

City of Menlo Park Staff Capacity Summary

DRAFT - January 9

Ref #	City Manager's Office	0	10	20	30	40	50	60	70	80	90	100	Total FTEs	
		-- % of available hours --											10.00	
1	City Council support												3.25	
2	Special projects												2.00	
3	Public records												0.75	
4	Communication												1.00	
5	Public engagement												1.00	
6	Sustainability												2.00	
		-- % of available hours --											23.00	
7	Finance												9.40	
8	Human resources												6.30	
9	Information technology												7.30	
		-- % of available hours --											31.00	
10	Planning												13.90	
11	Building - inspections												6.30	
12	Building - plan checks												1.30	
13	Building - permitting												6.30	
14	Housing												2.15	
15	Economic development												1.05	
		-- % of available hours --											52.25	
16	Gymnastics												7.95	
17	Menlo Children's Center												11.60	
18	Onetta Harris Community Center												3.05	
19	Seniors												3.10	
20	Belle Haven Children's Development Center												16.20	
21	Arrillaga Recreation Center												4.40	
22	Youth and adult sports												3.50	
23	Special events												2.45	
		-- % of available hours --											18.50	
24	Main library - youth services												4.75	
25	Main library - information services												5.00	
26	Main library - access services												5.00	
27	Branch library												3.75	
		-- % of available hours --											76.50	
28	Patrol - beats 1, 2, and 3												32.60	
29	Patrol - traffic												10.95	
30	Patrol - community response team												6.25	
31	Special operations - investigations unit												4.30	
32	Special operations - detective unit												5.35	
33	Special operations - administration												3.30	
34	Special operations - communications												8.95	
35	Special operations - records												4.80	
		-- % of available hours --											69.50	
36	Transportation												10.10	
37	Engineering - capital projects												8.80	
38	Engineering - land development												9.95	
39	Engineering - utilities												4.35	
40	Maintenance - facilities												7.00	
41	Maintenance - fleet												2.45	
42	Maintenance - parks												9.25	
43	Maintenance - streets												5.90	
44	Maintenance - trees												4.70	
45	Maintenance - water												7.00	
280.75														
	Mandated by fed, state, local law												City Council	5.00
	Baseline services												City Attorney	1.00
	Flexible - project oriented												Total FTEs	286.75