ 88,378 | \$ 92,796 | \$ 97,436 |
| Plan Check Engineer | 124,706 | 130,941 | 137,488 | 144,362 | 151,580 |
| Plan Check Engineer | \$ 129,071 | \$ 135,524 | \$ 142,300 | \$ 149,415 | \$ 156,885 |
| Planning Technician | 88,515 | 92,941 | 97,588 | 102,467 | 107,590 |
| Planning Technician | \$ 91,613 | \$ 96,194 | \$ 101,004 | \$ 106,053 | \$ 111,356 |
| Police Records Specialist | 70,558 | 74,086 | 77,790 | 81,679 | 85,763 |
| Police Records Specialist | \$ 73,028 | \$ 76,679 | \$ 80,513 | \$ 84,538 | \$ 88,765 |
| Principal Planner | 133,596 | 140,275 | 147,289 | 154,654 | 162,386 |
| Principal Planner | \$ 138,272 | \$ 145,185 | \$ 152,444 | \$ 160,067 | \$ 168,070 |
| Program Aide/Driver | 42,226 | 44,337 | 46,554 | 48,882 | 51,326 |
| Program Aide/Driver | \$ 43,704 | \$ 45,889 | \$ 48,183 | \$ 50,593 | \$ 53,122 |
| Program Assistant | 58,060 | 60,963 | 64,011 | 67,212 | 70,573 |
| Program Assistant | \$ 60,092 | \$ 63,097 | \$ 66,251 | \$ 69,564 | \$ 73,043 |
| Project Manager | 114,265 | 119,978 | 125,977 | 132,276 | 138,890 |
| Project Manager | \$ 118,264 | \$ 124,177 | \$ 130,386 | \$ 136,906 | \$ 143,751 |
| Property and Court Specialist | 74,086 | 77,790 | 81,680 | 85,764 | 90,052 |
| Property and Court Specialist | \$ 76,679 | \$ 80,513 | \$ 84,539 | \$ 88,766 | \$ 93,204 |
| Public Works Supervisor - Facilities | 117,080 | 122,934 | 129,081 | 135,535 | 142,311 |
| Public Works Supervisor - Facilities | \$ 121,178 | \$ 127,237 | \$ 133,599 | \$ 140,278 | \$ 147,292 |
| Public Works Supervisor - Fleet | 114,419 | 120,140 | 126,147 | 132,454 | 139,077 |
| Public Works Supervisor - Fleet | \$ 118,424 | \$ 124,345 | \$ 130,562 | \$ 137,090 | \$ 143,945 |
| Public Works Supervisor - Parks | 106,436 | 111,758 | 117,346 | 123,213 | 129,374 |
| Public Works Supervisor - Parks | \$ 110,162 | \$ 115,670 | \$ 121,453 | \$ 127,526 | \$ 133,902 |
| Public Works Supervisor - Streets | 106,436 | 111,758 | 117,346 | 123,213 | 129,374 |
| Public Works Supervisor - Streets | \$ 110,162 | \$ 115,670 | \$ 121,453 | \$ 127,526 | \$ 133,902 |
| Public Works Supervisor - Trees | 106,436 | 111,758 | 117,346 | 123,213 | 129,374 |
| Public Works Supervisor - Trees | \$ 110,162 | \$ 115,670 | \$ 121,453 | \$ 127,526 | \$ 133,902 |
| Recreation Coordinator | 78,257 | 82,169 | 86,278 | 90,592 | 95,121 |
| Recreation Coordinator | \$ 80,996 | \$ 85,045 | \$ 89,298 | \$ 93,763 | \$ 98,451 |

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| Revenue and Claims Manager | 111,899 | 117,494 | 123,369 | 129,537 | 136,014 |
| Revenue and Claims Manager | \$ 115,816 | \$ 121,606 | \$ 127,687 | \$ 134,071 | \$ 140,775 |
| Senior Accountant | 116,872 | 122,716 | 128,852 | 135,294 | 142,069 |
| Senior Accountant | \$ 120,963 | \$ 127,011 | \$ 133,362 | \$ 140,030 | \$ 147,031 |
| Senior Accounting Assistant | 77,377 | 81,246 | 85,308 | 89,573 | 94,052 |
| Senior Accounting Assistant | \$ 80,085 | \$ 84,090 | \$ 88,294 | \$ 92,708 | \$ 97,344 |
| Senior Building Inspector | 119,833 | 125,824 | 132,116 | 138,721 | 145,657 |
| Senior Building Inspector | \$ 124,027 | \$ 130,228 | \$ 136,740 | \$ 143,577 | \$ 150,755 |
| Senior Civil Engineer | 152,065 | 159,668 | 167,652 | 176,034 | 184,836 |
| Senior Civil Engineer | \$ 157,387 | \$ 165,257 | \$ 173,520 | \$ 182,196 | \$ 191,305 |
| Senior Communications Dispatcher | 107,910 | 113,305 | 118,970 | 124,918 | 131,164 |
| Senior Communications Dispatcher | \$ 111,687 | \$ 117,271 | \$ 123,134 | \$ 129,290 | \$ 135,755 |
| Senior Construction Inspector | 111,142 | 116,699 | 122,534 | 128,660 | 135,093 |
| Senior Construction Inspector | \$ 115,032 | \$ 120,783 | \$ 126,822 | \$ 133,163 | \$ 139,822 |
| Senior Engineering Technician | 98,830 | 103,772 | 108,961 | 114,409 | 120,129 |
| Senior Engineering Technician | \$ 102,289 | \$ 107,404 | \$ 112,775 | \$ 118,413 | \$ 124,334 |
| Senior Equipment Mechanic | 92,099 | 96,704 | 101,539 | 106,616 | 111,947 |
| Senior Equipment Mechanic | \$ 95,322 | \$ 100,089 | \$ 105,093 | \$ 110,348 | \$ 115,865 |
| Senior Facilities Maintenance Technician | 83,070 | 87,223 | 91,584 | 96,163 | 100,971 |
| Senior Facilities Maintenance Technician | \$ 85,977 | \$ 90,276 | \$ 94,789 | \$ 99,529 | \$ 104,505 |
| Senior GIS Analyst | 123,843 | 130,036 | 136,537 | 143,364 | 150,532 |
| Senior GIS Analyst | \$ 128,178 | \$ 134,587 | \$ 141,316 | \$ 148,382 | \$ 155,801 |
| Senior Human Resources Technician | 89,276 | 93,740 | 98,427 | 103,348 | 108,516 |
| Senior Human Resources Technician | \$ 92,401 | \$ 97,021 | \$ 101,872 | \$ 106,965 | \$ 112,314 |
| Senior Library Assistant | 79,890 | 83,884 | 88,079 | 92,482 | 97,107 |
| Senior Library Assistant | \$ 82,686 | \$ 86,820 | \$ 91,161 | \$ 95,719 | \$ 100,505 |
| Senior Maintenance Worker | 83,070 | 87,223 | 91,584 | 96,163 | 100,971 |
| Senior Maintenance Worker | \$ 85,977 | \$ 90,276 | \$ 94,789 | \$ 99,529 | \$ 104,505 |
| Senior Management Analyst | 129,346 | 135,813 | 142,604 | 149,734 | 157,221 |
| Senior Management Analyst | \$ 133,873 | \$ 140,567 | \$ 147,595 | \$ 154,975 | \$ 162,723 |
| Senior Office Assistant | 63,339 | 66,506 | 69,831 | 73,323 | 76,989 |
| Senior Office Assistant | \$ 65,556 | \$ 68,834 | \$ 72,275 | \$ 75,889 | \$ 79,684 |
| Senior Planner | 121,707 | 127,792 | 134,182 | 140,891 | 147,936 |
| Senior Planner | \$ 125,967 | \$ 132,265 | \$ 138,878 | \$ 145,822 | \$ 153,114 |
| Senior Police Records Specialist | 74,086 | 77,790 | 81,680 | 85,764 | 90,052 |
| Senior Police Records Specialist | \$ 76,679 | \$ 80,513 | \$ 84,539 | \$ 88,766 | \$ 93,204 |
| Senior Program Assistant | 70,376 | 73,895 | 77,590 | 81,470 | 85,543 |
| Senior Program Assistant | \$ 72,839 | \$ 76,481 | \$ 80,306 | \$ 84,321 | \$ 88,537 |
| Senior Project Manager | 129,346 | 135,813 | 142,604 | 149,734 | 157,221 |
| Senior Project Manager | \$ 133,873 | \$ 140,567 | \$ 147,595 | \$ 154,975 | \$ 162,723 |
| Senior Sustainability Specialist | 94,269 | 98,982 | 103,931 | 109,128 | 114,584 |
| Senior Sustainability Specialist | \$ 97,568 | \$ 102,446 | \$ 107,569 | \$ 112,947 | \$ 118,594 |
| Senior Transportation Engineer | 152,065 | 159,668 | 167,652 | 176,034 | 184,836 |
| Senior Transportation Engineer | \$ 157,387 | \$ 165,257 | \$ 173,520 | \$ 182,196 | \$ 191,305 |
| Senior Transportation Planner | 121,707 | 127,792 | 134,182 | 140,891 | 147,936 |
| Senior Transportation Planner | \$ 125,967 | \$ 132,265 | \$ 138,878 | \$ 145,822 | \$ 153,114 |
| Senior Water System Operator | 84,891 | 89,136 | 93,593 | 98,273 | 103,187 |
| Senior Water System Operator | \$ 87,862 | \$ 92,256 | \$ 96,869 | \$ 101,713 | \$ 106,799 |
| Sustainability Specialist | 79,086 | 83,085 | 88,184 | 92,593 | 97,223 |
| Sustainability Specialist | \$ 82,786 | \$ 86,924 | \$ 91,270 | \$ 95,834 | \$ 100,626 |
| Systems Administrator | 130,599 | 137,128 | 143,985 | 151,184 | 158,743 |
| Systems Administrator | \$ 135,169 | \$ 141,928 | \$ 149,024 | \$ 156,476 | \$ 164,299 |
| Transportation Demand Management Coordinator | 102,345 | 107,462 | 112,835 | 118,477 | 124,401 |
| Transportation Demand Management Coordinator | \$ 105,927 | \$ 111,223 | \$ 116,784 | \$ 122,624 | \$ 128,755 |
| Water Quality Specialist | 88,751 | 93,189 | 97,848 | 102,740 | 107,877 |
| Water Quality Specialist | \$ 91,857 | \$ 96,451 | \$ 101,273 | \$ 106,336 | \$ 111,653 |
| Water System Operator I | 69,457 | 72,930 | 76,577 | 80,406 | 84,426 |
| Water System Operator I | \$ 71,888 | \$ 75,483 | \$ 79,257 | \$ 83,220 | \$ 87,381 |
| Water System Operator II | 77,174 | 81,033 | 85,085 | 89,339 | 93,806 |
| Water System Operator II | \$ 79,875 | \$ 83,869 | \$ 88,063 | \$ 92,466 | \$ 97,089 |

City of Menlo Park
PROPOSED Temporary Employee Salary Schedule
Effective 7/13/25

| Position Title | Minimum | | Maximum |
|--------------------------------------|---------------------|------------|---------------------|
| Communications Dispatcher - Per Diem | \$ 61.93 | Open Range | \$ 61.93 |
| Communications Dispatcher - Per Diem | \$ 64.10 | Open Range | \$ 64.10 |
| Intern | \$ 19.56 | Open Range | \$ 23.90 |
| Intern | \$ 20.24 | Open Range | \$ 24.74 |
| Library Clerk | \$ 19.88 | Open Range | \$ 23.94 |
| Library Clerk | \$ 20.58 | Open Range | \$ 24.78 |
| Library Page | \$ 17.10 | Open Range | \$ 17.68 |
| Library Page | \$ 17.70 | Open Range | \$ 18.30 |
| Maintenance Aide | \$ 20.91 | Open Range | \$ 23.00 |
| Maintenance Aide | \$ 21.64 | Open Range | \$ 23.80 |
| Maintenance Worker | \$ 32.12 | Open Range | \$ 39.05 |
| Maintenance Worker | \$ 33.25 | Open Range | \$ 40.41 |
| Office Assistant | \$ 28.76 | Open Range | \$ 34.96 |
| Office Assistant | \$ 29.77 | Open Range | \$ 36.18 |
| Recreation Leader | \$ 17.10 | Open Range | \$ 17.68 |
| Recreation Leader | \$ 17.70 | Open Range | \$ 18.30 |
| Recreation Specialist | \$ 18.64 | Open Range | \$ 22.24 |
| Recreation Specialist | \$ 19.29 | Open Range | \$ 23.02 |
| Senior Recreation Leader | \$ 17.42 | Open Range | \$ 20.79 |
| Senior Recreation Leader | \$ 18.03 | Open Range | \$ 21.51 |

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|---|------------------|------------|-------------|------------|------------------|
| Accountant I | \$ 95,584 | \$ 100,364 | \$ 105,383 | \$ 110,652 | \$ 116,184 |
| Accountant II | \$ 103,334 | \$ 108,501 | \$ 113,927 | \$ 119,623 | \$ 125,604 |
| Accounting Assistant I | \$ 67,168 | \$ 70,527 | \$ 74,053 | \$ 77,755 | \$ 81,643 |
| Accounting Assistant II | \$ 72,335 | \$ 75,951 | \$ 79,749 | \$ 83,737 | \$ 87,923 |
| Administrative Assistant | \$ 72,839 | \$ 76,481 | \$ 80,306 | \$ 84,321 | \$ 88,537 |
| Administrative Services Director | \$ 197,733 | | Open Range | | \$ 266,939 |
| Assistant Administrative Services Director | \$ 158,186 | | Open Range | | \$ 213,551 |
| Assistant City Manager | \$ 217,506 | | Open Range | | \$ 293,633 |
| Assistant Community Development Director | \$ 158,186 | | Open Range | | \$ 213,551 |
| Assistant Engineer | \$ 116,163 | \$ 121,972 | \$ 128,070 | \$ 134,473 | \$ 141,197 |
| Assistant Library and Community Services Director | \$ 158,186 | | Open Range | | \$ 213,551 |
| Assistant Planner | \$ 103,064 | \$ 108,218 | \$ 113,629 | \$ 119,310 | \$ 125,275 |
| Assistant Public Works Director | \$ 158,186 | | Open Range | | \$ 213,551 |
| Assistant Public Works Director - Engineering | \$ 158,186 | | Open Range | | \$ 213,551 |
| Assistant Public Works Director - Maintenance | \$ 158,186 | | Open Range | | \$ 213,551 |
| Assistant Public Works Director - Transportation | \$ 158,186 | | Open Range | | \$ 213,551 |
| Assistant to the City Manager | \$ 138,413 | | Open Range | | \$ 186,857 |
| Assistant to the City Manager / City Clerk | \$ 138,413 | | Open Range | | \$ 186,857 |
| Assistant Transportation Planner | \$ 103,064 | \$ 108,218 | \$ 113,629 | \$ 119,310 | \$ 125,275 |
| Associate Civil Engineer | \$ 129,071 | \$ 135,524 | \$ 142,300 | \$ 149,415 | \$ 156,885 |
| Associate Engineer | \$ 122,616 | \$ 128,747 | \$ 135,184 | \$ 141,944 | \$ 149,041 |
| Associate Planner | \$ 114,516 | \$ 120,241 | \$ 126,253 | \$ 132,566 | \$ 139,194 |
| Associate Transportation Engineer | \$ 135,525 | \$ 142,301 | \$ 149,416 | \$ 156,886 | \$ 164,731 |
| Associate Transportation Planner | \$ 114,516 | \$ 120,241 | \$ 126,253 | \$ 132,566 | \$ 139,194 |
| Building Custodian | \$ 67,285 | \$ 70,650 | \$ 74,183 | \$ 77,892 | \$ 81,787 |
| Building Inspector I | \$ 98,501 | \$ 103,427 | \$ 108,597 | \$ 114,027 | \$ 119,729 |
| Building Inspector II | \$ 109,445 | \$ 114,917 | \$ 120,663 | \$ 126,696 | \$ 133,032 |
| Building Official | \$ 148,299 | | Open Range | | \$ 200,204 |
| Business Manager | \$ 118,998 | \$ 124,948 | \$ 131,196 | \$ 137,755 | \$ 144,643 |
| Chief Water Operator | \$ 110,511 | \$ 116,036 | \$ 121,838 | \$ 127,930 | \$ 134,327 |
| Child Care Teacher I | \$ 60,373 | \$ 63,392 | \$ 66,561 | \$ 69,888 | \$ 73,383 |
| Child Care Teacher II | \$ 66,409 | \$ 69,729 | \$ 73,216 | \$ 76,877 | \$ 80,721 |
| Child Care Teacher's Aide | \$ 44,272 | \$ 46,486 | \$ 48,811 | \$ 51,251 | \$ 53,814 |
| City Arborist | \$ 115,670 | \$ 121,453 | \$ 127,526 | \$ 133,902 | \$ 140,597 |
| City Clerk | \$ 138,413 | | Open Range | | \$ 186,857 |
| City Councilmember* | n/a | | Annual Rate | | \$ 11,400 |
| City Manager | \$ 215,745 | | Open Range | | \$ 324,000 |
| Code Enforcement Officer | \$ 93,028 | \$ 97,679 | \$ 102,563 | \$ 107,692 | \$ 113,077 |
| Communications and Records Manager | \$ 140,474 | \$ 147,498 | \$ 154,873 | \$ 162,616 | \$ 170,747 |
| Communications Dispatcher | \$ 99,720 | \$ 104,706 | \$ 109,941 | \$ 115,438 | \$ 121,210 |
| Communications Training Dispatcher | \$ 104,706 | \$ 109,941 | \$ 115,438 | \$ 121,210 | \$ 127,271 |
| Community Development Director | \$ 197,733 | | Open Range | | \$ 266,939 |
| Community Development Technician | \$ 80,161 | \$ 84,169 | \$ 88,378 | \$ 92,796 | \$ 97,436 |
| Community Service Officer | \$ 76,591 | \$ 80,421 | \$ 84,442 | \$ 88,663 | \$ 93,096 |
| Construction Inspector I | \$ 93,028 | \$ 97,679 | \$ 102,563 | \$ 107,692 | \$ 113,077 |
| Construction Inspector II | \$ 103,973 | \$ 109,172 | \$ 114,630 | \$ 120,362 | \$ 126,381 |
| Contracts Specialist | \$ 80,880 | \$ 84,924 | \$ 89,170 | \$ 93,629 | \$ 98,311 |
| Custodial Services Supervisor | \$ 77,374 | \$ 81,242 | \$ 85,305 | \$ 89,570 | \$ 94,048 |
| Deputy City Clerk | \$ 85,587 | \$ 89,867 | \$ 94,360 | \$ 99,077 | \$ 104,031 |
| Deputy City Manager | \$ 197,733 | | Open Range | | \$ 266,939 |
| Deputy Community Development Director - Housing | \$ 148,299 | | Open Range | | \$ 200,204 |
| Economic Development Manager | \$ 138,413 | | Open Range | | \$ 186,857 |
| Emergency Preparedness Coordinator | \$ 117,875 | \$ 123,768 | \$ 129,957 | \$ 136,454 | \$ 143,277 |
| Engineering Services Manager | \$ 148,299 | | Open Range | | \$ 200,204 |
| Engineering Technician I | \$ 85,638 | \$ 89,920 | \$ 94,416 | \$ 99,136 | \$ 104,093 |
| Engineering Technician II | \$ 95,153 | \$ 99,911 | \$ 104,907 | \$ 110,152 | \$ 115,659 |
| Enterprise Applications Administrator | \$ 135,169 | \$ 141,928 | \$ 149,024 | \$ 156,476 | \$ 164,299 |
| Enterprise Applications Support Specialist I | \$ 101,910 | \$ 107,006 | \$ 112,355 | \$ 117,973 | \$ 123,872 |
| Enterprise Applications Support Specialist II | \$ 113,489 | \$ 119,164 | \$ 125,122 | \$ 131,379 | \$ 137,948 |
| Equipment Mechanic | \$ 85,977 | \$ 90,276 | \$ 94,789 | \$ 99,529 | \$ 104,505 |
| Executive Assistant | \$ 83,766 | \$ 87,954 | \$ 92,352 | \$ 96,969 | \$ 101,818 |
| Executive Assistant to the City Manager | \$ 92,823 | \$ 97,464 | \$ 102,337 | \$ 107,454 | \$ 112,827 |
| Extra Help Retired Annuitant | \$ 31,200 | | Open Range | | \$ 249,600 |
| Facilities Maintenance Technician I | \$ 71,024 | \$ 74,575 | \$ 78,304 | \$ 82,219 | \$ 86,330 |
| Facilities Maintenance Technician II | \$ 78,501 | \$ 82,425 | \$ 86,547 | \$ 90,874 | \$ 95,418 |
| Finance and Budget Manager | \$ 148,299 | | Open Range | | \$ 200,204 |
| Finance Director | \$ 197,733 | | Open Range | | \$ 266,939 |
| GIS Analyst I | \$ 99,594 | \$ 104,573 | \$ 109,802 | \$ 115,292 | \$ 121,057 |
| GIS Analyst II | \$ 114,195 | \$ 119,905 | \$ 125,900 | \$ 132,195 | \$ 138,805 |
| Gymnastics Instructor | \$ 48,298 | \$ 50,713 | \$ 53,249 | \$ 55,911 | \$ 58,706 |
| Housing & Economic Development Manager | \$ 138,413 | | Open Range | | \$ 186,857 |
| Housing Manager | \$ 138,413 | | Open Range | | \$ 186,857 |
| Human Resources Director | \$ 197,733 | | Open Range | | \$ 266,939 |
| Human Resources Manager | \$ 148,299 | | Open Range | | \$ 200,204 |
| Human Resources Technician I | \$ 76,364 | \$ 80,182 | \$ 84,192 | \$ 88,401 | \$ 92,821 |
| Human Resources Technician II | \$ 84,001 | \$ 88,201 | \$ 92,611 | \$ 97,241 | \$ 102,103 |
| Information Technology Manager | \$ 148,299 | | Open Range | | \$ 200,204 |
| Information Technology Specialist I | \$ 83,382 | \$ 87,551 | \$ 91,928 | \$ 96,524 | \$ 101,350 |
| Information Technology Specialist II | \$ 92,646 | \$ 97,279 | \$ 102,142 | \$ 107,249 | \$ 112,611 |
| Internal Services Manager | \$ 148,299 | | Open Range | | \$ 200,204 |
| Junior Engineer | \$ 93,575 | \$ 98,255 | \$ 103,168 | \$ 108,326 | \$ 113,742 |
| Junior Network & Systems Administrator | \$ 115,556 | \$ 121,333 | \$ 127,400 | \$ 133,771 | \$ 140,459 |

City of Menlo Park
Salary Schedule - Effective 7/13/2025

| Classification Title | Minimum (Step A) | Step B | Step C | Step D | Maximum (Step E) |
|--|------------------|-------------|------------|------------|------------------|
| Librarian I | \$ 82,337 | \$ 86,455 | \$ 90,778 | \$ 95,316 | \$ 100,082 |
| Librarian II | \$ 91,487 | \$ 96,061 | \$ 100,865 | \$ 105,908 | \$ 111,204 |
| Library and Community Services Director | \$ 197,733 | Open Range | | \$ 266,939 | |
| Library and Community Services Manager | \$ 148,299 | Open Range | | \$ 200,204 | |
| Library and Community Services Supervisor | \$ 104,794 | \$ 110,034 | \$ 115,536 | \$ 121,313 | \$ 127,378 |
| Library Assistant I | \$ 64,042 | \$ 67,244 | \$ 70,606 | \$ 74,136 | \$ 77,842 |
| Library Assistant II | \$ 68,615 | \$ 72,046 | \$ 75,648 | \$ 79,431 | \$ 83,402 |
| Library Assistant III | \$ 75,476 | \$ 79,250 | \$ 83,213 | \$ 87,374 | \$ 91,742 |
| Literacy Program Manager | \$ 92,856 | \$ 97,499 | \$ 102,374 | \$ 107,492 | \$ 112,867 |
| Maintenance Worker I | \$ 69,156 | \$ 72,614 | \$ 76,244 | \$ 80,056 | \$ 84,059 |
| Maintenance Worker II | \$ 74,762 | \$ 78,501 | \$ 82,425 | \$ 86,547 | \$ 90,874 |
| Management Analyst I | \$ 103,482 | \$ 108,656 | \$ 114,090 | \$ 119,794 | \$ 125,784 |
| Management Analyst I - Confidential | \$ 104,124 | \$ 109,331 | \$ 114,798 | \$ 120,538 | \$ 126,565 |
| Management Analyst II | \$ 118,998 | \$ 124,948 | \$ 131,196 | \$ 137,755 | \$ 144,643 |
| Network Administrator | \$ 142,161 | \$ 149,269 | \$ 156,732 | \$ 164,569 | \$ 172,798 |
| Nutrition Services Coordinator | \$ 80,996 | \$ 85,045 | \$ 89,298 | \$ 93,763 | \$ 98,451 |
| Office Assistant | \$ 61,914 | \$ 65,009 | \$ 68,260 | \$ 71,674 | \$ 75,257 |
| Parking Enforcement Officer | \$ 67,017 | \$ 70,369 | \$ 73,887 | \$ 77,580 | \$ 81,460 |
| Permit Manager | \$ 132,510 | \$ 139,136 | \$ 146,093 | \$ 153,397 | \$ 161,067 |
| Permit Technician | \$ 80,161 | \$ 84,169 | \$ 88,378 | \$ 92,796 | \$ 97,436 |
| Plan Check Engineer | \$ 129,071 | \$ 135,524 | \$ 142,300 | \$ 149,415 | \$ 156,885 |
| Planning Commissioner* | n/a | Annual Rate | | \$ 2,400 | |
| Planning Manager | \$ 148,299 | Open Range | | \$ 200,204 | |
| Planning Technician | \$ 91,613 | \$ 96,194 | \$ 101,004 | \$ 106,053 | \$ 111,356 |
| Police Chief | \$ 217,506 | Open Range | | \$ 293,633 | |
| Police Commander | \$ 197,733 | Open Range | | \$ 266,939 | |
| Police Corporal (2080 hours) | \$ 131,394 | \$ 137,964 | \$ 144,862 | \$ 152,105 | \$ 159,710 |
| Police Corporal (2184 hours) | \$ 137,964 | \$ 144,862 | \$ 152,105 | \$ 159,710 | \$ 167,696 |
| Police Officer (2080 hours)† | \$ 122,086 | \$ 128,190 | \$ 134,600 | \$ 141,330 | \$ 148,397 |
| Police Officer (2184 hours)† | \$ 128,190 | \$ 134,599 | \$ 141,330 | \$ 148,396 | \$ 155,817 |
| Police Records Specialist | \$ 73,028 | \$ 76,679 | \$ 80,513 | \$ 84,538 | \$ 88,765 |
| Police Recruit | n/a | Hourly Rate | | \$ 94,180 | |
| Police Sergeant (2080 hours) | \$ 151,103 | \$ 158,658 | \$ 166,591 | \$ 174,921 | \$ 183,667 |
| Police Sergeant (2184 hours) | \$ 158,658 | \$ 166,591 | \$ 174,920 | \$ 183,667 | \$ 192,850 |
| Principal Planner | \$ 138,272 | \$ 145,185 | \$ 152,444 | \$ 160,067 | \$ 168,070 |
| Program Aide/Driver | \$ 43,704 | \$ 45,889 | \$ 48,183 | \$ 50,593 | \$ 53,122 |
| Program Assistant | \$ 60,092 | \$ 63,097 | \$ 66,251 | \$ 69,564 | \$ 73,043 |
| Project Manager | \$ 118,264 | \$ 124,177 | \$ 130,386 | \$ 136,906 | \$ 143,751 |
| Property and Court Specialist | \$ 76,679 | \$ 80,513 | \$ 84,539 | \$ 88,766 | \$ 93,204 |
| Public Engagement Manager | \$ 148,299 | Open Range | | \$ 200,204 | |
| Public Works Director | \$ 197,733 | Open Range | | \$ 266,939 | |
| Public Works Superintendent | \$ 148,299 | Open Range | | \$ 200,204 | |
| Public Works Supervisor - Facilities | \$ 121,178 | \$ 127,237 | \$ 133,599 | \$ 140,278 | \$ 147,292 |
| Public Works Supervisor - Fleet | \$ 118,424 | \$ 124,345 | \$ 130,562 | \$ 137,090 | \$ 143,945 |
| Public Works Supervisor - Parks | \$ 110,162 | \$ 115,670 | \$ 121,453 | \$ 127,526 | \$ 133,902 |
| Public Works Supervisor - Streets | \$ 110,162 | \$ 115,670 | \$ 121,453 | \$ 127,526 | \$ 133,902 |
| Public Works Supervisor - Trees | \$ 110,162 | \$ 115,670 | \$ 121,453 | \$ 127,526 | \$ 133,902 |
| Recreation Coordinator | \$ 80,996 | \$ 85,045 | \$ 89,298 | \$ 93,763 | \$ 98,451 |
| Revenue and Claims Manager | \$ 115,816 | \$ 121,606 | \$ 127,687 | \$ 134,071 | \$ 140,775 |
| Senior Accountant | \$ 120,963 | \$ 127,011 | \$ 133,362 | \$ 140,030 | \$ 147,031 |
| Senior Accounting Assistant | \$ 80,085 | \$ 84,090 | \$ 88,294 | \$ 92,708 | \$ 97,344 |
| Senior Building Inspector | \$ 124,027 | \$ 130,228 | \$ 136,740 | \$ 143,577 | \$ 150,755 |
| Senior Civil Engineer | \$ 157,387 | \$ 165,257 | \$ 173,520 | \$ 182,196 | \$ 191,305 |
| Senior Communications Dispatcher | \$ 111,687 | \$ 117,271 | \$ 123,134 | \$ 129,290 | \$ 135,755 |
| Senior Construction Inspector | \$ 115,032 | \$ 120,783 | \$ 126,822 | \$ 133,163 | \$ 139,822 |
| Senior Engineering Technician | \$ 102,289 | \$ 107,404 | \$ 112,775 | \$ 118,413 | \$ 124,334 |
| Senior Equipment Mechanic | \$ 95,322 | \$ 100,089 | \$ 105,093 | \$ 110,348 | \$ 115,865 |
| Senior Facilities Maintenance Technician | \$ 85,977 | \$ 90,276 | \$ 94,789 | \$ 99,529 | \$ 104,505 |
| Senior GIS Analyst | \$ 128,178 | \$ 134,587 | \$ 141,316 | \$ 148,382 | \$ 155,801 |
| Senior Human Resources Technician | \$ 92,401 | \$ 97,021 | \$ 101,872 | \$ 106,965 | \$ 112,314 |
| Senior Library Assistant | \$ 82,686 | \$ 86,820 | \$ 91,161 | \$ 95,719 | \$ 100,505 |
| Senior Maintenance Worker | \$ 85,977 | \$ 90,276 | \$ 94,789 | \$ 99,529 | \$ 104,505 |
| Senior Management Analyst | \$ 133,873 | \$ 140,567 | \$ 147,595 | \$ 154,975 | \$ 162,723 |
| Senior Office Assistant | \$ 65,556 | \$ 68,834 | \$ 72,275 | \$ 75,889 | \$ 79,684 |
| Senior Planner | \$ 125,967 | \$ 132,265 | \$ 138,878 | \$ 145,822 | \$ 153,114 |
| Senior Police Records Specialist | \$ 76,679 | \$ 80,513 | \$ 84,539 | \$ 88,766 | \$ 93,204 |
| Senior Program Assistant | \$ 72,839 | \$ 76,481 | \$ 80,306 | \$ 84,321 | \$ 88,537 |
| Senior Project Manager | \$ 133,873 | \$ 140,567 | \$ 147,595 | \$ 154,975 | \$ 162,723 |
| Senior Sustainability Specialist | \$ 97,568 | \$ 102,446 | \$ 107,569 | \$ 112,947 | \$ 118,594 |
| Senior Transportation Engineer | \$ 157,387 | \$ 165,257 | \$ 173,520 | \$ 182,196 | \$ 191,305 |
| Senior Transportation Planner | \$ 125,967 | \$ 132,265 | \$ 138,878 | \$ 145,822 | \$ 153,114 |
| Senior Water System Operator | \$ 87,862 | \$ 92,256 | \$ 96,869 | \$ 101,713 | \$ 106,799 |
| Sustainability Manager | \$ 138,413 | Open Range | | \$ 186,857 | |
| Sustainability Specialist | \$ 82,786 | \$ 86,924 | \$ 91,270 | \$ 95,834 | \$ 100,626 |
| Systems Administrator | \$ 135,169 | \$ 141,928 | \$ 149,024 | \$ 156,476 | \$ 164,299 |
| Transportation Demand Management Coordinator | \$ 105,927 | \$ 111,223 | \$ 116,784 | \$ 122,624 | \$ 128,755 |
| Transportation Director | \$ 197,733 | Open Range | | \$ 266,939 | |
| Transportation Manager | \$ 148,299 | Open Range | | \$ 200,204 | |
| Water Quality Specialist | \$ 91,857 | \$ 96,451 | \$ 101,273 | \$ 106,336 | \$ 111,653 |
| Water System Operator I | \$ 71,888 | \$ 75,483 | \$ 79,257 | \$ 83,220 | \$ 87,381 |
| Water System Operator II | \$ 79,875 | \$ 83,869 | \$ 88,063 | \$ 92,466 | \$ 97,089 |

Annual Salaries based on 2080 hours per year except where set by contract or noted
 *Elected and appointed officials are not City employees.
 †Per Section 13.2.3 of the POA MOU, Police Officers at Step A as of February 9, 2025 will remain at their current salary rate of \$116,272 (2080 hours) / \$122,086 (2184 hours) until their six-month anniversary.

| Position Title | Minimum | Maximum |
|--------------------------------------|---------|--------------------|
| Communications Dispatcher - Per Diem | \$64.10 | Open Range \$64.10 |
| Intern | \$20.24 | Open Range \$24.74 |
| Library Clerk | \$20.58 | Open Range \$24.78 |
| Library Page | \$17.70 | Open Range \$18.30 |
| Maintenance Aide | \$21.64 | Open Range \$23.80 |
| Maintenance Worker | \$33.25 | Open Range \$40.41 |
| Office Assistant | \$29.77 | Open Range \$36.18 |
| Police Officer - Reserve | \$58.70 | Open Range \$58.70 |
| Recreation Leader | \$17.70 | Open Range \$18.30 |
| Recreation Specialist | \$19.29 | Open Range \$23.02 |
| Senior Recreation Leader | \$18.03 | Open Range \$21.51 |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, June 25, 2024, the City Council adopted Resolution No. 6916, which extended the solid waste and water rate assistance program to June 30, 2025; and

WHEREAS, July 1, 2024, new Menlo Park Municipal Water rates went into effect; and

WHEREAS, Jan. 1, 2025, Recology's new solid waste rates went into effect; and

WHEREAS, July 1, 2025, new Menlo Park Municipal Water rates are scheduled to be in effect.

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

1. Timeframe: Continue July 1, 2025 and end June 30, 2026;
2. Discount: Monthly 20% discount for solid waste rates and a monthly fixed discount equal to 50% of the 5/8-inch meter service charge for water rates; and
3. Qualifications: Households must meet the following criteria to receive the discount:
 - Must be enrolled in PG&E CARE program;
 - Submit most recent PG&E bill to verify CARE enrollment. Address on PG&E bill must be the same as the address on solid waste and water bills, but names may be different;
 - Submit most recent Recology and/or Menlo Park Municipal Water bills to receive applicable discounts; and
 - Re-certify eligibility according to the PG&E CARE program enrollment expiration date. Re-certification will vary, depending on when the household applies to CARE.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-fourth day of June, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of June, 2025.

Judi A. Herren, City Clerk

2025-26 AWARD AUTHORITY AND BID REQUIREMENTS

City Council Policy No. CC-21-024

Adopted December 14, 2021

Resolution No. 6704



| Purpose | | | |
|--|---|----------------------------|----------------------------|
| Pursuant to the City Council adopted policy CC-21-024, this memo establishes the award authority and bid requirements for the 2025-26 fiscal year. | | | |
| Award Authority and Bid Requirements | | | |
| Category | Amount | Approving authority | Bid requirement |
| Goods, general services, and professional services | Less than \$46,500 | City Manager Designee | Written quotations |
| | \$46,501 to \$93,000/year (up to 3 years) | City Manager | Informal bid |
| | \$93,001 to \$200,000 | City Council | Informal bid |
| | Greater than \$200,000 | | Formal bid |
| Public projects | Less than \$75,000 | City Manager Designee | Informal bid/force account |
| | \$75,001 to \$93,000 | City Manager | |
| | \$93,001 to \$220,000 | City Council | Informal bid |
| | Greater than \$220,000 | | Formal bid |
| Claims settlement | Up to \$93,000 | City Manager | N/A |
| | \$93,001 or greater | City Council | |
| Award Authority and Bid Requirements History | | | |
| City Manager's signature authority last updated July 1, 2025. Uniform Public Construction Cost Accounting Act last updated January 1, 2025 (AB 2192). | | | |

| Fund | Projected Fund Balance | | | | Fiscal year 2025-26 proposed budget | | |
|---|------------------------|--|---------------------------|-------------------------------------|-------------------------------------|-----------------------|------------------------------------|
| | Beginning fund balance | Fiscal year 2024-25 projected ¹ | | Projected fund balance ² | Proposed revenues | Proposed expenditures | Proposed fund balance ² |
| | | Year-to-date revenue | Year-to-date expenditures | | | | |
| 100 - General Fund | \$ 37,298,466 | \$ 77,451,613 | \$ (77,434,348) | \$ 37,315,731 | \$ 78,563,730 | \$ (79,355,985) | \$ 36,523,476 |
| 111 - Developer Special Revenue Fund | 3,972,625 | 1,506,625 | (1,000,000) | 4,479,250 | 1,450,000 | (1,000,000) | 4,929,250 |
| 203 - Donations - Library and Community Services | 216,472 | 90,326 | (61,492) | 245,306 | 206,000 | (145,000) | 306,306 |
| 211 - Heritage Tree | 694,039 | 80,204 | - | 774,243 | 100,000 | 250,000 | 1,124,243 |
| 213 - CalRecycle SB1383 Local Grant | 101,119 | - | (34,116) | 67,004 | - | (98,232) | (31,228) |
| 221 - Low and Moderate Income Housing | 6,787,222 | 3,234 | (1,800) | 6,788,656 | - | (14,000) | 6,774,656 |
| 222 - Below Market Rate Housing | 38,116,126 | 757,258 | (591,424) | 38,281,960 | 698,613 | (764,890) | 38,215,683 |
| 223 - Housing Federal Revenue Sharing | 121,280 | 167 | (1,800) | 119,647 | - | (4,000) | 115,647 |
| 224 - Community Development Block Grant | 1,402,989 | 179 | (1,800) | 1,401,368 | - | (4,000) | 1,397,368 |
| 252 - Childcare Food | - | 31,199 | (51,399) | (20,200) | 60,000 | (155,000) | (115,200) |
| 253 - Belle Haven Child Development Center | - | 1,424,133 | (1,584,262) | (160,129) | 1,568,000 | (2,333,390) | (925,519) |
| 254 - Preschool Quality Rating and Improvement System (QRIS) | 4,575 | 103 | (5,325) | (647) | 14,000 | (12,000) | 1,353 |
| 256 - Recreation In-Lieu | 1,086,753 | 268,584 | (1,253,267) | 102,070 | 440,000 | - | 542,070 |
| 258 - Coronavirus Response and Relief Supplemental Appropriations (CRRSA) | 84,973 | 108,876 | (15,699) | 178,149 | - | - | 178,149 |
| 259 - Community Summer Enrichment Grant | 10,826 | - | - | 10,826 | - | - | 10,826 |
| 304 - Belle Haven Community Campus | 1,978,844 | - | (2,250,938) | (272,094) | - | - | (272,094) |
| 326 - Narcotic Seizure Fund | 71,377 | - | (2,650) | 68,727 | - | - | 68,727 |
| 327 - Supplemental Law Enforcement Services Fund | 448,675 | 194,663 | (244,263) | 399,075 | 100,000 | (100,000) | 399,075 |
| 328 - Downtown Parking Permits | 4,192,221 | 983 | (170,935) | 4,022,269 | - | (1,674,520) | 2,347,749 |
| 329 - Office of Traffic Safety Grant (OTS) | 12,618 | 24,329 | (46,366) | (9,419) | 70,000 | - | 60,581 |
| 331 - Alcoholic Beverage Control Grant (ABC) | 3,090 | - | - | 3,090 | - | - | 3,090 |
| 332 - Bayfront Mitigation Fund | 9,470,381 | - | (1,017,875) | 8,452,505 | - | (1,837,500) | 6,615,005 |
| 334 - Board of State and Community Corrections Wellness Grant (BCSS) | 25,235 | - | (24,877) | 358 | 28,785 | - | 29,143 |
| 350 - Environmental Justice Program Implementation Fund | - | 1,000,000 | - | 1,000,000 | - | (250,000) | 750,000 |
| 351 - Transportation Impact Fees | 10,539,825 | 354,232 | (1,185,039) | 9,709,019 | 3,535,000 | (1,973,000) | 11,271,019 |
| 352 - Transportation Fund | 788,159 | - | (317,708) | 470,450 | - | - | 470,450 |
| 353 - Downtown Public Amenity Fund | 2,272,170 | - | (268,251) | 2,003,919 | - | - | 2,003,919 |
| 354 - Storm Drainage Fees | 167,339 | 13,978 | - | 181,317 | 30,000 | (65,000) | 146,317 |
| 355 - Shuttle Program | (25,875) | 821,338 | (672,456) | 123,007 | 1,109,126 | (1,267,896) | (35,763) |
| 356 - Measure A - San Mateo County Transportation Authority | 980,598 | 1,095,276 | (1,099,598) | 976,276 | 1,480,000 | (1,724,840) | 731,436 |
| 357 - Highway Users Tax (Gas Tax) | 2,672,654 | 747,860 | (206,231) | 3,214,283 | 990,861 | (441,138) | 3,764,006 |
| 358 - Landscape/Tree Assessment | 674,797 | 1,092,391 | (952,279) | 814,909 | 1,181,150 | (1,175,761) | 820,298 |

| Fund | Projected Fund Balance | | | | Fiscal year 2025-26 proposed budget | | |
|---|------------------------|--|---------------------------|-------------------------------------|-------------------------------------|-----------------------|------------------------------------|
| | Beginning fund balance | Fiscal year 2024-25 projected ¹ | | Projected fund balance ² | Proposed revenues | Proposed expenditures | Proposed fund balance ² |
| | | Year-to-date revenue | Year-to-date expenditures | | | | |
| 359 - Sidewalk Assessment | 388,899 | 308,274 | - | 697,173 | 342,451 | (351,650) | 687,974 |
| 360 - Measure M - City/County Association of Governments of San Mateo County | 90,384 | 75,405 | (142,000) | 23,789 | 142,000 | (142,000) | 23,789 |
| 361 - Stormwater Management - National Pollutant Discharge Elimination System (NPDES) | 372,443 | 300,787 | (247,286) | 425,944 | 375,100 | (471,525) | 329,519 |
| 362 - Construction Impact Fee Fund | 7,816,095 | 921,654 | (939,652) | 7,798,098 | 850,000 | (693,132) | 7,954,966 |
| 363 - Measure W - San Mateo County Transportation Authority | 1,762,653 | 353,473 | (288,679) | 1,827,447 | 550,000 | (1,040,000) | 1,337,447 |
| 364 - Road Maintenance and Rehabilitation (SB1) | 876,268 | 615,325 | (773,304) | 718,289 | 924,763 | (700,000) | 943,052 |
| 365 - Landfill Post-Closure | 6,857,177 | 993,083 | (666,786) | 7,183,475 | 1,000,000 | (2,313,967) | 5,869,508 |
| 368 - Bayfront Park Maintenance | 165,855 | - | (157,775) | 8,080 | - | - | 8,080 |
| 369 - In-lieu Payment for Community Amenities | 30,415,000 | 4,895,000 | - | 35,310,000 | - | (100,000) | 35,210,000 |
| 394 - Communitywide Electrification Efforts | 2,248,650 | - | (104,594) | 2,144,056 | 2,250,000 | (4,340,000) | 54,056 |
| 396 - California State Water Resource Board Arrearage Program | 192,428 | (18,138) | - | 174,290 | - | - | 174,290 |
| 401 - Measure T - Menlo Park GO Bonds | 6,798,513 | 1,906,677 | (2,182,885) | 6,522,305 | 2,185,248 | (2,618,564) | 6,088,989 |
| 501 - General Capital Improvement Fund | 23,002,544 | 7,068,839 | (8,563,452) | 21,507,931 | 7,887,864 | (5,315,412) | 24,080,383 |
| 600 - Menlo Park Municipal Water Capital Fund | 23,904,579 | 9,328,426 | (2,683,507) | 30,549,498 | 2,811,861 | (5,643,012) | 27,718,347 |
| 601 - Menlo Park Municipal Water Operations Fund | 36,120,932 | 11,126,256 | (15,891,253) | 31,355,935 | 13,649,935 | (12,060,768) | 32,945,102 |
| 602 - Menlo Park Municipal Water Capacity Fund | - | 228,337 | - | 228,337 | 150,000 | - | 378,337 |
| 610 - Solid Waste Service | 4,030,567 | 479,944 | (378,832) | 4,131,679 | 665,000 | (617,373) | 4,179,306 |
| 701 - Workers' Compensation Internal Service Fund | (294,924) | 937,947 | (975,874) | (332,850) | 1,054,800 | (1,054,800) | (332,850) |
| 702 - General Liability Insurance Internal Service Fund | (220,085) | 2,448,402 | (2,392,257) | (163,940) | 2,392,569 | (2,392,569) | (163,940) |
| 703 - Other Post Employment Benefits Internal Service Fund | (27,269) | 913,699 | (760,710) | 125,720 | 895,000 | (895,000) | 125,720 |
| 704 - Information Technology Internal Service Fund | 27,976 | 5,506,260 | (3,790,096) | 1,744,140 | 5,997,187 | (5,527,066) | 2,214,261 |
| 705 - Vehicle Replacement Internal Service Fund | 3,964,167 | 114,200 | (330,897) | 3,747,470 | 1,260,041 | (3,610,041) | 1,397,470 |
| 830 - Successor Agency to the Menlo Park Community Development Agency | (13,989,665) | 519,750 | (4,923,093) | (18,393,009) | 4,903,250 | (4,964,500) | (18,454,259) |
| Total for All Funds | 258,672,760 | 136,091,149 | (136,689,129) | 258,074,780 | 141,912,334 | (148,997,531) | 250,989,583 |

¹ Projected amounts are the year-to-date (YTD) amounts recorded through May 2025 except for the General Fund. Projections for the General Funds are summarized in Attachment H.

The YTD amount also does not include any carryover amounts for capital improvement projects, notice of funding availability for housing, or encumbrances. Reconciliation of carryover amounts is expected to occur in the fall.

² Some funds show a deficit at the end of fiscal year 2024-25 or 2025-26. These are mainly due to timing issues where expenditures have been recorded, but reimbursement for the corresponding revenues has not yet been received.

The fund balances will be updated during the year-end close and reconciliation process during the preparation of the Annual Comprehensive Financial Report (ACFR).

| | General Fund year-end projections and 5-year forecast | | | | | | |
|---|---|-----------------------------------|-------------------------------|------------------------|------------------------|------------------------|------------------------|
| | 2023-24 year-end actuals | 2024-25 year-end projection | 2025-26 proposed budget | 2026-27 forecast | 2027-28 forecast | 2028-29 forecast | 2029-30 forecast |
| Beginning Fund Balance | \$ 34,583,805 | \$ 37,298,640 | \$ 37,315,905 | \$ 36,523,650 | \$ 32,477,190 | \$ 29,060,461 | \$ 22,958,360 |
| Revenues | | | | | | | |
| Property Tax | | | | | | | |
| Secured Property Tax | \$ 21,494,754 | \$ 21,981,950 | \$ 22,887,606 | \$ 23,803,111 | \$ 24,874,251 | \$ 25,993,592 | \$ 27,163,303 |
| Unsecured Property Tax | 460,425 | 890,470 | 917,184 | 944,700 | 973,041 | 1,002,232 | 1,032,299 |
| Redevelopment Property Tax | 2,726,705 | 3,119,303 | 3,247,818 | 3,377,731 | 3,529,729 | 3,688,567 | 3,854,552 |
| ERAF Rebate | 4,673,333 | 4,757,424 | 4,673,333 | 4,673,333 | 4,673,333 | 4,673,333 | 4,673,333 |
| Property Tax in Lieu of Vehicle License Fee | 4,652,968 | 7,268,751 | 5,664,220 | 4,226,032 | 7,348,429 | 7,647,942 | 8,008,806 |
| Other Property Tax | 1,441,217 | 1,027,806 | 1,040,218 | 1,248,684 | 1,360,047 | 1,409,984 | 1,462,168 |
| Transient Occupancy Tax | 11,827,368 | 13,600,000 | 15,469,749 | 16,215,385 | 16,215,385 | 16,215,385 | 16,215,385 |
| Sales Tax | 5,826,799 | 6,058,000 | 6,474,000 | 6,638,900 | 6,822,400 | 6,987,000 | 7,130,400 |
| Charges for Services | 7,311,381 | 5,598,395 | 5,390,650 | 5,552,370 | 5,718,941 | 5,890,509 | 6,067,224 |
| Franchise Fee | 2,568,473 | 2,503,417 | 2,578,522 | 2,655,878 | 2,735,554 | 2,817,621 | 2,902,150 |
| Licenses and Permits | 2,544,441 | 2,355,000 | 2,541,000 | 3,500,000 | 3,605,000 | 3,713,150 | 3,824,545 |
| Business Licenses | 1,870,304 | 2,087,195 | 2,013,650 | 2,074,060 | 2,136,282 | 2,200,370 | 2,266,381 |
| Fines and Forfeitures | 201,043 | 261,712 | 185,000 | 185,000 | 185,000 | 185,000 | 185,000 |
| Intergovernmental | 549,278 | 123,217 | 139,325 | 139,325 | 139,325 | 139,325 | 139,325 |
| Use of Money and Property | | | | | | | |
| Investment Income | 2,132,736 | 2,152,987 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 |
| Unrealized Gain/Loss | 2,604,834 | (188,595) | - | - | - | - | - |
| Rental Income | 1,404,446 | 1,799,409 | 1,584,255 | 1,615,940 | 1,648,259 | 1,681,224 | 1,714,848 |
| Other Revenue | | | | | | | |
| Miscellaneous Revenue | 1,013,972 | 939,900 | 1,101,700 | 950,000 | 950,000 | 950,000 | 950,000 |
| Sale of Property | 3,500 | 22,273 | - | - | - | - | - |
| Transfer In | 1,169,589 | 1,093,000 | 1,155,500 | 1,078,000 | 1,078,000 | 78,000 | 78,000 |
| Total Revenue | \$ 76,477,566 | \$ 77,451,613 | \$ 78,563,730 | \$ 80,378,447 | \$ 85,492,975 | \$ 86,773,232 | \$ 89,167,719 |
| Expenditures | | | | | | | |
| Salaries and Wages | | | | | | | |
| Regular Salaries | \$ (20,537,598) | \$ (22,773,189) | \$ (31,330,050) | \$ (32,269,952) | \$ (33,238,051) | \$ (34,235,193) | \$ (35,262,249) |
| Overtime | (2,526,308) | (2,486,660) | (2,476,500) | (2,352,675) | (2,235,041) | (2,123,289) | (2,017,125) |
| Temporary and Hourly | (2,063,777) | (2,084,166) | (2,496,350) | (2,546,277) | (2,597,203) | (2,649,147) | (2,702,130) |
| Vacancy and Turnover Factor | - | - | 7,849,753 | 6,672,290 | 5,671,447 | 4,820,730 | 4,097,621 |
| Fringe Benefits and Taxes | | | | | | | |
| Health Insurance | (4,061,051) | (4,072,342) | (4,914,472) | (5,111,051) | (5,315,493) | (5,528,113) | (5,749,238) |
| Pension Normal Cost | (2,794,338) | (3,711,371) | (3,896,434) | (3,872,394) | (3,988,566) | (4,108,223) | (4,231,470) |
| Other Benefits | (1,847,499) | (2,047,814) | (2,223,540) | (2,334,717) | (2,451,453) | (2,574,026) | (2,702,727) |
| Pension Unfunded Liability | (4,403,187) | (5,434,837) | (5,828,979) | (6,913,000) | (7,308,000) | (7,583,000) | (7,855,000) |
| Additional Pension UAL | - | (1,140,023) | (1,026,376) | (562,707) | (367,237) | - | - |
| Operating Expenditures | (15,661,181) | (15,452,478) | (21,393,529) | (22,035,335) | (22,696,395) | (23,377,287) | (24,078,606) |
| Operating Factor | - | - | 4,748,986 | 3,751,699 | 2,963,842 | 2,341,435 | 1,849,734 |
| Capital Outlay | (420,682) | (1,538,668) | (1,266,050) | (1,304,032) | (1,343,153) | (1,383,448) | (1,424,951) |
| Debt Service | (64,584) | - | - | - | - | - | - |
| Internal Service Expense | (7,724,662) | (9,074,025) | (9,948,444) | (10,246,897) | (10,554,304) | (10,870,933) | (11,197,061) |
| Transfers Out to CIP | (5,718,746) | (6,240,000) | (4,862,000) | (5,007,860) | (5,158,096) | (5,312,839) | (5,472,224) |
| Transfers Out to Other Funds | (1,159,598) | (1,378,774) | (292,000) | (292,000) | (292,000) | (292,000) | (292,000) |
| Extraordinary Expense | (4,779,520) | - | - | - | - | - | - |
| Total Expenditures | \$ (73,762,731) | \$ (77,434,348) | \$ (79,355,985) | \$ (84,424,908) | \$ (88,909,703) | \$ (92,875,333) | \$ (97,037,426) |
| Operating Surplus/(Deficit) | 2,714,835 | 17,265 | (792,255) | (4,046,461) | (3,416,728) | (6,102,101) | (7,869,707) |
| Ending Balance | \$ 37,298,640 | \$ 37,315,905 | \$ 36,523,650 | \$ 32,477,190 | \$ 29,060,461 | \$ 22,958,360 | \$ 15,088,653 |

| General Fund year-end projections, unassigned fund balances, and reserves | | | | | | | |
|---|--------------------------------|-----------------------------------|-------------------------------|----------------------|----------------------|----------------------|----------------------|
| | 2023-24 year-end actuals | 2024-25 year-end projection | 2025-26 proposed budget | 2026-27 forecast | 2027-28 forecast | 2028-29 forecast | 2029-30 forecast |
| Strategic Pension Funding | \$ 2,288,532 | \$ 1,152,826 | \$ 126,450 | \$ - | \$ - | \$ - | \$ - |
| Emergency Contingency | 11,134,689 | 11,615,153 | 11,903,398 | 12,663,737 | 11,278,520 | 4,383,293 | - |
| Economic Stabilization | 14,846,252 | 15,486,870 | 15,871,197 | 16,884,982 | 17,781,941 | 18,575,067 | 15,088,653 |
| Unassigned | 9,029,167 | 9,061,056 | 8,622,605 | 2,928,471 | - | - | - |
| Total | \$ 37,298,640 | \$ 37,315,905 | \$ 36,523,650 | \$ 32,477,190 | \$ 29,060,461 | \$ 22,958,360 | \$ 15,088,653 |





