



STAFF REPORT

City Council

Meeting Date:

3/24/2026

Staff Report Number:

26-046-CC

Study Session:

Provide direction on cost of services study cost recovery policy

Recommendation

Staff recommends the City Council provide direction on the updated cost of services study and cost allocation plan, including confirmation of the proposed cost recovery levels, feedback on recommended fee increases, and consideration of proposed new fees. City Council direction will ensure staff can refine the fee schedule and return with a proposal aligned with City Council policy guidance in advance of the public hearing scheduled for early April.

Policy Issues

The City provides a broad range of services to residents, businesses, and visitors, many of which are supported by user fees charged when an individual or business voluntarily requests a service that provides a direct and specific benefit. These fees are structured in accordance with state law, including Proposition 218, which permits fees that are reasonable and proportionate to the service provided, and Proposition 26, which clarifies the distinction between fees and taxes and supports cost recovery for specific services. Following these legal standards, the City designs fees to recover the actual cost of providing services while ensuring they are not used to fund general governmental operations.

Background

On March 15, 2025, the City issued a request for proposals (RFP) to identify qualified consulting firms to develop a comprehensive cost allocation plan, calculate fully burdened hourly staff labor rates, and conduct a citywide fee and service charge study ("cost of services study"). After completing the evaluation process, the City Council approved an agreement with Government Consulting Partners, Inc. (GCP) Aug. 12, 2025, to provide these services.

The most recent comprehensive fee study was presented to the City Council during a study session on Feb. 13, 2018. Since that time, the master fee schedule (Attachment C) has not been comprehensively updated, and City fees have not kept pace with neighboring jurisdictions, which typically adjust fees annually based on the Consumer Price Index (CPI) or personnel cost escalation factors. As a result, the proposed adjustments may represent a notable increase due to the elapsed time between updates; however, even with the recommended changes, City fees would be generally consistent with, and near the average of, surrounding cities. Before this proposed update, City fees were approximately 50% of those charged by neighboring jurisdictions.

The City's User Fee Cost Recovery Policy (Attachment D), originally adopted in 2010, was last updated in 2022 provides a structured framework for setting and periodically updating fees based on clear, supportable criteria. The policy is built on prior efforts, including previous cost of services studies.

As local governments face growing fiscal pressures, user fees have become an increasingly vital revenue source. A user fee is charged to those who directly benefit from a service rather than the community at large. Public agencies may impose user fees when (1) use of the service is voluntary, and (2) the fee is reasonably proportional to the level and cost of the service provided.

Analysis

The City is currently conducting a cost of services study, and the information presented reflects work in progress that may be refined as analysis continues. Aquatics fees are listed as pending and will be addressed separately through the ongoing review of potential aquatics program changes. Certain fees have also been removed where they are no longer applicable or necessary to maintain.

Methodology

The first component of this effort is the cost allocation plan. The cost allocation plan establishes a reasonable method for recovering the costs of city administrative and support services that do not directly provide services to the community. These costs include administrative functions such as finance and human resources, as well as expenses like depreciation of the City's capital assets. The cost allocation plan serves as a tool to calculate and distribute citywide indirect costs to the departments and funds that receive support from administrative and other city departments. Indirect costs are administrative in nature and are incurred in the process of supporting services provided to other departments and programs. The cost allocation plan is included with this report as Attachment A.

The preliminary cost of services study (Attachment B) provides a detailed analysis of the direct and indirect costs of delivering specific City services, including land development and community programs. For most services, GCP used a bottom-up per-unit methodology, estimating staff time, applying fully burdened hourly rates including salaries, benefits, operating, and overhead costs and comparing total service costs to current fees to assess cost recovery. Proposed fees were developed in accordance with the City's Cost Recovery Policy adopted by City Council in 2022. Results were annualized based on typical service demand and current fee revenue volumes, projecting revenues under the proposed fee schedule. These projections were integrated with citywide administrative costs identified in the cost allocation plan, ensuring proposed fees are aligned with the actual cost of delivering services.

Cost recovery level

Table 1 provides a summary of the City's cost recovery analysis across all fee-related service areas. For each service area, the table identifies the full cost to provide the service, current fee levels, and the resulting cost recovery rate, which reflects the extent to which fee revenues offset service delivery costs and the level of General Fund subsidy required.

The table also presents projected revenue from proposed fee adjustments based on the cost of services study. This information is intended to help the City Council evaluate how current fees compare to the cost of providing services, where subsidies are currently needed, and how the proposed fees would improve alignment between fee revenues and service costs across service areas.

Table 1: Cost recovery summary							
Fee Area	Cost of Fee Related Services	Current User Fee Revenue	Cost Recovery Rate	General Fund Subsidy	Projected Revenue from Proposed Fees	Cost Recovery Rate at Proposed Fees	Projected Revenue Increase
Building	4,263,280	2,167,176	51%	2,096,104	4,263,280	100%	2,096,104

Housing ¹							
Planning	1,909,479	1,368,876	72%	540,603	1,824,325	96%	455,449
Electric vehicle (EV) Charging	258,048	207,524	80%	50,524	222,021	86%	14,498
Library and Community Services	13,790,301	4,104,301	30%	9,686,000	4,281,004	31%	176,703
Police	243,854	140,402	58%	103,452	157,503	65%	17,101
Public Works	2,063,982	1,718,172	83%	345,810	2,047,397	99%	329,225
Public Works - Water	77,581	41,188	53%	36,393	77,581	100%	36,393
General Plan Maint. Fee	340,000	126,960	37%	213,040	340,000	100%	213,040
Technology Surcharge	385,180	129,690	34%	255,490	385,180	100%	255,490
Credit Card Convenience Fee	600,000	-	0%	600,000	167,000	28%	167,000
TOTAL	23,931,705	10,004,288	42%	13,327,416	13,765,291	58%	3,761,002

¹ Projected housing fee revenue is unavailable because the fees are new and volume cannot yet be reliably estimated.

Services provided by certain divisions within community development (such as building and planning) and select public works programs are designed to achieve high-cost recovery, which is reflected in fees that approach 100% of the cost of service. In contrast, services offered by Library and Community Services (LCS) are intended to provide broader community benefits, resulting in most programs falling within low (0–30%) or medium (30–70%) cost recovery in line with the cost recovery policy.

Proposed fee increases

Table 2 below summarizes fees by category and the corresponding proposed increases. Fees in the community development and public works category reflect higher dollar increases, primarily due to a true-up after not being updated since 2019. Under typical practice, fees are adjusted annually based on the Consumer Price Index (CPI) or personnel cost escalation. Fees in the surcharge category include the technology surcharge, General Plan maintenance surcharge, and credit card surcharge. The technology surcharge has been adjusted to reflect the current cost of providing technology services to permit holders, and the General Plan maintenance surcharge has been updated to account for the amortized cost of maintaining the City's long-range planning elements. A credit card surcharge has also been added to partially offset the transaction fees incurred by the City when processing credit card payments.

Table 2: Revenue change by fee category			
Fee category	Current annual fee revenue	Proposed annual fee revenue	Percentage change
Community Development (building, planning, housing)	3,536,052	6,087,605	72%
EV Charging	207,524	222,021	7%
Library and Community Services	4,104,301	4,281,004	4%
Police	140,402	157,783	12%
Public Works	1,759,360	2,124,978	21%
Surcharges	256,650	892,180	248%

New fees

As part of the cost of services study, GCP also worked with City staff to identify areas where City services provided were not associated with a corresponding fee to cover the cost of those services. This effort resulted in proposed new fees across all departments. These fees are in addition to recommended fee increases for fees already included in the Master Fee Schedule.

Citywide:

- Credit card convenience surcharge, a flat 2.5% fee applied to all credit card transactions to recover processing costs currently subsidized by the City, except for customers paying for water usage through a third-party processor, which is subject to a separately established fee.

Building:

- Certificate of Occupancy and Temporary Certificate of Occupancy fee, a \$496 flat fee to recover the administrative cost for the Building Official to issue a certificate as required by the California Building Code Section 111 to allow for buildings and structures to be used or occupied in whole or in part.

Planning:

- Administrative architectural control permit fee, a \$1,500 deposit to cover staff review of building design to ensure compliance with adopted architectural, design, and aesthetic standards in zoning districts where the community development director acts on minor modifications to existing buildings.
- Noticing fee (per mailer), a \$68 flat fee for 300' radius, a \$278 flat fee for 500' radius, and a \$588 flat fee for ¼ mile radius, to recover the cost of preparing, mailing, and publishing legally required public notices for planning applications. Proposed fees reflect the average number of parcels for each radius requirement, as per city historical records.
- Review of community development director or designee of request not listed elsewhere in the master fee schedule, a \$400 deposit, to allow for 100% cost recovery of unique review requests. The existing \$515 flat fee is proposed to be converted to a deposit.
- Construction noise ordinance exemption, a \$1,040 flat fee, to cover the cost of reviewing and acting on requests for specific or limited construction activities to exceed the noise ordinance. Previously included as part of the "Review of director not listed elsewhere" fee.
- Compliance review, a \$2,000 deposit, to include ministerial review of architectural control permits, use permits, and ministerial subdivisions when required by State law for housing development projects. The

initial deposit is increased from \$800 to \$2,000 to account for the added scope of this fee.

- Fences: administrative review (non-residential), a \$2,250 flat fee, to cover review of fence permits in non-residential zoning districts reviewed by the community development director or their designee. A separate residential fence permit fee would carry forward the previous flat fee of \$500.
- Appeals of Planning Commission decision, with the applicant responsible for the full cost of appeal, to clarify that the applicant of record is responsible for covering the cost of processing their application, including any appeals. Currently, resident and owner/occupant appeals are a \$110 flat fee covering only administrative intake costs; no changes to the appellant-paid appeal fee are proposed. This requirement will be clarified through an updated application form and additional explanation in the master fee schedule.
- Appeals of staff decision, a \$110 flat fee paid by the appellant, to cover the cost of appeals of decisions made by the community development director or their designee on administrative permits, fence permits, sign permits, administrative architectural control permits, noise ordinance exemption requests, and reasonable accommodation reviews. The appellant-paid fee is not proposed to be modified if the appellant is a resident; however, to ensure cost recovery, the applicant would also be responsible for covering the cost of the appeal, and the application form and master fee schedule will be updated accordingly. If the appellant is not a resident, the appeal fee would be a \$1,000 deposit and the appellant would be required to cover the full cost of the appeal, consistent with non-resident appeals of Planning Commission decisions and the title of that fee would be clarified to apply to community development director decisions.
- Deposit increases for architectural control permit, use permit, and variance requests, with proposed initial deposits of \$3,000 for architectural control permits, \$3,000 for use permits, and \$4,500 for variances, to set more realistic expectations of permit costs and reduce the frequency of future invoices. Current fees of \$2,000 for architectural control, \$1,500 for use permits, and \$3,000 for variances were not increased through the last cost of services study and as a result permits frequently exceed initial deposits. Increasing deposits will not change the overall cost of the permits.

Housing:

- Income eligibility review for BMR (below market rate) tenants, a \$250 flat fee per unit charged to the developer/property manager, to cover staff time to verify applicant income eligibility for BMR rental units for initial move-ins. Annual tenant recertifications would be a separate proposed fee.
- BMR ownership sales price determination, a \$250 flat fee per unit, to recover the cost of calculating and certifying the maximum allowable new or resale price for affordable ownership units.
- Subordination agreement review for BMR ownership units, a \$250 flat fee charged to the BMR homeowner, to cover administrative review needed to subordinate City housing restrictions or loans to a refinanced loan for BMR homeowners.
- Pay-off demand and reconveyance, a \$375 flat fee, to recover staff time associated with calculating loan payoffs and releasing City liens on a BMR home sale or upon repayment of a loan.
- City NOFA (notice of funding availability) loan document preparation, a \$1,000 flat fee plus a percentage of legal costs charged to the affordable housing developer, to partially recover staff and legal time to negotiate, draft, and process City loan documents as part of the City NOFA process if awarded.
- Loan amendment, at actual cost staff and legal review to the borrower, to cover review and documentation costs associated with modifying existing City housing loan terms when a borrower proposes an amendment to a City loan.
- Subordination agreement review for developers, at actual cost of staff and legal review charged to the

developer, to recover the City's costs of reviewing and preparing subordination of the City BMR agreement to a new lender.

- Annual tenant recertification, a \$250 flat fee per unit charged annually to the developer/property manager, to cover administrative costs to certify that the tenant is income eligible for the BMR rental unit, as required by the City's annual income recertification process.

Police:

- Special event – standby fee, a per-hour fee, to cover the cost of police personnel assigned to be on standby during special events to provide public safety support, traffic control, crowd management, and rapid response as needed.

Public Works:

- Engineering demolition permit (plan review and inspection), a \$2,457 fixed fee, to cover public works Engineering plan review, coordination, and required inspections for demolition associated with non-single-family development (e.g., commercial, mixed-use, multifamily) to ensure protection of the public right-of-way, public infrastructure, and adjacent public utilities. Not applicable to single-family home demolition permits, which are not routed to public works Engineering for plan review.
- Color curb, a \$1,602 fixed fee, to cover evaluation, field review, City Council action, and installation of curb management (e.g., blue, green) to regulate parking, loading, and access based on private requests.
- Water connection inspection, a \$1,161 fixed fee for single-family residences and a \$4,279 fixed fee for multi-family, commercial, and industrial services (with re-inspection and overtime inspection billed per hour), to cover field inspection of new water service connections to verify proper installation, materials, and compliance with public works standards.
- New/upgraded water connection plan review, a \$622 fixed fee for single-family and a \$934 fixed fee for multi-family, to fund engineering plan review, processing applications and administrative time associated with water connection requests or new upgraded meters.
- Building permit water service review, a \$622 fixed fee for residential and a time-and-material billing for commercial, to cover public works review of building permit applications to assess water service requirements, meter sizing, and impacts to the water system.

General Administration

- Elections: Notice of Intent Fee, a \$200 fee refunded if the measure qualifies for the ballot, as set by Government Code Section 9202.

Cost allocation plan

Overhead allocation represents the share of administrative and support costs such as human resources, finance, information technology, and executive management that enable enterprise funds to operate efficiently. Allocating these costs ensures that enterprise funds reflect the full cost of providing services, promotes transparency, and supports accurate pricing of user fees. Recovering these costs through transfers back to the General Fund is considered a best practice in public finance, aligning with accounting standards and maintaining equitable resource distribution across City operations. GCP identified \$0.6 million in General Fund overhead costs allocable to the Menlo Park Municipal Water Fund (Fund 601) and \$0.1 million allocable to the Solid Waste Fund (Fund 610).

Impact on City Resources

Current annual fee revenue is approximately \$10 million, which covers 42% of cost to provide fee-related

services (as shown earlier in Table 1). Recommended fee adjustments across all fee areas, including surcharges for technology, general plan maintenance and credit card use, would increase revenue by approximately \$3,761,002, improving cost recovery to 58% and reducing General Fund subsidy of fee-related services.

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. Preliminary cost allocation plan
- B. Preliminary proposed user fees
Hyperlink – Aug. 27, 2025, Master Fee Schedule:
www.menlopark.gov/files/sharedassets/public/v/5/administrative-services/documents/finance/master-fee-schedule/2025-approved-master-fee-schedule-final.pdf
- C. Hyperlink – Aug. 23, 2022, City Council Policy #CC-22-025:
<https://www.menlopark.gov/files/sharedassets/public/v/1/administrative-services/documents/finance/master-fee-schedule/cc-22-025-user-fee-cost-recovery-policy.pdf>

Report prepared by:
Fenny Lei, Assistant Administrative Services Director

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Overall Summary

Overall Total	\$	9,076,563	\$	17,498,308	\$	350,000	\$	1,555,107	\$	16,945,815	\$	8,073,949	\$	6,748,489	\$	23,694,304	\$	1,445,897	\$	21,941,915	\$	6,748,489	\$	15,193,426
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CS Department	Total Salary	Total Cost	Total Deductions	Direct Bills	Total Budget	Unallocated Budget	Incoming Costs	Total Budget + Incoming Costs	Unallocated Incoming Costs	Total Allocated	Total Budget Allocated to CS Departments	Total Budget Allocated to O Departments
1 Asset Use	\$ 10	\$ 1,073,622	\$ -	\$ -	\$ 1,073,532	\$ 100	\$ -	\$ 1,073,532	\$ -	\$ 1,073,532	\$ 857,393	\$ 216,139
2 100 110 - City Council	\$ 57,001	\$ 356,150	\$ 350,000	\$ -	\$ 413,151	\$ -	\$ 333,840	\$ 746,991	\$ -	\$ 746,991	\$ 250,089	\$ 496,901
3 100 120 - City Attorney	\$ 10	\$ 1,000,000	\$ -	\$ -	\$ 1,000,010	\$ -	\$ 100,891	\$ 1,100,901	\$ -	\$ 1,100,901	\$ 329,190	\$ 771,711
4 100 131 - City Administration	\$ 1,052,306	\$ 1,478,564	\$ -	\$ 366,974	\$ 2,163,896	\$ -	\$ 630,503	\$ 2,794,399	\$ -	\$ 2,794,399	\$ 925,942	\$ 1,868,457
5 100 132 - City Clerk	\$ 283,812	\$ 333,922	\$ -	\$ -	\$ 617,734	\$ -	\$ 229,932	\$ 847,666	\$ -	\$ 847,666	\$ 285,455	\$ 562,211
6 100 133 - Public Engagement	\$ 187,582	\$ 466,999	\$ -	\$ -	\$ 654,581	\$ -	\$ 61,057	\$ 715,638	\$ -	\$ 715,638	\$ 206,183	\$ 509,455
7 100 134 - Emergency Preparedness	\$ 35,000	\$ 80,550	\$ -	\$ -	\$ 34,665	\$ 80,885	\$ 50,515	\$ 85,180	\$ 35,360	\$ 49,819	\$ 13,051	\$ 36,769
8 100 140 - Human Resources	\$ 1,024,242	\$ 1,800,604	\$ -	\$ 265,000	\$ 2,559,846	\$ -	\$ 458,363	\$ 3,018,209	\$ -	\$ 3,018,209	\$ 744,633	\$ 2,273,576
9 100 150 - Finance	\$ 1,579,716	\$ 1,714,163	\$ -	\$ -	\$ 3,293,879	\$ -	\$ 566,597	\$ 3,860,476	\$ -	\$ 3,860,476	\$ 947,048	\$ 2,913,428
10 100 240 - Administration	\$ 2,315,502	\$ 2,986,901	\$ -	\$ -	\$ 489,470	\$ 4,812,933	\$ 888,540	\$ 1,378,010	\$ 806,518	\$ -	\$ -	\$ -
11 100 305 - Public Works Administration	\$ 1,084,469	\$ 878,127	\$ -	\$ 26,841	\$ 1,935,755	\$ -	\$ 716,306	\$ 2,652,061	\$ -	\$ 2,652,061	\$ 816,899	\$ 1,835,163
12 100 330 - Facilities	\$ 573,251	\$ 1,932,694	\$ -	\$ -	\$ 2,370,945	\$ 135,000	\$ 528,469	\$ 2,899,414	\$ 28,470	\$ 2,870,944	\$ 810,391	\$ 2,060,553
13 100 331 - Fields/Grounds	\$ 883,648	\$ 3,396,012	\$ -	\$ 896,292	\$ 338,337	\$ 3,045,031	\$ 808,909	\$ 1,147,246	\$ 575,549	\$ 571,697	\$ 110,095	\$ 461,602
14 701 - Workers' Compensation Internal Service Fund	\$ 1	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 47,196	\$ 47,197	\$ -	\$ 47,197	\$ 13,201	\$ 33,996
15 702 - General Liability Insurance Internal Service Fund	\$ 1	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 105,843	\$ 105,844	\$ -	\$ 105,844	\$ 29,651	\$ 76,193
16 703 - Other Post Employment Benefits Internal Service	\$ 1	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 83,382	\$ 83,383	\$ -	\$ 348,383	\$ 130,174	\$ 218,210
17 704 - Information Technology Internal Service Fund	\$ 10	\$ -	\$ -	\$ -	\$ 10	\$ -	\$ 978,509	\$ 978,519	\$ -	\$ 978,519	\$ 240,590	\$ 737,928
18 705 - Vehicle Replacement Internal Service Fund	\$ 1	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 159,638	\$ 159,639	\$ -	\$ 159,639	\$ 38,505	\$ 121,134

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SUMMARY SCHEDULE

CS Department	Total Allocation	100 170 -		100 220 - Special		100 230 -	100 310 - Capital	100 320 -		100 333 - City		100 340 -	
		Sustainability	100 210 - Patrol	Operations	Communications	Projects	Management	100 332 - Vehicle	Tree	100 334 - Streets	Stormwater		
1 Asset Use	\$ 216,139	\$ -	\$ 513	\$ -	\$ -	\$ -	\$ 37,737	\$ 926	\$ -	\$ 2,716	\$ -		
2 100 110 - City Council	\$ 496,901	\$ 16,221	\$ 82,836	\$ 15,127	\$ 15,037	\$ 2,475	\$ 18,117	\$ 7,669	\$ 6,641	\$ 15,686	\$ 4,515		
3 100 120 - City Attorney	\$ 771,711	\$ 19,137	\$ 170,901	\$ 11,106	\$ 13,866	\$ 2,419	\$ 16,309	\$ 13,790	\$ 6,103	\$ 16,430	\$ 5,125		
4 100 131 - City Administration	\$ 1,868,457	\$ 55,898	\$ 299,009	\$ 54,613	\$ 54,262	\$ 8,711	\$ 64,282	\$ 27,128	\$ 23,962	\$ 55,649	\$ 15,650		
5 100 132 - City Clerk	\$ 562,211	\$ 18,143	\$ 94,000	\$ 17,168	\$ 17,059	\$ 2,786	\$ 20,446	\$ 8,647	\$ 7,533	\$ 17,707	\$ 5,062		
6 100 133 - Public Engagement	\$ 509,455	\$ 5,914	\$ 98,958	\$ 18,074	\$ 17,958	\$ 1,834	\$ 16,030	\$ 6,356	\$ 7,930	\$ 13,698	\$ 2,033		
7 100 134 - Emergency Preparedness	\$ 36,769	\$ 492	\$ 7,058	\$ 1,188	\$ 1,443	\$ 170	\$ 1,268	\$ 492	\$ 662	\$ 774	\$ -		
8 100 140 - Human Resources	\$ 2,273,576	\$ 26,029	\$ 372,537	\$ 57,131	\$ 84,197	\$ 23,817	\$ 66,414	\$ 24,893	\$ 47,362	\$ 45,141	\$ 8,091		
9 100 150 - Finance	\$ 2,913,428	\$ 26,601	\$ 464,375	\$ 81,683	\$ 88,499	\$ 20,824	\$ 72,669	\$ 28,224	\$ 46,346	\$ 71,425	\$ 19,007		
10 100 240 - Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
11 100 305 - Public Works Administration	\$ 1,835,163	\$ -	\$ -	\$ -	\$ -	\$ 33,488	\$ 291,782	\$ 115,648	\$ 144,492	\$ 248,026	\$ 36,333		
12 100 330 - Facilities	\$ 2,060,553	\$ 23,924	\$ 400,242	\$ 73,097	\$ 72,643	\$ 7,420	\$ 64,842	\$ 25,710	\$ 32,080	\$ 55,388	\$ 8,214		
13 100 331 - Fields/Grounds	\$ 461,602	\$ 4,147	\$ 59,459	\$ 10,010	\$ 12,155	\$ 1,430	\$ 10,682	\$ 4,147	\$ 5,577	\$ 6,521	\$ -		
14 701 - Workers' Compensation Internal Service Fund	\$ 33,996	\$ 239	\$ 15,981	\$ 577	\$ 1,023	\$ 82	\$ 616	\$ 998	\$ 462	\$ 627	\$ -		
15 702 - General Liability Insurance Internal Service Fund	\$ 76,193	\$ 536	\$ 35,814	\$ 1,293	\$ 2,294	\$ 185	\$ 1,380	\$ 2,236	\$ 1,035	\$ 1,404	\$ -		
16 703 - Other Post Employment Benefits Internal Service	\$ 218,210	\$ 873	\$ 98,391	\$ 2,108	\$ 2,559	\$ 301	\$ 2,249	\$ 873	\$ 1,174	\$ 1,373	\$ -		
17 704 - Information Technology Internal Service Fund	\$ 737,928	\$ 3,239	\$ 168,508	\$ 9,784	\$ 10,797	\$ 2,622	\$ 8,818	\$ 3,415	\$ 5,711	\$ 8,566	\$ 2,287		
18 705 - Vehicle Replacement Internal Service Fund	\$ 121,134	\$ -	\$ 52,568	\$ 2,880	\$ -	\$ -	\$ -	\$ 3,216	\$ -	\$ 24,769	\$ -		
Total Allocations	\$ 15,193,426	\$ 201,394	\$ 2,421,152	\$ 355,839	\$ 393,794	\$ 108,565	\$ 693,642	\$ 274,369	\$ 337,068	\$ 585,900	\$ 106,317		

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

SUMMARY SCHEDULE

CS Department	100 350 - Right-of-Way		100 360 - Development Services		100 510 - Seniors		100 520 - Recreation - Indoor		100 530 - Pre-School Child Care		100 531 - School-Age Child Care		100 540 - Recreation - Outdoor		100 541 - Gymnastics		100 542 - Aquatics		100 560 - Library		100 570 - LCS Operations	
1 Asset Use	\$	-	\$	-	\$	1,397	\$	-	\$	41,325	\$	-	\$	-	\$	-	\$	1,520	\$	40,642	\$	82,305
2 100 110 - City Council	\$	9,425	\$	5,814	\$	7,383	\$	16,494	\$	11,644	\$	11,586	\$	11,189	\$	8,835	\$	5,658	\$	25,818	\$	13,086
3 100 120 - City Attorney	\$	7,519	\$	4,267	\$	6,849	\$	12,101	\$	13,587	\$	11,817	\$	12,129	\$	9,018	\$	6,567	\$	21,124	\$	9,608
4 100 131 - City Administration	\$	33,789	\$	20,982	\$	26,627	\$	59,507	\$	41,995	\$	40,599	\$	38,947	\$	31,867	\$	19,555	\$	92,400	\$	47,247
5 100 132 - City Clerk	\$	10,670	\$	6,596	\$	8,372	\$	18,708	\$	13,203	\$	13,025	\$	12,553	\$	10,019	\$	6,337	\$	29,215	\$	14,853
6 100 133 - Public Engagement	\$	10,134	\$	6,944	\$	8,812	\$	19,694	\$	13,898	\$	7,668	\$	6,072	\$	10,546	\$	2,277	\$	26,909	\$	15,636
7 100 134 - Emergency Preparedness	\$	832	\$	543	\$	849	\$	1,697	\$	1,358	\$	637	\$	509	\$	1,018	\$	-	\$	2,122	\$	1,018
8 100 140 - Human Resources	\$	49,318	\$	36,169	\$	56,270	\$	98,275	\$	101,885	\$	66,317	\$	42,989	\$	72,493	\$	-	\$	173,431	\$	60,569
9 100 150 - Finance	\$	50,404	\$	38,275	\$	47,571	\$	94,984	\$	85,196	\$	62,822	\$	41,170	\$	61,222	\$	13,432	\$	176,095	\$	80,917
10 100 240 - Administration	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
11 100 305 - Public Works Administration	\$	184,583	\$	126,373	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
12 100 330 - Facilities	\$	40,993	\$	28,089	\$	35,656	\$	79,671	\$	56,235	\$	31,019	\$	24,565	\$	42,671	\$	9,199	\$	108,849	\$	63,237
13 100 331 - Fields/Grounds	\$	7,007	\$	4,576	\$	7,150	\$	14,300	\$	11,440	\$	5,362	\$	4,290	\$	8,580	\$	-	\$	17,875	\$	8,580
14 701 - Workers' Compensation Internal Service Fund	\$	404	\$	264	\$	575	\$	824	\$	1,235	\$	309	\$	247	\$	784	\$	-	\$	1,038	\$	494
15 702 - General Liability Insurance Internal Service Fund	\$	905	\$	591	\$	1,290	\$	1,847	\$	2,767	\$	693	\$	554	\$	1,757	\$	-	\$	2,326	\$	1,108
16 703 - Other Post Employment Benefits Internal Service	\$	1,475	\$	964	\$	1,506	\$	28,972	\$	2,409	\$	1,129	\$	12,122	\$	1,807	\$	-	\$	6,728	\$	1,807
17 704 - Information Technology Internal Service Fund	\$	6,162	\$	4,686	\$	5,902	\$	11,637	\$	10,620	\$	7,824	\$	5,101	\$	7,614	\$	1,556	\$	105,356	\$	9,771
18 705 - Vehicle Replacement Internal Service Fund	\$	2,676	\$	-	\$	533	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,491
Total Allocations	\$	416,296	\$	285,134	\$	216,741	\$	458,711	\$	408,798	\$	260,807	\$	212,439	\$	268,231	\$	66,100	\$	829,927	\$	415,727

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

SUMMARY SCHEDULE

CS Department	203 - Donations -											
	100 610 -			100 650 -	111 - Developer	Library and	213 - CalRecycle	221 - Low and	222 - Below	223 - Housing	224 - Community	
	Planning	100 620 - Building	100 630 - Housing	Economic	Special Revenue	Community	SB1383 Local	Moderate Income	Market Rate	Federal Revenue	Development	
				Development	Fund	Services	Grant	Housing	Housing	Sharing	Block Grant	
1 Asset Use	\$ 6,640	\$ 418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2 100 110 - City Council	\$ 38,158	\$ 28,261	\$ 13,181	\$ 4,038	\$ 2,438	\$ 353	\$ 239	\$ 34	\$ 3,388	\$ 10	\$ 10	
3 100 120 - City Attorney	\$ 248,770	\$ 28,087	\$ 15,701	\$ 5,375	\$ 1,794	\$ 260	\$ 176	\$ 25	\$ 2,487	\$ 7	\$ 7	
4 100 131 - City Administration	\$ 135,718	\$ 101,774	\$ 45,370	\$ 13,695	\$ 8,819	\$ 1,279	\$ 866	\$ 123	\$ 12,232	\$ 35	\$ 35	
5 100 132 - City Clerk	\$ 43,094	\$ 32,043	\$ 14,738	\$ 4,495	\$ 2,772	\$ 402	\$ 272	\$ 39	\$ 3,845	\$ 11	\$ 11	
6 100 133 - Public Engagement	\$ 35,477	\$ 32,634	\$ 4,527	\$ 337	\$ 2,919	\$ 423	\$ 287	\$ 41	\$ 4,048	\$ 12	\$ 12	
7 100 134 - Emergency Preparedness	\$ 2,860	\$ 2,504	\$ 323	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255	\$ -	\$ -	
8 100 140 - Human Resources	\$ 151,010	\$ 135,176	\$ 24,499	\$ 1,845	\$ -	\$ -	\$ -	\$ -	\$ 10,600	\$ -	\$ -	
9 100 150 - Finance	\$ 160,936	\$ 152,778	\$ 27,731	\$ 3,589	\$ 12,746	\$ 9,492	\$ 2,017	\$ 1,166	\$ 20,507	\$ 764	\$ 548	
10 100 240 - Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11 100 305 - Public Works Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12 100 330 - Facilities	\$ 143,510	\$ 132,000	\$ 18,311	\$ 1,363	\$ 11,793	\$ 1,710	\$ 1,158	\$ 165	\$ 16,371	\$ 47	\$ 47	
13 100 331 - Fields/Grounds	\$ 24,095	\$ 21,092	\$ 2,717	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,145	\$ -	\$ -	
14 701 - Workers' Compensation Internal Service Fund	\$ 1,388	\$ 1,984	\$ 157	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124	\$ -	\$ -	
15 702 - General Liability Insurance Internal Service Fund	\$ 3,112	\$ 4,447	\$ 351	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 277	\$ -	\$ -	
16 703 - Other Post Employment Benefits Internal Service	\$ 32,045	\$ 4,441	\$ 572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 452	\$ -	\$ -	
17 704 - Information Technology Internal Service Fund	\$ 19,558	\$ 72,073	\$ 3,394	\$ 435	\$ 841	\$ 2,073	\$ 278	\$ 264	\$ 10,573	\$ 185	\$ 130	
18 705 - Vehicle Replacement Internal Service Fund	\$ -	\$ 4,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Allocations	\$ 1,046,372	\$ 754,102	\$ 171,570	\$ 35,173	\$ 44,122	\$ 15,992	\$ 5,295	\$ 1,858	\$ 87,304	\$ 1,071	\$ 801	

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

SUMMARY SCHEDULE

CS Department	253 - Belle Haven		254 - Preschool Quality Rating (QRIS)	327 - Supplemental Law Enforcement Services Fund		328 - Downtown Parking Permits	332 - Bayfront Mitigation Fund	354 - Storm Drainage Fees	355 - Shuttle Program	356 - Measure A - San Mateo County Transportation		357 - Highway Users Tax (Gas Tax)	358 - Landscape/Tree Assessment
	252 - Childcare Food	Child Development Center											
1 Asset Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 100 110 - City Council	\$ 378	\$ 19,905	\$ 29	\$ 244	\$ 425	\$ 91	\$ 158	\$ 3,832	\$ 3,308	\$ 52	\$ 4,846		
3 100 120 - City Attorney	\$ 278	\$ 14,597	\$ 22	\$ 179	\$ 313	\$ 67	\$ 117	\$ 2,817	\$ 2,434	\$ 38	\$ 3,559		
4 100 131 - City Administration	\$ 1,367	\$ 71,783	\$ 106	\$ 882	\$ 1,539	\$ 331	\$ 573	\$ 13,852	\$ 11,967	\$ 186	\$ 17,502		
5 100 132 - City Clerk	\$ 430	\$ 22,568	\$ 33	\$ 277	\$ 484	\$ 104	\$ 180	\$ 4,354	\$ 3,761	\$ 59	\$ 5,502		
6 100 133 - Public Engagement	\$ 452	\$ 23,756	\$ 35	\$ 292	\$ 509	\$ 109	\$ 190	\$ 4,585	\$ 3,961	\$ 62	\$ 5,792		
7 100 134 - Emergency Preparedness	\$ -	\$ 2,376	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124	\$ -	\$ -	\$ 331		
8 100 140 - Human Resources	\$ -	\$ 98,931	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,159	\$ -	\$ -	\$ 13,780		
9 100 150 - Finance	\$ 2,595	\$ 77,322	\$ 771	\$ 1,501	\$ 4,658	\$ 703	\$ 1,018	\$ 28,127	\$ 25,673	\$ 3,167	\$ 32,259		
10 100 240 - Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
11 100 305 - Public Works Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,445	\$ 70,775	\$ 1,103	\$ 104,897		
12 100 330 - Facilities	\$ 1,828	\$ 96,127	\$ 142	\$ 1,179	\$ 2,058	\$ 442	\$ 767	\$ 18,530	\$ 16,001	\$ 249	\$ 23,422		
13 100 331 - Fields/Grounds	\$ -	\$ 20,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,044	\$ -	\$ -	\$ 2,788		
14 701 - Workers' Compensation Internal Service Fund	\$ -	\$ 1,154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ 161		
15 702 - General Liability Insurance Internal Service Fund	\$ -	\$ 2,586	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135	\$ -	\$ -	\$ 360		
16 703 - Other Post Employment Benefits Internal Service	\$ -	\$ 4,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220	\$ -	\$ -	\$ 587		
17 704 - Information Technology Internal Service Fund	\$ 288	\$ 61,283	\$ 168	\$ 142	\$ 768	\$ 89	\$ 103	\$ 8,122	\$ 3,280	\$ 758	\$ 8,009		
18 705 - Vehicle Replacement Internal Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,659		
Total Allocations	\$ 7,616	\$ 516,624	\$ 1,305	\$ 4,697	\$ 10,755	\$ 1,938	\$ 3,106	\$ 173,405	\$ 141,159	\$ 5,673	\$ 232,454		

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

SUMMARY SCHEDULE

CS Department	359 - Sidewalk Assessment	360 - Measure M - City/County	361 - Stormwater Management - (NPDES)	362 - Construction Impact Fee Fund	365 - Landfill Post- Closure	369 - In-lieu Payment for Community Amenities	394 - Communitywide Electrification Efforts	401 - Measure T - Menlo Park GO Bonds	501 - General Capital Improvement Fund	600 - Menlo Park Municipal Water Capital Fund	601 - Menlo Park Municipal Water Operations Fund
1 Asset Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 100 110 - City Council	\$ 4	\$ 346	\$ 2,327	\$ 440	\$ 2,451	\$ 244	\$ 8,922	\$ 6,383	\$ 12,176	\$ 3,456	\$ 21,892
3 100 120 - City Attorney	\$ 3	\$ 255	\$ 1,708	\$ 323	\$ 1,802	\$ 179	\$ 6,565	\$ 4,697	\$ 8,933	\$ 2,536	\$ 23,815
4 100 131 - City Administration	\$ 15	\$ 1,252	\$ 8,401	\$ 1,589	\$ 8,861	\$ 25,794	\$ 32,279	\$ 23,094	\$ 43,927	\$ 12,470	\$ 111,947
5 100 132 - City Clerk	\$ 5	\$ 394	\$ 2,641	\$ 500	\$ 2,785	\$ 277	\$ 10,146	\$ 7,259	\$ 13,810	\$ 3,920	\$ 24,810
6 100 133 - Public Engagement	\$ 5	\$ 414	\$ 2,780	\$ 526	\$ 2,933	\$ 292	\$ 10,683	\$ 7,643	\$ 14,537	\$ 4,127	\$ 24,470
7 100 134 - Emergency Preparedness	\$ -	\$ -	\$ 197	\$ 36	\$ 78	\$ -	\$ -	\$ -	\$ 1,273	\$ 356	\$ 1,728
8 100 140 - Human Resources	\$ -	\$ -	\$ 8,197	\$ 1,484	\$ 3,251	\$ -	\$ -	\$ -	\$ 52,999	\$ 14,840	\$ 112,109
9 100 150 - Finance	\$ 169	\$ 2,040	\$ 19,122	\$ 10,329	\$ 11,842	\$ 1,286	\$ 46,749	\$ 33,680	\$ 75,343	\$ 23,695	\$ 141,683
10 100 240 - Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 100 305 - Public Works Administration	\$ 86	\$ 7,407	\$ 60,309	\$ 9,550	\$ 52,735	\$ -	\$ -	\$ -	\$ 265,131	\$ -	\$ -
12 100 330 - Facilities	\$ 19	\$ 1,675	\$ 11,245	\$ 2,127	\$ 11,853	\$ 1,179	\$ 43,163	\$ 30,881	\$ 58,813	\$ 16,695	\$ 98,971
13 100 331 - Fields/Grounds	\$ -	\$ -	\$ 1,659	\$ 300	\$ 154,508	\$ -	\$ -	\$ -	\$ 10,725	\$ -	\$ -
14 701 - Workers' Compensation Internal Service Fund	\$ -	\$ -	\$ 96	\$ 17	\$ 38	\$ -	\$ -	\$ -	\$ 618	\$ 173	\$ 1,153
15 702 - General Liability Insurance Internal Service Fund	\$ -	\$ -	\$ 214	\$ 39	\$ 85	\$ -	\$ -	\$ -	\$ 1,385	\$ 388	\$ 2,585
16 703 - Other Post Employment Benefits Internal Service	\$ -	\$ -	\$ 349	\$ 63	\$ 139	\$ -	\$ -	\$ -	\$ 2,258	\$ 632	\$ 3,065
17 704 - Information Technology Internal Service Fund	\$ 39	\$ 178	\$ 5,390	\$ 2,342	\$ 2,133	\$ 87	\$ 3,102	\$ 2,279	\$ 23,474	\$ 7,722	\$ 33,841
18 705 - Vehicle Replacement Internal Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,744
Total Allocations	\$ 344	\$ 13,961	\$ 124,637	\$ 29,666	\$ 255,495	\$ 29,339	\$ 161,609	\$ 115,916	\$ 585,401	\$ 91,010	\$ 610,815

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

SUMMARY SCHEDULE

CS Department	610 - Solid Waste			
	Service	OTHER GF	OTHER NON GF	OTHER
1 Asset Use	\$ -	\$ -	\$ -	\$ -
2 100 110 - City Council	\$ 3,622	\$ -	\$ -	\$ -
3 100 120 - City Attorney	\$ 4,014	\$ -	\$ -	\$ -
4 100 131 - City Administration	\$ 46,111	\$ -	\$ -	\$ -
5 100 132 - City Clerk	\$ 4,089	\$ -	\$ -	\$ -
6 100 133 - Public Engagement	\$ 3,206	\$ -	\$ -	\$ -
7 100 134 - Emergency Preparedness	\$ 197	\$ -	\$ -	\$ -
8 100 140 - Human Resources	\$ 12,385	\$ -	\$ 113,987	\$ -
9 100 150 - Finance	\$ 25,789	\$ -	\$ 146,952	\$ 132,937
10 100 240 - Administration	\$ -	\$ -	\$ -	\$ -
11 100 305 - Public Works Administration	\$ -	\$ -	\$ -	\$ -
12 100 330 - Facilities	\$ 12,965	\$ -	\$ -	\$ -
13 100 331 - Fields/Grounds	\$ 17,219	\$ -	\$ -	\$ -
14 701 - Workers' Compensation Internal Service Fund	\$ 96	\$ -	\$ -	\$ -
15 702 - General Liability Insurance Internal Service Fund	\$ 214	\$ -	\$ -	\$ -
16 703 - Other Post Employment Benefits Internal Service	\$ 349	\$ -	\$ -	\$ -
17 704 - Information Technology Internal Service Fund	\$ 5,675	\$ -	\$ 24,936	\$ 33,939
18 705 - Vehicle Replacement Internal Service Fund	\$ -	\$ 7,211	\$ -	\$ -
Total Allocations	\$ 135,931	\$ 7,211	\$ 285,874	\$ 166,876

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report																					
Asset Use																					
Department Salaries & Costs																					
Description		Amount		General Admin		Equip Use		City Hall Use		Other Bldgs											
Personnel																					
Salaries		\$	10	\$	-	\$	10	\$	-	\$	-										
Salary Split %			100%		0.00%		100.00%		0.00%		0.00%										
Subtotal - Personnel Costs		\$	10	\$	-	\$	10	\$	-	\$	-										
Services & Supplies																					
GF Equip Use		P	\$ 715,672	\$	-	\$	715,672	\$	-	\$	-										
City Hall Bldg Use		P	\$ 357,850	\$	-	\$	-	\$	357,850	\$	-										
Other Bldg Use		P	\$ 100	\$	-	\$	-	\$	-	\$	100										
Subtotal - Services and Supplies		\$	1,073,622	\$	-	\$	715,672	\$	357,850	\$	100	\$	-	\$	-	\$	-	\$	-	\$	-
General Admin Distribution		\$	-	\$	-	\$	-	\$	-	\$	-										
INCOMING COSTS DISTRIBUTION																					
ORG TOTAL		\$	1,073,632	\$	-	\$	715,682	\$	357,850	\$	100										
INCOMING COSTS DISTRIBUTION		\$	-	\$	-	\$	-	\$	-	\$	-										
TOTAL ORG W INCOMING		\$	1,073,632	\$	-	\$	715,682	\$	357,850	\$	100										

Department		Asset Use		
Incoming Costs Details				
Department		Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs
Grand Total		\$ -	\$ -	\$ -

Department	Asset Use			
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Allocation Summary

Department	Total	Equip Use	City Hall Use	Other Bldgs
Grand Total	\$ 1,073,532	\$ 715,682	\$ 357,850	\$ -
4 100 131 - City Administration	\$ 360,662	\$ 2,812	\$ 357,850	\$ -
5 100 132 - City Clerk	\$ 738	\$ 738	\$ -	\$ -
10 100 240 - Administration	\$ 84,840	\$ 84,840	\$ -	\$ -
12 100 330 - Facilities	\$ 12,997	\$ 12,997	\$ -	\$ -
13 100 331 - Fields/Grounds	\$ 2,427	\$ 2,427	\$ -	\$ -
17 704 - Information Technology Internal Service Fund	\$ 395,729	\$ 395,729	\$ -	\$ -
20 100 210 - Patrol	\$ 513	\$ 513	\$ -	\$ -
24 100 320 - Transportation Management	\$ 37,737	\$ 37,737	\$ -	\$ -
25 100 332 - Vehicle	\$ 926	\$ 926	\$ -	\$ -
27 100 334 - Streets	\$ 2,716	\$ 2,716	\$ -	\$ -
31 100 510 - Seniors	\$ 1,397	\$ 1,397	\$ -	\$ -
33 100 530 - Pre-School Child Care	\$ 41,325	\$ 41,325	\$ -	\$ -
37 100 542 - Aquatics	\$ 1,520	\$ 1,520	\$ -	\$ -
38 100 560 - Library	\$ 40,642	\$ 40,642	\$ -	\$ -
39 100 570 - LCS Operations	\$ 82,305	\$ 82,305	\$ -	\$ -
40 100 610 - Planning	\$ 6,640	\$ 6,640	\$ -	\$ -
41 100 620 - Building	\$ 418	\$ 418	\$ -	\$ -

Department	Asset Use
Function	Equip Use
Allocation Base	\$\$ Fixed Assets

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	10,729,046.00	100.00%	\$ 715,682	\$ -	\$ 715,682	\$ -	\$ 715,682		
4 100 131 - City Administration	42,149.00	0.39%	\$ 2,812	\$ -	\$ 2,812	\$ -	\$ 2,812		
5 100 132 - City Clerk	11,069.00	0.10%	\$ 738	\$ -	\$ 738	\$ -	\$ 738		
10 100 240 - Administration	1,271,871.00	11.85%	\$ 84,840	\$ -	\$ 84,840	\$ -	\$ 84,840		
12 100 330 - Facilities	194,843.00	1.82%	\$ 12,997	\$ -	\$ 12,997	\$ -	\$ 12,997		
13 100 331 - Fields/Grounds	36,379.00	0.34%	\$ 2,427	\$ -	\$ 2,427	\$ -	\$ 2,427		
17 704 - Information Technology Internal Service Fund	5,932,519.00	55.29%	\$ 395,729	\$ -	\$ 395,729	\$ -	\$ 395,729		
20 100 210 - Patrol	7,695.00	0.07%	\$ 513	\$ -	\$ 513	\$ -	\$ 513		
24 100 320 - Transportation Management	565,725.00	5.27%	\$ 37,737	\$ -	\$ 37,737	\$ -	\$ 37,737		
25 100 332 - Vehicle	13,888.00	0.13%	\$ 926	\$ -	\$ 926	\$ -	\$ 926		
27 100 334 - Streets	40,713.00	0.38%	\$ 2,716	\$ -	\$ 2,716	\$ -	\$ 2,716		
31 100 510 - Seniors	20,937.00	0.20%	\$ 1,397	\$ -	\$ 1,397	\$ -	\$ 1,397		
33 100 530 - Pre-School Child Care	619,519.00	5.77%	\$ 41,325	\$ -	\$ 41,325	\$ -	\$ 41,325		
37 100 542 - Aquatics	22,784.00	0.21%	\$ 1,520	\$ -	\$ 1,520	\$ -	\$ 1,520		
38 100 560 - Library	609,285.00	5.68%	\$ 40,642	\$ -	\$ 40,642	\$ -	\$ 40,642		
39 100 570 - LCS Operations	1,233,859.00	11.50%	\$ 82,305	\$ -	\$ 82,305	\$ -	\$ 82,305		
40 100 610 - Planning	99,538.00	0.93%	\$ 6,640	\$ -	\$ 6,640	\$ -	\$ 6,640		
41 100 620 - Building	6,273.00	0.06%	\$ 418	\$ -	\$ 418	\$ -	\$ 418		

Department	Asset Use
Function	City Hall Use
Allocation Base	Direct to Admin

Function Level Allocations										
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total			
Grand Total	100.00	100.00%	\$ 357,850	\$ -	\$ 357,850	\$ -	\$ 357,850			
4 100 131 - City Administration	100.00	100.00%	\$ 357,850	\$ -	\$ 357,850	\$ -	\$ 357,850			

Department	Asset Use
Function	Other Bldgs
Allocation Base	**Not Allocated**

Function Level Allocations										
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total			
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -			-

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 110 - City Council

Department Salaries & Costs

Description	Amount	General Admin	CC - Financial	CC - Staff	CC - Governing
Personnel					
Salaries	\$ 57,001	\$ -	\$ 22,800	\$ 22,800	\$ 11,400
Salary Split %	100%	0.00%	40.00%	40.00%	20.00%
Subtotal - Personnel Costs	\$ 57,001	\$ -	\$ 22,800	\$ 22,800	\$ 11,400
Services & Supplies					
Benefits	S \$ 96,614	\$ -	\$ 38,646	\$ 38,646	\$ 19,323
43210 - Memberships	S \$ 51,000	\$ -	\$ 20,400	\$ 20,400	\$ 10,200
43510 - Advertising	S \$ 1,200	\$ -	\$ 480	\$ 480	\$ 240
43511 - Printing	S \$ 1,000	\$ -	\$ 400	\$ 400	\$ 200
43611 - Department Supplies	S \$ 16,000	\$ -	\$ 6,400	\$ 6,400	\$ 3,200
43717 - Subscription to On-Line Svcs	S \$ 200	\$ -	\$ 80	\$ 80	\$ 40
43801 - Miscellaneous Expense	S \$ 3,000	\$ -	\$ 1,200	\$ 1,200	\$ 600
44200 - Contract Services	S \$ 50,000	\$ -	\$ 20,000	\$ 20,000	\$ 10,000
45153 - Meetings & Seminars	S \$ 23,400	\$ -	\$ 9,360	\$ 9,360	\$ 4,680
46102 - Telephone & Alarms	S \$ 2,000	\$ -	\$ 800	\$ 800	\$ 400
48102 - Community Programs	X \$ 350,000	\$ -	\$ -	\$ -	\$ -
48901 - General Liability Internal Svc	S \$ 3,697	\$ -	\$ 1,479	\$ 1,479	\$ 739
48902 - IT Internal Service Charge	S \$ 105,026	\$ -	\$ 42,010	\$ 42,010	\$ 21,005
48904 - Workers Comp Internal Svc Chrg	S \$ 1,630	\$ -	\$ 652	\$ 652	\$ 326
48905 - OPEB Internal Service Charge	S \$ 1,383	\$ -	\$ 553	\$ 553	\$ 277
Subtotal - Services and Supplies	\$ 706,150	\$ -	\$ 142,460	\$ 142,460	\$ 71,230
General Admin Distribution	\$ -	\$ -	\$ -	\$ -	\$ -
INCOMING COSTS DISTRIBUTION					
ORG TOTAL	\$ 763,151	\$ -	\$ 165,260	\$ 165,260	\$ 82,630
INCOMING COSTS DISTRIBUTION	\$ 333,840	\$ -	\$ 133,536	\$ 133,536	\$ 66,768
TOTAL ORG W INCOMING	\$ 1,096,991	\$ -	\$ 298,796	\$ 298,796	\$ 149,398

Department		100 110 - City Council		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 333,840	\$ -	\$ 333,840	
2 100 110 - City Council	\$ 18,923	\$ -	\$ 18,923	
CC - Financial	\$ 1,026	\$ -	\$ 1,026	
CC - Staff	\$ 2,787	\$ -	\$ 2,787	
CC - Governing	\$ 15,110	\$ -	\$ 15,110	
3 100 120 - City Attorney	\$ 41,426	\$ -	\$ 41,426	
Attny - Financial	\$ 1,249	\$ -	\$ 1,249	
Attny - Staffing	\$ 3,392	\$ -	\$ 3,392	
Attny - Governing	\$ 36,785	\$ -	\$ 36,785	
4 100 131 - City Administration	\$ 113,811	\$ -	\$ 113,811	
City Admin - Financial	\$ 6,171	\$ -	\$ 6,171	
City Admin - Staffing	\$ 16,762	\$ -	\$ 16,762	
City Admin - Governing	\$ 90,878	\$ -	\$ 90,878	
5 100 132 - City Clerk	\$ 33,862	\$ -	\$ 33,862	
Clerk - Financial	\$ 1,836	\$ -	\$ 1,836	
Clerk - Staffing	\$ 4,987	\$ -	\$ 4,987	
Clerk - Governing	\$ 27,038	\$ -	\$ 27,038	
6 100 133 - Public Engagement	\$ 7,748	\$ -	\$ 7,748	
Public Engagement - Financial	\$ 2,085	\$ -	\$ 2,085	
Public Engagement - Staffing	\$ 5,663	\$ -	\$ 5,663	
7 100 134 - Emergency Preparedness	\$ 673	\$ -	\$ 673	
Emer Prep City Gov	\$ 673	\$ -	\$ 673	
8 100 140 - Human Resources	\$ 41,019	\$ -	\$ 41,019	
HR - Staffing	\$ 32,403	\$ -	\$ 32,403	
Hr - Paychecks	\$ 8,615	\$ -	\$ 8,615	
9 100 150 - Finance	\$ 31,608	\$ -	\$ 31,608	
Fin - Budgeting	\$ 8,880	\$ -	\$ 8,880	
Fin - Payroll	\$ 7,482	\$ -	\$ 7,482	
Fin - Staffing	\$ 12,060	\$ -	\$ 12,060	
Fin - Accting	\$ 3,187	\$ -	\$ 3,187	
12 100 330 - Facilities	\$ 31,572	\$ -	\$ 31,572	
Fac - Citywide	\$ 8,496	\$ -	\$ 8,496	
Fac - Citywide Staffing	\$ 23,076	\$ -	\$ 23,076	
13 100 331 - Fields/Grounds	\$ 6,852	\$ -	\$ 6,852	
Fields - City wide	\$ 6,852	\$ -	\$ 6,852	
14 701 - Workers' Compensation Internal Service Fund	\$ 352	\$ -	\$ 352	
WC General	\$ 352	\$ -	\$ 352	
15 702 - General Liability Insurance Internal Service Fund	\$ 791	\$ -	\$ 791	
GL General	\$ 791	\$ -	\$ 791	
16 703 - Other Post Employment Benefits Internal Service	\$ 1,348	\$ -	\$ 1,348	

OPEB General	\$	1,348	\$	-	\$	1,348
17 704 - Information Technology Internal Service Fund	\$	3,855	\$	-	\$	3,855
IT - Citywide	\$	564	\$	-	\$	564
IT - Staffling	\$	1,531	\$	-	\$	1,531
IT - Payroll	\$	950	\$	-	\$	950
IT - Accounting GF	\$	809	\$	-	\$	809

Department **100 110 - City Council**

Allocation Summary

Department	Total	CC - Financial	CC - Staff	CC - Governing
Grand Total	\$ 746,991	\$ 298,796	\$ 298,796	\$ 149,398
2 100 110 - City Council	\$ 18,923	\$ 1,026	\$ 2,787	\$ 15,110
3 100 120 - City Attorney	\$ 11,359	\$ 2,438	\$ -	\$ 8,921
4 100 131 - City Administration	\$ 11,759	\$ 5,275	\$ 5,545	\$ 939
5 100 132 - City Clerk	\$ 25,605	\$ 1,506	\$ 2,031	\$ 22,068
6 100 133 - Public Engagement	\$ 3,081	\$ 1,596	\$ 1,016	\$ 470
7 100 134 - Emergency Preparedness	\$ 2,702	\$ 1,217	\$ 1,016	\$ 470
8 100 140 - Human Resources	\$ 22,617	\$ 6,240	\$ 6,987	\$ 9,391
9 100 150 - Finance	\$ 29,395	\$ 8,029	\$ 11,506	\$ 9,860
10 100 240 - Administration	\$ 38,593	\$ 13,035	\$ 16,167	\$ 9,391
11 100 305 - Public Works Administration	\$ 13,089	\$ 4,719	\$ 7,901	\$ 470
12 100 330 - Facilities	\$ 11,656	\$ 6,109	\$ 5,078	\$ 470
13 100 331 - Fields/Grounds	\$ 16,402	\$ 8,247	\$ 8,154	\$ -
14 701 - Workers' Compensation Internal Service Fund	\$ 2,571	\$ 2,571	\$ -	\$ -
15 702 - General Liability Insurance Internal Service Fund	\$ 5,832	\$ 5,832	\$ -	\$ -
16 703 - Other Post Employment Benefits Internal Service	\$ 2,182	\$ 2,182	\$ -	\$ -
17 704 - Information Technology Internal Service Fund	\$ 25,524	\$ 13,473	\$ 10,642	\$ 1,409
18 705 - Vehicle Replacement Internal Service Fund	\$ 8,800	\$ 8,800	\$ -	\$ -
19 100 170 - Sustainability	\$ 16,221	\$ 2,008	\$ 2,945	\$ 11,269
20 100 210 - Patrol	\$ 82,836	\$ 40,612	\$ 42,225	\$ -
21 100 220 - Special Operations	\$ 15,127	\$ 8,019	\$ 7,109	\$ -
22 100 230 - Communications	\$ 15,037	\$ 6,405	\$ 8,632	\$ -
23 100 310 - Capital Projects	\$ 2,475	\$ 521	\$ 1,016	\$ 939
24 100 320 - Transportation Management	\$ 18,117	\$ 5,836	\$ 7,586	\$ 4,695
25 100 332 - Vehicle	\$ 7,669	\$ 2,377	\$ 2,945	\$ 2,348
26 100 333 - City Tree	\$ 6,641	\$ 2,680	\$ 3,960	\$ -
27 100 334 - Streets	\$ 15,686	\$ 6,830	\$ 4,631	\$ 4,226
28 100 340 - Stormwater	\$ 4,515	\$ 1,698	\$ -	\$ 2,817
29 100 350 - Right-of-Way	\$ 9,425	\$ 3,510	\$ 4,976	\$ 939
30 100 360 - Development Services	\$ 5,814	\$ 2,565	\$ 3,250	\$ -
31 100 510 - Seniors	\$ 7,383	\$ 2,305	\$ 5,078	\$ -
32 100 520 - Recreation - Indoor	\$ 16,494	\$ 6,339	\$ 10,155	\$ -
33 100 530 - Pre-School Child Care	\$ 11,644	\$ 3,520	\$ 8,124	\$ -
34 100 531 - School-Age Child Care	\$ 11,586	\$ 2,613	\$ 3,808	\$ 5,165
35 100 540 - Recreation - Outdoor	\$ 11,189	\$ 2,039	\$ 3,047	\$ 6,104
36 100 541 - Gymnastics	\$ 8,835	\$ 2,742	\$ 6,093	\$ -
37 100 542 - Aquatics	\$ 5,658	\$ 1,901	\$ -	\$ 3,756
38 100 560 - Library	\$ 25,818	\$ 9,837	\$ 12,694	\$ 3,287
39 100 570 - LCS Operations	\$ 13,086	\$ 6,993	\$ 6,093	\$ -

Department	Total	CC - Financial	CC - Staff	CC - Governing
40 100 610 - Planning	\$ 38,158	\$ 12,595	\$ 17,111	\$ 8,452
41 100 620 - Building	\$ 28,261	\$ 12,343	\$ 14,979	\$ 939
42 100 630 - Housing	\$ 13,181	\$ 1,860	\$ 1,929	\$ 9,391
43 100 650 - Economic Development	\$ 4,038	\$ 282	\$ -	\$ 3,756
44 111 - Developer Special Revenue Fund	\$ 2,438	\$ 2,438	\$ -	\$ -
45 203 - Donations - Library and Community Services	\$ 353	\$ 353	\$ -	\$ -
46 213 - CalRecycle SB1383 Local Grant	\$ 239	\$ 239	\$ -	\$ -
47 221 - Low and Moderate Income Housing	\$ 34	\$ 34	\$ -	\$ -
48 222 - Below Market Rate Housing	\$ 3,388	\$ 1,865	\$ 1,523	\$ -
49 223 - Housing Federal Revenue Sharing	\$ 10	\$ 10	\$ -	\$ -
50 224 - Community Development Block Grant	\$ 10	\$ 10	\$ -	\$ -
51 252 - Childcare Food	\$ 378	\$ 378	\$ -	\$ -
52 253 - Belle Haven Child Development Center	\$ 19,905	\$ 5,688	\$ 14,217	\$ -
53 254 - Preschool Quality Rating (QRIS)	\$ 29	\$ 29	\$ -	\$ -
54 327 - Supplemental Law Enforcement Services Fund	\$ 244	\$ 244	\$ -	\$ -
55 328 - Downtown Parking Permits	\$ 425	\$ 425	\$ -	\$ -
56 332 - Bayfront Mitigation Fund	\$ 91	\$ 91	\$ -	\$ -
57 354 - Storm Drainage Fees	\$ 158	\$ 158	\$ -	\$ -
58 355 - Shuttle Program	\$ 3,832	\$ 3,091	\$ 741	\$ -
59 356 - Measure A - San Mateo County Transportation	\$ 3,308	\$ 3,308	\$ -	\$ -
60 357 - Highway Users Tax (Gas Tax)	\$ 52	\$ 52	\$ -	\$ -
61 358 - Landscape/Tree Assessment	\$ 4,846	\$ 2,866	\$ 1,980	\$ -
62 359 - Sidewalk Assessment	\$ 4	\$ 4	\$ -	\$ -
63 360 - Measure M - City/County	\$ 346	\$ 346	\$ -	\$ -
64 361 - Stormwater Management -(NPDES)	\$ 2,327	\$ 1,149	\$ 1,178	\$ -
65 362 - Construction Impact Fee Fund	\$ 440	\$ 227	\$ 213	\$ -
66 365 - Landfill Post-Closure	\$ 2,451	\$ 1,984	\$ 467	\$ -
67 369 - In-lieu Payment for Community Amenities	\$ 244	\$ 244	\$ -	\$ -
68 394 - Communitywide Electrification Efforts	\$ 8,922	\$ 8,922	\$ -	\$ -
69 401 - Measure T - Menlo Park GO Bonds	\$ 6,383	\$ 6,383	\$ -	\$ -
70 501 - General Capital Improvement Fund	\$ 12,176	\$ 4,559	\$ 7,616	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 3,456	\$ 1,324	\$ 2,133	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 21,892	\$ 10,146	\$ 10,338	\$ 1,409
73 610 - Solid Waste Service	\$ 3,622	\$ 1,505	\$ 1,178	\$ 939

Department	100 110 - City Council
Function	CC - Financial
Allocation Base	TOTAL BUDGET

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	122,917,516.00	100.00%	\$ 165,260	\$ -	\$ 165,260	\$ 133,536	\$ 298,796		
2 100 110 - City Council	763,151.00	0.62%	\$ 1,026	\$ -	\$ 1,026	\$ -	\$ 1,026		
3 100 120 - City Attorney	1,000,000.00	0.81%	\$ 1,344	\$ -	\$ 1,344	\$ 1,093	\$ 2,438		
4 100 131 - City Administration	2,163,896.00	1.76%	\$ 2,909	\$ -	\$ 2,909	\$ 2,366	\$ 5,275		
5 100 132 - City Clerk	617,734.00	0.50%	\$ 831	\$ -	\$ 831	\$ 675	\$ 1,506		
6 100 133 - Public Engagement	654,581.00	0.53%	\$ 880	\$ -	\$ 880	\$ 716	\$ 1,596		
7 100 134 - Emergency Preparedness	499,069.00	0.41%	\$ 671	\$ -	\$ 671	\$ 546	\$ 1,217		
8 100 140 - Human Resources	2,559,846.00	2.08%	\$ 3,442	\$ -	\$ 3,442	\$ 2,798	\$ 6,240		
9 100 150 - Finance	3,293,879.00	2.68%	\$ 4,429	\$ -	\$ 4,429	\$ 3,601	\$ 8,029		
10 100 240 - Administration	5,347,403.00	4.35%	\$ 7,189	\$ -	\$ 7,189	\$ 5,846	\$ 13,035		
11 100 305 - Public Works Administration	1,935,755.00	1.57%	\$ 2,603	\$ -	\$ 2,603	\$ 2,116	\$ 4,719		
12 100 330 - Facilities	2,505,945.00	2.04%	\$ 3,369	\$ -	\$ 3,369	\$ 2,739	\$ 6,109		
13 100 331 - Fields/Grounds	3,383,368.00	2.75%	\$ 4,549	\$ -	\$ 4,549	\$ 3,699	\$ 8,247		
14 701 - Workers' Compensation Internal Service Fund	1,054,800.00	0.86%	\$ 1,418	\$ -	\$ 1,418	\$ 1,153	\$ 2,571		
15 702 - General Liability Insurance Internal Service Fund	2,392,569.00	1.95%	\$ 3,217	\$ -	\$ 3,217	\$ 2,615	\$ 5,832		
16 703 - Other Post Employment Benefits Internal Service	895,000.00	0.73%	\$ 1,203	\$ -	\$ 1,203	\$ 978	\$ 2,182		
17 704 - Information Technology Internal Service Fund	5,527,066.00	4.50%	\$ 7,431	\$ -	\$ 7,431	\$ 6,042	\$ 13,473		
18 705 - Vehicle Replacement Internal Service Fund	3,610,041.00	2.94%	\$ 4,854	\$ -	\$ 4,854	\$ 3,946	\$ 8,800		
19 100 170 - Sustainability	823,558.00	0.67%	\$ 1,107	\$ -	\$ 1,107	\$ 900	\$ 2,008		
20 100 210 - Patrol	16,660,208.00	13.55%	\$ 22,399	\$ -	\$ 22,399	\$ 18,212	\$ 40,612		
21 100 220 - Special Operations	3,289,435.00	2.68%	\$ 4,423	\$ -	\$ 4,423	\$ 3,596	\$ 8,019		
22 100 230 - Communications	2,627,631.00	2.14%	\$ 3,533	\$ -	\$ 3,533	\$ 2,872	\$ 6,405		
23 100 310 - Capital Projects	213,673.00	0.17%	\$ 287	\$ -	\$ 287	\$ 234	\$ 521		
24 100 320 - Transportation Management	2,394,194.00	1.95%	\$ 3,219	\$ -	\$ 3,219	\$ 2,617	\$ 5,836		
25 100 332 - Vehicle	974,965.00	0.79%	\$ 1,311	\$ -	\$ 1,311	\$ 1,066	\$ 2,377		
26 100 333 - City Tree	1,099,595.00	0.89%	\$ 1,478	\$ -	\$ 1,478	\$ 1,202	\$ 2,680		
27 100 334 - Streets	2,801,777.00	2.28%	\$ 3,767	\$ -	\$ 3,767	\$ 3,063	\$ 6,830		
28 100 340 - Stormwater	696,541.00	0.57%	\$ 936	\$ -	\$ 936	\$ 761	\$ 1,698		
29 100 350 - Right-of-Way	1,439,867.00	1.17%	\$ 1,936	\$ -	\$ 1,936	\$ 1,574	\$ 3,510		
30 100 360 - Development Services	1,052,069.00	0.86%	\$ 1,414	\$ -	\$ 1,414	\$ 1,150	\$ 2,565		
31 100 510 - Seniors	945,693.00	0.77%	\$ 1,271	\$ -	\$ 1,271	\$ 1,034	\$ 2,305		
32 100 520 - Recreation - Indoor	2,600,272.00	2.12%	\$ 3,496	\$ -	\$ 3,496	\$ 2,843	\$ 6,339		
33 100 530 - Pre-School Child Care	1,444,041.00	1.17%	\$ 1,941	\$ -	\$ 1,941	\$ 1,579	\$ 3,520		
34 100 531 - School-Age Child Care	1,071,955.00	0.87%	\$ 1,441	\$ -	\$ 1,441	\$ 1,172	\$ 2,613		
35 100 540 - Recreation - Outdoor	836,369.00	0.68%	\$ 1,124	\$ -	\$ 1,124	\$ 914	\$ 2,039		
36 100 541 - Gymnastics	1,125,030.00	0.92%	\$ 1,513	\$ -	\$ 1,513	\$ 1,230	\$ 2,742		
37 100 542 - Aquatics	780,000.00	0.63%	\$ 1,049	\$ -	\$ 1,049	\$ 853	\$ 1,901		
38 100 560 - Library	4,035,519.00	3.28%	\$ 5,426	\$ -	\$ 5,426	\$ 4,412	\$ 9,837		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
39 100 570 - LCS Operations	2,868,901.00	2.33%	\$ 3,857	\$ -	\$ 3,857	\$ 3,136	\$ 6,993
40 100 610 - Planning	5,166,965.00	4.20%	\$ 6,947	\$ -	\$ 6,947	\$ 5,648	\$ 12,595
41 100 620 - Building	5,063,653.00	4.12%	\$ 6,808	\$ -	\$ 6,808	\$ 5,535	\$ 12,343
42 100 630 - Housing	763,155.00	0.62%	\$ 1,026	\$ -	\$ 1,026	\$ 834	\$ 1,860
43 100 650 - Economic Development	115,550.00	0.09%	\$ 155	\$ -	\$ 155	\$ 126	\$ 282
44 111 - Developer Special Revenue Fund	1,000,000.00	0.81%	\$ 1,344	\$ -	\$ 1,344	\$ 1,093	\$ 2,438
45 203 - Donations - Library and Community Services	145,000.00	0.12%	\$ 195	\$ -	\$ 195	\$ 159	\$ 353
46 213 - CalRecycle SB1383 Local Grant	98,232.00	0.08%	\$ 132	\$ -	\$ 132	\$ 107	\$ 239
47 221 - Low and Moderate Income Housing	14,000.00	0.01%	\$ 19	\$ -	\$ 19	\$ 15	\$ 34
48 222 - Below Market Rate Housing	764,890.00	0.62%	\$ 1,028	\$ -	\$ 1,028	\$ 836	\$ 1,865
49 223 - Housing Federal Revenue Sharing	4,000.00	0.00%	\$ 5	\$ -	\$ 5	\$ 4	\$ 10
50 224 - Community Development Block Grant	4,000.00	0.00%	\$ 5	\$ -	\$ 5	\$ 4	\$ 10
51 252 - Childcare Food	155,000.00	0.13%	\$ 208	\$ -	\$ 208	\$ 169	\$ 378
52 253 - Belle Haven Child Development Center	2,333,390.00	1.90%	\$ 3,137	\$ -	\$ 3,137	\$ 2,551	\$ 5,688
53 254 - Preschool Quality Rating (QRIS)	12,000.00	0.01%	\$ 16	\$ -	\$ 16	\$ 13	\$ 29
54 327 - Supplemental Law Enforcement Services Fund	100,000.00	0.08%	\$ 134	\$ -	\$ 134	\$ 109	\$ 244
55 328 - Downtown Parking Permits	174,520.00	0.14%	\$ 235	\$ -	\$ 235	\$ 191	\$ 425
56 332 - Bayfront Mitigation Fund	37,500.00	0.03%	\$ 50	\$ -	\$ 50	\$ 41	\$ 91
57 354 - Storm Drainage Fees	65,000.00	0.05%	\$ 87	\$ -	\$ 87	\$ 71	\$ 158
58 355 - Shuttle Program	1,267,896.00	1.03%	\$ 1,705	\$ -	\$ 1,705	\$ 1,386	\$ 3,091
59 356 - Measure A - San Mateo County Transportation	1,356,840.00	1.10%	\$ 1,824	\$ -	\$ 1,824	\$ 1,483	\$ 3,308
60 357 - Highway Users Tax (Gas Tax)	21,138.00	0.02%	\$ 28	\$ -	\$ 28	\$ 23	\$ 52
61 358 - Landscape/Tree Assessment	1,175,761.00	0.96%	\$ 1,581	\$ -	\$ 1,581	\$ 1,285	\$ 2,866
62 359 - Sidewalk Assessment	1,650.00	0.00%	\$ 2	\$ -	\$ 2	\$ 2	\$ 4
63 360 - Measure M - City/County	142,000.00	0.12%	\$ 191	\$ -	\$ 191	\$ 155	\$ 346
64 361 - Stormwater Management -(NPDES)	471,525.00	0.38%	\$ 634	\$ -	\$ 634	\$ 515	\$ 1,149
65 362 - Construction Impact Fee Fund	93,132.00	0.08%	\$ 125	\$ -	\$ 125	\$ 102	\$ 227
66 365 - Landfill Post-Closure	813,967.00	0.66%	\$ 1,094	\$ -	\$ 1,094	\$ 890	\$ 1,984
67 369 - In-lieu Payment for Community Amenities	100,000.00	0.08%	\$ 134	\$ -	\$ 134	\$ 109	\$ 244
68 394 - Communitywide Electrification Efforts	3,660,000.00	2.98%	\$ 4,921	\$ -	\$ 4,921	\$ 4,001	\$ 8,922
69 401 - Measure T - Menlo Park GO Bonds	2,618,564.00	2.13%	\$ 3,521	\$ -	\$ 3,521	\$ 2,863	\$ 6,383
70 501 - General Capital Improvement Fund	1,870,412.00	1.52%	\$ 2,515	\$ -	\$ 2,515	\$ 2,045	\$ 4,559
71 600 - Menlo Park Municipal Water Capital Fund	543,012.00	0.44%	\$ 730	\$ -	\$ 730	\$ 594	\$ 1,324
72 601 - Menlo Park Municipal Water Operations Fund	4,161,995.00	3.39%	\$ 5,596	\$ -	\$ 5,596	\$ 4,550	\$ 10,146
73 610 - Solid Waste Service	617,373.00	0.50%	\$ 830	\$ -	\$ 830	\$ 675	\$ 1,505

Department 100 110 - City Council
 Function CC - Staff
 Allocation Base FTE

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	296.49	100.00%	\$ 165,260	\$ -	\$ 165,260	\$ 133,536	\$ 298,796		
2 100 110 - City Council	5.00	1.69%	\$ 2,787	\$ -	\$ 2,787	\$ -	\$ 2,787		
4 100 131 - City Administration	5.46	1.84%	\$ 3,043	\$ -	\$ 3,043	\$ 2,501	\$ 5,545		
5 100 132 - City Clerk	2.00	0.67%	\$ 1,115	\$ -	\$ 1,115	\$ 916	\$ 2,031		
6 100 133 - Public Engagement	1.00	0.34%	\$ 557	\$ -	\$ 557	\$ 458	\$ 1,016		
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 557	\$ -	\$ 557	\$ 458	\$ 1,016		
8 100 140 - Human Resources	6.88	2.32%	\$ 3,835	\$ -	\$ 3,835	\$ 3,152	\$ 6,987		
9 100 150 - Finance	11.33	3.82%	\$ 6,315	\$ -	\$ 6,315	\$ 5,190	\$ 11,506		
10 100 240 - Administration	15.92	5.37%	\$ 8,874	\$ -	\$ 8,874	\$ 7,293	\$ 16,167		
11 100 305 - Public Works Administration	7.78	2.62%	\$ 4,336	\$ -	\$ 4,336	\$ 3,564	\$ 7,901		
12 100 330 - Facilities	5.00	1.69%	\$ 2,787	\$ -	\$ 2,787	\$ 2,291	\$ 5,078		
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 4,476	\$ -	\$ 4,476	\$ 3,679	\$ 8,154		
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 5,841	\$ -	\$ 5,841	\$ 4,801	\$ 10,642		
19 100 170 - Sustainability	2.90	0.98%	\$ 1,616	\$ -	\$ 1,616	\$ 1,329	\$ 2,945		
20 100 210 - Patrol	41.58	14.02%	\$ 23,176	\$ -	\$ 23,176	\$ 19,048	\$ 42,225		
21 100 220 - Special Operations	7.00	2.36%	\$ 3,902	\$ -	\$ 3,902	\$ 3,207	\$ 7,109		
22 100 230 - Communications	8.50	2.87%	\$ 4,738	\$ -	\$ 4,738	\$ 3,894	\$ 8,632		
23 100 310 - Capital Projects	1.00	0.34%	\$ 557	\$ -	\$ 557	\$ 458	\$ 1,016		
24 100 320 - Transportation Management	7.47	2.52%	\$ 4,164	\$ -	\$ 4,164	\$ 3,422	\$ 7,586		
25 100 332 - Vehicle	2.90	0.98%	\$ 1,616	\$ -	\$ 1,616	\$ 1,329	\$ 2,945		
26 100 333 - City Tree	3.90	1.32%	\$ 2,174	\$ -	\$ 2,174	\$ 1,787	\$ 3,960		
27 100 334 - Streets	4.56	1.54%	\$ 2,542	\$ -	\$ 2,542	\$ 2,089	\$ 4,631		
29 100 350 - Right-of-Way	4.90	1.65%	\$ 2,731	\$ -	\$ 2,731	\$ 2,245	\$ 4,976		
30 100 360 - Development Services	3.20	1.08%	\$ 1,784	\$ -	\$ 1,784	\$ 1,466	\$ 3,250		
31 100 510 - Seniors	5.00	1.69%	\$ 2,787	\$ -	\$ 2,787	\$ 2,291	\$ 5,078		
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 5,574	\$ -	\$ 5,574	\$ 4,581	\$ 10,155		
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 4,459	\$ -	\$ 4,459	\$ 3,665	\$ 8,124		
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 2,090	\$ -	\$ 2,090	\$ 1,718	\$ 3,808		
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 1,672	\$ -	\$ 1,672	\$ 1,374	\$ 3,047		
36 100 541 - Gymnastics	6.00	2.02%	\$ 3,344	\$ -	\$ 3,344	\$ 2,749	\$ 6,093		
38 100 560 - Library	12.50	4.22%	\$ 6,967	\$ -	\$ 6,967	\$ 5,726	\$ 12,694		
39 100 570 - LCS Operations	6.00	2.02%	\$ 3,344	\$ -	\$ 3,344	\$ 2,749	\$ 6,093		
40 100 610 - Planning	16.85	5.68%	\$ 9,392	\$ -	\$ 9,392	\$ 7,719	\$ 17,111		
41 100 620 - Building	14.75	4.97%	\$ 8,221	\$ -	\$ 8,221	\$ 6,757	\$ 14,979		
42 100 630 - Housing	1.90	0.64%	\$ 1,059	\$ -	\$ 1,059	\$ 870	\$ 1,929		
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 836	\$ -	\$ 836	\$ 687	\$ 1,523		
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 7,803	\$ -	\$ 7,803	\$ 6,414	\$ 14,217		
58 355 - Shuttle Program	0.73	0.25%	\$ 407	\$ -	\$ 407	\$ 334	\$ 741		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 1,087	\$ -	\$ 1,087	\$ 893	\$ 1,980
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 647	\$ -	\$ 647	\$ 531	\$ 1,178
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 117	\$ -	\$ 117	\$ 96	\$ 213
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 256	\$ -	\$ 256	\$ 211	\$ 467
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 4,180	\$ -	\$ 4,180	\$ 3,436	\$ 7,616
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 1,171	\$ -	\$ 1,171	\$ 962	\$ 2,133
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 5,674	\$ -	\$ 5,674	\$ 4,664	\$ 10,338
73 610 - Solid Waste Service	1.16	0.39%	\$ 647	\$ -	\$ 647	\$ 531	\$ 1,178

Department	100 110 - City Council
Function	CC - Governing
Allocation Base	# of Agenda Items

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	350.00	100.00%	\$ 82,630	\$ -	\$ 82,630	\$ 66,768	\$ 149,398
2 100 110 - City Council	64.00	18.29%	\$ 15,110	\$ -	\$ 15,110	\$ -	\$ 15,110
3 100 120 - City Attorney	19.00	5.43%	\$ 4,486	\$ -	\$ 4,486	\$ 4,436	\$ 8,921
4 100 131 - City Administration	2.00	0.57%	\$ 472	\$ -	\$ 472	\$ 467	\$ 939
5 100 132 - City Clerk	47.00	13.43%	\$ 11,096	\$ -	\$ 11,096	\$ 10,972	\$ 22,068
6 100 133 - Public Engagement	1.00	0.29%	\$ 236	\$ -	\$ 236	\$ 233	\$ 470
7 100 134 - Emergency Preparedness	1.00	0.29%	\$ 236	\$ -	\$ 236	\$ 233	\$ 470
8 100 140 - Human Resources	20.00	5.71%	\$ 4,722	\$ -	\$ 4,722	\$ 4,669	\$ 9,391
9 100 150 - Finance	21.00	6.00%	\$ 4,958	\$ -	\$ 4,958	\$ 4,903	\$ 9,860
10 100 240 - Administration	20.00	5.71%	\$ 4,722	\$ -	\$ 4,722	\$ 4,669	\$ 9,391
11 100 305 - Public Works Administration	1.00	0.29%	\$ 236	\$ -	\$ 236	\$ 233	\$ 470
12 100 330 - Facilities	1.00	0.29%	\$ 236	\$ -	\$ 236	\$ 233	\$ 470
17 704 - Information Technology Internal Service Fund	3.00	0.86%	\$ 708	\$ -	\$ 708	\$ 700	\$ 1,409
19 100 170 - Sustainability	24.00	6.86%	\$ 5,666	\$ -	\$ 5,666	\$ 5,603	\$ 11,269
23 100 310 - Capital Projects	2.00	0.57%	\$ 472	\$ -	\$ 472	\$ 467	\$ 939
24 100 320 - Transportation Management	10.00	2.86%	\$ 2,361	\$ -	\$ 2,361	\$ 2,335	\$ 4,695
25 100 332 - Vehicle	5.00	1.43%	\$ 1,180	\$ -	\$ 1,180	\$ 1,167	\$ 2,348
27 100 334 - Streets	9.00	2.57%	\$ 2,125	\$ -	\$ 2,125	\$ 2,101	\$ 4,226
28 100 340 - Stormwater	6.00	1.71%	\$ 1,417	\$ -	\$ 1,417	\$ 1,401	\$ 2,817
29 100 350 - Right-of-Way	2.00	0.57%	\$ 472	\$ -	\$ 472	\$ 467	\$ 939
34 100 531 - School-Age Child Care	11.00	3.14%	\$ 2,597	\$ -	\$ 2,597	\$ 2,568	\$ 5,165
35 100 540 - Recreation - Outdoor	13.00	3.71%	\$ 3,069	\$ -	\$ 3,069	\$ 3,035	\$ 6,104
37 100 542 - Aquatics	8.00	2.29%	\$ 1,889	\$ -	\$ 1,889	\$ 1,868	\$ 3,756
38 100 560 - Library	7.00	2.00%	\$ 1,653	\$ -	\$ 1,653	\$ 1,634	\$ 3,287
40 100 610 - Planning	18.00	5.14%	\$ 4,250	\$ -	\$ 4,250	\$ 4,202	\$ 8,452
41 100 620 - Building	2.00	0.57%	\$ 472	\$ -	\$ 472	\$ 467	\$ 939
42 100 630 - Housing	20.00	5.71%	\$ 4,722	\$ -	\$ 4,722	\$ 4,669	\$ 9,391
43 100 650 - Economic Development	8.00	2.29%	\$ 1,889	\$ -	\$ 1,889	\$ 1,868	\$ 3,756
72 601 - Menlo Park Municipal Water Operations Fund	3.00	0.86%	\$ 708	\$ -	\$ 708	\$ 700	\$ 1,409
73 610 - Solid Waste Service	2.00	0.57%	\$ 472	\$ -	\$ 472	\$ 467	\$ 939

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 120 - City Attorney

Department Salaries & Costs

Description		Amount	General Admin	Attny - Financial	Attny - Staffing	Attny - Governing	Attny - Risk	Attny - Direct									
Personnel																	
Salaries		\$	10	\$	-	\$	10	\$	-	\$	-	\$	-	\$	-		
Salary Split %			100%		0.00%		100.00%		0.00%		0.00%		0.00%		0.00%		
Subtotal - Personnel Costs		\$	10	\$	-	\$	10	\$	-	\$	-	\$	-	\$	-		
Services & Supplies																	
Attorney Budget Fin	P	\$	1,000,000	\$	-	\$	200,000	\$	-	\$	-	\$	-	\$	-		
Attorney Budget Staff	P	\$	1,000,000	\$	-	\$	-	\$	200,000	\$	-	\$	-	\$	-		
Attorney Budget Agenda	P	\$	1,000,000	\$	-	\$	-	\$	-	\$	200,000	\$	-	\$	-		
Attorney Budget Risk	P	\$	1,000,000	\$	-	\$	-	\$	-	\$	-	\$	200,000	\$	-		
Attny Direct Support	P	\$	1,000,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	200,000		

Department		100 120 - City Attorney		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 100,891	\$ 5,830	\$ 95,061	
2 100 110 - City Council	\$ 11,359	\$ 5,830	\$ 5,529	
CC - Financial	\$ 2,438	\$ 1,344	\$ 1,093	
CC - Governing	\$ 8,921	\$ 4,486	\$ 4,436	
3 100 120 - City Attorney	\$ 12,557	\$ -	\$ 12,557	
Attny - Financial	\$ 1,637	\$ -	\$ 1,637	
Attny - Governing	\$ 10,920	\$ -	\$ 10,920	
4 100 131 - City Administration	\$ 35,066	\$ -	\$ 35,066	
City Admin - Financial	\$ 8,087	\$ -	\$ 8,087	
City Admin - Governing	\$ 26,979	\$ -	\$ 26,979	
5 100 132 - City Clerk	\$ 10,433	\$ -	\$ 10,433	
Clerk - Financial	\$ 2,406	\$ -	\$ 2,406	
Clerk - Governing	\$ 8,027	\$ -	\$ 8,027	
6 100 133 - Public Engagement	\$ 2,732	\$ -	\$ 2,732	
Public Engagement - Financial	\$ 2,732	\$ -	\$ 2,732	
9 100 150 - Finance	\$ 15,812	\$ -	\$ 15,812	
Fin - Budgeting	\$ 11,636	\$ -	\$ 11,636	
Fin - Accting	\$ 4,176	\$ -	\$ 4,176	
12 100 330 - Facilities	\$ 11,132	\$ -	\$ 11,132	
Fac - Citywide	\$ 11,132	\$ -	\$ 11,132	
17 704 - Information Technology Internal Service Fund	\$ 1,799	\$ -	\$ 1,799	
IT - Citywide	\$ 739	\$ -	\$ 739	
IT - Accounting GF	\$ 1,061	\$ -	\$ 1,061	

Department 100 120 - City Attorney

Allocation Summary

Department	Total	Attny - Financial	Attny - Staffing	Attny - Governing	Attny - Risk	Attny - Direct
Grand Total	\$ 1,100,901	\$ 220,189	\$ 220,178	\$ 220,178	\$ 220,178	\$ 220,178
2 100 110 - City Council	\$ 41,426	\$ 1,249	\$ 3,392	\$ 36,785	\$ -	\$ -
3 100 120 - City Attorney	\$ 12,557	\$ 1,637	\$ -	\$ 10,920	\$ -	\$ -
4 100 131 - City Administration	\$ 9,234	\$ 3,881	\$ 4,061	\$ 1,292	\$ -	\$ -
5 100 132 - City Clerk	\$ 32,956	\$ 1,108	\$ 1,487	\$ 30,360	\$ -	\$ -
6 100 133 - Public Engagement	\$ 2,564	\$ 1,174	\$ 744	\$ 646	\$ -	\$ -
7 100 134 - Emergency Preparedness	\$ 2,285	\$ 895	\$ 744	\$ 646	\$ -	\$ -
8 100 140 - Human Resources	\$ 91,079	\$ 4,591	\$ 5,117	\$ 12,919	\$ 68,452	\$ -
9 100 150 - Finance	\$ 28,875	\$ 5,908	\$ 8,426	\$ 13,565	\$ 975	\$ -
10 100 240 - Administration	\$ 34,350	\$ 9,591	\$ 11,840	\$ 12,919	\$ -	\$ -
11 100 305 - Public Works Administration	\$ 9,904	\$ 3,472	\$ 5,786	\$ 646	\$ -	\$ -
12 100 330 - Facilities	\$ 8,859	\$ 4,495	\$ 3,719	\$ 646	\$ -	\$ -
13 100 331 - Fields/Grounds	\$ 21,192	\$ 6,068	\$ 5,972	\$ -	\$ 9,152	\$ -
14 701 - Workers' Compensation Internal Service Fund	\$ 1,892	\$ 1,892	\$ -	\$ -	\$ -	\$ -
15 702 - General Liability Insurance Internal Service Fund	\$ 4,291	\$ 4,291	\$ -	\$ -	\$ -	\$ -
16 703 - Other Post Employment Benefits Internal Service	\$ 1,605	\$ 1,605	\$ -	\$ -	\$ -	\$ -
17 704 - Information Technology Internal Service Fund	\$ 19,645	\$ 9,913	\$ 7,794	\$ 1,938	\$ -	\$ -
18 705 - Vehicle Replacement Internal Service Fund	\$ 6,475	\$ 6,475	\$ -	\$ -	\$ -	\$ -
19 100 170 - Sustainability	\$ 19,137	\$ 1,477	\$ 2,157	\$ 15,503	\$ -	\$ -
20 100 210 - Patrol	\$ 170,901	\$ 29,882	\$ 30,924	\$ -	\$ 110,095	\$ -
21 100 220 - Special Operations	\$ 11,106	\$ 5,900	\$ 5,206	\$ -	\$ -	\$ -
22 100 230 - Communications	\$ 13,866	\$ 4,713	\$ 6,322	\$ -	\$ 2,832	\$ -
23 100 310 - Capital Projects	\$ 2,419	\$ 383	\$ 744	\$ 1,292	\$ -	\$ -
24 100 320 - Transportation Management	\$ 16,309	\$ 4,294	\$ 5,556	\$ 6,460	\$ -	\$ -
25 100 332 - Vehicle	\$ 13,790	\$ 1,749	\$ 2,157	\$ 3,230	\$ 6,655	\$ -
26 100 333 - City Tree	\$ 6,103	\$ 1,972	\$ 2,900	\$ -	\$ 1,230	\$ -
27 100 334 - Streets	\$ 16,430	\$ 5,025	\$ 3,391	\$ 5,814	\$ 2,200	\$ -
28 100 340 - Stormwater	\$ 5,125	\$ 1,249	\$ -	\$ 3,876	\$ -	\$ -
29 100 350 - Right-of-Way	\$ 7,519	\$ 2,583	\$ 3,644	\$ 1,292	\$ -	\$ -
30 100 360 - Development Services	\$ 4,267	\$ 1,887	\$ 2,380	\$ -	\$ -	\$ -
31 100 510 - Seniors	\$ 6,849	\$ 1,696	\$ 3,719	\$ -	\$ 1,434	\$ -
32 100 520 - Recreation - Indoor	\$ 12,101	\$ 4,664	\$ 7,437	\$ -	\$ -	\$ -
33 100 530 - Pre-School Child Care	\$ 13,587	\$ 2,590	\$ 5,950	\$ -	\$ 5,047	\$ -
34 100 531 - School-Age Child Care	\$ 11,817	\$ 1,923	\$ 2,789	\$ 7,106	\$ -	\$ -
35 100 540 - Recreation - Outdoor	\$ 12,129	\$ 1,500	\$ 2,231	\$ 8,398	\$ -	\$ -
36 100 541 - Gymnastics	\$ 9,018	\$ 2,018	\$ 4,462	\$ -	\$ 2,538	\$ -
37 100 542 - Aquatics	\$ 6,567	\$ 1,399	\$ -	\$ 5,168	\$ -	\$ -
38 100 560 - Library	\$ 21,124	\$ 7,238	\$ 9,296	\$ 4,522	\$ 68	\$ -
39 100 570 - LCS Operations	\$ 9,608	\$ 5,146	\$ 4,462	\$ -	\$ -	\$ -

Department	Total	Attny - Financial	Attny - Staffing	Attny - Governing	Attny - Risk	Attny - Direct
40 100 610 - Planning	\$ 248,770	\$ 9,268	\$ 12,532	\$ 11,627	\$ -	\$ 215,344
41 100 620 - Building	\$ 28,087	\$ 9,082	\$ 10,970	\$ 1,292	\$ 6,743	\$ -
42 100 630 - Housing	\$ 15,701	\$ 1,369	\$ 1,413	\$ 12,919	\$ -	\$ -
43 100 650 - Economic Development	\$ 5,375	\$ 207	\$ -	\$ 5,168	\$ -	\$ -
44 111 - Developer Special Revenue Fund	\$ 1,794	\$ 1,794	\$ -	\$ -	\$ -	\$ -
45 203 - Donations - Library and Community Services	\$ 260	\$ 260	\$ -	\$ -	\$ -	\$ -
46 213 - CalRecycle SB1383 Local Grant	\$ 176	\$ 176	\$ -	\$ -	\$ -	\$ -
47 221 - Low and Moderate Income Housing	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -
48 222 - Below Market Rate Housing	\$ 2,487	\$ 1,372	\$ 1,116	\$ -	\$ -	\$ -
49 223 - Housing Federal Revenue Sharing	\$ 7	\$ 7	\$ -	\$ -	\$ -	\$ -
50 224 - Community Development Block Grant	\$ 7	\$ 7	\$ -	\$ -	\$ -	\$ -
51 252 - Childcare Food	\$ 278	\$ 278	\$ -	\$ -	\$ -	\$ -
52 253 - Belle Haven Child Development Center	\$ 14,597	\$ 4,185	\$ 10,412	\$ -	\$ -	\$ -
53 254 - Preschool Quality Rating (QRIS)	\$ 22	\$ 22	\$ -	\$ -	\$ -	\$ -
54 327 - Supplemental Law Enforcement Services Fund	\$ 179	\$ 179	\$ -	\$ -	\$ -	\$ -
55 328 - Downtown Parking Permits	\$ 313	\$ 313	\$ -	\$ -	\$ -	\$ -
56 332 - Bayfront Mitigation Fund	\$ 67	\$ 67	\$ -	\$ -	\$ -	\$ -
57 354 - Storm Drainage Fees	\$ 117	\$ 117	\$ -	\$ -	\$ -	\$ -
58 355 - Shuttle Program	\$ 2,817	\$ 2,274	\$ 543	\$ -	\$ -	\$ -
59 356 - Measure A - San Mateo County Transportation	\$ 2,434	\$ 2,434	\$ -	\$ -	\$ -	\$ -
60 357 - Highway Users Tax (Gas Tax)	\$ 38	\$ 38	\$ -	\$ -	\$ -	\$ -
61 358 - Landscape/Tree Assessment	\$ 3,559	\$ 2,109	\$ 1,450	\$ -	\$ -	\$ -
62 359 - Sidewalk Assessment	\$ 3	\$ 3	\$ -	\$ -	\$ -	\$ -
63 360 - Measure M - City/County	\$ 255	\$ 255	\$ -	\$ -	\$ -	\$ -
64 361 - Stormwater Management -(NPDES)	\$ 1,708	\$ 846	\$ 863	\$ -	\$ -	\$ -
65 362 - Construction Impact Fee Fund	\$ 323	\$ 167	\$ 156	\$ -	\$ -	\$ -
66 365 - Landfill Post-Closure	\$ 1,802	\$ 1,460	\$ 342	\$ -	\$ -	\$ -
67 369 - In-lieu Payment for Community Amenities	\$ 179	\$ 179	\$ -	\$ -	\$ -	\$ -
68 394 - Communitywide Electrification Efforts	\$ 6,565	\$ 6,565	\$ -	\$ -	\$ -	\$ -
69 401 - Measure T - Menlo Park GO Bonds	\$ 4,697	\$ 4,697	\$ -	\$ -	\$ -	\$ -
70 501 - General Capital Improvement Fund	\$ 8,933	\$ 3,355	\$ 5,578	\$ -	\$ -	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 2,536	\$ 974	\$ 1,562	\$ -	\$ -	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 23,815	\$ 7,465	\$ 7,571	\$ 1,938	\$ 2,759	\$ 4,082
73 610 - Solid Waste Service	\$ 4,014	\$ 1,107	\$ 863	\$ 1,292	\$ -	\$ 752

Department	100 120 - City Attorney
Function	Attny - Financial
Allocation Base	TOTAL BUDGET

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	122,917,516.00	100.00%	\$ 201,176	\$ -	\$ 201,176	\$ 19,013	\$ 220,189		
2 100 110 - City Council	763,151.00	0.62%	\$ 1,249	\$ -	\$ 1,249	\$ -	\$ 1,249		
3 100 120 - City Attorney	1,000,000.00	0.81%	\$ 1,637	\$ -	\$ 1,637	\$ -	\$ 1,637		
4 100 131 - City Administration	2,163,896.00	1.76%	\$ 3,542	\$ -	\$ 3,542	\$ 340	\$ 3,881		
5 100 132 - City Clerk	617,734.00	0.50%	\$ 1,011	\$ -	\$ 1,011	\$ 97	\$ 1,108		
6 100 133 - Public Engagement	654,581.00	0.53%	\$ 1,071	\$ -	\$ 1,071	\$ 103	\$ 1,174		
7 100 134 - Emergency Preparedness	499,069.00	0.41%	\$ 817	\$ -	\$ 817	\$ 78	\$ 895		
8 100 140 - Human Resources	2,559,846.00	2.08%	\$ 4,190	\$ -	\$ 4,190	\$ 402	\$ 4,591		
9 100 150 - Finance	3,293,879.00	2.68%	\$ 5,391	\$ -	\$ 5,391	\$ 517	\$ 5,908		
10 100 240 - Administration	5,347,403.00	4.35%	\$ 8,752	\$ -	\$ 8,752	\$ 839	\$ 9,591		
11 100 305 - Public Works Administration	1,935,755.00	1.57%	\$ 3,168	\$ -	\$ 3,168	\$ 304	\$ 3,472		
12 100 330 - Facilities	2,505,945.00	2.04%	\$ 4,101	\$ -	\$ 4,101	\$ 393	\$ 4,495		
13 100 331 - Fields/Grounds	3,383,368.00	2.75%	\$ 5,537	\$ -	\$ 5,537	\$ 531	\$ 6,068		
14 701 - Workers' Compensation Internal Service Fund	1,054,800.00	0.86%	\$ 1,726	\$ -	\$ 1,726	\$ 166	\$ 1,892		
15 702 - General Liability Insurance Internal Service Fund	2,392,569.00	1.95%	\$ 3,916	\$ -	\$ 3,916	\$ 375	\$ 4,291		
16 703 - Other Post Employment Benefits Internal Service	895,000.00	0.73%	\$ 1,465	\$ -	\$ 1,465	\$ 140	\$ 1,605		
17 704 - Information Technology Internal Service Fund	5,527,066.00	4.50%	\$ 9,046	\$ -	\$ 9,046	\$ 867	\$ 9,913		
18 705 - Vehicle Replacement Internal Service Fund	3,610,041.00	2.94%	\$ 5,908	\$ -	\$ 5,908	\$ 567	\$ 6,475		
19 100 170 - Sustainability	823,558.00	0.67%	\$ 1,348	\$ -	\$ 1,348	\$ 129	\$ 1,477		
20 100 210 - Patrol	16,660,208.00	13.55%	\$ 27,267	\$ -	\$ 27,267	\$ 2,615	\$ 29,882		
21 100 220 - Special Operations	3,289,435.00	2.68%	\$ 5,384	\$ -	\$ 5,384	\$ 516	\$ 5,900		
22 100 230 - Communications	2,627,631.00	2.14%	\$ 4,301	\$ -	\$ 4,301	\$ 412	\$ 4,713		
23 100 310 - Capital Projects	213,673.00	0.17%	\$ 350	\$ -	\$ 350	\$ 34	\$ 383		
24 100 320 - Transportation Management	2,394,194.00	1.95%	\$ 3,919	\$ -	\$ 3,919	\$ 376	\$ 4,294		
25 100 332 - Vehicle	974,965.00	0.79%	\$ 1,596	\$ -	\$ 1,596	\$ 153	\$ 1,749		
26 100 333 - City Tree	1,099,595.00	0.89%	\$ 1,800	\$ -	\$ 1,800	\$ 173	\$ 1,972		
27 100 334 - Streets	2,801,777.00	2.28%	\$ 4,586	\$ -	\$ 4,586	\$ 440	\$ 5,025		
28 100 340 - Stormwater	696,541.00	0.57%	\$ 1,140	\$ -	\$ 1,140	\$ 109	\$ 1,249		
29 100 350 - Right-of-Way	1,439,867.00	1.17%	\$ 2,357	\$ -	\$ 2,357	\$ 226	\$ 2,583		
30 100 360 - Development Services	1,052,069.00	0.86%	\$ 1,722	\$ -	\$ 1,722	\$ 165	\$ 1,887		
31 100 510 - Seniors	945,693.00	0.77%	\$ 1,548	\$ -	\$ 1,548	\$ 148	\$ 1,696		
32 100 520 - Recreation - Indoor	2,600,272.00	2.12%	\$ 4,256	\$ -	\$ 4,256	\$ 408	\$ 4,664		
33 100 530 - Pre-School Child Care	1,444,041.00	1.17%	\$ 2,363	\$ -	\$ 2,363	\$ 227	\$ 2,590		
34 100 531 - School-Age Child Care	1,071,955.00	0.87%	\$ 1,754	\$ -	\$ 1,754	\$ 168	\$ 1,923		
35 100 540 - Recreation - Outdoor	836,369.00	0.68%	\$ 1,369	\$ -	\$ 1,369	\$ 131	\$ 1,500		
36 100 541 - Gymnastics	1,125,030.00	0.92%	\$ 1,841	\$ -	\$ 1,841	\$ 177	\$ 2,018		
37 100 542 - Aquatics	780,000.00	0.63%	\$ 1,277	\$ -	\$ 1,277	\$ 122	\$ 1,399		
38 100 560 - Library	4,035,519.00	3.28%	\$ 6,605	\$ -	\$ 6,605	\$ 633	\$ 7,238		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
39 100 570 - LCS Operations	2,868,901.00	2.33%	\$ 4,695	\$ -	\$ 4,695	\$ 450	\$ 5,146
40 100 610 - Planning	5,166,965.00	4.20%	\$ 8,457	\$ -	\$ 8,457	\$ 811	\$ 9,268
41 100 620 - Building	5,063,653.00	4.12%	\$ 8,288	\$ -	\$ 8,288	\$ 795	\$ 9,082
42 100 630 - Housing	763,155.00	0.62%	\$ 1,249	\$ -	\$ 1,249	\$ 120	\$ 1,369
43 100 650 - Economic Development	115,550.00	0.09%	\$ 189	\$ -	\$ 189	\$ 18	\$ 207
44 111 - Developer Special Revenue Fund	1,000,000.00	0.81%	\$ 1,637	\$ -	\$ 1,637	\$ 157	\$ 1,794
45 203 - Donations - Library and Community Services	145,000.00	0.12%	\$ 237	\$ -	\$ 237	\$ 23	\$ 260
46 213 - CalRecycle SB1383 Local Grant	98,232.00	0.08%	\$ 161	\$ -	\$ 161	\$ 15	\$ 176
47 221 - Low and Moderate Income Housing	14,000.00	0.01%	\$ 23	\$ -	\$ 23	\$ 2	\$ 25
48 222 - Below Market Rate Housing	764,890.00	0.62%	\$ 1,252	\$ -	\$ 1,252	\$ 120	\$ 1,372
49 223 - Housing Federal Revenue Sharing	4,000.00	0.00%	\$ 7	\$ -	\$ 7	\$ 1	\$ 7
50 224 - Community Development Block Grant	4,000.00	0.00%	\$ 7	\$ -	\$ 7	\$ 1	\$ 7
51 252 - Childcare Food	155,000.00	0.13%	\$ 254	\$ -	\$ 254	\$ 24	\$ 278
52 253 - Belle Haven Child Development Center	2,333,390.00	1.90%	\$ 3,819	\$ -	\$ 3,819	\$ 366	\$ 4,185
53 254 - Preschool Quality Rating (QRIS)	12,000.00	0.01%	\$ 20	\$ -	\$ 20	\$ 2	\$ 22
54 327 - Supplemental Law Enforcement Services Fund	100,000.00	0.08%	\$ 164	\$ -	\$ 164	\$ 16	\$ 179
55 328 - Downtown Parking Permits	174,520.00	0.14%	\$ 286	\$ -	\$ 286	\$ 27	\$ 313
56 332 - Bayfront Mitigation Fund	37,500.00	0.03%	\$ 61	\$ -	\$ 61	\$ 6	\$ 67
57 354 - Storm Drainage Fees	65,000.00	0.05%	\$ 106	\$ -	\$ 106	\$ 10	\$ 117
58 355 - Shuttle Program	1,267,896.00	1.03%	\$ 2,075	\$ -	\$ 2,075	\$ 199	\$ 2,274
59 356 - Measure A - San Mateo County Transportation	1,356,840.00	1.10%	\$ 2,221	\$ -	\$ 2,221	\$ 213	\$ 2,434
60 357 - Highway Users Tax (Gas Tax)	21,138.00	0.02%	\$ 35	\$ -	\$ 35	\$ 3	\$ 38
61 358 - Landscape/Tree Assessment	1,175,761.00	0.96%	\$ 1,924	\$ -	\$ 1,924	\$ 185	\$ 2,109
62 359 - Sidewalk Assessment	1,650.00	0.00%	\$ 3	\$ -	\$ 3	\$ 0	\$ 3
63 360 - Measure M - City/County	142,000.00	0.12%	\$ 232	\$ -	\$ 232	\$ 22	\$ 255
64 361 - Stormwater Management -(NPDES)	471,525.00	0.38%	\$ 772	\$ -	\$ 772	\$ 74	\$ 846
65 362 - Construction Impact Fee Fund	93,132.00	0.08%	\$ 152	\$ -	\$ 152	\$ 15	\$ 167
66 365 - Landfill Post-Closure	813,967.00	0.66%	\$ 1,332	\$ -	\$ 1,332	\$ 128	\$ 1,460
67 369 - In-lieu Payment for Community Amenities	100,000.00	0.08%	\$ 164	\$ -	\$ 164	\$ 16	\$ 179
68 394 - Communitywide Electrification Efforts	3,660,000.00	2.98%	\$ 5,990	\$ -	\$ 5,990	\$ 574	\$ 6,565
69 401 - Measure T - Menlo Park GO Bonds	2,618,564.00	2.13%	\$ 4,286	\$ -	\$ 4,286	\$ 411	\$ 4,697
70 501 - General Capital Improvement Fund	1,870,412.00	1.52%	\$ 3,061	\$ -	\$ 3,061	\$ 294	\$ 3,355
71 600 - Menlo Park Municipal Water Capital Fund	543,012.00	0.44%	\$ 889	\$ -	\$ 889	\$ 85	\$ 974
72 601 - Menlo Park Municipal Water Operations Fund	4,161,995.00	3.39%	\$ 6,812	\$ -	\$ 6,812	\$ 653	\$ 7,465
73 610 - Solid Waste Service	617,373.00	0.50%	\$ 1,010	\$ -	\$ 1,010	\$ 97	\$ 1,107

Department	100 120 - City Attorney
Function	Attny - Staffing
Allocation Base	FTE

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	296.49	100.00%	\$ 201,166	\$ -	\$ 201,166	\$ 19,012	\$ 220,178		
2 100 110 - City Council	5.00	1.69%	\$ 3,392	\$ -	\$ 3,392	\$ -	\$ 3,392		
4 100 131 - City Administration	5.46	1.84%	\$ 3,705	\$ -	\$ 3,705	\$ 356	\$ 4,061		
5 100 132 - City Clerk	2.00	0.67%	\$ 1,357	\$ -	\$ 1,357	\$ 130	\$ 1,487		
6 100 133 - Public Engagement	1.00	0.34%	\$ 678	\$ -	\$ 678	\$ 65	\$ 744		
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 678	\$ -	\$ 678	\$ 65	\$ 744		
8 100 140 - Human Resources	6.88	2.32%	\$ 4,668	\$ -	\$ 4,668	\$ 449	\$ 5,117		
9 100 150 - Finance	11.33	3.82%	\$ 7,687	\$ -	\$ 7,687	\$ 739	\$ 8,426		
10 100 240 - Administration	15.92	5.37%	\$ 10,802	\$ -	\$ 10,802	\$ 1,038	\$ 11,840		
11 100 305 - Public Works Administration	7.78	2.62%	\$ 5,279	\$ -	\$ 5,279	\$ 507	\$ 5,786		
12 100 330 - Facilities	5.00	1.69%	\$ 3,392	\$ -	\$ 3,392	\$ 326	\$ 3,719		
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 5,448	\$ -	\$ 5,448	\$ 524	\$ 5,972		
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 7,111	\$ -	\$ 7,111	\$ 684	\$ 7,794		
19 100 170 - Sustainability	2.90	0.98%	\$ 1,968	\$ -	\$ 1,968	\$ 189	\$ 2,157		
20 100 210 - Patrol	41.58	14.02%	\$ 28,212	\$ -	\$ 28,212	\$ 2,712	\$ 30,924		
21 100 220 - Special Operations	7.00	2.36%	\$ 4,749	\$ -	\$ 4,749	\$ 457	\$ 5,206		
22 100 230 - Communications	8.50	2.87%	\$ 5,767	\$ -	\$ 5,767	\$ 554	\$ 6,322		
23 100 310 - Capital Projects	1.00	0.34%	\$ 678	\$ -	\$ 678	\$ 65	\$ 744		
24 100 320 - Transportation Management	7.47	2.52%	\$ 5,068	\$ -	\$ 5,068	\$ 487	\$ 5,556		
25 100 332 - Vehicle	2.90	0.98%	\$ 1,968	\$ -	\$ 1,968	\$ 189	\$ 2,157		
26 100 333 - City Tree	3.90	1.32%	\$ 2,646	\$ -	\$ 2,646	\$ 254	\$ 2,900		
27 100 334 - Streets	4.56	1.54%	\$ 3,094	\$ -	\$ 3,094	\$ 297	\$ 3,391		
29 100 350 - Right-of-Way	4.90	1.65%	\$ 3,325	\$ -	\$ 3,325	\$ 320	\$ 3,644		
30 100 360 - Development Services	3.20	1.08%	\$ 2,171	\$ -	\$ 2,171	\$ 209	\$ 2,380		
31 100 510 - Seniors	5.00	1.69%	\$ 3,392	\$ -	\$ 3,392	\$ 326	\$ 3,719		
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 6,785	\$ -	\$ 6,785	\$ 652	\$ 7,437		
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 5,428	\$ -	\$ 5,428	\$ 522	\$ 5,950		
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 2,544	\$ -	\$ 2,544	\$ 245	\$ 2,789		
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 2,035	\$ -	\$ 2,035	\$ 196	\$ 2,231		
36 100 541 - Gymnastics	6.00	2.02%	\$ 4,071	\$ -	\$ 4,071	\$ 391	\$ 4,462		
38 100 560 - Library	12.50	4.22%	\$ 8,481	\$ -	\$ 8,481	\$ 815	\$ 9,296		
39 100 570 - LCS Operations	6.00	2.02%	\$ 4,071	\$ -	\$ 4,071	\$ 391	\$ 4,462		
40 100 610 - Planning	16.85	5.68%	\$ 11,433	\$ -	\$ 11,433	\$ 1,099	\$ 12,532		
41 100 620 - Building	14.75	4.97%	\$ 10,008	\$ -	\$ 10,008	\$ 962	\$ 10,970		
42 100 630 - Housing	1.90	0.64%	\$ 1,289	\$ -	\$ 1,289	\$ 124	\$ 1,413		
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 1,018	\$ -	\$ 1,018	\$ 98	\$ 1,116		
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 9,499	\$ -	\$ 9,499	\$ 913	\$ 10,412		
58 355 - Shuttle Program	0.73	0.25%	\$ 495	\$ -	\$ 495	\$ 48	\$ 543		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 1,323	\$ -	\$ 1,323	\$ 127	\$ 1,450
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 787	\$ -	\$ 787	\$ 76	\$ 863
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 142	\$ -	\$ 142	\$ 14	\$ 156
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 312	\$ -	\$ 312	\$ 30	\$ 342
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 5,089	\$ -	\$ 5,089	\$ 489	\$ 5,578
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 1,425	\$ -	\$ 1,425	\$ 137	\$ 1,562
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 6,907	\$ -	\$ 6,907	\$ 664	\$ 7,571
73 610 - Solid Waste Service	1.16	0.39%	\$ 787	\$ -	\$ 787	\$ 76	\$ 863

Department 100 120 - City Attorney
 Function Attny - Governing
 Allocation Base # of Agenda Items

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	350.00	100.00%	\$ 201,166	\$ -	\$ 201,166	\$ 19,012	\$ 220,178
2 100 110 - City Council	64.00	18.29%	\$ 36,785	\$ -	\$ 36,785	\$ -	\$ 36,785
3 100 120 - City Attorney	19.00	5.43%	\$ 10,920	\$ -	\$ 10,920	\$ -	\$ 10,920
4 100 131 - City Administration	2.00	0.57%	\$ 1,150	\$ -	\$ 1,150	\$ 142	\$ 1,292
5 100 132 - City Clerk	47.00	13.43%	\$ 27,014	\$ -	\$ 27,014	\$ 3,347	\$ 30,360
6 100 133 - Public Engagement	1.00	0.29%	\$ 575	\$ -	\$ 575	\$ 71	\$ 646
7 100 134 - Emergency Preparedness	1.00	0.29%	\$ 575	\$ -	\$ 575	\$ 71	\$ 646
8 100 140 - Human Resources	20.00	5.71%	\$ 11,495	\$ -	\$ 11,495	\$ 1,424	\$ 12,919
9 100 150 - Finance	21.00	6.00%	\$ 12,070	\$ -	\$ 12,070	\$ 1,495	\$ 13,565
10 100 240 - Administration	20.00	5.71%	\$ 11,495	\$ -	\$ 11,495	\$ 1,424	\$ 12,919
11 100 305 - Public Works Administration	1.00	0.29%	\$ 575	\$ -	\$ 575	\$ 71	\$ 646
12 100 330 - Facilities	1.00	0.29%	\$ 575	\$ -	\$ 575	\$ 71	\$ 646
17 704 - Information Technology Internal Service Fund	3.00	0.86%	\$ 1,724	\$ -	\$ 1,724	\$ 214	\$ 1,938
19 100 170 - Sustainability	24.00	6.86%	\$ 13,794	\$ -	\$ 13,794	\$ 1,709	\$ 15,503
23 100 310 - Capital Projects	2.00	0.57%	\$ 1,150	\$ -	\$ 1,150	\$ 142	\$ 1,292
24 100 320 - Transportation Management	10.00	2.86%	\$ 5,748	\$ -	\$ 5,748	\$ 712	\$ 6,460
25 100 332 - Vehicle	5.00	1.43%	\$ 2,874	\$ -	\$ 2,874	\$ 356	\$ 3,230
27 100 334 - Streets	9.00	2.57%	\$ 5,173	\$ -	\$ 5,173	\$ 641	\$ 5,814
28 100 340 - Stormwater	6.00	1.71%	\$ 3,449	\$ -	\$ 3,449	\$ 427	\$ 3,876
29 100 350 - Right-of-Way	2.00	0.57%	\$ 1,150	\$ -	\$ 1,150	\$ 142	\$ 1,292
34 100 531 - School-Age Child Care	11.00	3.14%	\$ 6,322	\$ -	\$ 6,322	\$ 783	\$ 7,106
35 100 540 - Recreation - Outdoor	13.00	3.71%	\$ 7,472	\$ -	\$ 7,472	\$ 926	\$ 8,398
37 100 542 - Aquatics	8.00	2.29%	\$ 4,598	\$ -	\$ 4,598	\$ 570	\$ 5,168
38 100 560 - Library	7.00	2.00%	\$ 4,023	\$ -	\$ 4,023	\$ 498	\$ 4,522
40 100 610 - Planning	18.00	5.14%	\$ 10,346	\$ -	\$ 10,346	\$ 1,282	\$ 11,627
41 100 620 - Building	2.00	0.57%	\$ 1,150	\$ -	\$ 1,150	\$ 142	\$ 1,292
42 100 630 - Housing	20.00	5.71%	\$ 11,495	\$ -	\$ 11,495	\$ 1,424	\$ 12,919
43 100 650 - Economic Development	8.00	2.29%	\$ 4,598	\$ -	\$ 4,598	\$ 570	\$ 5,168
72 601 - Menlo Park Municipal Water Operations Fund	3.00	0.86%	\$ 1,724	\$ -	\$ 1,724	\$ 214	\$ 1,938
73 610 - Solid Waste Service	2.00	0.57%	\$ 1,150	\$ -	\$ 1,150	\$ 142	\$ 1,292

Department **100 120 - City Attorney**
Function **Attny - Risk**
Allocation Base **\$ of Liability Claims - History**

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	7,993,649.00	100.00%	\$ 201,166	\$ -	\$ 201,166	\$ 19,012	\$ 220,178		
8 100 140 - Human Resources	2,485,169.00	31.09%	\$ 62,541	\$ -	\$ 62,541	\$ 5,911	\$ 68,452		
9 100 150 - Finance	35,401.00	0.44%	\$ 891	\$ -	\$ 891	\$ 84	\$ 975		
13 100 331 - Fields/Grounds	332,262.00	4.16%	\$ 8,362	\$ -	\$ 8,362	\$ 790	\$ 9,152		
20 100 210 - Patrol	3,997,057.00	50.00%	\$ 100,589	\$ -	\$ 100,589	\$ 9,507	\$ 110,095		
22 100 230 - Communications	102,807.00	1.29%	\$ 2,587	\$ -	\$ 2,587	\$ 245	\$ 2,832		
25 100 332 - Vehicle	241,595.00	3.02%	\$ 6,080	\$ -	\$ 6,080	\$ 575	\$ 6,655		
26 100 333 - City Tree	44,652.00	0.56%	\$ 1,124	\$ -	\$ 1,124	\$ 106	\$ 1,230		
27 100 334 - Streets	79,858.00	1.00%	\$ 2,010	\$ -	\$ 2,010	\$ 190	\$ 2,200		
31 100 510 - Seniors	52,052.00	0.65%	\$ 1,310	\$ -	\$ 1,310	\$ 124	\$ 1,434		
33 100 530 - Pre-School Child Care	183,239.00	2.29%	\$ 4,611	\$ -	\$ 4,611	\$ 436	\$ 5,047		
36 100 541 - Gymnastics	92,149.00	1.15%	\$ 2,319	\$ -	\$ 2,319	\$ 219	\$ 2,538		
38 100 560 - Library	2,453.00	0.03%	\$ 62	\$ -	\$ 62	\$ 6	\$ 68		
41 100 620 - Building	244,795.00	3.06%	\$ 6,160	\$ -	\$ 6,160	\$ 582	\$ 6,743		
72 601 - Menlo Park Municipal Water Operations Fund	100,160.00	1.25%	\$ 2,521	\$ -	\$ 2,521	\$ 238	\$ 2,759		

Department	100 120 - City Attorney
Function	Attny - Direct
Allocation Base	Attny Direct - Billings

Function Level Allocations										
Department		Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total		590,248.00	100.00%	\$ 201,166	\$ -	\$ 201,166	\$ 19,012	\$	\$	220,178
40 100 610 - Planning		577,288.00	97.80%	\$ 196,749	\$ -	\$ 196,749	\$ 18,594	\$		215,344
72 601 - Menlo Park Municipal Water Operations Fund		10,944.00	1.85%	\$ 3,730	\$ -	\$ 3,730	\$ 353	\$		4,082
73 610 - Solid Waste Service		2,016.00	0.34%	\$ 687	\$ -	\$ 687	\$ 65	\$		752

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 131 - City Administration

Department Salaries & Costs

Description	Amount	General Admin	City Admin - Financial	City Admin - Staffing	City Admin - Governing	City Admin - FD601	City Admin - FD610	City Admin - FD 369
Personnel								
Salaries	\$ 1,052,306	\$ -	\$ 420,922	\$ 420,922	\$ 210,461	\$ -	\$ -	\$ -
Salary Split %	100%	0.00%	40.00%	40.00%	20.00%	0.00%	0.00%	0.00%
Subtotal - Personnel Costs	\$ 1,052,306	\$ -	\$ 420,922	\$ 420,922	\$ 210,461	\$ -	\$ -	\$ -
Services & Supplies								
Benefits	S \$ 535,101	\$ -	\$ 214,040	\$ 214,040	\$ 107,020	\$ -	\$ -	\$ -
43210 - Memberships	S \$ 4,990	\$ -	\$ 1,996	\$ 1,996	\$ 998	\$ -	\$ -	\$ -
43211 - Employee Training	S \$ 2,000	\$ -	\$ 800	\$ 800	\$ 400	\$ -	\$ -	\$ -
43511 - Printing	S \$ 28,500	\$ -	\$ 11,400	\$ 11,400	\$ 5,700	\$ -	\$ -	\$ -
43611 - Department Supplies	S \$ 17,500	\$ -	\$ 7,000	\$ 7,000	\$ 3,500	\$ -	\$ -	\$ -
43801 - Miscellaneous Expense	S \$ 1,000	\$ -	\$ 400	\$ 400	\$ 200	\$ -	\$ -	\$ -
44200 - Contract Services 1	S \$ 215,000	\$ -	\$ 86,000	\$ 86,000	\$ 43,000	\$ -	\$ -	\$ -
45153 - Meetings & Seminars	S \$ 40,000	\$ -	\$ 16,000	\$ 16,000	\$ 8,000	\$ -	\$ -	\$ -
46100 - Gas and Electric	S \$ 26,000	\$ -	\$ 10,400	\$ 10,400	\$ 5,200	\$ -	\$ -	\$ -
46102 - Telephone & Alarms	S \$ 6,000	\$ -	\$ 2,400	\$ 2,400	\$ 1,200	\$ -	\$ -	\$ -
48901 - General Liability Internal Svc 1	S \$ 66,564	\$ -	\$ 26,626	\$ 26,626	\$ 13,313	\$ -	\$ -	\$ -
48902 - IT Internal Service Charge 1	S \$ 114,689	\$ -	\$ 45,876	\$ 45,876	\$ 22,938	\$ -	\$ -	\$ -
48904 - Workers Comp Internal Svc Chrg 1	S \$ 29,346	\$ -	\$ 11,738	\$ 11,738	\$ 5,869	\$ -	\$ -	\$ -
48905 - OPEB Internal Service Charge 1	S \$ 24,900	\$ -	\$ 9,960	\$ 9,960	\$ 4,980	\$ -	\$ -	\$ -
41110 - Salaries - Regular 1	P \$ 79,196	\$ -	\$ -	\$ -	\$ -	\$ 79,196	\$ -	\$ -
41134 - Auto Allowance 1	P \$ 1,952	\$ -	\$ -	\$ -	\$ -	\$ 1,952	\$ -	\$ -
42110 - Health Insurance 1	P \$ 7,113	\$ -	\$ -	\$ -	\$ -	\$ 7,113	\$ -	\$ -
42112 - Dental Insurance 1	P \$ 891	\$ -	\$ -	\$ -	\$ -	\$ 891	\$ -	\$ -
42113 - Life Insurance & Disability 1	P \$ 704	\$ -	\$ -	\$ -	\$ -	\$ 704	\$ -	\$ -
42114 - Excess Medical 1	P \$ 675	\$ -	\$ -	\$ -	\$ -	\$ 675	\$ -	\$ -
42210 - Medicare & FICA 1	P \$ 1,149	\$ -	\$ -	\$ -	\$ -	\$ 1,149	\$ -	\$ -
42310 - Retirement (CalPERS) 1	P \$ 7,754	\$ -	\$ -	\$ -	\$ -	\$ 7,754	\$ -	\$ -
42312 - Retirement (CalPERS unfunded I 1	P \$ 17,690	\$ -	\$ -	\$ -	\$ -	\$ 17,690	\$ -	\$ -
42341 - Deferred Compensation Match 1	P \$ 1,367	\$ -	\$ -	\$ -	\$ -	\$ 1,367	\$ -	\$ -
48901 - General Liability Internal Svc 2	P \$ 5,137	\$ -	\$ -	\$ -	\$ -	\$ 5,137	\$ -	\$ -
48902 - IT Internal Service Charge 2	P \$ 5,672	\$ -	\$ -	\$ -	\$ -	\$ 5,672	\$ -	\$ -
48904 - Workers Comp Internal Svc Chrg 2	P \$ 2,265	\$ -	\$ -	\$ -	\$ -	\$ 2,265	\$ -	\$ -

48905 - OPEB Internal Service Charge 2	P	\$	1,922	\$	-	\$	-	\$	-	\$	1,922	\$	-	\$	-
41110 - Salaries - Regular	P	\$	79,196	\$	-	\$	-	\$	-	\$	-	\$	79,196	\$	-
41134 - Auto Allowance	P	\$	1,952	\$	-	\$	-	\$	-	\$	-	\$	1,952	\$	-
42110 - Health Insurance	P	\$	7,113	\$	-	\$	-	\$	-	\$	-	\$	7,113	\$	-
42112 - Dental Insurance	P	\$	891	\$	-	\$	-	\$	-	\$	-	\$	891	\$	-
42113 - Life Insurance & Disability	P	\$	704	\$	-	\$	-	\$	-	\$	-	\$	704	\$	-
42114 - Excess Medical	P	\$	675	\$	-	\$	-	\$	-	\$	-	\$	675	\$	-
42210 - Medicare & FICA	P	\$	1,149	\$	-	\$	-	\$	-	\$	-	\$	1,149	\$	-
42310 - Retirement (CalPERS)	P	\$	7,754	\$	-	\$	-	\$	-	\$	-	\$	7,754	\$	-
42312 - Retirement (CalPERS unfunded I	P	\$	17,690	\$	-	\$	-	\$	-	\$	-	\$	17,690	\$	-
42341 - Deferred Compensation Match	P	\$	1,367	\$	-	\$	-	\$	-	\$	-	\$	1,367	\$	-
48901 - General Liability Internal Svc	P	\$	5,137	\$	-	\$	-	\$	-	\$	-	\$	5,137	\$	-
48902 - IT Internal Service Charge	P	\$	5,672	\$	-	\$	-	\$	-	\$	-	\$	5,672	\$	-
48904 - Workers Comp Internal Svc Chrg	P	\$	2,265	\$	-	\$	-	\$	-	\$	-	\$	2,265	\$	-
48905 - OPEB Internal Service Charge	P		1922	\$	-	\$	-	\$	-	\$	-	\$	1,922	\$	-
44200 - Contract Services	P		100000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100,000

Subtotal - Services and Supplies	\$	1,478,564	\$	-	\$	444,636	\$	444,636	\$	222,318	\$	133,487	\$	133,487	\$	100,000	\$	-	\$	-	\$	-
General Admin Distribution	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-						
INCOMING COSTS DISTRIBUTION																						
ORG TOTAL	\$	2,530,870	\$	-	\$	865,558	\$	865,558	\$	432,779	\$	133,487	\$	133,487	\$	100,000						
INCOMING COSTS DISTRIBUTION	\$	630,503	\$	-	\$	215,632	\$	215,632	\$	107,816	\$	33,255	\$	33,255	\$	24,913						
TOTAL ORG W INCOMING	\$	3,161,373	\$	-	\$	1,081,191	\$	1,081,191	\$	540,595	\$	166,742	\$	166,742	\$	124,913						

Department		100 131 - City Administration		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 630,503	\$ 375,482	\$ 255,021	
1 Asset Use	\$ 360,662	\$ 360,662	\$ -	
Equip Use	\$ 2,812	\$ 2,812	\$ -	
City Hall Use	\$ 357,850	\$ 357,850	\$ -	
2 100 110 - City Council	\$ 11,759	\$ 6,425	\$ 5,334	
CC - Financial	\$ 5,275	\$ 2,909	\$ 2,366	
CC - Staff	\$ 5,545	\$ 3,043	\$ 2,501	
CC - Governing	\$ 939	\$ 472	\$ 467	
3 100 120 - City Attorney	\$ 9,234	\$ 8,396	\$ 838	
Attny - Financial	\$ 3,881	\$ 3,542	\$ 340	
Attny - Staffing	\$ 4,061	\$ 3,705	\$ 356	
Attny - Governing	\$ 1,292	\$ 1,150	\$ 142	
4 100 131 - City Administration	\$ 38,643	\$ -	\$ 38,643	
City Admin - Financial	\$ 17,498	\$ -	\$ 17,498	
City Admin - Staffing	\$ 18,304	\$ -	\$ 18,304	
City Admin - Governing	\$ 2,840	\$ -	\$ 2,840	
5 100 132 - City Clerk	\$ 11,497	\$ -	\$ 11,497	
Clerk - Financial	\$ 5,206	\$ -	\$ 5,206	
Clerk - Staffing	\$ 5,446	\$ -	\$ 5,446	
Clerk - Governing	\$ 845	\$ -	\$ 845	
6 100 133 - Public Engagement	\$ 12,096	\$ -	\$ 12,096	
Public Engagement - Financial	\$ 5,912	\$ -	\$ 5,912	
Public Engagement - Staffing	\$ 6,184	\$ -	\$ 6,184	
7 100 134 - Emergency Preparedness	\$ 735	\$ -	\$ 735	
Emer Prep City Gov	\$ 735	\$ -	\$ 735	
8 100 140 - Human Resources	\$ 44,979	\$ -	\$ 44,979	
HR - Staffing	\$ 35,384	\$ -	\$ 35,384	
Hr - Paychecks	\$ 9,594	\$ -	\$ 9,594	
9 100 150 - Finance	\$ 55,716	\$ -	\$ 55,716	
Fin - Budgeting	\$ 25,178	\$ -	\$ 25,178	
Fin - Payroll	\$ 8,332	\$ -	\$ 8,332	
Fin - Staffing	\$ 13,169	\$ -	\$ 13,169	
Fin - Accting	\$ 9,037	\$ -	\$ 9,037	
12 100 330 - Facilities	\$ 49,289	\$ -	\$ 49,289	
Fac - Citywide	\$ 24,089	\$ -	\$ 24,089	
Fac - Citywide Staffing	\$ 25,199	\$ -	\$ 25,199	
13 100 331 - Fields/Grounds	\$ 7,483	\$ -	\$ 7,483	
Fields - City wide	\$ 7,483	\$ -	\$ 7,483	
14 701 - Workers' Compensation Internal Service Fund	\$ 384	\$ -	\$ 384	
WC General	\$ 384	\$ -	\$ 384	

15	702 - General Liability Insurance Internal Service Fund	\$	864	\$	-	\$	864
	GL General	\$	864	\$	-	\$	864
16	703 - Other Post Employment Benefits Internal Service	\$	1,472	\$	-	\$	1,472
	OPEB General	\$	1,472	\$	-	\$	1,472
17	704 - Information Technology Internal Service Fund	\$	25,692	\$	-	\$	25,692
	IT - Citywide	\$	1,599	\$	-	\$	1,599
	IT - Staffling	\$	1,672	\$	-	\$	1,672
	IT - Payroll	\$	1,058	\$	-	\$	1,058
	IT - Accounting GF	\$	2,295	\$	-	\$	2,295
	IT - Technical	\$	9,624	\$	-	\$	9,624
	IT - Software Direct	\$	9,444	\$	-	\$	9,444

Department **100 131 - City Administration**

Allocation Summary

Department	Total	City Admin - Financial	City Admin - Staffing	City Admin - Governing	City Admin - FD601	City Admin - FD610	City Admin - FD 369
Grand Total	\$ 2,794,399	\$ 1,081,191	\$ 1,081,191	\$ 540,595	\$ 33,255	\$ 33,255	\$ 24,912.51
2 100 110 - City Council	\$ 113,811	\$ 6,171	\$ 16,762	\$ 90,878	\$ -	\$ -	\$ -
3 100 120 - City Attorney	\$ 35,066	\$ 8,087	\$ -	\$ 26,979	\$ -	\$ -	\$ -
4 100 131 - City Administration	\$ 38,643	\$ 17,498	\$ 18,304	\$ 2,840	\$ -	\$ -	\$ -
5 100 132 - City Clerk	\$ 87,235	\$ 5,448	\$ 7,315	\$ 74,473	\$ -	\$ -	\$ -
6 100 133 - Public Engagement	\$ 11,015	\$ 5,773	\$ 3,657	\$ 1,585	\$ -	\$ -	\$ -
7 100 134 - Emergency Preparedness	\$ 9,643	\$ 4,402	\$ 3,657	\$ 1,585	\$ -	\$ -	\$ -
8 100 140 - Human Resources	\$ 79,430	\$ 22,577	\$ 25,163	\$ 31,690	\$ -	\$ -	\$ -
9 100 150 - Finance	\$ 103,764	\$ 29,050	\$ 41,438	\$ 33,275	\$ -	\$ -	\$ -
10 100 240 - Administration	\$ 137,077	\$ 47,161	\$ 58,226	\$ 31,690	\$ -	\$ -	\$ -
11 100 305 - Public Works Administration	\$ 47,111	\$ 17,072	\$ 28,455	\$ 1,585	\$ -	\$ -	\$ -
12 100 330 - Facilities	\$ 41,973	\$ 22,101	\$ 18,287	\$ 1,585	\$ -	\$ -	\$ -
13 100 331 - Fields/Grounds	\$ 59,208	\$ 29,840	\$ 29,369	\$ -	\$ -	\$ -	\$ -
14 701 - Workers' Compensation Internal Service Fund	\$ 9,303	\$ 9,303	\$ -	\$ -	\$ -	\$ -	\$ -
15 702 - General Liability Insurance Internal Service Fund	\$ 21,101	\$ 21,101	\$ -	\$ -	\$ -	\$ -	\$ -
16 703 - Other Post Employment Benefits Internal Service	\$ 7,893	\$ 7,893	\$ -	\$ -	\$ -	\$ -	\$ -
17 704 - Information Technology Internal Service Fund	\$ 91,829	\$ 48,746	\$ 38,329	\$ 4,754	\$ -	\$ -	\$ -
18 705 - Vehicle Replacement Internal Service Fund	\$ 31,839	\$ 31,839	\$ -	\$ -	\$ -	\$ -	\$ -
19 100 170 - Sustainability	\$ 55,898	\$ 7,263	\$ 10,606	\$ 38,029	\$ -	\$ -	\$ -
20 100 210 - Patrol	\$ 299,009	\$ 146,934	\$ 152,074	\$ -	\$ -	\$ -	\$ -
21 100 220 - Special Operations	\$ 54,613	\$ 29,011	\$ 25,602	\$ -	\$ -	\$ -	\$ -
22 100 230 - Communications	\$ 54,262	\$ 23,174	\$ 31,088	\$ -	\$ -	\$ -	\$ -
23 100 310 - Capital Projects	\$ 8,711	\$ 1,884	\$ 3,657	\$ 3,169	\$ -	\$ -	\$ -
24 100 320 - Transportation Management	\$ 64,282	\$ 21,116	\$ 27,321	\$ 15,845	\$ -	\$ -	\$ -
25 100 332 - Vehicle	\$ 27,128	\$ 8,599	\$ 10,606	\$ 7,923	\$ -	\$ -	\$ -
26 100 333 - City Tree	\$ 23,962	\$ 9,698	\$ 14,264	\$ -	\$ -	\$ -	\$ -
27 100 334 - Streets	\$ 55,649	\$ 24,710	\$ 16,678	\$ 14,261	\$ -	\$ -	\$ -
28 100 340 - Stormwater	\$ 15,650	\$ 6,143	\$ -	\$ 9,507	\$ -	\$ -	\$ -
29 100 350 - Right-of-Way	\$ 33,789	\$ 12,699	\$ 17,921	\$ 3,169	\$ -	\$ -	\$ -
30 100 360 - Development Services	\$ 20,982	\$ 9,279	\$ 11,704	\$ -	\$ -	\$ -	\$ -
31 100 510 - Seniors	\$ 26,627	\$ 8,341	\$ 18,287	\$ -	\$ -	\$ -	\$ -
32 100 520 - Recreation - Indoor	\$ 59,507	\$ 22,933	\$ 36,574	\$ -	\$ -	\$ -	\$ -
33 100 530 - Pre-School Child Care	\$ 41,995	\$ 12,736	\$ 29,259	\$ -	\$ -	\$ -	\$ -
34 100 531 - School-Age Child Care	\$ 40,599	\$ 9,454	\$ 13,715	\$ 17,430	\$ -	\$ -	\$ -
35 100 540 - Recreation - Outdoor	\$ 38,947	\$ 7,376	\$ 10,972	\$ 20,599	\$ -	\$ -	\$ -
36 100 541 - Gymnastics	\$ 31,867	\$ 9,922	\$ 21,944	\$ -	\$ -	\$ -	\$ -
37 100 542 - Aquatics	\$ 19,555	\$ 6,879	\$ -	\$ 12,676	\$ -	\$ -	\$ -
38 100 560 - Library	\$ 92,400	\$ 35,591	\$ 45,717	\$ 11,092	\$ -	\$ -	\$ -
39 100 570 - LCS Operations	\$ 47,247	\$ 25,302	\$ 21,944	\$ -	\$ -	\$ -	\$ -

Department	Total	City Admin - Financial	City Admin - Staffing	City Admin - Governing	City Admin - FD601	City Admin - FD610	City Admin - FD 369
40 100 610 - Planning	\$ 135,718	\$ 45,570	\$ 61,627	\$ 28,521	\$ -	\$ -	\$ -
41 100 620 - Building	\$ 101,774	\$ 44,659	\$ 53,947	\$ 3,169	\$ -	\$ -	\$ -
42 100 630 - Housing	\$ 45,370	\$ 6,731	\$ 6,949	\$ 31,690	\$ -	\$ -	\$ -
43 100 650 - Economic Development	\$ 13,695	\$ 1,019	\$ -	\$ 12,676	\$ -	\$ -	\$ -
44 111 - Developer Special Revenue Fund	\$ 8,819	\$ 8,819	\$ -	\$ -	\$ -	\$ -	\$ -
45 203 - Donations - Library and Community Services	\$ 1,279	\$ 1,279	\$ -	\$ -	\$ -	\$ -	\$ -
46 213 - CalRecycle SB1383 Local Grant	\$ 866	\$ 866	\$ -	\$ -	\$ -	\$ -	\$ -
47 221 - Low and Moderate Income Housing	\$ 123	\$ 123	\$ -	\$ -	\$ -	\$ -	\$ -
48 222 - Below Market Rate Housing	\$ 12,232	\$ 6,746	\$ 5,486	\$ -	\$ -	\$ -	\$ -
49 223 - Housing Federal Revenue Sharing	\$ 35	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -
50 224 - Community Development Block Grant	\$ 35	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -
51 252 - Childcare Food	\$ 1,367	\$ 1,367	\$ -	\$ -	\$ -	\$ -	\$ -
52 253 - Belle Haven Child Development Center	\$ 71,783	\$ 20,579	\$ 51,203	\$ -	\$ -	\$ -	\$ -
53 254 - Preschool Quality Rating (QRIS)	\$ 106	\$ 106	\$ -	\$ -	\$ -	\$ -	\$ -
54 327 - Supplemental Law Enforcement Services Fund	\$ 882	\$ 882	\$ -	\$ -	\$ -	\$ -	\$ -
55 328 - Downtown Parking Permits	\$ 1,539	\$ 1,539	\$ -	\$ -	\$ -	\$ -	\$ -
56 332 - Bayfront Mitigation Fund	\$ 331	\$ 331	\$ -	\$ -	\$ -	\$ -	\$ -
57 354 - Storm Drainage Fees	\$ 573	\$ 573	\$ -	\$ -	\$ -	\$ -	\$ -
58 355 - Shuttle Program	\$ 13,852	\$ 11,182	\$ 2,670	\$ -	\$ -	\$ -	\$ -
59 356 - Measure A - San Mateo County Transportation	\$ 11,967	\$ 11,967	\$ -	\$ -	\$ -	\$ -	\$ -
60 357 - Highway Users Tax (Gas Tax)	\$ 186	\$ 186	\$ -	\$ -	\$ -	\$ -	\$ -
61 358 - Landscape/Tree Assessment	\$ 17,502	\$ 10,370	\$ 7,132	\$ -	\$ -	\$ -	\$ -
62 359 - Sidewalk Assessment	\$ 15	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -
63 360 - Measure M - City/County	\$ 1,252	\$ 1,252	\$ -	\$ -	\$ -	\$ -	\$ -
64 361 - Stormwater Management -(NPDES)	\$ 8,401	\$ 4,159	\$ 4,243	\$ -	\$ -	\$ -	\$ -
65 362 - Construction Impact Fee Fund	\$ 1,589	\$ 821	\$ 768	\$ -	\$ -	\$ -	\$ -
66 365 - Landfill Post-Closure	\$ 8,861	\$ 7,179	\$ 1,682	\$ -	\$ -	\$ -	\$ -
67 369 - In-lieu Payment for Community Amenities	\$ 25,794	\$ 882	\$ -	\$ -	\$ -	\$ -	24,912.51
68 394 - Communitywide Electrification Efforts	\$ 32,279	\$ 32,279	\$ -	\$ -	\$ -	\$ -	\$ -
69 401 - Measure T - Menlo Park GO Bonds	\$ 23,094	\$ 23,094	\$ -	\$ -	\$ -	\$ -	\$ -
70 501 - General Capital Improvement Fund	\$ 43,927	\$ 16,496	\$ 27,430	\$ -	\$ -	\$ -	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 12,470	\$ 4,789	\$ 7,681	\$ -	\$ -	\$ -	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 111,947	\$ 36,707	\$ 37,232	\$ 4,754	\$ 33,255	\$ -	\$ -
73 610 - Solid Waste Service	\$ 46,111	\$ 5,445	\$ 4,243	\$ 3,169	\$ -	\$ 33,255	\$ -

Department	100 131 - City Administration
Function	City Admin - Financial
Allocation Base	TOTAL BUDGET

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	122,917,516.00	100.00%	\$ 993,973	\$ -	\$ 993,973	\$ 87,217	\$ 1,081,191
2 100 110 - City Council	763,151.00	0.62%	\$ 6,171	\$ -	\$ 6,171	\$ -	\$ 6,171
3 100 120 - City Attorney	1,000,000.00	0.81%	\$ 8,087	\$ -	\$ 8,087	\$ -	\$ 8,087
4 100 131 - City Administration	2,163,896.00	1.76%	\$ 17,498	\$ -	\$ 17,498	\$ -	\$ 17,498
5 100 132 - City Clerk	617,734.00	0.50%	\$ 4,995	\$ -	\$ 4,995	\$ 453	\$ 5,448
6 100 133 - Public Engagement	654,581.00	0.53%	\$ 5,293	\$ -	\$ 5,293	\$ 480	\$ 5,773
7 100 134 - Emergency Preparedness	499,069.00	0.41%	\$ 4,036	\$ -	\$ 4,036	\$ 366	\$ 4,402
8 100 140 - Human Resources	2,559,846.00	2.08%	\$ 20,700	\$ -	\$ 20,700	\$ 1,876	\$ 22,577
9 100 150 - Finance	3,293,879.00	2.68%	\$ 26,636	\$ -	\$ 26,636	\$ 2,414	\$ 29,050
10 100 240 - Administration	5,347,403.00	4.35%	\$ 43,242	\$ -	\$ 43,242	\$ 3,920	\$ 47,161
11 100 305 - Public Works Administration	1,935,755.00	1.57%	\$ 15,653	\$ -	\$ 15,653	\$ 1,419	\$ 17,072
12 100 330 - Facilities	2,505,945.00	2.04%	\$ 20,264	\$ -	\$ 20,264	\$ 1,837	\$ 22,101
13 100 331 - Fields/Grounds	3,383,368.00	2.75%	\$ 27,360	\$ -	\$ 27,360	\$ 2,480	\$ 29,840
14 701 - Workers' Compensation Internal Service Fund	1,054,800.00	0.86%	\$ 8,530	\$ -	\$ 8,530	\$ 773	\$ 9,303
15 702 - General Liability Insurance Internal Service Fund	2,392,569.00	1.95%	\$ 19,348	\$ -	\$ 19,348	\$ 1,754	\$ 21,101
16 703 - Other Post Employment Benefits Internal Service	895,000.00	0.73%	\$ 7,237	\$ -	\$ 7,237	\$ 656	\$ 7,893
17 704 - Information Technology Internal Service Fund	5,527,066.00	4.50%	\$ 44,695	\$ -	\$ 44,695	\$ 4,051	\$ 48,746
18 705 - Vehicle Replacement Internal Service Fund	3,610,041.00	2.94%	\$ 29,193	\$ -	\$ 29,193	\$ 2,646	\$ 31,839
19 100 170 - Sustainability	823,558.00	0.67%	\$ 6,660	\$ -	\$ 6,660	\$ 604	\$ 7,263
20 100 210 - Patrol	16,660,208.00	13.55%	\$ 134,723	\$ -	\$ 134,723	\$ 12,212	\$ 146,934
21 100 220 - Special Operations	3,289,435.00	2.68%	\$ 26,600	\$ -	\$ 26,600	\$ 2,411	\$ 29,011
22 100 230 - Communications	2,627,631.00	2.14%	\$ 21,248	\$ -	\$ 21,248	\$ 1,926	\$ 23,174
23 100 310 - Capital Projects	213,673.00	0.17%	\$ 1,728	\$ -	\$ 1,728	\$ 157	\$ 1,884
24 100 320 - Transportation Management	2,394,194.00	1.95%	\$ 19,361	\$ -	\$ 19,361	\$ 1,755	\$ 21,116
25 100 332 - Vehicle	974,965.00	0.79%	\$ 7,884	\$ -	\$ 7,884	\$ 715	\$ 8,599
26 100 333 - City Tree	1,099,595.00	0.89%	\$ 8,892	\$ -	\$ 8,892	\$ 806	\$ 9,698
27 100 334 - Streets	2,801,777.00	2.28%	\$ 22,657	\$ -	\$ 22,657	\$ 2,054	\$ 24,710
28 100 340 - Stormwater	696,541.00	0.57%	\$ 5,633	\$ -	\$ 5,633	\$ 511	\$ 6,143
29 100 350 - Right-of-Way	1,439,867.00	1.17%	\$ 11,643	\$ -	\$ 11,643	\$ 1,055	\$ 12,699
30 100 360 - Development Services	1,052,069.00	0.86%	\$ 8,508	\$ -	\$ 8,508	\$ 771	\$ 9,279
31 100 510 - Seniors	945,693.00	0.77%	\$ 7,647	\$ -	\$ 7,647	\$ 693	\$ 8,341
32 100 520 - Recreation - Indoor	2,600,272.00	2.12%	\$ 21,027	\$ -	\$ 21,027	\$ 1,906	\$ 22,933
33 100 530 - Pre-School Child Care	1,444,041.00	1.17%	\$ 11,677	\$ -	\$ 11,677	\$ 1,058	\$ 12,736
34 100 531 - School-Age Child Care	1,071,955.00	0.87%	\$ 8,668	\$ -	\$ 8,668	\$ 786	\$ 9,454
35 100 540 - Recreation - Outdoor	836,369.00	0.68%	\$ 6,763	\$ -	\$ 6,763	\$ 613	\$ 7,376
36 100 541 - Gymnastics	1,125,030.00	0.92%	\$ 9,098	\$ -	\$ 9,098	\$ 825	\$ 9,922
37 100 542 - Aquatics	780,000.00	0.63%	\$ 6,307	\$ -	\$ 6,307	\$ 572	\$ 6,879
38 100 560 - Library	4,035,519.00	3.28%	\$ 32,633	\$ -	\$ 32,633	\$ 2,958	\$ 35,591

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
39 100 570 - LCS Operations	2,868,901.00	2.33%	\$ 23,199	\$ -	\$ 23,199	\$ 2,103	\$ 25,302
40 100 610 - Planning	5,166,965.00	4.20%	\$ 41,783	\$ -	\$ 41,783	\$ 3,787	\$ 45,570
41 100 620 - Building	5,063,653.00	4.12%	\$ 40,947	\$ -	\$ 40,947	\$ 3,712	\$ 44,659
42 100 630 - Housing	763,155.00	0.62%	\$ 6,171	\$ -	\$ 6,171	\$ 559	\$ 6,731
43 100 650 - Economic Development	115,550.00	0.09%	\$ 934	\$ -	\$ 934	\$ 85	\$ 1,019
44 111 - Developer Special Revenue Fund	1,000,000.00	0.81%	\$ 8,087	\$ -	\$ 8,087	\$ 733	\$ 8,819
45 203 - Donations - Library and Community Services	145,000.00	0.12%	\$ 1,173	\$ -	\$ 1,173	\$ 106	\$ 1,279
46 213 - CalRecycle SB1383 Local Grant	98,232.00	0.08%	\$ 794	\$ -	\$ 794	\$ 72	\$ 866
47 221 - Low and Moderate Income Housing	14,000.00	0.01%	\$ 113	\$ -	\$ 113	\$ 10	\$ 123
48 222 - Below Market Rate Housing	764,890.00	0.62%	\$ 6,185	\$ -	\$ 6,185	\$ 561	\$ 6,746
49 223 - Housing Federal Revenue Sharing	4,000.00	0.00%	\$ 32	\$ -	\$ 32	\$ 3	\$ 35
50 224 - Community Development Block Grant	4,000.00	0.00%	\$ 32	\$ -	\$ 32	\$ 3	\$ 35
51 252 - Childcare Food	155,000.00	0.13%	\$ 1,253	\$ -	\$ 1,253	\$ 114	\$ 1,367
52 253 - Belle Haven Child Development Center	2,333,390.00	1.90%	\$ 18,869	\$ -	\$ 18,869	\$ 1,710	\$ 20,579
53 254 - Preschool Quality Rating (QRIS)	12,000.00	0.01%	\$ 97	\$ -	\$ 97	\$ 9	\$ 106
54 327 - Supplemental Law Enforcement Services Fund	100,000.00	0.08%	\$ 809	\$ -	\$ 809	\$ 73	\$ 882
55 328 - Downtown Parking Permits	174,520.00	0.14%	\$ 1,411	\$ -	\$ 1,411	\$ 128	\$ 1,539
56 332 - Bayfront Mitigation Fund	37,500.00	0.03%	\$ 303	\$ -	\$ 303	\$ 27	\$ 331
57 354 - Storm Drainage Fees	65,000.00	0.05%	\$ 526	\$ -	\$ 526	\$ 48	\$ 573
58 355 - Shuttle Program	1,267,896.00	1.03%	\$ 10,253	\$ -	\$ 10,253	\$ 929	\$ 11,182
59 356 - Measure A - San Mateo County Transportation	1,356,840.00	1.10%	\$ 10,972	\$ -	\$ 10,972	\$ 995	\$ 11,967
60 357 - Highway Users Tax (Gas Tax)	21,138.00	0.02%	\$ 171	\$ -	\$ 171	\$ 15	\$ 186
61 358 - Landscape/Tree Assessment	1,175,761.00	0.96%	\$ 9,508	\$ -	\$ 9,508	\$ 862	\$ 10,370
62 359 - Sidewalk Assessment	1,650.00	0.00%	\$ 13	\$ -	\$ 13	\$ 1	\$ 15
63 360 - Measure M - City/County	142,000.00	0.12%	\$ 1,148	\$ -	\$ 1,148	\$ 104	\$ 1,252
64 361 - Stormwater Management -(NPDES)	471,525.00	0.38%	\$ 3,813	\$ -	\$ 3,813	\$ 346	\$ 4,159
65 362 - Construction Impact Fee Fund	93,132.00	0.08%	\$ 753	\$ -	\$ 753	\$ 68	\$ 821
66 365 - Landfill Post-Closure	813,967.00	0.66%	\$ 6,582	\$ -	\$ 6,582	\$ 597	\$ 7,179
67 369 - In-lieu Payment for Community Amenities	100,000.00	0.08%	\$ 809	\$ -	\$ 809	\$ 73	\$ 882
68 394 - Communitywide Electrification Efforts	3,660,000.00	2.98%	\$ 29,597	\$ -	\$ 29,597	\$ 2,683	\$ 32,279
69 401 - Measure T - Menlo Park GO Bonds	2,618,564.00	2.13%	\$ 21,175	\$ -	\$ 21,175	\$ 1,919	\$ 23,094
70 501 - General Capital Improvement Fund	1,870,412.00	1.52%	\$ 15,125	\$ -	\$ 15,125	\$ 1,371	\$ 16,496
71 600 - Menlo Park Municipal Water Capital Fund	543,012.00	0.44%	\$ 4,391	\$ -	\$ 4,391	\$ 398	\$ 4,789
72 601 - Menlo Park Municipal Water Operations Fund	4,161,995.00	3.39%	\$ 33,656	\$ -	\$ 33,656	\$ 3,051	\$ 36,707
73 610 - Solid Waste Service	617,373.00	0.50%	\$ 4,992	\$ -	\$ 4,992	\$ 453	\$ 5,445

Department	100 131 - City Administration
Function	City Admin - Staffing
Allocation Base	FTE

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	296.49	100.00%	\$ 993,973	\$ -	\$ 993,973	\$ 87,217	\$ 1,081,191
2 100 110 - City Council	5.00	1.69%	\$ 16,762	\$ -	\$ 16,762	\$ -	\$ 16,762
4 100 131 - City Administration	5.46	1.84%	\$ 18,304	\$ -	\$ 18,304	\$ -	\$ 18,304
5 100 132 - City Clerk	2.00	0.67%	\$ 6,705	\$ -	\$ 6,705	\$ 610	\$ 7,315
6 100 133 - Public Engagement	1.00	0.34%	\$ 3,352	\$ -	\$ 3,352	\$ 305	\$ 3,657
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 3,352	\$ -	\$ 3,352	\$ 305	\$ 3,657
8 100 140 - Human Resources	6.88	2.32%	\$ 23,065	\$ -	\$ 23,065	\$ 2,098	\$ 25,163
9 100 150 - Finance	11.33	3.82%	\$ 37,983	\$ -	\$ 37,983	\$ 3,455	\$ 41,438
10 100 240 - Administration	15.92	5.37%	\$ 53,371	\$ -	\$ 53,371	\$ 4,854	\$ 58,226
11 100 305 - Public Works Administration	7.78	2.62%	\$ 26,082	\$ -	\$ 26,082	\$ 2,372	\$ 28,455
12 100 330 - Facilities	5.00	1.69%	\$ 16,762	\$ -	\$ 16,762	\$ 1,525	\$ 18,287
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 26,920	\$ -	\$ 26,920	\$ 2,449	\$ 29,369
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 35,134	\$ -	\$ 35,134	\$ 3,196	\$ 38,329
19 100 170 - Sustainability	2.90	0.98%	\$ 9,722	\$ -	\$ 9,722	\$ 884	\$ 10,606
20 100 210 - Patrol	41.58	14.02%	\$ 139,396	\$ -	\$ 139,396	\$ 12,679	\$ 152,074
21 100 220 - Special Operations	7.00	2.36%	\$ 23,467	\$ -	\$ 23,467	\$ 2,134	\$ 25,602
22 100 230 - Communications	8.50	2.87%	\$ 28,496	\$ -	\$ 28,496	\$ 2,592	\$ 31,088
23 100 310 - Capital Projects	1.00	0.34%	\$ 3,352	\$ -	\$ 3,352	\$ 305	\$ 3,657
24 100 320 - Transportation Management	7.47	2.52%	\$ 25,043	\$ -	\$ 25,043	\$ 2,278	\$ 27,321
25 100 332 - Vehicle	2.90	0.98%	\$ 9,722	\$ -	\$ 9,722	\$ 884	\$ 10,606
26 100 333 - City Tree	3.90	1.32%	\$ 13,075	\$ -	\$ 13,075	\$ 1,189	\$ 14,264
27 100 334 - Streets	4.56	1.54%	\$ 15,287	\$ -	\$ 15,287	\$ 1,390	\$ 16,678
29 100 350 - Right-of-Way	4.90	1.65%	\$ 16,427	\$ -	\$ 16,427	\$ 1,494	\$ 17,921
30 100 360 - Development Services	3.20	1.08%	\$ 10,728	\$ -	\$ 10,728	\$ 976	\$ 11,704
31 100 510 - Seniors	5.00	1.69%	\$ 16,762	\$ -	\$ 16,762	\$ 1,525	\$ 18,287
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 33,525	\$ -	\$ 33,525	\$ 3,049	\$ 36,574
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 26,820	\$ -	\$ 26,820	\$ 2,439	\$ 29,259
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 12,572	\$ -	\$ 12,572	\$ 1,143	\$ 13,715
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 10,057	\$ -	\$ 10,057	\$ 915	\$ 10,972
36 100 541 - Gymnastics	6.00	2.02%	\$ 20,115	\$ -	\$ 20,115	\$ 1,830	\$ 21,944
38 100 560 - Library	12.50	4.22%	\$ 41,906	\$ -	\$ 41,906	\$ 3,812	\$ 45,717
39 100 570 - LCS Operations	6.00	2.02%	\$ 20,115	\$ -	\$ 20,115	\$ 1,830	\$ 21,944
40 100 610 - Planning	16.85	5.68%	\$ 56,489	\$ -	\$ 56,489	\$ 5,138	\$ 61,627
41 100 620 - Building	14.75	4.97%	\$ 49,449	\$ -	\$ 49,449	\$ 4,498	\$ 53,947
42 100 630 - Housing	1.90	0.64%	\$ 6,370	\$ -	\$ 6,370	\$ 579	\$ 6,949
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 5,029	\$ -	\$ 5,029	\$ 457	\$ 5,486
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 46,935	\$ -	\$ 46,935	\$ 4,269	\$ 51,203
58 355 - Shuttle Program	0.73	0.25%	\$ 2,447	\$ -	\$ 2,447	\$ 223	\$ 2,670

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 6,537	\$ -	\$ 6,537	\$ 595	\$ 7,132
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 3,889	\$ -	\$ 3,889	\$ 354	\$ 4,243
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 704	\$ -	\$ 704	\$ 64	\$ 768
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 1,542	\$ -	\$ 1,542	\$ 140	\$ 1,682
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 25,144	\$ -	\$ 25,144	\$ 2,287	\$ 27,430
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 7,040	\$ -	\$ 7,040	\$ 640	\$ 7,681
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 34,128	\$ -	\$ 34,128	\$ 3,104	\$ 37,232
73 610 - Solid Waste Service	1.16	0.39%	\$ 3,889	\$ -	\$ 3,889	\$ 354	\$ 4,243

Department	100 131 - City Administration
Function	City Admin - Governing
Allocation Base	# of Agenda Items

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	350.00	100.00%	\$ 496,987	\$ -	\$ 496,987	\$ 43,609	\$ 540,595
2 100 110 - City Council	64.00	18.29%	\$ 90,878	\$ -	\$ 90,878	\$ -	\$ 90,878
3 100 120 - City Attorney	19.00	5.43%	\$ 26,979	\$ -	\$ 26,979	\$ -	\$ 26,979
4 100 131 - City Administration	2.00	0.57%	\$ 2,840	\$ -	\$ 2,840	\$ -	\$ 2,840
5 100 132 - City Clerk	47.00	13.43%	\$ 66,738	\$ -	\$ 66,738	\$ 7,734	\$ 74,473
6 100 133 - Public Engagement	1.00	0.29%	\$ 1,420	\$ -	\$ 1,420	\$ 165	\$ 1,585
7 100 134 - Emergency Preparedness	1.00	0.29%	\$ 1,420	\$ -	\$ 1,420	\$ 165	\$ 1,585
8 100 140 - Human Resources	20.00	5.71%	\$ 28,399	\$ -	\$ 28,399	\$ 3,291	\$ 31,690
9 100 150 - Finance	21.00	6.00%	\$ 29,819	\$ -	\$ 29,819	\$ 3,456	\$ 33,275
10 100 240 - Administration	20.00	5.71%	\$ 28,399	\$ -	\$ 28,399	\$ 3,291	\$ 31,690
11 100 305 - Public Works Administration	1.00	0.29%	\$ 1,420	\$ -	\$ 1,420	\$ 165	\$ 1,585
12 100 330 - Facilities	1.00	0.29%	\$ 1,420	\$ -	\$ 1,420	\$ 165	\$ 1,585
17 704 - Information Technology Internal Service Fund	3.00	0.86%	\$ 4,260	\$ -	\$ 4,260	\$ 494	\$ 4,754
19 100 170 - Sustainability	24.00	6.86%	\$ 34,079	\$ -	\$ 34,079	\$ 3,949	\$ 38,029
23 100 310 - Capital Projects	2.00	0.57%	\$ 2,840	\$ -	\$ 2,840	\$ 329	\$ 3,169
24 100 320 - Transportation Management	10.00	2.86%	\$ 14,200	\$ -	\$ 14,200	\$ 1,646	\$ 15,845
25 100 332 - Vehicle	5.00	1.43%	\$ 7,100	\$ -	\$ 7,100	\$ 823	\$ 7,923
27 100 334 - Streets	9.00	2.57%	\$ 12,780	\$ -	\$ 12,780	\$ 1,481	\$ 14,261
28 100 340 - Stormwater	6.00	1.71%	\$ 8,520	\$ -	\$ 8,520	\$ 987	\$ 9,507
29 100 350 - Right-of-Way	2.00	0.57%	\$ 2,840	\$ -	\$ 2,840	\$ 329	\$ 3,169
34 100 531 - School-Age Child Care	11.00	3.14%	\$ 15,620	\$ -	\$ 15,620	\$ 1,810	\$ 17,430
35 100 540 - Recreation - Outdoor	13.00	3.71%	\$ 18,460	\$ -	\$ 18,460	\$ 2,139	\$ 20,599
37 100 542 - Aquatics	8.00	2.29%	\$ 11,360	\$ -	\$ 11,360	\$ 1,316	\$ 12,676
38 100 560 - Library	7.00	2.00%	\$ 9,940	\$ -	\$ 9,940	\$ 1,152	\$ 11,092
40 100 610 - Planning	18.00	5.14%	\$ 25,559	\$ -	\$ 25,559	\$ 2,962	\$ 28,521
41 100 620 - Building	2.00	0.57%	\$ 2,840	\$ -	\$ 2,840	\$ 329	\$ 3,169
42 100 630 - Housing	20.00	5.71%	\$ 28,399	\$ -	\$ 28,399	\$ 3,291	\$ 31,690
43 100 650 - Economic Development	8.00	2.29%	\$ 11,360	\$ -	\$ 11,360	\$ 1,316	\$ 12,676
72 601 - Menlo Park Municipal Water Operations Fund	3.00	0.86%	\$ 4,260	\$ -	\$ 4,260	\$ 494	\$ 4,754
73 610 - Solid Waste Service	2.00	0.57%	\$ 2,840	\$ -	\$ 2,840	\$ 329	\$ 3,169

Department	100 131 - City Administration
Function	City Admin - FD601
Allocation Base	Direct to FD 601

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	100.00	100.00%	\$ 153,291	\$ -133,487	\$ 19,804	\$ 13,451	\$ 33,255
72 601 - Menlo Park Municipal Water Operations Fund	100.00	100.00%	\$ 153,291	\$ -133,487	\$ 19,804	\$ 13,451	\$ 33,255

Department	100 131 - City Administration
Function	City Admin - FD610
Allocation Base	Direct to FD 610

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	100.00	100.00%	\$ 153,291	\$ -133,487	\$ 19,804	\$ 13,451	\$ 33,255
73 610 - Solid Waste Service	100.00	100.00%	\$ 153,291	\$ -133,487	\$ 19,804	\$ 13,451	\$ 33,255

Department	100 131 - City Administration
Function	City Admin - FD 369
Allocation Base	Direct to FD 369

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	100.00	100.00%	\$ 114,836	\$ -100,000	\$ 14,836	\$ 10,076	\$ 24,913
67 369 - In-lieu Payment for Community Amenities	100.00	100.00%	\$ 114,836	\$ -100,000	\$ 14,836	\$ 10,076	\$ 24,913

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 132 - City Clerk

Department Salaries & Costs

Description	Amount	General Admin	Clerk - Financial	Clerk - Staffing	Clerk - Governing
Personnel					
Salaries	\$ 283,812	\$ -	\$ 113,525	\$ 113,525	\$ 56,762
Salary Split %	100%	0.00%	40.00%	40.00%	20.00%
Subtotal - Personnel Costs	\$ 283,812	\$ -	\$ 113,525	\$ 113,525	\$ 56,762
Services & Supplies					
Benefits	S \$ 147,387	\$ -	\$ 58,955	\$ 58,955	\$ 29,477
43131 - Data Storage	S \$ 30,000	\$ -	\$ 12,000	\$ 12,000	\$ 6,000
43210 - Memberships	S \$ 1,050	\$ -	\$ 420	\$ 420	\$ 210
43211 - Employee Training	S \$ 500	\$ -	\$ 200	\$ 200	\$ 100
43510 - Advertising	S \$ 35,000	\$ -	\$ 14,000	\$ 14,000	\$ 7,000
43511 - Printing	S \$ 800	\$ -	\$ 320	\$ 320	\$ 160
43513 - Postage	S \$ 300	\$ -	\$ 120	\$ 120	\$ 60
43611 - Department Supplies	S \$ 5,500	\$ -	\$ 2,200	\$ 2,200	\$ 1,100
43711 - Books, Media, Periodicals	S \$ 5,000	\$ -	\$ 2,000	\$ 2,000	\$ 1,000
44200 - Contract Services	S \$ 25,000	\$ -	\$ 10,000	\$ 10,000	\$ 5,000
44201 - Other Services	S \$ 2,000	\$ -	\$ 800	\$ 800	\$ 400
45153 - Meetings & Seminars	S \$ 5,550	\$ -	\$ 2,220	\$ 2,220	\$ 1,110
46102 - Telephone & Alarms	S \$ 1,000	\$ -	\$ 400	\$ 400	\$ 200
47410 - Office Equipment	S \$ 500	\$ -	\$ 200	\$ 200	\$ 100
48901 - General Liability Internal Svc	S \$ 17,810	\$ -	\$ 7,124	\$ 7,124	\$ 3,562
48902 - IT Internal Service Charge	S \$ 42,011	\$ -	\$ 16,804	\$ 16,804	\$ 8,402
48904 - Workers Comp Internal Svc Chrg	S \$ 7,852	\$ -	\$ 3,141	\$ 3,141	\$ 1,570
48905 - OPEB Internal Service Charge	S \$ 6,662	\$ -	\$ 2,665	\$ 2,665	\$ 1,332
Subtotal - Services and Supplies	\$ 333,922	\$ -	\$ 133,569	\$ 133,569	\$ 66,784
General Admin Distribution	\$ -	\$ -	\$ -	\$ -	\$ -
INCOMING COSTS DISTRIBUTION					
ORG TOTAL	\$ 617,734	\$ -	\$ 247,094	\$ 247,094	\$ 123,547
INCOMING COSTS DISTRIBUTION	\$ 229,932	\$ -	\$ 91,973	\$ 91,973	\$ 45,986
TOTAL ORG W INCOMING	\$ 847,666	\$ -	\$ 339,066	\$ 339,066	\$ 169,533

Department		100 132 - City Clerk		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 229,932	\$ 121,600	\$ 108,332	
1 Asset Use	\$ 738	\$ 738	\$ -	
Equip Use	\$ 738	\$ 738	\$ -	
2 100 110 - City Council	\$ 25,605	\$ 13,041	\$ 12,564	
CC - Financial	\$ 1,506	\$ 831	\$ 675	
CC - Staff	\$ 2,031	\$ 1,115	\$ 916	
CC - Governing	\$ 22,068	\$ 11,096	\$ 10,972	
3 100 120 - City Attorney	\$ 32,956	\$ 29,382	\$ 3,574	
Attny - Financial	\$ 1,108	\$ 1,011	\$ 97	
Attny - Staffing	\$ 1,487	\$ 1,357	\$ 130	
Attny - Governing	\$ 30,360	\$ 27,014	\$ 3,347	
4 100 131 - City Administration	\$ 87,235	\$ 78,438	\$ 8,797	
City Admin - Financial	\$ 5,448	\$ 4,995	\$ 453	
City Admin - Staffing	\$ 7,315	\$ 6,705	\$ 610	
City Admin - Governing	\$ 74,473	\$ 66,738	\$ 7,734	
5 100 132 - City Clerk	\$ 23,338	\$ -	\$ 23,338	
Clerk - Financial	\$ 1,486	\$ -	\$ 1,486	
Clerk - Staffing	\$ 1,995	\$ -	\$ 1,995	
Clerk - Governing	\$ 19,856	\$ -	\$ 19,856	
6 100 133 - Public Engagement	\$ 3,953	\$ -	\$ 3,953	
Public Engagement - Financial	\$ 1,688	\$ -	\$ 1,688	
Public Engagement - Staffing	\$ 2,265	\$ -	\$ 2,265	
7 100 134 - Emergency Preparedness	\$ 269	\$ -	\$ 269	
Emer Prep City Gov	\$ 269	\$ -	\$ 269	
8 100 140 - Human Resources	\$ 16,355	\$ -	\$ 16,355	
HR - Staffing	\$ 12,961	\$ -	\$ 12,961	
Hr - Paychecks	\$ 3,394	\$ -	\$ 3,394	
9 100 150 - Finance	\$ 17,539	\$ -	\$ 17,539	
Fin - Budgeting	\$ 7,188	\$ -	\$ 7,188	
Fin - Payroll	\$ 2,947	\$ -	\$ 2,947	
Fin - Staffing	\$ 4,824	\$ -	\$ 4,824	
Fin - Accting	\$ 2,580	\$ -	\$ 2,580	
12 100 330 - Facilities	\$ 16,107	\$ -	\$ 16,107	
Fac - Citywide	\$ 6,877	\$ -	\$ 6,877	
Fac - Citywide Staffing	\$ 9,230	\$ -	\$ 9,230	
13 100 331 - Fields/Grounds	\$ 2,741	\$ -	\$ 2,741	
Fields - City wide	\$ 2,741	\$ -	\$ 2,741	
14 701 - Workers' Compensation Internal Service Fund	\$ 141	\$ -	\$ 141	
WC General	\$ 141	\$ -	\$ 141	
15 702 - General Liability Insurance Internal Service Fund	\$ 316	\$ -	\$ 316	

GL General	\$	316	\$	-	\$	316
16 703 - Other Post Employment Benefits Internal Service	\$	539	\$	-	\$	539
OPEB General	\$	539	\$	-	\$	539
17 704 - Information Technology Internal Service Fund	\$	2,098	\$	-	\$	2,098
IT - Citywide	\$	456	\$	-	\$	456
IT - Staffling	\$	613	\$	-	\$	613
IT - Payroll	\$	374	\$	-	\$	374
IT - Accounting GF	\$	655	\$	-	\$	655

Department 100 132 - City Clerk

Allocation Summary

Department	Total	Clerk - Financial	Clerk - Staffing	Clerk - Governing
Grand Total	\$ 847,666	\$ 339,066	\$ 339,066	\$ 169,533
2 100 110 - City Council	\$ 33,862	\$ 1,836	\$ 4,987	\$ 27,038
3 100 120 - City Attorney	\$ 10,433	\$ 2,406	\$ -	\$ 8,027
4 100 131 - City Administration	\$ 11,497	\$ 5,206	\$ 5,446	\$ 845
5 100 132 - City Clerk	\$ 23,338	\$ 1,486	\$ 1,995	\$ 19,856
6 100 133 - Public Engagement	\$ 3,486	\$ 1,815	\$ 1,150	\$ 522
7 100 134 - Emergency Preparedness	\$ 3,055	\$ 1,383	\$ 1,150	\$ 522
8 100 140 - Human Resources	\$ 25,445	\$ 7,096	\$ 7,912	\$ 10,437
9 100 150 - Finance	\$ 33,119	\$ 9,131	\$ 13,030	\$ 10,959
10 100 240 - Administration	\$ 43,569	\$ 14,823	\$ 18,308	\$ 10,437
11 100 305 - Public Works Administration	\$ 14,835	\$ 5,366	\$ 8,947	\$ 522
12 100 330 - Facilities	\$ 13,218	\$ 6,947	\$ 5,750	\$ 522
13 100 331 - Fields/Grounds	\$ 18,613	\$ 9,379	\$ 9,235	\$ -
14 701 - Workers' Compensation Internal Service Fund	\$ 2,924	\$ 2,924	\$ -	\$ -
15 702 - General Liability Insurance Internal Service Fund	\$ 6,632	\$ 6,632	\$ -	\$ -
16 703 - Other Post Employment Benefits Internal Service	\$ 2,481	\$ 2,481	\$ -	\$ -
17 704 - Information Technology Internal Service Fund	\$ 28,939	\$ 15,321	\$ 12,052	\$ 1,566
18 705 - Vehicle Replacement Internal Service Fund	\$ 10,007	\$ 10,007	\$ -	\$ -
19 100 170 - Sustainability	\$ 18,143	\$ 2,283	\$ 3,335	\$ 12,525
20 100 210 - Patrol	\$ 94,000	\$ 46,182	\$ 47,818	\$ -
21 100 220 - Special Operations	\$ 17,168	\$ 9,118	\$ 8,050	\$ -
22 100 230 - Communications	\$ 17,059	\$ 7,284	\$ 9,775	\$ -
23 100 310 - Capital Projects	\$ 2,786	\$ 592	\$ 1,150	\$ 1,044
24 100 320 - Transportation Management	\$ 20,446	\$ 6,637	\$ 8,591	\$ 5,219
25 100 332 - Vehicle	\$ 8,647	\$ 2,703	\$ 3,335	\$ 2,609
26 100 333 - City Tree	\$ 7,533	\$ 3,048	\$ 4,485	\$ -
27 100 334 - Streets	\$ 17,707	\$ 7,767	\$ 5,244	\$ 4,697
28 100 340 - Stormwater	\$ 5,062	\$ 1,931	\$ -	\$ 3,131
29 100 350 - Right-of-Way	\$ 10,670	\$ 3,991	\$ 5,635	\$ 1,044
30 100 360 - Development Services	\$ 6,596	\$ 2,916	\$ 3,680	\$ -
31 100 510 - Seniors	\$ 8,372	\$ 2,621	\$ 5,750	\$ -
32 100 520 - Recreation - Indoor	\$ 18,708	\$ 7,208	\$ 11,500	\$ -
33 100 530 - Pre-School Child Care	\$ 13,203	\$ 4,003	\$ 9,200	\$ -
34 100 531 - School-Age Child Care	\$ 13,025	\$ 2,971	\$ 4,313	\$ 5,740
35 100 540 - Recreation - Outdoor	\$ 12,553	\$ 2,318	\$ 3,450	\$ 6,784
36 100 541 - Gymnastics	\$ 10,019	\$ 3,119	\$ 6,900	\$ -
37 100 542 - Aquatics	\$ 6,337	\$ 2,162	\$ -	\$ 4,175
38 100 560 - Library	\$ 29,215	\$ 11,187	\$ 14,375	\$ 3,653
39 100 570 - LCS Operations	\$ 14,853	\$ 7,953	\$ 6,900	\$ -

Department	Total	Clerk - Financial	Clerk - Staffing	Clerk - Governing
40 100 610 - Planning	\$ 43,094	\$ 14,323	\$ 19,378	\$ 9,394
41 100 620 - Building	\$ 32,043	\$ 14,037	\$ 16,963	\$ 1,044
42 100 630 - Housing	\$ 14,738	\$ 2,115	\$ 2,185	\$ 10,437
43 100 650 - Economic Development	\$ 4,495	\$ 320	\$ -	\$ 4,175
44 111 - Developer Special Revenue Fund	\$ 2,772	\$ 2,772	\$ -	\$ -
45 203 - Donations - Library and Community Services	\$ 402	\$ 402	\$ -	\$ -
46 213 - CalRecycle SB1383 Local Grant	\$ 272	\$ 272	\$ -	\$ -
47 221 - Low and Moderate Income Housing	\$ 39	\$ 39	\$ -	\$ -
48 222 - Below Market Rate Housing	\$ 3,845	\$ 2,120	\$ 1,725	\$ -
49 223 - Housing Federal Revenue Sharing	\$ 11	\$ 11	\$ -	\$ -
50 224 - Community Development Block Grant	\$ 11	\$ 11	\$ -	\$ -
51 252 - Childcare Food	\$ 430	\$ 430	\$ -	\$ -
52 253 - Belle Haven Child Development Center	\$ 22,568	\$ 6,468	\$ 16,100	\$ -
53 254 - Preschool Quality Rating (QRIS)	\$ 33	\$ 33	\$ -	\$ -
54 327 - Supplemental Law Enforcement Services Fund	\$ 277	\$ 277	\$ -	\$ -
55 328 - Downtown Parking Permits	\$ 484	\$ 484	\$ -	\$ -
56 332 - Bayfront Mitigation Fund	\$ 104	\$ 104	\$ -	\$ -
57 354 - Storm Drainage Fees	\$ 180	\$ 180	\$ -	\$ -
58 355 - Shuttle Program	\$ 4,354	\$ 3,515	\$ 840	\$ -
59 356 - Measure A - San Mateo County Transportation	\$ 3,761	\$ 3,761	\$ -	\$ -
60 357 - Highway Users Tax (Gas Tax)	\$ 59	\$ 59	\$ -	\$ -
61 358 - Landscape/Tree Assessment	\$ 5,502	\$ 3,259	\$ 2,243	\$ -
62 359 - Sidewalk Assessment	\$ 5	\$ 5	\$ -	\$ -
63 360 - Measure M - City/County	\$ 394	\$ 394	\$ -	\$ -
64 361 - Stormwater Management -(NPDES)	\$ 2,641	\$ 1,307	\$ 1,334	\$ -
65 362 - Construction Impact Fee Fund	\$ 500	\$ 258	\$ 242	\$ -
66 365 - Landfill Post-Closure	\$ 2,785	\$ 2,256	\$ 529	\$ -
67 369 - In-lieu Payment for Community Amenities	\$ 277	\$ 277	\$ -	\$ -
68 394 - Communitywide Electrification Efforts	\$ 10,146	\$ 10,146	\$ -	\$ -
69 401 - Measure T - Menlo Park GO Bonds	\$ 7,259	\$ 7,259	\$ -	\$ -
70 501 - General Capital Improvement Fund	\$ 13,810	\$ 5,185	\$ 8,625	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 3,920	\$ 1,505	\$ 2,415	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 24,810	\$ 11,537	\$ 11,707	\$ 1,566
73 610 - Solid Waste Service	\$ 4,089	\$ 1,711	\$ 1,334	\$ 1,044

Department **100 132 - City Clerk**
 Function **Clerk - Financial**
 Allocation Base **TOTAL BUDGET**

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	122,917,516.00	100.00%	\$ 295,734	\$ -	\$ 295,734	\$ 43,333	\$	\$	339,066
2 100 110 - City Council	763,151.00	0.62%	\$ 1,836	\$ -	\$ 1,836	\$ -	\$	\$	1,836
3 100 120 - City Attorney	1,000,000.00	0.81%	\$ 2,406	\$ -	\$ 2,406	\$ -	\$	\$	2,406
4 100 131 - City Administration	2,163,896.00	1.76%	\$ 5,206	\$ -	\$ 5,206	\$ -	\$	\$	5,206
5 100 132 - City Clerk	617,734.00	0.50%	\$ 1,486	\$ -	\$ 1,486	\$ -	\$	\$	1,486
6 100 133 - Public Engagement	654,581.00	0.53%	\$ 1,575	\$ -	\$ 1,575	\$ 240	\$	\$	1,815
7 100 134 - Emergency Preparedness	499,069.00	0.41%	\$ 1,201	\$ -	\$ 1,201	\$ 183	\$	\$	1,383
8 100 140 - Human Resources	2,559,846.00	2.08%	\$ 6,159	\$ -	\$ 6,159	\$ 937	\$	\$	7,096
9 100 150 - Finance	3,293,879.00	2.68%	\$ 7,925	\$ -	\$ 7,925	\$ 1,206	\$	\$	9,131
10 100 240 - Administration	5,347,403.00	4.35%	\$ 12,866	\$ -	\$ 12,866	\$ 1,958	\$	\$	14,823
11 100 305 - Public Works Administration	1,935,755.00	1.57%	\$ 4,657	\$ -	\$ 4,657	\$ 709	\$	\$	5,366
12 100 330 - Facilities	2,505,945.00	2.04%	\$ 6,029	\$ -	\$ 6,029	\$ 917	\$	\$	6,947
13 100 331 - Fields/Grounds	3,383,368.00	2.75%	\$ 8,140	\$ -	\$ 8,140	\$ 1,239	\$	\$	9,379
14 701 - Workers' Compensation Internal Service Fund	1,054,800.00	0.86%	\$ 2,538	\$ -	\$ 2,538	\$ 386	\$	\$	2,924
15 702 - General Liability Insurance Internal Service Fund	2,392,569.00	1.95%	\$ 5,756	\$ -	\$ 5,756	\$ 876	\$	\$	6,632
16 703 - Other Post Employment Benefits Internal Service	895,000.00	0.73%	\$ 2,153	\$ -	\$ 2,153	\$ 328	\$	\$	2,481
17 704 - Information Technology Internal Service Fund	5,527,066.00	4.50%	\$ 13,298	\$ -	\$ 13,298	\$ 2,023	\$	\$	15,321
18 705 - Vehicle Replacement Internal Service Fund	3,610,041.00	2.94%	\$ 8,686	\$ -	\$ 8,686	\$ 1,322	\$	\$	10,007
19 100 170 - Sustainability	823,558.00	0.67%	\$ 1,981	\$ -	\$ 1,981	\$ 301	\$	\$	2,283
20 100 210 - Patrol	16,660,208.00	13.55%	\$ 40,084	\$ -	\$ 40,084	\$ 6,099	\$	\$	46,182
21 100 220 - Special Operations	3,289,435.00	2.68%	\$ 7,914	\$ -	\$ 7,914	\$ 1,204	\$	\$	9,118
22 100 230 - Communications	2,627,631.00	2.14%	\$ 6,322	\$ -	\$ 6,322	\$ 962	\$	\$	7,284
23 100 310 - Capital Projects	213,673.00	0.17%	\$ 514	\$ -	\$ 514	\$ 78	\$	\$	592
24 100 320 - Transportation Management	2,394,194.00	1.95%	\$ 5,760	\$ -	\$ 5,760	\$ 876	\$	\$	6,637
25 100 332 - Vehicle	974,965.00	0.79%	\$ 2,346	\$ -	\$ 2,346	\$ 357	\$	\$	2,703
26 100 333 - City Tree	1,099,595.00	0.89%	\$ 2,646	\$ -	\$ 2,646	\$ 403	\$	\$	3,048
27 100 334 - Streets	2,801,777.00	2.28%	\$ 6,741	\$ -	\$ 6,741	\$ 1,026	\$	\$	7,767
28 100 340 - Stormwater	696,541.00	0.57%	\$ 1,676	\$ -	\$ 1,676	\$ 255	\$	\$	1,931
29 100 350 - Right-of-Way	1,439,867.00	1.17%	\$ 3,464	\$ -	\$ 3,464	\$ 527	\$	\$	3,991
30 100 360 - Development Services	1,052,069.00	0.86%	\$ 2,531	\$ -	\$ 2,531	\$ 385	\$	\$	2,916
31 100 510 - Seniors	945,693.00	0.77%	\$ 2,275	\$ -	\$ 2,275	\$ 346	\$	\$	2,621
32 100 520 - Recreation - Indoor	2,600,272.00	2.12%	\$ 6,256	\$ -	\$ 6,256	\$ 952	\$	\$	7,208
33 100 530 - Pre-School Child Care	1,444,041.00	1.17%	\$ 3,474	\$ -	\$ 3,474	\$ 529	\$	\$	4,003
34 100 531 - School-Age Child Care	1,071,955.00	0.87%	\$ 2,579	\$ -	\$ 2,579	\$ 392	\$	\$	2,971
35 100 540 - Recreation - Outdoor	836,369.00	0.68%	\$ 2,012	\$ -	\$ 2,012	\$ 306	\$	\$	2,318
36 100 541 - Gymnastics	1,125,030.00	0.92%	\$ 2,707	\$ -	\$ 2,707	\$ 412	\$	\$	3,119
37 100 542 - Aquatics	780,000.00	0.63%	\$ 1,877	\$ -	\$ 1,877	\$ 286	\$	\$	2,162
38 100 560 - Library	4,035,519.00	3.28%	\$ 9,709	\$ -	\$ 9,709	\$ 1,477	\$	\$	11,187

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
39 100 570 - LCS Operations	2,868,901.00	2.33%	\$ 6,902	\$ -	\$ 6,902	\$ 1,050	\$ 7,953
40 100 610 - Planning	5,166,965.00	4.20%	\$ 12,431	\$ -	\$ 12,431	\$ 1,891	\$ 14,323
41 100 620 - Building	5,063,653.00	4.12%	\$ 12,183	\$ -	\$ 12,183	\$ 1,854	\$ 14,037
42 100 630 - Housing	763,155.00	0.62%	\$ 1,836	\$ -	\$ 1,836	\$ 279	\$ 2,115
43 100 650 - Economic Development	115,550.00	0.09%	\$ 278	\$ -	\$ 278	\$ 42	\$ 320
44 111 - Developer Special Revenue Fund	1,000,000.00	0.81%	\$ 2,406	\$ -	\$ 2,406	\$ 366	\$ 2,772
45 203 - Donations - Library and Community Services	145,000.00	0.12%	\$ 349	\$ -	\$ 349	\$ 53	\$ 402
46 213 - CalRecycle SB1383 Local Grant	98,232.00	0.08%	\$ 236	\$ -	\$ 236	\$ 36	\$ 272
47 221 - Low and Moderate Income Housing	14,000.00	0.01%	\$ 34	\$ -	\$ 34	\$ 5	\$ 39
48 222 - Below Market Rate Housing	764,890.00	0.62%	\$ 1,840	\$ -	\$ 1,840	\$ 280	\$ 2,120
49 223 - Housing Federal Revenue Sharing	4,000.00	0.00%	\$ 10	\$ -	\$ 10	\$ 1	\$ 11
50 224 - Community Development Block Grant	4,000.00	0.00%	\$ 10	\$ -	\$ 10	\$ 1	\$ 11
51 252 - Childcare Food	155,000.00	0.13%	\$ 373	\$ -	\$ 373	\$ 57	\$ 430
52 253 - Belle Haven Child Development Center	2,333,390.00	1.90%	\$ 5,614	\$ -	\$ 5,614	\$ 854	\$ 6,468
53 254 - Preschool Quality Rating (QRIS)	12,000.00	0.01%	\$ 29	\$ -	\$ 29	\$ 4	\$ 33
54 327 - Supplemental Law Enforcement Services Fund	100,000.00	0.08%	\$ 241	\$ -	\$ 241	\$ 37	\$ 277
55 328 - Downtown Parking Permits	174,520.00	0.14%	\$ 420	\$ -	\$ 420	\$ 64	\$ 484
56 332 - Bayfront Mitigation Fund	37,500.00	0.03%	\$ 90	\$ -	\$ 90	\$ 14	\$ 104
57 354 - Storm Drainage Fees	65,000.00	0.05%	\$ 156	\$ -	\$ 156	\$ 24	\$ 180
58 355 - Shuttle Program	1,267,896.00	1.03%	\$ 3,050	\$ -	\$ 3,050	\$ 464	\$ 3,515
59 356 - Measure A - San Mateo County Transportation	1,356,840.00	1.10%	\$ 3,264	\$ -	\$ 3,264	\$ 497	\$ 3,761
60 357 - Highway Users Tax (Gas Tax)	21,138.00	0.02%	\$ 51	\$ -	\$ 51	\$ 8	\$ 59
61 358 - Landscape/Tree Assessment	1,175,761.00	0.96%	\$ 2,829	\$ -	\$ 2,829	\$ 430	\$ 3,259
62 359 - Sidewalk Assessment	1,650.00	0.00%	\$ 4	\$ -	\$ 4	\$ 1	\$ 5
63 360 - Measure M - City/County	142,000.00	0.12%	\$ 342	\$ -	\$ 342	\$ 52	\$ 394
64 361 - Stormwater Management -(NPDES)	471,525.00	0.38%	\$ 1,134	\$ -	\$ 1,134	\$ 173	\$ 1,307
65 362 - Construction Impact Fee Fund	93,132.00	0.08%	\$ 224	\$ -	\$ 224	\$ 34	\$ 258
66 365 - Landfill Post-Closure	813,967.00	0.66%	\$ 1,958	\$ -	\$ 1,958	\$ 298	\$ 2,256
67 369 - In-lieu Payment for Community Amenities	100,000.00	0.08%	\$ 241	\$ -	\$ 241	\$ 37	\$ 277
68 394 - Communitywide Electrification Efforts	3,660,000.00	2.98%	\$ 8,806	\$ -	\$ 8,806	\$ 1,340	\$ 10,146
69 401 - Measure T - Menlo Park GO Bonds	2,618,564.00	2.13%	\$ 6,300	\$ -	\$ 6,300	\$ 959	\$ 7,259
70 501 - General Capital Improvement Fund	1,870,412.00	1.52%	\$ 4,500	\$ -	\$ 4,500	\$ 685	\$ 5,185
71 600 - Menlo Park Municipal Water Capital Fund	543,012.00	0.44%	\$ 1,306	\$ -	\$ 1,306	\$ 199	\$ 1,505
72 601 - Menlo Park Municipal Water Operations Fund	4,161,995.00	3.39%	\$ 10,014	\$ -	\$ 10,014	\$ 1,524	\$ 11,537
73 610 - Solid Waste Service	617,373.00	0.50%	\$ 1,485	\$ -	\$ 1,485	\$ 226	\$ 1,711

Department 100 132 - City Clerk
 Function Clerk - Staffing
 Allocation Base FTE

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	296.49	100.00%	\$ 295,734	\$ -	\$ 295,734	\$ 43,333	\$ 339,066		
2 100 110 - City Council	5.00	1.69%	\$ 4,987	\$ -	\$ 4,987	\$ -	\$ 4,987		
4 100 131 - City Administration	5.46	1.84%	\$ 5,446	\$ -	\$ 5,446	\$ -	\$ 5,446		
5 100 132 - City Clerk	2.00	0.67%	\$ 1,995	\$ -	\$ 1,995	\$ -	\$ 1,995		
6 100 133 - Public Engagement	1.00	0.34%	\$ 997	\$ -	\$ 997	\$ 153	\$ 1,150		
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 997	\$ -	\$ 997	\$ 153	\$ 1,150		
8 100 140 - Human Resources	6.88	2.32%	\$ 6,862	\$ -	\$ 6,862	\$ 1,050	\$ 7,912		
9 100 150 - Finance	11.33	3.82%	\$ 11,301	\$ -	\$ 11,301	\$ 1,729	\$ 13,030		
10 100 240 - Administration	15.92	5.37%	\$ 15,879	\$ -	\$ 15,879	\$ 2,429	\$ 18,308		
11 100 305 - Public Works Administration	7.78	2.62%	\$ 7,760	\$ -	\$ 7,760	\$ 1,187	\$ 8,947		
12 100 330 - Facilities	5.00	1.69%	\$ 4,987	\$ -	\$ 4,987	\$ 763	\$ 5,750		
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 8,010	\$ -	\$ 8,010	\$ 1,225	\$ 9,235		
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 10,453	\$ -	\$ 10,453	\$ 1,599	\$ 12,052		
19 100 170 - Sustainability	2.90	0.98%	\$ 2,893	\$ -	\$ 2,893	\$ 442	\$ 3,335		
20 100 210 - Patrol	41.58	14.02%	\$ 41,474	\$ -	\$ 41,474	\$ 6,344	\$ 47,818		
21 100 220 - Special Operations	7.00	2.36%	\$ 6,982	\$ -	\$ 6,982	\$ 1,068	\$ 8,050		
22 100 230 - Communications	8.50	2.87%	\$ 8,478	\$ -	\$ 8,478	\$ 1,297	\$ 9,775		
23 100 310 - Capital Projects	1.00	0.34%	\$ 997	\$ -	\$ 997	\$ 153	\$ 1,150		
24 100 320 - Transportation Management	7.47	2.52%	\$ 7,451	\$ -	\$ 7,451	\$ 1,140	\$ 8,591		
25 100 332 - Vehicle	2.90	0.98%	\$ 2,893	\$ -	\$ 2,893	\$ 442	\$ 3,335		
26 100 333 - City Tree	3.90	1.32%	\$ 3,890	\$ -	\$ 3,890	\$ 595	\$ 4,485		
27 100 334 - Streets	4.56	1.54%	\$ 4,548	\$ -	\$ 4,548	\$ 696	\$ 5,244		
29 100 350 - Right-of-Way	4.90	1.65%	\$ 4,887	\$ -	\$ 4,887	\$ 748	\$ 5,635		
30 100 360 - Development Services	3.20	1.08%	\$ 3,192	\$ -	\$ 3,192	\$ 488	\$ 3,680		
31 100 510 - Seniors	5.00	1.69%	\$ 4,987	\$ -	\$ 4,987	\$ 763	\$ 5,750		
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 9,974	\$ -	\$ 9,974	\$ 1,526	\$ 11,500		
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 7,980	\$ -	\$ 7,980	\$ 1,221	\$ 9,200		
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 3,740	\$ -	\$ 3,740	\$ 572	\$ 4,313		
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 2,992	\$ -	\$ 2,992	\$ 458	\$ 3,450		
36 100 541 - Gymnastics	6.00	2.02%	\$ 5,985	\$ -	\$ 5,985	\$ 915	\$ 6,900		
38 100 560 - Library	12.50	4.22%	\$ 12,468	\$ -	\$ 12,468	\$ 1,907	\$ 14,375		
39 100 570 - LCS Operations	6.00	2.02%	\$ 5,985	\$ -	\$ 5,985	\$ 915	\$ 6,900		
40 100 610 - Planning	16.85	5.68%	\$ 16,807	\$ -	\$ 16,807	\$ 2,571	\$ 19,378		
41 100 620 - Building	14.75	4.97%	\$ 14,712	\$ -	\$ 14,712	\$ 2,250	\$ 16,963		
42 100 630 - Housing	1.90	0.64%	\$ 1,895	\$ -	\$ 1,895	\$ 290	\$ 2,185		
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 1,496	\$ -	\$ 1,496	\$ 229	\$ 1,725		
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 13,964	\$ -	\$ 13,964	\$ 2,136	\$ 16,100		
58 355 - Shuttle Program	0.73	0.25%	\$ 728	\$ -	\$ 728	\$ 111	\$ 840		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 1,945	\$ -	\$ 1,945	\$ 297	\$ 2,243
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 1,157	\$ -	\$ 1,157	\$ 177	\$ 1,334
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 209	\$ -	\$ 209	\$ 32	\$ 242
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 459	\$ -	\$ 459	\$ 70	\$ 529
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 7,481	\$ -	\$ 7,481	\$ 1,144	\$ 8,625
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 2,095	\$ -	\$ 2,095	\$ 320	\$ 2,415
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 10,154	\$ -	\$ 10,154	\$ 1,553	\$ 11,707
73 610 - Solid Waste Service	1.16	0.39%	\$ 1,157	\$ -	\$ 1,157	\$ 177	\$ 1,334

Department 100 132 - City Clerk
 Function Clerk - Governing
 Allocation Base # of Agenda Items

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	350.00	100.00%	\$ 147,867	\$ -	\$ 147,867	\$ 21,666	\$ 169,533
2 100 110 - City Council	64.00	18.29%	\$ 27,038	\$ -	\$ 27,038	\$ -	\$ 27,038
3 100 120 - City Attorney	19.00	5.43%	\$ 8,027	\$ -	\$ 8,027	\$ -	\$ 8,027
4 100 131 - City Administration	2.00	0.57%	\$ 845	\$ -	\$ 845	\$ -	\$ 845
5 100 132 - City Clerk	47.00	13.43%	\$ 19,856	\$ -	\$ 19,856	\$ -	\$ 19,856
6 100 133 - Public Engagement	1.00	0.29%	\$ 422	\$ -	\$ 422	\$ 99	\$ 522
7 100 134 - Emergency Preparedness	1.00	0.29%	\$ 422	\$ -	\$ 422	\$ 99	\$ 522
8 100 140 - Human Resources	20.00	5.71%	\$ 8,450	\$ -	\$ 8,450	\$ 1,988	\$ 10,437
9 100 150 - Finance	21.00	6.00%	\$ 8,872	\$ -	\$ 8,872	\$ 2,087	\$ 10,959
10 100 240 - Administration	20.00	5.71%	\$ 8,450	\$ -	\$ 8,450	\$ 1,988	\$ 10,437
11 100 305 - Public Works Administration	1.00	0.29%	\$ 422	\$ -	\$ 422	\$ 99	\$ 522
12 100 330 - Facilities	1.00	0.29%	\$ 422	\$ -	\$ 422	\$ 99	\$ 522
17 704 - Information Technology Internal Service Fund	3.00	0.86%	\$ 1,267	\$ -	\$ 1,267	\$ 298	\$ 1,566
19 100 170 - Sustainability	24.00	6.86%	\$ 10,139	\$ -	\$ 10,139	\$ 2,385	\$ 12,525
23 100 310 - Capital Projects	2.00	0.57%	\$ 845	\$ -	\$ 845	\$ 199	\$ 1,044
24 100 320 - Transportation Management	10.00	2.86%	\$ 4,225	\$ -	\$ 4,225	\$ 994	\$ 5,219
25 100 332 - Vehicle	5.00	1.43%	\$ 2,112	\$ -	\$ 2,112	\$ 497	\$ 2,609
27 100 334 - Streets	9.00	2.57%	\$ 3,802	\$ -	\$ 3,802	\$ 894	\$ 4,697
28 100 340 - Stormwater	6.00	1.71%	\$ 2,535	\$ -	\$ 2,535	\$ 596	\$ 3,131
29 100 350 - Right-of-Way	2.00	0.57%	\$ 845	\$ -	\$ 845	\$ 199	\$ 1,044
34 100 531 - School-Age Child Care	11.00	3.14%	\$ 4,647	\$ -	\$ 4,647	\$ 1,093	\$ 5,740
35 100 540 - Recreation - Outdoor	13.00	3.71%	\$ 5,492	\$ -	\$ 5,492	\$ 1,292	\$ 6,784
37 100 542 - Aquatics	8.00	2.29%	\$ 3,380	\$ -	\$ 3,380	\$ 795	\$ 4,175
38 100 560 - Library	7.00	2.00%	\$ 2,957	\$ -	\$ 2,957	\$ 696	\$ 3,653
40 100 610 - Planning	18.00	5.14%	\$ 7,605	\$ -	\$ 7,605	\$ 1,789	\$ 9,394
41 100 620 - Building	2.00	0.57%	\$ 845	\$ -	\$ 845	\$ 199	\$ 1,044
42 100 630 - Housing	20.00	5.71%	\$ 8,450	\$ -	\$ 8,450	\$ 1,988	\$ 10,437
43 100 650 - Economic Development	8.00	2.29%	\$ 3,380	\$ -	\$ 3,380	\$ 795	\$ 4,175
72 601 - Menlo Park Municipal Water Operations Fund	3.00	0.86%	\$ 1,267	\$ -	\$ 1,267	\$ 298	\$ 1,566
73 610 - Solid Waste Service	2.00	0.57%	\$ 845	\$ -	\$ 845	\$ 199	\$ 1,044

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 133 - Public Engagement

Department Salaries & Costs

Description	Amount	General Admin	Public Engagement - Financial	Public Engagement - Staffing	Public Engagement - Direct
Personnel					
Salaries	\$ 187,582	\$ -	\$ 93,791	\$ 93,791	\$ -
Salary Split %	100%	0.00%	50.00%	50.00%	0.00%
Subtotal - Personnel Costs	\$ 187,582	\$ -	\$ 93,791	\$ 93,791	\$ -
Services & Supplies					
Benefits	S \$ 113,512	\$ -	\$ 56,756	\$ 56,756	\$ -
43210 - Memberships	S \$ 750	\$ -	\$ 375	\$ 375	\$ -
43211 - Employee Training	S \$ 500	\$ -	\$ 250	\$ 250	\$ -
43510 - Advertising	S \$ 8,500	\$ -	\$ 4,250	\$ 4,250	\$ -
43611 - Department Supplies	S \$ 500	\$ -	\$ 250	\$ 250	\$ -
43717 - Subscription to On-Line Svcs	S \$ 12,000	\$ -	\$ 6,000	\$ 6,000	\$ -
44200 - Contract Services	S \$ 286,000	\$ -	\$ 143,000	\$ 143,000	\$ -
45153 - Meetings & Seminars	S \$ 3,000	\$ -	\$ 1,500	\$ 1,500	\$ -
48901 - General Liability Internal Svc	S \$ 11,698	\$ -	\$ 5,849	\$ 5,849	\$ -
48902 - IT Internal Service Charge	S \$ 21,006	\$ -	\$ 10,503	\$ 10,503	\$ -
48904 - Workers Comp Internal Svc Chrg	S \$ 5,157	\$ -	\$ 2,579	\$ 2,579	\$ -
48905 - OPEB Internal Service Charge	S \$ 4,376	\$ -	\$ 2,188	\$ 2,188	\$ -
Subtotal - Services and Supplies	\$ 466,999	\$ -	\$ 233,500	\$ 233,500	\$ -
General Admin Distribution	\$ -	\$ -	\$ -	\$ -	\$ -
INCOMING COSTS DISTRIBUTION					
ORG TOTAL	\$ 654,581	\$ -	\$ 327,291	\$ 327,291	\$ -
INCOMING COSTS DISTRIBUTION	\$ 61,057	\$ -	\$ 30,529	\$ 30,529	\$ -
TOTAL ORG W INCOMING	\$ 715,638	\$ -	\$ 357,819	\$ 357,819	\$ -

Department		100 133 - Public Engagement		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 61,057	\$ 17,059	\$ 43,998	
2 100 110 - City Council	\$ 3,081	\$ 1,674	\$ 1,407	
CC - Financial	\$ 1,596	\$ 880	\$ 716	
CC - Staff	\$ 1,016	\$ 557	\$ 458	
CC - Governing	\$ 470	\$ 236	\$ 233	
3 100 120 - City Attorney	\$ 2,564	\$ 2,325	\$ 239	
Attny - Financial	\$ 1,174	\$ 1,071	\$ 103	
Attny - Staffing	\$ 744	\$ 678	\$ 65	
Attny - Governing	\$ 646	\$ 575	\$ 71	
4 100 131 - City Administration	\$ 11,015	\$ 10,066	\$ 949	
City Admin - Financial	\$ 5,773	\$ 5,293	\$ 480	
City Admin - Staffing	\$ 3,657	\$ 3,352	\$ 305	
City Admin - Governing	\$ 1,585	\$ 1,420	\$ 165	
5 100 132 - City Clerk	\$ 3,486	\$ 2,995	\$ 492	
Clerk - Financial	\$ 1,815	\$ 1,575	\$ 240	
Clerk - Staffing	\$ 1,150	\$ 997	\$ 153	
Clerk - Governing	\$ 522	\$ 422	\$ 99	
6 100 133 - Public Engagement	\$ 2,921	\$ -	\$ 2,921	
Public Engagement - Financial	\$ 1,788	\$ -	\$ 1,788	
Public Engagement - Staffing	\$ 1,133	\$ -	\$ 1,133	
7 100 134 - Emergency Preparedness	\$ 135	\$ -	\$ 135	
Emer Prep City Gov	\$ 135	\$ -	\$ 135	
8 100 140 - Human Resources	\$ 8,178	\$ -	\$ 8,178	
HR - Staffing	\$ 6,481	\$ -	\$ 6,481	
Hr - Paychecks	\$ 1,697	\$ -	\$ 1,697	
9 100 150 - Finance	\$ 14,236	\$ -	\$ 14,236	
Fin - Budgeting	\$ 7,616	\$ -	\$ 7,616	
Fin - Payroll	\$ 1,474	\$ -	\$ 1,474	
Fin - Staffing	\$ 2,412	\$ -	\$ 2,412	
Fin - Accting	\$ 2,734	\$ -	\$ 2,734	
12 100 330 - Facilities	\$ 11,902	\$ -	\$ 11,902	
Fac - Citywide	\$ 7,287	\$ -	\$ 7,287	
Fac - Citywide Staffing	\$ 4,615	\$ -	\$ 4,615	
13 100 331 - Fields/Grounds	\$ 1,370	\$ -	\$ 1,370	
Fields - City wide	\$ 1,370	\$ -	\$ 1,370	
14 701 - Workers' Compensation Internal Service Fund	\$ 70	\$ -	\$ 70	
WC General	\$ 70	\$ -	\$ 70	
15 702 - General Liability Insurance Internal Service Fund	\$ 158	\$ -	\$ 158	
GL General	\$ 158	\$ -	\$ 158	
16 703 - Other Post Employment Benefits Internal Service	\$ 270	\$ -	\$ 270	

OPEB General	\$	270	\$	-	\$	270
17 704 - Information Technology Internal Service Fund	\$	1,671	\$	-	\$	1,671
IT - Citywide	\$	484	\$	-	\$	484
IT - Staffling	\$	306	\$	-	\$	306
IT - Payroll	\$	187	\$	-	\$	187
IT - Accounting GF	\$	694	\$	-	\$	694

Department		100 133 - Public Engagement			
Allocation Summary					
Department	Total	Public Engagement - Financial	Public Engagement - Staffing	Public Engagement - Direct	
Grand Total	\$ 715,638	\$ 357,819	\$ 357,819	\$ -	
2 100 110 - City Council	\$ 7,748	\$ 2,085	\$ 5,663	\$ -	
3 100 120 - City Attorney	\$ 2,732	\$ 2,732	\$ -	\$ -	
4 100 131 - City Administration	\$ 12,096	\$ 5,912	\$ 6,184	\$ -	
5 100 132 - City Clerk	\$ 3,953	\$ 1,688	\$ 2,265	\$ -	
6 100 133 - Public Engagement	\$ 2,921	\$ 1,788	\$ 1,133	\$ -	
7 100 134 - Emergency Preparedness	\$ 2,667	\$ 1,457	\$ 1,210	\$ -	
8 100 140 - Human Resources	\$ 15,799	\$ 7,472	\$ 8,327	\$ -	
9 100 150 - Finance	\$ 23,328	\$ 9,615	\$ 13,714	\$ -	
10 100 240 - Administration	\$ 34,878	\$ 15,609	\$ 19,269	\$ -	
11 100 305 - Public Works Administration	\$ 15,067	\$ 5,650	\$ 9,417	\$ -	
12 100 330 - Facilities	\$ 13,367	\$ 7,315	\$ 6,052	\$ -	
13 100 331 - Fields/Grounds	\$ 19,595	\$ 9,876	\$ 9,719	\$ -	
14 701 - Workers' Compensation Internal Service Fund	\$ 3,079	\$ 3,079	\$ -	\$ -	
15 702 - General Liability Insurance Internal Service Fund	\$ 6,984	\$ 6,984	\$ -	\$ -	
16 703 - Other Post Employment Benefits Internal Service	\$ 2,612	\$ 2,612	\$ -	\$ -	
17 704 - Information Technology Internal Service Fund	\$ 28,818	\$ 16,133	\$ 12,685	\$ -	
18 705 - Vehicle Replacement Internal Service Fund	\$ 10,538	\$ 10,538	\$ -	\$ -	
19 100 170 - Sustainability	\$ 5,914	\$ 2,404	\$ 3,510	\$ -	
20 100 210 - Patrol	\$ 98,958	\$ 48,630	\$ 50,328	\$ -	
21 100 220 - Special Operations	\$ 18,074	\$ 9,602	\$ 8,473	\$ -	
22 100 230 - Communications	\$ 17,958	\$ 7,670	\$ 10,288	\$ -	
23 100 310 - Capital Projects	\$ 1,834	\$ 624	\$ 1,210	\$ -	
24 100 320 - Transportation Management	\$ 16,030	\$ 6,989	\$ 9,042	\$ -	
25 100 332 - Vehicle	\$ 6,356	\$ 2,846	\$ 3,510	\$ -	
26 100 333 - City Tree	\$ 7,930	\$ 3,210	\$ 4,720	\$ -	
27 100 334 - Streets	\$ 13,698	\$ 8,178	\$ 5,519	\$ -	
28 100 340 - Stormwater	\$ 2,033	\$ 2,033	\$ -	\$ -	
29 100 350 - Right-of-Way	\$ 10,134	\$ 4,203	\$ 5,931	\$ -	
30 100 360 - Development Services	\$ 6,944	\$ 3,071	\$ 3,873	\$ -	
31 100 510 - Seniors	\$ 8,812	\$ 2,760	\$ 6,052	\$ -	
32 100 520 - Recreation - Indoor	\$ 19,694	\$ 7,590	\$ 12,104	\$ -	
33 100 530 - Pre-School Child Care	\$ 13,898	\$ 4,215	\$ 9,683	\$ -	
34 100 531 - School-Age Child Care	\$ 7,668	\$ 3,129	\$ 4,539	\$ -	
35 100 540 - Recreation - Outdoor	\$ 6,072	\$ 2,441	\$ 3,631	\$ -	
36 100 541 - Gymnastics	\$ 10,546	\$ 3,284	\$ 7,262	\$ -	
37 100 542 - Aquatics	\$ 2,277	\$ 2,277	\$ -	\$ -	
38 100 560 - Library	\$ 26,909	\$ 11,779	\$ 15,130	\$ -	
39 100 570 - LCS Operations	\$ 15,636	\$ 8,374	\$ 7,262	\$ -	

Department	Total	Public Engagement - Financial	Public Engagement - Staffing	Public Engagement - Direct
40 100 610 - Planning	\$ 35,477	\$ 15,082	\$ 20,395	\$ -
41 100 620 - Building	\$ 32,634	\$ 14,781	\$ 17,853	\$ -
42 100 630 - Housing	\$ 4,527	\$ 2,228	\$ 2,300	\$ -
43 100 650 - Economic Development	\$ 337	\$ 337	\$ -	\$ -
44 111 - Developer Special Revenue Fund	\$ 2,919	\$ 2,919	\$ -	\$ -
45 203 - Donations - Library and Community Services	\$ 423	\$ 423	\$ -	\$ -
46 213 - CalRecycle SB1383 Local Grant	\$ 287	\$ 287	\$ -	\$ -
47 221 - Low and Moderate Income Housing	\$ 41	\$ 41	\$ -	\$ -
48 222 - Below Market Rate Housing	\$ 4,048	\$ 2,233	\$ 1,816	\$ -
49 223 - Housing Federal Revenue Sharing	\$ 12	\$ 12	\$ -	\$ -
50 224 - Community Development Block Grant	\$ 12	\$ 12	\$ -	\$ -
51 252 - Childcare Food	\$ 452	\$ 452	\$ -	\$ -
52 253 - Belle Haven Child Development Center	\$ 23,756	\$ 6,811	\$ 16,945	\$ -
53 254 - Preschool Quality Rating (QRIS)	\$ 35	\$ 35	\$ -	\$ -
54 327 - Supplemental Law Enforcement Services Fund	\$ 292	\$ 292	\$ -	\$ -
55 328 - Downtown Parking Permits	\$ 509	\$ 509	\$ -	\$ -
56 332 - Bayfront Mitigation Fund	\$ 109	\$ 109	\$ -	\$ -
57 354 - Storm Drainage Fees	\$ 190	\$ 190	\$ -	\$ -
58 355 - Shuttle Program	\$ 4,585	\$ 3,701	\$ 884	\$ -
59 356 - Measure A - San Mateo County Transportation	\$ 3,961	\$ 3,961	\$ -	\$ -
60 357 - Highway Users Tax (Gas Tax)	\$ 62	\$ 62	\$ -	\$ -
61 358 - Landscape/Tree Assessment	\$ 5,792	\$ 3,432	\$ 2,360	\$ -
62 359 - Sidewalk Assessment	\$ 5	\$ 5	\$ -	\$ -
63 360 - Measure M - City/County	\$ 414	\$ 414	\$ -	\$ -
64 361 - Stormwater Management -(NPDES)	\$ 2,780	\$ 1,376	\$ 1,404	\$ -
65 362 - Construction Impact Fee Fund	\$ 526	\$ 272	\$ 254	\$ -
66 365 - Landfill Post-Closure	\$ 2,933	\$ 2,376	\$ 557	\$ -
67 369 - In-lieu Payment for Community Amenities	\$ 292	\$ 292	\$ -	\$ -
68 394 - Communitywide Electrification Efforts	\$ 10,683	\$ 10,683	\$ -	\$ -
69 401 - Measure T - Menlo Park GO Bonds	\$ 7,643	\$ 7,643	\$ -	\$ -
70 501 - General Capital Improvement Fund	\$ 14,537	\$ 5,460	\$ 9,078	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 4,127	\$ 1,585	\$ 2,542	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 24,470	\$ 12,149	\$ 12,322	\$ -
73 610 - Solid Waste Service	\$ 3,206	\$ 1,802	\$ 1,404	\$ -

Department	100 133 - Public Engagement
Function	Public Engagement - Financial
Allocation Base	TOTAL BUDGET

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	122,917,516.00	100.00%	\$ 335,820	\$ -	\$ 335,820	\$ 21,999	\$ 357,819		
2 100 110 - City Council	763,151.00	0.62%	\$ 2,085	\$ -	\$ 2,085	\$ -	\$ 2,085		
3 100 120 - City Attorney	1,000,000.00	0.81%	\$ 2,732	\$ -	\$ 2,732	\$ -	\$ 2,732		
4 100 131 - City Administration	2,163,896.00	1.76%	\$ 5,912	\$ -	\$ 5,912	\$ -	\$ 5,912		
5 100 132 - City Clerk	617,734.00	0.50%	\$ 1,688	\$ -	\$ 1,688	\$ -	\$ 1,688		
6 100 133 - Public Engagement	654,581.00	0.53%	\$ 1,788	\$ -	\$ 1,788	\$ -	\$ 1,788		
7 100 134 - Emergency Preparedness	499,069.00	0.41%	\$ 1,363	\$ -	\$ 1,363	\$ 93	\$ 1,457		
8 100 140 - Human Resources	2,559,846.00	2.08%	\$ 6,994	\$ -	\$ 6,994	\$ 478	\$ 7,472		
9 100 150 - Finance	3,293,879.00	2.68%	\$ 8,999	\$ -	\$ 8,999	\$ 616	\$ 9,615		
10 100 240 - Administration	5,347,403.00	4.35%	\$ 14,610	\$ -	\$ 14,610	\$ 999	\$ 15,609		
11 100 305 - Public Works Administration	1,935,755.00	1.57%	\$ 5,289	\$ -	\$ 5,289	\$ 362	\$ 5,650		
12 100 330 - Facilities	2,505,945.00	2.04%	\$ 6,846	\$ -	\$ 6,846	\$ 468	\$ 7,315		
13 100 331 - Fields/Grounds	3,383,368.00	2.75%	\$ 9,244	\$ -	\$ 9,244	\$ 632	\$ 9,876		
14 701 - Workers' Compensation Internal Service Fund	1,054,800.00	0.86%	\$ 2,882	\$ -	\$ 2,882	\$ 197	\$ 3,079		
15 702 - General Liability Insurance Internal Service Fund	2,392,569.00	1.95%	\$ 6,537	\$ -	\$ 6,537	\$ 447	\$ 6,984		
16 703 - Other Post Employment Benefits Internal Service	895,000.00	0.73%	\$ 2,445	\$ -	\$ 2,445	\$ 167	\$ 2,612		
17 704 - Information Technology Internal Service Fund	5,527,066.00	4.50%	\$ 15,100	\$ -	\$ 15,100	\$ 1,033	\$ 16,133		
18 705 - Vehicle Replacement Internal Service Fund	3,610,041.00	2.94%	\$ 9,863	\$ -	\$ 9,863	\$ 675	\$ 10,538		
19 100 170 - Sustainability	823,558.00	0.67%	\$ 2,250	\$ -	\$ 2,250	\$ 154	\$ 2,404		
20 100 210 - Patrol	16,660,208.00	13.55%	\$ 45,517	\$ -	\$ 45,517	\$ 3,113	\$ 48,630		
21 100 220 - Special Operations	3,289,435.00	2.68%	\$ 8,987	\$ -	\$ 8,987	\$ 615	\$ 9,602		
22 100 230 - Communications	2,627,631.00	2.14%	\$ 7,179	\$ -	\$ 7,179	\$ 491	\$ 7,670		
23 100 310 - Capital Projects	213,673.00	0.17%	\$ 584	\$ -	\$ 584	\$ 40	\$ 624		
24 100 320 - Transportation Management	2,394,194.00	1.95%	\$ 6,541	\$ -	\$ 6,541	\$ 447	\$ 6,989		
25 100 332 - Vehicle	974,965.00	0.79%	\$ 2,664	\$ -	\$ 2,664	\$ 182	\$ 2,846		
26 100 333 - City Tree	1,099,595.00	0.89%	\$ 3,004	\$ -	\$ 3,004	\$ 205	\$ 3,210		
27 100 334 - Streets	2,801,777.00	2.28%	\$ 7,655	\$ -	\$ 7,655	\$ 524	\$ 8,178		
28 100 340 - Stormwater	696,541.00	0.57%	\$ 1,903	\$ -	\$ 1,903	\$ 130	\$ 2,033		
29 100 350 - Right-of-Way	1,439,867.00	1.17%	\$ 3,934	\$ -	\$ 3,934	\$ 269	\$ 4,203		
30 100 360 - Development Services	1,052,069.00	0.86%	\$ 2,874	\$ -	\$ 2,874	\$ 197	\$ 3,071		
31 100 510 - Seniors	945,693.00	0.77%	\$ 2,584	\$ -	\$ 2,584	\$ 177	\$ 2,760		
32 100 520 - Recreation - Indoor	2,600,272.00	2.12%	\$ 7,104	\$ -	\$ 7,104	\$ 486	\$ 7,590		
33 100 530 - Pre-School Child Care	1,444,041.00	1.17%	\$ 3,945	\$ -	\$ 3,945	\$ 270	\$ 4,215		
34 100 531 - School-Age Child Care	1,071,955.00	0.87%	\$ 2,929	\$ -	\$ 2,929	\$ 200	\$ 3,129		
35 100 540 - Recreation - Outdoor	836,369.00	0.68%	\$ 2,285	\$ -	\$ 2,285	\$ 156	\$ 2,441		
36 100 541 - Gymnastics	1,125,030.00	0.92%	\$ 3,074	\$ -	\$ 3,074	\$ 210	\$ 3,284		
37 100 542 - Aquatics	780,000.00	0.63%	\$ 2,131	\$ -	\$ 2,131	\$ 146	\$ 2,277		
38 100 560 - Library	4,035,519.00	3.28%	\$ 11,025	\$ -	\$ 11,025	\$ 754	\$ 11,779		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
39 100 570 - LCS Operations	2,868,901.00	2.33%	\$ 7,838	\$ -	\$ 7,838	\$ 536	\$ 8,374
40 100 610 - Planning	5,166,965.00	4.20%	\$ 14,117	\$ -	\$ 14,117	\$ 966	\$ 15,082
41 100 620 - Building	5,063,653.00	4.12%	\$ 13,834	\$ -	\$ 13,834	\$ 946	\$ 14,781
42 100 630 - Housing	763,155.00	0.62%	\$ 2,085	\$ -	\$ 2,085	\$ 143	\$ 2,228
43 100 650 - Economic Development	115,550.00	0.09%	\$ 316	\$ -	\$ 316	\$ 22	\$ 337
44 111 - Developer Special Revenue Fund	1,000,000.00	0.81%	\$ 2,732	\$ -	\$ 2,732	\$ 187	\$ 2,919
45 203 - Donations - Library and Community Services	145,000.00	0.12%	\$ 396	\$ -	\$ 396	\$ 27	\$ 423
46 213 - CalRecycle SB1383 Local Grant	98,232.00	0.08%	\$ 268	\$ -	\$ 268	\$ 18	\$ 287
47 221 - Low and Moderate Income Housing	14,000.00	0.01%	\$ 38	\$ -	\$ 38	\$ 3	\$ 41
48 222 - Below Market Rate Housing	764,890.00	0.62%	\$ 2,090	\$ -	\$ 2,090	\$ 143	\$ 2,233
49 223 - Housing Federal Revenue Sharing	4,000.00	0.00%	\$ 11	\$ -	\$ 11	\$ 1	\$ 12
50 224 - Community Development Block Grant	4,000.00	0.00%	\$ 11	\$ -	\$ 11	\$ 1	\$ 12
51 252 - Childcare Food	155,000.00	0.13%	\$ 423	\$ -	\$ 423	\$ 29	\$ 452
52 253 - Belle Haven Child Development Center	2,333,390.00	1.90%	\$ 6,375	\$ -	\$ 6,375	\$ 436	\$ 6,811
53 254 - Preschool Quality Rating (QRIS)	12,000.00	0.01%	\$ 33	\$ -	\$ 33	\$ 2	\$ 35
54 327 - Supplemental Law Enforcement Services Fund	100,000.00	0.08%	\$ 273	\$ -	\$ 273	\$ 19	\$ 292
55 328 - Downtown Parking Permits	174,520.00	0.14%	\$ 477	\$ -	\$ 477	\$ 33	\$ 509
56 332 - Bayfront Mitigation Fund	37,500.00	0.03%	\$ 102	\$ -	\$ 102	\$ 7	\$ 109
57 354 - Storm Drainage Fees	65,000.00	0.05%	\$ 178	\$ -	\$ 178	\$ 12	\$ 190
58 355 - Shuttle Program	1,267,896.00	1.03%	\$ 3,464	\$ -	\$ 3,464	\$ 237	\$ 3,701
59 356 - Measure A - San Mateo County Transportation	1,356,840.00	1.10%	\$ 3,707	\$ -	\$ 3,707	\$ 254	\$ 3,961
60 357 - Highway Users Tax (Gas Tax)	21,138.00	0.02%	\$ 58	\$ -	\$ 58	\$ 4	\$ 62
61 358 - Landscape/Tree Assessment	1,175,761.00	0.96%	\$ 3,212	\$ -	\$ 3,212	\$ 220	\$ 3,432
62 359 - Sidewalk Assessment	1,650.00	0.00%	\$ 5	\$ -	\$ 5	\$ 0	\$ 5
63 360 - Measure M - City/County	142,000.00	0.12%	\$ 388	\$ -	\$ 388	\$ 27	\$ 414
64 361 - Stormwater Management -(NPDES)	471,525.00	0.38%	\$ 1,288	\$ -	\$ 1,288	\$ 88	\$ 1,376
65 362 - Construction Impact Fee Fund	93,132.00	0.08%	\$ 254	\$ -	\$ 254	\$ 17	\$ 272
66 365 - Landfill Post-Closure	813,967.00	0.66%	\$ 2,224	\$ -	\$ 2,224	\$ 152	\$ 2,376
67 369 - In-lieu Payment for Community Amenities	100,000.00	0.08%	\$ 273	\$ -	\$ 273	\$ 19	\$ 292
68 394 - Communitywide Electrification Efforts	3,660,000.00	2.98%	\$ 9,999	\$ -	\$ 9,999	\$ 684	\$ 10,683
69 401 - Measure T - Menlo Park GO Bonds	2,618,564.00	2.13%	\$ 7,154	\$ -	\$ 7,154	\$ 489	\$ 7,643
70 501 - General Capital Improvement Fund	1,870,412.00	1.52%	\$ 5,110	\$ -	\$ 5,110	\$ 350	\$ 5,460
71 600 - Menlo Park Municipal Water Capital Fund	543,012.00	0.44%	\$ 1,484	\$ -	\$ 1,484	\$ 101	\$ 1,585
72 601 - Menlo Park Municipal Water Operations Fund	4,161,995.00	3.39%	\$ 11,371	\$ -	\$ 11,371	\$ 778	\$ 12,149
73 610 - Solid Waste Service	617,373.00	0.50%	\$ 1,687	\$ -	\$ 1,687	\$ 115	\$ 1,802

Department **100 133 - Public Engagement**
 Function **Public Engagement - Staffing**
 Allocation Base **FTE**

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	296.49	100.00%	\$ 335,820	\$ -	\$ 335,820	\$ 21,999	\$ 357,819		
2 100 110 - City Council	5.00	1.69%	\$ 5,663	\$ -	\$ 5,663	\$ -	\$ 5,663		
4 100 131 - City Administration	5.46	1.84%	\$ 6,184	\$ -	\$ 6,184	\$ -	\$ 6,184		
5 100 132 - City Clerk	2.00	0.67%	\$ 2,265	\$ -	\$ 2,265	\$ -	\$ 2,265		
6 100 133 - Public Engagement	1.00	0.34%	\$ 1,133	\$ -	\$ 1,133	\$ -	\$ 1,133		
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 1,133	\$ -	\$ 1,133	\$ 78	\$ 1,210		
8 100 140 - Human Resources	6.88	2.32%	\$ 7,793	\$ -	\$ 7,793	\$ 535	\$ 8,327		
9 100 150 - Finance	11.33	3.82%	\$ 12,833	\$ -	\$ 12,833	\$ 881	\$ 13,714		
10 100 240 - Administration	15.92	5.37%	\$ 18,032	\$ -	\$ 18,032	\$ 1,237	\$ 19,269		
11 100 305 - Public Works Administration	7.78	2.62%	\$ 8,812	\$ -	\$ 8,812	\$ 605	\$ 9,417		
12 100 330 - Facilities	5.00	1.69%	\$ 5,663	\$ -	\$ 5,663	\$ 389	\$ 6,052		
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 9,095	\$ -	\$ 9,095	\$ 624	\$ 9,719		
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 11,870	\$ -	\$ 11,870	\$ 815	\$ 12,685		
19 100 170 - Sustainability	2.90	0.98%	\$ 3,285	\$ -	\$ 3,285	\$ 225	\$ 3,510		
20 100 210 - Patrol	41.58	14.02%	\$ 47,096	\$ -	\$ 47,096	\$ 3,232	\$ 50,328		
21 100 220 - Special Operations	7.00	2.36%	\$ 7,929	\$ -	\$ 7,929	\$ 544	\$ 8,473		
22 100 230 - Communications	8.50	2.87%	\$ 9,628	\$ -	\$ 9,628	\$ 661	\$ 10,288		
23 100 310 - Capital Projects	1.00	0.34%	\$ 1,133	\$ -	\$ 1,133	\$ 78	\$ 1,210		
24 100 320 - Transportation Management	7.47	2.52%	\$ 8,461	\$ -	\$ 8,461	\$ 581	\$ 9,042		
25 100 332 - Vehicle	2.90	0.98%	\$ 3,285	\$ -	\$ 3,285	\$ 225	\$ 3,510		
26 100 333 - City Tree	3.90	1.32%	\$ 4,417	\$ -	\$ 4,417	\$ 303	\$ 4,720		
27 100 334 - Streets	4.56	1.54%	\$ 5,165	\$ -	\$ 5,165	\$ 354	\$ 5,519		
29 100 350 - Right-of-Way	4.90	1.65%	\$ 5,550	\$ -	\$ 5,550	\$ 381	\$ 5,931		
30 100 360 - Development Services	3.20	1.08%	\$ 3,624	\$ -	\$ 3,624	\$ 249	\$ 3,873		
31 100 510 - Seniors	5.00	1.69%	\$ 5,663	\$ -	\$ 5,663	\$ 389	\$ 6,052		
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 11,327	\$ -	\$ 11,327	\$ 777	\$ 12,104		
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 9,061	\$ -	\$ 9,061	\$ 622	\$ 9,683		
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 4,247	\$ -	\$ 4,247	\$ 291	\$ 4,539		
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 3,398	\$ -	\$ 3,398	\$ 233	\$ 3,631		
36 100 541 - Gymnastics	6.00	2.02%	\$ 6,796	\$ -	\$ 6,796	\$ 466	\$ 7,262		
38 100 560 - Library	12.50	4.22%	\$ 14,158	\$ -	\$ 14,158	\$ 972	\$ 15,130		
39 100 570 - LCS Operations	6.00	2.02%	\$ 6,796	\$ -	\$ 6,796	\$ 466	\$ 7,262		
40 100 610 - Planning	16.85	5.68%	\$ 19,085	\$ -	\$ 19,085	\$ 1,310	\$ 20,395		
41 100 620 - Building	14.75	4.97%	\$ 16,707	\$ -	\$ 16,707	\$ 1,146	\$ 17,853		
42 100 630 - Housing	1.90	0.64%	\$ 2,152	\$ -	\$ 2,152	\$ 148	\$ 2,300		
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 1,699	\$ -	\$ 1,699	\$ 117	\$ 1,816		
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 15,857	\$ -	\$ 15,857	\$ 1,088	\$ 16,945		
58 355 - Shuttle Program	0.73	0.25%	\$ 827	\$ -	\$ 827	\$ 57	\$ 884		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 2,209	\$ -	\$ 2,209	\$ 152	\$ 2,360
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 1,314	\$ -	\$ 1,314	\$ 90	\$ 1,404
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 238	\$ -	\$ 238	\$ 16	\$ 254
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 521	\$ -	\$ 521	\$ 36	\$ 557
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 8,495	\$ -	\$ 8,495	\$ 583	\$ 9,078
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 2,379	\$ -	\$ 2,379	\$ 163	\$ 2,542
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 11,530	\$ -	\$ 11,530	\$ 791	\$ 12,322
73 610 - Solid Waste Service	1.16	0.39%	\$ 1,314	\$ -	\$ 1,314	\$ 90	\$ 1,404

Department	100 133 - Public Engagement
Function	Public Engagement - Direct
Allocation Base	**Not Allocated**

Function Level Allocations										
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total			
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -			-

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 134 - Emergency Preparedness

Department Salaries & Costs

Description	Amount	General Admin	Emer Prep City Gov	Emer Prep Community
Personnel				
Salaries	\$ 35,000	\$ -	\$ 10,500	\$ 24,500
Salary Split %	100%	0.00%	30.00%	70.00%
Subtotal - Personnel Costs	\$ 35,000	\$ -	\$ 10,500	\$ 24,500
Services & Supplies				
43210 - Memberships	S \$ 14,500	\$ -	\$ 4,350	\$ 10,150
43211 - Employee Training	S \$ 1,000	\$ -	\$ 300	\$ 700
43510 - Advertising	S \$ 2,000	\$ -	\$ 600	\$ 1,400
43511 - Printing	S \$ 2,000	\$ -	\$ 600	\$ 1,400
43513 - Postage	S \$ 50	\$ -	\$ 15	\$ 35
43611 - Department Supplies	S \$ 1,000	\$ -	\$ 300	\$ 700
43711 - Books, Media, Periodicals	S \$ 500	\$ -	\$ 150	\$ 350
43717 - Subscription to On-Line Svcs	S \$ 7,000	\$ -	\$ 2,100	\$ 4,900
44200 - Contract Services	S \$ 50,000	\$ -	\$ 15,000	\$ 35,000
45153 - Meetings & Seminars	S \$ 2,500	\$ -	\$ 750	\$ 1,750

Department		100 134 - Emergency Preparedness		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 50,515	\$ 17,459	\$ 33,055	
2 100 110 - City Council	\$ 2,702	\$ 1,464	\$ 1,237	
CC - Financial	\$ 1,217	\$ 671	\$ 546	
CC - Staff	\$ 1,016	\$ 557	\$ 458	
CC - Governing	\$ 470	\$ 236	\$ 233	
3 100 120 - City Attorney	\$ 2,285	\$ 2,070	\$ 215	
Attny - Financial	\$ 895	\$ 817	\$ 78	
Attny - Staffing	\$ 744	\$ 678	\$ 65	
Attny - Governing	\$ 646	\$ 575	\$ 71	
4 100 131 - City Administration	\$ 9,643	\$ 8,808	\$ 835	
City Admin - Financial	\$ 4,402	\$ 4,036	\$ 366	
City Admin - Staffing	\$ 3,657	\$ 3,352	\$ 305	
City Admin - Governing	\$ 1,585	\$ 1,420	\$ 165	
5 100 132 - City Clerk	\$ 3,055	\$ 2,621	\$ 435	
Clerk - Financial	\$ 1,383	\$ 1,201	\$ 183	
Clerk - Staffing	\$ 1,150	\$ 997	\$ 153	
Clerk - Governing	\$ 522	\$ 422	\$ 99	
6 100 133 - Public Engagement	\$ 2,667	\$ 2,496	\$ 171	
Public Engagement - Financial	\$ 1,457	\$ 1,363	\$ 93	
Public Engagement - Staffing	\$ 1,210	\$ 1,133	\$ 78	
7 100 134 - Emergency Preparedness	\$ 135	\$ -	\$ 135	
Emer Prep City Gov	\$ 135	\$ -	\$ 135	
8 100 140 - Human Resources	\$ 6,481	\$ -	\$ 6,481	
HR - Staffing	\$ 6,481	\$ -	\$ 6,481	
9 100 150 - Finance	\$ 10,303	\$ -	\$ 10,303	
Fin - Budgeting	\$ 5,807	\$ -	\$ 5,807	
Fin - Staffing	\$ 2,412	\$ -	\$ 2,412	
Fin - Accting	\$ 2,084	\$ -	\$ 2,084	
12 100 330 - Facilities	\$ 10,171	\$ -	\$ 10,171	
Fac - Citywide	\$ 5,556	\$ -	\$ 5,556	
Fac - Citywide Staffing	\$ 4,615	\$ -	\$ 4,615	
13 100 331 - Fields/Grounds	\$ 1,370	\$ -	\$ 1,370	
Fields - City wide	\$ 1,370	\$ -	\$ 1,370	
14 701 - Workers' Compensation Internal Service Fund	\$ 70	\$ -	\$ 70	
WC General	\$ 70	\$ -	\$ 70	
15 702 - General Liability Insurance Internal Service Fund	\$ 158	\$ -	\$ 158	
GL General	\$ 158	\$ -	\$ 158	
16 703 - Other Post Employment Benefits Internal Service	\$ 270	\$ -	\$ 270	
OPEB General	\$ 270	\$ -	\$ 270	
17 704 - Information Technology Internal Service Fund	\$ 1,204	\$ -	\$ 1,204	

IT - Citywide	\$	369	\$	-	\$	369
IT - Staffling	\$	306	\$	-	\$	306
IT - Accounting GF	\$	529	\$	-	\$	529

<i>Department</i>	100 134 - Emergency Preparedness		
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Allocation Summary

Department	Total	Emer Prep City Gov	Emer Prep Community
Grand Total	\$ 49,819	\$ 49,819	\$ -
2 100 110 - City Council	\$ 673	\$ 673	\$ -
4 100 131 - City Administration	\$ 735	\$ 735	\$ -
5 100 132 - City Clerk	\$ 269	\$ 269	\$ -
6 100 133 - Public Engagement	\$ 135	\$ 135	\$ -
7 100 134 - Emergency Preparedness	\$ 135	\$ 135	\$ -
8 100 140 - Human Resources	\$ 1,168	\$ 1,168	\$ -
9 100 150 - Finance	\$ 1,923	\$ 1,923	\$ -
10 100 240 - Administration	\$ 2,702	\$ 2,702	\$ -
11 100 305 - Public Works Administration	\$ 1,321	\$ 1,321	\$ -
12 100 330 - Facilities	\$ 849	\$ 849	\$ -
13 100 331 - Fields/Grounds	\$ 1,363	\$ 1,363	\$ -
17 704 - Information Technology Internal Service Fund	\$ 1,779	\$ 1,779	\$ -
19 100 170 - Sustainability	\$ 492	\$ 492	\$ -
20 100 210 - Patrol	\$ 7,058	\$ 7,058	\$ -
21 100 220 - Special Operations	\$ 1,188	\$ 1,188	\$ -
22 100 230 - Communications	\$ 1,443	\$ 1,443	\$ -
23 100 310 - Capital Projects	\$ 170	\$ 170	\$ -
24 100 320 - Transportation Management	\$ 1,268	\$ 1,268	\$ -
25 100 332 - Vehicle	\$ 492	\$ 492	\$ -
26 100 333 - City Tree	\$ 662	\$ 662	\$ -
27 100 334 - Streets	\$ 774	\$ 774	\$ -
29 100 350 - Right-of-Way	\$ 832	\$ 832	\$ -
30 100 360 - Development Services	\$ 543	\$ 543	\$ -
31 100 510 - Seniors	\$ 849	\$ 849	\$ -
32 100 520 - Recreation - Indoor	\$ 1,697	\$ 1,697	\$ -
33 100 530 - Pre-School Child Care	\$ 1,358	\$ 1,358	\$ -
34 100 531 - School-Age Child Care	\$ 637	\$ 637	\$ -
35 100 540 - Recreation - Outdoor	\$ 509	\$ 509	\$ -
36 100 541 - Gymnastics	\$ 1,018	\$ 1,018	\$ -
38 100 560 - Library	\$ 2,122	\$ 2,122	\$ -
39 100 570 - LCS Operations	\$ 1,018	\$ 1,018	\$ -
40 100 610 - Planning	\$ 2,860	\$ 2,860	\$ -
41 100 620 - Building	\$ 2,504	\$ 2,504	\$ -
42 100 630 - Housing	\$ 323	\$ 323	\$ -
48 222 - Below Market Rate Housing	\$ 255	\$ 255	\$ -
52 253 - Belle Haven Child Development Center	\$ 2,376	\$ 2,376	\$ -
58 355 - Shuttle Program	\$ 124	\$ 124	\$ -
61 358 - Landscape/Tree Assessment	\$ 331	\$ 331	\$ -

Department	Total	Emer Prep City Gov	Emer Prep Community
64 361 - Stormwater Management -(NPDES)	\$ 197	\$ 197	\$ -
65 362 - Construction Impact Fee Fund	\$ 36	\$ 36	\$ -
66 365 - Landfill Post-Closure	\$ 78	\$ 78	\$ -
70 501 - General Capital Improvement Fund	\$ 1,273	\$ 1,273	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 356	\$ 356	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 1,728	\$ 1,728	\$ -
73 610 - Solid Waste Service	\$ 197	\$ 197	\$ -

Department 100 134 - Emergency Preparedness
 Function Emer Prep City Gov
 Allocation Base FTE

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	296.49	100.00%	\$ 39,903	\$ -	\$ 39,903	\$ 9,917	\$ 49,819		
2 100 110 - City Council	5.00	1.69%	\$ 673	\$ -	\$ 673	\$ -	\$ 673		
4 100 131 - City Administration	5.46	1.84%	\$ 735	\$ -	\$ 735	\$ -	\$ 735		
5 100 132 - City Clerk	2.00	0.67%	\$ 269	\$ -	\$ 269	\$ -	\$ 269		
6 100 133 - Public Engagement	1.00	0.34%	\$ 135	\$ -	\$ 135	\$ -	\$ 135		
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 135	\$ -	\$ 135	\$ -	\$ 135		
8 100 140 - Human Resources	6.88	2.32%	\$ 926	\$ -	\$ 926	\$ 242	\$ 1,168		
9 100 150 - Finance	11.33	3.82%	\$ 1,525	\$ -	\$ 1,525	\$ 398	\$ 1,923		
10 100 240 - Administration	15.92	5.37%	\$ 2,143	\$ -	\$ 2,143	\$ 560	\$ 2,702		
11 100 305 - Public Works Administration	7.78	2.62%	\$ 1,047	\$ -	\$ 1,047	\$ 274	\$ 1,321		
12 100 330 - Facilities	5.00	1.69%	\$ 673	\$ -	\$ 673	\$ 176	\$ 849		
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 1,081	\$ -	\$ 1,081	\$ 282	\$ 1,363		
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 1,410	\$ -	\$ 1,410	\$ 368	\$ 1,779		
19 100 170 - Sustainability	2.90	0.98%	\$ 390	\$ -	\$ 390	\$ 102	\$ 492		
20 100 210 - Patrol	41.58	14.02%	\$ 5,596	\$ -	\$ 5,596	\$ 1,462	\$ 7,058		
21 100 220 - Special Operations	7.00	2.36%	\$ 942	\$ -	\$ 942	\$ 246	\$ 1,188		
22 100 230 - Communications	8.50	2.87%	\$ 1,144	\$ -	\$ 1,144	\$ 299	\$ 1,443		
23 100 310 - Capital Projects	1.00	0.34%	\$ 135	\$ -	\$ 135	\$ 35	\$ 170		
24 100 320 - Transportation Management	7.47	2.52%	\$ 1,005	\$ -	\$ 1,005	\$ 263	\$ 1,268		
25 100 332 - Vehicle	2.90	0.98%	\$ 390	\$ -	\$ 390	\$ 102	\$ 492		
26 100 333 - City Tree	3.90	1.32%	\$ 525	\$ -	\$ 525	\$ 137	\$ 662		
27 100 334 - Streets	4.56	1.54%	\$ 614	\$ -	\$ 614	\$ 160	\$ 774		
29 100 350 - Right-of-Way	4.90	1.65%	\$ 659	\$ -	\$ 659	\$ 172	\$ 832		
30 100 360 - Development Services	3.20	1.08%	\$ 431	\$ -	\$ 431	\$ 113	\$ 543		
31 100 510 - Seniors	5.00	1.69%	\$ 673	\$ -	\$ 673	\$ 176	\$ 849		
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 1,346	\$ -	\$ 1,346	\$ 352	\$ 1,697		
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 1,077	\$ -	\$ 1,077	\$ 281	\$ 1,358		
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 505	\$ -	\$ 505	\$ 132	\$ 637		
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 404	\$ -	\$ 404	\$ 105	\$ 509		
36 100 541 - Gymnastics	6.00	2.02%	\$ 808	\$ -	\$ 808	\$ 211	\$ 1,018		
38 100 560 - Library	12.50	4.22%	\$ 1,682	\$ -	\$ 1,682	\$ 440	\$ 2,122		
39 100 570 - LCS Operations	6.00	2.02%	\$ 808	\$ -	\$ 808	\$ 211	\$ 1,018		
40 100 610 - Planning	16.85	5.68%	\$ 2,268	\$ -	\$ 2,268	\$ 592	\$ 2,860		
41 100 620 - Building	14.75	4.97%	\$ 1,985	\$ -	\$ 1,985	\$ 519	\$ 2,504		
42 100 630 - Housing	1.90	0.64%	\$ 256	\$ -	\$ 256	\$ 67	\$ 323		
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 202	\$ -	\$ 202	\$ 53	\$ 255		
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 1,884	\$ -	\$ 1,884	\$ 492	\$ 2,376		
58 355 - Shuttle Program	0.73	0.25%	\$ 98	\$ -	\$ 98	\$ 26	\$ 124		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 262	\$ -	\$ 262	\$ 69	\$ 331
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 156	\$ -	\$ 156	\$ 41	\$ 197
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 28	\$ -	\$ 28	\$ 7	\$ 36
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 62	\$ -	\$ 62	\$ 16	\$ 78
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 1,009	\$ -	\$ 1,009	\$ 264	\$ 1,273
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 283	\$ -	\$ 283	\$ 74	\$ 356
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 1,370	\$ -	\$ 1,370	\$ 358	\$ 1,728
73 610 - Solid Waste Service	1.16	0.39%	\$ 156	\$ -	\$ 156	\$ 41	\$ 197

Department	100 134 - Emergency Preparedness
Function	Emer Prep Community
Allocation Base	**Not Allocated**

Function Level Allocations										
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total			
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -			-

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 140 - Human Resources

Department Salaries & Costs

Description	Amount	General Admin	HR - Staffing	Hr - Paychecks	Hr - Fund 703
Personnel					
Salaries	\$ 1,024,242	\$ -	\$ 716,969	\$ 307,273	\$ -
Salary Split %	100%	0.00%	70.00%	30.00%	0.00%
Subtotal - Personnel Costs	\$ 1,024,242	\$ -	\$ 716,969	\$ 307,273	\$ -
Services & Supplies					
Benefits	S \$ 523,589	\$ -	\$ 366,512	\$ 157,077	\$ -
43210 - Memberships	S \$ 2,400	\$ -	\$ 1,680	\$ 720	\$ -
43211 - Employee Training	S \$ 8,000	\$ -	\$ 5,600	\$ 2,400	\$ -
43212 - Pre-Employment Physicals	S \$ 12,000	\$ -	\$ 8,400	\$ 3,600	\$ -
43213 - Fingerprinting	S \$ 9,000	\$ -	\$ 6,300	\$ 2,700	\$ -
43214 - Employee Assistance	S \$ 25,000	\$ -	\$ 17,500	\$ 7,500	\$ -
43215 - Citywide Training	S \$ 12,500	\$ -	\$ 8,750	\$ 3,750	\$ -
43510 - Advertising	S \$ 17,500	\$ -	\$ 12,250	\$ 5,250	\$ -
43611 - Department Supplies	S \$ 2,000	\$ -	\$ 1,400	\$ 600	\$ -
43618 - Employee Recog & Others	S \$ 56,000	\$ -	\$ 39,200	\$ 16,800	\$ -
44200 - Contract Services	S \$ 436,300	\$ -	\$ 305,410	\$ 130,890	\$ -
44201 - Other Services	S \$ 8,200	\$ -	\$ 5,740	\$ 2,460	\$ -
44204 - Legal	S \$ 150,000	\$ -	\$ 105,000	\$ 45,000	\$ -
45153 - Meetings & Seminars	S \$ 5,000	\$ -	\$ 3,500	\$ 1,500	\$ -
46100 - Gas and Electric	S \$ 10,000	\$ -	\$ 7,000	\$ 3,000	\$ -
46102 - Telephone & Alarms	S \$ 2,000	\$ -	\$ 1,400	\$ 600	\$ -
48901 - General Liability Internal Svc	S \$ 61,489	\$ -	\$ 43,042	\$ 18,447	\$ -
48902 - IT Internal Service Charge	S \$ 144,516	\$ -	\$ 101,161	\$ 43,355	\$ -
48904 - Workers Comp Internal Svc Chrg	S \$ 27,108	\$ -	\$ 18,976	\$ 8,132	\$ -
48905 - OPEB Internal Service Charge	S \$ 23,002	\$ -	\$ 16,101	\$ 6,901	\$ -
42110 - Health Insurance	P \$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
44200 - Contract Services 2	P \$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Subtotal - Services and Supplies	\$ 1,800,604	\$ -	\$ 1,074,923	\$ 460,681	\$ 265,000
General Admin Distribution	\$ -	\$ -	\$ -	\$ -	\$ -
INCOMING COSTS DISTRIBUTION					
ORG TOTAL	\$ 2,824,846	\$ -	\$ 1,791,892	\$ 767,954	\$ 265,000

INCOMING COSTS DISTRIBUTION	\$	458,363	\$	-	\$	290,754	\$	124,609	\$	42,999
TOTAL ORG W INCOMING	\$	3,283,209	\$	-	\$	2,082,647	\$	892,563	\$	307,999

Department		100 140 - Human Resources		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 458,363	\$ 204,240	\$ 254,123	
2 100 110 - City Council	\$ 22,617	\$ 11,998	\$ 10,619	
CC - Financial	\$ 6,240	\$ 3,442	\$ 2,798	
CC - Staff	\$ 6,987	\$ 3,835	\$ 3,152	
CC - Governing	\$ 9,391	\$ 4,722	\$ 4,669	
3 100 120 - City Attorney	\$ 91,079	\$ 82,894	\$ 8,185	
Attny - Financial	\$ 4,591	\$ 4,190	\$ 402	
Attny - Staffing	\$ 5,117	\$ 4,668	\$ 449	
Attny - Governing	\$ 12,919	\$ 11,495	\$ 1,424	
Attny - Risk	\$ 68,452	\$ 62,541	\$ 5,911	
4 100 131 - City Administration	\$ 79,430	\$ 72,164	\$ 7,265	
City Admin - Financial	\$ 22,577	\$ 20,700	\$ 1,876	
City Admin - Staffing	\$ 25,163	\$ 23,065	\$ 2,098	
City Admin - Governing	\$ 31,690	\$ 28,399	\$ 3,291	
5 100 132 - City Clerk	\$ 25,445	\$ 21,471	\$ 3,974	
Clerk - Financial	\$ 7,096	\$ 6,159	\$ 937	
Clerk - Staffing	\$ 7,912	\$ 6,862	\$ 1,050	
Clerk - Governing	\$ 10,437	\$ 8,450	\$ 1,988	
6 100 133 - Public Engagement	\$ 15,799	\$ 14,786	\$ 1,013	
Public Engagement - Financial	\$ 7,472	\$ 6,994	\$ 478	
Public Engagement - Staffing	\$ 8,327	\$ 7,793	\$ 535	
7 100 134 - Emergency Preparedness	\$ 1,168	\$ 926	\$ 242	
Emer Prep City Gov	\$ 1,168	\$ 926	\$ 242	
8 100 140 - Human Resources	\$ 54,834	\$ -	\$ 54,834	
HR - Staffing	\$ 44,587	\$ -	\$ 44,587	
Hr - Paychecks	\$ 10,247	\$ -	\$ 10,247	
9 100 150 - Finance	\$ 65,969	\$ -	\$ 65,969	
Fin - Budgeting	\$ 29,785	\$ -	\$ 29,785	
Fin - Payroll	\$ 8,899	\$ -	\$ 8,899	
Fin - Staffing	\$ 16,594	\$ -	\$ 16,594	
Fin - Accting	\$ 10,691	\$ -	\$ 10,691	
12 100 330 - Facilities	\$ 60,250	\$ -	\$ 60,250	
Fac - Citywide	\$ 28,497	\$ -	\$ 28,497	
Fac - Citywide Staffing	\$ 31,753	\$ -	\$ 31,753	
13 100 331 - Fields/Grounds	\$ 9,429	\$ -	\$ 9,429	
Fields - City wide	\$ 9,429	\$ -	\$ 9,429	
14 701 - Workers' Compensation Internal Service Fund	\$ 6,975	\$ -	\$ 6,975	
WC General	\$ 484	\$ -	\$ 484	
WC Specific	\$ 6,490	\$ -	\$ 6,490	
15 702 - General Liability Insurance Internal Service Fund	\$ 15,669	\$ -	\$ 15,669	

GL General	\$	1,088	\$	-	\$	1,088
GL Specific	\$	14,580	\$	-	\$	14,580
16 703 - Other Post Employment Benefits Internal Service	\$	1,855	\$	-	\$	1,855
OPEB General	\$	1,855	\$	-	\$	1,855
17 704 - Information Technology Internal Service Fund	\$	7,843	\$	-	\$	7,843
IT - Citywide	\$	1,891	\$	-	\$	1,891
IT - Staffling	\$	2,107	\$	-	\$	2,107
IT - Payroll	\$	1,130	\$	-	\$	1,130
IT - Accounting GF	\$	2,715	\$	-	\$	2,715

Department **100 140 - Human Resources**

Allocation Summary

Department	Total	HR - Staffing	Hr - Paychecks	Hr - Fund 703
Grand Total	\$ 3,018,209	\$ 2,082,647	\$ 892,563	\$ 42,999
2 100 110 - City Council	\$ 41,019	\$ 32,403	\$ 8,615	\$ -
4 100 131 - City Administration	\$ 44,979	\$ 35,384	\$ 9,594	\$ -
5 100 132 - City Clerk	\$ 16,355	\$ 12,961	\$ 3,394	\$ -
6 100 133 - Public Engagement	\$ 8,178	\$ 6,481	\$ 1,697	\$ -
7 100 134 - Emergency Preparedness	\$ 6,481	\$ 6,481	\$ -	\$ -
8 100 140 - Human Resources	\$ 54,834	\$ 44,587	\$ 10,247	\$ -
9 100 150 - Finance	\$ 102,492	\$ 80,064	\$ 22,428	\$ -
10 100 240 - Administration	\$ 137,908	\$ 112,499	\$ 25,409	\$ -
11 100 305 - Public Works Administration	\$ 72,366	\$ 54,977	\$ 17,389	\$ -
12 100 330 - Facilities	\$ 46,263	\$ 35,333	\$ 10,930	\$ -
13 100 331 - Fields/Grounds	\$ 81,940	\$ 56,744	\$ 25,196	\$ -
16 703 - Other Post Employment Benefits Internal Service	\$ 42,999	\$ -	\$ -	\$ 42,999
17 704 - Information Technology Internal Service Fund	\$ 88,820	\$ 74,057	\$ 14,763	\$ -
19 100 170 - Sustainability	\$ 26,029	\$ 20,493	\$ 5,536	\$ -
20 100 210 - Patrol	\$ 372,537	\$ 293,825	\$ 78,712	\$ -
21 100 220 - Special Operations	\$ 57,131	\$ 49,466	\$ 7,665	\$ -
22 100 230 - Communications	\$ 84,197	\$ 60,065	\$ 24,132	\$ -
23 100 310 - Capital Projects	\$ 23,817	\$ 7,067	\$ 16,750	\$ -
24 100 320 - Transportation Management	\$ 66,414	\$ 52,787	\$ 13,627	\$ -
25 100 332 - Vehicle	\$ 24,893	\$ 20,493	\$ 4,400	\$ -
26 100 333 - City Tree	\$ 47,362	\$ 27,559	\$ 19,802	\$ -
27 100 334 - Streets	\$ 45,141	\$ 32,223	\$ 12,918	\$ -
28 100 340 - Stormwater	\$ 8,091	\$ -	\$ 8,091	\$ -
29 100 350 - Right-of-Way	\$ 49,318	\$ 34,626	\$ 14,692	\$ -
30 100 360 - Development Services	\$ 36,169	\$ 22,613	\$ 13,556	\$ -
31 100 510 - Seniors	\$ 56,270	\$ 35,333	\$ 20,938	\$ -
32 100 520 - Recreation - Indoor	\$ 98,275	\$ 70,665	\$ 27,609	\$ -
33 100 530 - Pre-School Child Care	\$ 101,885	\$ 56,532	\$ 45,353	\$ -
34 100 531 - School-Age Child Care	\$ 66,317	\$ 26,499	\$ 39,817	\$ -
35 100 540 - Recreation - Outdoor	\$ 42,989	\$ 21,200	\$ 21,789	\$ -
36 100 541 - Gymnastics	\$ 72,493	\$ 42,399	\$ 30,094	\$ -
38 100 560 - Library	\$ 173,431	\$ 88,331	\$ 85,100	\$ -
39 100 570 - LCS Operations	\$ 60,569	\$ 42,399	\$ 18,170	\$ -
40 100 610 - Planning	\$ 151,010	\$ 119,071	\$ 31,939	\$ -
41 100 620 - Building	\$ 135,176	\$ 104,231	\$ 30,945	\$ -
42 100 630 - Housing	\$ 24,499	\$ 13,426	\$ 11,072	\$ -
43 100 650 - Economic Development	\$ 1,845	\$ -	\$ 1,845	\$ -
48 222 - Below Market Rate Housing	\$ 10,600	\$ 10,600	\$ -	\$ -

Department	Total	HR - Staffing	Hr - Paychecks	Hr - Fund 703
52 253 - Belle Haven Child Development Center	\$ 98,931	\$ 98,931	\$ -	\$ -
58 355 - Shuttle Program	\$ 5,159	\$ 5,159	\$ -	\$ -
61 358 - Landscape/Tree Assessment	\$ 13,780	\$ 13,780	\$ -	\$ -
64 361 - Stormwater Management -(NPDES)	\$ 8,197	\$ 8,197	\$ -	\$ -
65 362 - Construction Impact Fee Fund	\$ 1,484	\$ 1,484	\$ -	\$ -
66 365 - Landfill Post-Closure	\$ 3,251	\$ 3,251	\$ -	\$ -
70 501 - General Capital Improvement Fund	\$ 52,999	\$ 52,999	\$ -	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 14,840	\$ 14,840	\$ -	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 112,109	\$ 71,937	\$ 40,172	\$ -
73 610 - Solid Waste Service	\$ 12,385	\$ 8,197	\$ 4,188	\$ -
76 OTHER NON GF	\$ 113,987	\$ -	\$ 113,987	\$ -

Department 100 140 - Human Resources
 Function HR - Staffing
 Allocation Base FTE

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	296.49	100.00%	\$ 1,921,448	\$ -	\$ 1,921,448	\$ 161,198	\$ 2,082,647		
2 100 110 - City Council	5.00	1.69%	\$ 32,403	\$ -	\$ 32,403	\$ -	\$ 32,403		
4 100 131 - City Administration	5.46	1.84%	\$ 35,384	\$ -	\$ 35,384	\$ -	\$ 35,384		
5 100 132 - City Clerk	2.00	0.67%	\$ 12,961	\$ -	\$ 12,961	\$ -	\$ 12,961		
6 100 133 - Public Engagement	1.00	0.34%	\$ 6,481	\$ -	\$ 6,481	\$ -	\$ 6,481		
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 6,481	\$ -	\$ 6,481	\$ -	\$ 6,481		
8 100 140 - Human Resources	6.88	2.32%	\$ 44,587	\$ -	\$ 44,587	\$ -	\$ 44,587		
9 100 150 - Finance	11.33	3.82%	\$ 73,426	\$ -	\$ 73,426	\$ 6,638	\$ 80,064		
10 100 240 - Administration	15.92	5.37%	\$ 103,172	\$ -	\$ 103,172	\$ 9,327	\$ 112,499		
11 100 305 - Public Works Administration	7.78	2.62%	\$ 50,419	\$ -	\$ 50,419	\$ 4,558	\$ 54,977		
12 100 330 - Facilities	5.00	1.69%	\$ 32,403	\$ -	\$ 32,403	\$ 2,929	\$ 35,333		
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 52,040	\$ -	\$ 52,040	\$ 4,704	\$ 56,744		
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 67,917	\$ -	\$ 67,917	\$ 6,140	\$ 74,057		
19 100 170 - Sustainability	2.90	0.98%	\$ 18,794	\$ -	\$ 18,794	\$ 1,699	\$ 20,493		
20 100 210 - Patrol	41.58	14.02%	\$ 269,465	\$ -	\$ 269,465	\$ 24,360	\$ 293,825		
21 100 220 - Special Operations	7.00	2.36%	\$ 45,365	\$ -	\$ 45,365	\$ 4,101	\$ 49,466		
22 100 230 - Communications	8.50	2.87%	\$ 55,086	\$ -	\$ 55,086	\$ 4,980	\$ 60,065		
23 100 310 - Capital Projects	1.00	0.34%	\$ 6,481	\$ -	\$ 6,481	\$ 586	\$ 7,067		
24 100 320 - Transportation Management	7.47	2.52%	\$ 48,410	\$ -	\$ 48,410	\$ 4,376	\$ 52,787		
25 100 332 - Vehicle	2.90	0.98%	\$ 18,794	\$ -	\$ 18,794	\$ 1,699	\$ 20,493		
26 100 333 - City Tree	3.90	1.32%	\$ 25,275	\$ -	\$ 25,275	\$ 2,285	\$ 27,559		
27 100 334 - Streets	4.56	1.54%	\$ 29,552	\$ -	\$ 29,552	\$ 2,672	\$ 32,223		
29 100 350 - Right-of-Way	4.90	1.65%	\$ 31,755	\$ -	\$ 31,755	\$ 2,871	\$ 34,626		
30 100 360 - Development Services	3.20	1.08%	\$ 20,738	\$ -	\$ 20,738	\$ 1,875	\$ 22,613		
31 100 510 - Seniors	5.00	1.69%	\$ 32,403	\$ -	\$ 32,403	\$ 2,929	\$ 35,333		
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 64,807	\$ -	\$ 64,807	\$ 5,859	\$ 70,665		
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 51,845	\$ -	\$ 51,845	\$ 4,687	\$ 56,532		
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 24,302	\$ -	\$ 24,302	\$ 2,197	\$ 26,499		
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 19,442	\$ -	\$ 19,442	\$ 1,758	\$ 21,200		
36 100 541 - Gymnastics	6.00	2.02%	\$ 38,884	\$ -	\$ 38,884	\$ 3,515	\$ 42,399		
38 100 560 - Library	12.50	4.22%	\$ 81,008	\$ -	\$ 81,008	\$ 7,323	\$ 88,331		
39 100 570 - LCS Operations	6.00	2.02%	\$ 38,884	\$ -	\$ 38,884	\$ 3,515	\$ 42,399		
40 100 610 - Planning	16.85	5.68%	\$ 109,199	\$ -	\$ 109,199	\$ 9,872	\$ 119,071		
41 100 620 - Building	14.75	4.97%	\$ 95,590	\$ -	\$ 95,590	\$ 8,641	\$ 104,231		
42 100 630 - Housing	1.90	0.64%	\$ 12,313	\$ -	\$ 12,313	\$ 1,113	\$ 13,426		
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 9,721	\$ -	\$ 9,721	\$ 879	\$ 10,600		
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 90,729	\$ -	\$ 90,729	\$ 8,202	\$ 98,931		
58 355 - Shuttle Program	0.73	0.25%	\$ 4,731	\$ -	\$ 4,731	\$ 428	\$ 5,159		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 12,637	\$ -	\$ 12,637	\$ 1,142	\$ 13,780
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 7,518	\$ -	\$ 7,518	\$ 680	\$ 8,197
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 1,361	\$ -	\$ 1,361	\$ 123	\$ 1,484
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 2,981	\$ -	\$ 2,981	\$ 269	\$ 3,251
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 48,605	\$ -	\$ 48,605	\$ 4,394	\$ 52,999
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 13,609	\$ -	\$ 13,609	\$ 1,230	\$ 14,840
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 65,973	\$ -	\$ 65,973	\$ 5,964	\$ 71,937
73 610 - Solid Waste Service	1.16	0.39%	\$ 7,518	\$ -	\$ 7,518	\$ 680	\$ 8,197

Department	100 140 - Human Resources
Function	Hr - Paychecks
Allocation Base	# of Paychecks

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	12,617.00	100.00%	\$ 823,478	\$ -	\$ 823,478	\$ 69,085	\$ 892,563		
2 100 110 - City Council	132.00	1.05%	\$ 8,615	\$ -	\$ 8,615	\$ -	\$ 8,615		
4 100 131 - City Administration	147.00	1.17%	\$ 9,594	\$ -	\$ 9,594	\$ -	\$ 9,594		
5 100 132 - City Clerk	52.00	0.41%	\$ 3,394	\$ -	\$ 3,394	\$ -	\$ 3,394		
6 100 133 - Public Engagement	26.00	0.21%	\$ 1,697	\$ -	\$ 1,697	\$ -	\$ 1,697		
8 100 140 - Human Resources	157.00	1.24%	\$ 10,247	\$ -	\$ 10,247	\$ -	\$ 10,247		
9 100 150 - Finance	316.00	2.50%	\$ 20,624	\$ -	\$ 20,624	\$ 1,804	\$ 22,428		
10 100 240 - Administration	358.00	2.84%	\$ 23,366	\$ -	\$ 23,366	\$ 2,043	\$ 25,409		
11 100 305 - Public Works Administration	245.00	1.94%	\$ 15,990	\$ -	\$ 15,990	\$ 1,398	\$ 17,389		
12 100 330 - Facilities	154.00	1.22%	\$ 10,051	\$ -	\$ 10,051	\$ 879	\$ 10,930		
13 100 331 - Fields/Grounds	355.00	2.81%	\$ 23,170	\$ -	\$ 23,170	\$ 2,026	\$ 25,196		
17 704 - Information Technology Internal Service Fund	208.00	1.65%	\$ 13,576	\$ -	\$ 13,576	\$ 1,187	\$ 14,763		
19 100 170 - Sustainability	78.00	0.62%	\$ 5,091	\$ -	\$ 5,091	\$ 445	\$ 5,536		
20 100 210 - Patrol	1,109.00	8.79%	\$ 72,381	\$ -	\$ 72,381	\$ 6,330	\$ 78,712		
21 100 220 - Special Operations	108.00	0.86%	\$ 7,049	\$ -	\$ 7,049	\$ 616	\$ 7,665		
22 100 230 - Communications	340.00	2.69%	\$ 22,191	\$ -	\$ 22,191	\$ 1,941	\$ 24,132		
23 100 310 - Capital Projects	236.00	1.87%	\$ 15,403	\$ -	\$ 15,403	\$ 1,347	\$ 16,750		
24 100 320 - Transportation Management	192.00	1.52%	\$ 12,531	\$ -	\$ 12,531	\$ 1,096	\$ 13,627		
25 100 332 - Vehicle	62.00	0.49%	\$ 4,047	\$ -	\$ 4,047	\$ 354	\$ 4,400		
26 100 333 - City Tree	279.00	2.21%	\$ 18,210	\$ -	\$ 18,210	\$ 1,593	\$ 19,802		
27 100 334 - Streets	182.00	1.44%	\$ 11,879	\$ -	\$ 11,879	\$ 1,039	\$ 12,918		
28 100 340 - Stormwater	114.00	0.90%	\$ 7,440	\$ -	\$ 7,440	\$ 651	\$ 8,091		
29 100 350 - Right-of-Way	207.00	1.64%	\$ 13,510	\$ -	\$ 13,510	\$ 1,182	\$ 14,692		
30 100 360 - Development Services	191.00	1.51%	\$ 12,466	\$ -	\$ 12,466	\$ 1,090	\$ 13,556		
31 100 510 - Seniors	295.00	2.34%	\$ 19,254	\$ -	\$ 19,254	\$ 1,684	\$ 20,938		
32 100 520 - Recreation - Indoor	389.00	3.08%	\$ 25,389	\$ -	\$ 25,389	\$ 2,220	\$ 27,609		
33 100 530 - Pre-School Child Care	639.00	5.06%	\$ 41,706	\$ -	\$ 41,706	\$ 3,647	\$ 45,353		
34 100 531 - School-Age Child Care	561.00	4.45%	\$ 36,615	\$ -	\$ 36,615	\$ 3,202	\$ 39,817		
35 100 540 - Recreation - Outdoor	307.00	2.43%	\$ 20,037	\$ -	\$ 20,037	\$ 1,752	\$ 21,789		
36 100 541 - Gymnastics	424.00	3.36%	\$ 27,673	\$ -	\$ 27,673	\$ 2,420	\$ 30,094		
38 100 560 - Library	1,199.00	9.50%	\$ 78,256	\$ -	\$ 78,256	\$ 6,844	\$ 85,100		
39 100 570 - LCS Operations	256.00	2.03%	\$ 16,708	\$ -	\$ 16,708	\$ 1,461	\$ 18,170		
40 100 610 - Planning	450.00	3.57%	\$ 29,370	\$ -	\$ 29,370	\$ 2,569	\$ 31,939		
41 100 620 - Building	436.00	3.46%	\$ 28,457	\$ -	\$ 28,457	\$ 2,489	\$ 30,945		
42 100 630 - Housing	156.00	1.24%	\$ 10,182	\$ -	\$ 10,182	\$ 890	\$ 11,072		
43 100 650 - Economic Development	26.00	0.21%	\$ 1,697	\$ -	\$ 1,697	\$ 148	\$ 1,845		
72 601 - Menlo Park Municipal Water Operations Fund	566.00	4.49%	\$ 36,941	\$ -	\$ 36,941	\$ 3,231	\$ 40,172		
73 610 - Solid Waste Service	59.00	0.47%	\$ 3,851	\$ -	\$ 3,851	\$ 337	\$ 4,188		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
76 OTHER NON GF	1,606.00	12.73%	\$ 104,819	\$ -	\$ 104,819	\$ 9,167	\$ 113,987

Department	100 140 - Human Resources
Function	Hr - Fund 703
Allocation Base	Direct to 703

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	100.00	100.00%	\$ 284,160	\$ -265,000	\$ 19,160	\$ 23,839	\$		42,999
16 703 - Other Post Employment Benefits Internal Service	100.00	100.00%	\$ 284,160	\$ -265,000	\$ 19,160	\$ 23,839	\$		42,999

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 150 - Finance

Department Salaries & Costs

Description	Amount	General Admin	Fin - Budgeting	Fin - Payroll	Fin - Staffing	Fin - Accting	Fin - Accting Non GF
Personnel							
Salaries	\$ 1,579,716	\$ -	\$ 631,886	\$ 315,943	\$ 315,943	\$ 157,972	\$ 157,972
Salary Split %	100%	0.00%	40.00%	20.00%	20.00%	10.00%	10.00%
Subtotal - Personnel Costs	\$ 1,579,716	\$ -	\$ 631,886	\$ 315,943	\$ 315,943	\$ 157,972	\$ 157,972
Services & Supplies							
Benefits	S \$ 831,969	\$ -	\$ 332,788	\$ 166,394	\$ 166,394	\$ 83,197	\$ 83,197
43122 - Credit Card Fees	S \$ 60,000	\$ -	\$ 24,000	\$ 12,000	\$ 12,000	\$ 6,000	\$ 6,000
43210 - Memberships	S \$ 2,000	\$ -	\$ 800	\$ 400	\$ 400	\$ 200	\$ 200
43211 - Employee Training	S \$ 7,000	\$ -	\$ 2,800	\$ 1,400	\$ 1,400	\$ 700	\$ 700
43511 - Printing	S \$ 2,000	\$ -	\$ 800	\$ 400	\$ 400	\$ 200	\$ 200
43513 - Postage	S \$ 1,000	\$ -	\$ 400	\$ 200	\$ 200	\$ 100	\$ 100
43611 - Department Supplies	S \$ 4,500	\$ -	\$ 1,800	\$ 900	\$ 900	\$ 450	\$ 450
44200 - Contract Services	S \$ 373,600	\$ -	\$ 149,440	\$ 74,720	\$ 74,720	\$ 37,360	\$ 37,360
45153 - Meetings & Seminars	S \$ 7,000	\$ -	\$ 2,800	\$ 1,400	\$ 1,400	\$ 700	\$ 700
46100 - Gas and Electric	S \$ 12,000	\$ -	\$ 4,800	\$ 2,400	\$ 2,400	\$ 1,200	\$ 1,200
48901 - General Liability Internal Svc	S \$ 96,511	\$ -	\$ 38,604	\$ 19,302	\$ 19,302	\$ 9,651	\$ 9,651
48902 - IT Internal Service Charge	S \$ 237,961	\$ -	\$ 95,184	\$ 47,592	\$ 47,592	\$ 23,796	\$ 23,796
48904 - Workers Comp Internal Svc Chrg	S \$ 42,535	\$ -	\$ 17,014	\$ 8,507	\$ 8,507	\$ 4,254	\$ 4,254
48905 - OPEB Internal Service Charge	S \$ 36,087	\$ -	\$ 14,435	\$ 7,217	\$ 7,217	\$ 3,609	\$ 3,609
Subtotal - Services and Supplies	\$ 1,714,163	\$ -	\$ 685,665	\$ 342,833	\$ 342,833	\$ 171,416	\$ 171,416
General Admin Distribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INCOMING COSTS DISTRIBUTION							
ORG TOTAL	\$ 3,293,879	\$ -	\$ 1,317,552	\$ 658,776	\$ 658,776	\$ 329,388	\$ 329,388
INCOMING COSTS DISTRIBUTION	\$ 566,597	\$ -	\$ 226,639	\$ 113,319	\$ 113,319	\$ 56,660	\$ 56,660
TOTAL ORG W INCOMING	\$ 3,860,476	\$ -	\$ 1,544,190	\$ 772,095	\$ 772,095	\$ 386,048	\$ 386,048

Department		100 150 - Finance		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 566,597	\$ 281,685	\$ 284,913	
2 100 110 - City Council	\$ 29,395	\$ 15,702	\$ 13,694	
CC - Financial	\$ 8,029	\$ 4,429	\$ 3,601	
CC - Staff	\$ 11,506	\$ 6,315	\$ 5,190	
CC - Governing	\$ 9,860	\$ 4,958	\$ 4,903	
3 100 120 - City Attorney	\$ 28,875	\$ 26,039	\$ 2,835	
Attny - Financial	\$ 5,908	\$ 5,391	\$ 517	
Attny - Staffing	\$ 8,426	\$ 7,687	\$ 739	
Attny - Governing	\$ 13,565	\$ 12,070	\$ 1,495	
Attny - Risk	\$ 975	\$ 891	\$ 84	
4 100 131 - City Administration	\$ 103,764	\$ 94,439	\$ 9,325	
City Admin - Financial	\$ 29,050	\$ 26,636	\$ 2,414	
City Admin - Staffing	\$ 41,438	\$ 37,983	\$ 3,455	
City Admin - Governing	\$ 33,275	\$ 29,819	\$ 3,456	
5 100 132 - City Clerk	\$ 33,119	\$ 28,098	\$ 5,021	
Clerk - Financial	\$ 9,131	\$ 7,925	\$ 1,206	
Clerk - Staffing	\$ 13,030	\$ 11,301	\$ 1,729	
Clerk - Governing	\$ 10,959	\$ 8,872	\$ 2,087	
6 100 133 - Public Engagement	\$ 23,328	\$ 21,832	\$ 1,496	
Public Engagement - Financial	\$ 9,615	\$ 8,999	\$ 616	
Public Engagement - Staffing	\$ 13,714	\$ 12,833	\$ 881	
7 100 134 - Emergency Preparedness	\$ 1,923	\$ 1,525	\$ 398	
Emer Prep City Gov	\$ 1,923	\$ 1,525	\$ 398	
8 100 140 - Human Resources	\$ 102,492	\$ 94,050	\$ 8,442	
HR - Staffing	\$ 80,064	\$ 73,426	\$ 6,638	
Hr - Paychecks	\$ 22,428	\$ 20,624	\$ 1,804	
9 100 150 - Finance	\$ 97,320	\$ -	\$ 97,320	
Fin - Budgeting	\$ 38,326	\$ -	\$ 38,326	
Fin - Payroll	\$ 17,910	\$ -	\$ 17,910	
Fin - Staffing	\$ 27,327	\$ -	\$ 27,327	
Fin - Accting	\$ 13,756	\$ -	\$ 13,756	
12 100 330 - Facilities	\$ 88,959	\$ -	\$ 88,959	
Fac - Citywide	\$ 36,669	\$ -	\$ 36,669	
Fac - Citywide Staffing	\$ 52,291	\$ -	\$ 52,291	
13 100 331 - Fields/Grounds	\$ 15,527	\$ -	\$ 15,527	
Fields - City wide	\$ 15,527	\$ -	\$ 15,527	
14 701 - Workers' Compensation Internal Service Fund	\$ 890	\$ -	\$ 890	
WC General	\$ 798	\$ -	\$ 798	
WC Specific	\$ 92	\$ -	\$ 92	
15 702 - General Liability Insurance Internal Service Fund	\$ 2,000	\$ -	\$ 2,000	

GL General	\$	1,792	\$	-	\$	1,792
GL Specific	\$	208	\$	-	\$	208
16 703 - Other Post Employment Benefits Internal Service	\$	3,056	\$	-	\$	3,056
OPEB General	\$	3,056	\$	-	\$	3,056
17 704 - Information Technology Internal Service Fund	\$	35,949	\$	-	\$	35,949
IT - Citywide	\$	2,433	\$	-	\$	2,433
IT - Staffling	\$	3,470	\$	-	\$	3,470
IT - Payroll	\$	2,274	\$	-	\$	2,274
IT - Accounting GF	\$	3,494	\$	-	\$	3,494
IT - Technical	\$	16,286	\$	-	\$	16,286
IT - Software Direct	\$	7,991	\$	-	\$	7,991

Department **100 150 - Finance**

Allocation Summary

Department	Total	Fin - Budgeting	Fin - Payroll	Fin - Staffing	Fin - Accting	Fin - Accting Non GF
Grand Total	\$ 3,860,476	\$ 1,544,190	\$ 772,095	\$ 772,095	\$ 386,048	\$ 386,048
2 100 110 - City Council	\$ 31,608	\$ 8,880	\$ 7,482	\$ 12,060	\$ 3,187	\$ -
3 100 120 - City Attorney	\$ 15,812	\$ 11,636	\$ -	\$ -	\$ 4,176	\$ -
4 100 131 - City Administration	\$ 55,716	\$ 25,178	\$ 8,332	\$ 13,169	\$ 9,037	\$ -
5 100 132 - City Clerk	\$ 17,539	\$ 7,188	\$ 2,947	\$ 4,824	\$ 2,580	\$ -
6 100 133 - Public Engagement	\$ 14,236	\$ 7,616	\$ 1,474	\$ 2,412	\$ 2,734	\$ -
7 100 134 - Emergency Preparedness	\$ 10,303	\$ 5,807	\$ -	\$ 2,412	\$ 2,084	\$ -
8 100 140 - Human Resources	\$ 65,969	\$ 29,785	\$ 8,899	\$ 16,594	\$ 10,691	\$ -
9 100 150 - Finance	\$ 97,320	\$ 38,326	\$ 17,910	\$ 27,327	\$ 13,756	\$ -
10 100 240 - Administration	\$ 155,940	\$ 67,693	\$ 22,022	\$ 41,836	\$ 24,390	\$ -
11 100 305 - Public Works Administration	\$ 68,850	\$ 24,505	\$ 15,071	\$ 20,445	\$ 8,829	\$ -
12 100 330 - Facilities	\$ 65,765	\$ 31,723	\$ 9,473	\$ 13,140	\$ 11,430	\$ -
13 100 331 - Fields/Grounds	\$ 101,201	\$ 42,830	\$ 21,837	\$ 21,102	\$ 15,432	\$ -
14 701 - Workers' Compensation Internal Service Fund	\$ 14,046	\$ 13,353	\$ -	\$ -	\$ -	\$ 693
15 702 - General Liability Insurance Internal Service Fund	\$ 30,880	\$ 30,288	\$ -	\$ -	\$ -	\$ 592
16 703 - Other Post Employment Benefits Internal Service	\$ 12,191	\$ 11,330	\$ -	\$ -	\$ -	\$ 861
17 704 - Information Technology Internal Service Fund	\$ 143,375	\$ 69,967	\$ 12,795	\$ 27,541	\$ -	\$ 33,073
18 705 - Vehicle Replacement Internal Service Fund	\$ 46,298	\$ 45,699	\$ -	\$ -	\$ -	\$ 599
19 100 170 - Sustainability	\$ 26,601	\$ 10,425	\$ 4,798	\$ 7,621	\$ 3,756	\$ -
20 100 210 - Patrol	\$ 464,375	\$ 210,902	\$ 68,218	\$ 109,269	\$ 75,987	\$ -
21 100 220 - Special Operations	\$ 81,683	\$ 41,641	\$ 6,643	\$ 18,395	\$ 15,003	\$ -
22 100 230 - Communications	\$ 88,499	\$ 33,263	\$ 20,914	\$ 22,337	\$ 11,985	\$ -
23 100 310 - Capital Projects	\$ 20,824	\$ 2,705	\$ 14,517	\$ 2,628	\$ 975	\$ -
24 100 320 - Transportation Management	\$ 72,669	\$ 30,308	\$ 11,810	\$ 19,631	\$ 10,920	\$ -
25 100 332 - Vehicle	\$ 28,224	\$ 12,342	\$ 3,814	\$ 7,621	\$ 4,447	\$ -
26 100 333 - City Tree	\$ 46,346	\$ 13,920	\$ 17,162	\$ 10,249	\$ 5,015	\$ -
27 100 334 - Streets	\$ 71,425	\$ 35,468	\$ 11,195	\$ 11,983	\$ 12,779	\$ -
28 100 340 - Stormwater	\$ 19,007	\$ 8,818	\$ 7,012	\$ -	\$ 3,177	\$ -
29 100 350 - Right-of-Way	\$ 50,404	\$ 18,227	\$ 12,733	\$ 12,877	\$ 6,567	\$ -
30 100 360 - Development Services	\$ 38,275	\$ 13,318	\$ 11,749	\$ 8,409	\$ 4,798	\$ -
31 100 510 - Seniors	\$ 47,571	\$ 11,972	\$ 18,146	\$ 13,140	\$ 4,313	\$ -
32 100 520 - Recreation - Indoor	\$ 94,984	\$ 32,917	\$ 23,929	\$ 26,279	\$ 11,860	\$ -
33 100 530 - Pre-School Child Care	\$ 85,196	\$ 18,280	\$ 39,307	\$ 21,023	\$ 6,586	\$ -
34 100 531 - School-Age Child Care	\$ 62,822	\$ 13,570	\$ 34,509	\$ 9,855	\$ 4,889	\$ -
35 100 540 - Recreation - Outdoor	\$ 41,170	\$ 10,588	\$ 18,884	\$ 7,884	\$ 3,815	\$ -
36 100 541 - Gymnastics	\$ 61,222	\$ 14,242	\$ 26,081	\$ 15,768	\$ 5,131	\$ -
37 100 542 - Aquatics	\$ 13,432	\$ 9,874	\$ -	\$ -	\$ 3,558	\$ -
38 100 560 - Library	\$ 176,095	\$ 51,086	\$ 73,754	\$ 32,849	\$ 18,406	\$ -
39 100 570 - LCS Operations	\$ 80,917	\$ 36,317	\$ 15,747	\$ 15,768	\$ 13,085	\$ -

Department	Fin - Accting Non					
	Total	Fin - Budgeting	Fin - Payroll	Fin - Staffing	Fin - Accting	GF
40 100 610 - Planning	\$ 160,936	\$ 65,409	\$ 27,681	\$ 44,280	\$ 23,567	\$ -
41 100 620 - Building	\$ 152,778	\$ 64,101	\$ 26,820	\$ 38,762	\$ 23,095	\$ -
42 100 630 - Housing	\$ 27,731	\$ 9,661	\$ 9,596	\$ 4,993	\$ 3,481	\$ -
43 100 650 - Economic Development	\$ 3,589	\$ 1,463	\$ 1,599	\$ -	\$ 527	\$ -
44 111 - Developer Special Revenue Fund	\$ 12,746	\$ 12,659	\$ -	\$ -	\$ -	\$ 87
45 203 - Donations - Library and Community Services	\$ 9,492	\$ 1,836	\$ -	\$ -	\$ -	\$ 7,656
46 213 - CalRecycle SB1383 Local Grant	\$ 2,017	\$ 1,244	\$ -	\$ -	\$ -	\$ 774
47 221 - Low and Moderate Income Housing	\$ 1,166	\$ 177	\$ -	\$ -	\$ -	\$ 989
48 222 - Below Market Rate Housing	\$ 20,507	\$ 9,683	\$ -	\$ 3,942	\$ -	\$ 6,882
49 223 - Housing Federal Revenue Sharing	\$ 764	\$ 51	\$ -	\$ -	\$ -	\$ 713
50 224 - Community Development Block Grant	\$ 548	\$ 51	\$ -	\$ -	\$ -	\$ 498
51 252 - Childcare Food	\$ 2,595	\$ 1,962	\$ -	\$ -	\$ -	\$ 632
52 253 - Belle Haven Child Development Center	\$ 77,322	\$ 29,538	\$ -	\$ 36,791	\$ -	\$ 10,993
53 254 - Preschool Quality Rating (QRIS)	\$ 771	\$ 152	\$ -	\$ -	\$ -	\$ 619
54 327 - Supplemental Law Enforcement Services Fund	\$ 1,501	\$ 1,266	\$ -	\$ -	\$ -	\$ 235
55 328 - Downtown Parking Permits	\$ 4,658	\$ 2,209	\$ -	\$ -	\$ -	\$ 2,449
56 332 - Bayfront Mitigation Fund	\$ 703	\$ 475	\$ -	\$ -	\$ -	\$ 229
57 354 - Storm Drainage Fees	\$ 1,018	\$ 823	\$ -	\$ -	\$ -	\$ 195
58 355 - Shuttle Program	\$ 28,127	\$ 16,050	\$ -	\$ 1,918	\$ -	\$ 10,159
59 356 - Measure A - San Mateo County Transportation	\$ 25,673	\$ 17,176	\$ -	\$ -	\$ -	\$ 8,497
60 357 - Highway Users Tax (Gas Tax)	\$ 3,167	\$ 268	\$ -	\$ -	\$ -	\$ 2,900
61 358 - Landscape/Tree Assessment	\$ 32,259	\$ 14,884	\$ -	\$ 5,124	\$ -	\$ 12,251
62 359 - Sidewalk Assessment	\$ 169	\$ 21	\$ -	\$ -	\$ -	\$ 148
63 360 - Measure M - City/County	\$ 2,040	\$ 1,798	\$ -	\$ -	\$ -	\$ 242
64 361 - Stormwater Management -(NPDES)	\$ 19,122	\$ 5,969	\$ -	\$ 3,048	\$ -	\$ 10,105
65 362 - Construction Impact Fee Fund	\$ 10,329	\$ 1,179	\$ -	\$ 552	\$ -	\$ 8,598
66 365 - Landfill Post-Closure	\$ 11,842	\$ 10,304	\$ -	\$ 1,209	\$ -	\$ 330
67 369 - In-lieu Payment for Community Amenities	\$ 1,286	\$ 1,266	\$ -	\$ -	\$ -	\$ 20
68 394 - Communitywide Electrification Efforts	\$ 46,749	\$ 46,332	\$ -	\$ -	\$ -	\$ 417
69 401 - Measure T - Menlo Park GO Bonds	\$ 33,680	\$ 33,148	\$ -	\$ -	\$ -	\$ 531
70 501 - General Capital Improvement Fund	\$ 75,343	\$ 23,678	\$ -	\$ 19,709	\$ -	\$ 31,956
71 600 - Menlo Park Municipal Water Capital Fund	\$ 23,695	\$ 6,874	\$ -	\$ 5,519	\$ -	\$ 11,302
72 601 - Menlo Park Municipal Water Operations Fund	\$ 141,683	\$ 52,687	\$ 34,816	\$ 26,752	\$ -	\$ 27,428
73 610 - Solid Waste Service	\$ 25,789	\$ 7,815	\$ 3,629	\$ 3,048	\$ -	\$ 11,296
76 OTHER NON GF	\$ 146,952	\$ -	\$ 98,790	\$ -	\$ -	\$ 48,163
77 OTHER	\$ 132,937	\$ -	\$ -	\$ -	\$ -	\$ 132,937

Department	100 150 - Finance
Function	Fin - Budgeting
Allocation Base	TOTAL BUDGET

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	122,917,516.00	100.00%	\$ 1,430,225	\$ -	\$ 1,430,225	\$ 113,965	\$ 1,544,190		
2 100 110 - City Council	763,151.00	0.62%	\$ 8,880	\$ -	\$ 8,880	\$ -	\$ 8,880		
3 100 120 - City Attorney	1,000,000.00	0.81%	\$ 11,636	\$ -	\$ 11,636	\$ -	\$ 11,636		
4 100 131 - City Administration	2,163,896.00	1.76%	\$ 25,178	\$ -	\$ 25,178	\$ -	\$ 25,178		
5 100 132 - City Clerk	617,734.00	0.50%	\$ 7,188	\$ -	\$ 7,188	\$ -	\$ 7,188		
6 100 133 - Public Engagement	654,581.00	0.53%	\$ 7,616	\$ -	\$ 7,616	\$ -	\$ 7,616		
7 100 134 - Emergency Preparedness	499,069.00	0.41%	\$ 5,807	\$ -	\$ 5,807	\$ -	\$ 5,807		
8 100 140 - Human Resources	2,559,846.00	2.08%	\$ 29,785	\$ -	\$ 29,785	\$ -	\$ 29,785		
9 100 150 - Finance	3,293,879.00	2.68%	\$ 38,326	\$ -	\$ 38,326	\$ -	\$ 38,326		
10 100 240 - Administration	5,347,403.00	4.35%	\$ 62,221	\$ -	\$ 62,221	\$ 5,472	\$ 67,693		
11 100 305 - Public Works Administration	1,935,755.00	1.57%	\$ 22,524	\$ -	\$ 22,524	\$ 1,981	\$ 24,505		
12 100 330 - Facilities	2,505,945.00	2.04%	\$ 29,158	\$ -	\$ 29,158	\$ 2,564	\$ 31,723		
13 100 331 - Fields/Grounds	3,383,368.00	2.75%	\$ 39,368	\$ -	\$ 39,368	\$ 3,462	\$ 42,830		
14 701 - Workers' Compensation Internal Service Fund	1,054,800.00	0.86%	\$ 12,273	\$ -	\$ 12,273	\$ 1,079	\$ 13,353		
15 702 - General Liability Insurance Internal Service Fund	2,392,569.00	1.95%	\$ 27,839	\$ -	\$ 27,839	\$ 2,448	\$ 30,288		
16 703 - Other Post Employment Benefits Internal Service	895,000.00	0.73%	\$ 10,414	\$ -	\$ 10,414	\$ 916	\$ 11,330		
17 704 - Information Technology Internal Service Fund	5,527,066.00	4.50%	\$ 64,311	\$ -	\$ 64,311	\$ 5,656	\$ 69,967		
18 705 - Vehicle Replacement Internal Service Fund	3,610,041.00	2.94%	\$ 42,005	\$ -	\$ 42,005	\$ 3,694	\$ 45,699		
19 100 170 - Sustainability	823,558.00	0.67%	\$ 9,583	\$ -	\$ 9,583	\$ 843	\$ 10,425		
20 100 210 - Patrol	16,660,208.00	13.55%	\$ 193,852	\$ -	\$ 193,852	\$ 17,049	\$ 210,902		
21 100 220 - Special Operations	3,289,435.00	2.68%	\$ 38,275	\$ -	\$ 38,275	\$ 3,366	\$ 41,641		
22 100 230 - Communications	2,627,631.00	2.14%	\$ 30,574	\$ -	\$ 30,574	\$ 2,689	\$ 33,263		
23 100 310 - Capital Projects	213,673.00	0.17%	\$ 2,486	\$ -	\$ 2,486	\$ 219	\$ 2,705		
24 100 320 - Transportation Management	2,394,194.00	1.95%	\$ 27,858	\$ -	\$ 27,858	\$ 2,450	\$ 30,308		
25 100 332 - Vehicle	974,965.00	0.79%	\$ 11,344	\$ -	\$ 11,344	\$ 998	\$ 12,342		
26 100 333 - City Tree	1,099,595.00	0.89%	\$ 12,795	\$ -	\$ 12,795	\$ 1,125	\$ 13,920		
27 100 334 - Streets	2,801,777.00	2.28%	\$ 32,601	\$ -	\$ 32,601	\$ 2,867	\$ 35,468		
28 100 340 - Stormwater	696,541.00	0.57%	\$ 8,105	\$ -	\$ 8,105	\$ 713	\$ 8,818		
29 100 350 - Right-of-Way	1,439,867.00	1.17%	\$ 16,754	\$ -	\$ 16,754	\$ 1,473	\$ 18,227		
30 100 360 - Development Services	1,052,069.00	0.86%	\$ 12,242	\$ -	\$ 12,242	\$ 1,077	\$ 13,318		
31 100 510 - Seniors	945,693.00	0.77%	\$ 11,004	\$ -	\$ 11,004	\$ 968	\$ 11,972		
32 100 520 - Recreation - Indoor	2,600,272.00	2.12%	\$ 30,256	\$ -	\$ 30,256	\$ 2,661	\$ 32,917		
33 100 530 - Pre-School Child Care	1,444,041.00	1.17%	\$ 16,802	\$ -	\$ 16,802	\$ 1,478	\$ 18,280		
34 100 531 - School-Age Child Care	1,071,955.00	0.87%	\$ 12,473	\$ -	\$ 12,473	\$ 1,097	\$ 13,570		
35 100 540 - Recreation - Outdoor	836,369.00	0.68%	\$ 9,732	\$ -	\$ 9,732	\$ 856	\$ 10,588		
36 100 541 - Gymnastics	1,125,030.00	0.92%	\$ 13,090	\$ -	\$ 13,090	\$ 1,151	\$ 14,242		
37 100 542 - Aquatics	780,000.00	0.63%	\$ 9,076	\$ -	\$ 9,076	\$ 798	\$ 9,874		
38 100 560 - Library	4,035,519.00	3.28%	\$ 46,956	\$ -	\$ 46,956	\$ 4,130	\$ 51,086		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
39 100 570 - LCS Operations	2,868,901.00	2.33%	\$ 33,382	\$ -	\$ 33,382	\$ 2,936	\$ 36,317
40 100 610 - Planning	5,166,965.00	4.20%	\$ 60,121	\$ -	\$ 60,121	\$ 5,288	\$ 65,409
41 100 620 - Building	5,063,653.00	4.12%	\$ 58,919	\$ -	\$ 58,919	\$ 5,182	\$ 64,101
42 100 630 - Housing	763,155.00	0.62%	\$ 8,880	\$ -	\$ 8,880	\$ 781	\$ 9,661
43 100 650 - Economic Development	115,550.00	0.09%	\$ 1,344	\$ -	\$ 1,344	\$ 118	\$ 1,463
44 111 - Developer Special Revenue Fund	1,000,000.00	0.81%	\$ 11,636	\$ -	\$ 11,636	\$ 1,023	\$ 12,659
45 203 - Donations - Library and Community Services	145,000.00	0.12%	\$ 1,687	\$ -	\$ 1,687	\$ 148	\$ 1,836
46 213 - CalRecycle SB1383 Local Grant	98,232.00	0.08%	\$ 1,143	\$ -	\$ 1,143	\$ 101	\$ 1,244
47 221 - Low and Moderate Income Housing	14,000.00	0.01%	\$ 163	\$ -	\$ 163	\$ 14	\$ 177
48 222 - Below Market Rate Housing	764,890.00	0.62%	\$ 8,900	\$ -	\$ 8,900	\$ 783	\$ 9,683
49 223 - Housing Federal Revenue Sharing	4,000.00	0.00%	\$ 47	\$ -	\$ 47	\$ 4	\$ 51
50 224 - Community Development Block Grant	4,000.00	0.00%	\$ 47	\$ -	\$ 47	\$ 4	\$ 51
51 252 - Childcare Food	155,000.00	0.13%	\$ 1,804	\$ -	\$ 1,804	\$ 159	\$ 1,962
52 253 - Belle Haven Child Development Center	2,333,390.00	1.90%	\$ 27,151	\$ -	\$ 27,151	\$ 2,388	\$ 29,538
53 254 - Preschool Quality Rating (QRIS)	12,000.00	0.01%	\$ 140	\$ -	\$ 140	\$ 12	\$ 152
54 327 - Supplemental Law Enforcement Services Fund	100,000.00	0.08%	\$ 1,164	\$ -	\$ 1,164	\$ 102	\$ 1,266
55 328 - Downtown Parking Permits	174,520.00	0.14%	\$ 2,031	\$ -	\$ 2,031	\$ 179	\$ 2,209
56 332 - Bayfront Mitigation Fund	37,500.00	0.03%	\$ 436	\$ -	\$ 436	\$ 38	\$ 475
57 354 - Storm Drainage Fees	65,000.00	0.05%	\$ 756	\$ -	\$ 756	\$ 67	\$ 823
58 355 - Shuttle Program	1,267,896.00	1.03%	\$ 14,753	\$ -	\$ 14,753	\$ 1,297	\$ 16,050
59 356 - Measure A - San Mateo County Transportation	1,356,840.00	1.10%	\$ 15,788	\$ -	\$ 15,788	\$ 1,389	\$ 17,176
60 357 - Highway Users Tax (Gas Tax)	21,138.00	0.02%	\$ 246	\$ -	\$ 246	\$ 22	\$ 268
61 358 - Landscape/Tree Assessment	1,175,761.00	0.96%	\$ 13,681	\$ -	\$ 13,681	\$ 1,203	\$ 14,884
62 359 - Sidewalk Assessment	1,650.00	0.00%	\$ 19	\$ -	\$ 19	\$ 2	\$ 21
63 360 - Measure M - City/County	142,000.00	0.12%	\$ 1,652	\$ -	\$ 1,652	\$ 145	\$ 1,798
64 361 - Stormwater Management -(NPDES)	471,525.00	0.38%	\$ 5,487	\$ -	\$ 5,487	\$ 483	\$ 5,969
65 362 - Construction Impact Fee Fund	93,132.00	0.08%	\$ 1,084	\$ -	\$ 1,084	\$ 95	\$ 1,179
66 365 - Landfill Post-Closure	813,967.00	0.66%	\$ 9,471	\$ -	\$ 9,471	\$ 833	\$ 10,304
67 369 - In-lieu Payment for Community Amenities	100,000.00	0.08%	\$ 1,164	\$ -	\$ 1,164	\$ 102	\$ 1,266
68 394 - Communitywide Electrification Efforts	3,660,000.00	2.98%	\$ 42,586	\$ -	\$ 42,586	\$ 3,745	\$ 46,332
69 401 - Measure T - Menlo Park GO Bonds	2,618,564.00	2.13%	\$ 30,469	\$ -	\$ 30,469	\$ 2,680	\$ 33,148
70 501 - General Capital Improvement Fund	1,870,412.00	1.52%	\$ 21,763	\$ -	\$ 21,763	\$ 1,914	\$ 23,678
71 600 - Menlo Park Municipal Water Capital Fund	543,012.00	0.44%	\$ 6,318	\$ -	\$ 6,318	\$ 556	\$ 6,874
72 601 - Menlo Park Municipal Water Operations Fund	4,161,995.00	3.39%	\$ 48,428	\$ -	\$ 48,428	\$ 4,259	\$ 52,687
73 610 - Solid Waste Service	617,373.00	0.50%	\$ 7,184	\$ -	\$ 7,184	\$ 632	\$ 7,815

Department 100 150 - Finance
 Function Fin - Payroll
 Allocation Base # of Paychecks

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	12,617.00	100.00%	\$ 715,113	\$ -	\$ 715,113	\$ 56,983	\$ 772,095		
2 100 110 - City Council	132.00	1.05%	\$ 7,482	\$ -	\$ 7,482	\$ -	\$ 7,482		
4 100 131 - City Administration	147.00	1.17%	\$ 8,332	\$ -	\$ 8,332	\$ -	\$ 8,332		
5 100 132 - City Clerk	52.00	0.41%	\$ 2,947	\$ -	\$ 2,947	\$ -	\$ 2,947		
6 100 133 - Public Engagement	26.00	0.21%	\$ 1,474	\$ -	\$ 1,474	\$ -	\$ 1,474		
8 100 140 - Human Resources	157.00	1.24%	\$ 8,899	\$ -	\$ 8,899	\$ -	\$ 8,899		
9 100 150 - Finance	316.00	2.50%	\$ 17,910	\$ -	\$ 17,910	\$ -	\$ 17,910		
10 100 240 - Administration	358.00	2.84%	\$ 20,291	\$ -	\$ 20,291	\$ 1,731	\$ 22,022		
11 100 305 - Public Works Administration	245.00	1.94%	\$ 13,886	\$ -	\$ 13,886	\$ 1,184	\$ 15,071		
12 100 330 - Facilities	154.00	1.22%	\$ 8,728	\$ -	\$ 8,728	\$ 744	\$ 9,473		
13 100 331 - Fields/Grounds	355.00	2.81%	\$ 20,121	\$ -	\$ 20,121	\$ 1,716	\$ 21,837		
17 704 - Information Technology Internal Service Fund	208.00	1.65%	\$ 11,789	\$ -	\$ 11,789	\$ 1,006	\$ 12,795		
19 100 170 - Sustainability	78.00	0.62%	\$ 4,421	\$ -	\$ 4,421	\$ 377	\$ 4,798		
20 100 210 - Patrol	1,109.00	8.79%	\$ 62,856	\$ -	\$ 62,856	\$ 5,361	\$ 68,218		
21 100 220 - Special Operations	108.00	0.86%	\$ 6,121	\$ -	\$ 6,121	\$ 522	\$ 6,643		
22 100 230 - Communications	340.00	2.69%	\$ 19,271	\$ -	\$ 19,271	\$ 1,644	\$ 20,914		
23 100 310 - Capital Projects	236.00	1.87%	\$ 13,376	\$ -	\$ 13,376	\$ 1,141	\$ 14,517		
24 100 320 - Transportation Management	192.00	1.52%	\$ 10,882	\$ -	\$ 10,882	\$ 928	\$ 11,810		
25 100 332 - Vehicle	62.00	0.49%	\$ 3,514	\$ -	\$ 3,514	\$ 300	\$ 3,814		
26 100 333 - City Tree	279.00	2.21%	\$ 15,813	\$ -	\$ 15,813	\$ 1,349	\$ 17,162		
27 100 334 - Streets	182.00	1.44%	\$ 10,315	\$ -	\$ 10,315	\$ 880	\$ 11,195		
28 100 340 - Stormwater	114.00	0.90%	\$ 6,461	\$ -	\$ 6,461	\$ 551	\$ 7,012		
29 100 350 - Right-of-Way	207.00	1.64%	\$ 11,732	\$ -	\$ 11,732	\$ 1,001	\$ 12,733		
30 100 360 - Development Services	191.00	1.51%	\$ 10,826	\$ -	\$ 10,826	\$ 923	\$ 11,749		
31 100 510 - Seniors	295.00	2.34%	\$ 16,720	\$ -	\$ 16,720	\$ 1,426	\$ 18,146		
32 100 520 - Recreation - Indoor	389.00	3.08%	\$ 22,048	\$ -	\$ 22,048	\$ 1,881	\$ 23,929		
33 100 530 - Pre-School Child Care	639.00	5.06%	\$ 36,218	\$ -	\$ 36,218	\$ 3,089	\$ 39,307		
34 100 531 - School-Age Child Care	561.00	4.45%	\$ 31,797	\$ -	\$ 31,797	\$ 2,712	\$ 34,509		
35 100 540 - Recreation - Outdoor	307.00	2.43%	\$ 17,400	\$ -	\$ 17,400	\$ 1,484	\$ 18,884		
36 100 541 - Gymnastics	424.00	3.36%	\$ 24,032	\$ -	\$ 24,032	\$ 2,050	\$ 26,081		
38 100 560 - Library	1,199.00	9.50%	\$ 67,958	\$ -	\$ 67,958	\$ 5,796	\$ 73,754		
39 100 570 - LCS Operations	256.00	2.03%	\$ 14,510	\$ -	\$ 14,510	\$ 1,238	\$ 15,747		
40 100 610 - Planning	450.00	3.57%	\$ 25,505	\$ -	\$ 25,505	\$ 2,175	\$ 27,681		
41 100 620 - Building	436.00	3.46%	\$ 24,712	\$ -	\$ 24,712	\$ 2,108	\$ 26,820		
42 100 630 - Housing	156.00	1.24%	\$ 8,842	\$ -	\$ 8,842	\$ 754	\$ 9,596		
43 100 650 - Economic Development	26.00	0.21%	\$ 1,474	\$ -	\$ 1,474	\$ 126	\$ 1,599		
72 601 - Menlo Park Municipal Water Operations Fund	566.00	4.49%	\$ 32,080	\$ -	\$ 32,080	\$ 2,736	\$ 34,816		
73 610 - Solid Waste Service	59.00	0.47%	\$ 3,344	\$ -	\$ 3,344	\$ 285	\$ 3,629		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
76 OTHER NON GF	1,606.00	12.73%	\$ 91,026	\$ -	\$ 91,026	\$ 7,764	\$ 98,790

Department	100 150 - Finance
Function	Fin - Staffing
Allocation Base	FTE

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	296.49	100.00%	\$ 715,113	\$ -	\$ 715,113	\$ 56,983	\$ 772,095		
2 100 110 - City Council	5.00	1.69%	\$ 12,060	\$ -	\$ 12,060	\$ -	\$ 12,060		
4 100 131 - City Administration	5.46	1.84%	\$ 13,169	\$ -	\$ 13,169	\$ -	\$ 13,169		
5 100 132 - City Clerk	2.00	0.67%	\$ 4,824	\$ -	\$ 4,824	\$ -	\$ 4,824		
6 100 133 - Public Engagement	1.00	0.34%	\$ 2,412	\$ -	\$ 2,412	\$ -	\$ 2,412		
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 2,412	\$ -	\$ 2,412	\$ -	\$ 2,412		
8 100 140 - Human Resources	6.88	2.32%	\$ 16,594	\$ -	\$ 16,594	\$ -	\$ 16,594		
9 100 150 - Finance	11.33	3.82%	\$ 27,327	\$ -	\$ 27,327	\$ -	\$ 27,327		
10 100 240 - Administration	15.92	5.37%	\$ 38,398	\$ -	\$ 38,398	\$ 3,439	\$ 41,836		
11 100 305 - Public Works Administration	7.78	2.62%	\$ 18,765	\$ -	\$ 18,765	\$ 1,680	\$ 20,445		
12 100 330 - Facilities	5.00	1.69%	\$ 12,060	\$ -	\$ 12,060	\$ 1,080	\$ 13,140		
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 19,368	\$ -	\$ 19,368	\$ 1,734	\$ 21,102		
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 25,277	\$ -	\$ 25,277	\$ 2,264	\$ 27,541		
19 100 170 - Sustainability	2.90	0.98%	\$ 6,995	\$ -	\$ 6,995	\$ 626	\$ 7,621		
20 100 210 - Patrol	41.58	14.02%	\$ 100,288	\$ -	\$ 100,288	\$ 8,981	\$ 109,269		
21 100 220 - Special Operations	7.00	2.36%	\$ 16,884	\$ -	\$ 16,884	\$ 1,512	\$ 18,395		
22 100 230 - Communications	8.50	2.87%	\$ 20,501	\$ -	\$ 20,501	\$ 1,836	\$ 22,337		
23 100 310 - Capital Projects	1.00	0.34%	\$ 2,412	\$ -	\$ 2,412	\$ 216	\$ 2,628		
24 100 320 - Transportation Management	7.47	2.52%	\$ 18,017	\$ -	\$ 18,017	\$ 1,613	\$ 19,631		
25 100 332 - Vehicle	2.90	0.98%	\$ 6,995	\$ -	\$ 6,995	\$ 626	\$ 7,621		
26 100 333 - City Tree	3.90	1.32%	\$ 9,407	\$ -	\$ 9,407	\$ 842	\$ 10,249		
27 100 334 - Streets	4.56	1.54%	\$ 10,998	\$ -	\$ 10,998	\$ 985	\$ 11,983		
29 100 350 - Right-of-Way	4.90	1.65%	\$ 11,818	\$ -	\$ 11,818	\$ 1,058	\$ 12,877		
30 100 360 - Development Services	3.20	1.08%	\$ 7,718	\$ -	\$ 7,718	\$ 691	\$ 8,409		
31 100 510 - Seniors	5.00	1.69%	\$ 12,060	\$ -	\$ 12,060	\$ 1,080	\$ 13,140		
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 24,119	\$ -	\$ 24,119	\$ 2,160	\$ 26,279		
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 19,295	\$ -	\$ 19,295	\$ 1,728	\$ 21,023		
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 9,045	\$ -	\$ 9,045	\$ 810	\$ 9,855		
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 7,236	\$ -	\$ 7,236	\$ 648	\$ 7,884		
36 100 541 - Gymnastics	6.00	2.02%	\$ 14,472	\$ -	\$ 14,472	\$ 1,296	\$ 15,768		
38 100 560 - Library	12.50	4.22%	\$ 30,149	\$ -	\$ 30,149	\$ 2,700	\$ 32,849		
39 100 570 - LCS Operations	6.00	2.02%	\$ 14,472	\$ -	\$ 14,472	\$ 1,296	\$ 15,768		
40 100 610 - Planning	16.85	5.68%	\$ 40,641	\$ -	\$ 40,641	\$ 3,639	\$ 44,280		
41 100 620 - Building	14.75	4.97%	\$ 35,576	\$ -	\$ 35,576	\$ 3,186	\$ 38,762		
42 100 630 - Housing	1.90	0.64%	\$ 4,583	\$ -	\$ 4,583	\$ 410	\$ 4,993		
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 3,618	\$ -	\$ 3,618	\$ 324	\$ 3,942		
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 33,767	\$ -	\$ 33,767	\$ 3,024	\$ 36,791		
58 355 - Shuttle Program	0.73	0.25%	\$ 1,761	\$ -	\$ 1,761	\$ 158	\$ 1,918		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 4,703	\$ -	\$ 4,703	\$ 421	\$ 5,124
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 2,798	\$ -	\$ 2,798	\$ 251	\$ 3,048
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 507	\$ -	\$ 507	\$ 45	\$ 552
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 1,109	\$ -	\$ 1,109	\$ 99	\$ 1,209
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 18,089	\$ -	\$ 18,089	\$ 1,620	\$ 19,709
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 5,065	\$ -	\$ 5,065	\$ 454	\$ 5,519
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 24,553	\$ -	\$ 24,553	\$ 2,199	\$ 26,752
73 610 - Solid Waste Service	1.16	0.39%	\$ 2,798	\$ -	\$ 2,798	\$ 251	\$ 3,048

Department 100 150 - Finance
 Function Fin - Accting
 Allocation Base GF Budget

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	85,615,243.00	100.00%	\$ 357,556	\$ -	\$ 357,556	\$ 28,491	\$ 386,048		
2 100 110 - City Council	763,151.00	0.89%	\$ 3,187	\$ -	\$ 3,187	\$ -	\$ 3,187		
3 100 120 - City Attorney	1,000,000.00	1.17%	\$ 4,176	\$ -	\$ 4,176	\$ -	\$ 4,176		
4 100 131 - City Administration	2,163,896.00	2.53%	\$ 9,037	\$ -	\$ 9,037	\$ -	\$ 9,037		
5 100 132 - City Clerk	617,734.00	0.72%	\$ 2,580	\$ -	\$ 2,580	\$ -	\$ 2,580		
6 100 133 - Public Engagement	654,581.00	0.76%	\$ 2,734	\$ -	\$ 2,734	\$ -	\$ 2,734		
7 100 134 - Emergency Preparedness	499,069.00	0.58%	\$ 2,084	\$ -	\$ 2,084	\$ -	\$ 2,084		
8 100 140 - Human Resources	2,559,846.00	2.99%	\$ 10,691	\$ -	\$ 10,691	\$ -	\$ 10,691		
9 100 150 - Finance	3,293,879.00	3.85%	\$ 13,756	\$ -	\$ 13,756	\$ -	\$ 13,756		
10 100 240 - Administration	5,347,403.00	6.25%	\$ 22,332	\$ -	\$ 22,332	\$ 2,057	\$ 24,390		
11 100 305 - Public Works Administration	1,935,755.00	2.26%	\$ 8,084	\$ -	\$ 8,084	\$ 745	\$ 8,829		
12 100 330 - Facilities	2,505,945.00	2.93%	\$ 10,466	\$ -	\$ 10,466	\$ 964	\$ 11,430		
13 100 331 - Fields/Grounds	3,383,368.00	3.95%	\$ 14,130	\$ -	\$ 14,130	\$ 1,302	\$ 15,432		
19 100 170 - Sustainability	823,558.00	0.96%	\$ 3,439	\$ -	\$ 3,439	\$ 317	\$ 3,756		
20 100 210 - Patrol	16,660,208.00	19.46%	\$ 69,578	\$ -	\$ 69,578	\$ 6,409	\$ 75,987		
21 100 220 - Special Operations	3,289,435.00	3.84%	\$ 13,738	\$ -	\$ 13,738	\$ 1,265	\$ 15,003		
22 100 230 - Communications	2,627,631.00	3.07%	\$ 10,974	\$ -	\$ 10,974	\$ 1,011	\$ 11,985		
23 100 310 - Capital Projects	213,673.00	0.25%	\$ 892	\$ -	\$ 892	\$ 82	\$ 975		
24 100 320 - Transportation Management	2,394,194.00	2.80%	\$ 9,999	\$ -	\$ 9,999	\$ 921	\$ 10,920		
25 100 332 - Vehicle	974,965.00	1.14%	\$ 4,072	\$ -	\$ 4,072	\$ 375	\$ 4,447		
26 100 333 - City Tree	1,099,595.00	1.28%	\$ 4,592	\$ -	\$ 4,592	\$ 423	\$ 5,015		
27 100 334 - Streets	2,801,777.00	3.27%	\$ 11,701	\$ -	\$ 11,701	\$ 1,078	\$ 12,779		
28 100 340 - Stormwater	696,541.00	0.81%	\$ 2,909	\$ -	\$ 2,909	\$ 268	\$ 3,177		
29 100 350 - Right-of-Way	1,439,867.00	1.68%	\$ 6,013	\$ -	\$ 6,013	\$ 554	\$ 6,567		
30 100 360 - Development Services	1,052,069.00	1.23%	\$ 4,394	\$ -	\$ 4,394	\$ 405	\$ 4,798		
31 100 510 - Seniors	945,693.00	1.10%	\$ 3,950	\$ -	\$ 3,950	\$ 364	\$ 4,313		
32 100 520 - Recreation - Indoor	2,600,272.00	3.04%	\$ 10,860	\$ -	\$ 10,860	\$ 1,000	\$ 11,860		
33 100 530 - Pre-School Child Care	1,444,041.00	1.69%	\$ 6,031	\$ -	\$ 6,031	\$ 556	\$ 6,586		
34 100 531 - School-Age Child Care	1,071,955.00	1.25%	\$ 4,477	\$ -	\$ 4,477	\$ 412	\$ 4,889		
35 100 540 - Recreation - Outdoor	836,369.00	0.98%	\$ 3,493	\$ -	\$ 3,493	\$ 322	\$ 3,815		
36 100 541 - Gymnastics	1,125,030.00	1.31%	\$ 4,698	\$ -	\$ 4,698	\$ 433	\$ 5,131		
37 100 542 - Aquatics	780,000.00	0.91%	\$ 3,258	\$ -	\$ 3,258	\$ 300	\$ 3,558		
38 100 560 - Library	4,035,519.00	4.71%	\$ 16,854	\$ -	\$ 16,854	\$ 1,552	\$ 18,406		
39 100 570 - LCS Operations	2,868,901.00	3.35%	\$ 11,981	\$ -	\$ 11,981	\$ 1,104	\$ 13,085		
40 100 610 - Planning	5,166,965.00	6.04%	\$ 21,579	\$ -	\$ 21,579	\$ 1,988	\$ 23,567		
41 100 620 - Building	5,063,653.00	5.91%	\$ 21,147	\$ -	\$ 21,147	\$ 1,948	\$ 23,095		
42 100 630 - Housing	763,155.00	0.89%	\$ 3,187	\$ -	\$ 3,187	\$ 294	\$ 3,481		
43 100 650 - Economic Development	115,550.00	0.13%	\$ 483	\$ -	\$ 483	\$ 44	\$ 527		

Department 100 150 - Finance
 Function Fin - Accting Non GF
 Allocation Base # of Non GF Acct Trans

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	57,383.00	100.00%	\$ 357,556	\$ -	\$ 357,556	\$ 28,491	\$ 386,048		
14 701 - Workers' Compensation Internal Service Fund	103.00	0.18%	\$ 642	\$ -	\$ 642	\$ 51	\$ 693		
15 702 - General Liability Insurance Internal Service Fund	88.00	0.15%	\$ 548	\$ -	\$ 548	\$ 44	\$ 592		
16 703 - Other Post Employment Benefits Internal Service	128.00	0.22%	\$ 798	\$ -	\$ 798	\$ 64	\$ 861		
17 704 - Information Technology Internal Service Fund	4,916.00	8.57%	\$ 30,632	\$ -	\$ 30,632	\$ 2,441	\$ 33,073		
18 705 - Vehicle Replacement Internal Service Fund	89.00	0.16%	\$ 555	\$ -	\$ 555	\$ 44	\$ 599		
44 111 - Developer Special Revenue Fund	13.00	0.02%	\$ 81	\$ -	\$ 81	\$ 6	\$ 87		
45 203 - Donations - Library and Community Services	1,138.00	1.98%	\$ 7,091	\$ -	\$ 7,091	\$ 565	\$ 7,656		
46 213 - CalRecycle SB1383 Local Grant	115.00	0.20%	\$ 717	\$ -	\$ 717	\$ 57	\$ 774		
47 221 - Low and Moderate Income Housing	147.00	0.26%	\$ 916	\$ -	\$ 916	\$ 73	\$ 989		
48 222 - Below Market Rate Housing	1,023.00	1.78%	\$ 6,374	\$ -	\$ 6,374	\$ 508	\$ 6,882		
49 223 - Housing Federal Revenue Sharing	106.00	0.18%	\$ 660	\$ -	\$ 660	\$ 53	\$ 713		
50 224 - Community Development Block Grant	74.00	0.13%	\$ 461	\$ -	\$ 461	\$ 37	\$ 498		
51 252 - Childcare Food	94.00	0.16%	\$ 586	\$ -	\$ 586	\$ 47	\$ 632		
52 253 - Belle Haven Child Development Center	1,634.00	2.85%	\$ 10,182	\$ -	\$ 10,182	\$ 811	\$ 10,993		
53 254 - Preschool Quality Rating (QRIS)	92.00	0.16%	\$ 573	\$ -	\$ 573	\$ 46	\$ 619		
54 327 - Supplemental Law Enforcement Services Fund	35.00	0.06%	\$ 218	\$ -	\$ 218	\$ 17	\$ 235		
55 328 - Downtown Parking Permits	364.00	0.63%	\$ 2,268	\$ -	\$ 2,268	\$ 181	\$ 2,449		
56 332 - Bayfront Mitigation Fund	34.00	0.06%	\$ 212	\$ -	\$ 212	\$ 17	\$ 229		
57 354 - Storm Drainage Fees	29.00	0.05%	\$ 181	\$ -	\$ 181	\$ 14	\$ 195		
58 355 - Shuttle Program	1,510.00	2.63%	\$ 9,409	\$ -	\$ 9,409	\$ 750	\$ 10,159		
59 356 - Measure A - San Mateo County Transportation	1,263.00	2.20%	\$ 7,870	\$ -	\$ 7,870	\$ 627	\$ 8,497		
60 357 - Highway Users Tax (Gas Tax)	431.00	0.75%	\$ 2,686	\$ -	\$ 2,686	\$ 214	\$ 2,900		
61 358 - Landscape/Tree Assessment	1,821.00	3.17%	\$ 11,347	\$ -	\$ 11,347	\$ 904	\$ 12,251		
62 359 - Sidewalk Assessment	22.00	0.04%	\$ 137	\$ -	\$ 137	\$ 11	\$ 148		
63 360 - Measure M - City/County	36.00	0.06%	\$ 224	\$ -	\$ 224	\$ 18	\$ 242		
64 361 - Stormwater Management -(NPDES)	1,502.00	2.62%	\$ 9,359	\$ -	\$ 9,359	\$ 746	\$ 10,105		
65 362 - Construction Impact Fee Fund	1,278.00	2.23%	\$ 7,963	\$ -	\$ 7,963	\$ 635	\$ 8,598		
66 365 - Landfill Post-Closure	49.00	0.09%	\$ 305	\$ -	\$ 305	\$ 24	\$ 330		
67 369 - In-lieu Payment for Community Amenities	3.00	0.01%	\$ 19	\$ -	\$ 19	\$ 1	\$ 20		
68 394 - Communitywide Electrification Efforts	62.00	0.11%	\$ 386	\$ -	\$ 386	\$ 31	\$ 417		
69 401 - Measure T - Menlo Park GO Bonds	79.00	0.14%	\$ 492	\$ -	\$ 492	\$ 39	\$ 531		
70 501 - General Capital Improvement Fund	4,750.00	8.28%	\$ 29,597	\$ -	\$ 29,597	\$ 2,358	\$ 31,956		
71 600 - Menlo Park Municipal Water Capital Fund	1,680.00	2.93%	\$ 10,468	\$ -	\$ 10,468	\$ 834	\$ 11,302		
72 601 - Menlo Park Municipal Water Operations Fund	4,077.00	7.10%	\$ 25,404	\$ -	\$ 25,404	\$ 2,024	\$ 27,428		
73 610 - Solid Waste Service	1,679.00	2.93%	\$ 10,462	\$ -	\$ 10,462	\$ 834	\$ 11,296		
76 OTHER NON GF	7,159.00	12.48%	\$ 44,608	\$ -	\$ 44,608	\$ 3,555	\$ 48,163		
77 OTHER	19,760.00	34.44%	\$ 123,126	\$ -	\$ 123,126	\$ 9,811	\$ 132,937		

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 240 - Administration

Department Salaries & Costs

Description	Amount	General Admin	Admin - Financial	Admin - Staffing	Admin - Purchasing	Admin - GF Accting	Admin - Dept Supv	Admin - Police	Admin - Non GF Accting
Personnel									
Salaries	\$ 2,315,502	\$ -	\$ 463,100	\$ 463,100	\$ 463,100	\$ 231,550	\$ 463,100	\$ -	\$ 231,550
Salary Split %	100%	0.00%	20.00%	20.00%	20.00%	10.00%	20.00%	0.00%	10.00%
Subtotal - Personnel Costs	\$ 2,315,502	\$ -	\$ 463,100	\$ 463,100	\$ 463,100	\$ 231,550	\$ 463,100	\$ -	\$ 231,550
Services & Supplies									
Benefits	S \$ 1,316,708	\$ -	\$ 263,342	\$ 263,342	\$ 263,342	\$ 131,671	\$ 263,342	\$ -	\$ 131,671
43210 - Memberships	S \$ 4,000	\$ -	\$ 800	\$ 800	\$ 800	\$ 400	\$ 800	\$ -	\$ 400
43211 - Employee Training	P \$ 240,000	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -
43213 - Fingerprinting	P \$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
43510 - Advertising	S \$ 10,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000	\$ 2,000	\$ -	\$ 1,000
43511 - Printing	S \$ 25,500	\$ -	\$ 5,100	\$ 5,100	\$ 5,100	\$ 2,550	\$ 5,100	\$ -	\$ 2,550
43513 - Postage	S \$ 500	\$ -	\$ 100	\$ 100	\$ 100	\$ 50	\$ 100	\$ -	\$ 50
43611 - Department Supplies	S \$ 20,582	\$ -	\$ 4,116	\$ 4,116	\$ 4,116	\$ 2,058	\$ 4,116	\$ -	\$ 2,058
43615 - Police Safety Supplies	P \$ 18,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,700	\$ -
43617 - Police Dept Supplies	P \$ 119,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 119,000	\$ -
43618 - Employee Recog & Others	P \$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
43711 - Books, Media, Periodicals	S \$ 1,015	\$ -	\$ 203	\$ 203	\$ 203	\$ 102	\$ 203	\$ -	\$ 102
43802 - Reimbursable Costs	S \$ 1,060	\$ -	\$ 212	\$ 212	\$ 212	\$ 106	\$ 212	\$ -	\$ 106
44200 - Contract Services	S \$ 20,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 2,000	\$ 4,000	\$ -	\$ 2,000
44201 - Other Services	S \$ 20,437	\$ -	\$ 4,087	\$ 4,087	\$ 4,087	\$ 2,044	\$ 4,087	\$ -	\$ 2,044
44203 - Government Services	S \$ 100,550	\$ -	\$ 20,110	\$ 20,110	\$ 20,110	\$ 10,055	\$ 20,110	\$ -	\$ 10,055
44410 - Technical Services	S \$ 100,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ 20,000	\$ -	\$ 10,000
44610 - Rent and Leases	S \$ 9,000	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ 900	\$ 1,800	\$ -	\$ 900
45153 - Meetings & Seminars	S \$ 10,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000	\$ 2,000	\$ -	\$ 1,000
47410 - Office Equipment	S \$ 227,000	\$ -	\$ 45,400	\$ 45,400	\$ 45,400	\$ 22,700	\$ 45,400	\$ -	\$ 22,700
48901 - General Liability Internal Svc	S \$ 142,053	\$ -	\$ 28,411	\$ 28,411	\$ 28,411	\$ 14,205	\$ 28,411	\$ -	\$ 14,205
48902 - IT Internal Service Charge	S \$ 334,403	\$ -	\$ 66,881	\$ 66,881	\$ 66,881	\$ 33,440	\$ 66,881	\$ -	\$ 33,440
48904 - Workers Comp Internal Svc Chrg	S \$ 62,627	\$ -	\$ 12,525	\$ 12,525	\$ 12,525	\$ 6,263	\$ 12,525	\$ -	\$ 6,263
48905 - OPEB Internal Service Charge	S \$ 53,139	\$ -	\$ 10,628	\$ 10,628	\$ 10,628	\$ 5,314	\$ 10,628	\$ -	\$ 5,314
48903 - Vehicle Replacement ISF Charge	S \$ 120,627	\$ -	\$ 24,125	\$ 24,125	\$ 24,125	\$ 12,063	\$ 24,125	\$ -	\$ 12,063
Subtotal - Services and Supplies	\$ 2,986,901	\$ -	\$ 515,840	\$ 785,840	\$ 515,840	\$ 257,920	\$ 515,840	\$ 137,700	\$ 257,920

General Admin Distribution	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		
INCOMING COSTS DISTRIBUTION																		
ORG TOTAL	\$	5,302,403	\$	-	\$	978,941	\$	1,248,941	\$	978,941	\$	489,470	\$	978,941	\$	137,700	\$	489,470
INCOMING COSTS DISTRIBUTION	\$	888,540	\$	-	\$	164,044	\$	209,289	\$	164,044	\$	82,022	\$	164,044	\$	23,075	\$	82,022
TOTAL ORG W INCOMING	\$	6,190,943	\$	-	\$	1,142,985	\$	1,458,229	\$	1,142,985	\$	571,492	\$	1,142,985	\$	160,775	\$	571,492

Department		100 240 - Administration		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 888,540	\$ 603,444	\$ 285,096	
1 Asset Use	\$ 84,840	\$ 84,840	\$ -	
Equip Use	\$ 84,840	\$ 84,840	\$ -	
2 100 110 - City Council	\$ 38,593	\$ 20,785	\$ 17,808	
CC - Financial	\$ 13,035	\$ 7,189	\$ 5,846	
CC - Staff	\$ 16,167	\$ 8,874	\$ 7,293	
CC - Governing	\$ 9,391	\$ 4,722	\$ 4,669	
3 100 120 - City Attorney	\$ 34,350	\$ 31,049	\$ 3,302	
Attnty - Financial	\$ 9,591	\$ 8,752	\$ 839	
Attnty - Staffing	\$ 11,840	\$ 10,802	\$ 1,038	
Attnty - Governing	\$ 12,919	\$ 11,495	\$ 1,424	
4 100 131 - City Administration	\$ 137,077	\$ 125,012	\$ 12,065	
City Admin - Financial	\$ 47,161	\$ 43,242	\$ 3,920	
City Admin - Staffing	\$ 58,226	\$ 53,371	\$ 4,854	
City Admin - Governing	\$ 31,690	\$ 28,399	\$ 3,291	
5 100 132 - City Clerk	\$ 43,569	\$ 37,195	\$ 6,374	
Clerk - Financial	\$ 14,823	\$ 12,866	\$ 1,958	
Clerk - Staffing	\$ 18,308	\$ 15,879	\$ 2,429	
Clerk - Governing	\$ 10,437	\$ 8,450	\$ 1,988	
6 100 133 - Public Engagement	\$ 34,878	\$ 32,641	\$ 2,237	
Public Engagement - Financial	\$ 15,609	\$ 14,610	\$ 999	
Public Engagement - Staffing	\$ 19,269	\$ 18,032	\$ 1,237	
7 100 134 - Emergency Preparedness	\$ 2,702	\$ 2,143	\$ 560	
Emer Prep City Gov	\$ 2,702	\$ 2,143	\$ 560	
8 100 140 - Human Resources	\$ 137,908	\$ 126,538	\$ 11,370	
HR - Staffing	\$ 112,499	\$ 103,172	\$ 9,327	
Hr - Paychecks	\$ 25,409	\$ 23,366	\$ 2,043	
9 100 150 - Finance	\$ 155,940	\$ 143,242	\$ 12,699	
Fin - Budgeting	\$ 67,693	\$ 62,221	\$ 5,472	
Fin - Payroll	\$ 22,022	\$ 20,291	\$ 1,731	
Fin - Staffing	\$ 41,836	\$ 38,398	\$ 3,439	
Fin - Accting	\$ 24,390	\$ 22,332	\$ 2,057	
12 100 330 - Facilities	\$ 133,004	\$ -	\$ 133,004	
Fac - Citywide	\$ 59,530	\$ -	\$ 59,530	
Fac - Citywide Staffing	\$ 73,474	\$ -	\$ 73,474	
13 100 331 - Fields/Grounds	\$ 21,817	\$ -	\$ 21,817	
Fields - City wide	\$ 21,817	\$ -	\$ 21,817	
14 701 - Workers' Compensation Internal Service Fund	\$ 1,121	\$ -	\$ 1,121	
WC General	\$ 1,121	\$ -	\$ 1,121	
15 702 - General Liability Insurance Internal Service Fund	\$ 2,518	\$ -	\$ 2,518	

GL General	\$	2,518	\$	-	\$	2,518
16 703 - Other Post Employment Benefits Internal Service	\$	5,791	\$	-	\$	5,791
OPEB General	\$	4,293	\$	-	\$	4,293
OPEB Direct	\$	1,498	\$	-	\$	1,498
17 704 - Information Technology Internal Service Fund	\$	42,455	\$	-	\$	42,455
IT - Citywide	\$	3,950	\$	-	\$	3,950
IT - Staffling	\$	4,876	\$	-	\$	4,876
IT - Payroll	\$	2,577	\$	-	\$	2,577
IT - Accounting GF	\$	5,672	\$	-	\$	5,672
IT - Technical	\$	17,026	\$	-	\$	17,026
IT - Software Direct	\$	8,354	\$	-	\$	8,354
18 705 - Vehicle Replacement Internal Service Fund	\$	11,975	\$	-	\$	11,975
Vehicles Fleet	\$	5,079	\$	-	\$	5,079
Vehicles Expense	\$	6,896	\$	-	\$	6,896

Department		100 240 - Administration							
Allocation Summary									
Department	Total	Admin - Financial	Admin - Staffing	Admin - Purchasing	Admin - GF Accting	Admin - Dept Supv	Admin - Police	Admin - Non GF Accting	
Grand Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Department	100 240 - Administration
Function	Admin - Financial
Allocation Base	**Not Allocated**

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -

Department	100 240 - Administration
Function	Admin - Staffing
Allocation Base	**Not Allocated**

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -

Department	100 240 - Administration
Function	Admin - Purchasing
Allocation Base	**Not Allocated**

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -

Department	100 240 - Administration
Function	Admin - GF Accting
Allocation Base	**Not Allocated**

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -

Department	100 240 - Administration
Function	Admin - Dept Supv
Allocation Base	**Not Allocated**

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -

Department	100 240 - Administration
Function	Admin - Police
Allocation Base	**Not Allocated**

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -

Department	100 240 - Administration
Function	Admin - Non GF Accting
Allocation Base	**Not Allocated**

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 305 - Public Works Administration

Department Salaries & Costs

Description		Amount	General Admin	PW - Financial	PW - Staffing	PW - Direct	PW - Fund 361
Personnel							
Salaries	\$	1,084,469	\$ -	\$ 542,235	\$ 542,235	\$ -	\$ -
Salary Split %		100%	0.00%	50.00%	50.00%	0.00%	0.00%
Subtotal - Personnel Costs	\$	1,084,469	\$ -	\$ 542,235	\$ 542,235	\$ -	\$ -
Services & Supplies							
Benefits	S \$	577,059	\$ -	\$ 288,530	\$ 288,530	\$ -	\$ -
48901 - General Liability Internal Svc	S \$	66,839	\$ -	\$ 33,420	\$ 33,420	\$ -	\$ -
48902 - IT Internal Service Charge	S \$	152,918	\$ -	\$ 76,459	\$ 76,459	\$ -	\$ -
48904 - Workers Comp Internal Svc Chrg	S \$	29,467	\$ -	\$ 14,734	\$ 14,734	\$ -	\$ -
48905 - OPEB Internal Service Charge	S \$	25,003	\$ -	\$ 12,502	\$ 12,502	\$ -	\$ -
Fund 361	P \$	26,841	\$ -	\$ -	\$ -	\$ -	\$ 26,841
Subtotal - Services and Supplies							
	\$	878,127	\$ -	\$ 425,643	\$ 425,643	\$ -	\$ 26,841
	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
General Admin Distribution							
INCOMING COSTS DISTRIBUTION							
ORG TOTAL	\$	1,962,596	\$ -	\$ 967,878	\$ 967,878	\$ -	\$ 26,841
INCOMING COSTS DISTRIBUTION	\$	716,306	\$ -	\$ 353,255	\$ 353,255	\$ -	\$ 9,796
TOTAL ORG W INCOMING	\$	2,678,902	\$ -	\$ 1,321,132	\$ 1,321,132	\$ -	\$ 36,637

Department		100 305 - Public Works Administration		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 716,306	\$ 217,009	\$ 499,297	
2 100 110 - City Council	\$ 13,089	\$ 7,175	\$ 5,914	
CC - Financial	\$ 4,719	\$ 2,603	\$ 2,116	
CC - Staff	\$ 7,901	\$ 4,336	\$ 3,564	
CC - Governing	\$ 470	\$ 236	\$ 233	
3 100 120 - City Attorney	\$ 9,904	\$ 9,022	\$ 882	
Attny - Financial	\$ 3,472	\$ 3,168	\$ 304	
Attny - Staffing	\$ 5,786	\$ 5,279	\$ 507	
Attny - Governing	\$ 646	\$ 575	\$ 71	
4 100 131 - City Administration	\$ 47,111	\$ 43,156	\$ 3,956	
City Admin - Financial	\$ 17,072	\$ 15,653	\$ 1,419	
City Admin - Staffing	\$ 28,455	\$ 26,082	\$ 2,372	
City Admin - Governing	\$ 1,585	\$ 1,420	\$ 165	
5 100 132 - City Clerk	\$ 14,835	\$ 12,840	\$ 1,995	
Clerk - Financial	\$ 5,366	\$ 4,657	\$ 709	
Clerk - Staffing	\$ 8,947	\$ 7,760	\$ 1,187	
Clerk - Governing	\$ 522	\$ 422	\$ 99	
6 100 133 - Public Engagement	\$ 15,067	\$ 14,101	\$ 966	
Public Engagement - Financial	\$ 5,650	\$ 5,289	\$ 362	
Public Engagement - Staffing	\$ 9,417	\$ 8,812	\$ 605	
7 100 134 - Emergency Preparedness	\$ 1,321	\$ 1,047	\$ 274	
Emer Prep City Gov	\$ 1,321	\$ 1,047	\$ 274	
8 100 140 - Human Resources	\$ 72,366	\$ 66,410	\$ 5,956	
HR - Staffing	\$ 54,977	\$ 50,419	\$ 4,558	
Hr - Paychecks	\$ 17,389	\$ 15,990	\$ 1,398	
9 100 150 - Finance	\$ 68,850	\$ 63,259	\$ 5,590	
Fin - Budgeting	\$ 24,505	\$ 22,524	\$ 1,981	
Fin - Payroll	\$ 15,071	\$ 13,886	\$ 1,184	
Fin - Staffing	\$ 20,445	\$ 18,765	\$ 1,680	
Fin - Accting	\$ 8,829	\$ 8,084	\$ 745	
11 100 305 - Public Works Administration	\$ 218,582	\$ -	\$ 218,582	
PW - Financial	\$ 80,925	\$ -	\$ 80,925	
PW - Staffing	\$ 137,658	\$ -	\$ 137,658	
12 100 330 - Facilities	\$ 57,456	\$ -	\$ 57,456	
Fac - Citywide	\$ 21,550	\$ -	\$ 21,550	
Fac - Citywide Staffing	\$ 35,907	\$ -	\$ 35,907	
13 100 331 - Fields/Grounds	\$ 10,662	\$ -	\$ 10,662	
Fields - City wide	\$ 10,662	\$ -	\$ 10,662	
14 701 - Workers' Compensation Internal Service Fund	\$ 548	\$ -	\$ 548	
WC General	\$ 548	\$ -	\$ 548	

15	702 - General Liability Insurance Internal Service Fund	\$	1,231	\$	-	\$	1,231
	GL General	\$	1,231	\$	-	\$	1,231
16	703 - Other Post Employment Benefits Internal Service	\$	108,902	\$	-	\$	108,902
	OPEB General	\$	2,098	\$	-	\$	2,098
	OPEB Direct	\$	106,804	\$	-	\$	106,804
17	704 - Information Technology Internal Service Fund	\$	76,382	\$	-	\$	76,382
	IT - Citywide	\$	1,430	\$	-	\$	1,430
	IT - Staffling	\$	2,383	\$	-	\$	2,383
	IT - Payroll	\$	1,763	\$	-	\$	1,763
	IT - Accounting GF	\$	2,053	\$	-	\$	2,053
	IT - Technical	\$	44,417	\$	-	\$	44,417
	IT - Software Direct	\$	24,336	\$	-	\$	24,336

Department **100 305 - Public Works Administration**

Allocation Summary

Department	Total	PW - Financial	PW - Staffing	PW - Direct	PW - Fund 361
Grand Total	\$ 2,652,061	\$ 1,321,132	\$ 1,321,132	\$ -	\$ 9,796
11 100 305 - Public Works Administration	\$ 218,582	\$ 80,925	\$ 137,658	\$ -	\$ -
12 100 330 - Facilities	\$ 242,426	\$ 130,714	\$ 111,712	\$ -	\$ -
13 100 331 - Fields/Grounds	\$ 355,891	\$ 176,481	\$ 179,409	\$ -	\$ -
23 100 310 - Capital Projects	\$ 33,488	\$ 11,145	\$ 22,342	\$ -	\$ -
24 100 320 - Transportation Management	\$ 291,782	\$ 124,885	\$ 166,897	\$ -	\$ -
25 100 332 - Vehicle	\$ 115,648	\$ 50,856	\$ 64,793	\$ -	\$ -
26 100 333 - City Tree	\$ 144,492	\$ 57,357	\$ 87,135	\$ -	\$ -
27 100 334 - Streets	\$ 248,026	\$ 146,145	\$ 101,881	\$ -	\$ -
28 100 340 - Stormwater	\$ 36,333	\$ 36,333	\$ -	\$ -	\$ -
29 100 350 - Right-of-Way	\$ 184,583	\$ 75,106	\$ 109,478	\$ -	\$ -
30 100 360 - Development Services	\$ 126,373	\$ 54,877	\$ 71,496	\$ -	\$ -
58 355 - Shuttle Program	\$ 82,445	\$ 66,135	\$ 16,310	\$ -	\$ -
59 356 - Measure A - San Mateo County Transportation	\$ 70,775	\$ 70,775	\$ -	\$ -	\$ -
60 357 - Highway Users Tax (Gas Tax)	\$ 1,103	\$ 1,103	\$ -	\$ -	\$ -
61 358 - Landscape/Tree Assessment	\$ 104,897	\$ 61,329	\$ 43,568	\$ -	\$ -
62 359 - Sidewalk Assessment	\$ 86	\$ 86	\$ -	\$ -	\$ -
63 360 - Measure M - City/County	\$ 7,407	\$ 7,407	\$ -	\$ -	\$ -
64 361 - Stormwater Management -(NPDES)	\$ 60,309	\$ 24,595	\$ 25,917	\$ -	\$ 9,796
65 362 - Construction Impact Fee Fund	\$ 9,550	\$ 4,858	\$ 4,692	\$ -	\$ -
66 365 - Landfill Post-Closure	\$ 52,735	\$ 42,458	\$ 10,277	\$ -	\$ -
70 501 - General Capital Improvement Fund	\$ 265,131	\$ 97,563	\$ 167,568	\$ -	\$ -

Department **100 305 - Public Works Administration**
Function **PW - Financial**
Allocation Base **PW Budget**

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	25,712,070.00	100.00%	\$ 1,074,898	\$ -	\$ 1,074,898	\$ 246,234	\$ 1,321,132		
11 100 305 - Public Works Administration	1,935,755.00	7.53%	\$ 80,925	\$ -	\$ 80,925	\$ -	\$ 80,925		
12 100 330 - Facilities	2,505,945.00	9.75%	\$ 104,762	\$ -	\$ 104,762	\$ 25,952	\$ 130,714		
13 100 331 - Fields/Grounds	3,383,368.00	13.16%	\$ 141,442	\$ -	\$ 141,442	\$ 35,039	\$ 176,481		
23 100 310 - Capital Projects	213,673.00	0.83%	\$ 8,933	\$ -	\$ 8,933	\$ 2,213	\$ 11,145		
24 100 320 - Transportation Management	2,394,194.00	9.31%	\$ 100,090	\$ -	\$ 100,090	\$ 24,795	\$ 124,885		
25 100 332 - Vehicle	974,965.00	3.79%	\$ 40,759	\$ -	\$ 40,759	\$ 10,097	\$ 50,856		
26 100 333 - City Tree	1,099,595.00	4.28%	\$ 45,969	\$ -	\$ 45,969	\$ 11,388	\$ 57,357		
27 100 334 - Streets	2,801,777.00	10.90%	\$ 117,129	\$ -	\$ 117,129	\$ 29,016	\$ 146,145		
28 100 340 - Stormwater	696,541.00	2.71%	\$ 29,119	\$ -	\$ 29,119	\$ 7,214	\$ 36,333		
29 100 350 - Right-of-Way	1,439,867.00	5.60%	\$ 60,194	\$ -	\$ 60,194	\$ 14,912	\$ 75,106		
30 100 360 - Development Services	1,052,069.00	4.09%	\$ 43,982	\$ -	\$ 43,982	\$ 10,896	\$ 54,877		
58 355 - Shuttle Program	1,267,896.00	4.93%	\$ 53,005	\$ -	\$ 53,005	\$ 13,131	\$ 66,135		
59 356 - Measure A - San Mateo County Transportation	1,356,840.00	5.28%	\$ 56,723	\$ -	\$ 56,723	\$ 14,052	\$ 70,775		
60 357 - Highway Users Tax (Gas Tax)	21,138.00	0.08%	\$ 884	\$ -	\$ 884	\$ 219	\$ 1,103		
61 358 - Landscape/Tree Assessment	1,175,761.00	4.57%	\$ 49,153	\$ -	\$ 49,153	\$ 12,177	\$ 61,329		
62 359 - Sidewalk Assessment	1,650.00	0.01%	\$ 69	\$ -	\$ 69	\$ 17	\$ 86		
63 360 - Measure M - City/County	142,000.00	0.55%	\$ 5,936	\$ -	\$ 5,936	\$ 1,471	\$ 7,407		
64 361 - Stormwater Management -(NPDES)	471,525.00	1.83%	\$ 19,712	\$ -	\$ 19,712	\$ 4,883	\$ 24,595		
65 362 - Construction Impact Fee Fund	93,132.00	0.36%	\$ 3,893	\$ -	\$ 3,893	\$ 965	\$ 4,858		
66 365 - Landfill Post-Closure	813,967.00	3.17%	\$ 34,028	\$ -	\$ 34,028	\$ 8,430	\$ 42,458		
70 501 - General Capital Improvement Fund	1,870,412.00	7.27%	\$ 78,193	\$ -	\$ 78,193	\$ 19,371	\$ 97,563		

Department 100 305 - Public Works Administration
 Function PW - Staffing
 Allocation Base PW FTE

Function Level Allocations										
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total			
Grand Total	60.75	100.00%	\$ 1,074,898	\$ -	\$ 1,074,898	\$ 246,234	\$ 1,321,132			
11 100 305 - Public Works Administration	7.78	12.81%	\$ 137,658	\$ -	\$ 137,658	\$ -	\$ 137,658			
12 100 330 - Facilities	5.00	8.23%	\$ 88,469	\$ -	\$ 88,469	\$ 23,243	\$ 111,712			
13 100 331 - Fields/Grounds	8.03	13.22%	\$ 142,081	\$ -	\$ 142,081	\$ 37,328	\$ 179,409			
23 100 310 - Capital Projects	1.00	1.65%	\$ 17,694	\$ -	\$ 17,694	\$ 4,649	\$ 22,342			
24 100 320 - Transportation Management	7.47	12.30%	\$ 132,173	\$ -	\$ 132,173	\$ 34,725	\$ 166,897			
25 100 332 - Vehicle	2.90	4.77%	\$ 51,312	\$ -	\$ 51,312	\$ 13,481	\$ 64,793			
26 100 333 - City Tree	3.90	6.42%	\$ 69,006	\$ -	\$ 69,006	\$ 18,129	\$ 87,135			
27 100 334 - Streets	4.56	7.51%	\$ 80,684	\$ -	\$ 80,684	\$ 21,197	\$ 101,881			
29 100 350 - Right-of-Way	4.90	8.07%	\$ 86,700	\$ -	\$ 86,700	\$ 22,778	\$ 109,478			
30 100 360 - Development Services	3.20	5.27%	\$ 56,620	\$ -	\$ 56,620	\$ 14,875	\$ 71,496			
58 355 - Shuttle Program	0.73	1.20%	\$ 12,916	\$ -	\$ 12,916	\$ 3,393	\$ 16,310			
61 358 - Landscape/Tree Assessment	1.95	3.21%	\$ 34,503	\$ -	\$ 34,503	\$ 9,065	\$ 43,568			
64 361 - Stormwater Management -(NPDES)	1.16	1.91%	\$ 20,525	\$ -	\$ 20,525	\$ 5,392	\$ 25,917			
65 362 - Construction Impact Fee Fund	0.21	0.35%	\$ 3,716	\$ -	\$ 3,716	\$ 976	\$ 4,692			
66 365 - Landfill Post-Closure	0.46	0.76%	\$ 8,139	\$ -	\$ 8,139	\$ 2,138	\$ 10,277			
70 501 - General Capital Improvement Fund	7.50	12.35%	\$ 132,703	\$ -	\$ 132,703	\$ 34,864	\$ 167,568			

Department	100 305 - Public Works Administration
Function	PW - Direct
Allocation Base	**Not Allocated**

Function Level Allocations										
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total			
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -			

Department	100 305 - Public Works Administration
Function	PW - Fund 361
Allocation Base	Direct to FD 361

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	100.00	100.00%	\$ 29,809	\$ -26,841	\$ 2,968	\$ 6,829	\$ 9,796		
64 361 - Stormwater Management -(NPDES)	100.00	100.00%	\$ 29,809	\$ -26,841	\$ 2,968	\$ 6,829	\$ 9,796		

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 330 - Facilities

Department Salaries & Costs

Description	Amount	General Admin	Fac - Citywide					
			Fac - Citywide	Staffing	Fac - City Hall	Fac - Bldgs	Fac - Util	
Personnel								
Salaries	\$ 573,251	\$ -	\$ 286,626	\$ 286,626	\$ -	\$ -	\$ -	
Salary Split %	100%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	
Subtotal - Personnel Costs	\$ 573,251	\$ -	\$ 286,626	\$ 286,626	\$ -	\$ -	\$ -	

Services & Supplies													
Benefits	S	\$	295,857	\$	-	\$	147,929	\$	147,929	\$	-	\$	-
43124 - Special District Taxes	S	\$	80,000	\$	-	\$	40,000	\$	40,000	\$	-	\$	-
43211 - Employee Training	S	\$	1,000	\$	-	\$	500	\$	500	\$	-	\$	-
43213 - Fingerprinting	S	\$	150	\$	-	\$	75	\$	75	\$	-	\$	-
43310 - Laundry	S	\$	14,175	\$	-	\$	7,088	\$	7,088	\$	-	\$	-
43611 - Department Supplies	S	\$	41,000	\$	-	\$	20,500	\$	20,500	\$	-	\$	-
43612 - Janitorial Supplies	S	\$	85,000	\$	-	\$	42,500	\$	42,500	\$	-	\$	-
43801 - Miscellaneous Expense	S	\$	2,400	\$	-	\$	1,200	\$	1,200	\$	-	\$	-
44143 - Building Services	S	\$	674,000	\$	-	\$	337,000	\$	337,000	\$	-	\$	-
44200 - Contract Services	S	\$	5,000	\$	-	\$	2,500	\$	2,500	\$	-	\$	-
44201 - Other Services	S	\$	188,540	\$	-	\$	94,270	\$	94,270	\$	-	\$	-
44310 - Building Repairs & Maintenance	S	\$	180,000	\$	-	\$	90,000	\$	90,000	\$	-	\$	-
44328 - Gas and Oil	S	\$	5,000	\$	-	\$	2,500	\$	2,500	\$	-	\$	-
44332 - Other Repairs & Maintenance	S	\$	4,000	\$	-	\$	2,000	\$	2,000	\$	-	\$	-
45153 - Meetings & Seminars	S	\$	2,200	\$	-	\$	1,100	\$	1,100	\$	-	\$	-
46100 - Gas and Electric	P	\$	135,000	\$	-	\$	-	\$	-	\$	-	\$	135,000
46102 - Telephone & Alarms	S	\$	5,000	\$	-	\$	2,500	\$	2,500	\$	-	\$	-
47411 - Special Equipment	S	\$	25,000	\$	-	\$	12,500	\$	12,500	\$	-	\$	-
47610 - Non-Fixed Asset Equipment	S	\$	18,000	\$	-	\$	9,000	\$	9,000	\$	-	\$	-
48901 - General Liability Internal Svc	S	\$	32,705	\$	-	\$	16,353	\$	16,353	\$	-	\$	-
48902 - IT Internal Service Charge	S	\$	105,026	\$	-	\$	52,513	\$	52,513	\$	-	\$	-
48904 - Workers Comp Internal Svc Chrg	S	\$	14,419	\$	-	\$	7,210	\$	7,210	\$	-	\$	-
48905 - OPEB Internal Service Charge	S	\$	12,235	\$	-	\$	6,118	\$	6,118	\$	-	\$	-
48903 - Vehicle Replacement ISF Charge	S	\$	6,987	\$	-	\$	3,494	\$	3,494	\$	-	\$	-

Subtotal - Services and Supplies	\$ 1,932,694	\$ -	\$ 898,847	\$ 898,847	\$ -	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -
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General Admin Distribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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INCOMING COSTS DISTRIBUTION									
ORG TOTAL	\$	2,505,945	\$	-	\$	1,185,473	\$	1,185,473	\$ - \$ - \$ 135,000
INCOMING COSTS DISTRIBUTION	\$	528,469	\$	-	\$	250,000	\$	250,000	\$ - \$ - \$ 28,470
TOTAL ORG W INCOMING	\$	3,034,414	\$	-	\$	1,435,472	\$	1,435,472	\$ - \$ - \$ 163,470

Department		100 330 - Facilities		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 528,469	\$ 386,623	\$ 141,846	
1 Asset Use	\$ 12,997	\$ 12,997	\$ -	
Equip Use	\$ 12,997	\$ 12,997	\$ -	
2 100 110 - City Council	\$ 11,656	\$ 6,392	\$ 5,263	
CC - Financial	\$ 6,109	\$ 3,369	\$ 2,739	
CC - Staff	\$ 5,078	\$ 2,787	\$ 2,291	
CC - Governing	\$ 470	\$ 236	\$ 233	
3 100 120 - City Attorney	\$ 8,859	\$ 8,069	\$ 791	
Attny - Financial	\$ 4,495	\$ 4,101	\$ 393	
Attny - Staffing	\$ 3,719	\$ 3,392	\$ 326	
Attny - Governing	\$ 646	\$ 575	\$ 71	
4 100 131 - City Administration	\$ 41,973	\$ 38,447	\$ 3,526	
City Admin - Financial	\$ 22,101	\$ 20,264	\$ 1,837	
City Admin - Staffing	\$ 18,287	\$ 16,762	\$ 1,525	
City Admin - Governing	\$ 1,585	\$ 1,420	\$ 165	
5 100 132 - City Clerk	\$ 13,218	\$ 11,439	\$ 1,780	
Clerk - Financial	\$ 6,947	\$ 6,029	\$ 917	
Clerk - Staffing	\$ 5,750	\$ 4,987	\$ 763	
Clerk - Governing	\$ 522	\$ 422	\$ 99	
6 100 133 - Public Engagement	\$ 13,367	\$ 12,510	\$ 857	
Public Engagement - Financial	\$ 7,315	\$ 6,846	\$ 468	
Public Engagement - Staffing	\$ 6,052	\$ 5,663	\$ 389	
7 100 134 - Emergency Preparedness	\$ 849	\$ 673	\$ 176	
Emer Prep City Gov	\$ 849	\$ 673	\$ 176	
8 100 140 - Human Resources	\$ 46,263	\$ 42,454	\$ 3,808	
HR - Staffing	\$ 35,333	\$ 32,403	\$ 2,929	
Hr - Paychecks	\$ 10,930	\$ 10,051	\$ 879	
9 100 150 - Finance	\$ 65,765	\$ 60,412	\$ 5,353	
Fin - Budgeting	\$ 31,723	\$ 29,158	\$ 2,564	
Fin - Payroll	\$ 9,473	\$ 8,728	\$ 744	
Fin - Staffing	\$ 13,140	\$ 12,060	\$ 1,080	
Fin - Accting	\$ 11,430	\$ 10,466	\$ 964	
11 100 305 - Public Works Administration	\$ 242,426	\$ 193,231	\$ 49,195	
PW - Financial	\$ 130,714	\$ 104,762	\$ 25,952	
PW - Staffing	\$ 111,712	\$ 88,469	\$ 23,243	
12 100 330 - Facilities	\$ 50,973	\$ -	\$ 50,973	
Fac - Citywide	\$ 27,897	\$ -	\$ 27,897	
Fac - Citywide Staffing	\$ 23,076	\$ -	\$ 23,076	
13 100 331 - Fields/Grounds	\$ 6,852	\$ -	\$ 6,852	
Fields - City wide	\$ 6,852	\$ -	\$ 6,852	

14	701 - Workers' Compensation Internal Service Fund	\$	352	\$	-	\$	352
	WC General	\$	352	\$	-	\$	352
15	702 - General Liability Insurance Internal Service Fund	\$	791	\$	-	\$	791
	GL General	\$	791	\$	-	\$	791
16	703 - Other Post Employment Benefits Internal Service	\$	1,348	\$	-	\$	1,348
	OPEB General	\$	1,348	\$	-	\$	1,348
17	704 - Information Technology Internal Service Fund	\$	7,149	\$	-	\$	7,149
	IT - Citywide	\$	1,851	\$	-	\$	1,851
	IT - Staffling	\$	1,531	\$	-	\$	1,531
	IT - Payroll	\$	1,108	\$	-	\$	1,108
	IT - Accounting GF	\$	2,658	\$	-	\$	2,658
18	705 - Vehicle Replacement Internal Service Fund	\$	3,631	\$	-	\$	3,631
	Vehicles Fleet	\$	3,232	\$	-	\$	3,232
	Vehicles Expense	\$	399	\$	-	\$	399

Department **100 330 - Facilities**

Allocation Summary

Department	Total	Fac - Citywide				Fac - City Hall	Fac - Bldgs	Fac - Util
		Fac - Citywide	Staffing					
Grand Total	\$ 2,870,944	\$ 1,435,472	\$ 1,435,472	\$ -	\$ -	\$ -	\$ -	\$ -
2 100 110 - City Council	\$ 31,572	\$ 8,496	\$ 23,076	\$ -	\$ -	\$ -	\$ -	\$ -
3 100 120 - City Attorney	\$ 11,132	\$ 11,132	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4 100 131 - City Administration	\$ 49,289	\$ 24,089	\$ 25,199	\$ -	\$ -	\$ -	\$ -	\$ -
5 100 132 - City Clerk	\$ 16,107	\$ 6,877	\$ 9,230	\$ -	\$ -	\$ -	\$ -	\$ -
6 100 133 - Public Engagement	\$ 11,902	\$ 7,287	\$ 4,615	\$ -	\$ -	\$ -	\$ -	\$ -
7 100 134 - Emergency Preparedness	\$ 10,171	\$ 5,556	\$ 4,615	\$ -	\$ -	\$ -	\$ -	\$ -
8 100 140 - Human Resources	\$ 60,250	\$ 28,497	\$ 31,753	\$ -	\$ -	\$ -	\$ -	\$ -
9 100 150 - Finance	\$ 88,959	\$ 36,669	\$ 52,291	\$ -	\$ -	\$ -	\$ -	\$ -
10 100 240 - Administration	\$ 133,004	\$ 59,530	\$ 73,474	\$ -	\$ -	\$ -	\$ -	\$ -
11 100 305 - Public Works Administration	\$ 57,456	\$ 21,550	\$ 35,907	\$ -	\$ -	\$ -	\$ -	\$ -
12 100 330 - Facilities	\$ 50,973	\$ 27,897	\$ 23,076	\$ -	\$ -	\$ -	\$ -	\$ -
13 100 331 - Fields/Grounds	\$ 79,252	\$ 39,900	\$ 39,352	\$ -	\$ -	\$ -	\$ -	\$ -
14 701 - Workers' Compensation Internal Service Fund	\$ 12,439	\$ 12,439	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15 702 - General Liability Insurance Internal Service Fund	\$ 28,216	\$ 28,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16 703 - Other Post Employment Benefits Internal Service	\$ 10,555	\$ 10,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17 704 - Information Technology Internal Service Fund	\$ 116,539	\$ 65,181	\$ 51,359	\$ -	\$ -	\$ -	\$ -	\$ -
18 705 - Vehicle Replacement Internal Service Fund	\$ 42,573	\$ 42,573	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19 100 170 - Sustainability	\$ 23,924	\$ 9,712	\$ 14,212	\$ -	\$ -	\$ -	\$ -	\$ -
20 100 210 - Patrol	\$ 400,242	\$ 196,474	\$ 203,768	\$ -	\$ -	\$ -	\$ -	\$ -
21 100 220 - Special Operations	\$ 73,097	\$ 38,792	\$ 34,304	\$ -	\$ -	\$ -	\$ -	\$ -
22 100 230 - Communications	\$ 72,643	\$ 30,988	\$ 41,655	\$ -	\$ -	\$ -	\$ -	\$ -
23 100 310 - Capital Projects	\$ 7,420	\$ 2,520	\$ 4,901	\$ -	\$ -	\$ -	\$ -	\$ -
24 100 320 - Transportation Management	\$ 64,842	\$ 28,235	\$ 36,608	\$ -	\$ -	\$ -	\$ -	\$ -
25 100 332 - Vehicle	\$ 25,710	\$ 11,498	\$ 14,212	\$ -	\$ -	\$ -	\$ -	\$ -
26 100 333 - City Tree	\$ 32,080	\$ 12,968	\$ 19,112	\$ -	\$ -	\$ -	\$ -	\$ -
27 100 334 - Streets	\$ 55,388	\$ 33,041	\$ 22,347	\$ -	\$ -	\$ -	\$ -	\$ -
28 100 340 - Stormwater	\$ 8,214	\$ 8,214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29 100 350 - Right-of-Way	\$ 40,993	\$ 16,980	\$ 24,013	\$ -	\$ -	\$ -	\$ -	\$ -
30 100 360 - Development Services	\$ 28,089	\$ 12,407	\$ 15,682	\$ -	\$ -	\$ -	\$ -	\$ -
31 100 510 - Seniors	\$ 35,656	\$ 11,153	\$ 24,503	\$ -	\$ -	\$ -	\$ -	\$ -
32 100 520 - Recreation - Indoor	\$ 79,671	\$ 30,665	\$ 49,006	\$ -	\$ -	\$ -	\$ -	\$ -
33 100 530 - Pre-School Child Care	\$ 56,235	\$ 17,030	\$ 39,205	\$ -	\$ -	\$ -	\$ -	\$ -
34 100 531 - School-Age Child Care	\$ 31,019	\$ 12,642	\$ 18,377	\$ -	\$ -	\$ -	\$ -	\$ -
35 100 540 - Recreation - Outdoor	\$ 24,565	\$ 9,863	\$ 14,702	\$ -	\$ -	\$ -	\$ -	\$ -
36 100 541 - Gymnastics	\$ 42,671	\$ 13,268	\$ 29,404	\$ -	\$ -	\$ -	\$ -	\$ -
37 100 542 - Aquatics	\$ 9,199	\$ 9,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38 100 560 - Library	\$ 108,849	\$ 47,591	\$ 61,258	\$ -	\$ -	\$ -	\$ -	\$ -
39 100 570 - LCS Operations	\$ 63,237	\$ 33,833	\$ 29,404	\$ -	\$ -	\$ -	\$ -	\$ -

Department	Total	Fac - Citywide				Fac - City Hall	Fac - Bldgs	Fac - Util
		Fac - Citywide	Staffing					
40 100 610 - Planning	\$ 143,510	\$ 60,934	\$ 82,576	\$ -	\$ -	\$ -	\$ -	\$ -
41 100 620 - Building	\$ 132,000	\$ 59,716	\$ 72,284	\$ -	\$ -	\$ -	\$ -	\$ -
42 100 630 - Housing	\$ 18,311	\$ 9,000	\$ 9,311	\$ -	\$ -	\$ -	\$ -	\$ -
43 100 650 - Economic Development	\$ 1,363	\$ 1,363	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44 111 - Developer Special Revenue Fund	\$ 11,793	\$ 11,793	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45 203 - Donations - Library and Community Services	\$ 1,710	\$ 1,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46 213 - CalRecycle SB1383 Local Grant	\$ 1,158	\$ 1,158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47 221 - Low and Moderate Income Housing	\$ 165	\$ 165	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48 222 - Below Market Rate Housing	\$ 16,371	\$ 9,020	\$ 7,351	\$ -	\$ -	\$ -	\$ -	\$ -
49 223 - Housing Federal Revenue Sharing	\$ 47	\$ 47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50 224 - Community Development Block Grant	\$ 47	\$ 47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51 252 - Childcare Food	\$ 1,828	\$ 1,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52 253 - Belle Haven Child Development Center	\$ 96,127	\$ 27,518	\$ 68,609	\$ -	\$ -	\$ -	\$ -	\$ -
53 254 - Preschool Quality Rating (QRIS)	\$ 142	\$ 142	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54 327 - Supplemental Law Enforcement Services Fund	\$ 1,179	\$ 1,179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55 328 - Downtown Parking Permits	\$ 2,058	\$ 2,058	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56 332 - Bayfront Mitigation Fund	\$ 442	\$ 442	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57 354 - Storm Drainage Fees	\$ 767	\$ 767	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58 355 - Shuttle Program	\$ 18,530	\$ 14,952	\$ 3,577	\$ -	\$ -	\$ -	\$ -	\$ -
59 356 - Measure A - San Mateo County Transportation	\$ 16,001	\$ 16,001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60 357 - Highway Users Tax (Gas Tax)	\$ 249	\$ 249	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61 358 - Landscape/Tree Assessment	\$ 23,422	\$ 13,866	\$ 9,556	\$ -	\$ -	\$ -	\$ -	\$ -
62 359 - Sidewalk Assessment	\$ 19	\$ 19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63 360 - Measure M - City/County	\$ 1,675	\$ 1,675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64 361 - Stormwater Management -(NPDES)	\$ 11,245	\$ 5,561	\$ 5,685	\$ -	\$ -	\$ -	\$ -	\$ -
65 362 - Construction Impact Fee Fund	\$ 2,127	\$ 1,098	\$ 1,029	\$ -	\$ -	\$ -	\$ -	\$ -
66 365 - Landfill Post-Closure	\$ 11,853	\$ 9,599	\$ 2,254	\$ -	\$ -	\$ -	\$ -	\$ -
67 369 - In-lieu Payment for Community Amenities	\$ 1,179	\$ 1,179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68 394 - Communitywide Electrification Efforts	\$ 43,163	\$ 43,163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69 401 - Measure T - Menlo Park GO Bonds	\$ 30,881	\$ 30,881	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70 501 - General Capital Improvement Fund	\$ 58,813	\$ 22,058	\$ 36,755	\$ -	\$ -	\$ -	\$ -	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 16,695	\$ 6,404	\$ 10,291	\$ -	\$ -	\$ -	\$ -	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 98,971	\$ 49,083	\$ 49,888	\$ -	\$ -	\$ -	\$ -	\$ -
73 610 - Solid Waste Service	\$ 12,965	\$ 7,281	\$ 5,685	\$ -	\$ -	\$ -	\$ -	\$ -

Department **100 330 - Facilities**
 Function **Fac - Citywide**
 Allocation Base **TOTAL BUDGET**

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	122,917,516.00	100.00%	\$ 1,368,370	\$ -	\$ 1,368,370	\$ 67,102	\$	\$	1,435,472
2 100 110 - City Council	763,151.00	0.62%	\$ 8,496	\$ -	\$ 8,496	\$ -	\$	\$	8,496
3 100 120 - City Attorney	1,000,000.00	0.81%	\$ 11,132	\$ -	\$ 11,132	\$ -	\$	\$	11,132
4 100 131 - City Administration	2,163,896.00	1.76%	\$ 24,089	\$ -	\$ 24,089	\$ -	\$	\$	24,089
5 100 132 - City Clerk	617,734.00	0.50%	\$ 6,877	\$ -	\$ 6,877	\$ -	\$	\$	6,877
6 100 133 - Public Engagement	654,581.00	0.53%	\$ 7,287	\$ -	\$ 7,287	\$ -	\$	\$	7,287
7 100 134 - Emergency Preparedness	499,069.00	0.41%	\$ 5,556	\$ -	\$ 5,556	\$ -	\$	\$	5,556
8 100 140 - Human Resources	2,559,846.00	2.08%	\$ 28,497	\$ -	\$ 28,497	\$ -	\$	\$	28,497
9 100 150 - Finance	3,293,879.00	2.68%	\$ 36,669	\$ -	\$ 36,669	\$ -	\$	\$	36,669
10 100 240 - Administration	5,347,403.00	4.35%	\$ 59,530	\$ -	\$ 59,530	\$ -	\$	\$	59,530
11 100 305 - Public Works Administration	1,935,755.00	1.57%	\$ 21,550	\$ -	\$ 21,550	\$ -	\$	\$	21,550
12 100 330 - Facilities	2,505,945.00	2.04%	\$ 27,897	\$ -	\$ 27,897	\$ -	\$	\$	27,897
13 100 331 - Fields/Grounds	3,383,368.00	2.75%	\$ 37,665	\$ -	\$ 37,665	\$ 2,235	\$	\$	39,900
14 701 - Workers' Compensation Internal Service Fund	1,054,800.00	0.86%	\$ 11,742	\$ -	\$ 11,742	\$ 697	\$	\$	12,439
15 702 - General Liability Insurance Internal Service Fund	2,392,569.00	1.95%	\$ 26,635	\$ -	\$ 26,635	\$ 1,581	\$	\$	28,216
16 703 - Other Post Employment Benefits Internal Service	895,000.00	0.73%	\$ 9,964	\$ -	\$ 9,964	\$ 591	\$	\$	10,555
17 704 - Information Technology Internal Service Fund	5,527,066.00	4.50%	\$ 61,530	\$ -	\$ 61,530	\$ 3,651	\$	\$	65,181
18 705 - Vehicle Replacement Internal Service Fund	3,610,041.00	2.94%	\$ 40,189	\$ -	\$ 40,189	\$ 2,385	\$	\$	42,573
19 100 170 - Sustainability	823,558.00	0.67%	\$ 9,168	\$ -	\$ 9,168	\$ 544	\$	\$	9,712
20 100 210 - Patrol	16,660,208.00	13.55%	\$ 185,469	\$ -	\$ 185,469	\$ 11,006	\$	\$	196,474
21 100 220 - Special Operations	3,289,435.00	2.68%	\$ 36,619	\$ -	\$ 36,619	\$ 2,173	\$	\$	38,792
22 100 230 - Communications	2,627,631.00	2.14%	\$ 29,252	\$ -	\$ 29,252	\$ 1,736	\$	\$	30,988
23 100 310 - Capital Projects	213,673.00	0.17%	\$ 2,379	\$ -	\$ 2,379	\$ 141	\$	\$	2,520
24 100 320 - Transportation Management	2,394,194.00	1.95%	\$ 26,653	\$ -	\$ 26,653	\$ 1,582	\$	\$	28,235
25 100 332 - Vehicle	974,965.00	0.79%	\$ 10,854	\$ -	\$ 10,854	\$ 644	\$	\$	11,498
26 100 333 - City Tree	1,099,595.00	0.89%	\$ 12,241	\$ -	\$ 12,241	\$ 726	\$	\$	12,968
27 100 334 - Streets	2,801,777.00	2.28%	\$ 31,191	\$ -	\$ 31,191	\$ 1,851	\$	\$	33,041
28 100 340 - Stormwater	696,541.00	0.57%	\$ 7,754	\$ -	\$ 7,754	\$ 460	\$	\$	8,214
29 100 350 - Right-of-Way	1,439,867.00	1.17%	\$ 16,029	\$ -	\$ 16,029	\$ 951	\$	\$	16,980
30 100 360 - Development Services	1,052,069.00	0.86%	\$ 11,712	\$ -	\$ 11,712	\$ 695	\$	\$	12,407
31 100 510 - Seniors	945,693.00	0.77%	\$ 10,528	\$ -	\$ 10,528	\$ 625	\$	\$	11,153
32 100 520 - Recreation - Indoor	2,600,272.00	2.12%	\$ 28,947	\$ -	\$ 28,947	\$ 1,718	\$	\$	30,665
33 100 530 - Pre-School Child Care	1,444,041.00	1.17%	\$ 16,076	\$ -	\$ 16,076	\$ 954	\$	\$	17,030
34 100 531 - School-Age Child Care	1,071,955.00	0.87%	\$ 11,933	\$ -	\$ 11,933	\$ 708	\$	\$	12,642
35 100 540 - Recreation - Outdoor	836,369.00	0.68%	\$ 9,311	\$ -	\$ 9,311	\$ 553	\$	\$	9,863
36 100 541 - Gymnastics	1,125,030.00	0.92%	\$ 12,524	\$ -	\$ 12,524	\$ 743	\$	\$	13,268
37 100 542 - Aquatics	780,000.00	0.63%	\$ 8,683	\$ -	\$ 8,683	\$ 515	\$	\$	9,199
38 100 560 - Library	4,035,519.00	3.28%	\$ 44,925	\$ -	\$ 44,925	\$ 2,666	\$	\$	47,591

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
39 100 570 - LCS Operations	2,868,901.00	2.33%	\$ 31,938	\$ -	\$ 31,938	\$ 1,895	\$ 33,833
40 100 610 - Planning	5,166,965.00	4.20%	\$ 57,521	\$ -	\$ 57,521	\$ 3,413	\$ 60,934
41 100 620 - Building	5,063,653.00	4.12%	\$ 56,371	\$ -	\$ 56,371	\$ 3,345	\$ 59,716
42 100 630 - Housing	763,155.00	0.62%	\$ 8,496	\$ -	\$ 8,496	\$ 504	\$ 9,000
43 100 650 - Economic Development	115,550.00	0.09%	\$ 1,286	\$ -	\$ 1,286	\$ 76	\$ 1,363
44 111 - Developer Special Revenue Fund	1,000,000.00	0.81%	\$ 11,132	\$ -	\$ 11,132	\$ 661	\$ 11,793
45 203 - Donations - Library and Community Services	145,000.00	0.12%	\$ 1,614	\$ -	\$ 1,614	\$ 96	\$ 1,710
46 213 - CalRecycle SB1383 Local Grant	98,232.00	0.08%	\$ 1,094	\$ -	\$ 1,094	\$ 65	\$ 1,158
47 221 - Low and Moderate Income Housing	14,000.00	0.01%	\$ 156	\$ -	\$ 156	\$ 9	\$ 165
48 222 - Below Market Rate Housing	764,890.00	0.62%	\$ 8,515	\$ -	\$ 8,515	\$ 505	\$ 9,020
49 223 - Housing Federal Revenue Sharing	4,000.00	0.00%	\$ 45	\$ -	\$ 45	\$ 3	\$ 47
50 224 - Community Development Block Grant	4,000.00	0.00%	\$ 45	\$ -	\$ 45	\$ 3	\$ 47
51 252 - Childcare Food	155,000.00	0.13%	\$ 1,726	\$ -	\$ 1,726	\$ 102	\$ 1,828
52 253 - Belle Haven Child Development Center	2,333,390.00	1.90%	\$ 25,976	\$ -	\$ 25,976	\$ 1,541	\$ 27,518
53 254 - Preschool Quality Rating (QRIS)	12,000.00	0.01%	\$ 134	\$ -	\$ 134	\$ 8	\$ 142
54 327 - Supplemental Law Enforcement Services Fund	100,000.00	0.08%	\$ 1,113	\$ -	\$ 1,113	\$ 66	\$ 1,179
55 328 - Downtown Parking Permits	174,520.00	0.14%	\$ 1,943	\$ -	\$ 1,943	\$ 115	\$ 2,058
56 332 - Bayfront Mitigation Fund	37,500.00	0.03%	\$ 417	\$ -	\$ 417	\$ 25	\$ 442
57 354 - Storm Drainage Fees	65,000.00	0.05%	\$ 724	\$ -	\$ 724	\$ 43	\$ 767
58 355 - Shuttle Program	1,267,896.00	1.03%	\$ 14,115	\$ -	\$ 14,115	\$ 838	\$ 14,952
59 356 - Measure A - San Mateo County Transportation	1,356,840.00	1.10%	\$ 15,105	\$ -	\$ 15,105	\$ 896	\$ 16,001
60 357 - Highway Users Tax (Gas Tax)	21,138.00	0.02%	\$ 235	\$ -	\$ 235	\$ 14	\$ 249
61 358 - Landscape/Tree Assessment	1,175,761.00	0.96%	\$ 13,089	\$ -	\$ 13,089	\$ 777	\$ 13,866
62 359 - Sidewalk Assessment	1,650.00	0.00%	\$ 18	\$ -	\$ 18	\$ 1	\$ 19
63 360 - Measure M - City/County	142,000.00	0.12%	\$ 1,581	\$ -	\$ 1,581	\$ 94	\$ 1,675
64 361 - Stormwater Management -(NPDES)	471,525.00	0.38%	\$ 5,249	\$ -	\$ 5,249	\$ 311	\$ 5,561
65 362 - Construction Impact Fee Fund	93,132.00	0.08%	\$ 1,037	\$ -	\$ 1,037	\$ 62	\$ 1,098
66 365 - Landfill Post-Closure	813,967.00	0.66%	\$ 9,061	\$ -	\$ 9,061	\$ 538	\$ 9,599
67 369 - In-lieu Payment for Community Amenities	100,000.00	0.08%	\$ 1,113	\$ -	\$ 1,113	\$ 66	\$ 1,179
68 394 - Communitywide Electrification Efforts	3,660,000.00	2.98%	\$ 40,745	\$ -	\$ 40,745	\$ 2,418	\$ 43,163
69 401 - Measure T - Menlo Park GO Bonds	2,618,564.00	2.13%	\$ 29,151	\$ -	\$ 29,151	\$ 1,730	\$ 30,881
70 501 - General Capital Improvement Fund	1,870,412.00	1.52%	\$ 20,822	\$ -	\$ 20,822	\$ 1,236	\$ 22,058
71 600 - Menlo Park Municipal Water Capital Fund	543,012.00	0.44%	\$ 6,045	\$ -	\$ 6,045	\$ 359	\$ 6,404
72 601 - Menlo Park Municipal Water Operations Fund	4,161,995.00	3.39%	\$ 46,333	\$ -	\$ 46,333	\$ 2,749	\$ 49,083
73 610 - Solid Waste Service	617,373.00	0.50%	\$ 6,873	\$ -	\$ 6,873	\$ 408	\$ 7,281

Department	100 330 - Facilities
Function	Fac - Citywide Staffing
Allocation Base	FTE

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	296.49	100.00%	\$ 1,368,370	\$ -	\$ 1,368,370	\$ 67,102	\$	\$	1,435,472
2 100 110 - City Council	5.00	1.69%	\$ 23,076	\$ -	\$ 23,076	\$ -	\$	\$	23,076
4 100 131 - City Administration	5.46	1.84%	\$ 25,199	\$ -	\$ 25,199	\$ -	\$	\$	25,199
5 100 132 - City Clerk	2.00	0.67%	\$ 9,230	\$ -	\$ 9,230	\$ -	\$	\$	9,230
6 100 133 - Public Engagement	1.00	0.34%	\$ 4,615	\$ -	\$ 4,615	\$ -	\$	\$	4,615
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 4,615	\$ -	\$ 4,615	\$ -	\$	\$	4,615
8 100 140 - Human Resources	6.88	2.32%	\$ 31,753	\$ -	\$ 31,753	\$ -	\$	\$	31,753
9 100 150 - Finance	11.33	3.82%	\$ 52,291	\$ -	\$ 52,291	\$ -	\$	\$	52,291
10 100 240 - Administration	15.92	5.37%	\$ 73,474	\$ -	\$ 73,474	\$ -	\$	\$	73,474
11 100 305 - Public Works Administration	7.78	2.62%	\$ 35,907	\$ -	\$ 35,907	\$ -	\$	\$	35,907
12 100 330 - Facilities	5.00	1.69%	\$ 23,076	\$ -	\$ 23,076	\$ -	\$	\$	23,076
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 37,060	\$ -	\$ 37,060	\$ 2,292	\$	\$	39,352
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 48,368	\$ -	\$ 48,368	\$ 2,991	\$	\$	51,359
19 100 170 - Sustainability	2.90	0.98%	\$ 13,384	\$ -	\$ 13,384	\$ 828	\$	\$	14,212
20 100 210 - Patrol	41.58	14.02%	\$ 191,901	\$ -	\$ 191,901	\$ 11,867	\$	\$	203,768
21 100 220 - Special Operations	7.00	2.36%	\$ 32,307	\$ -	\$ 32,307	\$ 1,998	\$	\$	34,304
22 100 230 - Communications	8.50	2.87%	\$ 39,229	\$ -	\$ 39,229	\$ 2,426	\$	\$	41,655
23 100 310 - Capital Projects	1.00	0.34%	\$ 4,615	\$ -	\$ 4,615	\$ 285	\$	\$	4,901
24 100 320 - Transportation Management	7.47	2.52%	\$ 34,476	\$ -	\$ 34,476	\$ 2,132	\$	\$	36,608
25 100 332 - Vehicle	2.90	0.98%	\$ 13,384	\$ -	\$ 13,384	\$ 828	\$	\$	14,212
26 100 333 - City Tree	3.90	1.32%	\$ 17,999	\$ -	\$ 17,999	\$ 1,113	\$	\$	19,112
27 100 334 - Streets	4.56	1.54%	\$ 21,045	\$ -	\$ 21,045	\$ 1,301	\$	\$	22,347
29 100 350 - Right-of-Way	4.90	1.65%	\$ 22,615	\$ -	\$ 22,615	\$ 1,398	\$	\$	24,013
30 100 360 - Development Services	3.20	1.08%	\$ 14,769	\$ -	\$ 14,769	\$ 913	\$	\$	15,682
31 100 510 - Seniors	5.00	1.69%	\$ 23,076	\$ -	\$ 23,076	\$ 1,427	\$	\$	24,503
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 46,152	\$ -	\$ 46,152	\$ 2,854	\$	\$	49,006
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 36,922	\$ -	\$ 36,922	\$ 2,283	\$	\$	39,205
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 17,307	\$ -	\$ 17,307	\$ 1,070	\$	\$	18,377
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 13,846	\$ -	\$ 13,846	\$ 856	\$	\$	14,702
36 100 541 - Gymnastics	6.00	2.02%	\$ 27,691	\$ -	\$ 27,691	\$ 1,712	\$	\$	29,404
38 100 560 - Library	12.50	4.22%	\$ 57,690	\$ -	\$ 57,690	\$ 3,567	\$	\$	61,258
39 100 570 - LCS Operations	6.00	2.02%	\$ 27,691	\$ -	\$ 27,691	\$ 1,712	\$	\$	29,404
40 100 610 - Planning	16.85	5.68%	\$ 77,767	\$ -	\$ 77,767	\$ 4,809	\$	\$	82,576
41 100 620 - Building	14.75	4.97%	\$ 68,075	\$ -	\$ 68,075	\$ 4,210	\$	\$	72,284
42 100 630 - Housing	1.90	0.64%	\$ 8,769	\$ -	\$ 8,769	\$ 542	\$	\$	9,311
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 6,923	\$ -	\$ 6,923	\$ 428	\$	\$	7,351
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 64,613	\$ -	\$ 64,613	\$ 3,996	\$	\$	68,609
58 355 - Shuttle Program	0.73	0.25%	\$ 3,369	\$ -	\$ 3,369	\$ 208	\$	\$	3,577

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 9,000	\$ -	\$ 9,000	\$ 557	\$ 9,556
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 5,354	\$ -	\$ 5,354	\$ 331	\$ 5,685
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 969	\$ -	\$ 969	\$ 60	\$ 1,029
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 2,123	\$ -	\$ 2,123	\$ 131	\$ 2,254
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 34,614	\$ -	\$ 34,614	\$ 2,140	\$ 36,755
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 9,692	\$ -	\$ 9,692	\$ 599	\$ 10,291
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 46,983	\$ -	\$ 46,983	\$ 2,905	\$ 49,888
73 610 - Solid Waste Service	1.16	0.39%	\$ 5,354	\$ -	\$ 5,354	\$ 331	\$ 5,685

Department	100 330 - Facilities
Function	Fac - City Hall
Allocation Base	**Not Allocated**

Function Level Allocations										
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total			
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -			-

Department	100 330 - Facilities
Function	Fac - Bldgs
Allocation Base	**Not Allocated**

Function Level Allocations										
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total			
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -			-

Department	100 330 - Facilities
Function	Fac - Util
Allocation Base	**Not Allocated**

Function Level Allocations										
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total			
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -			-

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

100 331 - Fields/Grounds

Department Salaries & Costs

Description	Amount	General Admin	Fields - City wide	Fields Other	Fields Fund 365	Fields - Fund 610
Personnel						
Salaries	\$ 883,648	\$ -	\$ 88,365	\$ 795,283	\$ -	\$ -
Salary Split %	100%	0.00%	10.00%	90.00%	0.00%	0.00%
Subtotal - Personnel Costs	\$ 883,648	\$ -	\$ 88,365	\$ 795,283	\$ -	\$ -
Services & Supplies						
Benefits	S \$ 449,059	\$ -	\$ 44,906	\$ 404,153	\$ -	\$ -
43210 - Memberships	S \$ 1,000	\$ -	\$ 100	\$ 900	\$ -	\$ -
43211 - Employee Training	S \$ 4,000	\$ -	\$ 400	\$ 3,600	\$ -	\$ -
43310 - Laundry	S \$ 10,775	\$ -	\$ 1,078	\$ 9,698	\$ -	\$ -
43511 - Printing	S \$ 200	\$ -	\$ 20	\$ 180	\$ -	\$ -
43611 - Department Supplies	S \$ 49,000	\$ -	\$ 4,900	\$ 44,100	\$ -	\$ -
43614 - Landscaping Supplies	S \$ 85,000	\$ -	\$ 8,500	\$ 76,500	\$ -	\$ -
43801 - Miscellaneous Expense	S \$ 3,400	\$ -	\$ 340	\$ 3,060	\$ -	\$ -
44143 - Building Services	S \$ 94,500	\$ -	\$ 9,450	\$ 85,050	\$ -	\$ -
44200 - Contract Services	S \$ 516,000	\$ -	\$ 51,600	\$ 464,400	\$ -	\$ -
44201 - Other Services	S \$ 80,500	\$ -	\$ 8,050	\$ 72,450	\$ -	\$ -
44325 - Street Light Maintenance	S \$ 35,000	\$ -	\$ 3,500	\$ 31,500	\$ -	\$ -
44327 - Vehicle Maintenance	S \$ 13,000	\$ -	\$ 1,300	\$ 11,700	\$ -	\$ -
44328 - Gas and Oil	S \$ 15,000	\$ -	\$ 1,500	\$ 13,500	\$ -	\$ -
44332 - Other Repairs & Maintenance	S \$ 13,000	\$ -	\$ 1,300	\$ 11,700	\$ -	\$ -
44540 - Landscaping Services	S \$ 83,500	\$ -	\$ 8,350	\$ 75,150	\$ -	\$ -
45153 - Meetings & Seminars	S \$ 2,500	\$ -	\$ 250	\$ 2,250	\$ -	\$ -
46100 - Gas and Electric	S \$ 148,000	\$ -	\$ 14,800	\$ 133,200	\$ -	\$ -
46101 - Water	S \$ 345,800	\$ -	\$ 34,580	\$ 311,220	\$ -	\$ -
46102 - Telephone & Alarms	S \$ 1,000	\$ -	\$ 100	\$ 900	\$ -	\$ -
47411 - Special Equipment	S \$ 114,000	\$ -	\$ 11,400	\$ 102,600	\$ -	\$ -
47610 - Non-Fixed Asset Equipment	S \$ 3,000	\$ -	\$ 300	\$ 2,700	\$ -	\$ -
47710 - Construction Costs	S \$ 5,000	\$ -	\$ 500	\$ 4,500	\$ -	\$ -
48901 - General Liability Internal Svc	S \$ 50,956	\$ -	\$ 5,096	\$ 45,860	\$ -	\$ -
48902 - IT Internal Service Charge	S \$ 168,672	\$ -	\$ 16,867	\$ 151,805	\$ -	\$ -
48904 - Workers Comp Internal Svc Chrg	S \$ 22,465	\$ -	\$ 2,247	\$ 20,219	\$ -	\$ -
48905 - OPEB Internal Service Charge	S \$ 19,062	\$ -	\$ 1,906	\$ 17,156	\$ -	\$ -

Fund 365	P	\$	813,967	\$	-	\$	-	\$	-	\$	813,967	\$	-
Fund 610	P	\$	82,325	\$	-	\$	-	\$	-	\$	-	\$	82,325
48903 - Vehicle Replacement ISF Charge	S	\$	166,331	\$	-	\$	16,633	\$	149,698	\$	-	\$	-
Subtotal - Services and Supplies		\$	3,396,012	\$	-	\$	249,972	\$	2,249,748	\$	813,967	\$	82,325
General Admin Distribution		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
INCOMING COSTS DISTRIBUTION													
ORG TOTAL		\$	4,279,660	\$	-	\$	338,337	\$	3,045,031	\$	813,967	\$	82,325
INCOMING COSTS DISTRIBUTION		\$	808,909	\$	-	\$	63,950	\$	575,549	\$	153,850	\$	15,560
TOTAL ORG W INCOMING		\$	5,088,569	\$	-	\$	402,287	\$	3,620,580	\$	967,817	\$	97,885

Department		100 331 - Fields/Grounds		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 808,909	\$ 647,093	\$ 161,816	
1 Asset Use	\$ 2,427	\$ 2,427	\$ -	
Equip Use	\$ 2,427	\$ 2,427	\$ -	
2 100 110 - City Council	\$ 16,402	\$ 9,025	\$ 7,377	
CC - Financial	\$ 8,247	\$ 4,549	\$ 3,699	
CC - Staff	\$ 8,154	\$ 4,476	\$ 3,679	
3 100 120 - City Attorney	\$ 21,192	\$ 19,347	\$ 1,845	
Attny - Financial	\$ 6,068	\$ 5,537	\$ 531	
Attny - Staffing	\$ 5,972	\$ 5,448	\$ 524	
Attny - Risk	\$ 9,152	\$ 8,362	\$ 790	
4 100 131 - City Administration	\$ 59,208	\$ 54,280	\$ 4,928	
City Admin - Financial	\$ 29,840	\$ 27,360	\$ 2,480	
City Admin - Staffing	\$ 29,369	\$ 26,920	\$ 2,449	
5 100 132 - City Clerk	\$ 18,613	\$ 16,150	\$ 2,464	
Clerk - Financial	\$ 9,379	\$ 8,140	\$ 1,239	
Clerk - Staffing	\$ 9,235	\$ 8,010	\$ 1,225	
6 100 133 - Public Engagement	\$ 19,595	\$ 18,339	\$ 1,256	
Public Engagement - Financial	\$ 9,876	\$ 9,244	\$ 632	
Public Engagement - Staffing	\$ 9,719	\$ 9,095	\$ 624	
7 100 134 - Emergency Preparedness	\$ 1,363	\$ 1,081	\$ 282	
Emer Prep City Gov	\$ 1,363	\$ 1,081	\$ 282	
8 100 140 - Human Resources	\$ 81,940	\$ 75,210	\$ 6,731	
HR - Staffing	\$ 56,744	\$ 52,040	\$ 4,704	
Hr - Paychecks	\$ 25,196	\$ 23,170	\$ 2,026	
9 100 150 - Finance	\$ 101,201	\$ 92,986	\$ 8,214	
Fin - Budgeting	\$ 42,830	\$ 39,368	\$ 3,462	
Fin - Payroll	\$ 21,837	\$ 20,121	\$ 1,716	
Fin - Staffing	\$ 21,102	\$ 19,368	\$ 1,734	
Fin - Accting	\$ 15,432	\$ 14,130	\$ 1,302	
11 100 305 - Public Works Administration	\$ 355,891	\$ 283,524	\$ 72,367	
PW - Financial	\$ 176,481	\$ 141,442	\$ 35,039	
PW - Staffing	\$ 179,409	\$ 142,081	\$ 37,328	
12 100 330 - Facilities	\$ 79,252	\$ 74,725	\$ 4,527	
Fac - Citywide	\$ 39,900	\$ 37,665	\$ 2,235	
Fac - Citywide Staffing	\$ 39,352	\$ 37,060	\$ 2,292	
13 100 331 - Fields/Grounds	\$ 11,005	\$ -	\$ 11,005	
Fields - City wide	\$ 11,005	\$ -	\$ 11,005	
14 701 - Workers' Compensation Internal Service Fund	\$ 1,433	\$ -	\$ 1,433	
WC General	\$ 565	\$ -	\$ 565	
WC Specific	\$ 868	\$ -	\$ 868	

15 702 - General Liability Insurance Internal Service Fund	\$ 3,220	\$ -	\$ 3,220
GL General	\$ 1,270	\$ -	\$ 1,270
GL Specific	\$ 1,949	\$ -	\$ 1,949
16 703 - Other Post Employment Benefits Internal Service	\$ 2,166	\$ -	\$ 2,166
OPEB General	\$ 2,166	\$ -	\$ 2,166
17 704 - Information Technology Internal Service Fund	\$ 11,102	\$ -	\$ 11,102
IT - Citywide	\$ 2,500	\$ -	\$ 2,500
IT - Staffling	\$ 2,459	\$ -	\$ 2,459
IT - Payroll	\$ 2,555	\$ -	\$ 2,555
IT - Accounting GF	\$ 3,589	\$ -	\$ 3,589
18 705 - Vehicle Replacement Internal Service Fund	\$ 22,899	\$ -	\$ 22,899
Vehicles Fleet	\$ 13,390	\$ -	\$ 13,390
Vehicles Expense	\$ 9,508	\$ -	\$ 9,508

Department **100 331 - Fields/Grounds**

Allocation Summary

Department	Total	Fields - City wide	Fields Other	Fields Fund 365	Fields - Fund 610
Grand Total	\$ 571,697	\$ 402,287	\$ -	\$ 153,850	\$ 15,560
2 100 110 - City Council	\$ 6,852	\$ 6,852	\$ -	\$ -	\$ -
4 100 131 - City Administration	\$ 7,483	\$ 7,483	\$ -	\$ -	\$ -
5 100 132 - City Clerk	\$ 2,741	\$ 2,741	\$ -	\$ -	\$ -
6 100 133 - Public Engagement	\$ 1,370	\$ 1,370	\$ -	\$ -	\$ -
7 100 134 - Emergency Preparedness	\$ 1,370	\$ 1,370	\$ -	\$ -	\$ -
8 100 140 - Human Resources	\$ 9,429	\$ 9,429	\$ -	\$ -	\$ -
9 100 150 - Finance	\$ 15,527	\$ 15,527	\$ -	\$ -	\$ -
10 100 240 - Administration	\$ 21,817	\$ 21,817	\$ -	\$ -	\$ -
11 100 305 - Public Works Administration	\$ 10,662	\$ 10,662	\$ -	\$ -	\$ -
12 100 330 - Facilities	\$ 6,852	\$ 6,852	\$ -	\$ -	\$ -
13 100 331 - Fields/Grounds	\$ 11,005	\$ 11,005	\$ -	\$ -	\$ -
17 704 - Information Technology Internal Service Fund	\$ 14,986	\$ 14,986	\$ -	\$ -	\$ -
19 100 170 - Sustainability	\$ 4,147	\$ 4,147	\$ -	\$ -	\$ -
20 100 210 - Patrol	\$ 59,459	\$ 59,459	\$ -	\$ -	\$ -
21 100 220 - Special Operations	\$ 10,010	\$ 10,010	\$ -	\$ -	\$ -
22 100 230 - Communications	\$ 12,155	\$ 12,155	\$ -	\$ -	\$ -
23 100 310 - Capital Projects	\$ 1,430	\$ 1,430	\$ -	\$ -	\$ -
24 100 320 - Transportation Management	\$ 10,682	\$ 10,682	\$ -	\$ -	\$ -
25 100 332 - Vehicle	\$ 4,147	\$ 4,147	\$ -	\$ -	\$ -
26 100 333 - City Tree	\$ 5,577	\$ 5,577	\$ -	\$ -	\$ -
27 100 334 - Streets	\$ 6,521	\$ 6,521	\$ -	\$ -	\$ -
29 100 350 - Right-of-Way	\$ 7,007	\$ 7,007	\$ -	\$ -	\$ -
30 100 360 - Development Services	\$ 4,576	\$ 4,576	\$ -	\$ -	\$ -
31 100 510 - Seniors	\$ 7,150	\$ 7,150	\$ -	\$ -	\$ -
32 100 520 - Recreation - Indoor	\$ 14,300	\$ 14,300	\$ -	\$ -	\$ -
33 100 530 - Pre-School Child Care	\$ 11,440	\$ 11,440	\$ -	\$ -	\$ -
34 100 531 - School-Age Child Care	\$ 5,362	\$ 5,362	\$ -	\$ -	\$ -
35 100 540 - Recreation - Outdoor	\$ 4,290	\$ 4,290	\$ -	\$ -	\$ -
36 100 541 - Gymnastics	\$ 8,580	\$ 8,580	\$ -	\$ -	\$ -
38 100 560 - Library	\$ 17,875	\$ 17,875	\$ -	\$ -	\$ -
39 100 570 - LCS Operations	\$ 8,580	\$ 8,580	\$ -	\$ -	\$ -
40 100 610 - Planning	\$ 24,095	\$ 24,095	\$ -	\$ -	\$ -
41 100 620 - Building	\$ 21,092	\$ 21,092	\$ -	\$ -	\$ -
42 100 630 - Housing	\$ 2,717	\$ 2,717	\$ -	\$ -	\$ -
48 222 - Below Market Rate Housing	\$ 2,145	\$ 2,145	\$ -	\$ -	\$ -
52 253 - Belle Haven Child Development Center	\$ 20,020	\$ 20,020	\$ -	\$ -	\$ -
58 355 - Shuttle Program	\$ 1,044	\$ 1,044	\$ -	\$ -	\$ -
61 358 - Landscape/Tree Assessment	\$ 2,788	\$ 2,788	\$ -	\$ -	\$ -

Department	Total	Fields - City wide	Fields Other	Fields Fund 365	Fields - Fund 610
64 361 - Stormwater Management -(NPDES)	\$ 1,659	\$ 1,659	\$ -	\$ -	\$ -
65 362 - Construction Impact Fee Fund	\$ 300	\$ 300	\$ -	\$ -	\$ -
66 365 - Landfill Post-Closure	\$ 154,508	\$ 658	\$ -	\$ 153,850	\$ -
70 501 - General Capital Improvement Fund	\$ 10,725	\$ 10,725	\$ -	\$ -	\$ -
73 610 - Solid Waste Service	\$ 17,219	\$ 1,659	\$ -	\$ -	\$ 15,560

Department	100 331 - Fields/Grounds
Function	Fields - City wide
Allocation Base	FTE - Less Water

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	284.21	100.00%	\$ 389,494	\$ -	\$ 389,494	\$ 12,793	\$ 402,287
2 100 110 - City Council	5.00	1.76%	\$ 6,852	\$ -	\$ 6,852	\$ -	\$ 6,852
4 100 131 - City Administration	5.46	1.92%	\$ 7,483	\$ -	\$ 7,483	\$ -	\$ 7,483
5 100 132 - City Clerk	2.00	0.70%	\$ 2,741	\$ -	\$ 2,741	\$ -	\$ 2,741
6 100 133 - Public Engagement	1.00	0.35%	\$ 1,370	\$ -	\$ 1,370	\$ -	\$ 1,370
7 100 134 - Emergency Preparedness	1.00	0.35%	\$ 1,370	\$ -	\$ 1,370	\$ -	\$ 1,370
8 100 140 - Human Resources	6.88	2.42%	\$ 9,429	\$ -	\$ 9,429	\$ -	\$ 9,429
9 100 150 - Finance	11.33	3.99%	\$ 15,527	\$ -	\$ 15,527	\$ -	\$ 15,527
10 100 240 - Administration	15.92	5.60%	\$ 21,817	\$ -	\$ 21,817	\$ -	\$ 21,817
11 100 305 - Public Works Administration	7.78	2.74%	\$ 10,662	\$ -	\$ 10,662	\$ -	\$ 10,662
12 100 330 - Facilities	5.00	1.76%	\$ 6,852	\$ -	\$ 6,852	\$ -	\$ 6,852
13 100 331 - Fields/Grounds	8.03	2.83%	\$ 11,005	\$ -	\$ 11,005	\$ -	\$ 11,005
17 704 - Information Technology Internal Service Fund	10.48	3.69%	\$ 14,362	\$ -	\$ 14,362	\$ 624	\$ 14,986
19 100 170 - Sustainability	2.90	1.02%	\$ 3,974	\$ -	\$ 3,974	\$ 173	\$ 4,147
20 100 210 - Patrol	41.58	14.63%	\$ 56,983	\$ -	\$ 56,983	\$ 2,476	\$ 59,459
21 100 220 - Special Operations	7.00	2.46%	\$ 9,593	\$ -	\$ 9,593	\$ 417	\$ 10,010
22 100 230 - Communications	8.50	2.99%	\$ 11,649	\$ -	\$ 11,649	\$ 506	\$ 12,155
23 100 310 - Capital Projects	1.00	0.35%	\$ 1,370	\$ -	\$ 1,370	\$ 60	\$ 1,430
24 100 320 - Transportation Management	7.47	2.63%	\$ 10,237	\$ -	\$ 10,237	\$ 445	\$ 10,682
25 100 332 - Vehicle	2.90	1.02%	\$ 3,974	\$ -	\$ 3,974	\$ 173	\$ 4,147
26 100 333 - City Tree	3.90	1.37%	\$ 5,345	\$ -	\$ 5,345	\$ 232	\$ 5,577
27 100 334 - Streets	4.56	1.60%	\$ 6,249	\$ -	\$ 6,249	\$ 272	\$ 6,521
29 100 350 - Right-of-Way	4.90	1.72%	\$ 6,715	\$ -	\$ 6,715	\$ 292	\$ 7,007
30 100 360 - Development Services	3.20	1.13%	\$ 4,385	\$ -	\$ 4,385	\$ 191	\$ 4,576
31 100 510 - Seniors	5.00	1.76%	\$ 6,852	\$ -	\$ 6,852	\$ 298	\$ 7,150
32 100 520 - Recreation - Indoor	10.00	3.52%	\$ 13,704	\$ -	\$ 13,704	\$ 596	\$ 14,300
33 100 530 - Pre-School Child Care	8.00	2.81%	\$ 10,964	\$ -	\$ 10,964	\$ 476	\$ 11,440
34 100 531 - School-Age Child Care	3.75	1.32%	\$ 5,139	\$ -	\$ 5,139	\$ 223	\$ 5,362
35 100 540 - Recreation - Outdoor	3.00	1.06%	\$ 4,111	\$ -	\$ 4,111	\$ 179	\$ 4,290
36 100 541 - Gymnastics	6.00	2.11%	\$ 8,223	\$ -	\$ 8,223	\$ 357	\$ 8,580
38 100 560 - Library	12.50	4.40%	\$ 17,131	\$ -	\$ 17,131	\$ 744	\$ 17,875
39 100 570 - LCS Operations	6.00	2.11%	\$ 8,223	\$ -	\$ 8,223	\$ 357	\$ 8,580
40 100 610 - Planning	16.85	5.93%	\$ 23,092	\$ -	\$ 23,092	\$ 1,003	\$ 24,095
41 100 620 - Building	14.75	5.19%	\$ 20,214	\$ -	\$ 20,214	\$ 878	\$ 21,092
42 100 630 - Housing	1.90	0.67%	\$ 2,604	\$ -	\$ 2,604	\$ 113	\$ 2,717
48 222 - Below Market Rate Housing	1.50	0.53%	\$ 2,056	\$ -	\$ 2,056	\$ 89	\$ 2,145
52 253 - Belle Haven Child Development Center	14.00	4.93%	\$ 19,186	\$ -	\$ 19,186	\$ 834	\$ 20,020
58 355 - Shuttle Program	0.73	0.26%	\$ 1,000	\$ -	\$ 1,000	\$ 43	\$ 1,044

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.69%	\$ 2,672	\$ -	\$ 2,672	\$ 116	\$ 2,788
64 361 - Stormwater Management -(NPDES)	1.16	0.41%	\$ 1,590	\$ -	\$ 1,590	\$ 69	\$ 1,659
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 288	\$ -	\$ 288	\$ 13	\$ 300
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 630	\$ -	\$ 630	\$ 27	\$ 658
70 501 - General Capital Improvement Fund	7.50	2.64%	\$ 10,278	\$ -	\$ 10,278	\$ 447	\$ 10,725
73 610 - Solid Waste Service	1.16	0.41%	\$ 1,590	\$ -	\$ 1,590	\$ 69	\$ 1,659

Department	100 331 - Fields/Grounds
Function	Fields Other
Allocation Base	**Not Allocated**

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	-	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -

Department	100 331 - Fields/Grounds
Function	Fields Fund 365
Allocation Base	Direct to FD 365

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	100.00	100.00%	\$ 937,040	\$ -813,967	\$ 123,073	\$ 30,777	\$ 153,850
66 365 - Landfill Post-Closure	100.00	100.00%	\$ 937,040	\$ -813,967	\$ 123,073	\$ 30,777	\$ 153,850

Department	100 331 - Fields/Grounds
Function	Fields - Fund 610
Allocation Base	Direct to FD 610

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	100.00	100.00%	\$ 94,773	\$ -82,325	\$ 12,448	\$ 3,113	\$ 15,560
73 610 - Solid Waste Service	100.00	100.00%	\$ 94,773	\$ -82,325	\$ 12,448	\$ 3,113	\$ 15,560

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

701 - Workers' Compensation Internal Service Fund

Department Salaries & Costs

Description	Amount	General Admin	WC General	WC Specific
Personnel				
Salaries	\$ 1	\$ -	\$ 1	\$ 1
Salary Split %	100%	0.00%	50.00%	50.00%
Subtotal - Personnel Costs	\$ 1	\$ -	\$ 1	\$ 1
Services & Supplies				
Subtotal - Services and Supplies		\$ -		
General Admin Distribution	\$ -	\$ -	\$ -	\$ -
INCOMING COSTS DISTRIBUTION				
ORG TOTAL	\$ 1	\$ -	\$ 1	\$ 1
INCOMING COSTS DISTRIBUTION	\$ 47,196	\$ -	\$ 23,598	\$ 23,598
TOTAL ORG W INCOMING	\$ 47,197	\$ -	\$ 23,598	\$ 23,598

Department		701 - Workers' Compensation Internal Service Fund					
Incoming Costs Details							
Department		Total Incoming Costs		1st Incoming Costs		2nd Incoming Costs	
Grand Total		\$	47,196	\$	41,751	\$	5,445
2	100 110 - City Council	\$	2,571	\$	1,418	\$	1,153
	CC - Financial	\$	2,571	\$	1,418	\$	1,153
3	100 120 - City Attorney	\$	1,892	\$	1,726	\$	166
	Attny - Financial	\$	1,892	\$	1,726	\$	166
4	100 131 - City Administration	\$	9,303	\$	8,530	\$	773
	City Admin - Financial	\$	9,303	\$	8,530	\$	773
5	100 132 - City Clerk	\$	2,924	\$	2,538	\$	386
	Clerk - Financial	\$	2,924	\$	2,538	\$	386
6	100 133 - Public Engagement	\$	3,079	\$	2,882	\$	197
	Public Engagement - Financial	\$	3,079	\$	2,882	\$	197
9	100 150 - Finance	\$	14,046	\$	12,915	\$	1,131
	Fin - Budgeting	\$	13,353	\$	12,273	\$	1,079
	Fin - Accting Non GF	\$	693	\$	642	\$	51
12	100 330 - Facilities	\$	12,439	\$	11,742	\$	697
	Fac - Citywide	\$	12,439	\$	11,742	\$	697
17	704 - Information Technology Internal Service Fund	\$	942	\$	-	\$	942
	IT - Citywide	\$	779	\$	-	\$	779
	IT - Accounting Non GF	\$	163	\$	-	\$	163

Department **701 - Workers' Compensation Internal Service Fund**

Allocation Summary

Department	Total	WC General	WC Specific
Grand Total	\$ 47,197	\$ 23,598	\$ 23,598
2 100 110 - City Council	\$ 352	\$ 352	\$ -
4 100 131 - City Administration	\$ 384	\$ 384	\$ -
5 100 132 - City Clerk	\$ 141	\$ 141	\$ -
6 100 133 - Public Engagement	\$ 70	\$ 70	\$ -
7 100 134 - Emergency Preparedness	\$ 70	\$ 70	\$ -
8 100 140 - Human Resources	\$ 6,975	\$ 484	\$ 6,490
9 100 150 - Finance	\$ 890	\$ 798	\$ 92
10 100 240 - Administration	\$ 1,121	\$ 1,121	\$ -
11 100 305 - Public Works Administration	\$ 548	\$ 548	\$ -
12 100 330 - Facilities	\$ 352	\$ 352	\$ -
13 100 331 - Fields/Grounds	\$ 1,433	\$ 565	\$ 868
17 704 - Information Technology Internal Service Fund	\$ 864	\$ 864	\$ -
19 100 170 - Sustainability	\$ 239	\$ 239	\$ -
20 100 210 - Patrol	\$ 15,981	\$ 3,426	\$ 12,555
21 100 220 - Special Operations	\$ 577	\$ 577	\$ -
22 100 230 - Communications	\$ 1,023	\$ 700	\$ 323
23 100 310 - Capital Projects	\$ 82	\$ 82	\$ -
24 100 320 - Transportation Management	\$ 616	\$ 616	\$ -
25 100 332 - Vehicle	\$ 998	\$ 239	\$ 759
26 100 333 - City Tree	\$ 462	\$ 321	\$ 140
27 100 334 - Streets	\$ 627	\$ 376	\$ 251
29 100 350 - Right-of-Way	\$ 404	\$ 404	\$ -
30 100 360 - Development Services	\$ 264	\$ 264	\$ -
31 100 510 - Seniors	\$ 575	\$ 412	\$ 164
32 100 520 - Recreation - Indoor	\$ 824	\$ 824	\$ -
33 100 530 - Pre-School Child Care	\$ 1,235	\$ 659	\$ 576
34 100 531 - School-Age Child Care	\$ 309	\$ 309	\$ -
35 100 540 - Recreation - Outdoor	\$ 247	\$ 247	\$ -
36 100 541 - Gymnastics	\$ 784	\$ 494	\$ 289
38 100 560 - Library	\$ 1,038	\$ 1,030	\$ 8
39 100 570 - LCS Operations	\$ 494	\$ 494	\$ -
40 100 610 - Planning	\$ 1,388	\$ 1,388	\$ -
41 100 620 - Building	\$ 1,984	\$ 1,215	\$ 769
42 100 630 - Housing	\$ 157	\$ 157	\$ -
48 222 - Below Market Rate Housing	\$ 124	\$ 124	\$ -
52 253 - Belle Haven Child Development Center	\$ 1,154	\$ 1,154	\$ -
58 355 - Shuttle Program	\$ 60	\$ 60	\$ -
61 358 - Landscape/Tree Assessment	\$ 161	\$ 161	\$ -

Department	Total	WC General	WC Specific
64 361 - Stormwater Management -(NPDES)	\$ 96	\$ 96	\$ -
65 362 - Construction Impact Fee Fund	\$ 17	\$ 17	\$ -
66 365 - Landfill Post-Closure	\$ 38	\$ 38	\$ -
70 501 - General Capital Improvement Fund	\$ 618	\$ 618	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 173	\$ 173	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 1,153	\$ 839	\$ 315
73 610 - Solid Waste Service	\$ 96	\$ 96	\$ -

Department	701 - Workers' Compensation Internal Service Fund
Function	WC General
Allocation Base	FTE

Function Level Allocations										
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total			
Grand Total	296.49	100.00%	\$ 20,876	\$ -	\$ 20,876	\$ 2,722	\$ 23,598			
2 100 110 - City Council	5.00	1.69%	\$ 352	\$ -	\$ 352	\$ -	\$ 352			
4 100 131 - City Administration	5.46	1.84%	\$ 384	\$ -	\$ 384	\$ -	\$ 384			
5 100 132 - City Clerk	2.00	0.67%	\$ 141	\$ -	\$ 141	\$ -	\$ 141			
6 100 133 - Public Engagement	1.00	0.34%	\$ 70	\$ -	\$ 70	\$ -	\$ 70			
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 70	\$ -	\$ 70	\$ -	\$ 70			
8 100 140 - Human Resources	6.88	2.32%	\$ 484	\$ -	\$ 484	\$ -	\$ 484			
9 100 150 - Finance	11.33	3.82%	\$ 798	\$ -	\$ 798	\$ -	\$ 798			
10 100 240 - Administration	15.92	5.37%	\$ 1,121	\$ -	\$ 1,121	\$ -	\$ 1,121			
11 100 305 - Public Works Administration	7.78	2.62%	\$ 548	\$ -	\$ 548	\$ -	\$ 548			
12 100 330 - Facilities	5.00	1.69%	\$ 352	\$ -	\$ 352	\$ -	\$ 352			
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 565	\$ -	\$ 565	\$ -	\$ 565			
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 738	\$ -	\$ 738	\$ 126	\$ 864			
19 100 170 - Sustainability	2.90	0.98%	\$ 204	\$ -	\$ 204	\$ 35	\$ 239			
20 100 210 - Patrol	41.58	14.02%	\$ 2,928	\$ -	\$ 2,928	\$ 498	\$ 3,426			
21 100 220 - Special Operations	7.00	2.36%	\$ 493	\$ -	\$ 493	\$ 84	\$ 577			
22 100 230 - Communications	8.50	2.87%	\$ 598	\$ -	\$ 598	\$ 102	\$ 700			
23 100 310 - Capital Projects	1.00	0.34%	\$ 70	\$ -	\$ 70	\$ 12	\$ 82			
24 100 320 - Transportation Management	7.47	2.52%	\$ 526	\$ -	\$ 526	\$ 90	\$ 616			
25 100 332 - Vehicle	2.90	0.98%	\$ 204	\$ -	\$ 204	\$ 35	\$ 239			
26 100 333 - City Tree	3.90	1.32%	\$ 275	\$ -	\$ 275	\$ 47	\$ 321			
27 100 334 - Streets	4.56	1.54%	\$ 321	\$ -	\$ 321	\$ 55	\$ 376			
29 100 350 - Right-of-Way	4.90	1.65%	\$ 345	\$ -	\$ 345	\$ 59	\$ 404			
30 100 360 - Development Services	3.20	1.08%	\$ 225	\$ -	\$ 225	\$ 38	\$ 264			
31 100 510 - Seniors	5.00	1.69%	\$ 352	\$ -	\$ 352	\$ 60	\$ 412			
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 704	\$ -	\$ 704	\$ 120	\$ 824			
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 563	\$ -	\$ 563	\$ 96	\$ 659			
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 264	\$ -	\$ 264	\$ 45	\$ 309			
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 211	\$ -	\$ 211	\$ 36	\$ 247			
36 100 541 - Gymnastics	6.00	2.02%	\$ 422	\$ -	\$ 422	\$ 72	\$ 494			
38 100 560 - Library	12.50	4.22%	\$ 880	\$ -	\$ 880	\$ 150	\$ 1,030			
39 100 570 - LCS Operations	6.00	2.02%	\$ 422	\$ -	\$ 422	\$ 72	\$ 494			
40 100 610 - Planning	16.85	5.68%	\$ 1,186	\$ -	\$ 1,186	\$ 202	\$ 1,388			
41 100 620 - Building	14.75	4.97%	\$ 1,039	\$ -	\$ 1,039	\$ 177	\$ 1,215			
42 100 630 - Housing	1.90	0.64%	\$ 134	\$ -	\$ 134	\$ 23	\$ 157			
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 106	\$ -	\$ 106	\$ 18	\$ 124			
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 986	\$ -	\$ 986	\$ 168	\$ 1,154			
58 355 - Shuttle Program	0.73	0.25%	\$ 51	\$ -	\$ 51	\$ 9	\$ 60			

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 137	\$ -	\$ 137	\$ 23	\$ 161
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 82	\$ -	\$ 82	\$ 14	\$ 96
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 15	\$ -	\$ 15	\$ 3	\$ 17
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 32	\$ -	\$ 32	\$ 6	\$ 38
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 528	\$ -	\$ 528	\$ 90	\$ 618
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 148	\$ -	\$ 148	\$ 25	\$ 173
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 717	\$ -	\$ 717	\$ 122	\$ 839
73 610 - Solid Waste Service	1.16	0.39%	\$ 82	\$ -	\$ 82	\$ 14	\$ 96

Department **701 - Workers' Compensation Internal Service Fund**
Function **WC Specific**
Allocation Base **\$ of Liability Claims - History**

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	7,993,649.00	100.00%	\$ 20,876	\$ -	\$ 20,876	\$ 2,722	\$ 23,598		
8 100 140 - Human Resources	2,485,169.00	31.09%	\$ 6,490	\$ -	\$ 6,490	\$ -	\$ 6,490		
9 100 150 - Finance	35,401.00	0.44%	\$ 92	\$ -	\$ 92	\$ -	\$ 92		
13 100 331 - Fields/Grounds	332,262.00	4.16%	\$ 868	\$ -	\$ 868	\$ -	\$ 868		
20 100 210 - Patrol	3,997,057.00	50.00%	\$ 10,439	\$ -	\$ 10,439	\$ 2,117	\$ 12,555		
22 100 230 - Communications	102,807.00	1.29%	\$ 268	\$ -	\$ 268	\$ 54	\$ 323		
25 100 332 - Vehicle	241,595.00	3.02%	\$ 631	\$ -	\$ 631	\$ 128	\$ 759		
26 100 333 - City Tree	44,652.00	0.56%	\$ 117	\$ -	\$ 117	\$ 24	\$ 140		
27 100 334 - Streets	79,858.00	1.00%	\$ 209	\$ -	\$ 209	\$ 42	\$ 251		
31 100 510 - Seniors	52,052.00	0.65%	\$ 136	\$ -	\$ 136	\$ 28	\$ 164		
33 100 530 - Pre-School Child Care	183,239.00	2.29%	\$ 479	\$ -	\$ 479	\$ 97	\$ 576		
36 100 541 - Gymnastics	92,149.00	1.15%	\$ 241	\$ -	\$ 241	\$ 49	\$ 289		
38 100 560 - Library	2,453.00	0.03%	\$ 6	\$ -	\$ 6	\$ 1	\$ 8		
41 100 620 - Building	244,795.00	3.06%	\$ 639	\$ -	\$ 639	\$ 130	\$ 769		
72 601 - Menlo Park Municipal Water Operations Fund	100,160.00	1.25%	\$ 262	\$ -	\$ 262	\$ 53	\$ 315		

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

702 - General Liability Insurance Internal Service Fund

Department Salaries & Costs

Description	Amount	General Admin	GL General	GL Specific
Personnel				
Salaries	\$ 1	\$ -	\$ 1	\$ 1
Salary Split %	100%	0.00%	50.00%	50.00%
Subtotal - Personnel Costs	\$ 1	\$ -	\$ 1	\$ 1

Services & Supplies

Subtotal - Services and Supplies		\$ -			
General Admin Distribution	\$ -	\$ -	\$ -	\$ -	
INCOMING COSTS DISTRIBUTION					
ORG TOTAL	\$ 1	\$ -	\$ 1	\$ 1	
INCOMING COSTS DISTRIBUTION	\$ 105,843	\$ -	\$ 52,921	\$ 52,921	
TOTAL ORG W INCOMING	\$ 105,844	\$ -	\$ 52,922	\$ 52,922	

Department		702 - General Liability Insurance Internal Service Fund					
Incoming Costs Details							
Department		Total Incoming Costs		1st Incoming Costs		2nd Incoming Costs	
Grand Total		\$	105,843	\$	93,796	\$	12,047
2	100 110 - City Council	\$	5,832	\$	3,217	\$	2,615
	CC - Financial	\$	5,832	\$	3,217	\$	2,615
3	100 120 - City Attorney	\$	4,291	\$	3,916	\$	375
	Attny - Financial	\$	4,291	\$	3,916	\$	375
4	100 131 - City Administration	\$	21,101	\$	19,348	\$	1,754
	City Admin - Financial	\$	21,101	\$	19,348	\$	1,754
5	100 132 - City Clerk	\$	6,632	\$	5,756	\$	876
	Clerk - Financial	\$	6,632	\$	5,756	\$	876
6	100 133 - Public Engagement	\$	6,984	\$	6,537	\$	447
	Public Engagement - Financial	\$	6,984	\$	6,537	\$	447
9	100 150 - Finance	\$	30,880	\$	28,387	\$	2,492
	Fin - Budgeting	\$	30,288	\$	27,839	\$	2,448
	Fin - Accting Non GF	\$	592	\$	548	\$	44
12	100 330 - Facilities	\$	28,216	\$	26,635	\$	1,581
	Fac - Citywide	\$	28,216	\$	26,635	\$	1,581
17	704 - Information Technology Internal Service Fund	\$	1,907	\$	-	\$	1,907
	IT - Citywide	\$	1,768	\$	-	\$	1,768
	IT - Accounting Non GF	\$	139	\$	-	\$	139

Department **702 - General Liability Insurance Internal Service Fund**

Allocation Summary

Department	Total	GL General	GL Specific
Grand Total	\$ 105,844	\$ 52,922	\$ 52,922
2 100 110 - City Council	\$ 791	\$ 791	\$ -
4 100 131 - City Administration	\$ 864	\$ 864	\$ -
5 100 132 - City Clerk	\$ 316	\$ 316	\$ -
6 100 133 - Public Engagement	\$ 158	\$ 158	\$ -
7 100 134 - Emergency Preparedness	\$ 158	\$ 158	\$ -
8 100 140 - Human Resources	\$ 15,669	\$ 1,088	\$ 14,580
9 100 150 - Finance	\$ 2,000	\$ 1,792	\$ 208
10 100 240 - Administration	\$ 2,518	\$ 2,518	\$ -
11 100 305 - Public Works Administration	\$ 1,231	\$ 1,231	\$ -
12 100 330 - Facilities	\$ 791	\$ 791	\$ -
13 100 331 - Fields/Grounds	\$ 3,220	\$ 1,270	\$ 1,949
17 704 - Information Technology Internal Service Fund	\$ 1,936	\$ 1,936	\$ -
19 100 170 - Sustainability	\$ 536	\$ 536	\$ -
20 100 210 - Patrol	\$ 35,814	\$ 7,680	\$ 28,134
21 100 220 - Special Operations	\$ 1,293	\$ 1,293	\$ -
22 100 230 - Communications	\$ 2,294	\$ 1,570	\$ 724
23 100 310 - Capital Projects	\$ 185	\$ 185	\$ -
24 100 320 - Transportation Management	\$ 1,380	\$ 1,380	\$ -
25 100 332 - Vehicle	\$ 2,236	\$ 536	\$ 1,701
26 100 333 - City Tree	\$ 1,035	\$ 720	\$ 314
27 100 334 - Streets	\$ 1,404	\$ 842	\$ 562
29 100 350 - Right-of-Way	\$ 905	\$ 905	\$ -
30 100 360 - Development Services	\$ 591	\$ 591	\$ -
31 100 510 - Seniors	\$ 1,290	\$ 924	\$ 366
32 100 520 - Recreation - Indoor	\$ 1,847	\$ 1,847	\$ -
33 100 530 - Pre-School Child Care	\$ 2,767	\$ 1,478	\$ 1,290
34 100 531 - School-Age Child Care	\$ 693	\$ 693	\$ -
35 100 540 - Recreation - Outdoor	\$ 554	\$ 554	\$ -
36 100 541 - Gymnastics	\$ 1,757	\$ 1,108	\$ 649
38 100 560 - Library	\$ 2,326	\$ 2,309	\$ 17
39 100 570 - LCS Operations	\$ 1,108	\$ 1,108	\$ -
40 100 610 - Planning	\$ 3,112	\$ 3,112	\$ -
41 100 620 - Building	\$ 4,447	\$ 2,724	\$ 1,723
42 100 630 - Housing	\$ 351	\$ 351	\$ -
48 222 - Below Market Rate Housing	\$ 277	\$ 277	\$ -
52 253 - Belle Haven Child Development Center	\$ 2,586	\$ 2,586	\$ -
58 355 - Shuttle Program	\$ 135	\$ 135	\$ -
61 358 - Landscape/Tree Assessment	\$ 360	\$ 360	\$ -

Department	Total	GL General	GL Specific
64 361 - Stormwater Management -(NPDES)	\$ 214	\$ 214	\$ -
65 362 - Construction Impact Fee Fund	\$ 39	\$ 39	\$ -
66 365 - Landfill Post-Closure	\$ 85	\$ 85	\$ -
70 501 - General Capital Improvement Fund	\$ 1,385	\$ 1,385	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 388	\$ 388	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 2,585	\$ 1,880	\$ 705
73 610 - Solid Waste Service	\$ 214	\$ 214	\$ -

Department	702 - General Liability Insurance Internal Service Fund
Function	GL General
Allocation Base	FTE

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	296.49	100.00%	\$ 46,898	\$ -	\$ 46,898	\$ 6,024	\$ 52,922
2 100 110 - City Council	5.00	1.69%	\$ 791	\$ -	\$ 791	\$ -	\$ 791
4 100 131 - City Administration	5.46	1.84%	\$ 864	\$ -	\$ 864	\$ -	\$ 864
5 100 132 - City Clerk	2.00	0.67%	\$ 316	\$ -	\$ 316	\$ -	\$ 316
6 100 133 - Public Engagement	1.00	0.34%	\$ 158	\$ -	\$ 158	\$ -	\$ 158
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 158	\$ -	\$ 158	\$ -	\$ 158
8 100 140 - Human Resources	6.88	2.32%	\$ 1,088	\$ -	\$ 1,088	\$ -	\$ 1,088
9 100 150 - Finance	11.33	3.82%	\$ 1,792	\$ -	\$ 1,792	\$ -	\$ 1,792
10 100 240 - Administration	15.92	5.37%	\$ 2,518	\$ -	\$ 2,518	\$ -	\$ 2,518
11 100 305 - Public Works Administration	7.78	2.62%	\$ 1,231	\$ -	\$ 1,231	\$ -	\$ 1,231
12 100 330 - Facilities	5.00	1.69%	\$ 791	\$ -	\$ 791	\$ -	\$ 791
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 1,270	\$ -	\$ 1,270	\$ -	\$ 1,270
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 1,658	\$ -	\$ 1,658	\$ 278	\$ 1,936
19 100 170 - Sustainability	2.90	0.98%	\$ 459	\$ -	\$ 459	\$ 77	\$ 536
20 100 210 - Patrol	41.58	14.02%	\$ 6,577	\$ -	\$ 6,577	\$ 1,103	\$ 7,680
21 100 220 - Special Operations	7.00	2.36%	\$ 1,107	\$ -	\$ 1,107	\$ 186	\$ 1,293
22 100 230 - Communications	8.50	2.87%	\$ 1,345	\$ -	\$ 1,345	\$ 225	\$ 1,570
23 100 310 - Capital Projects	1.00	0.34%	\$ 158	\$ -	\$ 158	\$ 27	\$ 185
24 100 320 - Transportation Management	7.47	2.52%	\$ 1,182	\$ -	\$ 1,182	\$ 198	\$ 1,380
25 100 332 - Vehicle	2.90	0.98%	\$ 459	\$ -	\$ 459	\$ 77	\$ 536
26 100 333 - City Tree	3.90	1.32%	\$ 617	\$ -	\$ 617	\$ 103	\$ 720
27 100 334 - Streets	4.56	1.54%	\$ 721	\$ -	\$ 721	\$ 121	\$ 842
29 100 350 - Right-of-Way	4.90	1.65%	\$ 775	\$ -	\$ 775	\$ 130	\$ 905
30 100 360 - Development Services	3.20	1.08%	\$ 506	\$ -	\$ 506	\$ 85	\$ 591
31 100 510 - Seniors	5.00	1.69%	\$ 791	\$ -	\$ 791	\$ 133	\$ 924
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 1,582	\$ -	\$ 1,582	\$ 265	\$ 1,847
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 1,265	\$ -	\$ 1,265	\$ 212	\$ 1,478
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 593	\$ -	\$ 593	\$ 99	\$ 693
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 475	\$ -	\$ 475	\$ 80	\$ 554
36 100 541 - Gymnastics	6.00	2.02%	\$ 949	\$ -	\$ 949	\$ 159	\$ 1,108
38 100 560 - Library	12.50	4.22%	\$ 1,977	\$ -	\$ 1,977	\$ 332	\$ 2,309
39 100 570 - LCS Operations	6.00	2.02%	\$ 949	\$ -	\$ 949	\$ 159	\$ 1,108
40 100 610 - Planning	16.85	5.68%	\$ 2,665	\$ -	\$ 2,665	\$ 447	\$ 3,112
41 100 620 - Building	14.75	4.97%	\$ 2,333	\$ -	\$ 2,333	\$ 391	\$ 2,724
42 100 630 - Housing	1.90	0.64%	\$ 301	\$ -	\$ 301	\$ 50	\$ 351
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 237	\$ -	\$ 237	\$ 40	\$ 277
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 2,215	\$ -	\$ 2,215	\$ 371	\$ 2,586
58 355 - Shuttle Program	0.73	0.25%	\$ 115	\$ -	\$ 115	\$ 19	\$ 135

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 308	\$ -	\$ 308	\$ 52	\$ 360
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 183	\$ -	\$ 183	\$ 31	\$ 214
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 33	\$ -	\$ 33	\$ 6	\$ 39
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 73	\$ -	\$ 73	\$ 12	\$ 85
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 1,186	\$ -	\$ 1,186	\$ 199	\$ 1,385
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 332	\$ -	\$ 332	\$ 56	\$ 388
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 1,610	\$ -	\$ 1,610	\$ 270	\$ 1,880
73 610 - Solid Waste Service	1.16	0.39%	\$ 183	\$ -	\$ 183	\$ 31	\$ 214

Department 702 - General Liability Insurance Internal Service Fund
Function GL Specific
Allocation Base \$ of Liability Claims - History

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	7,993,649.00	100.00%	\$ 46,898	\$ -	\$ 46,898	\$ 6,024	\$ 52,922		
8 100 140 - Human Resources	2,485,169.00	31.09%	\$ 14,580	\$ -	\$ 14,580	\$ -	\$ 14,580		
9 100 150 - Finance	35,401.00	0.44%	\$ 208	\$ -	\$ 208	\$ -	\$ 208		
13 100 331 - Fields/Grounds	332,262.00	4.16%	\$ 1,949	\$ -	\$ 1,949	\$ -	\$ 1,949		
20 100 210 - Patrol	3,997,057.00	50.00%	\$ 23,451	\$ -	\$ 23,451	\$ 4,683	\$ 28,134		
22 100 230 - Communications	102,807.00	1.29%	\$ 603	\$ -	\$ 603	\$ 120	\$ 724		
25 100 332 - Vehicle	241,595.00	3.02%	\$ 1,417	\$ -	\$ 1,417	\$ 283	\$ 1,701		
26 100 333 - City Tree	44,652.00	0.56%	\$ 262	\$ -	\$ 262	\$ 52	\$ 314		
27 100 334 - Streets	79,858.00	1.00%	\$ 469	\$ -	\$ 469	\$ 94	\$ 562		
31 100 510 - Seniors	52,052.00	0.65%	\$ 305	\$ -	\$ 305	\$ 61	\$ 366		
33 100 530 - Pre-School Child Care	183,239.00	2.29%	\$ 1,075	\$ -	\$ 1,075	\$ 215	\$ 1,290		
36 100 541 - Gymnastics	92,149.00	1.15%	\$ 541	\$ -	\$ 541	\$ 108	\$ 649		
38 100 560 - Library	2,453.00	0.03%	\$ 14	\$ -	\$ 14	\$ 3	\$ 17		
41 100 620 - Building	244,795.00	3.06%	\$ 1,436	\$ -	\$ 1,436	\$ 287	\$ 1,723		
72 601 - Menlo Park Municipal Water Operations Fund	100,160.00	1.25%	\$ 588	\$ -	\$ 588	\$ 117	\$ 705		

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

703 - Other Post Employment Benefits Internal Service

Department Salaries & Costs

Description	Amount	General Admin	OPEB General	OPEB Direct
Personnel				
Salaries	\$ 1	\$ -	\$ 0	\$ 1
Salary Split %	100%	0.00%	25.00%	75.00%
Subtotal - Personnel Costs	\$ 1	\$ -	\$ 0	\$ 1

Services & Supplies

Subtotal - Services and Supplies		\$ -			
General Admin Distribution	\$ -	\$ -	\$ -	\$ -	
INCOMING COSTS DISTRIBUTION					
ORG TOTAL	\$ 1	\$ -	\$ 0	\$ 1	
INCOMING COSTS DISTRIBUTION	\$ 83,382	\$ -	\$ 20,846	\$ 62,537	
TOTAL ORG W INCOMING	\$ 83,383	\$ -	\$ 20,846	\$ 62,538	

Department		703 - Other Post Employment Benefits Internal Service		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 83,382	\$ 319,839	\$ -236,456	
2 100 110 - City Council	\$ 2,182	\$ 1,203	\$ 978	
CC - Financial	\$ 2,182	\$ 1,203	\$ 978	
3 100 120 - City Attorney	\$ 1,605	\$ 1,465	\$ 140	
Attny - Financial	\$ 1,605	\$ 1,465	\$ 140	
4 100 131 - City Administration	\$ 7,893	\$ 7,237	\$ 656	
City Admin - Financial	\$ 7,893	\$ 7,237	\$ 656	
5 100 132 - City Clerk	\$ 2,481	\$ 2,153	\$ 328	
Clerk - Financial	\$ 2,481	\$ 2,153	\$ 328	
6 100 133 - Public Engagement	\$ 2,612	\$ 2,445	\$ 167	
Public Engagement - Financial	\$ 2,612	\$ 2,445	\$ 167	
8 100 140 - Human Resources	\$ 42,999	\$ 284,160	\$ -241,161	
Hr - Fund 703	\$ 42,999	\$ 284,160	\$ -241,161	
9 100 150 - Finance	\$ 12,191	\$ 11,211	\$ 979	
Fin - Budgeting	\$ 11,330	\$ 10,414	\$ 916	
Fin - Accting Non GF	\$ 861	\$ 798	\$ 64	
12 100 330 - Facilities	\$ 10,555	\$ 9,964	\$ 591	
Fac - Citywide	\$ 10,555	\$ 9,964	\$ 591	
17 704 - Information Technology Internal Service Fund	\$ 864	\$ -	\$ 864	
IT - Citywide	\$ 661	\$ -	\$ 661	
IT - Accounting Non GF	\$ 203	\$ -	\$ 203	

Department **703 - Other Post Employment Benefits Internal Service**

Allocation Summary

Department	Total	OPEB General	OPEB Direct
Grand Total	\$ 348,383	\$ 87,096	\$ 261,288
2 100 110 - City Council	\$ 1,348	\$ 1,348	\$ -
4 100 131 - City Administration	\$ 1,472	\$ 1,472	\$ -
5 100 132 - City Clerk	\$ 539	\$ 539	\$ -
6 100 133 - Public Engagement	\$ 270	\$ 270	\$ -
7 100 134 - Emergency Preparedness	\$ 270	\$ 270	\$ -
8 100 140 - Human Resources	\$ 1,855	\$ 1,855	\$ -
9 100 150 - Finance	\$ 3,056	\$ 3,056	\$ -
10 100 240 - Administration	\$ 5,791	\$ 4,293	\$ 1,498
11 100 305 - Public Works Administration	\$ 108,902	\$ 2,098	\$ 106,804
12 100 330 - Facilities	\$ 1,348	\$ 1,348	\$ -
13 100 331 - Fields/Grounds	\$ 2,166	\$ 2,166	\$ -
17 704 - Information Technology Internal Service Fund	\$ 3,156	\$ 3,156	\$ -
19 100 170 - Sustainability	\$ 873	\$ 873	\$ -
20 100 210 - Patrol	\$ 98,391	\$ 12,520	\$ 85,871
21 100 220 - Special Operations	\$ 2,108	\$ 2,108	\$ -
22 100 230 - Communications	\$ 2,559	\$ 2,559	\$ -
23 100 310 - Capital Projects	\$ 301	\$ 301	\$ -
24 100 320 - Transportation Management	\$ 2,249	\$ 2,249	\$ -
25 100 332 - Vehicle	\$ 873	\$ 873	\$ -
26 100 333 - City Tree	\$ 1,174	\$ 1,174	\$ -
27 100 334 - Streets	\$ 1,373	\$ 1,373	\$ -
29 100 350 - Right-of-Way	\$ 1,475	\$ 1,475	\$ -
30 100 360 - Development Services	\$ 964	\$ 964	\$ -
31 100 510 - Seniors	\$ 1,506	\$ 1,506	\$ -
32 100 520 - Recreation - Indoor	\$ 28,972	\$ 3,011	\$ 25,961
33 100 530 - Pre-School Child Care	\$ 2,409	\$ 2,409	\$ -
34 100 531 - School-Age Child Care	\$ 1,129	\$ 1,129	\$ -
35 100 540 - Recreation - Outdoor	\$ 12,122	\$ 903	\$ 11,219
36 100 541 - Gymnastics	\$ 1,807	\$ 1,807	\$ -
38 100 560 - Library	\$ 6,728	\$ 3,764	\$ 2,964
39 100 570 - LCS Operations	\$ 1,807	\$ 1,807	\$ -
40 100 610 - Planning	\$ 32,045	\$ 5,074	\$ 26,971
41 100 620 - Building	\$ 4,441	\$ 4,441	\$ -
42 100 630 - Housing	\$ 572	\$ 572	\$ -
48 222 - Below Market Rate Housing	\$ 452	\$ 452	\$ -
52 253 - Belle Haven Child Development Center	\$ 4,216	\$ 4,216	\$ -
58 355 - Shuttle Program	\$ 220	\$ 220	\$ -
61 358 - Landscape/Tree Assessment	\$ 587	\$ 587	\$ -

Department	Total	OPEB General	OPEB Direct
64 361 - Stormwater Management -(NPDES)	\$ 349	\$ 349	\$ -
65 362 - Construction Impact Fee Fund	\$ 63	\$ 63	\$ -
66 365 - Landfill Post-Closure	\$ 139	\$ 139	\$ -
70 501 - General Capital Improvement Fund	\$ 2,258	\$ 2,258	\$ -
71 600 - Menlo Park Municipal Water Capital Fund	\$ 632	\$ 632	\$ -
72 601 - Menlo Park Municipal Water Operations Fund	\$ 3,065	\$ 3,065	\$ -
73 610 - Solid Waste Service	\$ 349	\$ 349	\$ -

Department	703 - Other Post Employment Benefits Internal Service
Function	OPEB General
Allocation Base	FTE

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	296.49	100.00%	\$ 79,960	\$ -	\$ 79,960	\$ 7,136	\$ 87,096		
2 100 110 - City Council	5.00	1.69%	\$ 1,348	\$ -	\$ 1,348	\$ -	\$ 1,348		
4 100 131 - City Administration	5.46	1.84%	\$ 1,472	\$ -	\$ 1,472	\$ -	\$ 1,472		
5 100 132 - City Clerk	2.00	0.67%	\$ 539	\$ -	\$ 539	\$ -	\$ 539		
6 100 133 - Public Engagement	1.00	0.34%	\$ 270	\$ -	\$ 270	\$ -	\$ 270		
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 270	\$ -	\$ 270	\$ -	\$ 270		
8 100 140 - Human Resources	6.88	2.32%	\$ 1,855	\$ -	\$ 1,855	\$ -	\$ 1,855		
9 100 150 - Finance	11.33	3.82%	\$ 3,056	\$ -	\$ 3,056	\$ -	\$ 3,056		
10 100 240 - Administration	15.92	5.37%	\$ 4,293	\$ -	\$ 4,293	\$ -	\$ 4,293		
11 100 305 - Public Works Administration	7.78	2.62%	\$ 2,098	\$ -	\$ 2,098	\$ -	\$ 2,098		
12 100 330 - Facilities	5.00	1.69%	\$ 1,348	\$ -	\$ 1,348	\$ -	\$ 1,348		
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 2,166	\$ -	\$ 2,166	\$ -	\$ 2,166		
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 2,826	\$ -	\$ 2,826	\$ 329	\$ 3,156		
19 100 170 - Sustainability	2.90	0.98%	\$ 782	\$ -	\$ 782	\$ 91	\$ 873		
20 100 210 - Patrol	41.58	14.02%	\$ 11,214	\$ -	\$ 11,214	\$ 1,307	\$ 12,520		
21 100 220 - Special Operations	7.00	2.36%	\$ 1,888	\$ -	\$ 1,888	\$ 220	\$ 2,108		
22 100 230 - Communications	8.50	2.87%	\$ 2,292	\$ -	\$ 2,292	\$ 267	\$ 2,559		
23 100 310 - Capital Projects	1.00	0.34%	\$ 270	\$ -	\$ 270	\$ 31	\$ 301		
24 100 320 - Transportation Management	7.47	2.52%	\$ 2,015	\$ -	\$ 2,015	\$ 235	\$ 2,249		
25 100 332 - Vehicle	2.90	0.98%	\$ 782	\$ -	\$ 782	\$ 91	\$ 873		
26 100 333 - City Tree	3.90	1.32%	\$ 1,052	\$ -	\$ 1,052	\$ 123	\$ 1,174		
27 100 334 - Streets	4.56	1.54%	\$ 1,230	\$ -	\$ 1,230	\$ 143	\$ 1,373		
29 100 350 - Right-of-Way	4.90	1.65%	\$ 1,321	\$ -	\$ 1,321	\$ 154	\$ 1,475		
30 100 360 - Development Services	3.20	1.08%	\$ 863	\$ -	\$ 863	\$ 101	\$ 964		
31 100 510 - Seniors	5.00	1.69%	\$ 1,348	\$ -	\$ 1,348	\$ 157	\$ 1,506		
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 2,697	\$ -	\$ 2,697	\$ 314	\$ 3,011		
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 2,158	\$ -	\$ 2,158	\$ 251	\$ 2,409		
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 1,011	\$ -	\$ 1,011	\$ 118	\$ 1,129		
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 809	\$ -	\$ 809	\$ 94	\$ 903		
36 100 541 - Gymnastics	6.00	2.02%	\$ 1,618	\$ -	\$ 1,618	\$ 189	\$ 1,807		
38 100 560 - Library	12.50	4.22%	\$ 3,371	\$ -	\$ 3,371	\$ 393	\$ 3,764		
39 100 570 - LCS Operations	6.00	2.02%	\$ 1,618	\$ -	\$ 1,618	\$ 189	\$ 1,807		
40 100 610 - Planning	16.85	5.68%	\$ 4,544	\$ -	\$ 4,544	\$ 529	\$ 5,074		
41 100 620 - Building	14.75	4.97%	\$ 3,978	\$ -	\$ 3,978	\$ 463	\$ 4,441		
42 100 630 - Housing	1.90	0.64%	\$ 512	\$ -	\$ 512	\$ 60	\$ 572		
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 405	\$ -	\$ 405	\$ 47	\$ 452		
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 3,776	\$ -	\$ 3,776	\$ 440	\$ 4,216		
58 355 - Shuttle Program	0.73	0.25%	\$ 197	\$ -	\$ 197	\$ 23	\$ 220		

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 526	\$ -	\$ 526	\$ 61	\$ 587
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 313	\$ -	\$ 313	\$ 36	\$ 349
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 57	\$ -	\$ 57	\$ 7	\$ 63
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 124	\$ -	\$ 124	\$ 14	\$ 139
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 2,023	\$ -	\$ 2,023	\$ 236	\$ 2,258
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 566	\$ -	\$ 566	\$ 66	\$ 632
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 2,745	\$ -	\$ 2,745	\$ 320	\$ 3,065
73 610 - Solid Waste Service	1.16	0.39%	\$ 313	\$ -	\$ 313	\$ 36	\$ 349

Department	703 - Other Post Employment Benefits Internal Service
Function	OPEB Direct
Allocation Base	OPEB RHC \$\$

Function Level Allocations									
Department		Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total	
Grand Total		20,982.00	100.00%	\$ 239,880	\$ -	\$ 239,880	\$ 21,408	\$	261,288
10 100 240 - Administration		131.00	0.62%	\$ 1,498	\$ -	\$ 1,498	\$ -	\$	1,498
11 100 305 - Public Works Administration		9,342.00	44.52%	\$ 106,804	\$ -	\$ 106,804	\$ -	\$	106,804
20 100 210 - Patrol		6,460.00	30.79%	\$ 73,855	\$ -	\$ 73,855	\$ 12,016	\$	85,871
32 100 520 - Recreation - Indoor		1,953.00	9.31%	\$ 22,328	\$ -	\$ 22,328	\$ 3,633	\$	25,961
35 100 540 - Recreation - Outdoor		844.00	4.02%	\$ 9,649	\$ -	\$ 9,649	\$ 1,570	\$	11,219
38 100 560 - Library		223.00	1.06%	\$ 2,549	\$ -	\$ 2,549	\$ 415	\$	2,964
40 100 610 - Planning		2,029.00	9.67%	\$ 23,197	\$ -	\$ 23,197	\$ 3,774	\$	26,971

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report													
704 - Information Technology Internal Service Fund													
Department Salaries & Costs													
Description	Amount	General Admin	IT - Citywide	IT - Staffling	IT - Payroll	IT - Accounting GF	IT - Technical	IT - Software Direct	IT - Accounting Non GF				
Personnel													
Salaries	\$ 10	\$ -	\$ 1	\$ 1	\$ 1	\$ 1	\$ 3	\$ 2	\$ 1				
Salary Split %	100%	0.00%	10.00%	10.00%	10.00%	10.00%	30.00%	20.00%	10.00%				
Subtotal - Personnel Costs	\$ 10	\$ -	\$ 1	\$ 1	\$ 1	\$ 1	\$ 3	\$ 2	\$ 1				
Services & Supplies													

Department		704 - Information Technology Internal Service Fund		
Incoming Costs Details				
Department	Total Incoming Costs	1st Incoming Costs	2nd Incoming Costs	
Grand Total	\$ 978,509	\$ 908,062	\$ 70,447	
1 Asset Use	\$ 395,729	\$ 395,729	\$ -	
Equip Use	\$ 395,729	\$ 395,729	\$ -	
2 100 110 - City Council	\$ 25,524	\$ 13,981	\$ 11,543	
CC - Financial	\$ 13,473	\$ 7,431	\$ 6,042	
CC - Staff	\$ 10,642	\$ 5,841	\$ 4,801	
CC - Governing	\$ 1,409	\$ 708	\$ 700	
3 100 120 - City Attorney	\$ 19,645	\$ 17,881	\$ 1,765	
Attny - Financial	\$ 9,913	\$ 9,046	\$ 867	
Attny - Staffing	\$ 7,794	\$ 7,111	\$ 684	
Attny - Governing	\$ 1,938	\$ 1,724	\$ 214	
4 100 131 - City Administration	\$ 91,829	\$ 84,088	\$ 7,740	
City Admin - Financial	\$ 48,746	\$ 44,695	\$ 4,051	
City Admin - Staffing	\$ 38,329	\$ 35,134	\$ 3,196	
City Admin - Governing	\$ 4,754	\$ 4,260	\$ 494	
5 100 132 - City Clerk	\$ 28,939	\$ 25,019	\$ 3,920	
Clerk - Financial	\$ 15,321	\$ 13,298	\$ 2,023	
Clerk - Staffing	\$ 12,052	\$ 10,453	\$ 1,599	
Clerk - Governing	\$ 1,566	\$ 1,267	\$ 298	
6 100 133 - Public Engagement	\$ 28,818	\$ 26,971	\$ 1,847	
Public Engagement - Financial	\$ 16,133	\$ 15,100	\$ 1,033	
Public Engagement - Staffing	\$ 12,685	\$ 11,870	\$ 815	
7 100 134 - Emergency Preparedness	\$ 1,779	\$ 1,410	\$ 368	
Emer Prep City Gov	\$ 1,779	\$ 1,410	\$ 368	
8 100 140 - Human Resources	\$ 88,820	\$ 81,493	\$ 7,327	
HR - Staffing	\$ 74,057	\$ 67,917	\$ 6,140	
Hr - Paychecks	\$ 14,763	\$ 13,576	\$ 1,187	
9 100 150 - Finance	\$ 143,375	\$ 132,009	\$ 11,366	
Fin - Budgeting	\$ 69,967	\$ 64,311	\$ 5,656	
Fin - Payroll	\$ 12,795	\$ 11,789	\$ 1,006	
Fin - Staffing	\$ 27,541	\$ 25,277	\$ 2,264	
Fin - Accting Non GF	\$ 33,073	\$ 30,632	\$ 2,441	
12 100 330 - Facilities	\$ 116,539	\$ 109,897	\$ 6,642	
Fac - Citywide	\$ 65,181	\$ 61,530	\$ 3,651	
Fac - Citywide Staffing	\$ 51,359	\$ 48,368	\$ 2,991	
13 100 331 - Fields/Grounds	\$ 14,986	\$ 14,362	\$ 624	
Fields - City wide	\$ 14,986	\$ 14,362	\$ 624	
14 701 - Workers' Compensation Internal Service Fund	\$ 864	\$ 738	\$ 126	
WC General	\$ 864	\$ 738	\$ 126	
15 702 - General Liability Insurance Internal Service Fund	\$ 1,936	\$ 1,658	\$ 278	

GL General	\$	1,936	\$	1,658	\$	278
16 703 - Other Post Employment Benefits Internal Service	\$	3,156	\$	2,826	\$	329
OPEB General	\$	3,156	\$	2,826	\$	329
17 704 - Information Technology Internal Service Fund	\$	16,569	\$	-	\$	16,569
IT - Citywide	\$	4,083	\$	-	\$	4,083
IT - Staffling	\$	3,210	\$	-	\$	3,210
IT - Payroll	\$	1,497	\$	-	\$	1,497
IT - Accounting Non GF	\$	7,779	\$	-	\$	7,779

Department **704 - Information Technology Internal Service Fund**

Allocation Summary

Department	Total	IT - Citywide	IT - Staffing	IT - Payroll	IT - Accounting GF	IT - Technical	IT - Software Direct	IT - Accounting Non GF
Grand Total	\$ 978,519	\$ 97,852	\$ 97,852	\$ 97,852	\$ 97,852	\$ 293,556	\$ 195,703.73	\$ 97,852
2 100 110 - City Council	\$ 3,855	\$ 564	\$ 1,531	\$ 950	\$ 809	\$ -	\$ -	\$ -
3 100 120 - City Attorney	\$ 1,799	\$ 739	\$ -	\$ -	\$ 1,061	\$ -	\$ -	\$ -
4 100 131 - City Administration	\$ 25,692	\$ 1,599	\$ 1,672	\$ 1,058	\$ 2,295	\$ 9,624	\$ 9,443.95	\$ -
5 100 132 - City Clerk	\$ 2,098	\$ 456	\$ 613	\$ 374	\$ 655	\$ -	\$ -	\$ -
6 100 133 - Public Engagement	\$ 1,671	\$ 484	\$ 306	\$ 187	\$ 694	\$ -	\$ -	\$ -
7 100 134 - Emergency Preparedness	\$ 1,204	\$ 369	\$ 306	\$ -	\$ 529	\$ -	\$ -	\$ -
8 100 140 - Human Resources	\$ 7,843	\$ 1,891	\$ 2,107	\$ 1,130	\$ 2,715	\$ -	\$ -	\$ -
9 100 150 - Finance	\$ 35,949	\$ 2,433	\$ 3,470	\$ 2,274	\$ 3,494	\$ 16,286	\$ 7,991.03	\$ -
10 100 240 - Administration	\$ 42,455	\$ 3,950	\$ 4,876	\$ 2,577	\$ 5,672	\$ 17,026	\$ 8,354.26	\$ -
11 100 305 - Public Works Administration	\$ 76,382	\$ 1,430	\$ 2,383	\$ 1,763	\$ 2,053	\$ 44,417	\$ 24,336.33	\$ -
12 100 330 - Facilities	\$ 7,149	\$ 1,851	\$ 1,531	\$ 1,108	\$ 2,658	\$ -	\$ -	\$ -
13 100 331 - Fields/Grounds	\$ 11,102	\$ 2,500	\$ 2,459	\$ 2,555	\$ 3,589	\$ -	\$ -	\$ -
14 701 - Workers' Compensation Internal Service Fund	\$ 942	\$ 779	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163
15 702 - General Liability Insurance Internal Service Fund	\$ 1,907	\$ 1,768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139
16 703 - Other Post Employment Benefits Internal Service	\$ 864	\$ 661	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 203
17 704 - Information Technology Internal Service Fund	\$ 16,569	\$ 4,083	\$ 3,210	\$ 1,497	\$ -	\$ -	\$ -	\$ 7,779
18 705 - Vehicle Replacement Internal Service Fund	\$ 3,108	\$ 2,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153
19 100 170 - Sustainability	\$ 3,239	\$ 674	\$ 983	\$ 614	\$ 969	\$ -	\$ -	\$ -
20 100 210 - Patrol	\$ 168,508	\$ 13,637	\$ 14,087	\$ 8,728	\$ 19,598	\$ 75,058	\$ 37,399.91	\$ -
21 100 220 - Special Operations	\$ 9,784	\$ 2,692	\$ 2,372	\$ 850	\$ 3,869	\$ -	\$ -	\$ -
22 100 230 - Communications	\$ 10,797	\$ 2,151	\$ 2,880	\$ 2,676	\$ 3,091	\$ -	\$ -	\$ -
23 100 310 - Capital Projects	\$ 2,622	\$ 175	\$ 339	\$ 1,857	\$ 251	\$ -	\$ -	\$ -
24 100 320 - Transportation Management	\$ 8,818	\$ 1,960	\$ 2,531	\$ 1,511	\$ 2,816	\$ -	\$ -	\$ -
25 100 332 - Vehicle	\$ 3,415	\$ 798	\$ 983	\$ 488	\$ 1,147	\$ -	\$ -	\$ -
26 100 333 - City Tree	\$ 5,711	\$ 900	\$ 1,321	\$ 2,196	\$ 1,293	\$ -	\$ -	\$ -
27 100 334 - Streets	\$ 8,566	\$ 2,293	\$ 1,545	\$ 1,432	\$ 3,296	\$ -	\$ -	\$ -
28 100 340 - Stormwater	\$ 2,287	\$ 570	\$ -	\$ 897	\$ 819	\$ -	\$ -	\$ -
29 100 350 - Right-of-Way	\$ 6,162	\$ 1,179	\$ 1,660	\$ 1,629	\$ 1,694	\$ -	\$ -	\$ -
30 100 360 - Development Services	\$ 4,686	\$ 861	\$ 1,084	\$ 1,503	\$ 1,238	\$ -	\$ -	\$ -
31 100 510 - Seniors	\$ 5,902	\$ 774	\$ 1,694	\$ 2,322	\$ 1,112	\$ -	\$ -	\$ -
32 100 520 - Recreation - Indoor	\$ 11,637	\$ 2,128	\$ 3,388	\$ 3,062	\$ 3,059	\$ -	\$ -	\$ -
33 100 530 - Pre-School Child Care	\$ 10,620	\$ 1,182	\$ 2,710	\$ 5,029	\$ 1,699	\$ -	\$ -	\$ -
34 100 531 - School-Age Child Care	\$ 7,824	\$ 877	\$ 1,270	\$ 4,415	\$ 1,261	\$ -	\$ -	\$ -
35 100 540 - Recreation - Outdoor	\$ 5,101	\$ 685	\$ 1,016	\$ 2,416	\$ 984	\$ -	\$ -	\$ -
36 100 541 - Gymnastics	\$ 7,614	\$ 921	\$ 2,033	\$ 3,337	\$ 1,323	\$ -	\$ -	\$ -
37 100 542 - Aquatics	\$ 1,556	\$ 638	\$ -	\$ -	\$ 918	\$ -	\$ -	\$ -
38 100 560 - Library	\$ 105,356	\$ 3,303	\$ 4,235	\$ 9,436	\$ 4,747	\$ 56,087	\$ 27,547.25	\$ -
39 100 570 - LCS Operations	\$ 9,771	\$ 2,348	\$ 2,033	\$ 2,015	\$ 3,375	\$ -	\$ -	\$ -

Department	Total	IT - Citywide	IT - Staffing	IT - Payroll	IT - Accounting		IT - Technical	IT - Software		IT - Accounting Non GF
					GF			Direct		
40 100 610 - Planning	\$ 19,558	\$ 4,229	\$ 5,709	\$ 3,542	\$ 6,078	\$ -	\$ -	\$ -	\$ -	
41 100 620 - Building	\$ 72,073	\$ 4,145	\$ 4,997	\$ 3,431	\$ 5,957	\$ 34,642	\$ 18,901.03	\$ -	\$ -	
42 100 630 - Housing	\$ 3,394	\$ 625	\$ 644	\$ 1,228	\$ 898	\$ -	\$ -	\$ -	\$ -	
43 100 650 - Economic Development	\$ 435	\$ 95	\$ -	\$ 205	\$ 136	\$ -	\$ -	\$ -	\$ -	
44 111 - Developer Special Revenue Fund	\$ 841	\$ 819	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22	
45 203 - Donations - Library and Community Services	\$ 2,073	\$ 119	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,955	
46 213 - CalRecycle SB1383 Local Grant	\$ 278	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 198	
47 221 - Low and Moderate Income Housing	\$ 264	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252	
48 222 - Below Market Rate Housing	\$ 10,573	\$ 626	\$ 508	\$ -	\$ -	\$ 1,650	\$ 6,032.24	\$ -	\$ 1,757	
49 223 - Housing Federal Revenue Sharing	\$ 185	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182	
50 224 - Community Development Block Grant	\$ 130	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127	
51 252 - Childcare Food	\$ 288	\$ 127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161	
52 253 - Belle Haven Child Development Center	\$ 61,283	\$ 1,910	\$ 4,743	\$ -	\$ -	\$ 14,022	\$ 37,802.06	\$ -	\$ 2,807	
53 254 - Preschool Quality Rating (QRIS)	\$ 168	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158	
54 327 - Supplemental Law Enforcement Services Fund	\$ 142	\$ 82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60	
55 328 - Downtown Parking Permits	\$ 768	\$ 143	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 625	
56 332 - Bayfront Mitigation Fund	\$ 89	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58	
57 354 - Storm Drainage Fees	\$ 103	\$ 53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	
58 355 - Shuttle Program	\$ 8,122	\$ 1,038	\$ 247	\$ -	\$ -	\$ 825	\$ 3,418.27	\$ -	\$ 2,594	
59 356 - Measure A - San Mateo County Transportation	\$ 3,280	\$ 1,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,169	
60 357 - Highway Users Tax (Gas Tax)	\$ 758	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 740	
61 358 - Landscape/Tree Assessment	\$ 8,009	\$ 962	\$ 661	\$ -	\$ -	\$ 1,650	\$ 1,608.60	\$ -	\$ 3,128	
62 359 - Sidewalk Assessment	\$ 39	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38	
63 360 - Measure M - City/County	\$ 178	\$ 116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62	
64 361 - Stormwater Management -(NPDES)	\$ 5,390	\$ 386	\$ 393	\$ -	\$ -	\$ 825	\$ 1,206.45	\$ -	\$ 2,580	
65 362 - Construction Impact Fee Fund	\$ 2,342	\$ 76	\$ 71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,195	
66 365 - Landfill Post-Closure	\$ 2,133	\$ 666	\$ 156	\$ -	\$ -	\$ 825	\$ 402.15	\$ -	\$ 84	
67 369 - In-lieu Payment for Community Amenities	\$ 87	\$ 82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5	
68 394 - Communitywide Electrification Efforts	\$ 3,102	\$ 2,996	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106	
69 401 - Measure T - Menlo Park GO Bonds	\$ 2,279	\$ 2,143	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136	
70 501 - General Capital Improvement Fund	\$ 23,474	\$ 1,531	\$ 2,541	\$ -	\$ -	\$ 7,423	\$ 3,820.42	\$ -	\$ 8,158	
71 600 - Menlo Park Municipal Water Capital Fund	\$ 7,722	\$ 444	\$ 711	\$ -	\$ -	\$ 2,474	\$ 1,206.45	\$ -	\$ 2,886	
72 601 - Menlo Park Municipal Water Operations Fund	\$ 33,841	\$ 3,407	\$ 3,449	\$ 4,455	\$ -	\$ 9,898	\$ 5,630.09	\$ -	\$ 7,003	
73 610 - Solid Waste Service	\$ 5,675	\$ 505	\$ 393	\$ 464	\$ -	\$ 825	\$ 603.22	\$ -	\$ 2,884	
76 OTHER NON GF	\$ 24,936	\$ -	\$ -	\$ 12,640	\$ -	\$ -	\$ -	\$ -	\$ 12,296	
77 OTHER	\$ 33,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,939	

Department	704 - Information Technology Internal Service Fund
Function	IT - Citywide
Allocation Base	TOTAL BUDGET

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	122,917,516.00	100.00%	\$ 90,807	\$ -	\$ 90,807	\$ 7,045	\$ 97,852
2 100 110 - City Council	763,151.00	0.62%	\$ 564	\$ -	\$ 564	\$ -	\$ 564
3 100 120 - City Attorney	1,000,000.00	0.81%	\$ 739	\$ -	\$ 739	\$ -	\$ 739
4 100 131 - City Administration	2,163,896.00	1.76%	\$ 1,599	\$ -	\$ 1,599	\$ -	\$ 1,599
5 100 132 - City Clerk	617,734.00	0.50%	\$ 456	\$ -	\$ 456	\$ -	\$ 456
6 100 133 - Public Engagement	654,581.00	0.53%	\$ 484	\$ -	\$ 484	\$ -	\$ 484
7 100 134 - Emergency Preparedness	499,069.00	0.41%	\$ 369	\$ -	\$ 369	\$ -	\$ 369
8 100 140 - Human Resources	2,559,846.00	2.08%	\$ 1,891	\$ -	\$ 1,891	\$ -	\$ 1,891
9 100 150 - Finance	3,293,879.00	2.68%	\$ 2,433	\$ -	\$ 2,433	\$ -	\$ 2,433
10 100 240 - Administration	5,347,403.00	4.35%	\$ 3,950	\$ -	\$ 3,950	\$ -	\$ 3,950
11 100 305 - Public Works Administration	1,935,755.00	1.57%	\$ 1,430	\$ -	\$ 1,430	\$ -	\$ 1,430
12 100 330 - Facilities	2,505,945.00	2.04%	\$ 1,851	\$ -	\$ 1,851	\$ -	\$ 1,851
13 100 331 - Fields/Grounds	3,383,368.00	2.75%	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500
14 701 - Workers' Compensation Internal Service Fund	1,054,800.00	0.86%	\$ 779	\$ -	\$ 779	\$ -	\$ 779
15 702 - General Liability Insurance Internal Service Fund	2,392,569.00	1.95%	\$ 1,768	\$ -	\$ 1,768	\$ -	\$ 1,768
16 703 - Other Post Employment Benefits Internal Service	895,000.00	0.73%	\$ 661	\$ -	\$ 661	\$ -	\$ 661
17 704 - Information Technology Internal Service Fund	5,527,066.00	4.50%	\$ 4,083	\$ -	\$ 4,083	\$ -	\$ 4,083
18 705 - Vehicle Replacement Internal Service Fund	3,610,041.00	2.94%	\$ 2,667	\$ -	\$ 2,667	\$ 288	\$ 2,955
19 100 170 - Sustainability	823,558.00	0.67%	\$ 608	\$ -	\$ 608	\$ 66	\$ 674
20 100 210 - Patrol	16,660,208.00	13.55%	\$ 12,308	\$ -	\$ 12,308	\$ 1,329	\$ 13,637
21 100 220 - Special Operations	3,289,435.00	2.68%	\$ 2,430	\$ -	\$ 2,430	\$ 262	\$ 2,692
22 100 230 - Communications	2,627,631.00	2.14%	\$ 1,941	\$ -	\$ 1,941	\$ 210	\$ 2,151
23 100 310 - Capital Projects	213,673.00	0.17%	\$ 158	\$ -	\$ 158	\$ 17	\$ 175
24 100 320 - Transportation Management	2,394,194.00	1.95%	\$ 1,769	\$ -	\$ 1,769	\$ 191	\$ 1,960
25 100 332 - Vehicle	974,965.00	0.79%	\$ 720	\$ -	\$ 720	\$ 78	\$ 798
26 100 333 - City Tree	1,099,595.00	0.89%	\$ 812	\$ -	\$ 812	\$ 88	\$ 900
27 100 334 - Streets	2,801,777.00	2.28%	\$ 2,070	\$ -	\$ 2,070	\$ 223	\$ 2,293
28 100 340 - Stormwater	696,541.00	0.57%	\$ 515	\$ -	\$ 515	\$ 56	\$ 570
29 100 350 - Right-of-Way	1,439,867.00	1.17%	\$ 1,064	\$ -	\$ 1,064	\$ 115	\$ 1,179
30 100 360 - Development Services	1,052,069.00	0.86%	\$ 777	\$ -	\$ 777	\$ 84	\$ 861
31 100 510 - Seniors	945,693.00	0.77%	\$ 699	\$ -	\$ 699	\$ 75	\$ 774
32 100 520 - Recreation - Indoor	2,600,272.00	2.12%	\$ 1,921	\$ -	\$ 1,921	\$ 207	\$ 2,128
33 100 530 - Pre-School Child Care	1,444,041.00	1.17%	\$ 1,067	\$ -	\$ 1,067	\$ 115	\$ 1,182
34 100 531 - School-Age Child Care	1,071,955.00	0.87%	\$ 792	\$ -	\$ 792	\$ 85	\$ 877
35 100 540 - Recreation - Outdoor	836,369.00	0.68%	\$ 618	\$ -	\$ 618	\$ 67	\$ 685
36 100 541 - Gymnastics	1,125,030.00	0.92%	\$ 831	\$ -	\$ 831	\$ 90	\$ 921
37 100 542 - Aquatics	780,000.00	0.63%	\$ 576	\$ -	\$ 576	\$ 62	\$ 638
38 100 560 - Library	4,035,519.00	3.28%	\$ 2,981	\$ -	\$ 2,981	\$ 322	\$ 3,303

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
39 100 570 - LCS Operations	2,868,901.00	2.33%	\$ 2,119	\$ -	\$ 2,119	\$ 229	\$ 2,348
40 100 610 - Planning	5,166,965.00	4.20%	\$ 3,817	\$ -	\$ 3,817	\$ 412	\$ 4,229
41 100 620 - Building	5,063,653.00	4.12%	\$ 3,741	\$ -	\$ 3,741	\$ 404	\$ 4,145
42 100 630 - Housing	763,155.00	0.62%	\$ 564	\$ -	\$ 564	\$ 61	\$ 625
43 100 650 - Economic Development	115,550.00	0.09%	\$ 85	\$ -	\$ 85	\$ 9	\$ 95
44 111 - Developer Special Revenue Fund	1,000,000.00	0.81%	\$ 739	\$ -	\$ 739	\$ 80	\$ 819
45 203 - Donations - Library and Community Services	145,000.00	0.12%	\$ 107	\$ -	\$ 107	\$ 12	\$ 119
46 213 - CalRecycle SB1383 Local Grant	98,232.00	0.08%	\$ 73	\$ -	\$ 73	\$ 8	\$ 80
47 221 - Low and Moderate Income Housing	14,000.00	0.01%	\$ 10	\$ -	\$ 10	\$ 1	\$ 11
48 222 - Below Market Rate Housing	764,890.00	0.62%	\$ 565	\$ -	\$ 565	\$ 61	\$ 626
49 223 - Housing Federal Revenue Sharing	4,000.00	0.00%	\$ 3	\$ -	\$ 3	\$ 0	\$ 3
50 224 - Community Development Block Grant	4,000.00	0.00%	\$ 3	\$ -	\$ 3	\$ 0	\$ 3
51 252 - Childcare Food	155,000.00	0.13%	\$ 115	\$ -	\$ 115	\$ 12	\$ 127
52 253 - Belle Haven Child Development Center	2,333,390.00	1.90%	\$ 1,724	\$ -	\$ 1,724	\$ 186	\$ 1,910
53 254 - Preschool Quality Rating (QRIS)	12,000.00	0.01%	\$ 9	\$ -	\$ 9	\$ 1	\$ 10
54 327 - Supplemental Law Enforcement Services Fund	100,000.00	0.08%	\$ 74	\$ -	\$ 74	\$ 8	\$ 82
55 328 - Downtown Parking Permits	174,520.00	0.14%	\$ 129	\$ -	\$ 129	\$ 14	\$ 143
56 332 - Bayfront Mitigation Fund	37,500.00	0.03%	\$ 28	\$ -	\$ 28	\$ 3	\$ 31
57 354 - Storm Drainage Fees	65,000.00	0.05%	\$ 48	\$ -	\$ 48	\$ 5	\$ 53
58 355 - Shuttle Program	1,267,896.00	1.03%	\$ 937	\$ -	\$ 937	\$ 101	\$ 1,038
59 356 - Measure A - San Mateo County Transportation	1,356,840.00	1.10%	\$ 1,002	\$ -	\$ 1,002	\$ 108	\$ 1,111
60 357 - Highway Users Tax (Gas Tax)	21,138.00	0.02%	\$ 16	\$ -	\$ 16	\$ 2	\$ 17
61 358 - Landscape/Tree Assessment	1,175,761.00	0.96%	\$ 869	\$ -	\$ 869	\$ 94	\$ 962
62 359 - Sidewalk Assessment	1,650.00	0.00%	\$ 1	\$ -	\$ 1	\$ 0	\$ 1
63 360 - Measure M - City/County	142,000.00	0.12%	\$ 105	\$ -	\$ 105	\$ 11	\$ 116
64 361 - Stormwater Management -(NPDES)	471,525.00	0.38%	\$ 348	\$ -	\$ 348	\$ 38	\$ 386
65 362 - Construction Impact Fee Fund	93,132.00	0.08%	\$ 69	\$ -	\$ 69	\$ 7	\$ 76
66 365 - Landfill Post-Closure	813,967.00	0.66%	\$ 601	\$ -	\$ 601	\$ 65	\$ 666
67 369 - In-lieu Payment for Community Amenities	100,000.00	0.08%	\$ 74	\$ -	\$ 74	\$ 8	\$ 82
68 394 - Communitywide Electrification Efforts	3,660,000.00	2.98%	\$ 2,704	\$ -	\$ 2,704	\$ 292	\$ 2,996
69 401 - Measure T - Menlo Park GO Bonds	2,618,564.00	2.13%	\$ 1,935	\$ -	\$ 1,935	\$ 209	\$ 2,143
70 501 - General Capital Improvement Fund	1,870,412.00	1.52%	\$ 1,382	\$ -	\$ 1,382	\$ 149	\$ 1,531
71 600 - Menlo Park Municipal Water Capital Fund	543,012.00	0.44%	\$ 401	\$ -	\$ 401	\$ 43	\$ 444
72 601 - Menlo Park Municipal Water Operations Fund	4,161,995.00	3.39%	\$ 3,075	\$ -	\$ 3,075	\$ 332	\$ 3,407
73 610 - Solid Waste Service	617,373.00	0.50%	\$ 456	\$ -	\$ 456	\$ 49	\$ 505

Department	704 - Information Technology Internal Service Fund
Function	IT - Staffing
Allocation Base	FTE

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	296.49	100.00%	\$ 90,807	\$ -	\$ 90,807	\$ 7,045	\$ 97,852
2 100 110 - City Council	5.00	1.69%	\$ 1,531	\$ -	\$ 1,531	\$ -	\$ 1,531
4 100 131 - City Administration	5.46	1.84%	\$ 1,672	\$ -	\$ 1,672	\$ -	\$ 1,672
5 100 132 - City Clerk	2.00	0.67%	\$ 613	\$ -	\$ 613	\$ -	\$ 613
6 100 133 - Public Engagement	1.00	0.34%	\$ 306	\$ -	\$ 306	\$ -	\$ 306
7 100 134 - Emergency Preparedness	1.00	0.34%	\$ 306	\$ -	\$ 306	\$ -	\$ 306
8 100 140 - Human Resources	6.88	2.32%	\$ 2,107	\$ -	\$ 2,107	\$ -	\$ 2,107
9 100 150 - Finance	11.33	3.82%	\$ 3,470	\$ -	\$ 3,470	\$ -	\$ 3,470
10 100 240 - Administration	15.92	5.37%	\$ 4,876	\$ -	\$ 4,876	\$ -	\$ 4,876
11 100 305 - Public Works Administration	7.78	2.62%	\$ 2,383	\$ -	\$ 2,383	\$ -	\$ 2,383
12 100 330 - Facilities	5.00	1.69%	\$ 1,531	\$ -	\$ 1,531	\$ -	\$ 1,531
13 100 331 - Fields/Grounds	8.03	2.71%	\$ 2,459	\$ -	\$ 2,459	\$ -	\$ 2,459
17 704 - Information Technology Internal Service Fund	10.48	3.53%	\$ 3,210	\$ -	\$ 3,210	\$ -	\$ 3,210
19 100 170 - Sustainability	2.90	0.98%	\$ 888	\$ -	\$ 888	\$ 94	\$ 983
20 100 210 - Patrol	41.58	14.02%	\$ 12,735	\$ -	\$ 12,735	\$ 1,352	\$ 14,087
21 100 220 - Special Operations	7.00	2.36%	\$ 2,144	\$ -	\$ 2,144	\$ 228	\$ 2,372
22 100 230 - Communications	8.50	2.87%	\$ 2,603	\$ -	\$ 2,603	\$ 276	\$ 2,880
23 100 310 - Capital Projects	1.00	0.34%	\$ 306	\$ -	\$ 306	\$ 33	\$ 339
24 100 320 - Transportation Management	7.47	2.52%	\$ 2,288	\$ -	\$ 2,288	\$ 243	\$ 2,531
25 100 332 - Vehicle	2.90	0.98%	\$ 888	\$ -	\$ 888	\$ 94	\$ 983
26 100 333 - City Tree	3.90	1.32%	\$ 1,194	\$ -	\$ 1,194	\$ 127	\$ 1,321
27 100 334 - Streets	4.56	1.54%	\$ 1,397	\$ -	\$ 1,397	\$ 148	\$ 1,545
29 100 350 - Right-of-Way	4.90	1.65%	\$ 1,501	\$ -	\$ 1,501	\$ 159	\$ 1,660
30 100 360 - Development Services	3.20	1.08%	\$ 980	\$ -	\$ 980	\$ 104	\$ 1,084
31 100 510 - Seniors	5.00	1.69%	\$ 1,531	\$ -	\$ 1,531	\$ 163	\$ 1,694
32 100 520 - Recreation - Indoor	10.00	3.37%	\$ 3,063	\$ -	\$ 3,063	\$ 325	\$ 3,388
33 100 530 - Pre-School Child Care	8.00	2.70%	\$ 2,450	\$ -	\$ 2,450	\$ 260	\$ 2,710
34 100 531 - School-Age Child Care	3.75	1.26%	\$ 1,149	\$ -	\$ 1,149	\$ 122	\$ 1,270
35 100 540 - Recreation - Outdoor	3.00	1.01%	\$ 919	\$ -	\$ 919	\$ 98	\$ 1,016
36 100 541 - Gymnastics	6.00	2.02%	\$ 1,838	\$ -	\$ 1,838	\$ 195	\$ 2,033
38 100 560 - Library	12.50	4.22%	\$ 3,828	\$ -	\$ 3,828	\$ 407	\$ 4,235
39 100 570 - LCS Operations	6.00	2.02%	\$ 1,838	\$ -	\$ 1,838	\$ 195	\$ 2,033
40 100 610 - Planning	16.85	5.68%	\$ 5,161	\$ -	\$ 5,161	\$ 548	\$ 5,709
41 100 620 - Building	14.75	4.97%	\$ 4,518	\$ -	\$ 4,518	\$ 480	\$ 4,997
42 100 630 - Housing	1.90	0.64%	\$ 582	\$ -	\$ 582	\$ 62	\$ 644
48 222 - Below Market Rate Housing	1.50	0.51%	\$ 459	\$ -	\$ 459	\$ 49	\$ 508
52 253 - Belle Haven Child Development Center	14.00	4.72%	\$ 4,288	\$ -	\$ 4,288	\$ 455	\$ 4,743
58 355 - Shuttle Program	0.73	0.25%	\$ 224	\$ -	\$ 224	\$ 24	\$ 247

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
61 358 - Landscape/Tree Assessment	1.95	0.66%	\$ 597	\$ -	\$ 597	\$ 63	\$ 661
64 361 - Stormwater Management -(NPDES)	1.16	0.39%	\$ 355	\$ -	\$ 355	\$ 38	\$ 393
65 362 - Construction Impact Fee Fund	0.21	0.07%	\$ 64	\$ -	\$ 64	\$ 7	\$ 71
66 365 - Landfill Post-Closure	0.46	0.16%	\$ 141	\$ -	\$ 141	\$ 15	\$ 156
70 501 - General Capital Improvement Fund	7.50	2.53%	\$ 2,297	\$ -	\$ 2,297	\$ 244	\$ 2,541
71 600 - Menlo Park Municipal Water Capital Fund	2.10	0.71%	\$ 643	\$ -	\$ 643	\$ 68	\$ 711
72 601 - Menlo Park Municipal Water Operations Fund	10.18	3.43%	\$ 3,118	\$ -	\$ 3,118	\$ 331	\$ 3,449
73 610 - Solid Waste Service	1.16	0.39%	\$ 355	\$ -	\$ 355	\$ 38	\$ 393

Department	704 - Information Technology Internal Service Fund
Function	IT - Payroll
Allocation Base	# of Paychecks

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	12,617.00	100.00%	\$ 90,807	\$ -	\$ 90,807	\$ 7,045	\$ 97,852
2 100 110 - City Council	132.00	1.05%	\$ 950	\$ -	\$ 950	\$ -	\$ 950
4 100 131 - City Administration	147.00	1.17%	\$ 1,058	\$ -	\$ 1,058	\$ -	\$ 1,058
5 100 132 - City Clerk	52.00	0.41%	\$ 374	\$ -	\$ 374	\$ -	\$ 374
6 100 133 - Public Engagement	26.00	0.21%	\$ 187	\$ -	\$ 187	\$ -	\$ 187
8 100 140 - Human Resources	157.00	1.24%	\$ 1,130	\$ -	\$ 1,130	\$ -	\$ 1,130
9 100 150 - Finance	316.00	2.50%	\$ 2,274	\$ -	\$ 2,274	\$ -	\$ 2,274
10 100 240 - Administration	358.00	2.84%	\$ 2,577	\$ -	\$ 2,577	\$ -	\$ 2,577
11 100 305 - Public Works Administration	245.00	1.94%	\$ 1,763	\$ -	\$ 1,763	\$ -	\$ 1,763
12 100 330 - Facilities	154.00	1.22%	\$ 1,108	\$ -	\$ 1,108	\$ -	\$ 1,108
13 100 331 - Fields/Grounds	355.00	2.81%	\$ 2,555	\$ -	\$ 2,555	\$ -	\$ 2,555
17 704 - Information Technology Internal Service Fund	208.00	1.65%	\$ 1,497	\$ -	\$ 1,497	\$ -	\$ 1,497
19 100 170 - Sustainability	78.00	0.62%	\$ 561	\$ -	\$ 561	\$ 52	\$ 614
20 100 210 - Patrol	1,109.00	8.79%	\$ 7,982	\$ -	\$ 7,982	\$ 746	\$ 8,728
21 100 220 - Special Operations	108.00	0.86%	\$ 777	\$ -	\$ 777	\$ 73	\$ 850
22 100 230 - Communications	340.00	2.69%	\$ 2,447	\$ -	\$ 2,447	\$ 229	\$ 2,676
23 100 310 - Capital Projects	236.00	1.87%	\$ 1,699	\$ -	\$ 1,699	\$ 159	\$ 1,857
24 100 320 - Transportation Management	192.00	1.52%	\$ 1,382	\$ -	\$ 1,382	\$ 129	\$ 1,511
25 100 332 - Vehicle	62.00	0.49%	\$ 446	\$ -	\$ 446	\$ 42	\$ 488
26 100 333 - City Tree	279.00	2.21%	\$ 2,008	\$ -	\$ 2,008	\$ 188	\$ 2,196
27 100 334 - Streets	182.00	1.44%	\$ 1,310	\$ -	\$ 1,310	\$ 122	\$ 1,432
28 100 340 - Stormwater	114.00	0.90%	\$ 820	\$ -	\$ 820	\$ 77	\$ 897
29 100 350 - Right-of-Way	207.00	1.64%	\$ 1,490	\$ -	\$ 1,490	\$ 139	\$ 1,629
30 100 360 - Development Services	191.00	1.51%	\$ 1,375	\$ -	\$ 1,375	\$ 129	\$ 1,503
31 100 510 - Seniors	295.00	2.34%	\$ 2,123	\$ -	\$ 2,123	\$ 199	\$ 2,322
32 100 520 - Recreation - Indoor	389.00	3.08%	\$ 2,800	\$ -	\$ 2,800	\$ 262	\$ 3,062
33 100 530 - Pre-School Child Care	639.00	5.06%	\$ 4,599	\$ -	\$ 4,599	\$ 430	\$ 5,029
34 100 531 - School-Age Child Care	561.00	4.45%	\$ 4,038	\$ -	\$ 4,038	\$ 378	\$ 4,415
35 100 540 - Recreation - Outdoor	307.00	2.43%	\$ 2,210	\$ -	\$ 2,210	\$ 207	\$ 2,416
36 100 541 - Gymnastics	424.00	3.36%	\$ 3,052	\$ -	\$ 3,052	\$ 285	\$ 3,337
38 100 560 - Library	1,199.00	9.50%	\$ 8,629	\$ -	\$ 8,629	\$ 807	\$ 9,436
39 100 570 - LCS Operations	256.00	2.03%	\$ 1,842	\$ -	\$ 1,842	\$ 172	\$ 2,015
40 100 610 - Planning	450.00	3.57%	\$ 3,239	\$ -	\$ 3,239	\$ 303	\$ 3,542
41 100 620 - Building	436.00	3.46%	\$ 3,138	\$ -	\$ 3,138	\$ 293	\$ 3,431
42 100 630 - Housing	156.00	1.24%	\$ 1,123	\$ -	\$ 1,123	\$ 105	\$ 1,228
43 100 650 - Economic Development	26.00	0.21%	\$ 187	\$ -	\$ 187	\$ 17	\$ 205
72 601 - Menlo Park Municipal Water Operations Fund	566.00	4.49%	\$ 4,074	\$ -	\$ 4,074	\$ 381	\$ 4,455
73 610 - Solid Waste Service	59.00	0.47%	\$ 425	\$ -	\$ 425	\$ 40	\$ 464

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
76 OTHER NON GF	1,606.00	12.73%	\$ 11,559	\$ -	\$ 11,559	\$ 1,081	\$ 12,640

Department	704 - Information Technology Internal Service Fund
Function	IT - Accounting GF
Allocation Base	GF Budget

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	85,615,243.00	100.00%	\$ 90,807	\$ -	\$ 90,807	\$ 7,045	\$ 97,852
2 100 110 - City Council	763,151.00	0.89%	\$ 809	\$ -	\$ 809	\$ -	\$ 809
3 100 120 - City Attorney	1,000,000.00	1.17%	\$ 1,061	\$ -	\$ 1,061	\$ -	\$ 1,061
4 100 131 - City Administration	2,163,896.00	2.53%	\$ 2,295	\$ -	\$ 2,295	\$ -	\$ 2,295
5 100 132 - City Clerk	617,734.00	0.72%	\$ 655	\$ -	\$ 655	\$ -	\$ 655
6 100 133 - Public Engagement	654,581.00	0.76%	\$ 694	\$ -	\$ 694	\$ -	\$ 694
7 100 134 - Emergency Preparedness	499,069.00	0.58%	\$ 529	\$ -	\$ 529	\$ -	\$ 529
8 100 140 - Human Resources	2,559,846.00	2.99%	\$ 2,715	\$ -	\$ 2,715	\$ -	\$ 2,715
9 100 150 - Finance	3,293,879.00	3.85%	\$ 3,494	\$ -	\$ 3,494	\$ -	\$ 3,494
10 100 240 - Administration	5,347,403.00	6.25%	\$ 5,672	\$ -	\$ 5,672	\$ -	\$ 5,672
11 100 305 - Public Works Administration	1,935,755.00	2.26%	\$ 2,053	\$ -	\$ 2,053	\$ -	\$ 2,053
12 100 330 - Facilities	2,505,945.00	2.93%	\$ 2,658	\$ -	\$ 2,658	\$ -	\$ 2,658
13 100 331 - Fields/Grounds	3,383,368.00	3.95%	\$ 3,589	\$ -	\$ 3,589	\$ -	\$ 3,589
19 100 170 - Sustainability	823,558.00	0.96%	\$ 874	\$ -	\$ 874	\$ 95	\$ 969
20 100 210 - Patrol	16,660,208.00	19.46%	\$ 17,671	\$ -	\$ 17,671	\$ 1,927	\$ 19,598
21 100 220 - Special Operations	3,289,435.00	3.84%	\$ 3,489	\$ -	\$ 3,489	\$ 381	\$ 3,869
22 100 230 - Communications	2,627,631.00	3.07%	\$ 2,787	\$ -	\$ 2,787	\$ 304	\$ 3,091
23 100 310 - Capital Projects	213,673.00	0.25%	\$ 227	\$ -	\$ 227	\$ 25	\$ 251
24 100 320 - Transportation Management	2,394,194.00	2.80%	\$ 2,539	\$ -	\$ 2,539	\$ 277	\$ 2,816
25 100 332 - Vehicle	974,965.00	1.14%	\$ 1,034	\$ -	\$ 1,034	\$ 113	\$ 1,147
26 100 333 - City Tree	1,099,595.00	1.28%	\$ 1,166	\$ -	\$ 1,166	\$ 127	\$ 1,293
27 100 334 - Streets	2,801,777.00	3.27%	\$ 2,972	\$ -	\$ 2,972	\$ 324	\$ 3,296
28 100 340 - Stormwater	696,541.00	0.81%	\$ 739	\$ -	\$ 739	\$ 81	\$ 819
29 100 350 - Right-of-Way	1,439,867.00	1.68%	\$ 1,527	\$ -	\$ 1,527	\$ 167	\$ 1,694
30 100 360 - Development Services	1,052,069.00	1.23%	\$ 1,116	\$ -	\$ 1,116	\$ 122	\$ 1,238
31 100 510 - Seniors	945,693.00	1.10%	\$ 1,003	\$ -	\$ 1,003	\$ 109	\$ 1,112
32 100 520 - Recreation - Indoor	2,600,272.00	3.04%	\$ 2,758	\$ -	\$ 2,758	\$ 301	\$ 3,059
33 100 530 - Pre-School Child Care	1,444,041.00	1.69%	\$ 1,532	\$ -	\$ 1,532	\$ 167	\$ 1,699
34 100 531 - School-Age Child Care	1,071,955.00	1.25%	\$ 1,137	\$ -	\$ 1,137	\$ 124	\$ 1,261
35 100 540 - Recreation - Outdoor	836,369.00	0.98%	\$ 887	\$ -	\$ 887	\$ 97	\$ 984
36 100 541 - Gymnastics	1,125,030.00	1.31%	\$ 1,193	\$ -	\$ 1,193	\$ 130	\$ 1,323
37 100 542 - Aquatics	780,000.00	0.91%	\$ 827	\$ -	\$ 827	\$ 90	\$ 918
38 100 560 - Library	4,035,519.00	4.71%	\$ 4,280	\$ -	\$ 4,280	\$ 467	\$ 4,747
39 100 570 - LCS Operations	2,868,901.00	3.35%	\$ 3,043	\$ -	\$ 3,043	\$ 332	\$ 3,375
40 100 610 - Planning	5,166,965.00	6.04%	\$ 5,480	\$ -	\$ 5,480	\$ 598	\$ 6,078
41 100 620 - Building	5,063,653.00	5.91%	\$ 5,371	\$ -	\$ 5,371	\$ 586	\$ 5,957
42 100 630 - Housing	763,155.00	0.89%	\$ 809	\$ -	\$ 809	\$ 88	\$ 898
43 100 650 - Economic Development	115,550.00	0.13%	\$ 123	\$ -	\$ 123	\$ 13	\$ 136

Department	704 - Information Technology Internal Service Fund
Function	IT - Technical
Allocation Base	# of Workstations

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	368.00	100.00%	\$ 272,422	\$ -	\$ 272,422	\$ 21,134	\$ 293,556
4 100 131 - City Administration	13.00	3.53%	\$ 9,624	\$ -	\$ 9,624	\$ -	\$ 9,624
9 100 150 - Finance	22.00	5.98%	\$ 16,286	\$ -	\$ 16,286	\$ -	\$ 16,286
10 100 240 - Administration	23.00	6.25%	\$ 17,026	\$ -	\$ 17,026	\$ -	\$ 17,026
11 100 305 - Public Works Administration	60.00	16.30%	\$ 44,417	\$ -	\$ 44,417	\$ -	\$ 44,417
20 100 210 - Patrol	91.00	24.73%	\$ 67,365	\$ -	\$ 67,365	\$ 7,693	\$ 75,058
38 100 560 - Library	68.00	18.48%	\$ 50,339	\$ -	\$ 50,339	\$ 5,748	\$ 56,087
41 100 620 - Building	42.00	11.41%	\$ 31,092	\$ -	\$ 31,092	\$ 3,551	\$ 34,642
48 222 - Below Market Rate Housing	2.00	0.54%	\$ 1,481	\$ -	\$ 1,481	\$ 169	\$ 1,650
52 253 - Belle Haven Child Development Center	17.00	4.62%	\$ 12,585	\$ -	\$ 12,585	\$ 1,437	\$ 14,022
58 355 - Shuttle Program	1.00	0.27%	\$ 740	\$ -	\$ 740	\$ 85	\$ 825
61 358 - Landscape/Tree Assessment	2.00	0.54%	\$ 1,481	\$ -	\$ 1,481	\$ 169	\$ 1,650
64 361 - Stormwater Management -(NPDES)	1.00	0.27%	\$ 740	\$ -	\$ 740	\$ 85	\$ 825
66 365 - Landfill Post-Closure	1.00	0.27%	\$ 740	\$ -	\$ 740	\$ 85	\$ 825
70 501 - General Capital Improvement Fund	9.00	2.45%	\$ 6,662	\$ -	\$ 6,662	\$ 761	\$ 7,423
71 600 - Menlo Park Municipal Water Capital Fund	3.00	0.82%	\$ 2,221	\$ -	\$ 2,221	\$ 254	\$ 2,474
72 601 - Menlo Park Municipal Water Operations Fund	12.00	3.26%	\$ 8,883	\$ -	\$ 8,883	\$ 1,014	\$ 9,898
73 610 - Solid Waste Service	1.00	0.27%	\$ 740	\$ -	\$ 740	\$ 85	\$ 825

Department	704 - Information Technology Internal Service Fund
Function	IT - Software Direct
Allocation Base	Software Cost Distribution % of Use

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	100.00	100.00%	\$ 181,614	\$ -	\$ 181,614	\$ 14,089	\$ 195,704
4 100 131 - City Administration	5.20	5.20%	\$ 9,444	\$ -	\$ 9,444	\$ -	\$ 9,444
9 100 150 - Finance	4.40	4.40%	\$ 7,991	\$ -	\$ 7,991	\$ -	\$ 7,991
10 100 240 - Administration	4.60	4.60%	\$ 8,354	\$ -	\$ 8,354	\$ -	\$ 8,354
11 100 305 - Public Works Administration	13.40	13.40%	\$ 24,336	\$ -	\$ 24,336	\$ -	\$ 24,336
20 100 210 - Patrol	18.60	18.60%	\$ 33,780	\$ -	\$ 33,780	\$ 3,620	\$ 37,400
38 100 560 - Library	13.70	13.70%	\$ 24,881	\$ -	\$ 24,881	\$ 2,666	\$ 27,547
41 100 620 - Building	9.40	9.40%	\$ 17,072	\$ -	\$ 17,072	\$ 1,829	\$ 18,901
48 222 - Below Market Rate Housing	3.00	3.00%	\$ 5,448	\$ -	\$ 5,448	\$ 584	\$ 6,032
52 253 - Belle Haven Child Development Center	18.80	18.80%	\$ 34,144	\$ -	\$ 34,144	\$ 3,659	\$ 37,802
58 355 - Shuttle Program	1.70	1.70%	\$ 3,087	\$ -	\$ 3,087	\$ 331	\$ 3,418
61 358 - Landscape/Tree Assessment	0.80	0.80%	\$ 1,453	\$ -	\$ 1,453	\$ 156	\$ 1,609
64 361 - Stormwater Management -(NPDES)	0.60	0.60%	\$ 1,090	\$ -	\$ 1,090	\$ 117	\$ 1,206
66 365 - Landfill Post-Closure	0.20	0.20%	\$ 363	\$ -	\$ 363	\$ 39	\$ 402
70 501 - General Capital Improvement Fund	1.90	1.90%	\$ 3,451	\$ -	\$ 3,451	\$ 370	\$ 3,820
71 600 - Menlo Park Municipal Water Capital Fund	0.60	0.60%	\$ 1,090	\$ -	\$ 1,090	\$ 117	\$ 1,206
72 601 - Menlo Park Municipal Water Operations Fund	2.80	2.80%	\$ 5,085	\$ -	\$ 5,085	\$ 545	\$ 5,630
73 610 - Solid Waste Service	0.30	0.30%	\$ 545	\$ -	\$ 545	\$ 58	\$ 603

Department	704 - Information Technology Internal Service Fund
Function	IT - Accounting Non GF
Allocation Base	# of Non GF Acct Trans

Function Level Allocations

Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total
Grand Total	57,383.00	100.00%	\$ 90,807	\$ -	\$ 90,807	\$ 7,045	\$ 97,852
14 701 - Workers' Compensation Internal Service Fund	103.00	0.18%	\$ 163	\$ -	\$ 163	\$ -	\$ 163
15 702 - General Liability Insurance Internal Service Fund	88.00	0.15%	\$ 139	\$ -	\$ 139	\$ -	\$ 139
16 703 - Other Post Employment Benefits Internal Service	128.00	0.22%	\$ 203	\$ -	\$ 203	\$ -	\$ 203
17 704 - Information Technology Internal Service Fund	4,916.00	8.57%	\$ 7,779	\$ -	\$ 7,779	\$ -	\$ 7,779
18 705 - Vehicle Replacement Internal Service Fund	89.00	0.16%	\$ 141	\$ -	\$ 141	\$ 12	\$ 153
44 111 - Developer Special Revenue Fund	13.00	0.02%	\$ 21	\$ -	\$ 21	\$ 2	\$ 22
45 203 - Donations - Library and Community Services	1,138.00	1.98%	\$ 1,801	\$ -	\$ 1,801	\$ 154	\$ 1,955
46 213 - CalRecycle SB1383 Local Grant	115.00	0.20%	\$ 182	\$ -	\$ 182	\$ 16	\$ 198
47 221 - Low and Moderate Income Housing	147.00	0.26%	\$ 233	\$ -	\$ 233	\$ 20	\$ 252
48 222 - Below Market Rate Housing	1,023.00	1.78%	\$ 1,619	\$ -	\$ 1,619	\$ 138	\$ 1,757
49 223 - Housing Federal Revenue Sharing	106.00	0.18%	\$ 168	\$ -	\$ 168	\$ 14	\$ 182
50 224 - Community Development Block Grant	74.00	0.13%	\$ 117	\$ -	\$ 117	\$ 10	\$ 127
51 252 - Childcare Food	94.00	0.16%	\$ 149	\$ -	\$ 149	\$ 13	\$ 161
52 253 - Belle Haven Child Development Center	1,634.00	2.85%	\$ 2,586	\$ -	\$ 2,586	\$ 221	\$ 2,807
53 254 - Preschool Quality Rating (QRIS)	92.00	0.16%	\$ 146	\$ -	\$ 146	\$ 12	\$ 158
54 327 - Supplemental Law Enforcement Services Fund	35.00	0.06%	\$ 55	\$ -	\$ 55	\$ 5	\$ 60
55 328 - Downtown Parking Permits	364.00	0.63%	\$ 576	\$ -	\$ 576	\$ 49	\$ 625
56 332 - Bayfront Mitigation Fund	34.00	0.06%	\$ 54	\$ -	\$ 54	\$ 5	\$ 58
57 354 - Storm Drainage Fees	29.00	0.05%	\$ 46	\$ -	\$ 46	\$ 4	\$ 50
58 355 - Shuttle Program	1,510.00	2.63%	\$ 2,390	\$ -	\$ 2,390	\$ 204	\$ 2,594
59 356 - Measure A - San Mateo County Transportation	1,263.00	2.20%	\$ 1,999	\$ -	\$ 1,999	\$ 171	\$ 2,169
60 357 - Highway Users Tax (Gas Tax)	431.00	0.75%	\$ 682	\$ -	\$ 682	\$ 58	\$ 740
61 358 - Landscape/Tree Assessment	1,821.00	3.17%	\$ 2,882	\$ -	\$ 2,882	\$ 246	\$ 3,128
62 359 - Sidewalk Assessment	22.00	0.04%	\$ 35	\$ -	\$ 35	\$ 3	\$ 38
63 360 - Measure M - City/County	36.00	0.06%	\$ 57	\$ -	\$ 57	\$ 5	\$ 62
64 361 - Stormwater Management -(NPDES)	1,502.00	2.62%	\$ 2,377	\$ -	\$ 2,377	\$ 203	\$ 2,580
65 362 - Construction Impact Fee Fund	1,278.00	2.23%	\$ 2,022	\$ -	\$ 2,022	\$ 173	\$ 2,195
66 365 - Landfill Post-Closure	49.00	0.09%	\$ 78	\$ -	\$ 78	\$ 7	\$ 84
67 369 - In-lieu Payment for Community Amenities	3.00	0.01%	\$ 5	\$ -	\$ 5	\$ 0	\$ 5
68 394 - Communitywide Electrification Efforts	62.00	0.11%	\$ 98	\$ -	\$ 98	\$ 8	\$ 106
69 401 - Measure T - Menlo Park GO Bonds	79.00	0.14%	\$ 125	\$ -	\$ 125	\$ 11	\$ 136
70 501 - General Capital Improvement Fund	4,750.00	8.28%	\$ 7,517	\$ -	\$ 7,517	\$ 642	\$ 8,158
71 600 - Menlo Park Municipal Water Capital Fund	1,680.00	2.93%	\$ 2,659	\$ -	\$ 2,659	\$ 227	\$ 2,886
72 601 - Menlo Park Municipal Water Operations Fund	4,077.00	7.10%	\$ 6,452	\$ -	\$ 6,452	\$ 551	\$ 7,003
73 610 - Solid Waste Service	1,679.00	2.93%	\$ 2,657	\$ -	\$ 2,657	\$ 227	\$ 2,884
76 OTHER NON GF	7,159.00	12.48%	\$ 11,329	\$ -	\$ 11,329	\$ 967	\$ 12,296
77 OTHER	19,760.00	34.44%	\$ 31,270	\$ -	\$ 31,270	\$ 2,669	\$ 33,939

City of Menlo Park
Budget 2025 /2026 - Full Cost CAP - Mar 16, 2026

Department Level Report

705 - Vehicle Replacement Internal Service Fund

Department Salaries & Costs

Description	Amount	General Admin	Vehicles Fleet	Vehicles Expense
Personnel				
Salaries	\$ 1	\$ -	\$ 1	\$ 1
Salary Split %	100%	0.00%	50.00%	50.00%
Subtotal - Personnel Costs	\$ 1	\$ -	\$ 1	\$ 1

Services & Supplies

Subtotal - Services and Supplies		\$ -			
General Admin Distribution	\$ -	\$ -	\$ -	\$ -	
INCOMING COSTS DISTRIBUTION					
ORG TOTAL	\$ 1	\$ -	\$ 1	\$ 1	
INCOMING COSTS DISTRIBUTION	\$ 159,638	\$ -	\$ 79,819	\$ 79,819	
TOTAL ORG W INCOMING	\$ 159,639	\$ -	\$ 79,819	\$ 79,819	

Department		705 - Vehicle Replacement Internal Service Fund					
Incoming Costs Details							
Department		Total Incoming Costs		1st Incoming Costs		2nd Incoming Costs	
Grand Total		\$	159,638	\$	144,059	\$	15,578
2	100 110 - City Council	\$	8,800	\$	4,854	\$	3,946
	CC - Financial	\$	8,800	\$	4,854	\$	3,946
3	100 120 - City Attorney	\$	6,475	\$	5,908	\$	567
	Attny - Financial	\$	6,475	\$	5,908	\$	567
4	100 131 - City Administration	\$	31,839	\$	29,193	\$	2,646
	City Admin - Financial	\$	31,839	\$	29,193	\$	2,646
5	100 132 - City Clerk	\$	10,007	\$	8,686	\$	1,322
	Clerk - Financial	\$	10,007	\$	8,686	\$	1,322
6	100 133 - Public Engagement	\$	10,538	\$	9,863	\$	675
	Public Engagement - Financial	\$	10,538	\$	9,863	\$	675
9	100 150 - Finance	\$	46,298	\$	42,560	\$	3,739
	Fin - Budgeting	\$	45,699	\$	42,005	\$	3,694
	Fin - Accting Non GF	\$	599	\$	555	\$	44
12	100 330 - Facilities	\$	42,573	\$	40,189	\$	2,385
	Fac - Citywide	\$	42,573	\$	40,189	\$	2,385
17	704 - Information Technology Internal Service Fund	\$	3,108	\$	2,808	\$	300
	IT - Citywide	\$	2,955	\$	2,667	\$	288
	IT - Accounting Non GF	\$	153	\$	141	\$	12

Department **705 - Vehicle Replacement Internal Service Fund**

Allocation Summary

Department	Total	Vehicles Fleet	Vehicles Expense
Grand Total	\$ 159,639	\$ 79,819	\$ 79,819
10 100 240 - Administration	\$ 11,975	\$ 5,079	\$ 6,896
12 100 330 - Facilities	\$ 3,631	\$ 3,232	\$ 399
13 100 331 - Fields/Grounds	\$ 22,899	\$ 13,390	\$ 9,508
20 100 210 - Patrol	\$ 52,568	\$ 18,129	\$ 34,439
21 100 220 - Special Operations	\$ 2,880	\$ 1,600	\$ 1,281
25 100 332 - Vehicle	\$ 3,216	\$ 1,600	\$ 1,616
27 100 334 - Streets	\$ 24,769	\$ 11,730	\$ 13,039
29 100 350 - Right-of-Way	\$ 2,676	\$ 1,600	\$ 1,076
31 100 510 - Seniors	\$ 533	\$ 533	\$ -
39 100 570 - LCS Operations	\$ 5,491	\$ 3,199	\$ 2,292
41 100 620 - Building	\$ 4,388	\$ 3,199	\$ 1,189
61 358 - Landscape/Tree Assessment	\$ 8,659	\$ 5,332	\$ 3,327
72 601 - Menlo Park Municipal Water Operations Fund	\$ 8,744	\$ 6,398	\$ 2,345
75 OTHER GF	\$ 7,211	\$ 4,799	\$ 2,412

Department	705 - Vehicle Replacement Internal Service Fund
Function	Vehicles Fleet
Allocation Base	# Of Vehicles

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	156.00	100.00%	\$ 72,030	\$ -	\$ 72,030	\$ 7,789	\$ 79,819		
10 100 240 - Administration	11.00	7.05%	\$ 5,079	\$ -	\$ 5,079	\$ -	\$ 5,079		
12 100 330 - Facilities	7.00	4.49%	\$ 3,232	\$ -	\$ 3,232	\$ -	\$ 3,232		
13 100 331 - Fields/Grounds	29.00	18.59%	\$ 13,390	\$ -	\$ 13,390	\$ -	\$ 13,390		
20 100 210 - Patrol	34.00	21.79%	\$ 15,699	\$ -	\$ 15,699	\$ 2,430	\$ 18,129		
21 100 220 - Special Operations	3.00	1.92%	\$ 1,385	\$ -	\$ 1,385	\$ 214	\$ 1,600		
25 100 332 - Vehicle	3.00	1.92%	\$ 1,385	\$ -	\$ 1,385	\$ 214	\$ 1,600		
27 100 334 - Streets	22.00	14.10%	\$ 10,158	\$ -	\$ 10,158	\$ 1,572	\$ 11,730		
29 100 350 - Right-of-Way	3.00	1.92%	\$ 1,385	\$ -	\$ 1,385	\$ 214	\$ 1,600		
31 100 510 - Seniors	1.00	0.64%	\$ 462	\$ -	\$ 462	\$ 71	\$ 533		
39 100 570 - LCS Operations	6.00	3.85%	\$ 2,770	\$ -	\$ 2,770	\$ 429	\$ 3,199		
41 100 620 - Building	6.00	3.85%	\$ 2,770	\$ -	\$ 2,770	\$ 429	\$ 3,199		
61 358 - Landscape/Tree Assessment	10.00	6.41%	\$ 4,617	\$ -	\$ 4,617	\$ 715	\$ 5,332		
72 601 - Menlo Park Municipal Water Operations Fund	12.00	7.69%	\$ 5,541	\$ -	\$ 5,541	\$ 858	\$ 6,398		
75 OTHER GF	9.00	5.77%	\$ 4,156	\$ -	\$ 4,156	\$ 643	\$ 4,799		

Department	705 - Vehicle Replacement Internal Service Fund
Function	Vehicles Expense
Allocation Base	\$\$ Cost of Vehicles

Function Level Allocations									
Department	Units	Allocation %	First Allocation	Direct Billed	Dept Allocation	Second Allocation	Total		
Grand Total	3,066,189.00	100.00%	\$ 72,030	\$ -	\$ 72,030	\$ 7,789	\$	\$	79,819
10 100 240 - Administration	293,534.00	9.57%	\$ 6,896	\$ -	\$ 6,896	\$ -	\$	\$	6,896
12 100 330 - Facilities	17,000.00	0.55%	\$ 399	\$ -	\$ 399	\$ -	\$	\$	399
13 100 331 - Fields/Grounds	404,750.00	13.20%	\$ 9,508	\$ -	\$ 9,508	\$ -	\$	\$	9,508
20 100 210 - Patrol	1,284,798.00	41.90%	\$ 30,182	\$ -	\$ 30,182	\$ 4,257	\$	\$	34,439
21 100 220 - Special Operations	47,774.00	1.56%	\$ 1,122	\$ -	\$ 1,122	\$ 158	\$	\$	1,281
25 100 332 - Vehicle	60,300.00	1.97%	\$ 1,417	\$ -	\$ 1,417	\$ 200	\$	\$	1,616
27 100 334 - Streets	486,425.00	15.86%	\$ 11,427	\$ -	\$ 11,427	\$ 1,612	\$	\$	13,039
29 100 350 - Right-of-Way	40,150.00	1.31%	\$ 943	\$ -	\$ 943	\$ 133	\$	\$	1,076
39 100 570 - LCS Operations	85,500.00	2.79%	\$ 2,009	\$ -	\$ 2,009	\$ 283	\$	\$	2,292
41 100 620 - Building	44,350.00	1.45%	\$ 1,042	\$ -	\$ 1,042	\$ 147	\$	\$	1,189
61 358 - Landscape/Tree Assessment	124,108.00	4.05%	\$ 2,916	\$ -	\$ 2,916	\$ 411	\$	\$	3,327
72 601 - Menlo Park Municipal Water Operations Fund	87,500.00	2.85%	\$ 2,056	\$ -	\$ 2,056	\$ 290	\$	\$	2,345
75 OTHER GF	90,000.00	2.94%	\$ 2,114	\$ -	\$ 2,114	\$ 298	\$	\$	2,412

City of Menlo Park

Library and Community Services

PER UNIT ANALYSIS

Fee Header	Fee Category	Current Fees	Fee Description	Proposed Fee	
Library and Community Services - Recreation and Sports					
Non-resident fees are 135% of resident fee unless a non-resident fee is listed. Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed. Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed. Hyperlocal resident fees are 65% of resident fee unless a Hyperlocal resident fee is listed.					
Recreation classes (fees vary by class content, duration, and other factors)					
	Resident	\$0-\$65	per hour	\$0-\$65	per hour
	Non-Resident	\$5-\$100	per hour	\$5-\$100	per hour
	Hyperlocal resident*	\$0-\$20	per hour	\$0-\$20	per hour
Recreation camps (fees vary by camp content, duration, and other factors)					
	Resident	\$0-\$65	per hour	\$0-\$65	per hour
	Non-Resident	\$5-\$100	per hour	\$5-\$100	per hour
	Hyperlocal resident*	\$0-\$20	per hour	\$0-\$20	per hour
Teen program					
	Daily	\$5.00	per day	\$5.00	per day
	Monthly	\$12.00	per month	\$12.00	per month
	Annual	\$70.00	per year	\$70.00	per year
	*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.				
Gymnastics Classes (All gymnastics fees for non-residents are 135% of resident fee.)					
	1-2 hours	\$16.00	per week	\$18.00	per week
	3 hours	\$15.00	per week	\$17.00	per week
	6 hours	\$13.00	per week	\$14.00	per week
	9 hours	\$12.00	per week	\$13.00	per week
	12 hours	\$11.00	per week	\$12.00	per week
	Menlo Children's Center / BHCDC / BYHC participant	\$8.00	per hour fee	\$9.00	per hour fee
	Private Lessons				
	1/2 hour – resident - up to two children	\$38.00		\$42.00	
	- each additional child	\$15.00		\$17.00	
	1 hour – resident - up to two children	\$67.00		\$74.00	
	- each additional child	\$25.00		\$28.00	
	Private or Drop-in Insurance fee	\$1.00	per registration	\$1.00	per registration
	Low Income – Reduced Fee Program - sliding scale	\$5.00 to \$10.00	per hour	\$5.00 to \$10.00	per hour
	Gymnastics Program T-Shirt	\$10.00	each	\$10.00	each
	Gymnastics – Registration / Insurance fee	\$9.00	per registration	\$9.00	per registration
	Birthday Party Packages	\$239.00 to \$1,061.00		\$263 to \$1,167	
	Birthday Party Cancellation Fee	\$50.00			
Youth Afterschool Sports			per season – per team		per season – per team
	Volleyball				
	All Grades – resident	\$555.00		\$611.00	
	All Grades – non-resident	\$755.00		\$831.00	
	Basketball				
	3rd & 4th Grades – resident	\$670.00		\$737.00	
	3rd & 4th Grades – non-resident	\$840.00		\$924.00	
	5th to 7th Grades – resident	\$865.00		\$952.00	
	5th to 7th Grades – non-resident	\$1,040.00		\$1,144.00	
Adult Sports – Leagues		\$820.00	per season – per team	\$902.00	per season – per team
	Basketball				
	Softball	\$950.00		\$1,045.00	
	Men's	\$740.00		\$814.00	
	Co-ed	\$235.00		\$259.00	
	Noon	\$780.00		\$858.00	
	Volleyball – Co-ed				
	Non-resident Team Surcharge (more than 50% players are nonresidents)	10% surcharge		10% surcharge	
Library and Community Services - Meeting room rentals					
See City website for rental policies, requirements, deposits, and booking information: menlopark.gov/meetingrooms					
Non-resident fees are 135% of resident fee unless a non-resident fee is listed. Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed.					

City of Menlo Park
Library and Community Services

PER UNIT ANALYSIS

Fee Header	Fee Category	Current Fees	Fee Description	Proposed Fee	
Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed. Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.					
Arrillaga Family Recreation Center					
Weekends (Friday evening, Saturday, and Sunday)					
	Sequoia Room				
	Resident	\$223.00	per hour	\$245.00	per hour
	Non-resident	\$300.00	per hour	\$330.00	per hour
	Commercial	\$600.00	per hour	\$660.00	per hour
	Large Patio				
	Resident	\$223.00	per hour	\$245.00	per hour
	Non-resident	\$300.00	per hour	\$330.00	per hour
	Commercial	\$600.00	per hour	\$660.00	per hour
	Elm Room				
	Resident	\$83.00	per hour	\$91.00	per hour
	Non-resident	\$111.00	per hour	\$122.00	per hour
	Cypress Room				
	Resident	\$83.00	per hour	\$91.00	per hour
	Non-resident	\$111.00	per hour	\$122.00	per hour
	Maple Room				
	Resident	\$111.00	per hour	\$122.00	per hour
	Non-resident	\$150.00	per hour	\$165.00	per hour
	Willow Room				
	Resident	\$56.00	per hour	\$62.00	per hour
	Non-resident	\$78.00	per hour	\$86.00	per hour
	Oak Room				
	Resident	\$83.00	per hour	\$91.00	per hour
	Non-resident	\$111.00	per hour	\$122.00	per hour
	Juniper Room - includes staff, tables and chairs for inside use.				
	Resident	\$83.00	per hour	\$91.00	per hour
	Non-resident	\$106.00	per hour	\$117.00	per hour
	Small Patio – additional charge with rental of Oak or Elm Rms	\$56.00	per hour	\$62.00	per hour
	Kitchen				
	Resident	\$44.00	per hour	\$48.00	per hour
	Non-resident	\$61.00	per hour	\$67.00	per hour
Arrillaga Family Recreation Center					
Weekdays (Monday through Thursday, and Friday morning/afternoon)					
	Sequoia Room				
	Resident	\$167.00	per hour	\$184.00	per hour
	Non-resident	\$226.00	per hour	\$249.00	per hour
	Commercial	\$450.00	per hour	\$495.00	per hour
	Large Patio				
	Resident	\$167.00	per hour	\$184.00	per hour
	Non-resident	\$226.00	per hour	\$249.00	per hour
	Commercial	\$450.00	per hour	\$495.00	per hour
	Elm Room				
	Resident	\$61.00	per hour	\$67.00	per hour
	Non-resident	\$83.00	per hour	\$91.00	per hour
	Cypress Room				
	Resident	\$61.00	per hour	\$67.00	per hour
	Non-resident	\$83.00	per hour	\$91.00	per hour
	Maple Room				
	Resident	\$83.00	per hour	\$91.00	per hour
	Non-resident	\$111.00	per hour	\$122.00	per hour
	Willow Room				
	Resident	\$39.00	per hour	\$43.00	per hour
	Non-resident	\$56.00	per hour	\$62.00	per hour

City of Menlo Park
Library and Community Services

PER UNIT ANALYSIS

Fee Header	Fee Category	Current Fees	Fee Description	Proposed Fee	
	Oak Room				
	Resident	\$61.00	per hour	\$67.00	per hour
	Non-resident	\$83.00	per hour	\$91.00	per hour
	Juniper Room - includes staff, tables and chairs for inside use.				
	Resident	\$61.00	per hour	\$67.00	per hour
	Non-resident	\$83.00	per hour	\$91.00	per hour
	Small Patio – additional charge with rental of Oak or Elm Rms	\$56.00	per hour	\$62.00	per hour
	Kitchen				
	Resident	\$44.00	per hour	\$48.00	per hour
	Non-resident	\$61.00	per hour	\$67.00	per hour
	Commercial	\$76.00	per hour	\$84.00	per hour
Belle Haven Community Campus					
Weekends (Friday evening, Saturday, and Sunday)					
	Large event room - full room				
	Resident	\$223.00	per hour	\$245.00	per hour
	Non-resident	\$300.00	per hour	\$330.00	per hour
	Commercial	\$600.00	per hour	\$660.00	per hour
	Hyperlocal resident*	\$125.00	per hour	\$138.00	per hour
	Large event room - half room + terrace				
	Resident	\$111.00	per hour	\$122.00	per hour
	Non-resident	\$150.00	per hour	\$165.00	per hour
	Commercial	\$300.00	per hour	\$330.00	per hour
	Hyperlocal resident*	\$65.00	per hour	\$72.00	per hour
	Prep kitchen				
	Resident	\$44.00	per hour	\$48.00	per hour
	Non-resident	\$60.00	per hour	\$66.00	per hour
	Commercial	\$120.00	per hour	\$132.00	per hour
	Hyperlocal resident*	\$25.00	per hour	\$28.00	per hour
	In-house catering service	varies	100% of cost		100% of cost
	Gymnasium				
	Resident	\$88.00	per hour	\$97.00	per hour
	Non-resident	\$120.00	per hour	\$132.00	per hour
	Commercial	\$250.00	per hour	\$275.00	per hour
	Hyperlocal resident*	\$50.00	per hour	\$55.00	per hour
	Makerspace + terrace				
	Resident	\$111.00	per hour	\$122.00	per hour
	Non-resident	\$150.00	per hour	\$165.00	per hour
	Commercial	\$300.00	per hour	\$330.00	per hour
	Hyperlocal resident*	\$65.00	per hour	\$72.00	per hour
	Flex classroom				
	Resident	\$83.00	per hour	\$91.00	per hour
	Non-resident	\$111.00	per hour	\$122.00	per hour
	Hyperlocal resident*	\$40.00	per hour	\$44.00	per hour
	Movement Studio				
	Resident	\$83.00	per hour	\$91.00	per hour
	Non-resident	\$111.00	per hour	\$122.00	per hour
	Hyperlocal resident*	\$40.00	per hour	\$44.00	per hour
Belle Haven Community Campus					
Weekdays (Monday through Thursday, and Friday morning/afternoon)					
	Large event room - full room				
	Resident	\$167.00	per hour	\$167.00	per hour
	Non-resident	\$226.00	per hour	\$226.00	per hour
	Commercial	\$500.00	per hour	\$500.00	per hour
	Hyperlocal resident*	\$85.00	per hour	\$85.00	per hour
	Large event room - half room + terrace				
	Resident	\$85.00	per hour	\$85.00	per hour

City of Menlo Park
Library and Community Services

PER UNIT ANALYSIS

Fee Header	Fee Category	Current Fees	Fee Description	Proposed Fee	
	Non-resident	\$115.00	per hour	\$115.00	per hour
	Commercial	\$230.00	per hour	\$230.00	per hour
	Hyperlocal resident*	\$50.00	per hour	\$50.00	per hour
	Prep kitchen				
	Resident	\$30.00	per hour	\$30.00	per hour
	Non-resident	\$40.00	per hour	\$40.00	per hour
	Commercial	\$80.00	per hour	\$80.00	per hour
	Hyperlocal resident*	\$15.00	per hour	\$15.00	per hour
	In-house catering service	varies	100% of cost	varies	100% of cost
	Gymnasium				
	Resident	\$88.00	per hour	\$88.00	per hour
	Non-resident	\$120.00	per hour	\$120.00	per hour
	Commercial	\$250.00	per hour	\$250.00	per hour
	Hyperlocal resident*	\$50.00	per hour	\$50.00	per hour
	Makerspace + terrace				
	Resident	\$85.00	per hour	\$85.00	per hour
	Non-resident	\$115.00	per hour	\$115.00	per hour
	Commercial	\$230.00	per hour	\$230.00	per hour
	Hyperlocal resident*	\$50.00	per hour	\$50.00	per hour
	Flex classroom				
	Resident	\$61.00	per hour	\$61.00	per hour
	Non-resident	\$83.00	per hour	\$83.00	per hour
	Hyperlocal resident*	\$35.00	per hour	\$35.00	per hour
	Movement Studio				
	Resident	\$61.00	per hour	\$61.00	per hour
	Non-resident	\$83.00	per hour	\$83.00	per hour
	Hyperlocal resident*	\$35.00	per hour	\$35.00	per hour
Arrillaga Family Gymnasium					
	Court Rental fee (Arrillaga Gym only):				
	Resident	\$88.00	per hour	\$88.00	per hour
	Non-resident	\$120.00	per hour	\$120.00	per hour
	Commercial	\$250.00	per hour	\$250.00	per hour
	Gymnastics Floor				
	Resident	\$179.00	per hour	\$179.00	per hour
	Non-resident	\$221.00	per hour	\$221.00	per hour
	Fitness Room				
	Resident	\$28.00	per hour	\$28.00	per hour
	Non-resident	\$39.00	per hour	\$39.00	per hour
	Multi-Purpose Room				
	Weekday – Resident	\$39.00	per hour	\$39.00	per hour
	Weekday – Non-resident	\$56.00	per hour	\$56.00	per hour
	Weekend – Resident	\$56.00	per hour	\$56.00	per hour
	Weekend – Non-resident	\$78.00	per hour	\$78.00	per hour
	Security Deposit - One Day Rental	\$263.00		\$263.00	
	- Multi-Day Rental	\$525.00		\$525.00	
Miscellaneous Rental Items					
	EZ Up Canopy (rental including setup and take down)	\$75.00	per day - each	\$75.00	per day - each
	Miscellaneous equipment rentals (varies by equipment)	\$1 to \$250	per day - each	\$1 to \$250	per day - each
	Cleaning Fee	\$115.00		\$115.00	
	Multi-room Discount – 30% discount on any additional room(s) rented for the same time – applies only to the lower cost room(s)				
Advertising Rates					

City of Menlo Park
Library and Community Services

PER UNIT ANALYSIS

Fee Header	Fee Category	Current Fees	Fee Description	Proposed Fee	
	Activity Guide Ad (as space available)	\$50.00 to \$900.00		\$50.00 to \$900.00	
	Video Display Ad	\$10.00	per month	\$10.00	per month
Burgess Park Concession Stand					
	3 month rental				
	March 31 through July 3	\$275.00		\$275.00	
	July 5 through August 15	\$275.00		\$275.00	
	August 18 through November 15	\$275.00		\$275.00	
	Daily rental	\$75.00		\$75.00	
	Security Deposit	\$250.00		\$250.00	
Library and Community Services - Athletic fields					
Non-resident fees are 135% of resident fee unless a non-resident fee is listed.					
Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed.					
Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed.					
Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.					
Natural Turf					
	Baseball				
	Resident	\$22.00	per hour	\$24.00	per hour
	Non-Resident	\$30.00	per hour	\$33.00	per hour
	Softball				
	Resident	\$26.00	per hour	\$29.00	per hour
	Non-Resident	\$35.00	per hour	\$39.00	per hour
	Soccer/Lacrose				
	Small Field(7v7)				
	Resident	\$25.00	per hour	\$28.00	per hour
	Non-Resident	\$35.00	per hour	\$39.00	per hour
	Medium Field(9v9)				
	Resident	\$50.00	per hour	\$55.00	per hour
	Non-Resident	\$68.00	per hour	\$75.00	per hour
	Large Field(11v11)				
	Resident	\$100.00	per hour	\$110.00	per hour
	Non-Resident	\$135.00	per hour	\$149.00	per hour
Synthetic turf					
	Small Field(7v7)				
	Resident	\$30.00	per hour	\$30.00	per hour
	Non-Resident	\$41.00	per hour	\$41.00	per hour
	Commercial	\$85.00	per hour	\$85.00	per hour
	Hyperlocal resident*	\$20.00	per hour	\$20.00	per hour
	Medium Field(9v9)				
	Resident	\$50.00	per hour	\$50.00	per hour
	Non-Resident	\$60.00	per hour	\$60.00	per hour
	Commercial	\$120.00	per hour	\$120.00	per hour
	Hyperlocal resident*	\$30.00	per hour	\$30.00	per hour
	Large Field(11v11)				
	Resident	\$120.00	per hour	\$120.00	per hour
	Non-Resident	\$162.00	per hour	\$162.00	per hour
	Commercial	\$225.00	per hour	\$225.00	per hour
	Hyperlocal resident*	\$65.00	per hour	\$65.00	per hour
Lighting Fee - All Fields					
	Resident	\$10.00	per hour	\$11.00	per hour
	Non-Resident	\$12.00	per hour	\$13.20	per hour
	Commercial	\$25.00	per hour	\$27.50	per hour
	Hyperlocal resident*	\$5.00	per hour	\$5.50	per hour
Banner / signage fee		\$100.00	per season	\$100.00	per season
Library and Community Services - Other outdoor facilities					
Non-resident fees are 135% of resident fee unless a non-resident fee is listed.					
Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed.					

City of Menlo Park Library and Community Services		PER UNIT ANALYSIS			
Fee Header	Fee Category	Current Fees	Fee Description	Proposed Fee	
Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed. Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.					
Tennis / Pickleball Courts					
	Court reservations				
	Resident	\$10.00	per hour	\$10.00	per hour
	Non-Resident	\$15.00	per hour	\$15.00	per hour
	Commercial	\$25.00	per hour	\$25.00	per hour
	Hyperlocal resident*	\$6.00	per hour	\$6.00	per hour
Picnic Areas (fees vary by area, amenities, and other factors)			per hour		per hour
	Resident	\$10.00 to \$15.00		\$10.00 to \$15.00	
	Non-resident	\$15.00 to \$20.00		\$15.00 to \$20.00	
Auxiliary Field – Non-Athletic Field Parks			per hour – per area		per hour – per area
	Resident	\$17.00		\$17.00	
	Non-resident	\$23.00		\$23.00	
Weddings In Park (Sharon Park only)					
	Residents	\$165.00		\$165.00	
	Non-residents	\$275.00		\$275.00	
	NOTE: The above fees do not include field preparation or equipment.				
Bedwell Bayfront Park (non-exclusive use of park)					
	Special Event Park Usage	\$150.00	per day	\$165.00	per day
Library and Community Services - Child development Non-resident fees are 135% of resident fee unless a non-resident fee is listed.					
Menlo Children's Center – Preschool			per month		
	Toddler room				
	Full-time 5 day	\$2,493.00	per month	\$2,493.00	per month
	Part-time 3 day	\$1,925.00	per month	\$1,925.00	per month
	Part-time 2 day	\$1,613.00	per month	\$1,613.00	per month
	Early pre-school room				
	Full-time 5 day	\$2,035.00	per month	\$2,035.00	per month
	Part-time 3 day	\$1,621.00	per month	\$1,621.00	per month
	Part-time 2 day	\$1,375.00	per month	\$1,375.00	per month
	Pre-school room				
	Full-time 5 day	\$2,035.00	per month	\$2,035.00	per month
	Part-time 3 day	\$1,621.00	per month	\$1,621.00	per month
	Part-time 2 day	\$1,375.00	per month	\$1,375.00	per month
	Hot Lunch Fee (Friday only, varies by vendor)	\$5.00-\$10.00	per day	\$5.00-\$10.00	per day
	Toddler Resident 1/2 Day	\$1,363.00	per month	\$1,363.00	per month
	Early Preschool 1/2 Day	\$1,125.00	per month	\$1,125.00	per month
	Transitional Kindergarten	\$1000-1200	per month	\$1000-1200	per month
Menlo Children's Center - School-Age (Non-resident fees are 135% of resident fee unless a non-resident fee is listed)			per month		
	1st through 5th grades				
	Full-time 5 day	\$497.00		\$497.00	
	Full-time 4 day	\$445.00		\$445.00	
	Full-time 3 day	\$363.00		\$363.00	
	Full-time 2 day	\$282.00		\$282.00	
	Full-time 1 day	\$167.00		\$167.00	
	Afternoon Kindergarten		per month		
	Full-time 5 day	\$538.00		\$538.00	
	Full-time 3 day	\$387.00		\$387.00	
	Full-time 2 day	\$307.00		\$307.00	
Menlo Children's Center - Seasonal programs Non-resident fees are 135% of resident fee unless a non-resident fee is listed					

City of Menlo Park
Library and Community Services

PER UNIT ANALYSIS

		Current Fees	Fee Description	Proposed Fee	
Fee Header	Fee Category				
Fees reduced by 5% when pre-enrolling two continuous sessions Field Trips subject to extra fees					
	2 week Camp				
	1st through 5th grades	\$477.00		\$525.00	
	Middle School grades	\$451.00		\$496.00	
	Kindergarten	\$610.00		\$671.00	
	Daily rate	\$56-\$63	per day	\$62-\$69	
	Parents Night Out – 3 hours of unlicensed care				
	First Child	\$25.00		\$28.00	
	Additional Sibling	\$20.00	each	\$22.00	
	Children not enrolled in a season program	\$30.00		\$33.00	
	1 week Camp – All age groups	\$159.00 to \$403.00	per week fee range	\$175-\$443	
	Weekly Camps – School Year Breaks	\$276.00 to \$342		\$304-\$376	
	Morning Program – 8:30 am to Noon				
	5 days a week	\$611.00		\$672.00	
	3 days a week	\$387.00		\$426.00	
	2 days a week	\$272.00		\$299.00	
Menlo Children's Center – Miscellaneous Fees					
	Late Tuition Payment Fee – assessed if payment not received by the 5th of the month	\$21.00		\$21.00	
	Late Pick-up Fee – if child is not picked-up by scheduled closing time First 10 minutes	\$16.00		\$16.00	
	Lunch Fee (varies by vendor)	\$5-\$10		\$5-\$10	
	Non-notification of Absence Fee	\$26.00		\$26.00	
	Waiting List Application Fee	\$53.00		\$53.00	
	Facility Rental (2 hour minimum)	\$121.00	per hour	\$121.00	
Belle Haven Child Development Center					
	Preschool (non-certified program)				
	Resident – Full Day	\$1,042.00		\$1,042.00	
	Non-resident – Full Day	\$1,406.00		\$1,406.00	
	Late Pick-up (if child is not picked up by scheduled closing time) First 10 minutes	\$15.00	per child	\$15.00	
	Each additional minute	\$1.00		\$1.00	
	Parents Night Out – 3 hours of unlicensed care				
	First Child	\$21.00		\$21.00	
	Additional Sibling	\$11.00	each	\$11.00	
	Children not enrolled in a season program	\$26.00		\$26.00	
Belle Haven Youth Center - School-Age					
	Kindergarten – standard start (resident)	\$109.00	per month	\$109.00	per month
	1st through 6th grade – standard start (resident)	\$99.00	per month	\$99.00	per month
	Kindergarten – early start (resident)	\$129.00	per month	\$129.00	per month
	*Program fees charged based on extremely low income levels set by the San Mateo County Housing Office. Subsidized rates for eligible residents only. Non-resident fees 135% of the resident fee.				
Belle Haven School Age Child Care – Camp Programs					
	2 week program – Summer Break				
	Kindergarten (resident)	\$168.00	two weeks	\$168.00	
	1st through 6th grade (resident)	\$147.00	two weeks	\$147.00	
	6th through 8th grade	\$126.00	two weeks	\$126.00	
	1 week program – Winter/Spring Breaks				

City of Menlo Park Library and Community Services		PER UNIT ANALYSIS			
Fee Header	Fee Category	Current Fees	Fee Description	Proposed Fee	
	Kindergarten through 6th grade (non-subsidized)	\$159.00 to \$403.00	one week	\$159.00 to \$403.00	
	Kindergarten through 6th grade (subsidized)	\$84.00	one week	\$84.00	
	One Day Program – School Breaks – resident				
	Single All Day Care (non-subsidized)	\$65.00	per day	\$65.00	
	Single All Day Care (subsidized)	\$21.00	per day	\$21.00	
	(Field Trips are subject to extra fees)				
	*Program fees charged based on extremely low income levels set by the San Mateo County Housing Office. Subsidized rates for eligible residents only. Non-resident fees 135% of the resident fee.				
	*Program fees charged based on extremely low income levels set by the San Mateo County Housing Office. Subsidized rates for eligible residents only. Non-resident fees 135% of the resident fee.				
Belle Haven School Breaks – One Day Program		\$15.00	per day	\$15.00	
Noontime Basketball/Volleyball					
	One day				
	—Monday through Saturday	\$2.00	per day		Remove
	—Sunday	\$3.00	per day		Remove
	44 visits	\$20.00			Remove
Non-Resident Surcharge Fee All programs and services (unless noted otherwise)		35%			
Library and Community Services - Library Fees					
	Library Card				
	Residents	No charge		No charge	
	Library meeting room (non-profit groups only)	\$35.00	per hour	\$35.00	per hour
	Lost or Damaged Materials Fee				
	The value of the damaged item plus \$5.00 for processing	\$5.50	minimum	\$5.50	minimum
	Collection Agency Fee	\$10.00		\$10.00	
Equipment Use					
	Microfilm reader/printer	\$0.25	per page	\$0.25	per page
	Copy/Internet Printers	\$0.15	per page	\$0.15	per page
	Guest Internet Access	\$1.00	per use	\$1.00	per use
Library and Community Services - Aquatics					
Non-resident fees are 135% of resident fee unless a non-resident fee is listed. Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.					
Memberships					
Resident swim passes and/or swim memberships are valid at all locations					
	Lap & Open Swim				
	General resident	\$64	monthly		pending
	General non-resident	\$86	monthly		pending
	Senior resident	\$51	monthly		pending
	Senior non-resident	\$69	monthly		pending
	Hyperlocal resident*	\$42	monthly		pending
	Masters				
	General resident	\$102	monthly		pending
	General non-resident	\$138	monthly		pending
	Senior resident	\$91	monthly		pending
	Senior non-resident	\$123	monthly		pending
	Hyperlocal resident*	\$74	monthly		pending
	Aqua fit				
	General resident	\$87	monthly		pending
	General non-resident	\$117	monthly		pending
	Senior resident	\$68	monthly		pending
	Senior non-resident	\$92	monthly		pending
	Hyperlocal resident*	\$57	monthly		pending
Drop-in	Lap Swim				

City of Menlo Park
Library and Community Services

PER UNIT ANALYSIS

Fee Header	Fee Category	Current Fees	Fee Description	Proposed Fee
	General resident	\$9	per visit	pending
	General non-resident	\$12	per visit	pending
	Senior resident	\$8	per visit	pending
	Senior non-resident	\$11	per visit	pending
	Hyperlocal resident*	\$6	per visit	pending
	Open Swim			
	General resident	\$8	per visit	pending
	General non-resident	\$11	per visit	pending
	General hyperlocal resident*	\$6	per visit	pending
	Child resident	\$4	per visit	pending
	Child non-resident	\$5	per visit	pending
	Child hyperlocal resident*	\$3	per visit	pending
	Family resident	\$23	per visit	pending
	Family non-resident	\$31	per visit	pending
	Family hyperlocal resident*	\$16	per visit	pending
	Spectator resident	\$3	per visit	pending
	Spectator non-resident	\$5	per visit	pending
	Masters			
	General resident	\$20	per visit	pending
	General non-resident	\$24	per visit	pending
	Hyperlocal resident*	\$13	per visit	pending
	Aqua fit			
	General resident	\$20	per session	pending
	General non-resident	\$25	per session	pending
	Hyperlocal resident*	\$13	per session	pending
	Bundle discount			
	Register for one aquatics program, and the same registrant may be eligible to register for a second program up to 50% off select programs.	varies		
	Swim lessons			
	Group lessons - resident	\$29	per 1/2 hour	pending
	Group lessons - non-resident	\$39	per 1/2 hour	pending
	Group lessons - hyperlocal resident*	\$19	per 1/2 hour	pending
	Private lessons - resident	\$79	per 1/2 hour	pending
	Private lessons - non-resident	\$107	per 1/2 hour	pending
	Private lessons - hyperlocal resident*	\$51	per 1/2 hour	pending
	Fee-assisted scholarship (residents only)	\$5	per 1/2 hour	pending
	Youth bridge program			
	Youth bridge program - resident	\$24	per 3/4 hour	pending
	Youth bridge program - non-resident	\$32	per 3/4 hour	pending
	Youth bridge program - hyperlocal resident*	\$16	per 3/4 hour	pending
	Youth camps			
	Youth camps - resident	\$19	per hour	pending
	Youth camps - non-resident	\$26	per hour	pending
	Youth camps - hyperlocal resident*	\$15	per hour	pending
	Group programming			
	Group programming - resident	\$24	per hour	pending
	Group programming - non-resident	\$30	per hour	pending
	Group programming - hyperlocal resident*	\$16	per hour	pending
	Lane rental**			
	Lane rental - resident	\$15	per hour, per lane	pending
	Lane rental - nonresident	\$20.25	per hour, per lane	pending
*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.				
**Lane rentals are collected based on the corresponding percentages of incorporated City of Menlo Park residents and nonresidents among the rental participants. For example: a lane rental that is comprised of 60% residents and 40% nonresidents, the resident fee would be applied to 60% of the total charge for rental, and the nonresident fee would be applied to 40% of the total charge for rental.				

MENLO PARK 2026 HOUSING DIVISION

PER UNIT ANALYSIS

Fee Category	PER UNIT ANALYSIS		
	Current Fee	Fee Description	Proposed Fee
1 Eligibility Review	NEW	Flat Fee	Charged to \$250 Developer
2 Resale price for BMR ownership units	NEW	Flat Fee	\$250 Flat Fee
3 Subordination Review	NEW	Flat Fee	\$250 Flat Fee
4 Pay off demand & reconveyance	NEW	Flat Fee	\$375 Flat Fee
6 Annual Homeowner Monitoring	NEW	Flat Fee	\$100 Flat Fee
7 NOFA loan document preparation	NEW	Flat Fee + 10% Legal	Plus 10% of Legal \$1,000 Costs
8 Loan Amendment	NEW	Actual Cost	Actual Cost
9 Subordination Agreement	NEW	Actual Cost	Actual Cost
10 Loan audit review	NEW	Flat Fee	\$63 Flat Fee
11 Annual BMR tenant recertification	NEW	Annual	\$250 Annual

CITY OF MENLO PARK - FY

General Administration

PER UNIT ANALYSIS

Fee Category	Current Fee	Fee Description	Proposed Fee
1 Copy Charges: 8 ½ x 11 sheet	\$0.10	per image	\$0.10 per image
2 Copy Charges: 11 x 17 sheet	\$0.20	per image	\$0.20 per image
3 Residential Information Packets	\$5	Remove	Remove
4 Return Check Charge	\$30	per check – each return	\$30 per check – each return
5 Collection Agency Fee Recovery	\$0	Minimum of 25% of assigned debt or Actual Cost whichever is greater	Minimum of 25% of assigned debt or Actual Cost whichever is greater
6 Municipal Code Book: Code Book and updating supplements to date - Unassembled	\$50	Change from flat fee to Actual Cost	Actual Cost
7 Municipal Code Book: Code Book and updating supplements to date - Assembled	\$250	Change from flat fee to Actual Cost	Actual Cost
8 Private Subscriptions: City Council Agendas	\$30	Remove	Remove
9 Private Subscriptions: City Council Minutes	\$45	Remove	Remove
10 Candidates' Election Statement: Candidates' reimburse City for the statement printing and mailing costs.	\$350	(Collected in advance. Any overpayment will be	(Collected in advance. Any overpayment will be refunded.)
11 Elections: Notice of Intent Fee	\$200	Fee refunded if it qualifies for ballot	\$200 Fee refunded if it qualifies for ballot
12 Political Campaign Statements And Reports: Copying charge (as per Government Code Section 81008)	\$0.10	per page	\$0.10 per page
13 Political Campaign Statements And Reports: Statements five or more years old	\$5	per statement	\$5 per statement
14 Additional Mailing Charge: Inclusion of additional correspondence with weekly agenda mailings to various subscribers	\$0	Remove	Remove
15 Tape Recording Duplication: Audio tape of City Council meetings (collected in advance)	\$0	Actual costs per tape	Actual costs per tape
16 Tape Recording Duplication: Video tape of City Council meetings (collected in advance)	\$0	Actual costs per tape	Actual costs per tape
17 Administration Building Conference Room Rental:- Residents (plus cleaning fee deposit)	\$60	Remove	Remove
18 Administration Building Conference Room Rental:- Non-residents (plus cleaning fee deposit)	\$85	Remove	Remove

CITY OF MENLO PARK - FY

General Administration

PER UNIT ANALYSIS

Fee Category	Current Fee	Fee Description	Proposed Fee
19 Administration Building Conference Room Rental:- Plus equipment and furnishings replacement	\$5	Remove	Remove
20 Council Chambers Rental: Residents (plus cleaning fee deposit)	\$125	per hour	\$125 per hour
21 Council Chambers Rental: Non-residents (plus cleaning fee deposit)	\$160	per hour	\$160 per hour
22 Council Chambers Rental: Commercial (plus cleaning fee deposit)	\$190	per hour	\$190 per hour
23 Council Chambers Rental: Service charge on cancellations	\$25		\$25
24 Council Chambers Rental: Cleaning Fee Deposit (refundable)	\$250	Deposit (refundable)	\$250 Deposit (refundable)
25 Council Chambers Rental: Facility Attendant – Staff hourly billing rate not to exceed	\$35	Remove	Remove
26 Council Chambers Rental: Plus equipment and furnishings replacement	\$5	Remove	Remove
27 Council Chambers Rental: AV Service Fee	\$35	per hour	\$65 per hour
28 MIS/Printing: Staff hourly billing rate for programming and report generation plus material cost – 1/2 hour minimum	Quotation	Remove	Remove
29 MIS/Printing: Staff hourly billing rate for City Print Operator plus material cost – 1/2 hour minimum	Quotation	Remove	Remove
30 Film, Video and Audio Production Permits: Application Review and Coordination	\$150	each	\$150 each
31 Film, Video and Audio Production Permits: Application Revisions	\$50	each	\$50 each
32 Film, Video and Audio Production Permits: Daily Permit Fees - Still Photography and Short Subject	\$50	each	\$50 each
33 Film, Video and Audio Production Permits: Daily Permit Fees - Industrials	\$100	each	\$100 each
34 Film, Video and Audio Production Permits: Daily Permit Fees - Features, TV, Music Videos and Commercials	\$150	each	\$150 each
35 Publications: Financial Statement – plus postage	\$20	each - plus postage (Change to Actual Cost)	Actual Cost

CITY OF MENLO PARK - FY General Administration

PER UNIT ANALYSIS

Fee Category		Current Fee	Fee Description	Proposed Fee
36	Publications: Budget, bound copy – plus postage	\$15	each - plus postage (Change to Actual Cost)	Actual Cost
37	Publications: Master Fee Schedule – plus postage	\$5	each - plus postage (Change to Actual Cost)	Actual Cost
38	Business License: Duplicate Business License- Certificate	\$2	Remove	Remove
39	Business License: Verification of Non-Confidential- Business License Information For Collection- Agencies, etc.	\$5	Remove	Remove
40	Business License: Verification of Non-Confidential- Business License Information For Menlo Park- residents	No charge	Remove	Remove

City of Menlo Park - 2025				PER UNIT ANALYSIS		
Police						
Fee Header		Fee Category		Current Fee	Fee Description	Proposed Fee
1	Case Copies	One report 1st Page		\$2	per report per page	\$2
2	Case Copies	Additional copy		\$0.10	per page	\$0.10
3	Case Copies	Letter of Good Conduct		\$30	Flat Fee	\$45
4	Case Copies	Fingerprinting Document Processing (plus Department of Justice and other agency fees)		\$45	per person	\$60
5	Massage Permit Processing (does not include fingerprint fees)	Initial Permit		\$135	Flat Fee	\$266
6	Massage Permit Processing (does not include fingerprint fees)	Annual Renewal Permit		\$135	Flat Fee	\$253
7	Peddlers – Solicitors Permit Processing (does not include fingerprint fees)	Initial Permit		\$135	Flat Fee	\$253
8	Peddlers – Solicitors Permit Processing (does not include fingerprint fees)	Annual Renewal Permit		\$135	Flat Fee	\$253
9	Check Cashing Permit Processing (does not include fingerprint fees)	Initial Permit		\$955	Flat Fee	\$807
10	Check Cashing Permit Processing (does not include fingerprint fees)	Annual Renewal Permit		\$955	Flat Fee	\$579
11	Notary and Document Certification Services	Notary		\$10	per signature	\$15
12	Notary and Document Certification Services	Document Certification		\$10	per document	\$15
13	Bicycle License Fee	3-year license		\$6	Remove	Remove
14	Bicycle License Fee	Renewal		\$4	Remove	Remove
15	Child Seat Safety Installation	Resident		\$40	Flat Fee	\$40
16	Child Seat Safety Installation	Non-resident		\$100	Flat Fee	\$100
17	False Alarm Program	Registration - Initial and Annual Renewal		\$26	Flat Fee	\$50
18	Standard – False Alarm Response	First occurrence per year		\$0	No Fee	\$0
19	Standard – False Alarm Response	Second occurrence per year		\$88	Per Occurance	\$88
20	Standard – False Alarm Response	Third occurrence per year		\$93	Per Occurance	\$113
21	Standard – False Alarm Response	Fourth occurrence per year		\$98	Per Occurance	\$138
22	Standard – False Alarm Response	Fifth occurrence per year		\$103	Per Occurance	\$163
23	Standard – False Alarm Response	Sixth occurrence per year		\$108	Per Occurance	\$188
24	Standard – False Alarm Response	Each additional occurrence after sixth per year		\$108	Each addtl Occurance	\$213
25	High Risk – False Alarm Response	First occurrence per year		\$0	No Fee	\$0
26	High Risk – False Alarm Response	Second occurrence per year		\$175	Per occurance	\$370

City of Menlo Park - 2025			PER UNIT ANALYSIS		
Police					
Fee Header	Fee Category		Current Fee	Fee Description	Proposed Fee
27	High Risk – False Alarm Response	Third occurrence per year	\$185	Per occurrence	\$395
28	High Risk – False Alarm Response	Fourth occurrence per year	\$196	Per occurrence	\$420
29	High Risk – False Alarm Response	Fifth occurrence per year	\$206	Per occurrence	\$445
30	High Risk – False Alarm Response	Sixth occurrence per year	\$216	Per occurrence	\$470
31	High Risk – False Alarm Response	Each additional occurrence after sixth per year	\$216	Each addtl occurrence	\$495
32	Surcharge	30 Day late charge – additional billing surcharge	10%	Surcharge	10%
33	Surcharge	60 30+ Day late charge – additional billing surcharge - 2% per each additional 30 days	10%	Surcharge	2% per each additional 30 days
34	Surcharge	Technology surcharge	3%	Surcharge	\$0
35	DUI Emergency Response	Arrest with non-injury and minor injury accident	\$1,300	Remove	Remove
36	DUI Emergency Response	Arrest with major injury and/or Manslaughter *Fee based on calculated costs of each arrest including wages at staff hourly billing rates	\$0	Remove	Remove
37	Vehicle Releases	Vehicle Code Infraction	\$125	Flat Fee	\$128
38	Vehicle Releases	Misdemeanor or Felony Incidents	\$125	Flat Fee	\$128
39	Miscellaneous Permits	Sound device	\$50	Remove	Remove
40	Miscellaneous Permits	Explosive Permits Initial	\$84	Remove	Remove
41	Miscellaneous Permits	Explosive Permits Additional	\$84	Remove	Remove
42	Preparation Fees	Photo/Media graphic Reproductions	\$0	Remove	Remove
43	Preparation Fees	Research Fee	\$0	Remove	Remove
44	Civil Subpoena Appearance	Police Officers (Sworn)	\$275	Deposit	\$275
45	Civil Subpoena Appearance	Non-sworn Employees	\$275	Per Hour	\$275
46	Civil Subpoena Appearance	Civil Supoena Reproduction of Records - Case Copies	\$15	Each --> Actual Cost, Per Hour	Actual Cost
47	Civil Subpoena Appearance	Civil Supoena Reproduction of Records - Digital Media	\$55	Each --> Actual Cost, Per Hour	Actual Cost
48	Miscellaneous Document Copies	1st page	\$2	1st page	\$2
49	Miscellaneous Document Copies	additional	\$0.10	per page	\$0.10
50	Unruly Gatherings	After initial written warning \$100 plus cost of repair to damaged City property and the cost of an officer per hour for each officer called out to the scene.	\$100	plus actual cost	\$100
51	Background Investigations	Background Investigations	\$0	Actual Cost	Actual Cost
52		Counseling Program	\$25	Remove	Remove

City of Menlo Park - 2025			PER UNIT ANALYSIS		
Police					
Fee Header	Fee Category		Current Fee	Fee Description	Proposed Fee
53	Taxi Cab Operator Permit	Initial application (includes fingerprinting)	\$75	Remove	Remove
54	Taxi Cab Operator Permit	Renewal application (annual – no fingerprints)	\$50	Remove	Remove
55	Rotation Tow Service Contract	Annual Application and Maintenance	\$150	flat fee	\$190
56	Rotation Tow Service Contract	Vehicle towed – stored and released after 30 days	\$100	per vehicle	\$190
57	Rotation Tow Service Contract	Three tow request non-response within six months	\$150	flat fee	\$150
58	Rotation Tow Service Contract	Failure to display identification	\$100	Fine	\$100
59	Rotation Tow Service Contract	Records check	\$10	flat fee	\$19
60	Rotation Tow Service Contract	Dispatching or Towing without contract	\$100	flat fee	\$100
61		Repossession Fee (fee subject to change per California Vehicle Code)	\$15	Flat Fee	\$20
62		Vehicle Identification Number Verification	\$27	Remove	Remove
63		Real Estate Sign Retrieval	\$20	Remove	Remove
64		Helicopter Landing and Hovering	\$200	Remove	Remove
65		Intoximeter Rental (*plus \$300 equipment deposit)	\$75	Remove	Remove
66		Shipping and Handling (*Postage and packaging on internet/phone orders)	Actual Cost	Remove	Remove
67		Property Inspection Fee	\$25	Remove	Remove
68		Citation Replacement	\$11	per citation	\$19
69		Citation Sign Off	\$15	Flat Fee	\$19
70	Downtown Parking Permits	Employee and Merchant Delivery Vehicle Annual Downtown Parking Permits	\$592	annual	\$592
71	Downtown Parking Permits	Permit Replacement/Updating	\$30	Flat Fee	\$51
72	Downtown Parking Permits	Permit Surrender – Refund Processing	\$75	Flat Fee	\$86
73	Downtown Parking Permits	Full-day parking	\$10	per day	\$10
74	Overnight Parking Permits	One-night parking	\$2	per night	\$2
75	Overnight Parking Permits	After hours permit issuance	\$5	Flat Fee	\$11
76	Overnight Parking Permits	Annual overnight permit	\$150	annual	\$150
77	Overnight Parking Permits	Permit Replacement/Updating	\$25	each	\$53
78	Overnight Parking Permits	Technology surcharge	3%	Surcharge	
79	Residential Day Time Parking Permits	Flood Park Area (3 permits)	\$15	annual	\$20

City of Menlo Park - 2025			PER UNIT ANALYSIS		
Police					
Fee Header		Fee Category	Current Fee	Fee Description	Proposed Fee
80	Residential Day Time Parking Permits	College Park / Crane Area (3 permits)	\$15	annual	\$20
81	Residential Day Time Parking Permits	Permit Replacement/Updating	\$15	each	\$20
82	Residential Day Time Parking Permits	Single Use Permit	\$1	each	\$1
83	NEW FEE	Special Event - Standby Fee	\$0	New, Per Hour	\$212

MENLO PARK - 2026 PLANNING DIVISION

PER UNIT ANALYSIS

Fee Category		Current Fee	Fee Description	Current Cost Per Unit	Proposed Fee
1	Tentative Parcel Maps - Administrative	\$4,000	Flat Fee	\$6,901	\$6,900 Flat Fee
2	Zoning Compliance Letter	\$618	Flat Fee	\$1,506	\$1,500 Flat Fee
3	Reasonable Accommodation Review	\$100	Flat Fee	n/a	\$100 Flat Fee
4	Reasonable Accommodation Review: 2nd Unit Registration	\$100	REMOVE	n/a	REMOVE
5	Reasonable Accommodation Review: 2nd Unit Renewal	\$50	REMOVE	n/a	REMOVE
6	Circulation System Assessment – per development project	\$4,000	REMOVE	n/a	REMOVE
7	Sign review by Staff	\$294	Flat Fee	\$602	\$600 Flat Fee
8	Re-facing an approved sign	\$191	Flat Fee	\$602	\$600 Flat Fee
9	Temporary Sign	\$0	No Charge	\$0	\$0 No Charge
10	Fences: Administrative Review: Non-Residential	\$500	Flat Fee	\$2,250	\$2,250 Flat Fee
	Fences: Administrative Review: Residential on Santa Cruz Avenue	\$500	Flat Fee	\$2,250	\$500 Flat Fee
11	Administrative Review: Admin Permit	\$1,725	Flat Fee	\$4,315	\$4,310 Flat Fee
12	Appeals of staff decision	\$110	Flat Fee	\$21,262	\$110 Flat Fee
13	Appeal: Appeal of Planning Commission Decision	\$110	Flat Fee	\$21,262	Flat Fee + \$110 actual cost
15	Home Occupation Permit	\$93	Flat Fee	\$64	\$60 Flat Fee
16	Business License – Zoning Compliance Review Fee (Non-residential locations)	\$93	Flat Fee	\$89	\$80 Flat Fee
17	Special Events and Outdoor Sales Permit	\$206	REMOVE	n/a	REMOVE
18	Special Event Permit Application: Minor	\$125	REMOVE	n/a	REMOVE
19	Special Event Permit Application	\$250	Flat Fee	\$1,950	\$250 Flat Fee
20	Special Event Permit Application: Cancellation	\$25	Flat Fee	\$70	\$25 Flat Fee
21	Change of Address	\$129	Flat Fee	\$0	\$0 Flat Fee
22	Administrative Extension of Approved Applications	\$438	Flat Fee	\$1,400	\$1,390 Flat Fee
23	Construction Noise Ordinance Exemption	\$515	Flat Fee	\$1,048	\$1,040 Flat Fee
24	Front Lot Line Election	\$515	Flat Fee	\$792	\$790 Flat Fee

MENLO PARK - 2026 PLANNING DIVISION

PER UNIT ANALYSIS

Fee Category	Current Fee	Fee Description	Current Cost Per Unit	Proposed Fee
25 Withdrawal of application, minimum processing fee	\$180	REMOVE	n/a	REMOVE
26 Mailing Lists for public use not associated with Public Hearing noticing	\$88	Flat Fee	\$128	\$128 Flat Fee
27 Copies of General Plan, Zoning Ordinance and Zoning Map	\$10	REMOVE	n/a	REMOVE
28 Non-residential zoning use violation	\$1,000	Per Violation	n/a	\$1,000 Per Violation
29 Transcripts of Public Hearing associated with Environmental Impact Reports (pass through of direct costs) Estimate collected in advance	\$0	REMOVE	n/a	REMOVE
30 Technology Surcharge	3%	Surcharge	9%	9% Surcharge
31 General Plan Update Surcharge	3%	Surcharge	8%	8% Surcharge
32 Review by Community Development Director or designee of Ministerial Request not Listed Elsewhere in the Master Fee Schedule.	NEW	NEW	\$709	\$400 Deposit
33 Admin Arch Control Fee	NEW	NEW	\$2,671	\$1,500 Deposit
35 Noticing costs per mailer:				
300' radius	NEW	Flat Fee	\$68	\$68 Flat
500' radius	NEW	Flat Fee	\$278	\$278 Flat
1/4 mile radius	NEW	Flat Fee	\$588	\$588 Flat
36 Pre-Application Fee	\$400	Deposit	\$0	\$400 Deposit
37 Study Session	\$1,000	Deposit	\$0	\$1,000 Deposit
39 Use Permit	\$1,500	Deposit	\$0	\$3,000 Deposit
40 Architectural Control	\$2,000	Deposit	\$0	\$3,000 Deposit
41 Variance	\$3,000	Deposit	\$0	\$4,500 Deposit
42 Tentative Parcel Maps: PC	\$6,000	Deposit	\$0	\$6,000 Deposit
43 Tentative Tract / Subdivision Map	\$6,000	Deposit	\$0	\$6,000 Deposit
44 General Plan Amendment	\$8,000	Deposit	\$0	\$8,000 Deposit
45 Compliance Review (e.g., R-4-S, emergency shelter, ministerial architectural control, ministerial use permit, ministerial subdivisions, etc.)	\$800	Deposit	\$0	\$2,000 Deposit

MENLO PARK - 2026 PLANNING DIVISION

PER UNIT ANALYSIS

Fee Category	Current Fee	Fee Description	Current Cost Per Unit	Proposed Fee
46 Zoning Map and/or Ordinance Amendment	\$8,000	Deposit	\$0	\$8,000 Deposit
47 Conditional Development Permit/Planned Development Perm	\$10,000	Deposit	\$0	\$10,000 Deposit
48 Development Agreement	\$10,000	Deposit	\$0	\$10,000 Deposit
49 Environmental Review: Staff Review	\$5,000	REMOVE	\$0	REMOVE
50 Appeals: All other appeals	\$1,000	Deposit	\$0	\$1,000 Deposit
51 City Attorney: Review of CC&R's	Hourly	Hourly	\$0	Hourly
52 City Attorney: Preparation of Recorded Deed Restrictions	Hourly	Hourly	\$0	Hourly
53 Sign review by Planning Commission	\$1,500	Deposit	\$0	\$1,500 Deposit
54 Property File Research (after the first hour)	Hourly	Hourly	\$0	Hourly
55 Exemption Underground Utilities Ordinance	\$2,000	Deposit	\$0	\$2,000 Deposit
56 Additional staff review required by revisions to plans	\$150	Deposit	\$0	\$150 Deposit
57 Mitigation and Condition Monitoring	\$800	Deposit	\$0	\$800 Deposit
58 Revisions, extensions or review of any item	\$2,000	Deposit	\$0	\$2,000 Deposit
59 Meeting outside of normal business hours (one hour minimum)	Hourly	REMOVE	\$0	REMOVE

Building Plan Check Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
		200	\$ 1,060	\$ 0.207	\$ 1,926	\$ 0.376
		1,000	1,226	0.834	2,226	1.515
A-1	Assembly Group	2,000	2,060	1.213	3,741	2.202
		5,000	5,697	0.775	10,348	1.407
		10,000	9,572	0.957	17,385	1.407
		100	\$ 1,452	\$ 0.562	\$ 2,102	\$ 0.813
		500	1,676	2.286	2,427	3.310
A-2	Assembly Group: Restaurants	1,000	2,819	3.319	4,082	4.805
		2,500	7,797	2.120	11,290	3.069
		5,000	13,096	2.619	18,963	3.069
		500	\$ 1,608	\$ 0.126	\$ 2,717	\$ 0.211
		2,500	1,858	0.506	3,139	0.854
A-3	Assembly Group - TI	5,000	3,122	0.735	5,275	1.242
		12,500	8,634	0.470	14,590	0.793
		25,000	14,503	0.579	24,508	0.793
		500	\$ 1,630	\$ 0.127	\$ 2,308	\$ 0.180
		2,500	1,885	0.513	2,669	0.727
A-3	Church and Religious Bldgs. - TI	5,000	3,168	0.747	4,486	1.056
		12,500	8,762	0.476	12,408	0.675
		25,000	14,718	0.589	20,844	0.675
		500	\$ 5,743	\$ 0.447	\$ 6,015	\$ 0.468
		2,500	6,638	1.808	6,952	1.894
B	Restaurant - Complete	5,000	11,159	2.627	11,686	2.751
		12,500	30,861	1.678	32,320	1.757
		25,000	51,839	2.074	54,288	1.757
		500	\$ 4,443	\$ 0.345	\$ 4,585	\$ 0.356
		2,500	5,134	1.399	5,298	1.444
B	Restaurant - Shell	5,000	8,631	2.031	8,907	2.097
		12,500	23,870	1.297	24,632	1.339
		25,000	40,094	1.603	41,374	1.339
		250	\$ 2,429	\$ 0.379	\$ 4,569	\$ 0.713
		1,250	2,808	1.531	5,281	2.879
B	Restaurant - TI	2,500	4,721	2.222	8,880	4.179
		6,250	13,055	1.420	24,553	2.671
		12,500	21,930	1.754	41,243	2.671
		1,000	\$ 8,989	\$ 0.350	\$ 17,570	\$ 0.685
		5,000	10,390	1.415	20,308	2.766
B	Offices, etc. - Complete	10,000	17,466	2.055	34,138	4.018
		25,000	48,302	1.313	94,409	2.567
		50,000	81,133	1.622	158,578	2.567
		1,000	\$ 7,561	\$ 0.294	8,845	\$ 0.344
		5,000	8,739	1.191	10,223	1.392
B	Offices, etc. - Shell	10,000	14,691	1.729	17,185	2.023
		25,000	40,628	1.105	47,523	1.292
		50,000	68,243	1.364	79,826	1.292
		500	\$ 6,893	\$ 0.538	\$ 9,062	\$ 0.706
		2,500	7,967	2.170	10,474	2.853
B	Commercial Building - Addition	5,000	13,392	3.153	17,606	4.145
		12,500	37,038	2.014	48,692	2.648
		25,000	62,213	2.488	81,789	2.648
		500	\$ 1,660	\$ 0.131	\$ 3,276	\$ 0.256
		2,500	1,920	0.522	3,788	1.031
B	Offices, etc. - Non-Medical TI	5,000	3,227	0.759	6,366	1.498
		12,500	8,921	0.486	17,600	0.957
		25,000	14,986	0.600	29,566	0.957

Building Plan Check Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
		1,000	\$ 9,973	\$ 0.388	\$ 11,943	\$ 0.465
		5,000	11,525	1.570	13,801	1.880
B	Medical Offices - Complete	10,000	19,375	2.281	23,201	2.731
		25,000	53,581	1.457	64,162	1.745
		50,000	90,001	1.800	107,775	1.745
		1,000	\$ 6,977	\$ 0.272	\$ 8,785	\$ 0.342
		5,000	8,063	1.098	10,152	1.383
B	Medical Offices - Shell	10,000	13,555	1.595	17,066	2.009
		25,000	37,485	1.019	47,197	1.283
		50,000	62,966	1.259	79,279	1.283
		500	\$ 3,536	\$ 0.275	\$ 6,638	\$ 0.517
		2,500	4,086	1.113	7,672	2.090
B	Medical Offices - TI	5,000	6,869	1.617	12,896	3.036
		12,500	18,996	1.033	35,664	1.939
		25,000	31,907	1.277	59,905	1.939
		100	\$ 2,800	\$ 1.090	\$ 3,350	\$ 1.305
		500	3,236	4.409	3,872	5.276
E	Shell	1,000	5,441	6.402	6,510	7.660
		2,500	15,045	4.091	18,001	4.894
		5,000	25,271	5.054	30,236	4.894
		150	\$ 1,566	\$ 0.406	\$ 2,824	\$ 0.732
		750	1,810	1.644	3,263	2.966
E	Educational Building - TI	1,500	3,044	2.388	5,488	4.306
		3,750	8,418	1.525	15,177	2.751
		7,500	14,139	1.885	25,492	2.751
		500	\$ 6,164	\$ 0.481	\$ 6,245	\$ 0.486
		2,500	7,124	1.940	7,217	1.966
F-1	Industrial Building - Shell	5,000	11,976	2.819	12,133	2.856
		12,500	33,120	1.800	33,557	1.825
		25,000	55,632	2.225	56,365	1.825
		500	\$ 1,689	\$ 0.132	\$ 4,772	\$ 0.373
		2,500	1,953	0.532	5,518	1.502
F-1	Industrial Building - TI	5,000	3,282	0.772	9,274	2.183
		12,500	9,078	0.493	25,649	1.395
		25,000	15,250	0.610	43,086	1.395
		500	\$ 4,656	\$ 0.363	\$ 7,502	\$ 0.584
		2,500	5,381	1.466	8,669	2.362
H	Hazardous H- Complete	5,000	9,045	2.130	14,574	3.431
		12,500	25,015	1.361	40,305	2.192
		25,000	42,019	1.681	67,703	2.192
		500	\$ 2,241	\$ 0.175	\$ 3,882	\$ 0.303
		2,500	2,592	0.705	4,489	1.222
H	Hazardous H- Shell	5,000	4,355	1.025	7,543	1.776
		12,500	12,044	0.654	20,860	1.134
		25,000	20,231	0.809	35,040	1.134
		500	\$ 3,392	\$ 0.264	\$ 5,866	\$ 0.457
		2,500	3,921	1.068	6,780	1.848
H	Hazardous H- TI	5,000	6,592	1.552	11,399	2.683
		12,500	18,230	0.992	31,525	1.714
		25,000	30,620	1.224	52,950	1.714
		250	\$ 8,641	\$ 1.345	\$ 10,187	\$ 1.586
		1,250	9,986	5.441	11,773	6.416
I-1	Medical/24 Hour Care - Complete	2,500	16,788	7.904	19,793	9.318
		6,250	46,425	5.049	54,735	5.953
		12,500	77,981	6.239	91,940	5.953

Building Plan Check Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
		250	\$ 6,203	\$ 0.966	\$ 7,271	\$ 1.133
		1,250	7,170	3.906	8,403	4.578
I-1	Medical/24 Hour Care - Shell	2,500	12,052	5.675	14,126	6.651
		6,250	33,330	3.625	39,066	4.249
		12,500	55,986	4.480	65,619	4.249
		250	\$ 2,706	\$ 0.422	\$ 4,758	\$ 0.742
		1,250	3,128	1.705	5,500	2.998
I-1	Medical/24Hour Care - TI	2,500	5,260	2.475	9,247	4.353
		6,250	14,543	1.582	25,570	2.781
		12,500	24,430	1.955	42,954	2.781
		250	\$ 6,982	\$ 1.087	\$ 8,673	\$ 1.351
		1,250	8,069	4.397	10,024	5.463
I-4	Day Care Facility - Complete	2,500	13,566	6.387	16,852	7.934
		6,250	37,515	4.080	46,604	5.068
		12,500	63,016	5.041	78,281	5.068
		100	\$ 1,628	\$ 0.634	\$ 2,979	\$ 1.158
		500	1,882	2.563	3,442	4.688
I-4	Day Care Facility - TI	1,000	3,163	3.723	5,786	6.812
		2,500	8,749	2.378	16,004	4.352
		5,000	14,696	2.939	26,884	4.352
		1,000	\$ 7,296	\$ 0.283	\$ 9,986	\$ 0.388
		5,000	8,431	1.148	11,539	1.572
M	Retail Sales - Complete	10,000	14,172	1.668	19,398	2.283
		25,000	39,195	1.065	53,647	1.459
		50,000	65,838	1.316	90,114	1.459
		1,000	\$ 5,763	\$ 0.224	\$ 9,024	\$ 0.351
		5,000	6,660	0.907	10,430	1.421
M	Retail Sales - Shell	10,000	11,197	1.318	17,534	2.064
		25,000	30,965	0.842	48,489	1.318
		50,000	52,013	1.039	81,447	1.318
		1,000	\$ 2,101	\$ 0.083	\$ 3,910	\$ 0.153
		5,000	2,429	0.331	4,520	0.615
M	Retail Sales - TI	10,000	4,083	0.481	7,597	0.894
		25,000	11,291	0.307	21,009	0.571
		50,000	18,965	0.379	35,288	0.571
		2,500	\$ 25,327	\$ 0.395	\$ 45,291	\$ 0.705
		12,500	29,270	1.595	52,342	2.852
R-1	Hotel Low/Mid Rise - Complete	25,000	49,206	2.316	87,994	4.143
		62,500	136,077	1.480	243,343	2.646
		125,000	228,571	1.829	408,746	2.646
		2,500	\$ 20,543	\$ 0.320	\$ 28,096	\$ 0.438
		12,500	23,743	1.294	32,471	1.769
R-1	Hotel Low/Mid Rise - Shell	25,000	39,913	1.878	54,587	2.570
		62,500	110,377	1.200	150,956	1.642
		125,000	185,403	1.484	253,565	1.642
		2,500	\$ 13,228	\$ 0.205	\$ 22,723	\$ 0.354
		12,500	15,288	0.833	26,261	1.431
R-1	Hotel Low/Mid Rise - TI	25,000	25,702	1.210	44,150	2.079
		62,500	71,078	0.774	122,094	1.328
		125,000	119,391	0.955	205,083	1.328
		1,667	\$ 5,112	\$ 1.426	\$ 7,502	\$ 2.092
		3,333	7,489	1.678	10,989	2.463
R-2	Multi-family Residential - New	5,000	10,285	1.861	15,094	2.731
		8,333	16,489	1.176	24,197	1.726
		12,500	21,389	1.711	31,388	1.726

Building Plan Check Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
		667	\$ 1,987	\$ 1.384	\$ 3,269	\$ 2.278
		1,333	2,909	1.630	4,787	2.680
R-2	Multi-Family Residential - Addition	2,000	3,996	1.807	6,574	2.973
		3,333	6,405	1.142	10,539	1.879
		5,000	8,308	1.662	13,670	1.879
		667	\$ 1,971	\$ 1.375	\$ 3,327	\$ 2.321
		1,333	2,887	1.618	4,874	2.730
R-2	Multi-Family Residential - Alteration	2,000	3,965	1.793	6,694	3.028
		3,333	6,356	1.134	10,731	1.914
		5,000	8,246	1.650	13,922	1.914
		1,000	\$ 2,619	\$ 1.217	\$ 4,907	\$ 2.281
		2,000	3,836	1.434	7,188	2.686
R-3	Single-Family (custom or model)	3,000	5,270	1.589	9,874	2.977
		5,000	8,447	1.005	15,828	1.882
		7,500	10,959	1.461	20,534	1.882
		667	\$ 838	\$ 0.583	\$ 2,539	\$ 1.766
		1,333	1,227	0.687	3,717	2.079
R-3	Single-Family - Production / Repeat	2,000	1,684	0.763	5,103	2.311
		3,333	2,701	0.481	8,185	1.459
		5,000	3,504	0.700	10,616	1.459
		250	\$ 1,009	\$ 1.406	\$ 2,474	\$ 3.451
		1,000	2,065	1.544	5,062	3.784
R-3	Single-Family Residential - Addition	1,500	2,837	1.711	6,955	4.194
		2,500	4,547	1.081	11,149	2.650
		3,750	5,899	1.573	14,462	2.650
		250	\$ 859	\$ 1.453	\$ 1,895	\$ 3.204
		1,000	1,949	1.459	4,298	3.216
R-3	Single-Family Residential - Alteration	1,500	2,679	1.615	5,906	3.561
		2,500	4,294	1.021	9,467	2.250
		3,750	5,570	1.485	12,279	2.250
		667	\$ 1,016	\$ 0.708	\$ 1,974	\$ 1.376
		1,333	1,488	0.835	2,892	1.624
R-3	Manufactured Home - Complete	2,000	2,045	0.924	3,974	1.796
		3,333	3,277	0.585	6,369	1.137
		5,000	4,252	0.850	8,263	1.137
		333	\$ 1,016	\$ 1.416	\$ 1,921	\$ 2.679
		667	1,488	1.671	2,814	3.161
R-3	Prefabricated Dwelling - Complete	1,000	2,045	1.849	3,868	3.495
		1,667	3,277	1.170	6,198	2.212
		2,500	4,252	1.700	8,042	2.212
		250	\$ 2,159	\$ 0.336	\$ 2,166	\$ 0.337
		1,250	2,494	1.361	2,503	1.365
	Modular Building - Complete	2,500	4,194	1.975	4,209	1.981
		6,250	11,599	1.261	11,639	1.266
		12,500	19,483	1.558	19,549	1.266
		250	\$ 288	\$ 0.046	\$ 412	\$ 0.066
		1,250	334	0.181	478	0.258
	Manufactured Building - Fnd	2,500	560	0.264	801	0.377
		6,250	1,550	0.169	2,215	0.241
		12,500	2,606	0.209	3,724	0.241
		1,000	\$ 6,740	\$ 0.263	\$ 7,566	\$ 0.295
		5,000	7,791	1.060	8,746	1.191
S-1/S-2	Warehouse - Complete	10,000	13,095	1.541	14,700	1.730
		25,000	36,215	0.985	40,655	1.105
		50,000	60,832	1.216	68,290	1.105

Building Plan Check Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
		500	\$ 3,251	\$ 0.253	\$ 3,707	\$ 0.289
		2,500	3,757	1.024	4,284	1.168
S-1	Repair Garage & Service St - Complete	5,000	6,317	1.487	7,203	1.695
		12,500	17,466	0.950	19,916	1.083
		25,000	29,338	1.173	33,453	1.083
		500	\$ 2,711	\$ 0.212	\$ 3,533	\$ 0.275
		2,500	3,133	0.853	4,082	1.112
S-1	Repair Garage & Service St - Shell	5,000	5,266	1.240	6,862	1.615
		12,500	14,564	0.791	18,978	1.032
		25,000	24,462	0.979	31,876	1.032
		500	\$ 1,820	\$ 0.142	\$ 3,330	\$ 0.259
		2,500	2,103	0.573	3,849	1.048
S-1	Repair Garage & Service St - TI	5,000	3,534	0.833	6,468	1.523
		12,500	9,774	0.532	17,888	0.973
		25,000	16,417	0.657	30,046	0.973
		1,000	\$ 5,541	\$ 0.216	\$ 5,829	\$ 0.227
		5,000	6,404	0.872	6,737	0.918
S-2	Parking Garage - Complete	10,000	10,766	1.267	11,325	1.333
		25,000	29,774	0.810	31,321	0.852
		50,000	50,013	1.000	52,612	0.852
		250	\$ 1,772	\$ 0.275	\$ 2,664	\$ 0.414
		1,250	2,047	1.117	3,079	1.680
S-2	Commercial Carport	2,500	3,443	1.621	5,178	2.437
		6,250	9,521	1.035	14,318	1.557
		12,500	15,992	1.280	24,049	1.557
		100	\$ 1,546	\$ 0.602	\$ 1,789	\$ 0.695
		500	1,786	2.432	2,067	2.815
U	Accessory Building - Commercial	1,000	3,002	3.532	3,474	4.087
		2,500	8,300	2.257	9,604	2.612
		5,000	13,943	2.789	16,134	2.612
		167	\$ 807	\$ 2.245	\$ 1,749	\$ 4.863
		333	1,181	2.655	2,559	5.753
U	Accessory Building - Residential	500	1,624	2.932	3,518	6.353
	Such as pool houses, recreation rooms, art studios and sheds	833	2,601	1.856	5,635	4.023
		1,250	3,375	2.700	7,311	4.023
		167	\$ 1,022	\$ 2.846	\$ 1,663	\$ 4.632
		333	1,496	3.362	2,435	5.472
U	Residential Garage	500	2,057	3.715	3,347	6.047
		833	3,295	2.353	5,363	3.830
		1,250	4,276	3.421	6,959	3.830
		167	\$ 517	\$ 1.440	\$ 1,525	\$ 4.247
		333	757	1.703	2,233	5.021
U	Residential Carport	500	1,041	1.882	3,070	5.549
		833	1,668	1.191	4,920	3.510
		1,250	2,164	1.732	6,382	3.510
		333	\$ 468	\$ 0.652	\$ 1,442	\$ 2.009
		667	686	0.768	2,111	2.364
	Residential Patio Cover	1,000	942	0.854	2,899	2.628
		1,667	1,510	0.538	4,651	1.656
		2,500	1,959	0.784	6,032	1.656
		333	\$ 521	\$ 0.724	\$ 1,665	\$ 2.313
		667	763	0.855	2,436	2.733
R-3	Residential Patio Enclosure	1,000	1,048	0.949	3,347	3.032
		1,667	1,680	0.598	5,368	1.912
		2,500	2,179	0.871	6,962	1.912

Building Permit Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
A-1	Assembly Group	200	\$ 1,580	\$ 0.651	\$ 2,200	\$ 0.650
		1,000	2,100	0.382	2,925	0.487
		2,000	2,587	0.188	3,603	0.240
		5,000	3,307	0.121	4,605	0.154
		10,000	4,076	0.320	5,675	0.154
A-2	Assembly Group: Restaurants	100	\$ 1,580	\$ 1.021	\$ 2,200	\$ 1.301
		500	2,100	0.764	2,925	0.974
		1,000	2,587	0.376	3,603	0.480
		2,500	3,307	0.242	4,605	0.307
		5,000	4,076	0.640	5,675	0.307
A-3	Assembly Group - TI	500	\$ 860	\$ 0.111	\$ 1,120	\$ 0.141
		2,500	1,143	0.083	1,489	0.106
		5,000	1,408	0.041	1,834	0.052
		12,500	1,801	0.026	2,345	0.033
		25,000	2,218	0.070	2,889	0.033
A-3	Church and Religious Bldgs. - TI	500	\$ 877	\$ 0.113	\$ 1,121	\$ 0.144
		2,500	1,164	0.085	1,488	0.108
		5,000	1,434	0.041	1,834	0.053
		12,500	1,834	0.027	2,344	0.034
		25,000	2,260	0.071	2,889	0.034
B	Restaurant - Complete	500	\$ 3,372	\$ 0.435	\$ 4,344	\$ 0.555
		2,500	4,482	0.325	5,774	0.415
		5,000	5,520	0.161	7,110	0.205
		12,500	7,058	0.102	9,092	0.131
		25,000	8,696	0.273	11,203	0.131
B	Restaurant - Shell	500	\$ 2,840	\$ 0.367	\$ 3,619	\$ 0.467
		2,500	3,773	0.274	4,808	0.350
		5,000	4,647	0.135	5,922	0.173
		12,500	5,941	0.087	7,572	0.110
		25,000	7,322	0.230	9,331	0.110
B	Restaurant - TI	250	\$ 852	\$ 0.221	\$ 1,605	\$ 0.282
		1,250	1,133	0.164	2,136	0.210
		2,500	1,396	0.082	2,630	0.104
		6,250	1,784	0.052	3,362	0.066
		12,500	2,199	0.138	4,144	0.066
B	Offices, etc. - Complete	1,000	\$ 3,881	\$ 0.250	\$ 4,917	\$ 0.319
		5,000	5,159	0.187	6,535	0.239
		10,000	6,353	0.092	8,048	0.118
		25,000	8,123	0.059	10,290	0.075
		50,000	10,010	0.157	12,680	0.075
B	Offices, etc. - Shell	1,000	\$ 2,601	\$ 0.168	2,802	\$ 0.214
		5,000	3,457	0.126	3,724	0.160
		10,000	4,259	0.062	4,587	0.079
		25,000	5,445	0.039	5,865	0.051
		50,000	6,708	0.106	7,226	0.051
B	Commercial Building - Addition	500	\$ 2,498	\$ 0.322	\$ 3,202	\$ 0.411
		2,500	3,320	0.242	4,254	0.307
		5,000	4,088	0.119	5,239	0.152
		12,500	5,227	0.076	6,698	0.097
		25,000	6,441	0.202	8,254	0.097

Building Permit Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
		500	\$ 717	\$ 0.092	\$ 923	\$ 0.118
		2,500	953	0.070	1,227	0.088
B	Offices, etc. - Non-Medical TI	5,000	1,174	0.034	1,511	0.043
		12,500	1,500	0.022	1,931	0.028
		25,000	1,848	0.058	2,379	0.028
		1,000	\$ 3,342	\$ 0.215	\$ 4,168	\$ 0.275
		5,000	4,442	0.161	5,540	0.206
B	Medical Offices - Complete	10,000	5,470	0.079	6,822	0.102
		25,000	6,994	0.051	8,723	0.065
		50,000	8,619	0.135	10,749	0.065
		1,000	\$ 2,611	\$ 0.169	\$ 3,287	\$ 0.215
		5,000	3,469	0.126	4,368	0.161
B	Medical Offices - Shell	10,000	4,273	0.062	5,379	0.079
		25,000	5,463	0.040	6,878	0.051
		50,000	6,731	0.106	8,474	0.051
		500	\$ 988	\$ 0.127	\$ 1,264	\$ 0.162
		2,500	1,312	0.096	1,680	0.122
B	Medical Offices - TI	5,000	1,616	0.047	2,069	0.060
		12,500	2,067	0.030	2,646	0.038
		25,000	2,547	0.079	3,261	0.038
		100	\$ 1,590	\$ 1.028	\$ 1,891	\$ 1.311
		500	2,114	0.768	2,515	0.979
E	Shell	1,000	2,604	0.379	3,098	0.483
		2,500	3,328	0.243	3,959	0.309
		5,000	4,101	0.643	4,878	0.309
		150	\$ 916	\$ 0.394	\$ 1,176	\$ 0.502
		750	1,217	0.295	1,563	0.375
E	Educational Building - TI	1,500	1,498	0.146	1,925	0.186
		3,750	1,916	0.094	2,461	0.119
		7,500	2,361	0.247	3,033	0.119
		500	\$ 2,666	\$ 0.344	\$ 3,022	\$ 0.438
		2,500	3,543	0.258	4,016	0.328
F-1	Industrial Building - Shell	5,000	4,364	0.127	4,947	0.162
		12,500	5,579	0.082	6,324	0.104
		25,000	6,875	0.215	7,793	0.104
		500	\$ 820	\$ 0.107	\$ 1,043	\$ 0.135
		2,500	1,090	0.079	1,387	0.101
F-1	Industrial Building - TI	5,000	1,343	0.039	1,708	0.050
		12,500	1,717	0.025	2,185	0.032
		25,000	2,115	0.066	2,691	0.032
		500	\$ 2,838	\$ 0.366	\$ 3,928	\$ 0.466
		2,500	3,770	0.274	5,218	0.350
H	Hazardous H- Complete	5,000	4,644	0.135	6,427	0.173
		12,500	5,939	0.087	8,218	0.110
		25,000	7,317	0.230	10,126	0.110
		500	\$ 2,122	\$ 0.274	\$ 2,937	\$ 0.349
		2,500	2,820	0.205	3,902	0.261
H	Hazardous H- Shell	5,000	3,474	0.101	4,806	0.129
		12,500	4,442	0.065	6,146	0.083
		25,000	5,474	0.172	7,574	0.083

Building Permit Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
H	Hazardous H- T I	500	\$ 1,386	\$ 0.178	\$ 1,793	\$ 0.228
		2,500	1,841	0.134	2,382	0.171
		5,000	2,268	0.066	2,935	0.084
		12,500	2,899	0.042	3,751	0.054
		25,000	3,572	0.112	4,622	0.054
I-1	Medical/24 Hour Care - Complete	250	\$ 2,816	\$ 0.727	\$ 3,574	\$ 0.927
		1,250	3,743	0.544	4,750	0.694
		2,500	4,610	0.269	5,850	0.343
		6,250	5,894	0.172	7,480	0.219
		12,500	7,262	0.456	9,216	0.219
I-1	Medical/24 Hour Care - Shell	250	\$ 2,695	\$ 0.695	\$ 3,420	\$ 0.886
		1,250	3,582	0.521	4,545	0.665
		2,500	4,413	0.257	5,599	0.328
		6,250	5,642	0.164	7,159	0.210
		12,500	6,951	0.436	8,821	0.210
I-1	Medical/24Hour Care - TI	250	\$ 843	\$ 0.218	\$ 1,098	\$ 0.277
		1,250	1,121	0.163	1,460	0.209
		2,500	1,382	0.081	1,799	0.102
		6,250	1,766	0.051	2,300	0.065
		12,500	2,175	0.136	2,833	0.065
I-4	Day Care Facility - Complete	250	\$ 2,329	\$ 0.602	\$ 2,959	\$ 0.767
		1,250	3,096	0.450	3,933	0.574
		2,500	3,813	0.222	4,844	0.283
		6,250	4,876	0.143	6,194	0.181
		12,500	6,008	0.376	7,632	0.181
I-4	Day Care Facility - TI	100	\$ 875	\$ 0.566	\$ 1,099	\$ 0.721
		500	1,164	0.422	1,462	0.538
		1,000	1,433	0.209	1,799	0.266
		2,500	1,832	0.133	2,301	0.170
		5,000	2,257	0.354	2,834	0.170
M	Retail Sales - Complete	1,000	\$ 2,928	\$ 0.189	\$ 3,728	\$ 0.241
		5,000	3,891	0.141	4,953	0.180
		10,000	4,793	0.070	6,101	0.089
		25,000	6,127	0.045	7,799	0.057
		50,000	7,551	0.119	9,611	0.057
M	Retail Sales - Shell	1,000	\$ 2,507	\$ 0.162	\$ 3,155	\$ 0.206
		5,000	3,331	0.121	4,192	0.154
		10,000	4,102	0.060	5,163	0.076
		25,000	5,245	0.038	6,602	0.049
		50,000	6,463	0.101	8,135	0.049
M	Retail Sales - TI	1,000	\$ 867	\$ 0.055	\$ 1,089	\$ 0.071
		5,000	1,151	0.042	1,446	0.054
		10,000	1,419	0.021	1,782	0.026
		25,000	1,813	0.013	2,277	0.017
		50,000	2,235	0.035	2,807	0.017
R-1	Hotel Low/Mid Rise - Complete	2,500	\$ 6,614	\$ 0.171	\$ 8,286	\$ 0.218
		12,500	8,791	0.127	11,013	0.163
		25,000	10,827	0.063	13,564	0.080
		62,500	13,844	0.040	17,344	0.051
		125,000	17,057	0.107	21,368	0.051

Building Permit Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
R-1	Hotel Low/Mid Rise - Shell	2,500	\$ 5,755	\$ 0.149	\$ 8,958	\$ 0.189
		12,500	7,649	0.111	11,905	0.142
		25,000	9,422	0.054	14,665	0.070
		62,500	12,046	0.035	18,750	0.045
		125,000	14,843	0.094	23,103	0.045
R-1	Hotel Low/Mid Rise - TI	2,500	\$ 3,141	\$ 0.082	\$ 4,212	\$ 0.103
		12,500	4,174	0.061	5,597	0.077
		25,000	5,141	0.030	6,894	0.038
		62,500	6,574	0.020	8,816	0.024
		125,000	8,100	0.051	10,862	0.024
R-2	Multi-family Residential - New	1,667	\$ 3,929	\$ 0.391	\$ 6,820	\$ 0.498
		3,333	4,758	0.260	8,261	0.331
		5,000	5,310	0.223	9,219	0.284
		8,333	6,258	0.141	10,864	0.180
		12,500	7,008	0.440	12,167	0.180
R-2	Multi-Family Residential - Addition	667	\$ 1,859	\$ 0.462	\$ 2,410	\$ 0.589
		1,333	2,251	0.307	2,919	0.391
		2,000	2,512	0.263	3,257	0.335
		3,333	2,959	0.168	3,836	0.214
		5,000	3,315	0.520	4,299	0.214
R-2	Multi-Family Residential - Alteration	667	\$ 1,434	\$ 0.358	\$ 2,142	\$ 0.456
		1,333	1,738	0.237	2,596	0.302
		2,000	1,939	0.203	2,897	0.259
		3,333	2,285	0.129	3,413	0.165
		5,000	2,559	0.401	3,823	0.165
R-3	Single-Family (custom or model)	1,000	\$ 2,590	\$ 0.429	\$ 3,624	\$ 0.547
		2,000	3,136	0.285	4,389	0.363
		3,000	3,500	0.245	4,897	0.312
		5,000	4,124	0.154	5,771	0.198
		7,500	4,618	0.483	6,462	0.198
R-3	Single-Family - Production / Repeat	667	\$ 1,742	\$ 0.433	\$ 2,692	\$ 0.551
		1,333	2,110	0.287	3,260	0.366
		2,000	2,354	0.247	3,637	0.315
		3,333	2,774	0.157	4,286	0.200
		5,000	3,107	0.487	4,801	0.200
R-3	Single-Family Residential - Addition	250	\$ 1,196	\$ 0.763	\$ 1,772	\$ 1.442
		1,000	1,925	0.350	2,854	0.662
		1,500	2,149	0.300	3,185	0.568
		2,500	2,532	0.190	3,753	0.360
		3,750	2,835	0.593	4,203	0.360
R-3	Single-Family Residential - Alteration	250	\$ 959	\$ 0.409	\$ 1,705	\$ 0.928
		1,000	1,351	0.246	2,402	0.557
		1,500	1,508	0.211	2,680	0.478
		2,500	1,777	0.133	3,159	0.302
		3,750	1,989	0.416	3,536	0.302
R-3	Manufactured Home - Complete	667	\$ 655	\$ 0.163	\$ 1,036	\$ 0.329
		1,333	793	0.108	1,256	0.217
		2,000	885	0.094	1,401	0.188
		3,333	1,043	0.059	1,651	0.119
		5,000	1,168	0.183	1,849	0.119

Building Permit Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
R-3	Prefabricated Dwelling - Complete	333	\$ 655	\$ 0.326	\$ 1,036	\$ 0.659
		667	793	0.215	1,256	0.435
		1,000	885	0.186	1,401	0.375
		1,667	1,043	0.118	1,651	0.237
		2,500	1,168	0.367	1,849	0.237
	Modular Building - Complete	250	\$ 603	\$ 0.157	\$ 899	\$ 0.298
		1,250	803	0.116	1,196	0.221
		2,500	989	0.058	1,473	0.109
		6,250	1,264	0.037	1,882	0.070
		12,500	1,558	0.098	2,320	0.070
	Manufactured Building - Fnd	250	\$ 326	\$ 0.084	\$ 725	\$ 0.238
		1,250	433	0.063	962	0.178
		2,500	533	0.032	1,185	0.088
		6,250	681	0.020	1,515	0.056
		12,500	839	0.052	1,866	0.056
S-1/S-2	Warehouse - Complete	1,000	\$ 2,475	\$ 0.160	\$ 3,110	\$ 0.256
		5,000	3,289	0.120	4,134	0.191
		10,000	4,051	0.059	5,091	0.094
		25,000	5,178	0.038	6,508	0.060
		50,000	6,381	0.100	8,020	0.060
S-1	Repair Garage & Service St - Complete	500	\$ 2,650	\$ 0.342	\$ 3,528	\$ 0.580
		2,500	3,521	0.256	4,688	0.434
		5,000	4,336	0.126	5,774	0.215
		12,500	5,545	0.081	7,383	0.137
		25,000	6,832	0.214	9,097	0.137
S-1	Repair Garage & Service St - Shell	500	\$ 2,411	\$ 0.311	\$ 3,022	\$ 0.497
		2,500	3,204	0.233	4,016	0.372
		5,000	3,947	0.115	4,947	0.184
		12,500	5,047	0.074	6,325	0.117
		25,000	6,217	0.195	7,793	0.117
S-1	Repair Garage & Service St - TI	500	\$ 820	\$ 0.107	\$ 1,043	\$ 0.172
		2,500	1,090	0.079	1,387	0.128
		5,000	1,343	0.039	1,708	0.064
		12,500	1,717	0.025	2,185	0.041
		25,000	2,115	0.066	2,691	0.041
S-2	Parking Garage - Complete	1,000	\$ 4,067	\$ 0.262	\$ 4,895	\$ 0.403
		5,000	5,406	0.197	6,506	0.302
		10,000	6,659	0.097	8,014	0.149
		25,000	8,513	0.062	10,246	0.095
		50,000	10,490	0.164	12,625	0.095
S-2	Commercial Carport	250	\$ 683	\$ 0.176	\$ 1,328	\$ 0.437
		1,250	907	0.133	1,765	0.328
		2,500	1,118	0.065	2,175	0.161
		6,250	1,429	0.041	2,780	0.104
		12,500	1,762	0.111	3,428	0.104
U	Accessory Building - Commercial	100	\$ 714	\$ 0.462	\$ 1,241	\$ 1.024
		500	950	0.344	1,650	0.761
		1,000	1,169	0.171	2,031	0.377
		2,500	1,495	0.109	2,597	0.242
		5,000	1,844	0.289	3,202	0.242

Building Permit Fee Schedule
New Construction, Additions, and Alterations

ICC Code	Occupancy Type	Size Basis (Sq Ft)	Current Fee	Each Additional SF	Proposed Fee	Each Additional SF
U	Accessory Building - Residential Such as pool houses, recreation rooms, art studios and sheds	167	\$ 567	\$ 0.561	\$ 1,129	\$ 1.424
		333	687	0.379	1,366	0.960
		500	767	0.320	1,526	0.811
		833	903	0.203	1,797	0.517
		1,250	1,011	0.634	2,012	0.517
U	Residential Garage	167	\$ 793	\$ 0.790	\$ 1,355	\$ 1.720
		333	961	0.529	1,642	1.151
		500	1,074	0.447	1,834	0.974
		833	1,264	0.287	2,158	0.625
		1,250	1,416	0.889	2,419	0.625
U	Residential Carport	167	\$ 394	\$ 0.392	\$ 915	\$ 1.160
		333	477	0.261	1,109	0.774
		500	533	0.222	1,238	0.658
		833	627	0.144	1,457	0.425
		1,250	703	0.442	1,634	0.425
	Residential Patio Cover	333	\$ 394	\$ 0.196	\$ 915	\$ 0.580
		667	477	0.131	1,109	0.387
		1,000	533	0.111	1,238	0.329
		1,667	627	0.072	1,457	0.213
		2,500	703	0.221	1,634	0.213
R-3	Residential Patio Enclosure	333	\$ 567	\$ 0.281	\$ 1,129	\$ 0.712
		667	687	0.189	1,366	0.480
		1,000	767	0.160	1,526	0.406
		1,667	903	0.102	1,797	0.258
		2,500	1,011	0.318	2,012	0.258

Miscellaneous Construction Fees	Current Plan Check	Current Permit	100% Full Cost Plan Check Fee	100% Full Cost Permit Fee
ACCESSORY STRUCTURES				
Retaining Wall (concrete or masonry)				
First 50 lf	\$211	\$223	\$415	\$475
Each additional 50 lf	\$14	\$40	\$27	\$69
Special Design, 3-10' high (up to 50 lf)	\$253	\$300	\$500	\$593
Each additional 50 lf	\$14	\$54	\$27	\$95
Special Design, over 10' high (up to 50 lf)	\$307	\$584	\$586	\$1,052
Each additional 50 lf	\$14	\$96	\$27	\$167
Deck	\$203	\$181	\$500	\$403
Fence or Freestanding Wall to 6 feet (masonry / garden)				
1st 100 lf	\$164	\$221	\$330	\$472
Each additional 100 lf	\$28	\$13	\$57	\$23
Each additional 5 feet of height	\$54	\$132	\$109	\$354
Patio Cover (includes ICC Products)	\$102	\$167	\$106	\$377
New Arbor/Trellis	\$178	\$274	\$330	\$472
Outdoor Kitchen/BBQ	\$207	\$287	\$415	\$475
Shed (up to 120 sq. ft. with no MEP)	\$293	\$274	\$500	\$403
Cellular/Mobile Phone, free-standing	\$248	\$127	\$1,097	\$452
Cellular Tower with Equipment Shelter	\$626	\$198	\$1,693	\$544
Non-Residential Projects of 5,000 square feet or greater	\$839	\$262	REMOVE	REMOVE
Water feature/ fountain - built in	\$238	\$327	\$500	\$403
Antennas on an existing tower	\$230	\$250	\$500	\$593
ALTERATION FOR NON-RESIDENTIAL STRUCTURES				
Close Existing Openings	\$39	\$88	REMOVE	REMOVE
Siding - Other than stucco (per story)	\$79	\$170	\$142	\$403
Stone and Brick Veneer (interior or exterior)				
First 50 lf	\$92	\$170	\$188	\$403
Stone and Brick Veneer (interior or exterior)				
Each Additional 50 lineal feet	\$0	\$13		\$23
All Other - First 50 lineal feet	\$92	\$170	\$169	\$403
All Other - Each Additional 50 lineal feet		\$13		\$23
Stucco Applications	\$51	\$170	\$87	\$403
Signs				
Permanent	\$221	\$170	\$442	\$403
Wall/Awning Sign, Non-Electric	\$94	\$76	\$226	\$256
Wall, Electric	\$153	\$102	\$384	\$302
Skylight (Commercial each)	\$137	\$221	\$337	\$472
Storage Racks each set of plans				
(Non-Residential)	\$139	\$119	\$391	\$331
Photovoltaic System				
Non-Residential - First 4 Cells	NEW	NEW	State Limit	
Each additional Cell	NEW	NEW	State Limit	
ALTERATION FOR RESIDENTIAL STRUCTURES				
Remodel				
Residential Bathroom Remodel				
(Non-Structural, remove and replace cabinets)	\$178	\$300	\$350	\$593
Residential Kitchen Remodel				
(Non-Structural, remove and replace cabinets)	\$178	\$284	\$350	\$564
Non-Structural Dry Rot Repair	\$139	\$246	\$318	\$472
Seismic Upgrade				
(does not include foundation repair)	\$168	\$140	\$309	\$465

Miscellaneous Construction Fees	Current Plan Check	Current Permit	100% Full Cost Plan Check Fee	100% Full Cost Permit Fee
Siding - Other than stucco (per story)	\$79	\$170	\$142	\$403
Stone and Brick Veneer (interior or exterior)				
First 50 lineal feet	\$92	\$170	\$188	\$403
Stone and Brick Veneer (interior or exterior)				
Each Additional 50 lineal feet	-0-	\$13		\$23
All Other - First 50 lineal feet	\$92	\$170	\$169	\$403
All Other - Each Additional 50 lineal feet		\$13	\$0	\$23
Stucco Applications	\$51	\$170	\$87	\$403
Insulation and Sheetrock in Garage	\$139	\$166	\$309	\$465
Fireplace (masonry or pre-fab)	\$39	\$219	\$87	\$403
Photovoltaic System - Residential	\$0	\$0	State Fee Amt	State Fee Amt
Skylight (First two)	\$137	\$221	\$318	\$472
Each additional	\$68	\$110	\$159	\$236
Window or Sliding Glass Door (first 5)	\$151	\$294	\$381	\$638
Each additional		\$26	\$0	\$46
Bay Window each				
(Non-Structural or remove and replace)	\$141	\$195	\$309	\$465
Handrail / Guardrail	\$168	\$220	\$309	\$465
DEMOLITION				
Demolition - Residential	\$203	\$181	\$354	\$256
Demolition - Multifamily	\$149	\$101	\$212	\$153
Demolition - Commercial	\$149	\$127	\$354	\$302
Demolition - Pool	\$149	\$101	\$212	\$153
GRADING				
Grading (Cut and Fill):				
0-50 Cubic Yards (Cut and Fill)	\$307	\$331		
51-100 CY	\$161	\$31		
Each Add 'l 100 CY or portion thereof	\$44	\$8		
1,000 CY (minimum)	\$825	\$859		
Each Add 'l 1,000 CY or portion thereof	\$102	\$41		
10,000 CY (minimum)	\$2,272	\$2,514		
Each Add 'l 10,000 CY or portion thereof	\$102	\$83		
100,000 CY (minimum)	\$3,715	\$3,973		
Each Add 'l 10,000 CY or portion thereof	\$102	\$83		

Miscellaneous Construction Fees	Current Plan Check	Current Permit	100% Full Cost Plan Check Fee	100% Full Cost Permit Fee
RE-ROOF				
Re-roofing - Residential (Single and Multi Family)	\$51	\$101	\$87	\$229
Re-roofing - Commercial:				
Composition - no tear off	\$51	\$114	\$87	\$156
Other roofs (first 10 squares)	\$51	\$114	\$87	\$252
Each additional 10 squares	-0-	\$26	\$0	\$46
Re-roofing - Accessory	\$51	\$101	\$87	\$229
SWIMMING POOLS				
First round reviews are included in the plan check base price. Each subsequent round of review will be charged to the applicant.				
Swimming Pool / Spa (residential):				
Vinyl-lined / fiberglass	\$207	\$236	\$474	\$517
Gunite (all residential pools that do not require a soils investigation.)	\$238	\$327	\$528	\$659
Gunite (residential pools that require a soils investigation.)	\$260	\$327	\$734	\$659
Spa or Hot Tub (Residential, Pre-fabricated)	\$94	\$140	\$366	\$229
Commercial pool (up to 800 sf)	\$413	\$1,169	\$992	\$1,914
Each additional 800 sf	-0-	\$26		\$26
HOURLY INSPECTION RATES				
Disabled Access Compliance Inspection / handicap ramps, parking	-0-	\$204	n/a	\$289
Re-Inspection Fee and Inspection Cancellation Fee (first 1/2 hour)	-0-	\$132	n/a	\$144
Each Additional 1/2 hour (or portion thereof)	-0-	\$82	n/a	\$144
After Hours Inspection, per hour (2-hr minimum)	-0-	\$214	n/a	\$433
Each additional hour	-0-	\$165	n/a	\$433
Services Beyond Standard Fee (per the Director) (Staff time @ hourly rates)	\$170	\$165	\$341	\$433
CERTIFICATE OF COMPLIANCE				
Certificate of Compliance	New	n/a	\$682	\$0

Mechanical Plan Check and Permit Fees	Current Plan Check	Current Permit	100% Full Cost Plan Check Fee	100% Full Cost Permit Fee
ADMINISTRATIVE				
Permit Issuance		\$66		
Supplemental Permit Issuance		\$307		
Stand Alone Mechanical Plan Check (hourly rate)		\$289		
Mechanical Inspections (per hour)		\$289		
Heating				
FAU - Residential - Install new, relocate, or replace including ducts and vents up to and including 100,000 BTU (each)	\$41	\$117	\$413	\$188
FAU - Residential - Install new, relocate, or replace including attaching existing ducts and vents over 100,000 BTU (each)	\$42	\$118	\$140	\$162
FAU - Non-Residential - Install new, relocate, or replace including ducts and vents up to and including 100,000 BTU (each)	\$111	\$154	\$451	\$234
FAU - Non-Residential - Replace, including attaching existing ducts and vents over 100,000 BTU (each)	\$84	\$154	\$362	\$234
Wall or Floor Heater - Install new or relocate, including vents up to and including 100,000 BTU (each)	\$69	\$102	\$297	\$162
Wall or Floor Heater - Replace existing, including attaching existing vents over 100,000 BTU (each)	\$41	\$102	\$209	\$162
Suspended Heater - Install new, relocate, or replace including vents up to and including 100,000 BTU (each)	\$111	\$102	\$416	\$162
Suspended Heater - Install new, relocate, or replace including vents over 100,000 BTU (each)	\$84	\$102	\$328	\$162
Appliance Vent - Install or replace vent not included in an appliance permit (each)	\$69	\$78	\$263	\$118
Ducts - Install new or replace existing ducts not included in an appliance permit	\$55	\$78	\$270	\$118
Repair / Alteration / Addition to each heating appliance or each heating system including the installation of controls regulated by this code.	\$69	\$78	\$229	\$118
Mini Splits	\$119	\$152	\$229	\$234
Package Units	\$119	\$152	\$229	\$234
Electric Heat Pump	\$110	\$208	\$229	\$286
Cooling				
New Air conditioner to 5 tons condenser and coils (each)	\$84	\$78	\$294	\$118
Air-handling unit, new - up to 10,000 CFM, including attached ducts (each)	\$127	\$183	\$362	\$286
Air-handling unit, new - over 10,000 CFM, including attached ducts (each)	\$154	\$224	\$416	\$358
Evaporative cooler, new - other than portable type (each)	\$127	\$140	\$362	\$211
Appliance Vent - Install or replace vent not included in an appliance permit (each)	\$69	\$78	\$263	\$118
Ducts - Install new or replace existing ducts not included in an appliance permit	\$55	\$78	\$270	\$118

Mechanical Plan Check and Permit Fees	Current Plan Check	Current Permit	100% Full Cost Plan Check Fee	100% Full Cost Permit Fee
Repair / Alteration / Addition to each refrigeration unit, cooling unit, absorption unit, or each cooling, absorption, or evaporative cooling system, including the installation of controls regulated by this code.	\$69	\$78	\$263	\$118
Chiller	\$198	\$240	\$229	\$358
Boilers and Compressors				
Install/Relocate boiler or compressor, up to and including 3HP, or each absorption system up to and including 100,000 Btu/h (each)	\$69	\$78	\$246	\$118
Install/Relocate each boiler or compressor, over 3HP and up to and including 15 HP, or each absorption system over 100,000 Btu/h and up to and including 500,000 Btu/h (each)	\$96	\$127	\$301	\$188
Install/Relocate each boiler or compressor, over 15 HP and up to and including 30 HP, or each absorption system over 500,000 Btu/h and up to and including 1,000,000 Btu/h (each)	\$127	\$127	\$362	\$188
Install/Relocate each boiler or compressor, over 30 HP and up to and including 50 HP, or each absorption system over 1,000,000 Btu/h and up to and including 1,750,000 Btu/h (each)	\$127	\$155	\$362	\$237
Install/Relocate each boiler or compressor, over 50 HP, or each absorption system over 1,750,000 Btu/h (each)	\$154	\$224	\$416	\$358
Hoods & Ventilation Fans				
Ventilation fan, new - connected to a single duct (each)	\$69	\$78	\$178	\$118
Hood, served by mechanical exhaust - Installation, including ducts (each)	\$123	\$154	\$355	\$234
Each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit		\$140		\$234
Miscellaneous				
Incinerator, commercial or industrial type - Install or Relocate (each)	\$123	\$249	\$355	\$381
Domestic Type Incinerator - Install or Relocate (each)	\$123	\$119	\$229	\$188
Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no	\$157	\$140	\$404	\$0

*As part of the implementation of Climate Action Plan (CAP) strategy No. 1, the City does not currently collect plan check or permit fees for building permits for the electrification of existing buildings.

Electrical Plan Check and Permit Fees		Current Plan Check	Current Permit	100% Full Cost Plan Check Fee	100% Full Cost Permit Fee
ADMINISTRATIVE					
Permit Issuance			\$66		
Supplemental Permit Issuance			\$307		
Stand Alone Mechanical Plan Check (hourly rate)			\$289		
Mechanical Inspections (per hour)			\$289		
Re-wiring of a Single/Multifamily residential homes (Gas heated)	\$0.02/sq. ft.	\$0.10/ sq.ft.			
Re-wiring of a Single/Multifamily residential homes (electric heated)	\$0.035/sq. ft.	\$0.10/ sq.ft.			
New Electrical Components to Existing Private Residential Swimming Pool	\$84	\$188	\$360	\$418	
Services of 600 volts or less and not over 200 amperes in rating (each)	\$41	\$78	\$277	\$225	
Services of 600 volts or less and over 200 amperes to 1000 amperes in rating (each)	\$127	\$78	\$170	\$730	
Services over 600 volts or over 1000 amperes in rating (each)	\$127	\$145	\$170	\$825	
Sub-Panels (each)	\$84	\$78	\$229	\$225	
Temporary Service power pole or pedestal	n/a	\$78	\$70	\$225	
Electrical Service or Switch Gear w/ New Pedestal	\$210	\$224	\$229	\$225	
Conduits, Conductors, Switches, Outlets, and Fixed Lighting					
Conduit/Wiring	\$41	\$78	\$70	\$225	
Bus way: Trolley and plug-in-type bus ways - each 100 feet or fraction thereof	\$14	\$78	\$0	\$225	
Receptacle, Switch, and Lighting Outlets - First 20 (or portion thereof)	\$84	\$78	\$155	\$225	
Each Additional 10 (or portion thereof)	\$14	\$13	\$27	\$23	
Lighting Fixtures, sockets, or other lamp-holding devices - First 10	\$111	\$78	\$210	\$225	
Each additional 10 (or portion thereof)	\$14	\$26	\$27	\$46	
Pole or platform-mounted lighting fixtures (each)	\$111	\$114	\$210	\$271	
Theatrical-type lighting fixtures or assemblies (each)	\$152	\$142	\$292	\$320	
Appliances: Hard wired Residential appliances and self-contained factory-wired, nonresidential appliances not	\$41	\$78	\$70	\$225	
EV Car Charger (Residential) 1 - 10 units	\$71	\$93	\$229	\$320	
EV Car Charger (Non residential) 1 - 10 units	\$143	\$157	\$229	\$418	
Battery Storage	\$84	\$88	\$229	\$320	

Electrical Plan Check and Permit Fees	Current Plan Check	Current Permit	100% Full Cost Plan Check Fee	100% Full Cost Permit Fee
Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set forth	\$73	\$88	\$107	\$106
Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, as follows:				
Rating in horsepower (HP), kilowatts (KW), or kilovolt-amperes (KVA), or kilovolt-amperes-reactive (KVAR):				
Up to and including 1 (each)	\$69	\$91	\$246	\$225
Over 1 and not over 10 (each)	\$84	\$78	\$277	\$225
Over 10 and not over 50 (each)	\$98	\$78	\$304	\$225
Over 50 and not over 100 (each)	\$127	\$88	\$362	\$225
Over 100 (each)	\$169	\$88	\$239	\$225
Signs, Outline Lighting, and Marquees				
Signs, Outline Lighting, or Marquees supplied from one branch circuit (each)	\$69	\$78	\$348	\$225
Additional branch circuits within the same sign, outline lighting system, or marquee (each)	\$14	\$78	\$27	\$225
Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays, and attractions.				
Each electric generator and electrically-driven rides	\$96	\$129	\$179	\$297
Mechanically-driven rides and walk-through attractions or displays having electric lighting (each)	\$127	\$129	\$241	\$297
Each system of area and booth lighting	\$55	\$114	\$97	\$271
Temporary distribution system and temporary lighting and receptacle outlets for non-construction related activities	\$55	\$91	\$97	\$248

*As part of the implementation of Climate Action Plan (CAP) strategy No. 1, the City does not currently collect plan check or permit fees for building permits for the electrification of existing buildings.

Plumbing Plan Check and Permit Fees	Current Plan Check	Current Permit	100% Full Cost Plan Check Fee	100% Full Cost Permit Fee
ADMINISTRATIVE				
Permit Issuance		\$66		
Supplemental Permit Issuance		\$307		
Stand Alone Mechanical Plan Check (hourly rate)		\$289		
Mechanical Inspections (per hour)		\$289		
Water piping - Installation, alteration, or repair (each)	\$69	\$183	\$70	\$225
Building sewer (each)	\$41	\$78	\$70	\$225
Drainage or Vent piping - repair or alteration (each fixture)	\$41	\$78	\$70	\$225
Rainwater systems (per drain) - inside building	\$84	\$76	\$155	\$222
Gas				
Gas piping - up to and including 4 outlets	\$55	\$101	\$97	\$248
Gas piping - Over 4 outlets (for each additional outlet)	\$55	\$60	\$189	\$176
Water Heaters				
Water Heater and/or vent (each)	\$41	\$76	\$258	\$222
Solar Water Heater	-0-	-0-		
Heat Pump Water Heater	\$124	\$192	\$258	\$222
Traps and Interceptors				
Industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors	\$69	\$183	\$125	\$392
Trap - including water, drainage piping, and backflow protection thereof (each)	\$69	\$78	\$125	\$225
Back Flow Preventers				
Backflow/Atmospheric-type vacuum breaker devices, up to and including 2 inches, not included in other fee services - each 4	\$41	\$78	\$70	\$225
Backflow/Atmospheric-type vacuum breaker devices, over 2 inches, not included in other fee services - each 4 units	\$41	\$78	\$70	\$225
Lawn sprinkler system - including backflow protection devices (each system)	\$41	\$78	\$70	\$225
Pool, Spas, and Hot Tubs				
Pool/Spa/Hot Tub Circulation Piping - Single Family Residential	\$41	\$88	\$70	\$225
Pool/Spa/Hot Tub Circulation Piping - Non-Single Family Residential	\$41	\$88	\$70	\$225

Plumbing Plan Check and Permit Fees	Current Plan Check	Current Permit	100% Full Cost Plan Check Fee	100% Full Cost Permit Fee
*As part of the implementation of Climate Action Plan (CAP) strategy No. 1, the City does not currently collect plan check or permit fees for building permits for the electrification of existing buildings.				

City of Menlo Park - 2025				
Public Works				
Subdivision		Fee Category	Current Fee	Proposed Fee
1	General Engineering Fees	Construction plans and Specifications (minimum — published fee based on size of packet)	\$10	Remove
2	General Engineering Fees	Additional charge if mailed	\$10	Remove
3	General Engineering Fees	Blueprint copies	\$5	Remove
4	General Engineering Fees	Plotter prints	\$8	Remove
5	General Engineering Fees	Copies 11" x 17"	\$0	Remove
6	General Engineering Fees	Electronic File Reproduction — Labor (1/2 hour minimum)	\$0	Remove
7	General Engineering Fees	Electronic File Reproduction — Media — CD, DVD or floppy disk	\$30	Remove
8	General Engineering Fees	City Standard Details — Bound Booklet	\$20	Remove
9	General Engineering Fees	City Standard Details — Sheet	\$0	Remove
10	General Engineering Fees	Annexations	\$4,470	Time and Materials
11	General Engineering Fees	Stormwater Business Inspections Annual fee based on priority level. Low-priority businesses pay 1/5 of the standard fee (inspected every 5 years). Medium-priority businesses pay 1/3 (inspected every 3 years). High-priority businesses pay the full fee (inspected annually)."	\$0	Consultant cost + 25% Low-priority businesses pay 1/5 of the standard fee (inspected every 5 years). Medium-priority businesses pay 1/3 (inspected every 3 years). High-priority businesses pay the full fee (inspected annually)."
12	General Engineering Fees	Storm drainage connection fees - Single Family	\$450	Impact Fee
13	General Engineering Fees	Storm drainage connection fees - Multi Family	\$150	Impact Fee
14	General Engineering Fees	Storm drainage connection fees - Industrial and Commercial	\$0.24	Impact Fee
15	General Engineering Fees	Weed abatement (1 hr. minimum) *Staff hourly billing rate and cost of equipment or for work contracted out — actual charges plus 25% for billing and administration.	\$0	Remove
16	General Engineering Fees	Covenants, Conditions & Restrictions (CC&R's) Engineering Review Fee	\$1,390	Flat Fee
17	General Engineering Fees	Tie-Back Fee	\$200	per tie-back
18	Encroachment Permits	Violation fee: a penalty fee double the amount of the filing fee will be imposed on projects undertaken without the appropriate permits.		2x Penalty

City of Menlo Park - 2025

Public Works

Subdivision		Fee Category	Current Fee	Fee Description	Proposed Fee
19	Encroachment Permits	Minor Encroachments: Non-development-related curb, gutter, sidewalk, driveway; up to 3 potholes on the same street; up to 3 monitoring wells on the same street; one lateral street opening; routine maintenance by a utility company; street tree planting. Includes up to 4 inspections.	\$670	per app	\$1,064
20	Encroachment Permits	Major Encroachments (base)	\$810	per app	\$1,381
21	Encroachment Permits	Major Encroachments (inspection) Work on construction requiring extended impact to traffic, multiple inspections or other on-going disturbances such as utility mains, street widening and major undergrounding.		5.35% of Eng. Cost estimate	5.35%
22	Encroachment Permits	Special Encroachments Work on construction requiring extensive review time, coordination, impact to traffic, inspections, multiple trench/bore, and major undergrounding/aerial.		Time and Materials	Time and Materials
23	Encroachment Permits	Temporary Encroachments: under 30 days	\$370	Flat Fee	\$370
24	Encroachment Permits	Temporary Encroachments: 30 days or over	\$370	Flat Fee	\$370
25	Encroachment Permits	Permit Extension	\$70	per app	\$101
26	Encroachment Permits	City-Mandated Repairs:	\$650	Flat Fee --> Actual Cost	Actual Cost
27	Encroachment Permits	Including but not limited to; sidewalk tripping hazard repairs required of the property owner.	\$650	Flat Fee --> Actual Cost	Actual Cost
28	Encroachment Permits	Debris Box / Container on Street (max 7 consecutive days)	\$120	per week	\$173
29	Encroachment Permits	Debris Box / Container on Street (maximum of 72 hours)	\$120	Remove	Remove
30	Encroachment Permits	Refund for Cancellation prior to any work	\$0	50% --> 25% of base fee	25% of base fee
31	Encroachment Permits	Appeal to City Council of any Encroachment Permit Action	\$200	Flat Fee	\$200
32	Encroachment Permits	Technology Surcharge	3%	Surcharge	9%
33	Streetary Permits	Streetary Permit - Parklets 1st year (plus sidewalk cafes where applicable) *Applicants may be subject to a surcharge for structural review.	\$1,725	Flat Fee	\$1,953
34	Streetary Permits	Streetary Permit - Annual renewal	\$250	Flat Fee	\$380
35	Streetary Permits	Streetary Permit - Sidewalk cafes 1st year (standalone)	\$810	Flat Fee	\$1,007
36	Streetary Permits	Streetary Permit - Sidewalk cafes renewal	\$250	Flat Fee	\$304
37	Streetary Permits	Streetary Annual Encroachment Lease Fee - 1st year	\$7	per sq ft	\$7

City of Menlo Park - 2025					
Public Works					
Subdivision		Fee Category	Current Fee	Fee Description	Proposed Fee
38	Streetary Permits	Streetary Annual Encroachment Lease Fee - Annual Renewal	\$7	per sq ft	\$7
39	Maps	Abandonments (Public easements and ROW)	\$2,320	Flat Fee	\$3,736
40	Maps	Final Parcel Map First 2 sheets - plus any external cost	\$1,130	Flat Fee	\$1,868
41	Maps	Final Parcel Map - Additional sheet - plus any external cost	\$240	each	\$303
42	Maps	Final Map First 2 sheets - plus any external cost	\$3,330	Flat Fee	\$5,494
43	Maps	Final Map - Additional sheet - plus any external cost	\$240	each	\$303
44	Other	Certificate of Compliance	\$650	Flat Fee	\$1,186
45	Other	Certificate of Correction	\$650	Flat Fee	\$1,011
46	Other	First 2 sheets	\$240	Flat Fee	\$354
47	Other	Additional sheet	\$240	each	\$354
48	Other	Additional Plan Review	\$100	per sheet	\$202
49	Other	Adjust lot line	\$1,130	Flat Fee	\$2,197
50	Other	Lot Merger (base)	\$1,130	Flat Fee	\$2,372
51	Other	Easement Dedication (each)	\$1,870	each	\$2,777
52	Other	Final Condominium Conversion Map (administrative approval)	\$1,130	Flat Fee	\$2,372
53	Other	Final Condominium Conversion Map (council approval)	\$2,050	Flat Fee	\$5,494
54	Other	*External consultant cost	\$0	Cost plus 25% for staff admin	Cost plus 25% for staff admin
55	Other	Building Construction Street Impact Fee	\$0	Impact Fee	Impact Fee
56	Improvement Plan Review	Single Family Residences (base)	\$810	Flat Fee	\$1,213
57	Improvement Plan Review	Single Family Residences (plus)	\$0	5.35% of cost estimate	5.35%
58	Improvement Plan Review	Multi-family Residences, Commercial, and Industrial (base)	\$4,820	Flat Fee	\$7,230
59	Improvement Plan Review	Multi-family Residences, Commercial, and Industrial (plus)	\$0	5.35% of cost estimate	5.35%
60	Improvement Plan Review	Additional Plan Review (full plan set required) – fee per sheet	\$240	per sheet	\$303
61	Improvement Plan Review	Plan Revision – fee per sheet requiring revision	\$240	per sheet	\$303
62	Construction Inspection	Routine inspections		5.35% of cost estimate	5.35% of cost estimate

City of Menlo Park - 2025

Public Works

Subdivision		Fee Category	Current Fee	Fee Description	Proposed Fee
63	Construction Inspection	Special project inspection - Staff Time and Materials		Staff T&M	Staff T&M
64	Construction Inspection	Overtime Construction Inspection – Four hour minimum	\$230	per hour - time and a half	\$750
65	Construction Inspection	Re-inspection - fee per each re-inspection or for missed or cancelled inspection (if cancellation is less than 24 hours in advance)	\$160	per each re-inspection	\$253
66	Recreation Fees	Single Family (RE and R-1):	\$127,400	Impact Fee	Impact Fee
67	Recreation Fees	Multiple Family Development (All other districts that allow residential development):	\$78,400	Impact Fee	Impact Fee
68	FEMA	Determination for Substantial Improvements	\$160	Flat Fee	\$404
69	FEMA	Building Permit Plan Review (SFR)	\$490	Flat Fee	\$1,011
70	FEMA	Building Permit Plan Review (Commercial, Multifamily)	\$1,610	Flat Fee	\$2,022
71	FEMA	Flood Study – CLOMR-LOMAR Fee	\$2,520	Flat Fee	\$3,046
72	Water Efficient Landscape PC	Commercial and Multi-family Residential (base)	\$1,050	Flat Fee	\$1,315
73	Water Efficient Landscape PC	Commercial and Multi-family Residential (plus)	\$0	plus 125% of cost of external review if required	plus 125% of cost of external review if required
74	Water Efficient Landscape PC	Single Family Home (base)	\$410	Flat Fee	\$809
75	Water Efficient Landscape PC	Single Family Home (plus)	\$0	plus 125% of cost of external review if required	plus 125% of cost of external review if required
76	General Engineering Fees	Standard Agreements*	\$810	Flat Fee	\$1,011
77	General Engineering Fees	*Non-standard agreements will be charged time and materials	\$0	T & M	T & M
78	Encroachment Permits	Forfeiture of Encroachment Permits – Deposits And Bonds All funds collected are subject to forfeiture for failure to comply with City Codes and Ordinances	\$0	Policy	Policy
79	Special Services	Provided by City Staff where a special interest is served other than the General Public - i.e. Special surveying, Encroachment permits (in some cases) Solving private drainage problems, Special inspections, and Other.	\$0	City staff time plus 25% billing and Administration charge	City staff time plus 25% billing and Administration charge
80	Newsracks	New Permit	\$0	No Fee	\$373
81	Newsracks	Renewal Permit	\$0	No Fee	\$233
82	Newsracks	Appeal	\$550	Flat Fee	\$373
83	Newsracks	Impound		Cost + 25%	Cost + 25%

City of Menlo Park - 2025					
Public Works					
Subdivision		Fee Category	Current Fee	Fee Description	Proposed Fee
84	Newsracks	Protest	\$550	Flat Fee	\$373
85	Newsracks	Disposal		Cost + 25%	\$373
86	PCB	PCB, per hour at staff rate or consultant cost, 2 hour minimum	\$0	Per Hour, 2 hour min	\$404
87	Other	Engineering Demolition Permit plan review and inspection (Non-Single-Family projects only: commercial, mixed-use, multifamily, etc.)		New Flat Fee	\$2,886
88	Wireless Facilities	Wireless Facility Permit	\$5,000	Deposit T & M	\$5,000
89	Wireless Facilities	Site License (per location)	\$270	Per Year	\$404
90	Other	USE Permit fees or PLN permit fees		Remove	Remove
91	Other	Accelerated Plan Check	\$0	Remove	Remove
92	Transportation Permits	Traffic Signal Accident – Plus actual cost of repairs and 25% admin cost	\$570	Flat + Actual Cost + 25% admin	Actual Cost + 25% admin
93	Transportation Permits	Copies of traffic counts for intersections and streets – Per intersection/street – per page	\$0	Remove	Remove
94	Transportation Permits	Truck Route - per trip (per one way trip)	\$16	per trip	\$16
95	Transportation Permits	Truck Route - annual	\$90	flat fee	\$90
96	Transportation Permits	Truck Route - 10 or more repetitive loads	\$90	flat fee	\$90
97	Transportation Permits	Color Curb (blue, yellow, green and white) including analysis, City Council action and implementation	\$0	New, Flat Fee	\$1,893
98	Transportation Permits	Transportation Impact Fee		Impact Fee	Impact Fee
99	Transportation Permits	Traffic Impact Fee Appeal to City Council	\$0	Impact Fee	Impact Fee
100	Transportation Permits	Traffic Signal Interruption Fee	\$0	Actual Cost	Actual Cost
101	Transportation Permits	Transportation Demand Management Plan	\$0	Remove	Remove
102	Transportation Permits	Transportation Demand Management Plan Monitoring – Data Review	\$0	New, per project annual	Not needed afterall
103	Transportation Permits	No Parking Sign	\$0	Not needed afterall	Not needed afterall
104	Streets	Barricade (private party), pickup/return by private party - 3' barricade per day	\$3	Per Day	\$3
105	Streets	Barricade (private party), pickup/return by private party - 12' barricade per day	\$8	Per Day	\$8

City of Menlo Park - 2025				
Public Works				
Subdivision	Fee Category	Current Fee	Fee Description	Proposed Fee
106 Streets	Barricade (private party), pickup/return by city staff- 3' barricade per day	\$3	Per Day + staff cost	\$3
107 Streets	Barricade (private party), pickup/return by city staff- 12' barricade per day	\$8	Per Day + staff cost	\$8
108 Streets	Lost or broken - 3' barricade	\$50	Flat Fee --> Actual Cost	Actual Cost
109 Streets	Lost or broken - 12' barricade	\$200	Flat Fee --> Actual Cost	Actual Cost
110 Streets	Red Curb Installation	\$10	Remove	Remove
111 Banners	Santa Cruz Ave, installation, maint, removal - one week display	\$480	Flat Fee	\$705
112 Banners	Santa Cruz Ave, installation, maint, removal - two week display	\$480	Flat Fee	\$705
113 Heritage Trees	Heritage Tree Permit - 1-3 trees (non development)	\$210	each	\$542
114 Heritage Trees	Heritage Tree Permit -additional for 4 or more trees (non-development)	\$180	each	\$270
115 Heritage Trees	Violation		30 days notice No payment after 30 days, \$1,000 per day	30 days notice No payment after 30 days, \$1,000 per day
116 Heritage Trees	Tree Protection Plan Review	\$120	Remove	Remove
117 Heritage Trees	Appeals (violations and permits) - 1st tree	\$200	Flat Fee	\$1,494
118 Heritage Trees	Appeals (violations and permits) - additional tree (not to exceed max \$500)	\$100	Each	\$1,494
119 Heritage Trees	Heritage Permit Fee Adjusted	\$0	Remove	Remove
120 Heritage Trees	Technology Surcharge	\$0	Remove	Remove
121 Heritage Trees	General Plan Update Surcharge	\$0	Remove	Remove
122 Heritage Trees	Heritage Tree Replacement In-Lieu Fee		Appraisal Value (development) OR Value based on trunk diameter (non-development)	Appraisal Value (development) OR Value based on trunk diameter (non- development)
123 Heritage Trees	City Retained Arborist Fee		Contract Arborist Rate, per Hour	Contract Arborist Rate, per Hour
124 Street Trees	Street Tree – new and replacement – 15 gallon tree	\$80	Remove	Remove
125 Street Trees	Street Tree - new and replacement - 24-in tree box	\$250	New, Each	\$419
126 Street Trees	Street Tree Trimming – Premium Service		Actual cost - If contracted out – actual charges plus 25% for billing and administration	Actual cost - If contracted out – actual charges plus 25% for billing and administration

City of Menlo Park - 2025 Public Works					
Subdivision		Fee Category	Current Fee	Fee Description	Proposed Fee
127	Street Trees	Weed Abatement and Administrative fee		Actual cost - If contracted out – actual charges plus 25% for billing and administration	Actual cost - If contracted out – actual charges plus 25% for billing and administration
128	Street Trees	Special Event Set Up		Remove	Remove
129	Street Trees	Damaged City Property		Labor, equipment, and materials cost plus 25% inspection, billing and collection fee.	Labor, equipment, and materials cost plus 25% inspection, billing and collection fee.
135		Municipal Regional Stormwater NPDES permit - Inspections and reinspections required by the municipal code or NPDES permit (Private Land Drainage Area (PLDA) inspections, illicit discharge inspections, etc.)	\$0	New Fee, Staff cost/consultant cost plus 25%	New Fee, Staff cost/consultant cost plus 25%

Menlo Park - 2025 Public Works - Water			Per Unit Analysis		
Subdivision		Fee Category	Current Fee	Fee Description	Proposed Fee
1	Water	Water Capacity Charge for Fire Services with Sprinklers	\$1,000	Water Rate Study	
2	Water	Water Capacity Charge for Fire Services without Sprinklers	\$3,500	Water Rate Study	
3	Water	Deposit Required to Establish Water Service Account The deposit is a non refundable fee as it covers administrative costs to establish a new account.	\$100	Flat Fee Per Account	\$100
4	Water	Deposit Required for Temporary Water Meters A temporary water including a gate (check) valve may be obtained from the Water Department upon payment of a deposit. Monthly fees shall be assessed based on the meter size and the amount of water used (based on monthly water meter readings). The Water Department shall designate the hydrant where the temporary meter is to be used. The deposit will be refunded after the return of the meter (undamaged) and payment of the final bill.	\$3,442	Deposit, per meter	\$5,082
5	Water	Finance charge (interest rate) on late payment	1.50%	Penalty	1.50%
6	Water	Disconnect Door Tag Fee	\$31	Flat Fee	\$190
7	Reconnection Fee	During business hours (7:30 a.m. - 4:00 p.m.)	\$140	per meter	\$140
8	Reconnection Fee	After business hours (after 4:00 p.m.)	\$338	per meter	\$338
9	Water	Unauthorized connections to Fire Hydrants (plus staff time, materials, water quality testing)	\$1,000	Penalty	\$1,000
10	Water	Fire Flow Test (report included)	\$473	Flat Fee	\$786
11	Water	Additional copies of Flow Test Reports	\$45	Per Addtl Copy	\$0
12	Water	Restricted Access to Water Meter (for meter reading or maintenance)	\$123	Flat Fee	\$123
13	Service Request	During business hours (7:30 a.m. - 4:00 p.m.)	\$134	per hour	\$278
14	Service Request	After business hours (after 4:00 p.m.)	\$266	per hour	\$555
15	Service Request	Meter Tampering Fee (plus staff time and materials)	\$108	Flat Fee	\$108
16	Service Request	Cut Off Wires	\$0	Remove	

Menlo Park - 2025 Public Works - Water			Per Unit Analysis		
Subdivision	Fee Category		Current Fee	Fee Description	Proposed Fee
17	Backflow Device Test	During business hours (7:30 a.m. - 4:00 p.m.)	\$140	per hour	\$313
18	Backflow Device Test	After business hours (after 4:00 p.m.)	\$338	per hour	\$750
19	Backflow Device Test	Penalty for non-compliance with ordinance	\$130	Penalty	\$130
20	WAT Permits	Water Connection Inspection - Single Family Residences	\$0	New, Flat Fee + Materials cost	\$1,161
21	WAT Permits	Water Connection Inspection - Multi Family Residences, commercial, and Industrial (base)	\$0	New, Flat Fee + Materials cost	\$4,279
22	WAT Permits	Water Connection Inspections, OT (4 hour min)	\$0	New Fee, OT per hour	\$1,000
23	WAT Permits	Water Connection Re-Inspections - per each re-inspection or for missed or cancelled inspection	\$0	New Fee, per hour	
24	WAT Permits	New/Upgraded Connection Plan Review (2 review) - Single Family Residences (Base)		New Fee, flat	\$622
25	WAT Permits	Water Connection Plan Review (staff time needed over base cost for new/upgraded meters, meter exchanges)		Time and Materials	\$311
26	WAT Permits	New/Upgraded Connection Plan Review (2 review) - Multi Family Residences, Commercial and Industrial (Base)		New Fee, flat	\$934
27	WAT Permits	Water Connection Inspections (staff time needed over base cost for new/upgraded meters, meter exchanges)		Time and Materials	\$0
28	Building Permit Water Review	Building Permit Water Review - Commercial	\$0	Time and Materials	0%
29	Building Permit Water Review	Building Permit Water Review - Residential	\$0	New Fee, Flat Fee	\$622