



STAFF REPORT

City Council

Meeting Date:

6/23/2026

Staff Report Number:

26-114-CC

Regular Business:

Consider and adopt resolutions for fiscal year 2026-27: adopting budget and capital improvement plan; establishing appropriations limit; amending salary schedule effective July 12, 2026; extending rate assistance program through June 2027; and accept award authority and bid requirements through June 2027

Recommendation

Staff recommends that City Council provide final direction on the city manager's fiscal year 2026-27 proposed budget, adopt the following resolutions, establish award levels and bid requirements:

1. Resolution adopting fiscal year 2026-27 budget and capital improvement plan (CIP) (Attachment A)
2. Resolution establishing the appropriations limit (Attachment B)
3. Resolution amending the salary schedule effective July 12, 2026 (Attachment C)
4. Resolution extending the solid waste and water rate assistance program through June 2027 (Attachment D)
5. Accept award memo for authority and bid requirements through June 2027 (Attachment E)

Policy Issues

The City Council maintains responsibility for all budgetary appropriations. Under Section 2.08.080(8) of the Menlo Park Municipal Code (MPMC), the city manager has the responsibility "to prepare and submit to the City Council the annual budget." Appropriations for fiscal year 2025-26 lapse June 30, and adoption of the budget and appropriation of funds is necessary before the start of the fiscal year July 1.

Background

Preparation of the annual budget takes place primarily during the months of December through May and is informed by City Council direction, including amendments to the current fiscal year's budget, adoption of budget principles, and adoption of City Council priorities. On May 12, City Council held a study session to provide direction on funding and prioritization of the capital improvement plan (CIP) for fiscal year 2026-27 (Attachment F). On May 27, staff released the proposed budget on the online budget portal for consideration by the community and City Council. A budget workshop was held May 28 to provide additional information about the budget and answer questions, and a public hearing was held at the June 9 City Council meeting. Materials from the public budget workshop and public hearing are available on the City's website as Attachment G, and a summary of City Council feedback and direction at the June 9 City Council meeting is included in the analysis below.

Analysis

Staff developed the city manager's proposed fiscal year 2026-27 budget through a collaborative effort consistent with the City Council budget principles. The proposed budget entails a baseline spending plan for 297 full-time equivalent (FTEs) employees that strives to maintain existing services and ensure progress on numerous capital improvement plan (CIP) projects. To eliminate the General Fund deficit for fiscal year 2026-27, the proposed budget reduces certain General Fund expenditures as directed by City Council on June 9 (further explained below) and defers or cancels a subset of CIP projects as directed during the May 12 CIP study session (Attachment F). The proposed budget is publicly available through the City's OpenGov platform, which facilitates transparency, analysis and discussion with the community and City Council (Attachment G).

City Council direction and feedback on expenditure reductions at the June 9 public hearing

City Council directed staff to return on June 23 with a proposed fiscal year 2026-27 budget balanced without the use of General Fund reserves. City Council approved the list of potential expenditure reductions in the library and community services and public works departments presented on June 9, as summarized in Table 1, with the exception of maintaining the tree lighting contracts at Fremont Park and the Belle Haven Community Campus (BHCC). Staff will evaluate potential cost savings of scaling back the tree lighting event and other special events, if additional cost savings are needed. City Council also discussed exploring the level of General Fund subsidy for childcare operations, gymnastics and aquatics operations, as well as the potential use of other funds for eligible expenses.

Updates to the fiscal year 2026-27 proposed budget

The proposed budget incorporates updated understanding of property tax in lieu of vehicle license fee (VLF) revenue expected in the State budget as well as additional staff-identified costs and City Council-directed reductions presented at the June 9 public hearing. All updates are summarized in Table 1.

Property tax in lieu of vehicle license fee (VLF)

At the June 9 public hearing, staff anticipated a VLF shortfall following the exclusion of VLF backfill funds in the proposed State budget released May 14. The final State budget was passed by the legislature June 15 and included approximately \$77 million of VLF backfill funding for the County of San Mateo, which equates to approximately 65% reimbursement. These funds result in an anticipated \$1.9 million of VLF backfill for the City (owed for fiscal year 2024-25) that has now been incorporated in the proposed fiscal year 2026-27 budget. The inclusion of one year of backfill in the State budget is due in part to the City of Menlo Park's coordinated efforts with the County, State representatives, and many partners and stakeholders. The City continues to advocate for a permanent, long-term solution to VLF funding.

Additional costs, City Council-directed reductions, and cost saving measure

The proposed budget incorporates costs for the Bay Cities Joint Powers Insurance Authority (BCJPIA) insurance premium true-up and new parametric earthquake insurance, the downtown development financial feasibility study, and the American Federation of State, County and Municipal Employees, Local 829 (AFSCME) Memorandum of Understanding (MOU), as well as reductions directed by the City Council at the June 9 public hearing.

The deficit discussed on June 9 was initially \$2.8 million, including the three additional cost items above. With the addition of \$1.9 million in VLF revenue and \$1 million in reductions, the proposed fiscal year 2026-27 General Fund budget is now balanced with a nominal surplus.

Table 1: Budget changes to General Fund incorporated after June 9 public hearing			
Type	Item (Department)	Description	General Fund increase/(decrease)
Revenue	Vehicle License Fee (non-department)	Addition of VLF revenue updated to reflect a 65% backfill payment for the fiscal year 2024-25 VLF shortfall, which is anticipated to be received in fiscal year 2026-27	\$1,869,899
		Net revenue change	\$1,869,899
Additional cost	Insurance premiums (non-department)	Addition of insurance premium true-up expenditures based on finalized BCJPIA premium allocations and rates and new parametric earthquake insurance	\$124,035
Additional cost	Labor agreement (City-wide)	Addition of portion of AFSCME MOU attributed to General Fund	\$68,899
Additional cost	Downtown development (community development)	Addition of portion of downtown development financial feasibility study funded through General Fund	\$18,750
Cost reduction	Library programming (library and community services)	Reductions to library program offerings, small reductions of materials and contract services	(\$169,255)
Cost reduction	Indoor recreation programming (library and community services)	Reductions to contract services for indoor recreation programs, small reductions to materials, staffing efficiencies	(\$104,400)
Cost reduction	Aquatics program (library and community services)	Reduction to pool hours after Labor Day. Cost savings were estimated at \$430,300 for the full fiscal year, but this amount was reduced by \$102,000 since summer hours are not being reduced. In addition, \$55,000 in General Services contract costs cannot be reduced as previously assumed. As a result, the projected savings have been revised downward to \$273,300.	(\$273,300)
Cost reduction	Safe routes to school consultant services (public works)	Reduction in consultant services to shift focus from outreach to implementation efforts. Potential adjustments discussed included streamlining the newsletter from a monthly to a quarterly schedule and reducing task force meetings from four times to twice a year.	(\$105,000)
Cost reduction	Santa Cruz Avenue tree light maintenance contract (public works)	Reduction in Downtown/Santa Cruz median and street tree lighting maintenance contract	(\$43,000)
Cost reduction	Weed maintenance contract (public works)	Reduction in general non-herbicide weed removal contract	(\$91,600)
Cost reduction	Weed maintenance contract (public works)	Reduction in mechanical non-herbicide weed removal contract	(\$50,000)

Cost reduction	Landscape maintenance contract (public works)	Reduction in landscape median and right of way maintenance contract	(\$69,800)
Net expenditure change			(\$763,570)

Other potential reductions for City Council consideration

At the June 9 City Council meeting, staff was directed to identify additional revisions to bring the budget into balance without relying on VLF revenue, which had not yet been incorporated into the State budget. Staff investigated the following expenditure reductions and revenue enhancements:

- Additional reductions to temporary staff hours in library and community services beyond those reflected in Table 1 would generate approximately \$0.2 million in savings and would result in approximately 12 closed hours per week at each library location.
- Reduction in the scope and frequency of special events implemented by library and community services would generate approximately \$0.08 million in savings.
- Increases to gymnastics fees by 44% would generate approximately \$0.5 million in additional revenue. The General Fund currently subsidizes the gymnastics program approximately \$1.0 million per year, so while this fee increase would be substantial, a \$0.5 million annual program subsidy would remain. Staff could return to City Council on July 14 to update the Master Fee Schedule in time for the August 15 resident enrollment date for the Fall season. Future fee increases could be phased in over time to achieve more cost recovery. The gymnastics program currently recovers approximately 51% of its costs through user fees. A 44% fee increase would raise cost recovery to approximately 73%, which aligns with the City's high cost-recovery target for programs that primarily benefit individual users under the User Fee Cost Recovery Policy.
- Reductions in non-safety-related overtime by approximately 33% would generate approximately \$0.08 million in savings. This reduction may contribute to service or project delays.

During the cost of services study, the consultant estimated that the General Fund subsidy for the Menlo Children's Center childcare program was approximately \$1 million annually, largely due to historically low enrollment. However, enrollment has recently improved. Staff will continue to closely monitor program costs and recommends future study sessions to further evaluate the program in greater detail.

Potential use of other funds

At the June 9 meeting, the City Council discussed the use of other funds. Staff prepared a sample listing of other funds with larger balances (Attachment H). In the future, City Council may wish to discuss the purpose and use of other funds for eligible projects and services.

Anticipated budget amendments during fiscal year 2026-27 mid-year budget review

The City Council typically conducts a mid-year budget review during the third quarter of each fiscal year, generally in February. Anticipated mid-year budget amendments may include:

- Adjustments to development fee-related revenues
- Adjustments associated with the Service Employees International Union, Local 521 (SEIU) MOU for regular and temporary employees
- Adjustments for the Community Wellness and Crisis Response Team professional services agreement with a mental health clinician to reflect partial funding through a Justice Assistance Grant (JAG) and a potential cost-sharing model
- Adjustments related to appropriation of funds for library and community services from donations

Staff will continue to monitor grant funding, as well as any additional revenues, expenditures, and appropriations authorized by the City Council, for inclusion in the mid-year budget amendment. In addition, staff will evaluate opportunities to improve operational efficiencies and reduce costs through potential updates to existing City Council policies and practices, including those related to meeting accessibility, advisory body recruitment and appointments, user fee cost recovery targets, and other administrative processes.

Revisions to the fund balance of General Fund

In the current fiscal year 2025-26, the latest data indicates stronger-than-anticipated revenue in sales tax and transient occupancy tax (TOT). Sales tax revenues have benefited from a prior-period allocation and broader inflationary pressures on taxable goods, while TOT revenues have exceeded expectations due in part to high-profile events such as the Super Bowl, The Ladies Professional Golf Association (LPGA) tournaments and the World Cup. As a result, fiscal year 2025-26 is projected to end with less of a deficit than previously anticipated.

It is important to note that revenues such as TOT and sales tax are received with a lag of at least two months, limiting staff's ability to monitor trends in real time. Consequently, revenue projections may continue to evolve as additional data becomes available. Expenditure projections are also expected to change as the fiscal year-end close process progresses. Staff will return in September with updated and more refined fiscal year 2025-26 projections.

For the fiscal year 2026-27 proposed budget, the General Fund has \$89.9 million in revenues and \$89.8 million in expenditures, arriving at a nominal surplus of \$9,296. In the proposed budget forecast through June 30, 2027, there is an unassigned fund balance of \$3.2 million and both the Emergency Contingency Reserve and Economic Stabilization Reserve do not meet minimum policy levels. The latter two reserves have not met minimum policy levels since fiscal year 2024-25.

General Fund five-year forecast

The General Fund five-year forecast (Attachment I) has been revised to reflect the updated fiscal year 2025-26 and 2026-27 fund balances resulting from budget amendments approved by City Council and revisions to the proposed budget. The forecast assumes Vehicle License Fee (VLF) backfill revenue is received only in fiscal year 2026-27 due to uncertainty regarding its continuation, while the proposed expenditure reductions are assumed to continue throughout the forecast period. The five-year forecast projects that the total fund balance for the General Fund trends downward from \$31.1 million to \$14.8 million over the five-year period. Unassigned fund balance is expected to be depleted by fiscal year 2027-28 and the Emergency Contingency Reserve is depleted by fiscal year 2030-31.

Proposed five-year capital improvement plan

Table 2 below summarizes the proposed new funding requests by topic area, rounded to the nearest \$10,000. There are no changes to the CIP since the June 9 public hearing. The General CIP Fund proposed budget includes approximately \$3.1 million of the new funding requested and receives an annual transfer from the General Fund of approximately \$3.9 million. Table 2 below lists the project requests by category and the percentage that is paid from the General CIP Fund.

Table 2: Summary of capital project requests for fiscal year 2026-27 by category				
Category	Funding requested	Percent of total requests	Amount of General CIP requests	Percent of General CIP funds
City buildings and systems	\$1,070,000	8%	\$800,000	26%
Environment	\$0	0%	\$0	0%
Parks and recreation	\$1,320,000	10%	\$500,000	16%
Stormwater	\$1,520,000	12%	\$1,520,000	49%
Streets and sidewalks	\$4,310,000	33%	\$0	0%
Traffic and transportation	\$1,285,000	10%	\$275,000	9%
Water	\$3,500,000	27%	\$0	0%
Total	\$13,005,000	100%	\$3,095,000	100%

City Council resolutions

Staff request adoption of the following resolutions before July 1, 2026.

Adoption of the fiscal year 2026-27 budget and CIP (Attachment A)

The resolution formally appropriates funds and allows for expenditures during the fiscal year. Staff incorporated two changes in the adoption resolution: (1) allowing the city manager, at their discretion, to carry forward certain purchase orders into the subsequent fiscal year when associated work or obligations extend beyond year-end; and (2) authorizing the city manager or designee to accept and appropriate donations and sponsorships that support City programs, services, events, and facilities in an amount up to the city manager’s signing authority annually per donating entity, subject to specified limitations and reporting requirements to the City Council.

Appropriations limit (Attachment B)

California Government Code sets a limit on appropriations based on a number of factors including the prior limit, population change and cost-of-living adjustment (COLA) changes. This resolution establishes the appropriations limit for fiscal year 2026-27.

Salary schedule amendments (Attachment C)

The salary schedule, which outlines pay rates for permanent and temporary employees by title, is being updated to reflect a 4% general salary increase for AFSCME, which the City Council will consider as part of the adoption of the successor MOU June 23. Confidential employees are aligned with AFSCME pay and benefits, so these positions will be similarly increased. The amendments include a wage adjustment for one existing SEIU classification in the library and community services department, the program aide/driver, for internal equity. Since the June 9 public hearing, one new classification has been finalized for the position of payroll systems administrator, which is an unrepresented, confidential classification in the administrative services department. This new classification will be responsible for the administration, configuration, and maintenance of the City's payroll system, supporting payroll operations, maintaining confidential employee data, developing system processes and workflows, and providing highly-specialized technical expertise. The salary is proposed to align with the network administrator classification, which reflects a comparable level of technical expertise and enterprise-wide systems responsibility. Neither the program aide/driver or payroll systems administrator amendments results in a change to the number of authorized full-time equivalent (FTE) positions. In addition, the salary ranges for unrepresented management employees will be adjusted by 4% to maintain appropriate salary differentials between supervisory and management

employees. These salary increases are scheduled to take effect at the beginning of the first full pay period following July 1, which is July 12. The salary range for city manager is also being modified to reflect the terms contained in the city manager's employment agreement, including adjusting the salary range at the low end to maintain a consistent 35% salary range width in management positions.

Rate assistance program (Attachment D)

The City established a rate assistance pilot program for solid waste and water utilities in June 2020. This resolution extends the rate assistance program through June 30, 2027. This program is funded with non-rate revenues from the General Fund's unassigned fund balance.

Award authority (Attachment E)

City Council Policy #CC-21-024 establishes procurement authority, bid requirements, and annual inflationary adjustments to purchasing thresholds. For fiscal year 2026-27, the city manager's authority increased from \$93,000 to \$100,000. This adjustment reflects a refinement to the standard calculation outlined in the existing policy: rather than applying the Construction Cost Index, the adjustment was calculated using the April 2026 Consumer Price Index for All Urban Consumers (CPI-U) for the San Francisco-Oakland-Hayward region (3.8%), then rounded up to the nearest \$5,000 to establish clean threshold amounts. Since the CPI is a broad measure of inflation, it may be a more suitable method of annually adjusting these thresholds, rather than relying on the construction cost index, which tracks the more specialized costs pertaining to the construction industry. Staff is currently developing an updated, comprehensive purchasing policy that will be brought back to City Council consideration in the near future. The proposed policy will include several substantive updates for City Council consideration, including revisions to department head and designee signing authorities; adjustments to award authority amounts; strengthened internal controls, especially related to blanket purchase orders; and clearer, more robust definitions of key terms.

Impact on City Resources

The total operating expense budget across all funds is \$151.1 million and the new funding for the capital improvement budget is \$13 million. The CIP budget has a projected carryover amount of approximately \$60 million for a total CIP budget of \$73 million. While the CIP is a five-year plan, only one year budget is adopted at a time. The fiscal year 2026-27 General Fund budget is balanced resulting in a nominal surplus.

Environmental Review

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

Public Notice

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

Attachments

- A. Resolution adopting the fiscal year 2026-27 budget and CIP
- B. Resolution adopting establishing the appropriations limit
- C. Resolution amending the salary schedule effective July 12, 2026

- D. Resolution extending the solid waste and water rate assistance program
- E. Award authority memo for fiscal year 2026-27
- F. Hyperlink – May 12 Staff Report #26-081-CC:
www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2026-meetings/20260512/g2-20260512-cc-direction-on-five-year-cip.pdf
- G. Hyperlink – City budget (fiscal year 2026-27 proposed budget and CIP, budget workshop presentation and recording): www.menlopark.gov/budget
- H. Sample of other funds
- I. General Fund fiscal year 2025-26 year-end projection, fiscal year 2026-27 proposed budget, and five-year forecast

Report prepared by:

Fenny Lei, Assistant Administrative Services Director

Report reviewed by:

Stephen Stolte, Assistant City Manager

Brittany Mello, Administrative Services Director

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADOPTING THE BUDGET AND CAPITAL IMPROVEMENT PLAN FOR FISCAL
YEAR 2026–27**

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget document and related written and oral information at the meetings held June 9 and 23, 2026, and the City Council having been fully advised in the matter and good cause appearing therefore; and

WHEREAS, City Council Procedure #CC-21-024 requires City Council action to enter into agreements or settle claims with aggregate annual payments in excess of \$100,000 for fiscal year 2026-27; however, expenditures in debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund exceed the annual aggregate of \$100,000 through contractual obligations or public health and safety necessity; and

WHEREAS, appropriations become effective July 1, 2026, and lapse June 30, 2027, with the exception of appropriations for capital improvement projects, multi-year studies, and notice of funding availability for housing, multi-year services contracts and single-year contracts or purchases as recommended by staff and approved by Council. Due to the nature of these projects, which often span multiple fiscal years, unexpended funds are automatically carried forward to the following fiscal year as part of the budget and do not require re-appropriations by the City Council; and

WHEREAS, the City periodically receives donations and sponsorships from individuals, businesses, nonprofit organizations, and other entities to support City programs, services, events, and facilities and authorizing the city manager or designee to accept certain donations and sponsorships administratively will improve operational efficiency while maintaining transparency and appropriate City Council oversight;

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

1. Adopt the budget for the fiscal year 2026-27 as summarized in Exhibit A and as modified according to majority City Council direction; and
2. Authorize staff to adjust the city manager's proposed budget to incorporate changes in assumptions for the proposed budget, to incorporate changes directed by the City Council at budget adoption, true-up of estimated carry-over appropriations, and other minor clerical errors. In addition, authorize the city manager or designee to carry forward existing purchase orders to the subsequent fiscal year in special circumstances where completion of the associated work, purchase, or obligation extends beyond the fiscal year; and
3. Authorize the city manager or designee to transfer budget appropriations within funds and between departments, projects, and/or accounts including between personnel and operating expenditures within a single fund to accomplish the purposes as set forth in the budget document to ensure the efficient and effective administration of city services; and
4. Authorize the city manager or designee to make payments for services provided to the City in the categories of debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements and operating technological end-user hardware and subscription

services included in the Information Technology Internal Service Fund, in excess of \$100,000 and up to the budgeted amount in fiscal year 2026-27; and

5. Authorize the city manager or designee, without increasing overall appropriations, to allow spending to exceed an individual line item up to the amount of the overall budget; make adjustments between categories or program budgets within a department or fund; move appropriations between General Fund departments up to one percent (1%) of the General Fund Adopted Budget; and add capital or non-capital projects for emergency repairs that do not increase overall appropriations and are within the city manager's spending limits; and
6. Authorize the city manager or designee to accept donations and sponsorships of up to the city manager's signature authority (CMSA) annually per donating entity and to appropriate the corresponding revenues and expenditures associated with such donations and sponsorships; provided, however, that any donation or sponsorship that includes conditions on the naming rights, public recognition beyond standard acknowledgment, advocacy-related activities, policy commitments, or other terms that could reasonably be expected to raise significant public interest or controversy shall require prior City Council approval. Furthermore, the city manager or designee shall provide a summary of all donations and sponsorships accepted pursuant to this authority, including the donor or sponsor, amount, purpose, and receiving department or program, as part of the City's mid-year budget report and periodic financial update reports to the City Council. Donations and sponsorships above a reporting threshold established by the city manager shall be reported individually and include the donor or sponsor, amount, purpose, and receiving department or program, while donations and sponsorships below such threshold may be reported in the aggregate by department or program.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-third day of June, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of June, 2026.

Judi A. Herren, City Clerk

Exhibits:

- A. Fiscal year 2026-27 proposed budgeted fund balances

DRAFT					
Fund	Fund Name	Fiscal year 2025-26 projected ending fund balance	Fiscal year 2026-27 projected revenues	Fiscal year 2026-27 projected expenditures	Fiscal year 2026-27 projected ending fund balance
100	General Fund	31,079,033	89,852,128	89,842,832	31,088,329
111	Developer Special Revenue	5,147,800	1,450,000	1,000,000	5,597,800
203	Donations - Library and Community Services	285,672	216,000	145,000	356,672
211	Heritage Tree	665,870	100,000	-	765,870
213	CalRecycle SB1383 Local Grant	(44,089)	-	-	(44,089)
214	CalRecycle Bev Contain Grant	-	-	8,560	(8,560)
221	Low and Moderate Income Housing	5,007,670	-	14,400	4,993,270
222	Below Market Rate Housing	13,443,180	2,096,400	1,106,535	14,433,045
223	Housing Federal Revenue Sharing	117,884	-	4,400	113,484
224	Community Development Block Grant	1,414,200	-	4,400	1,409,800
252	Childcare Food	(95,000)	60,000	155,000	(190,000)
253	Belle Haven Child Development Center	-	1,568,000	2,025,557	(457,557)
254	Preschool-QRIS	10,230	14,000	12,000	12,230
256	Recreation In-Lieu	346,214	470,400	-	816,614
258	Coronavirus Response and Relief Supplemental Appropriations	176,039	-	-	176,039
259	Community Summer Enrichment Grant	11,548	-	-	11,548
304	Belle Haven Community Campus	(709,896)	-	-	(709,896)
326	Narcotic Seizure Fund	72,707	-	-	72,707
327	Supplemental Law Enforcement Services	422,188	100,000	100,000	422,188
328	Downtown Parking Permits	216,582	-	196,948	19,634
329	OTS Grant	82,618	-	-	82,618
331	ABC Grant	3,090	-	-	3,090
332	Bayfront Mitigation Fund	6,967,483	-	820,000	6,147,483
334	BCSS Wellness Grant	28,785	28,785	-	57,570
350	Environmental Justice Program Implementation	765,843	-	-	765,843
351	Transportation Impact Fees	(2,501,873)	3,555,000	830,000	223,127
352	Transportation Fund	355,821	-	-	355,821
353	Downtown Public Amenity	1,456,743	-	-	1,456,743
354	Storm Drainage Fees	141,340	30,000	65,000	106,340
355	Shuttle Program	98,708	1,347,447	1,520,165	(74,010)
356	County Transportation Tax (Measure A)	437,654	1,250,000	1,101,461	586,193
357	Highway Users Tax (Gas Tax)	2,017,024	990,861	932,195	2,075,690
358	Landscape/Tree Assessment	774,063	1,181,150	1,479,150	476,063
359	Sidewalk Assessment	42,424	342,451	401,650	(16,775)
360	Measure M	99,314	142,000	-	241,314
361	Stormwater Management (NPDES)	381,276	375,100	551,451	204,925
362	Construction Impact Fee	2,895,944	850,000	3,095,967	649,977
363	Measure W	107,483	550,000	-	657,483
364	Road Maintenance and Rehabilitation (SB1)	(14,018)	924,763	-	910,745
365	Landfill Post-Closure	5,274,048	1,200,000	926,999	5,547,049
369	In-lieu Payment for Community Amenities	35,257,592	-	100,000	35,157,592
394	Communitywide Electrification Efforts	37,464	2,432,339	2,432,339	37,464
396	California State Water Resource Board Arrearage Program	-	-	-	-
401	Measure T GO Bonds	2,761,361	2,185,248	2,173,955	2,772,654
501	General Capital Improvements*	(2,536,953)	6,126,474	3,671,814	(82,293)
600	Menlo Park Municipal Water Capital	16,817,539	2,311,861	3,844,154	15,285,246
601	Menlo Park Municipal Water Operations	3,709,593	16,473,335	14,070,631	6,112,297
602	Menlo Park Municipal Water Capacity	150,000	150,000	-	300,000
610	Solid Waste Service	5,244,108	665,000	1,340,756	4,568,352
701	Workers' Compensation	(544,926)	1,200,718	1,200,718	-
702	General Liability Insurance	162,453	2,814,908	2,814,908	162,453
703	Other Post Employment Benefits	141,790	986,000	986,000	141,790
704	Information Technology	415,626	6,308,404	5,809,720	914,310
705	Vehicle Replacement	-	1,850,000	-	1,850,000
830	Successor Agency to the Menlo Park Community Development Agency	9,440,069	4,821,747	4,772,500	9,489,316
	Total	148,037,318	157,020,519	149,557,165	156,045,598

*For purpose of calculating fund balance personnel cost of approximately \$1.5 million was taken out from fund 501 in this attachment because those were already budgeted in the projects. Total appropriation for fiscal year 2026-27 is 151,141,375 .

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADOPTING AN APPROPRIATIONS LIMIT FOR THE CITY OF MENLO PARK
FOR THE 2026-27 FISCAL YEAR PURSUANT TO ARTICLE XIII B OF THE
CALIFORNIA CONSTITUTION**

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

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

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

WHEREAS, in accordance with applicable law, the appropriation limit for the City of Menlo Park for the 2026-27 fiscal year has been calculated to be \$91,124,144 using such revisions and recalculations; and

WHEREAS, Government Code Section 7910 provides that documentation used in the determination of the appropriations limit shall be available to the public at least 15 days prior to the meeting at which the limit is established, and documentation supporting this determination has been made available to the public on the City's website by June 8, 2026;

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

1. Selects to use the change in the California per capita income as the cost of living adjustment factor, and (b) elects to use the annual population change in the City of Menlo Park's population for calculating the population adjustment factor.
2. That the appropriations limit for fiscal year 2026-27 to be \$91,124,144 as detailed in the calculations set forth in Exhibit A.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-third day of June, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of June, 2026.

Judi A. Herren, City Clerk

Exhibits

A. Appropriations limit for fiscal year 2026-27

**CITY OF MENLO PARK
APPROPRIATIONS LIMIT
FISCAL YEAR 2026-27**

	AMOUNT	SOURCE
A. PRIOR YEAR APPROPRIATIONS LIMIT	\$ 86,471,711	Prior Year
B. ADJUSTMENT FACTORS		
1. Population Change	1.0041	State Department of Finance
2. Cost of Living	1.0495	State Department of Finance
3. Combined Adjustment Factor	1.0538	(B1*B2)
Total Adjustment %	0.0538	(B3-1)
C. ANNUAL ADJUSTMENT	\$ 4,652,433	(B*A)
D. APPROPRIATIONS LIMIT - CURRENT YEAR	\$ 91,124,144	(A+C)
E. PROCEEDS OF TAXES SUBJECT TO LIMITATION		
Property Tax	37,022,153	2026-27 Proposed Budget
Sales and Use Tax	7,207,900	2026-27 Proposed Budget
Business License Tax	2,413,650	2026-27 Proposed Budget
Transient Occupancy Tax	18,404,642	2026-27 Proposed Budget
Special Assessments	2,528,548	2026-27 Proposed Budget
Interest Allocation	1,500,000	2026-27 Proposed Budget
	\$ 69,076,893	
F. AMOUNT UNDER/(OVER) LIMIT	\$ 22,047,251	(D-E)

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING THE SALARY SCHEDULE EFFECTIVE JULY 12, 2026**

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

WHEREAS, the salary schedule is being updated in accordance with the Memorandum of Understanding between the American Federation of State, County and Municipal Employees, Local 829 (AFSCME), and the City of Menlo Park, dated July 1, 2026, through June 30, 2027, which provides a 4% pay rate increase effective the beginning of the first full pay period following July 1, 2026; and

WHEREAS, the salary schedule is being updated for confidential employees in alignment with AFSCME to incorporate a 4% pay rate increase effective the beginning of the first full pay period following July 1, 2026; and

WHEREAS, the salary schedule is being updated in accordance with the Management Compensation Plan document for unrepresented management employees to incorporate a 4% increase to salary ranges in each tier effective the beginning of the first full pay period following July 1, 2026; and

WHEREAS, the salary schedule is being updated in accordance with the first amendment to the employment agreement for city manager services between Justin Murphy and the City of Menlo Park to reflect the salary terms contained in the agreement, effective the beginning of the first full pay period following July 1, 2026; and,

WHEREAS, the salary schedule is being updated to increase the program aide/driver salary range by 18.78% based on an internal equity review and to establish the new classification of payroll systems administrator to address operational needs; and

WHEREAS, the City met and conferred with the Service Employees International Union, Local 521 (SEIU) on the adjustment to the program aide/driver classification, and SEIU has agreed to the proposed salary schedule amendment.

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

BE IT FURTHER RESOLVED that any previous enacted compensation provisions contained in Resolution No. 7001 shall be superseded by this resolution.

BE IT FURTHER RESOLVED that the changes contained herein on Exhibit A and incorporated herein on Exhibit B shall be effective July 12, 2026.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-third day of June, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ____ day of June, 2026.

Judi A. Herren, City Clerk

Exhibits:

- A. Proposed salary schedule amendments
- B. Salary schedule effective July 12, 2026

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Administrative Services Director	\$ 204,654		Open Range		\$ 276,282
Administrative Services Director	\$ 212,840		Open Range		\$ 287,333
Assistant Administrative Services Director	\$ 163,723		Open Range		\$ 221,025
Assistant Administrative Services Director	\$ 170,271		Open Range		\$ 229,866
Assistant City Manager	\$ 225,119		Open Range		\$ 303,910
Assistant City Manager	\$ 234,123		Open Range		\$ 316,067
Assistant Community Development Director	\$ 163,723		Open Range		\$ 221,025
Assistant Community Development Director	\$ 170,271		Open Range		\$ 229,866
Assistant Library and Community Services Director	\$ 163,723		Open Range		\$ 221,025
Assistant Library and Community Services Director	\$ 170,271		Open Range		\$ 229,866
Assistant Public Works Director	\$ 163,723		Open Range		\$ 221,025
Assistant Public Works Director	\$ 170,271		Open Range		\$ 229,866
Assistant Public Works Director - Engineering	\$ 163,723		Open Range		\$ 221,025
Assistant Public Works Director - Engineering	\$ 170,271		Open Range		\$ 229,866
Assistant Public Works Director - Maintenance	\$ 163,723		Open Range		\$ 221,025
Assistant Public Works Director - Maintenance	\$ 170,271		Open Range		\$ 229,866
Assistant Public Works Director - Transportation	\$ 163,723		Open Range		\$ 221,025
Assistant Public Works Director - Transportation	\$ 170,271		Open Range		\$ 229,866
Assistant to the City Manager	\$ 143,257		Open Range		\$ 193,397
Assistant to the City Manager	\$ 148,988		Open Range		\$ 201,133
Assistant to the City Manager / City Clerk	\$ 143,257		Open Range		\$ 193,397
Assistant to the City Manager / City Clerk	\$ 148,988		Open Range		\$ 201,133
Building Official	\$ 153,489		Open Range		\$ 207,211
Building Official	\$ 159,629		Open Range		\$ 215,500
Business Manager	\$ 118,998	\$ 124,948	\$ 131,196	\$ 137,755	\$ 144,643
Business Manager	\$ 123,758	\$ 129,946	\$ 136,443	\$ 143,265	\$ 150,429
Chief Water Operator	\$ 110,511	\$ 116,036	\$ 121,838	\$ 127,930	\$ 134,327
Chief Water Operator	\$ 114,931	\$ 120,678	\$ 126,712	\$ 133,047	\$ 139,700
City Arborist	\$ 115,670	\$ 121,463	\$ 127,526	\$ 133,902	\$ 140,597
City Arborist	\$ 120,296	\$ 126,311	\$ 132,627	\$ 139,258	\$ 146,221
City Clerk	\$ 143,257		Open Range		\$ 193,397
City Clerk	\$ 148,988		Open Range		\$ 201,133
City Manager	\$ 257,778		Open Range		\$ 348,000
City Manager	\$ 264,074		Open Range		\$ 356,500
Communications and Records Manager	\$ 151,038	\$ 158,590	\$ 166,519	\$ 174,845	\$ 183,587
Communications and Records Manager	\$ 157,079	\$ 164,933	\$ 173,180	\$ 181,839	\$ 190,931
Community Development Director	\$ 204,654		Open Range		\$ 276,282
Community Development Director	\$ 212,840		Open Range		\$ 287,333
Custodial Services Supervisor	\$ 77,374	\$ 81,242	\$ 85,305	\$ 89,570	\$ 94,048
Custodial Services Supervisor	\$ 80,469	\$ 84,492	\$ 88,717	\$ 93,153	\$ 97,810
Deputy City Manager	\$ 204,654		Open Range		\$ 276,282
Deputy City Manager	\$ 212,840		Open Range		\$ 287,333
Deputy Community Development Director - Housing	\$ 153,489		Open Range		\$ 207,211
Deputy Community Development Director - Housing	\$ 159,629		Open Range		\$ 215,500
Economic Development Manager	\$ 143,257		Open Range		\$ 193,397
Economic Development Manager	\$ 148,988		Open Range		\$ 201,133
Engineering Services Manager	\$ 153,489		Open Range		\$ 207,211
Engineering Services Manager	\$ 159,629		Open Range		\$ 215,500
Enterprise Applications Administrator	\$ 135,169	\$ 141,928	\$ 149,024	\$ 156,476	\$ 164,299
Enterprise Applications Administrator	\$ 140,576	\$ 147,605	\$ 154,985	\$ 162,735	\$ 170,871
Executive Assistant to the City Manager	\$ 92,823	\$ 97,464	\$ 102,337	\$ 107,454	\$ 112,827
Executive Assistant to the City Manager	\$ 96,536	\$ 101,363	\$ 106,431	\$ 111,753	\$ 117,340
Finance and Budget Manager	\$ 153,489		Open Range		\$ 207,211
Finance and Budget Manager	\$ 159,629		Open Range		\$ 215,500
Finance Director	\$ 204,654		Open Range		\$ 276,282
Finance Director	\$ 212,840		Open Range		\$ 287,333
GIS Analyst II	\$ 114,195	\$ 119,905	\$ 125,900	\$ 132,195	\$ 138,805
GIS Analyst II	\$ 118,763	\$ 124,701	\$ 130,936	\$ 137,483	\$ 144,357
Housing & Economic Development Manager	\$ 143,257		Open Range		\$ 193,397
Housing & Economic Development Manager	\$ 148,988		Open Range		\$ 201,133
Housing Manager	\$ 143,257		Open Range		\$ 193,397
Housing Manager	\$ 148,988		Open Range		\$ 201,133
Human Resources Director	\$ 204,654		Open Range		\$ 276,282
Human Resources Director	\$ 212,840		Open Range		\$ 287,333
Human Resources Manager	\$ 153,489		Open Range		\$ 207,211
Human Resources Manager	\$ 159,629		Open Range		\$ 215,500
Human Resources Technician I	\$ 76,364	\$ 80,182	\$ 84,192	\$ 88,401	\$ 92,821
Human Resources Technician I	\$ 79,419	\$ 83,390	\$ 87,559	\$ 91,937	\$ 96,534
Human Resources Technician II	\$ 84,001	\$ 88,201	\$ 92,611	\$ 97,241	\$ 102,103
Human Resources Technician II	\$ 87,361	\$ 91,729	\$ 96,315	\$ 101,131	\$ 106,187
Information Technology Manager	\$ 153,489		Open Range		\$ 207,211
Information Technology Manager	\$ 159,629		Open Range		\$ 215,500
Internal Services Manager	\$ 153,489		Open Range		\$ 207,211
Internal Services Manager	\$ 159,629		Open Range		\$ 215,500
Librarian II	\$ 96,061	\$ 100,865	\$ 105,908	\$ 111,204	\$ 116,764
Librarian II	\$ 99,904	\$ 104,899	\$ 110,144	\$ 115,652	\$ 121,434
Library and Community Services Director	\$ 204,654		Open Range		\$ 276,282
Library and Community Services Director	\$ 212,840		Open Range		\$ 287,333
Library and Community Services Manager	\$ 153,489		Open Range		\$ 207,211
Library and Community Services Manager	\$ 159,629		Open Range		\$ 215,500
Library and Community Services Supervisor	\$ 104,794	\$ 110,034	\$ 115,536	\$ 121,313	\$ 127,378
Library and Community Services Supervisor	\$ 108,986	\$ 114,436	\$ 120,157	\$ 126,165	\$ 132,473

City of Menlo Park
PROPOSED Salary Schedule - Effective 7/12/2026

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Literacy Program Manager	\$ 92,856	\$ 97,499	\$ 102,374	\$ 107,492	\$ 112,867
Literacy Program Manager	\$ 96,570	\$ 101,399	\$ 106,469	\$ 111,792	\$ 117,382
Management Analyst I - Confidential	\$ 104,124	\$ 109,331	\$ 114,798	\$ 120,538	\$ 126,665
Management Analyst I - Confidential	\$ 108,289	\$ 113,704	\$ 119,390	\$ 125,359	\$ 131,628
Management Analyst II	\$ 118,998	\$ 124,948	\$ 131,196	\$ 137,756	\$ 144,643
Management Analyst II	\$ 123,758	\$ 129,946	\$ 136,443	\$ 143,265	\$ 150,429
Network Administrator	\$ 142,161	\$ 149,269	\$ 156,732	\$ 164,569	\$ 172,798
Network Administrator	\$ 147,847	\$ 155,240	\$ 163,002	\$ 171,152	\$ 179,709
Nutrition Services Coordinator	\$ 80,996	\$ 85,045	\$ 89,298	\$ 93,763	\$ 98,451
Nutrition Services Coordinator	\$ 84,235	\$ 88,447	\$ 92,870	\$ 97,513	\$ 102,389
Office Assistant	\$ 61,914	\$ 65,009	\$ 68,260	\$ 71,674	\$ 75,257
Office Assistant - Confidential	\$ 64,390	\$ 67,610	\$ 70,991	\$ 74,541	\$ 78,267
Payroll Systems Administrator	\$ 147,847	\$ 155,240	\$ 163,002	\$ 171,152	\$ 179,709
Permit Manager	\$ 132,510	\$ 139,136	\$ 146,093	\$ 153,397	\$ 161,067
Permit Manager	\$ 137,811	\$ 144,701	\$ 151,936	\$ 159,533	\$ 167,510
Plan Check Engineer	\$ 141,978	\$ 149,076	\$ 156,530	\$ 164,356	\$ 172,574
Plan Check Engineer	\$ 147,657	\$ 155,039	\$ 162,791	\$ 170,930	\$ 179,477
Planning Manager	\$ 153,489		Open Range		\$ 207,211
Planning Manager	\$ 159,629		Open Range		\$ 215,500
Police Chief	\$ 225,119		Open Range		\$ 303,910
Police Chief	\$ 234,123		Open Range		\$ 316,067
Police Commander	\$ 204,654		Open Range		\$ 276,282
Police Commander	\$ 212,840		Open Range		\$ 287,333
Principal Planner	\$ 138,272	\$ 145,185	\$ 152,444	\$ 160,067	\$ 168,070
Principal Planner	\$ 143,802	\$ 150,993	\$ 158,542	\$ 166,469	\$ 174,793
Program Aide/Driver	\$ 43,704	\$ 45,889	\$ 48,183	\$ 50,593	\$ 53,122
Program Aide/Driver	\$ 51,397	\$ 54,101	\$ 56,950	\$ 59,946	\$ 63,097
Public Engagement Manager	\$ 153,489		Open Range		\$ 207,211
Public Engagement Manager	\$ 159,629		Open Range		\$ 215,500
Public Works Director	\$ 204,654		Open Range		\$ 276,282
Public Works Director	\$ 212,840		Open Range		\$ 287,333
Public Works Superintendent	\$ 153,489		Open Range		\$ 207,211
Public Works Superintendent	\$ 159,629		Open Range		\$ 215,500
Public Works Supervisor - Facilities	\$ 121,178	\$ 127,237	\$ 133,599	\$ 140,278	\$ 147,292
Public Works Supervisor - Facilities	\$ 126,025	\$ 132,326	\$ 138,942	\$ 145,890	\$ 153,184
Public Works Supervisor - Fleet	\$ 118,424	\$ 124,345	\$ 130,562	\$ 137,090	\$ 143,945
Public Works Supervisor - Fleet	\$ 123,161	\$ 129,319	\$ 135,785	\$ 142,574	\$ 149,703
Public Works Supervisor - Parks	\$ 110,162	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902
Public Works Supervisor - Parks	\$ 114,568	\$ 120,296	\$ 126,311	\$ 132,627	\$ 139,258
Public Works Supervisor - Streets	\$ 110,162	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902
Public Works Supervisor - Streets	\$ 114,568	\$ 120,296	\$ 126,311	\$ 132,627	\$ 139,258
Public Works Supervisor - Trees	\$ 110,162	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902
Public Works Supervisor - Trees	\$ 114,568	\$ 120,296	\$ 126,311	\$ 132,627	\$ 139,258
Recreation Coordinator	\$ 80,996	\$ 85,045	\$ 89,298	\$ 93,763	\$ 98,451
Recreation Coordinator	\$ 84,235	\$ 88,447	\$ 92,870	\$ 97,513	\$ 102,389
Regulatory Compliance Analyst	\$ 133,873	\$ 140,567	\$ 147,595	\$ 154,975	\$ 162,723
Regulatory Compliance Analyst	\$ 139,228	\$ 146,189	\$ 153,499	\$ 161,174	\$ 169,232
Revenue and Claims Manager	\$ 115,816	\$ 121,606	\$ 127,687	\$ 134,071	\$ 140,775
Revenue and Claims Manager	\$ 120,448	\$ 126,471	\$ 132,794	\$ 139,434	\$ 146,406
Senior Accountant	\$ 120,963	\$ 127,011	\$ 133,362	\$ 140,030	\$ 147,031
Senior Accountant	\$ 125,801	\$ 132,092	\$ 138,696	\$ 145,631	\$ 152,912
Senior Building Inspector	\$ 124,027	\$ 130,228	\$ 136,740	\$ 143,577	\$ 150,755
Senior Building Inspector	\$ 128,988	\$ 135,437	\$ 142,209	\$ 149,320	\$ 156,786
Senior Civil Engineer	\$ 157,387	\$ 165,257	\$ 173,520	\$ 182,196	\$ 191,305
Senior Civil Engineer	\$ 163,683	\$ 171,867	\$ 180,460	\$ 189,483	\$ 198,957
Senior Construction Inspector	\$ 115,032	\$ 120,783	\$ 126,822	\$ 133,163	\$ 139,822
Senior Construction Inspector	\$ 119,633	\$ 125,614	\$ 131,895	\$ 138,490	\$ 145,414
Senior GIS Analyst	\$ 128,178	\$ 134,587	\$ 141,316	\$ 148,382	\$ 155,801
Senior GIS Analyst	\$ 133,305	\$ 139,970	\$ 146,969	\$ 154,317	\$ 162,033
Senior Human Resources Technician	\$ 92,401	\$ 97,021	\$ 101,872	\$ 106,965	\$ 112,314
Senior Human Resources Technician	\$ 96,097	\$ 100,902	\$ 105,947	\$ 111,244	\$ 116,806
Senior Library Assistant	\$ 82,686	\$ 86,820	\$ 91,161	\$ 95,719	\$ 100,505
Senior Library Assistant	\$ 85,993	\$ 90,293	\$ 94,808	\$ 99,548	\$ 104,525
Senior Management Analyst	\$ 133,873	\$ 140,567	\$ 147,595	\$ 154,975	\$ 162,723
Senior Management Analyst	\$ 139,228	\$ 146,189	\$ 153,499	\$ 161,174	\$ 169,232
Senior Office Assistant	\$ 65,556	\$ 68,834	\$ 72,275	\$ 75,889	\$ 79,684
Senior Office Assistant - Confidential	\$ 68,178	\$ 71,587	\$ 75,166	\$ 78,925	\$ 82,871
Senior Project Manager	\$ 133,873	\$ 140,567	\$ 147,595	\$ 154,975	\$ 162,723
Senior Project Manager	\$ 139,228	\$ 146,189	\$ 153,499	\$ 161,174	\$ 169,232
Senior Transportation Engineer	\$ 157,387	\$ 165,257	\$ 173,520	\$ 182,196	\$ 191,305
Senior Transportation Engineer	\$ 163,683	\$ 171,867	\$ 180,460	\$ 189,483	\$ 198,957
Sustainability Manager	\$ 143,257		Open Range		\$ 193,397
Sustainability Manager	\$ 148,988		Open Range		\$ 201,133
Systems Administrator	\$ 135,169	\$ 141,928	\$ 149,024	\$ 156,476	\$ 164,299
Systems Administrator	\$ 140,576	\$ 147,605	\$ 154,985	\$ 162,735	\$ 170,871
Transportation Director	\$ 204,654		Open Range		\$ 276,282
Transportation Director	\$ 212,840		Open Range		\$ 287,333
Transportation Manager	\$ 153,489		Open Range		\$ 207,211
Transportation Manager	\$ 159,629		Open Range		\$ 215,500

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 95,584	\$ 100,364	\$ 105,383	\$ 110,652	\$ 116,184
Accountant II	\$ 103,334	\$ 108,501	\$ 113,927	\$ 119,623	\$ 125,604
Accounting Assistant I	\$ 67,168	\$ 70,527	\$ 74,053	\$ 77,755	\$ 81,643
Accounting Assistant II	\$ 72,335	\$ 75,951	\$ 79,749	\$ 83,737	\$ 87,923
Administrative Assistant	\$ 72,839	\$ 76,481	\$ 80,306	\$ 84,321	\$ 88,537
Administrative Services Director	\$ 212,840		Open Range		\$ 287,333
Assistant Administrative Services Director	\$ 170,271		Open Range		\$ 229,866
Assistant City Manager	\$ 234,123		Open Range		\$ 316,067
Assistant Community Development Director	\$ 170,271		Open Range		\$ 229,866
Assistant Engineer	\$ 116,163	\$ 121,972	\$ 128,070	\$ 134,473	\$ 141,197
Assistant Library and Community Services Director	\$ 170,271		Open Range		\$ 229,866
Assistant Planner	\$ 103,064	\$ 108,218	\$ 113,629	\$ 119,310	\$ 125,275
Assistant Public Works Director	\$ 170,271		Open Range		\$ 229,866
Assistant Public Works Director - Engineering	\$ 170,271		Open Range		\$ 229,866
Assistant Public Works Director - Maintenance	\$ 170,271		Open Range		\$ 229,866
Assistant Public Works Director - Transportation	\$ 170,271		Open Range		\$ 229,866
Assistant to the City Manager	\$ 148,988		Open Range		\$ 201,133
Assistant to the City Manager / City Clerk	\$ 148,988		Open Range		\$ 201,133
Assistant Transportation Planner	\$ 103,064	\$ 108,218	\$ 113,629	\$ 119,310	\$ 125,275
Associate Civil Engineer	\$ 129,071	\$ 135,524	\$ 142,300	\$ 149,415	\$ 156,885
Associate Engineer	\$ 122,616	\$ 128,747	\$ 135,184	\$ 141,944	\$ 149,041
Associate Planner	\$ 114,516	\$ 120,241	\$ 126,253	\$ 132,566	\$ 139,194
Associate Transportation Engineer	\$ 135,525	\$ 142,301	\$ 149,416	\$ 156,886	\$ 164,731
Associate Transportation Planner	\$ 114,516	\$ 120,241	\$ 126,253	\$ 132,566	\$ 139,194
Building Custodian	\$ 67,285	\$ 70,650	\$ 74,183	\$ 77,892	\$ 81,787
Building Inspector I	\$ 98,501	\$ 103,427	\$ 108,597	\$ 114,027	\$ 119,729
Building Inspector II	\$ 109,445	\$ 114,917	\$ 120,663	\$ 126,696	\$ 133,032
Building Official	\$ 159,629		Open Range		\$ 215,500
Business Manager	\$ 123,758	\$ 129,946	\$ 136,443	\$ 143,265	\$ 150,429
Chief Water Operator	\$ 114,931	\$ 120,678	\$ 126,712	\$ 133,047	\$ 139,700
Child Care Teacher I	\$ 68,613	\$ 72,045	\$ 75,646	\$ 79,428	\$ 83,399
Child Care Teacher II	\$ 75,473	\$ 79,247	\$ 83,210	\$ 87,370	\$ 91,739
Child Care Teacher's Aide	\$ 64,042	\$ 67,244	\$ 70,606	\$ 74,136	\$ 77,842
City Arborist	\$ 120,296	\$ 126,311	\$ 132,627	\$ 139,258	\$ 146,221
City Clerk	\$ 148,988		Open Range		\$ 201,133
City Councilmember*	n/a		Annual Rate		\$ 11,400
City Manager	\$ 264,074		Open Range		\$ 356,500
Code Enforcement Officer	\$ 93,028	\$ 97,679	\$ 102,563	\$ 107,692	\$ 113,077
Communications and Records Manager	\$ 157,079	\$ 164,933	\$ 173,180	\$ 181,839	\$ 190,931
Communications Dispatcher	\$ 107,219	\$ 112,580	\$ 118,208	\$ 124,119	\$ 130,325
Communications Training Dispatcher	\$ 112,580	\$ 118,208	\$ 124,119	\$ 130,325	\$ 136,842
Community Development Director	\$ 212,840		Open Range		\$ 287,333
Community Development Technician	\$ 80,161	\$ 84,169	\$ 88,378	\$ 92,796	\$ 97,436
Community Service Officer	\$ 82,718	\$ 86,854	\$ 91,197	\$ 95,756	\$ 100,544
Construction Inspector I	\$ 93,028	\$ 97,679	\$ 102,563	\$ 107,692	\$ 113,077
Construction Inspector II	\$ 103,973	\$ 109,172	\$ 114,630	\$ 120,362	\$ 126,381
Contracts Specialist	\$ 80,880	\$ 84,924	\$ 89,170	\$ 93,629	\$ 98,311
Custodial Services Supervisor	\$ 80,469	\$ 84,492	\$ 88,717	\$ 93,153	\$ 97,810
Deputy City Clerk	\$ 85,587	\$ 89,867	\$ 94,360	\$ 99,077	\$ 104,031
Deputy City Manager	\$ 212,840		Open Range		\$ 287,333
Deputy Community Development Director - Housing	\$ 159,629		Open Range		\$ 215,500
Economic Development Manager	\$ 148,988		Open Range		\$ 201,133
Emergency Preparedness Coordinator	\$ 117,875	\$ 123,768	\$ 129,957	\$ 136,454	\$ 143,277
Engineering Services Manager	\$ 159,629		Open Range		\$ 215,500
Engineering Technician I	\$ 85,638	\$ 89,920	\$ 94,416	\$ 99,136	\$ 104,093
Engineering Technician II	\$ 95,153	\$ 99,911	\$ 104,907	\$ 110,152	\$ 115,659
Enterprise Applications Administrator	\$ 140,576	\$ 147,605	\$ 154,985	\$ 162,735	\$ 170,871
Enterprise Applications Support Specialist I	\$ 101,910	\$ 107,006	\$ 112,355	\$ 117,973	\$ 123,872
Enterprise Applications Support Specialist II	\$ 118,028	\$ 123,930	\$ 130,127	\$ 136,634	\$ 143,466
Equipment Mechanic	\$ 85,977	\$ 90,276	\$ 94,789	\$ 99,529	\$ 104,505
Executive Assistant	\$ 83,766	\$ 87,954	\$ 92,352	\$ 96,969	\$ 101,818
Executive Assistant to the City Manager	\$ 96,536	\$ 101,363	\$ 106,431	\$ 111,753	\$ 117,340
Extra Help Retired Annuitant	\$ 31,200		Open Range		\$ 249,600
Facilities Maintenance Technician I	\$ 71,024	\$ 74,575	\$ 78,304	\$ 82,219	\$ 86,330
Facilities Maintenance Technician II	\$ 78,501	\$ 82,425	\$ 86,547	\$ 90,874	\$ 95,418
Finance and Budget Manager	\$ 159,629		Open Range		\$ 215,500
Finance Director	\$ 212,840		Open Range		\$ 287,333
GIS Analyst I	\$ 99,594	\$ 104,573	\$ 109,802	\$ 115,292	\$ 121,057
GIS Analyst II	\$ 118,763	\$ 124,701	\$ 130,936	\$ 137,483	\$ 144,357
Gymnastics Instructor	\$ 48,298	\$ 50,713	\$ 53,249	\$ 55,911	\$ 58,706
Housing & Economic Development Manager	\$ 148,988		Open Range		\$ 201,133
Housing Manager	\$ 148,988		Open Range		\$ 201,133
Human Resources Director	\$ 212,840		Open Range		\$ 287,333
Human Resources Manager	\$ 159,629		Open Range		\$ 215,500
Human Resources Technician I	\$ 79,419	\$ 83,390	\$ 87,559	\$ 91,937	\$ 96,534
Human Resources Technician II	\$ 87,361	\$ 91,729	\$ 96,315	\$ 101,131	\$ 106,187
Information Technology Manager	\$ 159,629		Open Range		\$ 215,500
Information Technology Specialist I	\$ 83,382	\$ 87,551	\$ 91,928	\$ 96,524	\$ 101,350
Information Technology Specialist II	\$ 92,646	\$ 97,279	\$ 102,142	\$ 107,249	\$ 112,611
Internal Services Manager	\$ 159,629		Open Range		\$ 215,500
Junior Engineer	\$ 93,575	\$ 98,255	\$ 103,168	\$ 108,326	\$ 113,742
Junior Network & Systems Administrator	\$ 115,556	\$ 121,333	\$ 127,400	\$ 133,771	\$ 140,459
Librarian I	\$ 82,337	\$ 86,455	\$ 90,778	\$ 95,316	\$ 100,082
Librarian II	\$ 99,904	\$ 104,899	\$ 110,144	\$ 115,652	\$ 121,434

City of Menlo Park
Salary Schedule - Effective 7/12/2026

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Library and Community Services Director	\$ 212,840		Open Range		\$ 287,333
Library and Community Services Manager	\$ 159,629		Open Range		\$ 215,500
Library and Community Services Supervisor	\$ 108,986	\$ 114,436	\$ 120,157	\$ 126,165	\$ 132,473
Library Assistant I	\$ 64,042	\$ 67,244	\$ 70,606	\$ 74,136	\$ 77,842
Library Assistant II	\$ 68,615	\$ 72,046	\$ 75,648	\$ 79,431	\$ 83,402
Library Assistant III	\$ 75,476	\$ 79,250	\$ 83,213	\$ 87,374	\$ 91,742
Literacy Program Manager	\$ 96,570	\$ 101,399	\$ 106,469	\$ 111,792	\$ 117,382
Maintenance Worker I	\$ 69,156	\$ 72,614	\$ 76,244	\$ 80,056	\$ 84,059
Maintenance Worker II	\$ 74,762	\$ 78,501	\$ 82,425	\$ 86,547	\$ 90,874
Management Analyst I	\$ 103,482	\$ 108,656	\$ 114,090	\$ 119,794	\$ 125,784
Management Analyst I - Confidential	\$ 108,289	\$ 113,704	\$ 119,390	\$ 125,359	\$ 131,628
Management Analyst II	\$ 123,758	\$ 129,946	\$ 136,443	\$ 143,265	\$ 150,429
Network Administrator	\$ 147,847	\$ 155,240	\$ 163,002	\$ 171,152	\$ 179,709
Nutrition Services Coordinator	\$ 84,235	\$ 88,447	\$ 92,870	\$ 97,513	\$ 102,389
Office Assistant	\$ 61,914	\$ 65,009	\$ 68,260	\$ 71,674	\$ 75,257
Office Assistant - Confidential	\$ 64,390	\$ 67,610	\$ 70,991	\$ 74,541	\$ 78,267
Parking Enforcement Officer	\$ 67,017	\$ 70,369	\$ 73,887	\$ 77,580	\$ 81,460
Payroll Systems Administrator	\$ 147,847	\$ 155,240	\$ 163,002	\$ 171,152	\$ 179,709
Permit Manager	\$ 137,811	\$ 144,701	\$ 151,936	\$ 159,533	\$ 167,510
Permit Technician	\$ 80,161	\$ 84,169	\$ 88,378	\$ 92,796	\$ 97,436
Plan Check Engineer	\$ 147,657	\$ 155,039	\$ 162,791	\$ 170,930	\$ 179,477
Plan Checker	\$ 122,616	\$ 128,747	\$ 135,185	\$ 141,944	\$ 149,041
Planning Commissioner*	n/a		Annual Rate		\$ 2,400
Planning Manager	\$ 159,629		Open Range		\$ 215,500
Planning Technician	\$ 91,613	\$ 96,194	\$ 101,004	\$ 106,053	\$ 111,356
Police Chief	\$ 234,123		Open Range		\$ 316,067
Police Commander	\$ 212,840		Open Range		\$ 287,333
Police Corporal (2080 hours)	\$ 135,336	\$ 142,103	\$ 149,208	\$ 156,668	\$ 164,501
Police Corporal (2184 hours)	\$ 142,103	\$ 149,208	\$ 156,668	\$ 164,502	\$ 172,726
Police Officer (2080 hours)	\$ 125,749	\$ 132,036	\$ 138,638	\$ 145,570	\$ 152,849
Police Officer (2184 hours)	\$ 132,036	\$ 138,637	\$ 145,570	\$ 152,848	\$ 160,491
Police Program & Data Technician	\$ 92,401	\$ 97,021	\$ 101,872	\$ 106,965	\$ 112,314
Police Records Specialist	\$ 73,028	\$ 76,679	\$ 80,513	\$ 84,538	\$ 88,765
Police Recruit	n/a		Hourly Rate		\$ 97,005
Police Sergeant (2080 hours)	\$ 155,636	\$ 163,418	\$ 171,589	\$ 180,169	\$ 189,177
Police Sergeant (2184 hours)	\$ 163,418	\$ 171,589	\$ 180,168	\$ 189,177	\$ 198,636
Principal Planner	\$ 143,802	\$ 150,993	\$ 158,542	\$ 166,469	\$ 174,793
Program Aide/Driver	\$ 51,397	\$ 54,101	\$ 56,950	\$ 59,946	\$ 63,097
Program Assistant	\$ 60,092	\$ 63,097	\$ 66,251	\$ 69,564	\$ 73,043
Project Manager	\$ 118,264	\$ 124,177	\$ 130,386	\$ 136,906	\$ 143,751
Property and Court Specialist	\$ 76,679	\$ 80,513	\$ 84,539	\$ 88,766	\$ 93,204
Public Engagement Manager	\$ 159,629		Open Range		\$ 215,500
Public Works Director	\$ 212,840		Open Range		\$ 287,333
Public Works Superintendent	\$ 159,629		Open Range		\$ 215,500
Public Works Supervisor - Facilities	\$ 126,025	\$ 132,326	\$ 138,942	\$ 145,890	\$ 153,184
Public Works Supervisor - Fleet	\$ 123,161	\$ 129,319	\$ 135,785	\$ 142,574	\$ 149,703
Public Works Supervisor - Parks	\$ 114,568	\$ 120,296	\$ 126,311	\$ 132,627	\$ 139,258
Public Works Supervisor - Streets	\$ 114,568	\$ 120,296	\$ 126,311	\$ 132,627	\$ 139,258
Public Works Supervisor - Trees	\$ 114,568	\$ 120,296	\$ 126,311	\$ 132,627	\$ 139,258
Recreation Coordinator	\$ 84,235	\$ 88,447	\$ 92,870	\$ 97,513	\$ 102,389
Regulatory Compliance Analyst	\$ 139,228	\$ 146,189	\$ 153,499	\$ 161,174	\$ 169,232
Revenue and Claims Manager	\$ 120,448	\$ 126,471	\$ 132,794	\$ 139,434	\$ 146,406
Senior Accountant	\$ 125,801	\$ 132,092	\$ 138,696	\$ 145,631	\$ 152,912
Senior Accounting Assistant	\$ 80,085	\$ 84,090	\$ 88,294	\$ 92,708	\$ 97,344
Senior Building Inspector	\$ 128,988	\$ 135,437	\$ 142,209	\$ 149,320	\$ 156,786
Senior Civil Engineer	\$ 163,683	\$ 171,867	\$ 180,460	\$ 189,483	\$ 198,957
Senior Communications Dispatcher	\$ 120,086	\$ 126,089	\$ 132,394	\$ 139,013	\$ 145,963
Senior Construction Inspector	\$ 119,633	\$ 125,614	\$ 131,895	\$ 138,490	\$ 145,414
Senior Engineering Technician	\$ 102,289	\$ 107,404	\$ 112,775	\$ 118,413	\$ 124,334
Senior Equipment Mechanic	\$ 95,322	\$ 100,089	\$ 105,093	\$ 110,348	\$ 115,865
Senior Facilities Maintenance Technician	\$ 85,977	\$ 90,276	\$ 94,789	\$ 99,529	\$ 104,505
Senior GIS Analyst	\$ 133,305	\$ 139,970	\$ 146,969	\$ 154,317	\$ 162,033
Senior Human Resources Technician	\$ 96,097	\$ 100,902	\$ 105,947	\$ 111,244	\$ 116,806
Senior Library Assistant	\$ 85,993	\$ 90,293	\$ 94,808	\$ 99,548	\$ 104,525
Senior Maintenance Worker	\$ 85,977	\$ 90,276	\$ 94,789	\$ 99,529	\$ 104,505
Senior Management Analyst	\$ 139,228	\$ 146,189	\$ 153,499	\$ 161,174	\$ 169,232
Senior Office Assistant	\$ 65,556	\$ 68,834	\$ 72,275	\$ 75,889	\$ 79,684
Senior Office Assistant - Confidential	\$ 68,178	\$ 71,587	\$ 75,166	\$ 78,925	\$ 82,871
Senior Permit Technician	\$ 92,401	\$ 97,021	\$ 101,872	\$ 106,965	\$ 112,314
Senior Planner	\$ 125,967	\$ 132,265	\$ 138,878	\$ 145,822	\$ 153,114
Senior Police Records Specialist	\$ 76,679	\$ 80,513	\$ 84,539	\$ 88,766	\$ 93,204
Senior Program Assistant	\$ 72,839	\$ 76,481	\$ 80,306	\$ 84,321	\$ 88,537
Senior Project Manager	\$ 139,228	\$ 146,189	\$ 153,499	\$ 161,174	\$ 169,232
Senior Sustainability Specialist	\$ 97,568	\$ 102,446	\$ 107,569	\$ 112,947	\$ 118,594
Senior Transportation Engineer	\$ 163,683	\$ 171,867	\$ 180,460	\$ 189,483	\$ 198,957
Senior Transportation Planner	\$ 125,967	\$ 132,265	\$ 138,878	\$ 145,822	\$ 153,114
Senior Water System Operator	\$ 87,862	\$ 92,256	\$ 96,869	\$ 101,713	\$ 106,799
Sustainability Manager	\$ 148,988		Open Range		\$ 201,133
Sustainability Specialist	\$ 82,786	\$ 86,924	\$ 91,270	\$ 95,834	\$ 100,626
Systems Administrator	\$ 140,576	\$ 147,605	\$ 154,985	\$ 162,735	\$ 170,871
Transportation Demand Management Coordinator	\$ 105,927	\$ 111,223	\$ 116,784	\$ 122,624	\$ 128,755
Transportation Director	\$ 212,840		Open Range		\$ 287,333
Transportation Manager	\$ 159,629		Open Range		\$ 215,500
Water Quality Specialist	\$ 91,857	\$ 96,451	\$ 101,273	\$ 106,336	\$ 111,653
Water System Operator I	\$ 71,888	\$ 75,483	\$ 79,257	\$ 83,220	\$ 87,381
Water System Operator II	\$ 79,875	\$ 83,869	\$ 88,063	\$ 92,466	\$ 97,089

Annual Salaries based on 2080 hours per year except where set by contract or noted
*Elected and appointed officials are not City employees.

City of Menlo Park
 Temporary Employee Salary Schedule - Effective 7/12/2026

Position Title	Minimum	Maximum
Communications Dispatcher - Per Diem	\$68.92	Open Range
Intern	\$20.24	Open Range
Library Clerk	\$20.58	Open Range
Library Page	\$17.70	Open Range
Maintenance Aide	\$21.64	Open Range
Maintenance Worker	\$33.25	Open Range
Office Assistant	\$29.77	Open Range
Police Officer - Reserve	\$60.46	Open Range
Recreation Leader	\$17.70	Open Range
Recreation Specialist	\$19.29	Open Range
Senior Recreation Leader	\$18.03	Open Range

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

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

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

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

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

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

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

WHEREAS, Dec. 8, 2020, the City Council adopted Resolution No. 6605, which established the pilot program for a rate assistance program and provided a timeframe for the program of Jan. 1, 2021, through June 30, 2021, and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, June 24, 2025, the City Council adopted Resolution No. 6983, which extended the solid waste and water rate assistance program to June 30, 2026; and

WHEREAS, July 1, 2025, new Menlo Park Municipal Water rates went into effect; and

WHEREAS, July 1, 2026, new solid waste rates are scheduled to be in effect; and

WHEREAS, July 1, 2026, new Menlo Park Municipal Water rates are scheduled to be in effect.

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

1. Timeframe: Continue July 1, 2026, and end June 30, 2027;
2. Discount: Monthly 20% discount for solid waste rates and a monthly fixed discount equal to 50% of the 5/8-inch meter service charge for water rates; and
3. Qualifications: Households must meet the following criteria to receive the discount:
 - Must be enrolled in PG&E CARE program;
 - Submit most recent PG&E bill to verify CARE enrollment. Address on PG&E bill must be the same as the address on solid waste and water bills, but names may be different;
 - Submit most recent Recology and/or Menlo Park Municipal Water bills to receive applicable discounts; and
 - Re-certify eligibility according to the PG&E CARE program enrollment expiration date. Re-certification will vary, depending on when the household applies to CARE.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-third day of June, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of June, 2026.

Judi A. Herren, City Clerk

2026-27 AWARD AUTHORITY AND BID REQUIREMENTS ATTACHMENT E

City Council Policy No. CC-21-024
 Adopted December 14, 2021
 Resolution No. 6704



Purpose			
Pursuant to the City Council adopted policy CC-21-024, this memo establishes the award authority and bid requirements for the 2026-27 fiscal year.			
Award Authority and Bid Requirements			
Category	Amount	Approving authority	Bid requirement
Goods, general services, and professional services	Less than \$50,000	City Manager Designee	Written quotations
	\$50,001 to \$100,000/year (up to 3 years)	City Manager	Informal bid
	\$100,001 to \$200,000	City Council	Informal bid
	Greater than \$200,000		Formal bid
Public projects	Less than \$75,000	City Manager Designee	Informal bid/force account
	\$75,001 to \$100,000	City Manager	
	\$100,001 to \$220,000	City Council	Informal bid
	Greater than \$220,000		Formal bid
Claims settlement	Up to \$100,000	City Manager	N/A
	\$100,001 or greater	City Council	
Award Authority and Bid Requirements History			
City Manager's signature authority last updated July 1, 2026. Uniform Public Construction Cost Accounting Act last updated January 1, 2025 (AB 2192).			

Fund*	Description	Resolution	Supporting Documentation/Information	Fiscal year 2025-26 projected ending fund balance	Fiscal year 2026-27 projected revenues	Fiscal year 2026-27 projected expenditures	Fiscal year 2026-27 projected ending fund balance	Fiscal year 2026-27 proposed budget use
111 - Developer Special Revenue Fund	Established as a subfund of the General Fund to account for largely unrestricted, one-time funds received from developers for various operations and improvements within the City. Since its establishment in 2021, the revenue has come from annual payments as required from three Meta development agreements.	None.	April 27, 2021 Staff Report #21-095-CC May 11, 2021 Staff Report #21-101-CC Nov. 7, 2023 Staff Report #23-247-CC Dec. 5, 2023 Staff Report #23-264-CC	5,147,800.15	1,450,000.00	1,000,000.00	5,597,800.15	\$1.0 million for Belle Haven Community Campus (BHCC) operations
332 - Bayfront Mitigation Fund	Established to account for the collection of special assessments related to the City's bayfront area. During deliberation in the spring of 2021, City Council provided direction to create a separate fund, the Bayfront Mitigation Fund, for development agreement funds received for safety purposes: "The City Council hereby specifies that the Fund shall only be used for City Council approved expenditures that provide "services that benefit the safety of the local community" with the following definitions: a. "Services that benefit the safety" – City or contract services that benefit the safety of the local community; and b. "Local community" – The geographic area within Menlo Park city limits north of U.S. Highway 101."	No. 6624	May 25, 2021 Staff Report #21-114-CC	6,967,482.83	-	820,000.00	6,147,482.83	Two Capital Improvement Plan (CIP) projects: \$0.32 million - CPP003 Bedwell Bayfront Park Entrance Improvements \$0.5 million - CPP020 Kelly Park Turf and Track Replacement
350 - Environmental Justice Program Implementation Fund	Established to account for funds in support of the general plan Environmental Justice effort. The fund was established with the adoption of the fiscal year 2024-25 budget using a \$1 million transfer in from the Bayfront Mitigation Fund.	No. 6914	June 18, 2024 Staff Report #24-113-CC June 25, 2024 Staff Report #24-212-CC	765,842.67	-	-	765,842.67	None.
353 - Downtown Public Amenity Fund	Established to account for a variety of public improvements in the Downtown/El Camino Real Specific Plan area from developer contributions.	Ord. 1032	February 7, 2017 Staff Report #17-028-CC	1,456,743.28	-	-	1,456,743.28	None.
369 - In-lieu Payment for Community Amenities	Established to account for funds received from developer payment for community amenities. All community amenities, except for affordable housing shall be provided in the City within the area between U.S. Highway 101 and the San Francisco Bay. (1) Amenities. "...The identified community amenities may be updated from time to time by city council resolution. All community amenities, except for affordable housing, shall be provided within the area between U.S. Highway 101 and the San Francisco Bay in the city of Menlo Park. Affordable housing may be located anywhere housing is allowed in the city of Menlo Park." ... "IV. Community Amenities In-lieu Payments B. Expenditure of Community Amenities In-lieu payments. The in-lieu fee revenues shall be deposited in a restricted community amenities fund to be used to implement the community amenities identified in the list adopted by city council resolution."	No. 6360, 6849 Ord. 1077	June 22, 2021 Staff Report #21-130-CC July 11, 2023 Staff Report #23-155-CC Aug. 15, 2023 Staff Report #23-182-CC	35,257,591.89	-	100,000.00	35,157,591.89	\$0.1 million for consultant support to scope capital projects
*Fund balances are invested in accordance with the City's Investment Policy. Accrued interest earnings are allocated to each fund based on its quarterly average cash balance and are reflected in the projected fund balances.								

5-Year Forecast Fiscal Year 2026-27 through 2030-31						
	FY25-26 Amended	FY26-27 Proposed	FY27-28 Forecast	FY28-29 Forecast	FY29-30 Forecast	FY30-31 Forecast
Revenues						
Property Taxes	36,696,871	38,892,052	37,869,094	39,582,844	41,240,579	44,595,938
Sales Tax	6,474,000	7,207,900	7,450,400	7,678,100	7,891,900	8,085,500
Transient Occupancy Tax	16,169,749	18,404,642	18,956,781	19,525,485	20,111,249	20,714,587
Charges for Services	5,790,650	6,804,203	6,966,110	7,132,874	7,304,641	7,481,561
Franchise Fee	2,578,522	2,662,867	2,742,753	2,825,036	2,909,787	2,997,080
Licenses and Permits	5,954,650	8,202,692	8,426,112	8,658,311	8,899,636	9,150,448
Use of Money and Property	4,156,761	4,156,761	4,281,464	4,409,908	4,542,205	4,678,471
Intergovernmental	139,325	398,216	410,162	422,467	435,141	448,196
Miscellaneous Revenue	1,286,700	1,431,480	1,474,424	1,518,657	1,564,217	1,611,143
Transfers In	2,755,500	1,691,315	1,691,315	1,691,315	691,315	691,315
Total Revenues	82,002,728	89,852,128	90,268,616	93,444,997	95,590,670	100,454,239
Expenditures						
Salaries and Wages	31,880,438	33,053,268	34,960,334	36,962,403	38,058,911	39,187,528
Benefits	17,889,801	19,235,911	20,461,296	21,125,299	21,793,963	22,465,536
Operating Expenditure	28,477,662	30,986,695	31,964,810	32,974,694	34,017,422	35,094,106
Vehicle ISF Charge	-	1,767,192	1,820,208	1,874,814	1,931,058	1,988,990
Transfers Out	5,154,000	4,154,000	4,154,000	4,154,000	4,154,000	4,154,000
Capital Outlay	1,200,441	645,766	665,139	685,093	705,646	726,815
Total Expenditure	84,602,342	89,842,832	94,025,786	97,776,303	100,661,000	103,616,975
Operating Surplus/(Deficit)	(2,599,614)	9,296	(3,757,170)	(4,331,306)	(5,070,330)	(3,162,736)
Ending Fund Balance						
Unassigned	3,220,125	3,229,421	-	-	-	-
Emergency Contingency	10,408,537	10,408,537	9,880,788	5,549,482	479,152	-
Economic Stabilization	13,878,049	13,878,049	13,878,049	13,878,049	13,878,049	11,194,465
Strategic Pension	653,240	653,240	653,240	653,240	653,240	653,240
VLF Shortfall	-	-	-	-	-	-
Nonspendable	2,919,082	2,919,082	2,919,082	2,919,082	2,919,082	2,919,082