



## STAFF REPORT

### City Council

**Meeting Date:** 4/13/2021  
**Staff Report Number:** 21-077-CC

**Regular Business:** Adopt Resolution No. 6620 to approve amendments to the salary schedule as of April 13, 2021

### Recommendation

City staff recommends that the City Council approve the following amendments to the salary schedule:

1. Add library and community services manager
2. Add library and community services supervisor

### Policy Issues

The City Council retains sole authority to amend the salary schedule and budget for full-time equivalent personnel (FTEs.)

### Background

The City of Menlo Park's (City) salary schedule identifies job classifications that have been approved by City Council (e.g., accountant, administrative assistant) and the hourly rates of pay for each classification at each step. The requested change to the salary classification schedule establishes the ranges for two classifications necessary to support the library and community services department's ongoing development: library and community services manager and library and community services supervisor.

### Analysis

Attachment A is the enabling action necessary to amend the City Council adopted salary schedule, Attachment C. Attachment B transmits positions contemplated as part of the upcoming budget to provide City Council a summary of requested FTEs submitted to the city manager for consideration as part of the city manager's proposed budget. Attachment D transmits the City Council's compensation policy for unrepresented managements classifications.

The library and community services manager (LCS Manager) is a management classification that provides leadership and management expertise to any one of the department's operational areas across multiple site locations. The classification operates both across operational areas within the department and across city departments as necessary to augment organizational capacity to advance City Council established goals and priorities. Consistent with the City's compensation practices for unrepresented management, Attachment D, the salary range for the LCS Manager falls in the M2 salary band which is \$121,835 to \$170,578.

The library and community services supervisor (LCS Supervisor) is a middle management classification responsible for supervision and management of human, financial, and infrastructure resources necessary to deliver programs, services, and events to the community in a coordinated manner. Consistent with past

practice for represented classifications, salary ranges for new classifications are set based on internal alignment to protect against salary compaction. With library and community services both possessing middle management classifications equivalent to LCS Supervisor, the senior librarian and recreation supervisor classifications, the recommended salary range for LCS Supervisor is recommended at the senior librarian level in recognition of the interoperability expectations of the position. Accordingly, the salary range recommended for LCS Supervisor is \$91,015 to \$109,716.

### **Impact on City Resources**

The LCS Manager will not be filled before end of the fiscal year and therefore does not require a budget amendment for fiscal year 2020-21. The maximum annualized cost differential between a recreation supervisor and a LCS Supervisor is approximately \$6,000. If the City's two filled recreation supervisors transition to LCS Supervisors, the maximum annual cost is \$12,000.

### **Environmental Review**

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

### **Public Notice**

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

### **Attachments**

- A. Resolution No. 6620
- B. Memo to Starla Jerome-Robinson re: Summary of anticipated FTE requests for inclusion in the city manager's proposed fiscal year 2021-22 budget
- C. Hyperlink – Comprehensive salary schedule – effective 11/22/2020:  
[menlopark.org/DocumentCenter/View/26235/Menlo-Park-Salary-Schedule-20201122?bidId](https://menlopark.org/DocumentCenter/View/26235/Menlo-Park-Salary-Schedule-20201122?bidId)
- D. Hyperlink – City Council Staff Report # 18-051-CC: [menlopark.org/DocumentCenter/View/16913/K2---Amend-Salary-Schedule?bidId](https://menlopark.org/DocumentCenter/View/16913/K2---Amend-Salary-Schedule?bidId)

Report prepared by:  
Theresa DellaSanta, Human Resources Manager

**RESOLUTION NO. 6620****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING THE SALARY SCHEDULE EFFECTIVE APRIL 13, 2021**

WHEREAS, pursuant to the Personnel System Rules, the City Manager prepared a Compensation Plan; and

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. 6599 remain with the addition of two classifications provided in Table 1:

Table 1: Salary schedule additions					
Classification title	Minimum/ Step A	Step B	Step C	Step D	Maximum/ Step E
Library and Community Services	\$126,553		Open range		\$170,578
Library and Community Services Supervisor	\$91,015	\$95,392	\$99,937	\$104,716	\$109,716

BE IT FURTHER RESOLVED that the changes herein shall be effective April 13, 2021.

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 thirteenth day of April, 2021, 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 thirteenth day of April, 2021.

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Judi A. Herren, City Clerk



## MEMORANDUM

**Date:** 4/8/2021  
**To:** Starla Jerome-Robinson, City Manager  
**From:** Nick Pegueros, Assistant City Manager  
**Re:** Summary of anticipated FTE requests for inclusion in the City Manager's proposed fiscal year 2021-22 budget

The purpose of this memorandum is to transmit the full-time equivalent (FTE) personnel requests already identified for your consideration in the fiscal year 2021-22 budget. The positions are now

Following the city's budgeting practices, the City Manager's proposed fiscal year 2021-22 budget may or may not include any or all of the requests upon your review of City priorities, operational needs, and available financial resources. The City Council will consider the City Manager's proposed budget at their June 8 meeting and direct modifications to the proposed budget. At their June 22 meeting, City Council will take final action to adopt the fiscal year 2021-22 budget before the beginning of the new fiscal year on July 1. Annual costs below reflect fully burdened rates, i.e., base salary plus all retirement and fringe benefits incurred by the city for the new employee, plus payment of unfunded pension liabilities resulting from factors not attributed directly to the new positions.

### Administrative Services

- **Finance and Budget Manager; 1.0 FTE; \$232,136 annual cost**  
The addition of a Finance and Budget Manager position would build capacity in the City's financial discipline. The Finance and Budget manager would focus on stabilization of the finance team, including standardizing updated payroll, budgeting, and accounting processes implemented in recent years and providing leadership and management of the division.
- **Management Analyst II; 1.0 FTE; \$165,128 annual cost**  
The addition of a Management Analyst II will help with supervision of payroll processing, treasury, and revenue management, including oversight of transient occupancy tax collections, cash receipts, and utility users' tax collections. In addition, the Management Analyst II will provide support to the Finance and Audit Committee as a liaison and support departments with budget-to-actual reporting.
- **Management Analyst I; 1.0 FTE; \$139,455 annual cost**  
The addition of a Management Analyst I assigned to and paid for by Community Development to support the ongoing implementation of the department's Accela land management software. The position will provide user support, database management, and customer service. Additionally, this position will work with the IT division to manage land management information systems' support contracts, upgrades and feature roll-outs, and security.

### City Manager's Office

- Neighborhood services coordinator; 2.0 FTE; \$278,910 annual cost**  
 The transition to district elections has improved resident awareness of their directly elected City Councilmember. City Councilmembers are more regularly asked to intervene on matters within their district including code enforcement, planning and building services, and maintenance. The addition of two neighborhood services coordinators provides dedicated support for incoming requests, supports service departments in responding to requests, and supports the City's communications and public engagement efforts.
- Economic Development Manager; 1.0 FTE; \$227,314 annual cost**  
 The City currently utilizes contract services to support the City's economic development efforts. The addition of an Economic Development Manager provides an internal resource capable of focusing on the needs of Menlo Park residents and businesses.

### Community Development

- Plan Check Engineer; 1.0 FTE; \$169,154 annual cost**  
 The City currently utilizes contract services to conduct the City's plan check requirements for building code compliance. The restoration of the Plan Check Engineer position provides an internal resource capable of focusing on the needs of Menlo Park residents and businesses and reducing permit issuance timelines.

### Library and Community Services

The following anticipated staffing requests are in addition to the critical and immediate childcare-related staffing needs (3.0 FTE total) outlined in the 4/13 City Council staff report.

- Recreation Coordinator; 0.75 FTE; \$101,747 annual cost**  
 The addition of a Recreation Coordinator will restore capacity needed to coordinate large scale community events such as block parties; issue special event permits; and administer programming for the Performing Arts Center and its grants.
- Librarian I/II; 1.0 FTE; \$135,469 annual cost**  
 The addition of a Librarian I/II will restore capacity needed to coordinate library and literacy services to young children including story times, library book and media collection development, parent education, early childhood literacy, and access to library services for children with special needs
- Program Assistant; 4.0 FTE; \$421,772 annual cost**  
 The addition of Program Assistants, two full time and four part-time positions, will restore capacity to reactivate City-run indoor youth and adult sports leagues; provide weekend and weekday evening programming at the Arrillaga Recreation Center; provide weekend and evening operating hours at Belle Haven Branch Library and Main Library; and support adaptive programming for children and

seniors who have disabilities or other special needs.

- **Information Technology Specialist I/II; 1.0 FTE; \$138,604 annual cost**  
The addition of an Information Technology Specialist will provide critically needed capacity to coordinate and manage activities related to the support, deployment, configuration, and usage of departmental applications systems including the library enterprise technology platform and automated materials handling system; recreation registration technology platform; public computers and wifi access, and videoconferencing support for remote and hybrid community meetings and events. This position could be based in the LCS department, or alternately could be based in the IT division and embedded in LCS.
- **Temporary personnel; \$450,000 annual cost**  
Restore temporary personnel budget to support library and community services operations – library hours, recreation services, facility rentals, senior center congregate meal preparation, and other operational and service needs.

### Police

- **Police Officer; 2.0 FTE; \$308,358 annual cost**  
The department recommends increasing patrol capacity with the addition of two (2.0) Police Officers thereby creating capacity to assign two existing trained Police Officers to resume a traffic enforcement specialty program. The goal of this personnel addition is to resume seeking out long-term traffic solutions that decrease the frequency and severity of collisions, address the needs of the community, including school zone enforcement, and support the safety of the traveling public. These officers will provide public education on bicycle and pedestrian safety, maintain a direct link to our engineering partners in Public Works, conduct specific enforcement related to high-risk collision factors, and partner with neighboring agencies to bring high-impact enforcement to the most impacted areas of the City. The patrol division previously enhanced services to the community by establishing a dedicated traffic unit with objectives meant to support long-term traffic solutions resulting in the education and increased safety of the traveling public. While traffic enforcement itself can be accomplished by any officer on patrol, specific attention to collision factors that impact our vulnerable community such as bicycle and pedestrian-related collisions require specific enforcement and education plans as well as dedicated collaboration with our City partners in Public works to address the comprehensive education, enforcement, and engineering dimensions required for improvement. The most recent published Office of Traffic Safety (OTS) data shows Menlo Park well below average safety compared to similar cities in bicycle and pedestrian collisions, speed-related collisions, fatal collisions, and hit-and-run collisions. In response to pandemic induced fiscal challenges, the fiscal year 2020-21 budget eliminated the City's traffic unit which consisted of four FTEs.
- **Police Records Specialist; 1.0 FTE; \$116,273 annual cost**  
The department recommends increasing capacity in the records division to accommodate data collection mandates, community engagement, and public records act requests. The records division is currently staffed by two full-time employees; reduced as part of the fiscal year 2020-21 budget cuts from a previously authorized number of three. In 2021 and subsequent years, the

department anticipates ongoing capacity demands to enhance public transparency and community engagement. Statewide, the movement of offense classifications from the Uniform Crime Reporting standard to the California Incident-Based Reporting System (CIBRS, in compliance with the National NIBRS) quadruples the number of individual offense classifications resulting in significant workload. Additionally, enhanced police record-keeping for data collection and quality assurance will be required to the mandated Racial Identity Profiling Act (RIPA). The department has begun implementation of the new reportable information as required beginning January 1, 2022.

### Public Works

- **Transportation Engineer; 1.0 FTE; \$181,145 annual cost**  
 The department requests a Transportation Engineer and administrative reclassifications of two authorized FTEs to restore currently suspended services including processing neighborhood traffic requests and better align the positions in the division to support current and anticipated workload as the region recovers from the pandemic, with an emphasis on more mapping and improved tools to communicate work efforts visually. The administrative reclassifications transition an authorized Engineering Technician to Geographic Information System (GIS) Analyst and the Traffic Demand Management Coordinator to a Transportation Planner.
- **Senior Civil Engineer; 0.5 FTE; \$95,272 annual cost**  
 The department requests the conversion of an existing 0.5 FTE provisional Senior Civil Engineer position to permanent, and increasing the FTE allocation from 0.5 to 1.0. The 0.5 FTE provisional position is currently budgeted to expire at the end of the 2021-22 fiscal year, but the need for this continued level of staffing has been identified through at least fiscal year 2024-25 due to the construction support needs for Menlo Park Community Campus (fiscal year 2022-23 completion anticipated), emergency water supply projects (fiscal year 2024-25 completion anticipated), and other potential parks and recreation projects identified in the citywide Parks and Bedwell-Bayfront Park Master Plans with the timing requirements of issuing and completing projects with Measure T bonds.
- **Heritage tree ordinance implementation and dedicated downtown maintenance team; 5.0 FTE; \$722,573 annual cost**  
 The department requests the addition of five (5.0) FTEs to provide management, administrative and technical support necessary to implement the July 2020 heritage tree ordinance and improve maintenance services in the downtown area. With respect to the heritage tree ordinance implementation, these positions would also allow improved customer service and response times to tree removal or pruning applications. The ordinance put new regulations in place in July 2020, which has created an increased demand to explain regulations and follow up with applicants with questions or concerns on the process. With respect to downtown maintenance, City staff are evaluating staffing options to establish a dedicated maintenance team to enhance services in the Downtown. Currently, a combination of streets, parks and trees maintenance staff support various efforts downtown, including sign installation and maintenance, curb and pavement painting, sidewalk cleaning, lighting, banner installation, and maintenance of the



street closures. In order to support economic recovery efforts for downtown businesses and the street closure anticipated to be in place through January 2022, staff has identified the need for a dedicated presence of maintenance staff downtown. While in the conceptual stages, staff envisions the following personnel requests to advance these efforts.

1.0 FTE - Public Works Superintendent; \$244,370 annual cost

1.0 FTE - Management Analyst I; \$139,455 annual cost

3.0 FTE – Maintenance Worker; \$338,748 annual cost

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5.0 FTE; \$722,573 annual cost

#### City Councilmember capacity requests

- Climate Action Plan
- Transportation
- Capital projects
- Planning
- Building
- Local hazard mitigation
- Emergency preparedness