



## OFFICE OF THE CITY MANAGER

City Council Meeting Date: April 7, 2015

Staff Report #: 15-055

**REGULAR BUSINESS:**                      **Approval of Implementation Plan for the City Council's Fiscal Year 2015-16 Work Plan**

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### RECOMMENDATION

It is recommended that the City Council approve the following Fiscal Year 2015-16 work plan implementation steps:

1. Convert 7.0 existing limited term positions in the Public Works and Community Development departments to regular positions, adopt the updated Salary Schedule, and direct the City Manager to meet with SEIU and AFSCME regarding additional future changes;
2. Authorize 8.75 new FTEs for the Public Works, Community Development, and Human Resources departments;
3. Authorize the City Manager to exceed his expenditure authority and proceed with a compensation and classification study for all non-sworn positions for an amount not to exceed \$90,000;
4. Appropriate \$1,300,000 for the City Hall renovation project to create a professional and efficient workspace, while providing for transitional and substitute space during construction.

### POLICY ISSUES

The City Council is being asked to approve the work plan implementation steps, with consideration of the need to:

1. Make changes to the City's compensation policy to place Menlo Park in a competitive labor market position;
2. Create organizational capacity to meet increasing service level expectations; and
3. Create an efficient and professional work space; and
4. Authorize use of reserve funds for FY2015-16 through FY2016-17.

## **BACKGROUND**

The City Council held a Special Meeting on January 26, 2015, at the Arrillaga Family Recreation Center, with the objective to develop a list of achievable goals for 2015 (Attachment A) which was approved by the City Council at its February 24, 2015, meeting with the adoption of the FY2015-16 Work Plan. The City Manager's presentation included a strategy for achieving those goals which focused on:

1. Filling the difficult-to-recruit positions in Community Development and Public Works and make immediate compensation adjustments;
2. Conduct a comprehensive classification and compensation study for non-public safety positions and make appropriate adjustments;
3. Identify and/or create professional and efficient work spaces to accommodate this new capacity; and
4. Authorize an increase in staff in order to implement the City Council's work plan over a five-year time horizon.

These actions are designed to address the needs identified by the City Council in its goal setting session, as well as to stabilize the organization

## **ANALYSIS**

The City finds itself in the midst of a strengthening economy and unprecedented interest in the M-2 area. The growth of leading employers such as Facebook, CS Bio, and others, along with a number of large and highly complex development project submittals is expected to continue for several years. This workload tests the capacity of the City's planning, building and engineering staff.

Combined, the number of development projects, capital improvement projects, and ongoing General Plan Update process, will overwhelm the City's ability to get the work done in a timely manner that meets both the developer and community needs. Failure to meet these expectations would damage the City's long-term financial security by limiting its ability to capitalize on the economic boom and accomplish much needed infrastructure improvements.

### Limited-term Conversions & Selected Salary Adjustments

As part of the FY2013-14 budget, the City Council approved hiring limited-term and contract staff to address growing development activity. Since then, recruiting and retaining staff for these positions has proven difficult. Several of the positions required multiple recruitment efforts. Due to the unstable nature of these limited-term positions, candidates are reluctant to apply or stay with Menlo Park when other permanent, full-time opportunities arise elsewhere.

This instability coupled with below market salaries for these key positions limited our ability to attract qualified candidates. Staff is proposing to convert 7.0 existing limited term positions in the Public Works and Community Development departments to regular

positions and adopt the updated salary schedule (Attachment B) which includes immediate salary adjustments for the following three job series:

- Engineering series: 5%
- Planning series: 7%
- Building inspection series: 6%

Staff met with the affected labor groups and we expect to receive their agreement. Other classification and compensation items are proposed to be studied and addressed following an organization classification and compensation study as described later in this report.

The citywide net increase for these immediate salary adjustments is approximately \$204,000, with \$143,000 of that being from the General Fund.

#### Net new positions

To meet the development and infrastructure needs, Public Works is requesting 6.5 FTEs (1.0 Senior Civil Engineer, 4.0 Associate Civil Engineers, 0.5 Transportation Management Coordinator, and 1.0 Office Assistant III). These positions will focus on meeting growing demand for development project review (related transportation impact analysis, plan check, stormwater compliance, etc.) and infrastructure needs. These staff would also help address projects outlined in the City Council's goals, including a further enhanced downtown outdoor seating, study of a possible downtown parking structure, water master plan, Dumbarton rail corridor study, and update of the Heritage Tree ordinance.

Community Development is requesting the addition of 1.0 Senior Planner at this time. In addition, the department is evaluating operational changes and a potential restructuring to better organize project teams for the increasing workload from development projects that have been submitted already and others that are expected to be submitted during FY2015-16 (Attachment C). These changes will help equip the department in meeting the pressing needs of the Menlo Gateway project, Facebook's recent project submittal for the TE Connectivity campus, and the 1400 El Camino Real project. The sooner that these and other projects are completed, the sooner the City will begin implementing related public infrastructure improvements and realize benefits from rising transient occupancy tax revenues and increased assessed valuation (property tax).

In addition to operational staff, 1.25 FTE administrative support staff in Human Resources is needed to support the new and existing employees. Human Resources is requesting 1.0 Human Resources Analyst and a supplemental 10 hours per week for the existing Human Resources Assistant position. This will create capacity for recruiting and onboarding new employees, as well as assist with new IRS regulatory requirements of the Affordable Care Act (including extensive documentation and compliance).

The cost for the net new positions is \$1,221,442, with \$825,902 being in the General Fund.

### Classification and Compensation Study

While immediate adjustments have been requested to address difficulty in recruiting the difficult-to-hire development positions listed above, the need exists to conduct a comprehensive classification and compensation study of all positions in the organization.

The classification and compensation study is primarily designed to focus on internal and external equity of both the structure by which employees are compensated as well as the way positions relate and compare to one another across the organization. Internal equity relates to the fairness of an organization's compensation practices among its current employees. Specifically, by reviewing the skills, capabilities, and duties of each position, it can be determined whether similar positions are being compensated in a similar manner within the organization. The classification component of this study is aimed at resolving any inconsistencies related to job requirements and providing some clarity to the plan in place. External equity deals with the differences between how an organization's classifications are valued and what compensation is available in the market place for the same skills, capabilities, and duties.

It is estimated that a consultant can be identified for less than \$90,000, however, this is still above the City Manager's expenditure authority and staff recommends the City Council authorize the City Manager to proceed with completing this process in an expeditious manner.

The outcome of this study will provide the basis for the City Council to establish a compensation plan for the organization.

### City Hall Renovation

Another challenge facing the City is to provide adequate office and meeting space to meet the growing needs of the organization. The City Council previously considered project options and approved Option B during its July 15, 2014, meeting.

Since that time, changes in the organization and this proposal of additional development staff to address the imminent growth in service level demands have added further pressure on timely resolution of space needs. Option B addresses this, provides adjacencies and efficiencies, and incorporates optimal flexibility in order to allow staff to provide excellent service now and in the future.

The City Hall renovation project cost of \$1,300,000 is a one-time cost which is proposed to be funded by one-time funding. This includes \$600,000 from the existing CIP project budget, and staff is requesting an additional appropriation of \$700,000 to the CIP to complete the project.

### **IMPACT ON CITY RESOURCES**

The overall fiscal impact from the recommended actions is \$2,125,442 total, with \$1,668,902 coming from the General Fund. Much of the anticipated costs for the development-related staffing will be offset by revenue from development fees and charges.

Staff proposes assigning a portion of the excess educational revenue augmentation fund (ERAF) allotment received earlier this year and use of reserve funds to offset the balance of the General Fund cost.

## **ENVIRONMENTAL REVIEW**

No environmental review is necessary.

## **PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

## **ATTACHMENTS**

- A. 2015 City Council Work Plan (adopted February 24, 2015)
- B. Proposed Salary Schedule (updated March 19, 2015)
- C. Development and Long-Range Planning Project List (as of April 2, 2015)

Report prepared by:

*Alex D. McIntyre*  
*City Manager*

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#	Description	Lead Department
1.	Staffing (update job descriptions, fill vacancies, add capacity, reduce turnover)	Human Resources
2.	General Plan process; stay on schedule with revitalization of commercial areas / M-2	Community Development
3.	Housing Element implementation programs	Community Development
4.	Grant-funded projects (with deadlines for completion) for <ul style="list-style-type: none"> <li>– Traffic signal improvements (Willow, Sand Hill)</li> <li>– Bicycle/pedestrian improvements (Haven, O'Connor School area, Valparaiso, citywide)</li> <li>– Determine vision and funding for El Camino/Ravenswood/Alma intersections (grade separation study)</li> </ul>	Public Works
5.	El Camino Real Corridor study & design implementation	Public Works
6.	Renewable energy – solar installation at City buildings	Public Works
7.	Climate Action Plan implementation	Public Works
8.	101/Willow Road interchange – Caltrans improvements design & construction	Public Works
9.	Administration building space planning implementation	Public Works
10.	Update to Heritage Tree ordinance	Public Works

#	Description	Lead Department
	<p>Active projects in construction:</p> <ul style="list-style-type: none"> <li>Facebook East</li> <li>Hunter Mixed Use</li> <li>Marriott Residence Inn</li> <li>Quadrus Building #4</li> <li>Facebook West</li> <li>CS Bio</li> <li>Mermaid Inn</li> <li>Beechwood School</li> <li>Anton Menlo</li> <li>Commonwealth Corporate Center</li> </ul> <p>Projects pending or under review for building permits:</p> <ul style="list-style-type: none"> <li>BBC Restaurant</li> <li>Facebook Northwest</li> <li>Hamilton Housing</li> <li>Greystar Housing</li> <li>Core Housing</li> </ul> <p>Projects Pending Land Use Entitlements:</p> <ul style="list-style-type: none"> <li>500 El Camino Real/Stanford (negotiations including bicycle/pedestrian tunnel funding)</li> <li>1300 El Camino Real/Green Heart</li> <li>Menlo Gateway</li> <li>SRI</li> <li>Hunter/Roger Reynolds</li> <li>Alma Station</li> <li>MidPeninsula Housing/Willow</li> <li>650 Live Oak Mixed Use</li> <li>1400 El Camino Real/Hotel</li> </ul>	<p>Community Development</p>
12.	Improve relationships with other agencies	City Manager's Office
13.	Upgrade existing financial system	Finance



#	Description	Lead Department
14.	Belle Haven Action Plan Phase III Implementation	Community Services
15.	Achieve City Council-approved Cost Recovery Levels in all Community Services programs	Community Services
16.	Downtown/El Camino Real Specific Plan Bi-Annual Review	Community Development
17.	Create a community disaster preparedness partnership w/ citizens, businesses & schools, utilizing existing agreement w/ Fire District	Police
18.	Complete sidewalks on Santa Cruz Ave	Public Works
19.	Address downtown parking garage	Public Works
20.	Establish public benefits approach for Development projects	City Manager's Office, Community Development
21.	Develop a water master plan <ul style="list-style-type: none"> <li>– Add additional emergency well</li> <li>– Develop a recycled water program</li> <li>– Recycled water study for Sharon Heights Golf and Country Club and West Bay Sanitary District</li> </ul>	Public Works
22.	Transit improvements (TMA's, etc.)	Public Works
23.	Explore Dumbarton rail corridor activation / re-use	Public Works
24.	Implement Economic Development plan	City Manager's Office
25.	Develop IT master plan <ul style="list-style-type: none"> <li>– New planning/building system software that will also allow for online permitting for basic residential permits (roof replacements, water heater replacements, kitchen/bath remodels, overnight parking permits)</li> </ul>	City Manager's Office
26.	Expand Downtown outdoor seating pilot program	City Manager's Office
27.	Caltrain electrification design review	Public Works
28.	Address traffic issues on Willow Road	Public Works

#	Description	Lead Department
29.	Implementation of recommendations from the department operational reviews (including, among others): <ul style="list-style-type: none"> <li>– Developing the Library and Community Services Departmental Strategic Plans</li> <li>– Implementing the Administrative Services Study recommendations</li> <li>– Updating the Library and Community Services departmental policies and procedures</li> <li>– Improving relationships with stakeholders (school districts, user groups, etc.)</li> </ul>	Community Services, Library City Manager's Office Community Services, Library Community Services, Library
30.	Friendship/Sister City program	City Manager's Office

**City of Menlo Park Salary Schedule  
(as of 04/19/15)**

Job Title	Employee Unit	FLSA	Top Step	MIN/Annual	MAX/Annual	MIN/Hourly	MAX/Hourly
Library Page	SEIU	N	E	24,211.26	28,899.66	11.6400	13.8941
Recreation Leader	SEIU	N	E	24,211.26	28,899.66	11.6400	13.8941
Senior Recreation Leader	SEIU	N	E	28,899.66	34,496.31	13.8941	16.5848
Recreation Aide	SEIU	N	E	30,927.85	37,093.56	14.8692	17.8334
Transportation Driver	SEIU	N	E	32,327.64	38,571.06	15.5421	18.5438
Library Clerk	SEIU	N	E	33,003.09	39,390.60	15.8669	18.9378
Senior Library Page	SEIU	N	E	33,003.09	39,390.60	15.8669	18.9378
Teacher's Aide	SEIU	N	E	33,790.63	40,273.68	16.2455	19.3623
Night Clerk	SEIU	N	E	35,319.38	42,118.64	16.9805	20.2493
Gymnastics Instructor	SEIU	N	E	36,057.05	43,041.00	17.3351	20.6928
Literacy Assistant	SEIU	N	E	41,148.17	49,212.26	19.7828	23.6597
Office Assistant I	SEIU	N	E	41,148.17	49,212.26	19.7828	23.6597
Child Care Teacher - Title 22	SEIU	N	E	45,037.56	53,888.97	21.6527	25.9082
Office Assistant II	SEIU	N	E	46,055.02	55,153.59	22.1418	26.5161
Program Assistant	SEIU	N	E	46,055.02	55,153.59	22.1418	26.5161
Library Assistant I	SEIU	N	E	47,080.67	56,369.87	22.6349	27.1009
Accounting Assistant I	SEIU	N	E	50,333.88	60,402.25	24.1990	29.0395
Building Custodian I	SEIU	N	E	50,333.88	60,402.25	24.1990	29.0395
Child Care Teacher - Title 5	SEIU	N	E	50,333.88	60,402.25	24.1990	29.0395
Office Assistant III	SEIU	N	E	50,333.88	60,402.25	24.1990	29.0395
Human Resources Assistant	Confidential	N	OR	51,455.07	61,818.68	24.7380	29.7205
City Service Officer	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Library Assistant II	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Community Services	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Parks	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Streets	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Trees	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Water	SEIU	N	E	51,455.07	61,818.68	24.7380	29.7205
Maintenance I - Building Maintenance	SEIU	N	E	53,888.97	64,681.10	25.9082	31.0967
Accounting Assistant II	SEIU	N	E	55,153.59	66,191.76	26.5161	31.8230
Building Custodian II	SEIU	N	E	55,153.59	66,191.76	26.5161	31.8230
Secretary	SEIU	N	E	55,153.59	66,191.76	26.5161	31.8230
Library Assistant III	SEIU	N	E	56,369.87	67,751.18	27.1009	32.5727
Maintenance II - Parks	SEIU	N	E	56,369.87	67,751.18	27.1009	32.5727
Maintenance II - Streets	SEIU	N	E	56,369.87	67,751.18	27.1009	32.5727
Maintenance II - Trees	SEIU	N	E	56,369.87	67,751.18	27.1009	32.5727
Police Records Officer	SEIU	N	E	56,369.87	67,751.18	27.1009	32.5727
Community Development Technician	SEIU	N	E	57,730.47	69,301.77	27.7550	33.3182
Development Services Technician	SEIU	N	E	57,730.47	69,301.77	27.7550	33.3182
Water Service Worker	SEIU	N	E	57,730.47	69,301.77	27.7550	33.3182
Custodial Services Supervisor	AFSCME	N	E	57,916.66	69,525.20	27.8445	33.4256
Community Services Officer	SEIU	N	E	59,042.09	71,003.29	28.3856	34.1362
Contract Specialist	SEIU	N	E	59,042.09	71,003.29	28.3856	34.1362
Maintenance II - Building Maintenance	SEIU	N	E	59,042.09	71,003.29	28.3856	34.1362
Police Records Training Officer	SEIU	N	E	59,042.09	71,003.29	28.3856	34.1362
Property and Court Officer	SEIU	N	E	59,042.09	71,003.29	28.3856	34.1362
Environmental Programs Specialist	SEIU	N	E	60,402.25	72,562.05	29.0395	34.8856
Librarian I	SEIU	N	E	60,402.25	72,562.05	29.0395	34.8856
Gymnastics Program Coordinator	AFSCME	N	E	60,596.92	72,796.04	29.1331	34.9981
Program Supervisor - Title 22	AFSCME	N	E	60,596.92	72,796.04	29.1331	34.9981
Program Supervisor - Title 5	AFSCME	N	E	60,596.92	72,796.04	29.1331	34.9981
Recreation Program Coordinator	AFSCME	N	E	60,596.92	72,796.04	29.1331	34.9981
Youth Services Coordinator	AFSCME	N	E	60,596.92	72,796.04	29.1331	34.9981
Administrative Assistant	SEIU	N	E	63,225.40	75,974.37	30.3968	36.5261
Deputy City Clerk	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364

**City of Menlo Park Salary Schedule  
(as of 04/19/15)**

Job Title	Employee Unit	FLSA	Top Step	MIN/Annual	MAX/Annual	MIN/Hourly	MAX/Hourly
Equipment Mechanic	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Maintenance III - Building Maintenance	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Maintenance III - Parks	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Maintenance III - Streets	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Maintenance III - Trees	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Maintenance III - Water	SEIU	N	E	64,681.10	77,867.65	31.0967	37.4364
Engineer Technician I	SEIU	N	E	64,909.61	78,077.77	31.2065	37.5374
Traffic Engineering Technician I	SEIU	N	E	64,909.61	78,077.77	31.2065	37.5374
Computer Support Technician	SEIU	N	E	66,191.76	79,616.83	31.8230	38.2773
Planning Technician	SEIU	N	E	66,191.76	79,616.83	31.8230	38.2773
Red Light Photo Enforcement Facilitator	SEIU	N	E	66,191.76	79,616.83	31.8230	38.2773
Librarian II	SEIU	N	E	67,751.18	81,612.50	32.5727	39.2368
Executive Secretary to the City Mgr	Confidential	X	OR	67,355.00	81,870.00	32.3822	39.3606
Water Quality Technician	SEIU	N	E	69,301.77	83,410.24	33.3182	40.1011
Belle Haven Family Serv Pgm Mgr	AFSCME	X	E	69,525.20	83,679.04	33.4256	40.2303
Literacy Program Manager	AFSCME	X	E	69,525.20	83,679.04	33.4256	40.2303
Accountant	SEIU	N	E	71,003.29	85,502.11	34.1362	41.1068
Code Enforcement Officer	SEIU	N	E	71,003.29	85,502.11	34.1362	41.1068
Communications Officer	SEIU	N	E	71,003.29	85,502.11	34.1362	41.1068
Engineering Technician II	SEIU	N	E	72,766.86	87,580.75	34.9841	42.1061
Traffic Engineering Technician II	SEIU	N	E	72,766.86	87,580.75	34.9841	42.1061
Communications Training Officer	SEIU	N	E	74,359.78	89,590.10	35.7499	43.0722
Recreation Supervisor	AFSCME	X	E	74,599.47	89,879.01	35.8651	43.2111
Business Manager - Development Serv	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
City Arborist	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
Facilities Supervisor	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
Fleet Supervisor	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
Parks and Trees Supervisor	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
Streets Supervisor	AFSCME	X	E	76,219.24	91,871.99	36.6439	44.1692
Assistant Planner	SEIU	N	E	77,641.39	93,513.07	37.3276	44.9582
Economic Development Specialist	SEIU	N	E	77,867.65	93,867.41	37.4364	45.1286
Construction Inspector	SEIU	N	E	77,867.65	93,867.41	37.4364	45.1286
Financial Analyst	SEIU	N	E	77,867.65	93,867.41	37.4364	45.1286
Lead Communications Officer	SEIU	N	E	77,867.65	93,867.41	37.4364	45.1286
Management Analyst	SEIU	N	E	77,867.65	93,867.41	37.4364	45.1286
Senior Engineering Technician	SEIU	N	E	78,077.77	94,069.60	37.5374	45.2258
Librarian III	AFSCME	X	E	78,118.75	94,170.13	37.5571	45.2741
Revenue and Claims Manager	AFSCME	X	E	78,188.75	94,170.13	37.5907	45.2741
Transportation Management Coord	SEIU	N	E	79,616.83	95,959.94	38.2773	46.1346
Water System Supervisor	AFSCME	X	E	79,873.28	96,269.40	38.4006	46.2834
Human Resources Analyst	Confidential	X	OR	81,607.25	96,559.00	39.2343	46.4226
Branch Library Manager	AFSCME	X	E	81,875.60	98,655.57	39.3633	47.4306
Building Inspector	SEIU	N	E	82,539.71	99,499.45	39.6826	47.8363
Associate Planner	SEIU	N	E	85,190.01	102,677.14	40.9567	49.3640
Assistant Engineer	SEIU	N	E	85,693.13	103,255.39	41.1986	49.6420
Support Services Manager	AFSCME	X	E	85,777.65	103,442.93	41.2393	49.7322
Environmental Programs Manager	AFSCME	X	E	87,677.16	105,730.64	42.1525	50.8320
Financial Services Manager	AFSCME	X	E	87,677.16	105,730.64	42.1525	50.8320
City Attorney	Exec	X	OR	N/A	108,000.00	N/A	51.9231
Police Officer	POA	N	E	89,677.95	109,004.06	43.1144	52.4058
Transportation Planner	SEIU	N	E	91,765.16	110,660.59	44.1179	53.2022
Senior Building Inspector	SEIU	N	E	92,639.11	111,714.50	44.5380	53.7089
Senior Planner	SEIU	N	E	93,513.07	112,768.41	44.9582	54.2156
Community Services Superintendent	Exec	X	OR	91,085.80	113,856.00	43.7913	54.7385
Public Works Superintendent	Exec	X	OR	91,085.80	113,856.00	43.7913	54.7385

**City of Menlo Park Salary Schedule  
(as of 04/19/15)**

Job Title	Employee Unit	FLSA	Top Step	MIN/Annual	MAX/Annual	MIN/Hourly	MAX/Hourly
Associate Engineer	SEIU	N	E	96,155.31	116,021.79	46.2285	55.7797
Children's Services Manager	AFSCME	X	E	96,269.40	116,223.91	46.2834	55.8769
Community Services Manager	AFSCME	X	E	96,269.40	116,223.91	46.2834	55.8769
Housing Manager	AFSCME	X	E	96,269.40	116,223.91	46.2834	55.8769
Plan Checker	SEIU	N	E	97,071.08	117,126.76	46.6688	56.3109
Police Corporal	POA	N	E	96,515.95	117,315.74	46.4019	56.4018
Technical Services Manager	AFSCME	X	E	98,655.57	119,104.37	47.4306	57.2617
City Clerk	Exec	X	OR	95,798.40	119,748.00	46.0569	57.5712
Transportation Engineer	SEIU	N	E	100,757.94	121,642.93	48.4413	58.4822
Assistant to the City Manager	Exec	X	OR	98,870.40	123,588.00	47.5338	59.4173
Senior Civil Engineer	AFSCME	X	E	105,901.22	127,982.04	50.9140	61.5298
Senior Transportation Engineer	AFSCME	X	E	105,901.22	127,982.04	50.9140	61.5298
Building Official	AFSCME	X	E	106,909.80	129,200.92	51.3989	62.1158
Police Sergeant	PSA	N	E	108,146.50	131,452.74	51.9935	63.1984
Information Services Manager	AFSCME	X	E	110,853.17	133,984.83	53.2948	64.4158
Economic Development Manager	Exec	X	OR	108,787.20	135,984.00	52.3015	65.3769
Assistant Community Development Director	Exec	X	OR	113,021.80	141,276.00	54.3374	67.9212
Development Services Manager	AFSCME	X	E	118,612.89	143,363.77	57.0254	68.9249
Police Lieutenant	Exec	X	OR	122,333.80	152,916.80	58.8143	73.5177
Engineering Services Manager	Exec	X	OR	125,587.20	156,984.00	60.3785	75.4731
Transportation Manager	Exec	X	OR	125,587.20	156,984.00	60.3785	75.4731
Assistant Director of Public Works	Exec	X	OR	125,587.20	156,984.00	60.3785	75.4731
Human Resources Director	Exec	X	OR	132,058.60	165,072.00	63.4897	79.3615
Police Commander	Exec	X	OR	139,200.00	174,000.00	66.9231	83.6538
Library Services Director	Exec	X	OR	139,603.20	174,504.00	67.1169	83.8962
Community Development Director	Exec	X	OR	143,146.60	178,932.00	68.8205	86.0250
Finance Director	Exec	X	OR	143,338.60	179,172.00	68.9128	86.1404
Community Services Director	Exec	X	OR	145,104.00	181,380.00	69.7615	87.2019
Public Works Director	Exec	X	OR	147,034.60	183,792.00	70.6897	88.3615
Assistant City Manager	Exec	X	OR	151,373.80	189,216.00	72.7759	90.9692
Police Chief	Exec	X	OR	154,666.60	193,332.00	74.3589	92.9481
City Manager	Exec	X	OR	N/A	199,000.00	N/A	95.6731

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## Development and Long-Range Planning Projects as of April 2, 2015

## Development Projects:

Project Name	Key Characteristics	Status
Facebook East	Re-use of existing campus; addition of 1,500 residential units	Ongoing renovation projects; future housing proposal
Facebook West (MPK 20)	433,555 sf office	Temporary occupancy granted; minor construction ongoing
Facebook (300 Constitution)	185,000 sf office (Building re-use)	Completed land use entitlements
Facebook (TE site)	200 room hotel; 985,000 sf office	Submitted for land use entitlements
Facebook (Prologis site)	Mixed use office and residential	Future project
Marriott Residence Inn	Hotel conversion	In construction
Quadrus Building #4	32,671 sf office	In construction
CS Bio	37,428 sf R&D	In construction
702 Oak Grove	Mixed use (3,460 sf office and 4 residential units)	In construction
Mermaid Inn Hotel	Hotel renovation/expansion	In construction
Anton Menlo	394 rental units	In construction
Greenheart Hamilton Housing	195 rental units	In construction
Greystar Housing	146 rental units	In plan check
Core Housing	60 affordable rental units	In construction
Mid-Peninsula Housing (1200 block Willow)	Replace existing housing with 90 affordable senior units	Undergoing planning review
Mid-Peninsula Housing (1300 block Willow)	Replace existing housing with affordable senior units	Future project
Commonwealth Center	259,920 sf office	In construction
BBC	Renovated Restaurant	In construction
612-14 College	4 residential units	In plan check
Fire Station #6	New fire station	Completed land use entitlements
Stanford Project	Mixed Use	Undergoing planning review
Greenheart El Camino Real Project	Up to 217,000 sf commercial and 216 units	Undergoing planning review
Menlo Gateway	250 room hotel; 694.669 sf office/R&D; 40,000 sf fitness center	Undergoing planning review
SRI Campus Renovation	Campus renovation	Undergoing planning review/on hold
Roger Reynold's Nursery	26 residential units	Undergoing planning review
Alma Station	25,156 sf office	Undergoing planning review
650 Live Oak	16,811 sf commercial/17 units	Undergoing planning review
1400 El Camino Real	Hotel	Undergoing planning review
1295 El Camino Real	Mixed use	Undergoing planning review
Office Max site	Convert existing buildings to R&D	Submitted for land use entitlements
Stanford Inn Renovation	Motel conversion to new mixed use	Future Project
Sunset Headquarters	Unknown	Future project
Park Theater Renovation	Office-Residential Mixed Use	Future project
Packard site	Annexation and 30,000 sf office	Future project

Ford Land Company	Commercial	Future project
900 block El Camino Real	Mixed Use	Future project
840 Menlo	Mixed Use	Future project
716 Oak Grove	Mixed use	Future project
3575 Haven	Office/R&D	Future project
502-540 Santa Cruz	Mixed use	Future project

**Long-Range Planning Projects:**

<b>Project Name</b>	<b>Status</b>
General Plan Update and M-2 Area Zoning	Underway
Housing Element Annual Reports	Conducted annually
Housing Element Nexus Study	Underway
Housing Element Implementation	Underway
Specific Plan Review	Conducted every two years
Public Benefit	Underway
Zoning Ordinance Update/Streamlining	Simultaneous with General Plan Update
Zoning Ordinance Update/Residential	Following conclusion of General Plan Update
Zoning Ordinance Update/Signs	Following conclusion of Zoning Ordinance/Residential
Zoning Ordinance Update/Remainder	Following conclusion of Zoning Ordinance/Signs
Online Permitting	Fiscal year 2015-16